



City of Monona
2016 Executive Operating Budget
Adopted November 16, 2015

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

FINANCE DIRECTOR / INTERIM CITY ADMINISTRATOR

Marc C. Houtakker

2016 BUDGET SUMMARY

	2015 BUDGET	2016 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
GENERAL FUND				
Revenues				
Levy	\$ 2,333,391	\$ 2,440,711	\$ 107,320	4.60%
Other Revenues				
Taxes (other than property taxes)	516,220	556,020	39,800	7.71%
Intergovernmental revenues	1,419,164	1,409,676	(9,488)	-0.67%
Licenses and permits	177,860	180,760	2,900	1.63%
Fines, forfeits and penalties	165,000	164,000	(1,000)	-0.61%
Public charges for services	50,200	52,900	2,700	5.38%
Intergovernmental charges	72,100	75,705	3,605	5.00%
Miscellaneous revenues	341,540	393,139	51,599	15.11%
Other financing sources	172,379	207,379	35,000	20.30%
Appropriated fund balance	<u>255,000</u>	<u>-</u>	<u>(255,000)</u>	<u>100.00%</u>
Total Other Revenues	3,169,463	3,039,579	(129,884)	-4.10%
Expenditures				
Legislative	24,237	30,642	6,405	26.43%
Judicial	61,141	62,804	1,663	2.72%
Legal	160,000	170,000	10,000	6.25%
Executive Office	189,235	176,433	(12,802)	-6.77%
Clerk's Office	84,562	91,644	7,082	8.38%
Finance Office	103,345	106,555	3,210	3.11%
General Government	693,537	539,438	(154,099)	-22.22%
General Buildings & Plant	155,005	156,961	1,956	1.26%
Law Enforcement	2,086,633	2,103,976	17,343	0.83%
Fire Protection	469,050	531,582	62,532	13.33%
Inspections	89,145	89,545	400	0.45%
Emergency Communications	354,202	371,510	17,308	4.89%
Engineering	52,802	53,373	571	1.08%
Public Works	724,043	718,851	(5,192)	-0.72%
Parks	177,495	185,996	8,501	4.79%
Planning	<u>78,422</u>	<u>90,981</u>	<u>12,559</u>	<u>16.02%</u>
TOTAL	\$5,502,854	5,480,290	(22,564)	-0.41%

Expenditure Restraint Estimates

Actual Percentage Increase	-0.41%
Estimated Allowed Increase	2.00%
Actual amount under/(over) the allowed increase	\$ 132,621

Interim Rate with TID out 6.22469400 Must be 5 or greater

Working Capital Percentages

20% Reserve for Working Capital	\$ 1,096,058
Estimated Fund Balance 12/31/15	\$ 1,397,364
Designated to Capital Project fund	<u>\$ -</u>
Difference	\$ (301,306)
Estimated Reserve Percentage -2015	25.50%

	2015 BUDGET	2016 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
LIBRARY				
Levy	\$ 498,557	\$ 518,187	\$ 19,630	3.94%
Revenues	\$ 250,156	\$ 246,421	\$ (3,735)	-1.49%
TOTAL	\$ 748,713	\$ 764,608	\$ 15,895	2.12%
Expenditures	\$ 748,713	\$ 764,608	\$ 15,895	2.12%
COMMUNITY RECREATION SERVICES				
Levy	\$ 451,626	\$ 454,257	\$ 2,631	0.58%
Other Revenues	\$ 381,561	\$ 402,061	\$ 20,500	5.37%
TOTAL	\$ 833,187	\$ 856,318	\$ 23,131	2.78%
Expenditures	\$ 833,188	\$ 856,318	\$ 23,130	2.78%
AMBULANCE				
Levy	\$ 112,161	\$ 143,821	\$ 31,660	28.23%
Other Revenues	\$ 361,046	\$ 355,000	\$ (6,046)	-1.67%
Applied Fund Balance	\$ -	\$ 35,000	\$ 35,000	N/A
TOTAL	\$ 473,207	\$ 533,821	\$ 60,614	12.81%
Expenditures	\$ 473,207	\$ 533,821	\$ 60,614	12.81%
DEBT SERVICE				
Levy	\$ 1,903,004	\$ 2,153,398	\$ 250,394	13.16%
Other Revenues	\$ 105,000	\$ 60,000	\$ (45,000)	-42.86%
Applied Fund Balance	\$ -	\$ -	\$ -	#DIV/0!
TOTAL	\$ 2,008,004	\$ 2,213,398	\$ 205,394	10.23%
Expenditures	\$ 2,008,004	\$ 2,213,398	\$ 205,394	10.23%
DEBT SERVICE - LIBRARY EXPANSION				
Levy	\$ 227,007	\$ 245,006	\$ 17,999	7.93%
Other Revenues	\$ -	\$ -	\$ -	N/A
TOTAL	\$ 227,007	\$ 245,006	\$ 17,999	7.93%
Expenditures	\$ 227,007	\$ 245,006	\$ 17,999	7.93%
SOLID WASTE DISPOSAL FUND				
Levy	\$ 266,970	\$ 291,063	\$ 24,093	9.02%
Other Revenues	\$ 94,900	\$ 85,660	\$ (9,240)	-9.74%
TOTAL	\$ 361,870	\$ 376,723	\$ 14,853	4.10%
Expenditures	\$ 361,870	\$ 376,723	\$ 14,853	4.10%

	2015 BUDGET	2016 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
TRANSIT				
Levy	\$ 60,039	\$ 64,263	\$ 4,224	7.04%
Other Revenues	\$ 163,033	\$ 156,231	\$ (6,802)	-4.17%
TOTAL	\$ 223,072	\$ 220,493	\$ (2,579)	-1.16%
Expenditures	\$ 223,072	\$ 220,493	\$ (2,579)	-1.16%
Total Revenues (Without City Levy)	\$ 4,525,159	\$ 4,344,952	\$ (180,207)	-3.98%
Total Expenditures	\$ 10,377,915	\$ 10,690,657	\$ 312,742	3.01%
City Property Tax Levy	\$ 3,722,744	\$ 3,912,302	\$ 189,558	5.09%
General Debt Service	\$ 1,903,004	\$ 2,153,398	\$ 250,394	13.16%
Library Expansion Debt Service	\$ 227,007	\$ 245,006	\$ 17,999	7.93%
Total City Property Tax Levy	\$ 5,852,755	\$ 6,310,706	\$ 457,951	7.82%
Property Tax Freeze				
Actual Percentage Increase		7.82%		
Actual Dollar Increase		\$ 457,951		
Allowed Increase		0.71%		
Allowed Dollar Increase		\$ 41,672		
Other Allowable increase		150,000		
Total		\$ 191,672		
Actual Increase excluding Debt Service		189,558		
Difference -		\$ 2,114		
Tax Rate per \$1,000 of Assessed Value	\$ 5.89	\$ 5.98	\$ 0.10	1.62%
Library Exp. Debt Service of Assessed	\$ 0.23	\$ 0.24	\$ 0.01	3.80%
Total Tax Rate per \$1,000 of assessed	\$ 6.12	\$ 6.224694	\$ 0.10	1.70%
Equalized Tax Rate	\$ 5.73	\$ 5.97	\$ 0.24	4.20%

OTHER FUNDS OF THE CITY

	2015 BUDGET	2016 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
COMMUNITY DEVELOPMENT AUTHORITY				
Levy	\$ -	\$ -	\$ -	N/A
Revenues	\$ 84,707	\$ 69,999	\$ (14,708)	-17.36%
TOTAL	\$ 84,707	\$ 69,999	\$ (14,708)	-17.36%
Expenditures	\$ 84,707	\$ 69,999	\$ (14,708)	-17.36%
TIF DISTRICT NO. 2 Debt Service				
Increment	\$ 1,400,000	\$ 1,400,000	\$ -	0.00%
Revenues	\$ 10,000	\$ 10,000	\$ -	0.00%
TOTAL	\$ 1,410,000	\$ 1,410,000	\$ -	0.00%
Expenditures	\$ 1,410,000	\$ 1,410,000	\$ -	0.00%

	2015 BUDGET	2016 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
Capital Projects				
Levy	\$ -	\$ -	\$ -	N/A
Applied Fund Balance	\$ -	\$ -	\$ -	N/A
Other Revenues	\$ 3,334,319	\$ 2,985,421	\$ (348,898)	-10.46%
TOTAL	\$ 3,334,319	\$ 2,985,421	\$ (348,898)	-10.46%
Expenditures	\$ 3,334,319	\$ 2,985,421	\$ (348,898)	-10.46%
TID #4 Capital				
Increment	\$ 290,000	\$ 280,000	\$ (10,000)	N/A
Revenues	\$ 1,000	\$ 800	\$ (200)	-20.00%
TOTAL	\$ 291,000	\$ 280,800	\$ (10,200)	-3.51%
Expenditures	\$ 589,653	\$ 602,496	\$ 12,843	2.18%
TID #5 Capital				
Increment	\$ 350,000	\$ 350,000	\$ -	N/A
Revenues	\$ 330,232	\$ 330,232	\$ -	0.00%
TOTAL	\$ 680,232	\$ 680,232	\$ -	0.00%
Expenditures	\$ 585,008	\$ 582,489	\$ (2,519)	-0.43%
TID #6 Capital				
Increment	\$ -	\$ 700,000	\$ 700,000	N/A
Revenues	\$ -	\$ 9,000	\$ 9,000	N/A
TOTAL	\$ -	\$ 709,000	\$ 709,000	#DIV/0!
Expenditures	\$ -	\$ 528,900	\$ 528,900	N/A
TID #7 Capital				
Increment	\$ -	\$ 110,000	\$ 110,000	N/A
Revenues	\$ -	\$ 2,000	\$ 2,000	N/A
TOTAL	\$ -	\$ 112,000	\$ 112,000	#DIV/0!
Expenditures	\$ -	\$ 114,081	\$ 114,081	N/A
TID #8 Capital				
Increment	\$ -	\$ 70,000	\$ 70,000	N/A
Revenues	\$ -	\$ -	\$ -	N/A
TOTAL	\$ -	\$ 70,000	\$ 70,000	#DIV/0!
Expenditures	\$ -	\$ 83,339	\$ 83,339	N/A
Parkland Project				
Revenues	\$ -	\$ -	\$ -	#DIV/0!
Expenditures	\$ -	\$ -	\$ -	#DIV/0!
WATER UTILITY				
Revenues	\$ 1,583,000	\$ 1,595,000	\$ 12,000	0.76%
Expenditures	\$ 1,353,444	\$ 1,342,434	\$ (11,010)	-0.81%
SEWER UTILITY				
Revenues	\$ 1,153,000	\$ 1,178,000	\$ 25,000	2.17%
Expenditures	\$ 1,165,782	\$ 1,168,566	\$ 2,784	0.24%

STORM WATER UTILITY

Revenues	\$	505,000	\$	556,000	\$	51,000	90.83%
Expenditures	\$	507,330	\$	547,116	\$	39,786	92.73%

CATV

Revenues	\$	227,880	\$	186,010	\$	(41,870)	-18.37%
Expenditures	\$	227,880	\$	186,010	\$	(41,870)	-18.37%

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	\$ 3,123,060.30	1,013,817,900	0.003080494	\$ 1,130,326,000	\$ 3,481,962.46	\$ 358,902.16	\$ 341,574.48	\$ 17,327.68	5.07%
MONONA GROVE SCHOOL DISTRICT	\$ 13,410,096.06	975,598,782	0.013745503	\$ 1,092,106,882	\$ 15,011,558.42	\$ 1,601,462.36	\$ 1,518,247.64	\$ 83,214.72	5.48%
MATC	\$ 930,060.45	1,013,817,900	0.000917384	\$ 1,130,326,000	\$ 1,036,942.99	\$ 106,882.54	\$ 201,749.21	\$ (94,866.67)	-47.02%
CITY OF MONONA	<u>\$ 6,310,705.77</u>	<u>1,013,817,900</u>	<u>0.006224694</u>	<u>\$ 1,130,326,000</u>	<u>\$ 7,035,933.47</u>	<u>\$ 725,227.70</u>	<u>\$ 653,290.27</u>	<u>\$ 71,937.43</u>	<u>11.01%</u>
TOTAL FOR TAX INCREMENT	\$ 23,773,922.58	1,013,817,900	0.023968075	\$ 1,130,326,000	\$ 26,566,397.34	\$ 2,792,474.76	\$ 2,714,861.60	\$ 77,613.16	2.86%
STATE OF WISCONSIN					\$ 189,834.93				
MADISON SCHOOL DISTRICT					<u>\$ 11,392.74</u>				
TOTAL FOR AMOUNT TO BE LEVIED					\$ 26,767,625.01				

Equalized Value per District	Increment Value	2015 Tax Increment	2014 Tax Increment
TIF #2	57,766,800	1,384,559	1,385,159
TIF #4	11,055,800	264,986	278,870
TIF #5	13,759,200	329,782	337,730
TIF #6	26,602,100	637,601	712,202
TIF #7	4,464,300	107,001	113,999
TIF #8	2,859,900	68,546	31
	<u>116,508,100</u>	<u>2,792,475</u>	<u>2,827,991</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	\$ 189,834.93	1,097,695,600	32,630,400	1,130,326,000	0.167947	0.174240	-3.612%	(\$0.01)
DANE COUNTY	\$ 3,481,962.46	1,097,695,600	32,630,400	1,130,326,000	3.080494	3.200181	-3.740%	(\$0.12)
CITY OF MONONA	\$ 7,035,933.47	1,097,695,600	32,630,400	1,130,326,000	6.224694	6.120629	1.700%	\$0.10
MATC	\$ 1,036,942.99	1,097,695,600	32,630,400	1,130,326,000	0.917384	1.890171	-51.466%	(\$0.97)
MONONA GROVE SCHOOLS	\$ 15,011,558.42	1,097,037,800	32,354,400	1,129,392,200	13.291714	14.224345	-6.557%	(\$0.93)
MADISON SCHOOLS	<u>\$ 11,392.74</u>	<u>657,800</u>	<u>276,000</u>	<u>933,800</u>	<u>12.200404</u>	<u>12.180020</u>	<u>0.167%</u>	<u>\$0.02</u>
TOTAL NEEDED	\$ 26,767,625.01							
GROSS MILL RATE-MG					23.682233	25.609566	-7.5258%	(\$1.93)
GROSS MILL RATE-MSD					22.590923	23.565241	-4.1346%	(\$0.97)
<hr/>								
STATE CREDITS								
STATE SCHOOL TAX CREDIT	\$2,025,666.54	1,097,695,600	32,630,400	1,130,326,000	-1.792108	-1.984561	-9.6975%	\$0.19
<hr/>								
NET MILL RATE			MG SCHOOL DISTRICT		21.890125	23.625005	-7.3434%	(\$1.73)
			MADISON SCHOOL DISTRICT		20.798815	21.580680	-3.6230%	(\$0.78)

**2015 BUDGET
ASSESSED VALUE AND LEVY ASSUMPTIONS**

<u>EQUALIZED VALUE</u>					<u>ASSESSED VALUE</u>					
		2015	2014	% INCREASE		RE	PP	TOTAL		
Equalized Value without TID	A	\$1,013,817,900	\$976,533,900	3.82%	A 14 ASSESSED VALUE	1,062,657,088	32,475,000	1,095,132,088		
Equalized Value with TID	A	\$1,130,326,000	\$1,096,677,100	3.07%	E 15 ASSESSED VALUE	1,097,695,600	32,630,400	1,130,326,000		
Increment		\$116,508,100	\$120,143,200	-3.03%		35,038,512	155,400	35,193,912		
						3.30%	0.48%	3.21%		
<u>BUDGETED LEVY</u>		2015	2014	% INCREASE	\$ INCREASE	<u>MDS SCHOOL DISTRICT</u>				
ILLEGAL TAXES	A	\$ -	\$ -	N/A	\$ -	RE	PP	TOTAL		
GENERAL	A	2,440,711	2,333,391	4.60%	107,320	A 13 ASSESSED VALUE	657,800	39,900	697,700	
LIBRARY	A	518,187	498,557	3.94%	19,630	E 14 ASSESSED VALUE	657,800	276,000	933,800	
AMBULANCE	A	143,821	112,161	28.23%	31,660	<u>TAX CREDITS</u>				
DEBT SERVICE	A	2,153,398	1,903,004	13.16%	250,394	2014	2013	\$ INCREASE	% INCREASE	
DEBT SERVICE - LIB EXPANSION	A	245,006	227,007	7.93%	17,999	E School Tax Cr.	\$2,025,666.54	\$2,048,181.79	(\$22,515.25)	-1.10%
TRANSIT	A	64,263	60,039	7.04%	4,224					
COMMUNITY RECREATION	A	454,257	451,626	0.58%	2,631					
SOLID WASTE DISPOSAL	A	291,063	266,970	9.02%	24,093					
CAPITAL	A	-	-	N/A	-					
TOTAL LEVY		\$ 6,310,706	\$ 5,852,755	7.82%	\$ 457,951					
					<u>LOTTERY CREDIT</u>					
					E MG Schools	2014 \$151.01	2013 \$151.01	\$ INCREASE \$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	1,092,106,882				
<u>TAXING JURISDICTION</u>		2015	2014	% INCREASE	\$ INCREASE	<u>E CURRENT YEAR ASSESSMENT RATIO</u>				
DANE COUNTY	E	\$ 3,123,060.30	\$ 3,061,823.82	2.00%	\$ 61,236.48	99.86%				
MG SCHOOLS	E	\$ 13,410,096.06	\$ 13,147,153.00	2.00%	\$ 262,943.06	<u>A PRIOR YEAR ASSESSMENT RATIO</u>				
MADISON SCHOOLS	E	\$ 11,392.74	\$ 11,169.35	2.00%	\$ 223.39	97.38%				
MATC	E	\$ 930,060.45	\$ 911,823.97	2.00%	\$ 18,236.48	<u>E EXPENDITURE RESTRAINT</u>				
CITY OF MONONA	E	\$ 6,310,705.77	\$ 5,852,755.00	7.82%	\$ 457,950.77	2.50%				
STATE OF WISCONSIN	E	\$ 189,834.93	\$ 186,112.68	2.00%	\$ 3,722.25					
TOTAL LEVY		\$ 23,975,150.25	\$ 23,170,837.82	3.47%	\$ 804,312					
<u>E-ESTIMATED</u>										
<u>A-ACTUAL</u>										
					13%	13%				
					56%	57%				
					0%	0%				
					4%	4%				
					26%	25%				
					1%	1%				
					100%	100%				

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

NOTICE IS HEREBY GIVEN of a public hearing on the 2016 executive budget to be held before the City Council on Monday November 2, 2015 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.

2016 EXECUTIVE BUDGET SUMMARY

General Fund							
	2015 Budget	2015 Year End Estimate	2016 Proposed		Percentage Change Increase (Decrease)		
Revenues							
Taxes (other than property taxes)	516,220	556,358	556,020				
Intergovernmental revenues	1,419,164	1,444,603	1,409,676				
Licenses and permits	177,860	141,645	180,760				
Fines, forfeits and penalties	165,000	154,984	164,000				
Public charges for services	50,200	58,247	52,900				
Intergovernmental charges	72,100	72,100	75,705				
Miscellaneous revenues	341,540	346,000	393,139				
Other financing sources	172,379	172,695	207,379				
Appropriated fund balance	<u>255,000</u>	<u>-</u>	<u>-</u>				
Total Revenues	3,169,463	2,946,632	3,039,579		-4.10%		
Expenditures							
General Government	1,195,562	1,216,835	1,308,977				
Public Safety	2,999,030	2,970,044	3,096,612				
Public Works	710,944	696,069	694,777				
Culture, Recreation and Education	177,495	170,016	185,996				
Conservation and Development	144,323	133,991	168,428				
Other financing uses	<u>275,500</u>	<u>275,500</u>	<u>25,500</u>				
Total Expenditures	5,502,854	5,462,455	5,480,290		-0.41%		
Excess (deficiency) of revenues over expenditures							
	(2,333,391)	(2,515,823)	(2,440,711)				
Local Property Taxes	<u>2,333,391</u>	<u>2,333,388</u>	<u>2,440,711</u>		4.60%		
Net surplus (deficit)	-	(182,435)	-				
Fund Balance - Beginning of Year	1,579,799	1,579,799	1,397,364				
Fund Balance - End of Year	1,579,799	1,397,364	1,397,364				
-							
Special Revenue Funds							
	Library	Community Recreation	CATV	Ambulance	Solid Waste	CDA	Totals
Total Revenues	246,421	402,061	186,010	390,000	85,660	69,999	1,380,150
Total Expenditures	<u>764,608</u>	<u>856,318</u>	<u>186,010</u>	<u>533,821</u>	<u>376,723</u>	<u>69,999</u>	<u>2,787,478</u>
Excess (deficit)	(518,187)	(454,257)	-	(143,821)	(291,063)	-	(1,407,328)
Balance - Jan 1	115,749	-	59,590	135,354	(93,441)	203,376	420,628
Balance - Dec 31	115,749	-	49,334	100,354	(93,441)	203,376	375,372
Property Tax	518,187	454,257	-	143,821	291,063	-	1,407,328
Debt Service Funds							
	General	Library	TID #2	Totals			
Total Revenues	60,000	-	1,410,000	1,470,000			
Total Expenditures	<u>2,213,398</u>	<u>245,006</u>	<u>1,410,000</u>	<u>3,868,404</u>			
Excess (deficit)	(2,153,398)	(245,006)	-	(2,398,404)			
Balance - Jan 1	502,930	2,608	-	505,538			
Balance - Dec 31	502,930	2,608	-	505,538			
Property Tax	2,153,398	245,006	-	2,398,404			

Capital Projects Funds	General	TID #4	TID #5	TID #6	TID #7	TID #8	Totals
Total Revenues	2,985,421	610,662	680,232	709,000	112,000	70,000	5,167,314
Total Expenditures	2,985,421	602,496	582,489	528,900	114,081	83,339	4,896,726
Excess (deficit)	-	8,166	97,743	180,100	(2,081)	(13,339)	270,588
Balance - Jan 1	430,000	1,786,771	940,290	422,342	(224,998)	(509,488)	2,844,917
Balance - Dec 31	430,000	1,794,937	1,038,033	602,442	(227,079)	(35,445)	3,602,887

Property Tax

Enterprise Funds	Water Utility	Sewer Utility	Mass Transit	Stormwater Utility	Totals
Total Revenues	1,595,000	1,178,000	156,231	\$556,000	\$3,485,231
Total Expenditures	1,342,434	1,168,566	220,493	\$547,116	\$3,278,608
Excess (deficit)	252,566	9,434	(64,263)	\$8,884	(\$45,944)
Retained Earnings- Jan 1	7,517,973	3,553,511	(25,120)	1,780,100	\$12,826,464
Retained Earnings - Dec 31	7,770,539	3,562,945	(25,120)	\$1,780,100	\$13,088,465
Property Tax	\$0	\$0	\$64,263	\$0	\$64,263

BUDGET SUMMARY

	2015 Budget	2016 Proposed	Difference	
			Amount	Percentage
Total Revenues without Tax Levy	\$4,525,159	7,365,373	2,840,214	62.76%
Total Expenditures	\$10,377,915	\$10,690,657	\$312,742	3.01%

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

	Actual Levy 2015	Proposed Levy 2016	Difference	
			Amount	Percentage
General Fund	\$ 2,333,391	\$ 2,440,711	\$107,320	4.60%
Library	498,557	518,187	19,630	3.94%
Ambulance	112,161	143,821	31,660	28.23%
Debt Service	1,903,004	2,153,398	250,394	13.16%
Debt Service - Library Expansion	227,007	245,006	17,999	7.93%
Mass Transit	60,039	64,263	4,224	7.04%
Community Recreation	451,626	454,257	2,631	0.58%
Solid Waste Desposal Fund	266,970	291,063	24,093	9.02%
Capital Projects	-	-	-	N/A
Total Levy	\$ 5,852,755	\$ 6,310,706	\$ 457,951	7.82%
Total without Library Debt levy	\$ 5,625,748	\$ 6,065,700	\$ 439,952	7.82%
Tax Rate per \$1,000				
Assessed Rate	\$5.89	\$5.98	\$0.10	1.62%
Equalized Rate	\$5.73	\$5.97	\$0.24	4.20%
Library Debt Assessed Rate	\$0.23	\$0.24	\$0.01	3.80%
City Assessed Rate	\$0.00	\$0.00	(\$0.01)	#DIV/0!
Total Assessed Rate	\$0.23	\$0.24	\$0.01	5.07%

The City's outstanding general obligation debt at December 31, 2015 is \$51,845,000.

NOTE: THE PROPOSED RATE FOR MUNICIPAL PURPOSES IS \$6.11 PER \$1,000 OF ASSESSED VALUATION. FOR EXAMPLE, AN HOME ASSESSED AT \$261,000 (\$6.22X 261) WOULD PAY \$1,623.42

Expenditure Restraint Estimates	
Actual Percentage Increase	-0.41%
Estimated Allowed Increase	2.00%
Working Capital Percentages	
20% Reserve for Working Capital	\$1,096,058
Estimated Fund Balance 12/31/15	\$1,397,364
Difference	(\$301,306)
	\$0.00
	0.00%

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET	
TAXES										
100-41-41110-000	GENERAL PROPERTY TAXES	2,378,449	\$2,352,376	2,287,933	2,333,388	2,333,388	2,333,391	2,463,254	2,463,254	2,314,690
TAXES (OTHER THAN PROPERTY TAXES)										
100-41-41110-100	OMITTED TAXES	-	-	-	-	-	-	-	-	-
100-41-41140-000	MOBILE HOME FEES	-	-	-	-	-	-	-	-	-
100-41-41210-000	PUBLIC ACCOMMODATION TAXES	210,426	224,928	242,868	48,340	224,000	210,000	224,900	224,900	224,900
100-41-41220-000	GENERAL SALES TAX DISCOUNT	(211)	105	155	50	120	120	120	120	120
100-41-41310-000	TAXES FROM CITY OWNED UTILITY	267,636	280,199	281,920	-	280,000	260,000	280,000	280,000	280,000
100-41-41320-000	TAXES FROM OTHER EXEMPT ENTITIES	44,073	48,345	51,853	51,796	51,796	46,000	50,000	50,000	50,000
100-41-41800-000	INTEREST & PENALTIES ON TAXES	366	90	-	375	442	100	1,000	1,000	1,000
---		522,290	\$553,667	576,796	100,561	556,358	516,220	556,020	556,020	556,020
---	INTERGOVERNMENTAL REVENUES									
100-43-43410-000	SHARED REVENUES	132,137	131,946	130,522	-	130,695	130,695	131,061	131,061	131,061
100-43-43420-000	FIRE INSURANCE	34,306	35,647	40,432	-	39,048	36,000	39,000	39,000	39,000
100-43-43570-000	CULTURE AND RECREATION GRANT	-	-	-	-	-	-	-	-	-
100-43-43520-000	PUBLIC SAFETY AIDS	33,803	35,514	20,022	-	-	-	25,000	25,000	25,000
100-43-43530-000	TRANSPORTATION AIDS	547,362	629,466	723,886	416,234	832,469	832,469	839,615	839,615	839,615
100-43-43550-000	STATE DISASTER AIUD	-	-	-	-	-	-	-	-	-
100-43-43580-000	OTHER STATE GRANTS	-	-	-	-	16,000	25,000	-	-	-
100-43-43600-000	EXPENDITURE RESTRAINT PROGRAM	13,358	-	62,257	-	-	-	-	-	-
100-43-43600-100	EXEMPT COMPUTER AID	384,908	353,825	319,194	-	426,391	395,000	375,000	375,000	375,000
---		1,145,874	\$1,186,398	1,296,313	416,234	1,444,603	1,419,164	1,409,676	1,409,676	1,409,676
---	LICENSES AND PERMITS									
100-44-44110-000	LIQUOR & MALT BEVERAGE LICENSES	21,401	22,681	21,890	22,542	22,651	22,000	22,000	22,000	22,000
100-44-44120-100	CIGARETTE LICENSES	1,500	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
100-44-44120-200	OPERATORS LICENSES	11,250	11,452	10,972	8,340	11,000	10,000	11,000	11,000	11,000
100-44-44120-500	AMUSEMENT DEVICE LICENSES	-	-	-	-	-	-	-	-	-
100-44-44120-600	OTHER BUSINESS & OCCUPATIONAL LIC	1,465	1,149	2,668	2,277	2,500	1,200	2,000	2,000	2,000
100-44-44200-100	BICYCLE LICENSES	48	45	101	48	90	60	60	60	60
100-44-44200-200	DOG & CAT LICENSES	2,701	2,534	2,408	297	2,500	3,000	2,500	2,500	2,500
100-44-44300-100	BUILDING PERMITS	79,169	73,528	119,126	21,909	45,797	70,000	70,000	70,000	70,000
100-44-44300-200	ELECTRICAL PERMITS	26,607	27,437	34,946	8,928	18,649	24,000	24,000	24,000	24,000
100-44-44300-300	PLUMBING PERMITS	18,371	20,033	28,313	5,097	11,177	18,000	18,000	18,000	18,000
100-44-44300-400	HVAC PERMITS	21,570	24,230	31,546	4,699	10,780	16,000	16,000	16,000	16,000
100-44-44400-000	ZONING PERMITS AND FEES	2,375	11,850	6,500	2,485	6,100	5,000	6,000	6,000	6,000
100-44-44500-000	UNDERGROUND STORAGE FEES	1,054	1,410	1,560	-	1,400	1,200	1,200	1,200	1,200
100-44-44600-000	EXCAVATION PERMIT	4,448	4,550	8,750	250	5,500	4,500	4,500	4,500	4,500
100-44-44700-000	DRIVEWAY PERMIT	50	-	-	-	-	-	-	-	-
100-44-44900-000	OTHER REGULATORY PERMITS & FEES	2,928	2,537	2,433	1,939	2,100	1,500	2,100	2,100	2,100
---		\$194,937	\$204,836	272,613	80,211	141,645	177,860	180,760	180,760	180,760

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET

	FINES, FORFEITS AND PENALTIES								
100-45-45110-000	COURT PENALTIES AND COSTS	151,023	137,400	135,555	90,404	145,774	153,000	153,000	153,000
100-45-45130-000	PARKING VIOLATIONS	9,635	13,105	10,925	4,605	9,210	12,000	11,000	11,000
100-45-45190-000	OTHER LAW & ORDINANCE VIOLATIONS	-	-	-	-	-	-	-	-
---		\$160,658	\$150,505	146,480	95,009	154,984	165,000	164,000	164,000

	PUBLIC CHARGES FOR SERVICE								
100-46-46100-100	GENERAL GOVERNMENT FEES	5,785	5,999	6,102	4,227	8,169	6,000	6,200	6,200
100-46-46210-000	LAW ENFORCEMENT FEES	633	832	671	2,430	4,000	700	700	700
100-46-46220-000	FIRE PROTECTION FEES	354	414	207	24	200	400	200	200
100-46-46420-000	REFUSE & GARBAGE COLLECTION FEES	-	-	-	-	-	-	-	-
100-46-46430-000	WEIGHTS AND MEASURES	5,106	4,738	4,897	-	4,878	4,600	4,800	4,800
100-46-46720-100	PARK SHELTER RENTALS	14,132	14,319	16,942	13,646	20,000	17,500	20,000	20,000
100-46-46720-200	CELL TOWER RENTALS	15,468	14,115	17,205	-	-	-	-	-
100-46-46720-300	BOAT LAUNCH FEE COLLECTIONS	21,000	21,000	21,100	3,740	21,000	21,000	21,000	21,000
100-46-46720-400	PARK FIELDS RENTALS	3,556	3,157	-	71	-	-	-	-
100-46-46720-700	GAB INCENTIVE REVENUE	-	-	-	-	-	-	-	-
100-47-47320-000	SCHOOL LIAISON OFFICER	67,121	68,302	69,844	-	72,100	72,100	75,705	75,705
100-46-46900-000	OTHER PUBLIC CHARGES FOR SERVICES	72	-	-	-	-	-	-	-
---		\$133,227	\$132,876	136,968	24,138	130,347	122,300	128,605	128,605

	MISCELLANEOUS REVENUES								
100-48-48110-000	INTEREST & DIVIDENDS INCOME	49,153	38,018	20,417	20,000	30,000	40,000	30,000	30,000
100-48-48130-000	INTEREST ON UT CHG. ON TAX ROLL	6,412	-	-	-	-	6,000	-	-
100-48-48300-100	SALES OF CITY PROPERTY	-	11,545	6,659	1,665	7,000	10,000	8,000	8,000
100-48-48300-200	SALES OF SALVAGE/WASTE PROD	-	-	-	-	-	-	-	-
100-48-48400-000	INSURANCE RECOVERIES	34,199	63,246	50,376	-	47,000	25,000	46,000	46,000
100-48-48500-000	DONATION AND CONTRIBUTION	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	12,135	3,050	2,812	3,021	2,000	600	2,000	2,000
100-48-48900-100	RENT/ LEASE PAYMENTS	195,017	205,625	215,636	179,802	220,000	219,940	267,139	267,139
100-48-48900-200	DEBT PROCEEDS	-	-	-	-	-	-	-	-
---		346,314	361,488	335,900	244,488	346,000	341,540	393,139	393,139

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
TRANSFERS FROM OTHER FUNDS									

100-49-49220-100	-	-	-	-	-	-	-	-	-
100-49-49220-200	15,500	15,500	15,500	-	15,500	15,500	15,500	15,500	15,500
100-49-49220-205	2,000	2,000	2,000	-	2,000	2,000	37,000	37,000	37,000
100-49-49220-300	15,982	15,982	15,982	-	16,875	16,875	16,875	16,875	7,982
100-49-49220-500	-	-	-	-	-	-	-	-	-
100-49-49240-100	-	-	-	-	-	-	-	-	-
100-49-49260-100	87,100	87,100	87,100	-	87,100	86,999	86,999	86,999	86,999
100-49-49260-200	43,220	43,220	43,220	-	43,220	43,005	43,005	43,005	43,005
100-49-49260-300	-	-	-	-	-	-	-	-	-
100-49-49260-400	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000
100-49-49300-000	-	-	-	-	-	255,000	-	-	13,900
---	171,802	\$171,802	171,802	-	172,695	427,379	207,379	207,379	293,486

REVENUES
ACCOUNT JUSTIFICATIONS

TAXES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-41-41110-000 GENERAL PROPERTY TAX	\$ 2,314,690	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	\$ 224,900	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	\$ 280,000	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	\$ 50,000	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	\$ 1,000	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	\$ 131,061	Based estimate received from Department of Revenue
100-43-43420-000 FIRE INSURANCE	\$ 39,000	Each year the City receives a rebate from the State based upon the premiums collected in the community. This amount is based upon community evaluation of fire prevention programs and may vary depending upon actual fire losses. The amount guaranteed is \$10,747. This must be designated to Fire Department's fire prevention program.

ACCOUNT	AMOUNT	DESCRIPTION
100-41-43570-000 CULTURE & RECREATION GRANT	\$ -0-	
100-43-43520-000 PUBLIC SAFETY AIDS	\$ 25,000	
100-43-43530-000 DOT TRANSPORTATION AIDS	\$ 839,615	Transportation aid for streets
100-43-43550-000 STATE DISASTER AID	\$ -0-	
100-43-43580-000 OTHER STATE GRANTS	\$ -0-	
100-43-43600-000 EXPENDITURE RESTRAINT	\$ -0-	
100-43-43600-100 EXEMPT COMPUTER AID	\$ 375,000	1997 WI Act 237 exempted business computers from being subject to property taxes beginning with 1999 tax levy collected in 2000. This amount is state aid payment to offset the loss of this taxable property.

LICENSES AND PERMITS

ACCOUNT	AMOUNT	DESCRIPTION
100-44-44110-000 LIQUOR/MALT BEVERAGES	\$ 22,000	17 Class B beer and liquor; 11 Class A beer; 9 Class A liquor; 5 Class B beer; 3 Class C wine.
100-44-44120-100 CIGARETTE LICENSES	\$ 1,400	Based on 14 licenses issued in 2013
100-44-44120-200 OPERATOR'S LICENSES	\$ 11,000	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	\$ 2,000	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	\$ 2,500	City share of dog and cat licenses

ACCOUNT	AMOUNT	DESCRIPTION
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	\$ 6,000	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	\$ 2,100	Sign permits and other permits

FINES, FORFEITS AND PENALTIES

ACCOUNT	AMOUNT	DESCRIPTION
100-45-45110-000 COURT PENALTIES/COSTS	\$ 153,000	Based on collections in 2011 and 2012
100-45-45130-000 PARKING VIOLATIONS	\$ 11,000	Based on four-year historic average
100-45-45190-000 OTHER LAW & ORDINANCE VIOLATIONS	\$ -0-	

PUBLIC CHARGES FOR SERVICE

ACCOUNT	AMOUNT	DESCRIPTION
100-46-46100-100 GENERAL GOVERNMENT FEES	\$ 6,200	This account includes revenues derived primarily from estate inquiry fees, copies and sales of plans, maps, etc. Based on historic average.
100-46-46210-000 LAW ENFORCEMENT FEES	\$ 700	This revenue is generated from copies made of accident reports.

ACCOUNT	AMOUNT	DESCRIPTION
100-46-46220-000 FIRE PROTECTION FEES	\$ 200	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	\$ 20,000	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	\$ 75,705	Amount reimbursed by MG 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

ACCOUNT	AMOUNT	DESCRIPTION
100-48-48110-000 INTEREST AND DIVIDEND INCOME	\$ 30,000	These revenues are derived from short term investments. Based on 2012 estimates.
100-48-48130-000 INT – DELINQ. WATER/SEWER	\$ -0-	This is a 10% charge for placing delinquent water and sewer accounts on the tax roll. Moved to Utility Fund.
100-48-48300-100 SALE OF CITY PROPERTY	\$ 8,000	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	\$ 46,000	

ACCOUNT	AMOUNT	DESCRIPTION
100-48-48500-000 DONATION & CONTRIBUTION	\$ 40,000	Per agreement
100-48-48600-000 NEWSLETTER ADVERTISING	\$ -0-	
100-48-48900-000 MISCELLANEOUS REVENUES	\$ 2,000	Miscellaneous revenues
100-48-48900-100 RENT/LEASE PAYMENTS	\$ 267,139	Lease payment received from U.S. Cellular, Verizon (PrimeCo), and Cingular
100-48-48900-200 DEBT PROCEEDS	\$ -0-	

TRANSFERS FROM OTHER FUNDS

ACCOUNT	AMOUNT	DESCRIPTION
100-49-49220-100 TRANSFER FROM CDA	\$ -0-	
100-49-49220-200 TRANSFER FROM LIBRARY	\$ 15,500	Data processing and insurance fees for Library.
100-49-49220-205 TRANSFER FROM AMBULANCE	\$ 37,000	Data processing and billing fees for ambulance
100-49-49220-300 TRANSFER FROM CATV	\$7,982	
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	\$ 13,900	

**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	\$ 28,000	3 alders at \$4,800 annual salary 3 alders at \$4,275 annual salary
100-51-51100-130 FICA	\$ 2,142	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	\$ 42,086	Municipal Judge - \$9,007; 75% of Police Secretary/Court Clerk.
100-51-51200-130 FICA	\$ 3,220	Based on 7.65% Social Security
100-51-51200-131 WISCONSIN RETIREMENT	\$ 2,281	75% of Police Secretary/Court Clerk's Wisconsin Retirement at 6.6%
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	\$ 13,436	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)	\$ 45,000	The portion of legal retainer for judicial cases
100-51-51300-210 LEGAL RETAINER (City)	\$ 115,000	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:

Budgeted \$10,000 to work with the UW's UniverCity on sustainability initiatives.

EXECUTIVE OFFICE
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51410-110 EXECUTIVE SALARIES	\$ 82,617	This account includes the prorated share of the Mayor, Administrator, City Clerk and Admin. Services Director.
100-51-51410-119 ADMINISTRATOR INTERN	\$ -0-	
100-51-51410-117 LONGEVITY	\$ -0-	
100-51-51410-130 FICA	\$ 6,321	Social Security at 7.65%.
100-51-51410-131 WISCONSIN RETIREMENT	\$ 5,453	Wisconsin Retirement at 6.6%.
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	\$ 17,914	Includes health and dental insurance premium for Administrator, City Clerk, and Admin. Services Director.
100-51-51410-134 PROFESSIONAL DEVELOPMENT	\$ 3,000	Administrator, Mayor, and Admin. Services Director
100-51-51410- NEWSLETTER EXPENSES	\$ 8,500	Expense for two (2) publications of City newsletter
100-51-51410-322 LEAGUE OF WIS. MUNICIPALITIES	\$ 3,800	No increase for 2016
100-51-51410-323 DANE COUNTY CITIES/VILLAGES	\$ 3,100	No increase for 2016
100-51-51410-360 VEHICLE MAINTENANCE & REPAIR	\$ 500	City vehicle used by City Administrator and other administration staff
100-51-51410-370 FUELS & ADDITIVES	\$ 1,000	City vehicle used by City Administrator and other administration staff
100-51-51410-390 EXECUTIVE OFFICE OTHER	\$ 6,000	City volunteer recognition reception/awards and miscellaneous general expenses
100-51-51410-391 STRATEGIC PLANNING	\$ -0-	
100-51-51410-393 SUSTAINABILITY INITIATIVES	\$ 19,136	Sustainability Intern: \$7,500 Green Tier Energy Task Force: \$636 UniverCity: \$10,000 Project Manager travel/conferences: \$1,000

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51410-394 MARKETING FUND	\$ 10,000	Chamber of Commerce marketing funds
100-51-51410-395 CODIFICATION	\$ -0-	Codification of City Code of Ordinances

**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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51421-110 FINANCE DEPARTMENT SALARIES	\$ 58,598	Finance Department salaries.
100-51-51421-117 LONGEVITY PAY	\$ -0-	
100-51-51421-120 OVERTIME	\$ -0-	
100-51-51421-130 FICA	\$ 4,483	This account includes Social Security at 7.65%.
100-51-51421-131 WISCONSIN RETIREMENT	\$ 3,867	Wisconsin Retirement at 6.6%
100-51-51421-132 LIFE & DISABILITY INSURANCE	\$ 112	Employer share of contribution
100-51-51421-133 HEALTH INSURANCE	\$ 11,795	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	\$ 22,000	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. Prepare to administer four elections, including a Presidential election, assisted by a new government agency once the Government Accountability Board is dissolved.
2. Receive training and work with the new version of the Statewide Voter Registration System called WisVote.
3. Provide updated Voter Photo ID training for Election Inspectors.
4. Create a new Ordinance or amendment regarding regulation of food carts, including a new application form and fee.

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. Dissolution of the Government Accountability Board.
2. Voter Photo ID is now required to vote.
3. New ballot boxes have been required by the Dane County Clerk; additional Chief Inspector training is needed.

GOAL ACHIEVEMENTS IN 2015:

2015 Goal	Method for Measuring Success
Provide Special Voting Deputies for Heritage Monona residents.	SVDs were able to facilitate registration and voting for several homebound residents.
Administer one election.	One election conducted according to State election laws.
Correct the Ordinance to meet the statutory requirement that the City Council approves Operator Licenses.	Ordinances amended by Council action to be in compliance with State Statute.
Purge and perform an inventory of voter registration forms.	Voter records are complete and up to date.
Utilize the City’s new radio station for informational PSAs.	Recorded a Voter ID public service announcement.

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

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51420-110 CLERK'S OFFICE SALARIES	\$ 43,196	Clerk's office salaries.
100-51-51420-117 LONGEVITY PAY	\$ -0-	
100-51-51420-120 OVERTIME	\$ -0-	
100-51-51420-130 FICA	\$ 3,304	Social Security at 7.65%.
100-51-51420-131 WISCONSIN RETIREMENT	\$ 2,851	Wisconsin Retirement at 6.6%
100-51-51420-132 LIFE & DISABILITY INSURANCE	\$ 70	Employer share of contribution.
100-51-51420-133 HEALTH INSURANCE	\$ 16,123	Health Insurance.
100-51-51420-134 PROFESSIONAL DEVELOPMENT	\$ 1,000	Annual Conference, WMCA District IV meetings, and other training opportunities.
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	\$ 4,800	This account provides for publication of official notices.
100-51-51420-350 EQUIPMENT MAINT & REPAIR	\$ -0-	

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51420-390 OTHER SUPPLIES & EXPENSES	\$ -0-	
100-51-51420-391 MANAGEMENT CONSULTING	\$ -0-	
100-51-51420-810 CITY HALL EQUIPMENT	\$ -0-	

CLERK'S OFFICE - ELECTIONS
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51440-111 ELECTION SALARIES	\$ 11,500	Four (4) elections in 2016.
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 vote tabulators and handicapped voter machines.
100-51-51440-312 POSTAGE	\$ -0-	
100-51-51440-321 PUBLIC NOTICES	\$ 700	Cost associated with publication of election notices.
100-51-51440-340 ELECTION SUPPLIES	\$ 5,000	Printing, supplies, and equipment.

DEPARTMENT PROGRAM BUDGET

Administration General Government - Personnel

MISSION OF PROGRAM:

To provide human resources support to department operations.

CHALLENGES AND OPPORTUNITIES AHEAD:

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

LONG-TERM GOALS FOR THE DEPARTMENT:

Investigate cost-effective ways to electronically onboard new and seasonal employees in order to reduce the amount of paper used and documents which need to be filed and stored.

ACHIEVEMENTS:

1. Implementation of Sundial Desk Punch online time system has reduced timecard processing time for department heads and allows for easier and more accurate tracking of employee hours, especially for seasonal employees.
2. Schedule Anywhere online scheduling software has been implemented city-wide for employee requesting, tracking, and reporting of paid time off. This has achieved a significant savings in paper.
3. NeoGov online job application software has also greatly reduced paper usage and streamlined the process of recruitment, especially for seasonal hiring. All job applications and applicant communication are done online.

SIGNIFICANT PROGRAM CHANGES: None.

GENERAL GOVERNMENT - PERSONNEL
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51430-130 FICA	\$ 1,377	FICA on retirees' cash payments benefit
100-51-51430-131 WISCONSIN RETIREMENT	\$ 1,260	Wisconsin Retirement on employee merit bonus program
100-51-51430-133 HEALTH INSURANCE - RETIRED PERSONS	\$ 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:

The City's IT needs are wide and varied due to municipal records retention requirements and the unique needs of individual city departments. Information Technology integrates into every department differently:

- The Police and Fire departments utilize technology to keep and maintain the 911 Dispatch Center; squad video cameras; radio communication to each other and dispatch; a cellular VPN connection which connects them to multiple police and fire databases; and wireless devices to assist in investigations and documentation of events. All of these technologies are required to run 24/7/365.
- The Public Works department requires software to monitor our City wells and water distribution systems; GPS equipment to locate vehicles and where they have done work recently; and software that monitors all city vehicles, mowers, and miscellaneous equipment and when they are due for maintenance and keeps a detailed history of each item.
- The Parks and Recreation department has software to help them manage activities and events, including multiple point-of-sale systems at the pool to track admissions and sell concessions.
- The Senior Center utilizes technology to teach classes, monitor usage and attendance of events, and create and print publications for the community.
- City Hall uses SQL databases for budgeting and planning and for creating and updating our city maps.
- IT maintains the network infrastructure of our four separate buildings and the backbone that connects them, including security cameras and monitoring systems; cell phones; tablets; public and private WiFi; fiber connections; servers; switches; security firewall; and backups of each system to preserve our data in the event of a disaster or other unforeseen event.

LONG-TERM GOALS FOR THE DEPARTMENT:

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

GOAL ACHEIVMENTS IN 2015:

1. Installed new servers and migrated all data from old servers.
2. Updated email to Outlook 365.
3. Replaced phone system with a city-wide VOIP system and ran new data lines for the system where required.

4. In process of updating accounting software from Caselle to Clarity.
5. Reconfigured server room to better make use of space and add security rack.
6. Documentation of network backbone.
7. Upgraded Kaspersky anti-virus software from version 6.0 to version 10.0.
8. Installed new firewall.

SIGNIFICANT PROGRAM COST AND PERSONNEL CHANGES:

Funds are being budgeting to work with the UW's UniverCity Alliance to evaluate the City's IT infrastructure, needs, and challenges, and develop an IT Master Plan for the future.

GENERAL GOVERNMENT – INFORMATION TECHNOLOGY
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51450-211 INFORMATION TECH SUPPORT	\$ 60,000	Computer programming and consulting services for hardware and software, based on contract with consultant.
100-51-51450-240 SERVICE CONTRACT	\$ 37,183	Service contract for support for accounting, utility billing, payroll, fixed assets, accounts payable, and voter registration by CIVIC Systems, MUFN.
100-51-5145-241 SERVICE CONTRACT FOR T-1 LINE	\$ 3,600	Cost of internet connection
100-51-5145-245 IT MASTER PLAN	\$ 10,000	Work with UW's UniverCity Alliance to evaluate city-wide IT needs and create a master plan moving forward.
100-51-51450-310 DATA PROCESSING SUPPLIES	\$ 2,500	Costs for computer supplies
100-51-51450-311 WEB MAINTENANCE	\$4,700	Cost to host City website with CivicPlus
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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51530-134 PROFESSIONAL DEVELOPMENT	\$ -0-	
100-51-51300-214 PROFESSIONAL SERVICES	\$ 75,000	Contracted. Walk-through assessments will be completed on 25% of parcels in 2016.
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

ACCOUNT	AMOUNT	DESCRIPTION
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.	\$ 65,000	General liability, excess public entity, employment practices, underground storage tank, boiler and machinery, and property insurance
100-51-51930-512 AUTOMOBILE COLLISION INSURANCE	\$ 19,000	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

**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: gas and electric increased by \$3,300 due to expected rate increase and use.

GOAL ACHIEVEMENTS IN 2015:

GOALS NOT ACHIEVED:

GENERAL BUILDINGS AND PLANT
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51600-110 SALARIES	\$ 42,016	Lead Maintenance Worker
100-51-5160-112 SHIFT DIFFERENTIAL	\$ 30	\$0.50 per hour
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	\$ 3,477	Social Security at 7.65%
100-51-51600-131 WISCONSIN RETIREMENT	\$ 2,999	Wisconsin Retirement at 6.6%
100-51-51600-132 LIFE & DISABILITY INSURANCE	\$ 132	City share of premiums
100-51-51600-133 HEALTH INSURANCE	\$ 14,332	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	\$ 47,300	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	\$ 3,125	Water and sewer utility charges for City Hall and fire protection charges.
100-51-51600-225 STORMWATER UTILITY EXPENSE	\$ 1,350	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: \$5,494 Siemens fire alarm contract: \$1,120 City Hall pest control: \$1,300 Window cleaning: \$2,000 materials related to contract services
100-51-51600-240 REPAIR/MAINTENANCE SERVICES	\$ 3,000	General maintenance services, lawn care and landscaping for City buildings, flowers, overhead door maintenance, etc...
100-51-51600-340 OPERATING SUPPLIES	\$ 6,000	City Hall - toilet paper, paper towel, hand soap, cleaning supplies, material, paper products, etc...
100-51-51600-350 REPAIR/MAINTENANCE SUPPLIES	\$ 4,650	City Hall - mechanical equipment repair and supply; light bulbs, filters, belts, water softener salt, door lock replacement, pigeon control, glues, tools, etc...
100-51-51600-370 FUELS & ADDITIVES	\$900	Gas, oils, and lubricants for facility maintenance vehicle

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Public Safety
Law Enforcement
52100**

MISSION OF DEPARTMENT:

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

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Maintaining effective law enforcement services with limited budgetary increases.
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. Prepare the department for future retirements affecting the organization.

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 when practical. Increase our use of the Madison Police training facility and continued participation with the suburban training consortium. The downside of this is the reduction of routine patrol time.
6. Sending younger officers to supervisory and risk management training so we are better prepared to fill vacancies created by future retirements and increased civil liability.

DEPARTMENT 2016 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2016 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, other area departments 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.
Continue to review and update 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 ability to maintain current squad laptops, 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 education, enforcement, and engineering. 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. Work with the public works department on problems that require engineering.
In the area of in-service training: continue to be an active participant with the Verona, McFarland, Oregon and Stoughton training consortium.	Determine if accomplished and evaluate end of year to determine effectiveness of continued participation.
Continue to replace older fleet vehicles with more economical and fuel efficient vehicles.	This goal is contingent on obtaining grants and/or capital funds to upgrade the fleet.
Continue to increase the use of bicycle patrol to have more efficient use of fuel and more personal interactions with area citizens.	This goal is contingent on adequate staffing levels, weather conditions and assignments.

SIGNIFICANT PROGRAM CHANGES:

1. During 2014, the department was authorized to increase staffing to 20 officers in order 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.

Due to personnel leaving the department, we’ve hired five new officers since March 1, 2014. These changes have required the CRO to work extensively in patrol to assist with field training and to fill patrol shifts.

GOAL ACHIEVEMENTS IN 2015:

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 on October 31, 2014 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.

- On 11/1/14, Sergeant Curt Wiegel was promoted to Lieutenant and assumed command of the Operations Division.
 - On 10/1/14, Officer Jeremy Winge was promoted to Sergeant and assumed one of the two evening shift Patrol Sergeant positions previously held by Sergeant Losby.
 - On 1/1/15, Officer Adam Nachreiner was promoted to Sergeant and assumed 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.
 - Officers Andrew Budlong and Kenneth Ginther were hired in 2015 to replace two sworn personnel who left the department. Officer Budlong resigned his position while still in field training and Taylor Pederson was hired to bring the department back to full strength.
2. After skipping a year in 2013, the department was authorized to purchase two new marked squad cars in 2014. We added two more new marked squad cars in 2015, 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. In 2015 we also replaced two of the unmarked squad cars with new vehicles.
 3. 2015 marked the fourth year of the portable radio upgrades. With the purchase of four more radios, we have now replaced all of our 800 MHz radios in preparation of the Madison radio system upgrade.
 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. In 2015 we continued with this project by updating dispatch, the PD kitchen area and the gun/ammunition storage room. In 2016 the dispatch project will be completed with the installation of bullet proof glass above the counter that leads into the department from city hall.
 5. The department has continued to update policies and procedures as they apply to the Police and Dispatch sections. During 2013 all department 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 2016.
 6. Some of the special events the department participated in included the following: Memorial Day Parade; 4th of July Festival; Rhythm and Booms (new for Monona in 2014) and now called Shake the Lake; National Night Out; Prescription Drug Drops through the DEA and Shop with a Cop.
 7. In the fall of 2015 the department was again able to host a Citizen's Police Academy. This was our fifth 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 2015 session started on September 23 and will run through November 11.
 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 Lieutenant Curtis Wiegel and Sergeant Adam Nachreiner, the department received two traffic grants funded through the Wisconsin Bureau of Transportation Safety in 2015. One grant was coordinated through the DeForest Police Department with a focus on OWI enforcement, and was for up to \$5,000. The second grant was coordinated through the Town of Madison police department with a focus on seatbelt enforcement, and was for up to \$13,000. The entire amounts covered officer overtime expenses. Both grants required a 15% match in contributions, which was covered by officer benefits, fuel costs and on-duty personnel participation.
 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 and the new FM radio station, in our quest to communicate better with the residents and business community.

11. After an evaluation by the Finance and Personnel committee and approval of the City Council, we were able to establish the sergeants' hourly pay rate of 5.2% above the hourly pay rate of a detective. Prior to this, the sergeants were making less per hour than the personnel they were responsible for supervising.

PUBLIC SAFETY - LAW ENFORCEMENT
ACCOUNT JUSTIFICATION

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52100-110 POLICE SALARIES	\$1,395,490	Full-time wages based on current salaries with an estimated 1% increase 1/1/16 for the 14 union law enforcement officers and a 2.5% increase on 1/1/16 for the 6 non-represented supervisors. The union contract expires 12/31/15; therefore once the contract is settled further adjustments to this line may have to be made, along with pay adjustments for the supervisory positions. This line 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	\$4,800	The school crossing guard position with a 2.5% increase on 1/1/16. Funding includes summer school. This position relieves school officials and police officers of this very important duty.
100-52-52100-117 LONGEVITY PAY	\$ 0	Per union contract. Currently no personnel qualify for this benefit.
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	\$80,000	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 th Festival, and "Shake the Lake" 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; and 2014 \$81,092
100-52-52100-121 POLICE OVERTIME – GRANT	\$20,000	Overtime paid out that is reimbursed through state grants (usually traffic related). This is an estimate as not all grants publicized for 2016 are known at the time of this report.
100-52-52100-130 FICA	\$118,062	Social Security at 7.65% based on the above salary total.
100-52-52100-131 WISCONSIN RETIREMENT	\$157,662	Wisconsin Retirement at 16.09% for protective and 13.2% for non-protective based on the above salary total. Police personnel are now paying the entire employee share of 6.6% in 2016.
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	\$198,985	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	\$17,200	The annual uniform allowance authorizes each officer to receive \$550 per year x 20 officers = \$11,000. This also includes an initial purchase cost for 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 phone service.
100-52-52100-240 SERVICE CONTRACTS OFFICE	\$700	Copy machine service contract (Gordon Flesch). Machine used by Police, Dispatch, Court and City business.
100-52-52100-310 OFFICE SUPPLIES	\$2,000	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.
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.
100-52-52100-350 EQUIPMENT MAINT/REPAIR	\$ 1,500	

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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	\$11,000	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.
100-52-52100-370 FUEL AND ADDITIVES	\$36,000	On average the department uses approximately 1,200 gallons of fuel each month. Gas for 2016 is estimated at \$2.50 / gallon, and estimate our annual fuel expense to be \$36,000.
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.

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 average age of residents, 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.
- Staffing at both the career and the volunteer level needs to increase in order to handle the complex nature of both fire and EMS calls within the City of Monona. In 2015 we had the good fortune of attracting members of the Blooming Grove Fire Department, increasing our volunteer staffing; we will need to continue to find ways to attract people to join the Monona Fire Department. In 2016 we are looking to add a paid on premises program to allow for staffing by two firefighters 24/7/365. These positions will be filled by our paid on call/volunteer members whenever they are available. Along with this program we are looking to add one more career staffing position to allow for a firefighter/paramedic to staff the fire engine from 7am-7pm, increasing career staffing up to 3 FF/Paramedics on duty 7am-7pm. Career staffing will drop to a minimum of 2 FF/Paramedics whenever there is vacation or sick leave, allowing for a decrease in overtime costs.
- In 2011, the Monona Fire Department started a new program to help provide and maintain appropriate staffing. This program, known as the Student Intern Firefighter Program, is designed to provide a benefit to both the City and the intern. The program consists of three students who live at the fire station while attending MATC. In the first year of the program, the interns attend and receive national certification as a paramedic and state certification as a firefighter. In the second and third years, the interns attend and receive an associate's degree in Fire Science. As part of the program, interns are assigned to one of three shifts alongside two of the career members. The interns respond to all calls for service, both fire and EMS, giving the City extra personnel at a minimum cost while giving the interns the experience and knowledge of hands-on training.
- An ongoing challenge, and one that continues during difficult state budget periods, is the need for the fire service to maintain emergency operations and support public safety initiatives without increases in budget authority that match inflation. Private sector businesses that provide equipment, supplies and services to fire and EMS operations are not financially constrained like public sector service providers. Additionally, regulatory agencies have increased performance demands and standards for the testing of critical equipment. As a result, emergency service providers must continually make do with inflationary costs and increased regulations while budget levels remain constant or decrease. This challenge then provides the opportunity for the organization to closely review current operations for efficiency measures. Unfortunately, after conducting such exercises for

several years, little gains are derived from such efforts, and our focus changes to segments of the service delivery system that can be eliminated.

- Educating the children and elderly population about fire safety continues to be a challenge. However, there is a great potential to reduce the serious consequences of fire by working with these two vulnerable groups in the community. We as a Department continue to strive to provide the highest level of fire prevention through various avenues such as open houses and station tours, community outreach, and fire education in the classrooms to name just a few. These programs need to be continued and updated as we move forward.
- The Department's fire inspection program is challenged with many new buildings in Monona that require close attention during initial construction and follow-up, along with all other commercial and multi-family dwellings every six months. An opportunity exists for Monona business owners and landlords to reduce their costs by following fire codes and encouraging safety in the community. Our current records are stored in a paper format, creating the need for more storage space in an already cramped station. By purchasing a software program to collect this data, we will limit the need for more physical space while at the same time allowing for easier records retrieval. In pursuing this avenue, we will bring the inspection/occupancy division into the 21st century. Current city ordinances need to be revisited. New ordinances, such as a Knox box ordinance, have been adopted.

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. Educate the public so that they understand 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.

2016 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2016 Goal	Method for Measuring Success
Present and seek approval of a 3-year staffing plan to add 4 career FF/Paramedics and a paid on premises program to provide staffing for an engine 24/7/365.	Career staffing will be increased to 8 FF/Paramedics and a paid on premises program will be in place in 2016. A plan will be put in motion to add one career FF/paramedic in each of the following years.
As part of our fleet management plan, Engine 2 is due to be replaced; a truck committee has been established and will recommend a new engine to be purchased.	A new engine will be purchased.
Establish a committee to address the future facility needs (fire station) of the fire department.	A committee is actively working on plans for a new fire station.

GOAL ACHIEVEMENTS IN 2014:

2015 Goal	Status
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.	Although we have added a total of 14 new volunteer firefighters in 2015, we will need to continue to recruit and attract more volunteers to provide adequate staffing for emergency responses. Career staffing has not been increased yet, but the ad-hoc committee has made a recommendation to add 4 career staff to the department.
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.	Monona FD has joined and is currently operating within the Dane Co. ALS system.

**FIRE DEPARTMENT
ACCOUNT JUSTIFICATIONS**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52200-110 WAGES FULL-TIME	\$ 276,432	Includes 50% of wages for full-time Fire Chief and 8 full-time FF/Paramedics. Remainder covered under EMS budget account 205-52-52300-110. Increase due to the addition of two career positions.
100-52-52200-117 LONGEVITY PAY	\$ -0-	
100-52-52200-118 LEAVE WAGES	\$ 6,500	Includes 50% of leave wages for 6 full-time FF/Paramedics. Current experience times projected wage rate.
100-52-52200-119 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.
100-52-52200-120 OVERTIME	\$ 17,500	Reduced due to additional staffing so there will be less overtime coverage needed. Remainder of overtime covered under EMS budget account 205-52-5230-120.
100-52-52200-121 SCHEDULED OVERTIME	\$ -0-	
100-52-52200-130 FICA	\$ 23,366	Social Security at 7.65%.
100-52-52200-131 WISCONSIN RETIREMENT	\$ 28,511	Retirement contributions for 50% of staff earnings (remainder in EMS budget)
100-52-52200-132 LIFE & DISABILITY INSURANCE	\$ 600	50% of total cost (remainder in EMS budget) requested at same level as last year
100-52-52200-133 HEALTH INSURANCE	\$ 41,243	This account provides half of the premiums for the full-time staff positions.

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52200-134 PROFESSIONAL DEVELOPMENT	\$ 5,000	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.
100-52-52200-137 UNIFORM ALLOWANCE	\$ 3,600	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.
100-52-52200-150 PHYSICAL EXAMINATIONS	\$ 1,600	Complete physicals are required for new members. Average cost around \$400 each.
100-52-52200-190 EXPENSE ALLOWANCE	\$ -0-	Covers fire chief expenses. No change from prior years.
100-52-52200-191 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.
100-52-52200-221 TELEPHONE	\$ 400	Includes station and cellular phones.
100-52-52200-222 WATER & SEWER UTILITIES	\$ 1,400	Based on past years.
100-52-52200-310 OFFICE SUPPLIES	\$ 450	Standard office supplies
100-52-52200-312 POSTAGE	\$ -0-	
100-52-52200-340 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.

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52200-350 EQUIPMENT MAINTENANCE & REPAIR	\$ 15,000	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.
100-52-52200-351 BUILDING MAINTENANCE & REPAIR	\$ 300	This category covers minor expenses. Major items covered under capital budget or requested on emergency basis from contingency funds.
100-52-52200-373 FIRE PREVENTION & EDUCATION	\$ 3,000	This is 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.
100-52-52200-374 FIRE DEPARTMENT INTERN PROGRAM	\$ 6,180	This program is working extremely well; fire interns have integrated into the system and are helping to provide staffing for both fire and EMS responses. Also included is intro to public safety, fire recruit academy, and 50% tuition for an Associate's Degree in Fire Protection Technician. 50% of stipends pay.
100-52-52200-375 FIRE DEPARTMENT HIRING PROCESS	\$ -0-	Not needed if additional staffing is not approved.
100-52-52200-371 OUTSIDE SERVICES	\$ -0-	
100-52-52200-370 FUELS & ADDITIVES	\$ 3,200	Based on 1275 gals @\$2.50/gal
100-52-52200-372 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
100-52-52200-373 FIRE / EMS COVERAGE	\$ -0-	This program is used to pay for the Paid on Premises program stipends.

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52200-374 FIRE LTE	\$	Fire LTE until task force makes their recommendation.
100-52-52200-810 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	\$ 300	Covers books, monthly updates, construction manuals
100-52-52400-340 INSPECTION SUPPLIES	\$ 1,000	Estimate based on past experience
100-52-52400-370 FUELS & ADDITIVES	\$ 600	

**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 2016 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2016 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 5th full-time employee was cut from the budget in exchange for switching our Records Management System (RMS), Computer Aided Dispatch (CAD) and Court software from the Madison New World user group to the MPSIS Global user group. The MPSIS group consists of Sun Prairie, Middleton, Fitchburg, Verona and Monona. The Global software is more expensive, but is significantly more advanced with improved technical support. We have been able to maintain services without the 5th full-time dispatcher using part-time personnel, paying over time and on occasion using management staff; however there are many instances when it would be beneficial to have that extra staff member.
2. Due to changes in the law regarding the release of information obtained through the Department of Transportation driver's license records (DPPA), we are no longer 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.
3. Up until this year, we had 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; unfortunately, we had two of our full-time employees leave for other opportunities in 2015. We currently have personnel with 25 and 8 years' experience. Effective 10/1/15, one of our newer part-time dispatchers has been hired to fill one of the full-time positions, but she is still in training. We hope to hire another full-time dispatcher on 11/1/15, but this person has no training. We are also in the process of doing background checks on two prospective part-time dispatchers.

GOAL ACHIEVEMENTS IN 2015:

1. We began paperless Criminal History referrals to the District Attorney's office in 2014 and continued working out some of the issues associated with this system in 2015.
2. In 2015 we started a remodeling project in dispatch which will involve the replacement of several counters, counter tops and installation of cubbies for department mailboxes. In an effort to improve safety and security, in 2016 we hope to install bulletproof glass in the public area between the two entry doors and replace the interior door with a more secure style.
3. In 2015 the city updated the phone system. This had a major impact on dispatch, as all of the IT equipment is stored on the police side of the building. The new system also had to be incorporated into the dispatch 911 and recording systems.
4. Dispatchers were trained on the process to transmit TraCs citations and reports into the records system.
5. Working in conjunction with the Court Clerk, dispatch can now accept credit card transactions for the payment of municipal citations.
6. 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.

GOALS NOT ACHIEVED IN 2015:

1. 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.

2. Due to other employment opportunities: Melissa Randall left our dispatch section after working with us for over nine years. Jennifer Beier left our dispatch section after working with us for over five years.

PUBLIC SAFETY - EMERGENCY COMMUNICATIONS CENTER

ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52600-110 DISPATCH SALARIES	\$ 174,209	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	\$ 25,000	Part-time dispatch wages
100-52-52600-120 DISPATCH OVERTIME	\$ 11,000	Estimate of overtime
100-52-52600-130 FICA	\$ 16,808	Social Security at 7.65%
100-52-52600-131 WISCONSIN RETIREMENT	\$ 12,851	City half share of the annual Wisconsin Retirement expense; 6.6% split of the 13.2% cost
100-52-52600-132 LIFE AND DISABILITY INSURANCE	\$ 300	Estimate of life/disability insurance
100-52-52600-133 HEALTH INSURANCE	\$ 38,774	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	\$ 76,418 \$48,005 4,000 6,204 2,800 1,600 1,440 250 2,250 4,419 1,750 576 624 2,500 <hr/> \$ 76,418	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 2016 is \$48,005; MAPD 800 MHz Radio \$4,000; General Communications (DPW & FD VHF) \$6,204; AT&T phone circuits for DPW & FD VHF radios (4 at Water Tower and 2 at South Town) \$2,800; AT&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 2016 are estimated at \$4,419; Leads On Line \$1,750; Schedule Anywhere \$576; Deer Creek Technology \$624; TRACs Support \$2,500 and other misc. items. This line may be underfunded depending on maintenance expenses not covered by contracts.
100-52-52600-241 OUTSIDE SERVICES	\$ -0-	Line provided \$7,500 for 50% of a dispatch study in 2008. Study not authorized to be performed. Item deleted for 2009.
100-52-52600-340 DISPATCH SUPPLIES	\$ 1,500	Batteries, tapes, computer paper, print cartridges, etc.

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
SHOP, MACHINERY & BUILDINGS									
100-53-53200-110	MECHANIC SALARIES	44,019	46,185	41,611	18,841	33,528	55,127	54,290	54,290
100-53-53200-111	SHOP SALARIES	13,723	15,251	15,677	20,416	51,668	17,577	26,888	26,888
100-53-53200-120	OVERTIME	-	173	61	126	200	200	200	200
100-53-53200-130	FICA	4,335	4,609	4,267	2,928	6,533	5,577	6,225	6,225
100-53-53200-131	WISCONSIN RETIREMENT	3,333	9,097	3,875	2,684	5,978	4,957	5,371	5,371
100-53-53200-132	LIFE & DISABILITY INSURANCE	44	17	18	15	145	145	145	145
100-53-53200-133	HEALTH INSURANCE	13,092	12,309	16,942	11,673	24,828	21,607	24,900	24,900
100-53-53200-220	GAS & ELECTRIC UTILITIES	16,211	18,797	22,232	4,692	18,000	17,000	17,000	17,000
100-53-53200-221	TELEPHONE	4,473	3,922	5,437	1,563	4,500	4,500	4,500	4,500
100-53-53200-222	WATER & SEWER UTILITIES	3,340	2,974	3,133	603	3,100	3,000	3,750	3,750
100-53-53200-349	GARAGE MATERIAL & SUPPLY	-	-	-	5,062	7,000	7,000	8,000	8,000
100-53-53200-350	REPAIR & MAINT SUPPLIES	14,864	22,760	21,866	6,257	12,000	12,000	14,000	14,000
				135,119	74,860	167,480	148,690	165,269	165,269
			CURRENT YEAR		PROPOSED	DIFFERENCE			
	PERSONNEL		105,190		118,019	12%			
	NON-PERSONNEL		43,500		47,250	9%			
	TOTAL		148,690		165,269	11%			

**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. Engineering: Outside services increased by \$2,000 based on requests for engineering services not related to capital projects. Software purchases & maintenance decreased by \$2,000 based on use.
2. Highway & Street Administration: Reduce professional development by \$800.
3. Shop, Machinery & Buildings: Garage material and supply was increased by \$1,000 based on need, and repair and maintenance supply was increased by \$2,000 based on need.
4. Street Maintenance & Construction: Other personnel services increased by \$1,000 based on reallocation from the safety equipment account. The safety equipment account was reduced by \$1,000. Street outside services was reduced by \$4,700 based on need. Median and terrace maintenance decreased by \$9,660 based on need. Street equipment maintenance and repair increased by \$1,500 based on need. Fuels and additives reduced by \$7,000 based on lower fuel prices. Street supplies increased by \$2,000 based on need. Snow and ice supplies reduced by \$12,000 based on current inventory.
5. Road-Related Facilities: Traffic control maintenance increased by \$2,000 based on O&M costs.
6. Forestry: No significant changes to this account.

GOAL ACHIEVEMENTS IN 2015:

1. Completed a significant micro surfacing and mill and overlay project on City streets as part of the City's street repair program.
2. Completed the warranty replacement of 26 street lights on Broadway Avenue.
3. Completed various small area road patching utilizing City staff and equipment.
4. Completed the construction of a new cold storage building at the DPW facility.

5. Completed updates to the Official Traffic Map on the GIS program, and transferred the operation and maintenance of the GIS program in house from a contracted firm.
6. Completed the purchase of a new leaf vac truck and a new water utility step van.
7. Inspected the City's sidewalk inventory and completed updates to the GIS sidewalk layer.
8. Completed sidewalk panel replacement and grinding as needed.
9. Replaced old street signs as needed throughout the City.
10. 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	\$ 44,939	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	\$ 3,438	Social Security at 7.65%
100-53-53100-131 WISCONSIN RETIREMENT	\$ 2,966	Wisconsin Retirement at 6.6%
100-53-53100-132 LIFE & DISABILITY INSURANCE	\$ 115	City share of life/disability insurance
100-53-53100-133 HEALTH INSURANCE	\$ 14,331	Health, vision and dental insurance
100-53-53100-134 PROFESSIONAL DEVELOPMENT	\$ 700	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	\$ 54,290	Mechanic's labor for building and equipment maintenance and repair
100-53-53200-111 SHOP SALARIES	\$ 26,888	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	\$ 6,225	Social Security at 7.65%
100-53-53200-131 WISCONSIN RETIREMENT	\$ 5,371	Wisconsin Retirement at 6.6%
100-53-53200-132 LIFE & DISABILITY INSURANCE	\$ 145	City share of life/disability insurance
100-53-53200-133 HEALTH INSURANCE	\$ 24,900	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	\$ 3,750	Garage utilities
100-53-53200-240 OUTSIDE SERVICES	\$	
100-53-53200-349 GARAGE MATERIAL & SUPPLY	\$ 8,000	Softener salt, light bulbs, copier contract, fire alarm monitoring contract \$1,525, annual testing of RP valves (new), office supply, etc.
100-53-53200-350 VEHICLE & EQUIPMENT STOCK SUPPLY	\$ 14,000	All departments – oil, spark plugs, filters, belts, lubricant, tires, brakes, etc.

ENGINEERING

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53210-110 SALARIES	\$ 29,879	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	\$ 2,286	Social Security at 7.65%
100-53-53210-131 WISCONSIN RETIREMENT	\$ 1,972	Wisconsin Retirement at 6.6%
100-53-53210-132 LIFE & DISABILITY INSURANCE	\$ 70	City share of life/disability insurance
100-53-53210-133 HEALTH INSURANCE	\$ 7,166	Health, dental and vision insurance
100-53-53210-134 PROFESSIONAL DEVELOPMENT	\$ 1,500	Seminars, workshops, conferences, association dues, and continuing education
100-53-53210-240 OUTSIDE SERVICES	\$ 7,000	Misc. engineering services with contracted firms for service unrelated to capital projects
100-53-53210-245 SOFTWARE PURCHASES & MAINTENANCE	\$ 500	Software upgrades and support costs
100-53-53210-310 OFFICE SUPPLIES	\$ 200	Paper, copy expenses and other office supplies
100-53-53210-340 ENGINEERING 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	\$ -0-	Maintenance and repair of 2 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	\$ 26,923	Labor for street maintenance and repair, and traffic control
100-53-53300-111 SNOW & ICE SALARIES	\$ 23,727	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	\$ 13,743	Maintenance of street ROW green space areas, power wash sails \$2,000, Christmas lights repair,
100-53-53300-117 LONGEVITY PAY	\$ -0-	
100-53-53300-118 LEAVE WAGES	\$ 35,878	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	\$ 8,864	Social Security at 7.65%
100-53-53300-131 WISCONSIN RETIREMENT	\$ 7,647	Wisconsin Retirement at 6.6%
100-53-53300-132 LIFE & DISABILITY INSURANCE	\$ 350	City share of life/disability insurance
100-53-53300-133 HEALTH INSURANCE	\$ 31,613	Health, dental and vision insurance
100-53-53300-134 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	\$ 1,300	Department random drug screen testing, physicals

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53300-230 STREET OUTSIDE SERVICES	\$ 36,000	Crack filling, heat patch, \$30,300 Bridge inspection - \$1,200 Weed treatment on Blvds. - \$4,500
100-53-53300-231 MEDIAN & TERRACE MAINTENANCE	\$ 30,000	Mowing, tree trimming, mulch, for Monona Drive and Broadway medians
100-53-53300-340 SAFETY EQUIPMENT/TESTING	\$ 1,500	Safety equipment for street operations, CDL reimbursement, annual audiograms
100-53-53300-350 STREET EQUIPMENT MAINTENANCE/ REPAIR	\$ 8,000	Maintenance and repair of equipment and vehicles
100-53-53300-351 SNOW/ICE EQUIPMENT MAINTENANCE/REPAIR	\$ 5,000	Maintenance and repair of snow and ice control equipment
100-53-53300-370 FUEL/ADDITIVES	\$ 23,000	Diesel fuel, unleaded gas, lubricants
100-53-53300-371 STREET SUPPLIES	\$ 13,000	Supplies for the program; cold patch, snow fence, signposts and gravel, digital sign repair
100-53-53300-372 SNOW/ICE SUPPLIES	\$ 21,000	Salt, 250 tons at \$74.16/ton; liquid brine \$1,000 Additional purchase \$960
100-53-53300-373 FLOOD CONTROL SUPPLIES	\$ -0-	Sand and sandbags for temporary flood control
100-53-53300-374 STREET SIGN REPAIR & REPLACEMENT	\$ 1,500	Material replacement of Regulatory and Warning street signs & posts

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	\$ 21,000	Traffic signals on Monona Drive and Broadway.

CONSERVATION AND DEVELOPMENT – FORESTRY

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-56-56110-110 FORESTRY SALARIES	\$ 11,589	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	\$ 925	Social Security at 7.65%
100-56-56110-131 WISCONSIN RETIREMENT	\$ 822	Wisconsin Retirement at 6.6%
100-56-56110-132 LIFE & DISABILITY INSURANCE	\$ 82	City share of life/disability insurance
100-56-56110-133 HEALTH INSURANCE	\$ 3,654	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-	
100-56-56110-340 FORESTRY SUPPLIES	\$ 500	Supplies for the program
100-56-56110-350 EQUIPMENT MAINT/REPAIR	\$ 1,500	Maintenance and repair of brush equipment
100-56-56110-351 RIGHT-OF-WAY TREE REMOVALS	\$ -0-	Contract services for street tree removals
100-56-56110-352 TREE REMOVALS	\$ 19,500	Contract services for tree removals in City parks, right-of-way, and other areas within the City
100-56-56110-353 PARK TREE REPLACEMENT	\$ -0-	Tree replacement for trees removed included in capital budget
100-56-56110-354 BRUSH COLLECTION SERVICES	\$ 20,875	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**

**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 2015:

1. Coordinated/oversaw successful completion of the following projects:
 - Lottes Park Boat Launch Improvement Project
 - Woodland Park Management Plan
2. Developed lagoon ice skating report, documented mowing schedule, weekend park round instructions, and shelter cleaning program.
3. Celebrated Arbor Day with Winnequah School students and planted four trees in Winnequah Park.
4. Assisted setup and cleanup for special events: Candlelit Snowshoe Hike, Easter Egg Hunt, 4th of July, Sawyer, Youth Baseball Tournament, National Night Out, Movies in the Park, Fall Festival, Holiday Lights.
5. Responsible for the startup and winterization of the following facilities:
 - Dream Park Shelter
 - Gazebo Irrigation
 - Fireman's Park Shelter
 - Schaefer Shelter

- Ahuska Park Shelter
- Schluter Park Restrooms
- Lottes Restroom
- Oneida Park Shelter
- Monona Community Pool
- Water fountains at Frost Woods and Greenway

2016 SIGNIFICANT PROGRAM CHANGES:

1. Create efficiency in seasonal mowing schedule to allow more time to groom beaches at Frost Woods and Schluter and rake seaweed from the beaches and boat launches.
2. Continue to utilize seasonal employees for cleaning/park rounds on weekends from April through October. Additional staff needed for increased usage of parks.
3. Increase documentation of inspections, repairs, and service calls in order to create a better picture of parks maintenance responsibilities and how we can improve service levels.

PARKS OPERATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-55-55200-110 PARK SALARIES	\$ 42,642	(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	\$ 42,500	Seasonal Employee Wages: Seasonal Parks Maintenance = \$21,400 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 of the lagoon for ice skating operations
100-55-55200-130 FICA	\$ 6,743	Social Security at 7.65%
100-55-55200-131 WISCONSIN RETIREMENT	\$ 3,012	Wisconsin Retirement at 6.6%
100-55-55200-132 LIFE & DISABILITY INS.	\$ 200	City share of life/disability insurance
100-55-55200-133 HEALTH INSURANCE	\$ 7,889	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
100-55-5520-221 TELEPHONE	\$ 5,400	Telephone expense for fire alarm system at Fireman's Park Shelter and 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	\$ 9,500	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 – Weed spraying \$1,100 – Schluter/Frost Woods beach testing
100-55-55200-312 POSTAGE	\$ -0-	
100-55-55200-340 PARK SUPPLIES	\$ 14,000	Includes paper towels, toilet paper, trash bags, sand, miscellaneous parts, paint, recycling containers for park shelters, etc.; staff uniform allowance and personal protective equipment

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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 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.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

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

MISSION:

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

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

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

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

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

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Facilitate update and adoption of Comprehensive Plan.
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.
5. Promoting the Façade Improvement Program and processing applications.

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

1. Complete the update of the Monona Comprehensive Plan.
2. Continued economic growth through development and redevelopment consistent with the Monona Comprehensive Plan and Strategic Plan for Economic Development.
3. Continued residential redevelopment consistent with the Monona Comprehensive Plan and Strategic Housing Plan.
4. \$10,000 is budgeted in 2016 for a Plan Commission project with the UniverCity Alliance to research the ratio of owner-occupied and renter-occupied housing units to inform future planning efforts.

**PLANNING AND COMMUNITY DEVELOPMENT
ACCOUNT JUSTIFICATION**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-56-56300-110 SALARIES	\$ 51,084	Approximately 15% to be charged to TID No. 2 and TID No. 4
100-56-56300-119 PART-TIME WAGES	\$ 12,000	Graduate-level student at 20 hours per week
100-56-56300-130 FICA	\$ 4,826	Social Security at 7.65%
100-56-56300-131 WISCONSIN RETIREMENT	\$ 3,372	Wisconsin Retirement at 6.6%
100-56-56300-132 LIFE & DISABILITY INSURANCE	\$ 190	City share of premium
100-56-56300-133 HEALTH INSURANCE	\$ 5,910	
100-56-56300-134 PROFESSIONAL DEVELOPMENT	\$ 2,800	Covers costs of planning journals, APA membership, professional conferences; and seminars and courses.
100-56-56300-340 SUPPLIES	\$ 600	Covers costs of planning drafting supplies, film and developing, maps and miscellaneous supplies and mileage.
100-56-56300-341 LANDMARKS COMMISSION SUPPLIES	\$ 200	Covers costs of printing for historic tours, signs, and other special events, including bi-annual landmark home tour.
100-56-56300-720 COMMUNITY DEVELOPMENT/PROMOTION	\$ -0-	Marketing of Monona hotels through Madison publications
100-56-56300-721 UniverCity YEAR INITIATIVE	\$ 10,000	
100-56-56300-810 GIS MAPPING	\$ -0-	

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
COMMUNITY DEVELOPMENT AUTHORITY									
REVENUES									
201-46-41110-000	-	-	-	-	-	-	-	-	-
201-48-48110-000	7	5	5	2	-	-	-	-	-
201-48-48900-000	-	15,774	-	-	-	-	-	-	-
201-48-48900-100	-	-	-	-	-	-	-	-	-
201-49-49240-100	25,341	25,000	25,000	-	25,000	25,000	25,000	25,000	25,000
201-49-49240-400	-	-	-	-	30,707	59,707	44,999	44,999	44,999
201-49-49240-401	-	-	-	-	-	-	-	-	-
201-49-49300-000	-	-	-	-	-	-	-	-	-
	<u>\$25,348</u>	<u>\$40,779</u>	<u>25,005</u>	<u>2</u>	<u>55,707</u>	<u>84,707</u>	<u>69,999</u>	<u>69,999</u>	<u>69,999</u>
EXPENDITURES									
201-56-56700-200	13	-	-	-	-	-	-	-	-
201-56-56700-210	-	-	4,347	19,483	-	-	-	-	-
201-56-56700-213	-	768	-	61,622	10,000	5,000	5,000	5,000	5,000
201-56-56700-214	301	492	-	7,466	-	-	-	-	-
201-56-56700-312	-	-	-	-	-	-	-	-	-
201-56-56700-390	9,592	30	-	-	-	-	-	-	-
201-56-59270-100	1,651	3,450	501	630	5,000	39,000	39,000	39,000	39,000
201-56-59210-110	8,071	6,805	8,223	4,274	8,300	8,300	8,508	8,508	8,508
201-56-59210-130	607	512	620	323	635	635	651	651	651
201-56-59210-131	476	562	575	291	564	564	561	561	561
201-56-59210-132	11	3	4	2	25	25	25	25	25
201-56-59210-133	998	753	815	437	1,183	1,183	1,254	1,254	1,254
201-56-59210-210	9,800	6,757	19	682	15,000	15,000	15,000	15,000	15,000
201-56-59210-212	-	-	-	-	-	-	-	-	-
201-56-59210-214	-	-	10,000	-	15,000	15,000	-	-	-
201-56-58200-620	-	-	-	-	-	-	-	-	-
201-59-59000-900	-	-	-	-	-	-	-	-	-
	<u>\$31,520</u>	<u>\$20,132</u>	<u>25,104</u>	<u>95,210</u>	<u>55,707</u>	<u>84,707</u>	<u>69,999</u>	<u>69,999</u>	<u>69,999</u>
					CURRENT				
					YEAR	PROPOSED	DIFFERENCE		
PERSONNEL					10,999	3%			
NON-PERSONNEL					74,000	-20%			
TOTAL					84,707	-17%			

**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	\$ 44,999	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-	

ACCOUNT	AMOUNT	DESCRIPTION
201-56-59270-100 CDA SUPPORT STAFF	\$ 39,000	Consultant Staff to support CDA with implementation of economic development Strategy. Estimate of \$106 per hour for approximately 40 hours per month.
201-56-59210-110 REIMBURSEMENT FOR ADMINISTRATION	\$ 8,508	Allocation of 5% of salary of City Administrator and City Planner/Community Development Coordinator.
201-56-59210-130 FICA	\$ 651	Social Security at 7.65%
201-56-59210-131 WISCONSIN RETIREMENT	\$ 561	Wisconsin Retirement at 6.6%
201-56-59210-132 LIFE & DISABILITY INSURANCE	\$ 25	
201-56-59210-133 HEALTH INSURANCE	\$ 1,254	
201-56-59210-210 MARKETING	\$ 15,000	Marketing the city
201-56-59210-212 ACCOUNTING SERVICES	\$ -0-	
201-56-59210-214 RENEW MONONA	\$ -0-	
201-56-58200-620 INTEREST ON DEBT	\$ -0-	
201-56-59000-900 RESERVED FOR CONTINGENCIES	\$ -0-	

DEPARTMENT PROGRAM BUDGET ACCOUNT

Community Media Operations 2016

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. Online streaming and over the air broadcasting of 98.7 WVMO
2. Staffing for television and radio stations
3. Increase the storytelling component of television programming
4. Increasing the presence of Community Media at city center
5. Stream live High Definition video content on Monona Community Media YouTube Channel
6. Marketing opportunities for radio station and TV station
7. Establish 501(c)3 for Monona Community Media.
8. WVMO website creation

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. Have a presence at the Community Center and Public Library.
4. Establish Media Lab at public library.
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:

1. Revenue Changes 2016
 - Increased Franchise Fees by \$6,000 as a conservative estimate from 2014 amount.
 - Estimate using \$12,468 of fund balance for video studio control room, online video streaming equipment and.
2. Staffing and Benefits for 2016
 - Asst. Media Coordinator title changes to “Media Coordinator”
 - Media Coordinator title changes to “Director”
 - Media Coordinator receives full benefits
 - Media Coordinator wage increase from \$12.76 per hour in 2015 to \$13.25 per hour in 2016
 - Anticipate \$9/ hour for lead Operation Technician (1)
 - Keep current \$8.50/hour for standard Operations Technician
 - Tom Teuber becomes WVMO consultant at \$12,000 per year.

3. Equipment 2016

- Begin the process of updating the media department at the high school – control room, rack room and video streaming technology.

GOALS FOR 2016:

2016 Goals	Status
Create 501(c)3	Paperwork has been filed.
Create content that can be broadcast on both radio and television	Informing all radio producers that we have openings and availability on our television channels for more content and programs. There are a number of events at the high school that we will be able to simulcast.
Add Community Media presence to public library	Discussions with Library Director
Organize Radio Broadcasting Seminar for producers, DJs, engineers, technical operations, scriptwriting	Formulating ideas and list of presenters
Increase marketing effort for Community Media	Created WVMO website at WVMO.FM. All volunteers get a WVMO t-shirt. Facebook and YouTube social media.

**COMMUNITY MEDIA
ACCOUNT JUSTIFICATIONS**

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-46-44100-000 FRANCHISE FEES	\$ 134,000	Estimated franchise fees
203-46-46700-000 OTHER REVENUE	\$ 41,754	Contract agreement with MGSD
203-46-46730-000 ROOM RENTALS	\$ -0-	Distance learning ended in June 2009
203-46-49300-000 FUND BALANCE APPLIED	\$ 10,256	Video studio updates

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-55-55370-110 WAGES	\$ 57,850	Director and 5 hours per week to City Administrator
203-55-55370-119 WAGES, PART-TIME	\$ 29,621	Media Coordinator and part-time operations technicians
203-55-55370-130 FICA	\$ 6,692	Social Security at 7.65%
203-55-55370-131 WISCONSIN RETIREMENT	\$ 3,818	Wisconsin Retirement at 6.6%
203-55-55370-132 LIFE & DISABILITY	\$ 100	Estimated amount
203-55-55370-133 HEALTH INSURANCE	\$ 14,237	Estimated amount
203-55-55370-134 PROFESSIONAL DEVELOPMENT	\$ 975	Memberships and conferences
203-55-55370-210 LEGAL	\$ 100	Radio station licenses renewal and paperwork
203-55-55370-211 CONSULTING FEES	\$ 13,000	Stipend to broadcast seminar presenters and payments to Tom Teuber
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	\$ 6,500	Cable share of media room
203-55-55370-221 TELEPHONE	\$ 2,340	Telephone for radio station, business line and on air lines
203-55-55370-225 MAINTENANCE AGREEMENT	\$ -0-	N/A
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	\$ 400	Web hosting and domain name registration
203-55-55370-340 STUDIO AND PROGRAM DEVELOPMENT	\$ 3,000	Marketing efforts: banners, sponsorships, remote broadcasts, promotions, WVMO gear
203-55-55370-341 STUDIO MAINTENANCE	\$ 3,260	Adobe software subscriptions, VPC & remote desktop connections, radio automation system control, electronic door access system
203-55-59210-510 INSURANCE	\$ 675	Department share of property insurance premium
203-55-55370-800 MEDIA COMMUNITY ROOM	\$ 400	Service fees to repair software bugs in media room
203-55-55370-810 EQUIPMENT	\$ 30,605	Video studio infrastructure updates
203-55-55370-815 RADIO TRANSMISSION	\$ -0-	N/A
203-55-55370-820 MUSIC LICENSE	\$ 2,000	BMI, ASCAP, SESAC, SOUND EXCHANGE
203-55-55370-816 NEW TRANSMISSION METHODS	\$3,030	Web streaming, Charter internet, podcasting, WiFi hotspot.
203-59-59370-810 TRANSFER TO GENERAL FUND	\$ 5,007	Reallocated \$7,000 for infrastructure updates and consulting fees.
203-55-55370-900 CONTINGENCY	\$ -0-	

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET

202-46-41110-000	440,286	442,286	462,786	498,557	498,557	498,557	524,446	530,446	518,187
202-46-43570-000	-	-	-	-	-	-	-	-	-
202-46-43720-000	241,934	207,273	206,637	1,316	200,420	199,799	190,251	190,251	190,251
202-46-43730-000	-	34,464	35,105	-	35,136	35,757	40,720	40,720	40,720
202-46-46110-000	2,731	2,815	2,941	1,635	3,400	3,000	3,000	3,000	3,000
202-46-46710-000	5,851	5,307	6,013	2,782	6,301	6,500	6,500	6,500	6,500
202-46-46720-000	-	-	-	-	-	-	-	-	-
202-46-46730-000	2,381	2,601	2,240	1,438	2,453	2,400	2,700	2,700	2,700
202-46-48900-000	-	-	-	-	-	-	-	-	-
202-46-48900-100	2,697	2,619	2,292	1,997	3,779	2,700	3,250	3,250	3,250
202-49-49210-000	-	-	-	-	-	-	-	-	-
202-46-49300-000	-	-	-	-	-	-	-	-	-
---	695,880	\$697,365	718,014	507,725	750,046	748,713	770,867	776,867	764,608

202-55-55110-110	236,200	224,021	262,959	136,565	304,600	312,459	299,014	299,014	299,014
202-55-55110-111	-	-	-	-	-	-	-	-	-
202-55-55110-112	130	203	142	6	6	-	-	-	-
202-55-55110-117	246	294	-	-	-	-	-	-	-
202-55-55110-119	104,483	102,852	98,241	49,297	100,593	106,609	131,365	131,365	131,365
202-55-55110-120	-	-	-	-	-	-	-	-	-
202-55-55110-130	27,023	27,408	28,074	15,215	30,998	32,059	32,924	32,924	32,924
202-55-55110-131	15,069	19,888	22,026	13,310	20,104	21,924	19,735	19,735	19,735
202-55-55110-132	47	15	13	7	375	375	375	375	375
202-55-55110-133	46,565	42,295	40,893	20,529	44,079	45,857	55,535	55,535	49,276
202-55-55110-134	2,722	3,404	2,491	502	4,180	4,000	4,000	4,000	4,000
202-55-55110-135	-	8,491	-	-	-	-	-	-	-
202-55-55110-220	35,715	39,214	37,349	11,415	36,851	34,650	36,400	36,400	36,400
202-55-55110-221	2,214	2,447	3,104	229	2,000	2,000	2,000	2,000	2,000
202-55-55110-222	3,477	1,773	2,552	892	2,500	2,600	2,600	2,600	2,600
202-55-55110-240	34,715	36,039	43,000	18,986	44,000	44,128	44,505	44,505	44,505
202-55-55110-241	39,614	39,071	40,883	40,223	40,223	40,223	40,506	40,506	40,506
202-55-55110-310	6,431	5,356	5,381	1,328	4,800	5,000	5,000	5,000	5,000
202-55-55110-312	60	27	203	-	-	200	200	200	200
202-55-55110-321	-	-	-	-	-	-	-	-	-
202-55-55110-340	2,068	1,001	1,962	835	2,164	2,250	2,000	2,000	2,000
202-55-55110-341	2,122	1,143	1,925	1,391	2,000	2,000	2,000	4,000	2,000
202-55-55110-350	6,159	8,619	10,441	4,566	10,000	8,000	8,000	8,000	8,000
202-55-55110-351	15,938	11,541	8,320	3,178	7,000	8,000	8,000	8,000	8,000
202-55-55110-390	300	302	282	-	301	300	300	300	300
202-55-55110-700	-	-	-	-	-	-	-	-	-
202-55-55110-702	(114)	123	-	-	-	-	-	-	-
202-55-55110-809	5,817	5,752	4,866	1,196	4,400	4,500	4,500	4,500	4,500
202-55-55110-810	12,512	16,503	13,943	4,886	13,000	14,000	14,000	14,000	14,000
202-55-55110-811	20,953	16,837	16,713	9,096	18,000	17,000	17,000	17,000	17,000
202-55-55110-812	11,186	10,466	9,646	1,728	11,000	10,250	10,250	12,250	10,250
202-55-55110-813	2,999	3,261	3,169	1,224	3,250	3,250	3,250	5,250	3,250
202-55-55110-814	2,960	2,311	2,115	832	2,500	2,500	2,500	2,500	2,500
202-55-55110-815	-	-	-	-	-	-	-	-	-
202-55-55110-817	4,009	7,209	1,446	1,320	2,640	4,000	4,000	4,000	4,000
202-55-55110-818	-	-	4,435	3,079	3,079	3,079	3,208	3,208	3,208
202-55-55110-850	-	-	-	-	-	-	-	-	-

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT 202**

**Library
Library Operations
2016**

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 2016. 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. Our inclusion on the MUFN network gives us sufficient broadband for years to come, hopefully. 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. **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. In our effort to be "Monona's living room," we want to ensure that the public discovers a well-maintained facility.

4. **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. **2016 will see a drop in county aid by \$4,000 and we anticipate continued flat funding in the future.**

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.

SIGNIFICANT PROGRAM CHANGES:

- We will continue to focus on our commitment to children's programming and support for young families
- We will complete additional, small-scale building projects to increase the public ease-of-use of the building, such as new shelving and signage.
- 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 2015:

- **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. A record 1,466 people of all ages participated again this summer – our fifth consecutive year above 1,000 participants.
- **We were able to increase our outreach significantly with the addition of the new half-time Children's Librarian.** In addition to more regularly scheduled programs in the Library, we were able to have a presence at the Monona Farmers Market, National Night Out, movie nights in Winnequah Park, back to School Nights, and even held story times at the Monona Pool and at grocery stores. It was a great beginning, and there are many other opportunities for us to provide library services beyond the walls of the library building.
- **We successfully launched the 1000 Books Before Kindergarten Program in January.** Our early literacy initiative has nearly 300 children registered, and we have had several children complete the program in less than a year.
- **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 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.

LIBRARY 2016
ACCOUNT JUSTIFICATION

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-46-41110-000 GENERAL PROPERTY TAXES	\$ 518,187	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	\$ 190,251	Estimated Dane County aid for operations based on projections provided by Dane County. Down \$8,000 from 2015.
202-46-43730-000 COUNTY AID FOR LIBRARY FACILITIES	\$ 40,720	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	
202-46-46730-000 ROOM RENTALS	\$ 2,700	Based on anticipated 2015 receipts.
202-46-48900-100 VENDING MACHINES	\$ 3,250	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	\$ 299,014	Salaried employees. 2.5% increase per employee from 2015.
202-55-55110-112 SHIFT DIFFERENTIAL	\$ 0	The Library Board has eliminated shift differentials.
202-55-55110-119 WAGES PART-TIME	\$ 131,365	Part-time library assistants and pages, including seasonal and outdoor summer help.
202-55-55110-130 FICA	\$ 32,924	Estimate based on 2016 salaries and wages
202-55-55110-131 WISCONSIN RETIREMENT	\$ 19,735	Estimate based on eligible salaries to the Wisconsin Retirement System
202-55-55110-132 LIFE AND DISABILITY INSURANCE	\$ 375	Based on staff participation.

ACCOUNT	AMOUNT	DESCRIPTION
202-55-55110-133 HEALTH INSURANCE	\$ 49,276	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	\$ 36,400	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 2015.
202-55-55110-222 WATER AND SEWER UTILITIES	\$ 2,600	Based on estimated costs.
202-55-55110-240 SERVICE CONTRACTS	\$ 44,505	Cleaning services, HVAC, RFID equipment, elevator, fire suppression, copiers & printers, windows, and landscape.
202-55-55110-241 SCLS MEMBERSHIP & SERVICE PAYMENT	\$ 40,506	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	
202-55-55110-340 JANITORIAL SUPPLIES	\$ 2,000	Necessary for building maintenance and cleaning.
202-55-55110-340 CHILDREN'S/YA SERVICES	\$ 2,000	Used for storytimes, program supplies, and performers.
202-55-55110-3505 EQUIPMENT MAINT/REPAIR	\$ 8,000	Based on expenses in 2015 and anticipated repair of equipment.
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	\$ 8,000	Based on expenses in 2015 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.

ACCOUNT	AMOUNT	DESCRIPTION
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	\$ 3,208	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 (i.e., rentals, fee-waiver groups, classes from Rec. Dept. and Senior Center) and determine the best possible use of the building.
2. Continue to provide excellent customer service, from the reservation of a room to the setup and cleanup of the facility.

ACCOMPLISHMENTS IN 2015:

1. Purchased new furniture for lobby area.
2. Hosted community Lil' Badger consignment sales, multiple city special events, non-profit fundraisers, and programs.

2016 SIGNIFICANT CHANGES:

1. Finalize new agreement for bar services which includes developing a mobile bar and securing the existing bar for additional storage.

COMMUNITY RECREATION SERVICES - COMMUNITY CENTER

ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 142,270	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

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55140-110 SALARIES	\$ 87,445	Park and Recreation Director (46%) Administrative Assistant (50%) Maintenance Worker 2 (100%) Lead Maintenance Worker (20%) Recreation/Aquatic Supervisor (15%) Administrative 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	\$ 7,099	Social Security at 7.65%.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55140-131 WISCONSIN RETIREMENT	\$ 6,124	City Share of Wisconsin Retirement. Employee share is 6.6%.
204-55-55140-132 LIFE AND DISABILITY INSURANCE	\$ 125	City share of premiums.
204-55-55140-133 HEALTH INSURANCE	\$18,777	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	\$ 8,000	\$500 copier service contract \$1,700 elevator service \$1,000 fire and smoke alarm and monitoring \$500 for automatic door openers \$3,300 HVAC \$600 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.

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

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
RECREATION									
REVENUES									
204-46-41110-000	37,660	41,627	41,656	48,018	48,018	48,018	53,401	53,401	53,401
204-46-46720-200	49,604	48,704	69,479	27,677	64,000	63,000	74,000	74,000	74,000
204-46-46720-210	20,843	13,026	16,059	5,554	16,000	18,000	22,000	22,000	22,000
204-46-46720-220	16,431	23,153	18,844	17,844	17,704	23,000	22,000	22,000	22,000
204-46-46720-230	7,958	6,734	-	-	-	-	-	-	-
204-46-46720-260	14,345	14,635	13,072	4,120	8,500	13,000	9,000	9,000	9,000
204-46-46720-240	-	-	-	-	-	-	-	-	-
204-46-46720-241	1,093	1,152	1,314	1,071	1,550	1,300	1,700	1,700	1,700
204-46-46720-250	1,500	390	1,500	-	1,500	1,200	1,800	1,800	1,800
204-46-46720-251	-	2,888	7,626	997	12,880	12,000	15,000	15,000	15,000
204-46-46720-252	-	12,805	19,076	4,021	20,000	19,000	19,000	19,000	19,000
204-46-49210-000	-	-	-	-	-	-	-	-	-
	\$149,434	\$165,114	188,626	109,302	190,152	198,518	217,901	217,901	217,901
EXPENDITURES									
204-55-55300-110	32,003	33,330	39,321	20,925	41,209	41,209	45,253	45,253	45,253
204-55-55300-111	-	-	-	-	-	-	-	-	-
204-55-53000-112	-	-	-	-	-	-	-	-	-
204-55-55300-119	50,995	53,473	52,377	19,357	54,000	56,467	69,000	69,000	69,000
204-55-55300-130	5,721	5,931	6,510	2,822	7,283	7,472	8,740	8,740	8,740
204-55-55300-131	1,606	597	2,170	1,102	2,802	2,802	2,987	2,987	2,987
204-55-55300-132	13	5	6	3	50	50	50	50	50
204-55-55300-133	5,973	6,031	6,447	3,455	6,918	6,918	7,271	7,271	7,271
204-55-55300-134	734	551	1,892	185	1,000	1,000	1,000	1,000	1,000
204-55-55300-214	12,518	11,037	9,620	5,315	7,000	11,000	8,000	8,000	8,000
204-55-55300-312	-	-	-	-	-	-	-	-	-
204-55-55300-340	21,773	18,336	19,221	6,986	20,000	20,000	23,000	23,000	23,000
204-55-55300-341	12,565	12,269	10,854	7,391	7,900	12,000	12,000	12,000	12,000
204-55-55300-342	3,328	1,504	1,475	290	1,300	1,600	1,600	1,600	1,600
204-55-55300-343	661	-	-	-	-	-	-	-	-
204-55-55300-344	-	-	-	-	-	-	-	-	-
204-55-55300-345	-	-	-	1,000	-	-	-	-	-
204-55-55300-346	7,040	7,546	9,614	3,531	9,000	8,000	9,000	9,000	9,000
204-55-55300-347	-	8,028	7,609	1,402	11,000	11,000	11,000	11,000	11,000
204-55-55300-348	-	15,285	21,072	3,350	20,000	19,000	19,000	19,000	19,000
204-55-55300-370	-	-	-	635	1,000	-	-	-	-
204-55-59210-100	-	-	-	-	-	-	-	-	-
	\$154,930	\$173,923	188,188	77,749	190,463	198,518	217,901	217,901	217,901
TOTAL RECREATION									
CURRENT YEAR									
PERSONNEL			114,918		133,301	16%			
NON-PERSONNEL			83,600		84,600	1%			
TOTAL			198,518		217,901	10%			

**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 2015:

1. Coordinated with multiple organizations to produce the Candelit Snowshoe Hike, which attracted over 1,500 people.
2. Organized multiple special events into Monona Fall Festival weekend (Hoot Hoot Hustle, MGBMA Chili Cook-Off, Madison/Monona Lioness Craft Fair, and Monona Pie Party). Saw huge attendance numbers for all events.
3. Successfully organized and produced additional special events: Easter Egg Hunt & Breakfast, Mulligans Fore Monona, National Night Out, Food Cart Cinema, Halloween Spooktacular, and Breakfast with Santa.
4. Saw a 15% participation increase in youth basketball, flag football, and soccer programs.
5. Developed Facility Usage Agreement with Monona Adult Softball Association.
6. Offered ice skate/snowshoe rental and concessions at Dream Park Shelter for skating on the lagoon in the winter season.
7. Hosted NFL Flag Football tournament with over 20 teams from various communities.

2016 SIGNIFICANT PROGRAM CHANGES:

1. Adding concessions attendant at Lottes Park to sell concessions from Memorial Day–Labor Day on weekends.
2. Fee increases for canoe/kayak rental.
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

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 53,401	Amount needed to subsidize recreation programs.
204-46-46720-200 YOUTH RECREATION PROGRAM FEES	\$ 74,000	This includes all fees charged for youth recreation programs. Also includes gross concession revenue from Lottes Park Concession & Dream Park Ice Skate Rentals
204-46-46720-210 ADULT RECREATION PROGRAM FEES	\$ 22,000	Fees for all adult recreation programs including Adult Fitness Classes, Chicago Shopping Trip, Open Basketball.
204-46-46720-220 YOUTH BASEBALL/SOFTBALL FEES	\$ 22,000	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	\$ 9,000	Revenue for MG Sport Camps and other independent contractors who provide programs under Monona Recreation.
204-46-46720-241 PARK SHELTER ADMINISTRATIVE FEE	\$ 1,700	\$10 administrative fee per park shelter reservation to account for staff time.
204-46-46720-250 CANOE/KAYAK RENTAL	\$ 1,800	Canoe/Kayak rental fees from Lottes, Frostwoods Beach and Schluter Beach Parks.
PARK FIELD RENTAL	\$15,000	Athletic Field Rental Fees - \$10,000 Tennis Court Rental Fees - \$5,000
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

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55300-110 ADMINISTRATIVE SALARIES	\$ 45,253	27% of Park & Rec. Director salary 20% of Administrative Assistant 35% of Rec/Aquatic Supervisor 50% of Administrative Assistant
204-55-5530-119 WAGES, PART-TIME	\$ 69,000	Youth Recreation: \$51,200 Youth Dance – \$9,000 Youth Baseball - \$5,100 Flag Football - \$1,100 Youth Soccer - \$2,000 Youth Basketball - \$3,800 Summer Rec Staff - \$18,700 Fall/Spring Youth Rec Staff - \$2,500 Winter Youth Rec Staff - \$2,000 Special Events Staff - \$3,000 Lottes Concession Staff - \$3,000 Adult Recreation: \$17,800 Yoga - \$7,500 Zumba - \$1,500 Other Adult Fitness - \$4,000 Ball Diamond Gromer - \$4,800
204-55-55300-130 FICA	\$ 8,740	Social Security at 7.65%.
204-55-55300-131 WISCONSIN RETIREMENT	\$ 2,987	Wisconsin Retirement at 6.6%.
204-55-55300-132 LIFE AND DISABILITY INSURANCE	\$ 50	City share of premiums.
204-55-55300-133 HEALTH INSURANCE	\$ 7,421	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	\$ 8,000	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	\$ 23,000	Summer Program equipment ,supply, marketing costs: \$10,000 Fall/Winter/Spring Program equipment/supply/ marketing costs: \$10,00 Includes Concession Expenses for Lottes Park & Dream Park Ice Skating

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55300-341 YOUTH BASEBALL/SOFTBALL PROGRAM	\$ 12,000	Equipment and uniform expense. Uniforms/T-Shirts/Hats - \$8,000 Equipment/balls - \$4,000
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	\$ 9,000	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: Candlelit 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

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
SENIOR CENTER									
REVENUES									
204-46-41110-000	-	-	170,057	175,613	175,613	175,613	178,571	178,571	175,425
204-46-43570-000	3,208	4,468	3,961	1,670	3,861	3,861	3,861	3,861	3,861
204-46-46710-200	-	-	-	-	-	-	-	-	-
204-46-46710-300	8,720	11,549	9,822	4,178	10,000	10,000	10,000	10,000	10,000
204-46-46710-400	1,803	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
204-46-49210-000	-	-	-	-	-	-	-	-	-
	<u>13,731</u>	<u>\$17,617</u>	<u>185,440</u>	<u>183,061</u>	<u>191,074</u>	<u>191,074</u>	<u>194,032</u>	<u>194,032</u>	<u>190,886</u>
EXPENDITURES									
204-55-55310-110	62,600	64,650	65,985	34,830	66,610	66,610	68,940	68,940	68,940
204-55-55310-119	27,243	27,569	26,702	13,072	26,000	30,148	28,001	28,001	28,001
204-55-55310-130	7,280	7,464	7,528	3,899	7,085	7,402	7,416	7,416	7,416
204-55-55310-131	5,555	6,488	6,800	3,461	6,112	6,773	6,398	6,398	3,252
204-55-55310-132	51	23	27	29	110	110	110	110	110
204-55-55310-133	5,522	5,553	5,926	3,171	6,359	6,359	6,678	6,678	6,678
204-55-55310-134	1,050	680	332	149	1,000	1,500	1,500	1,500	1,500
204-55-55310-214	37,097	40,243	41,450	17,789	42,693	42,693	45,000	45,000	45,000
204-55-55310-310	1,664	1,463	1,724	1,029	1,700	1,700	1,700	1,700	1,700
204-55-55310-312	-	-	-	-	-	-	-	-	-
204-55-55310-339	-	-	-	-	-	-	-	-	-
204-55-55310-340	9,375	9,393	12,321	4,831	9,100	9,109	9,100	9,100	9,100
204-55-55310-347	-	-	-	-	1,900	1,900	1,900	1,900	1,900
204-55-55310-342	5,166	5,089	5,377	2,148	5,500	5,510	5,800	5,800	5,800
204-55-55310-343	3,711	3,595	4,291	1,740	3,861	3,861	3,861	3,861	3,861
204-55-55310-344	1,382	-	-	(1)	-	-	-	-	-
204-55-55310-345	5,321	5,813	7,883	2,879	7,400	7,399	7,628	7,628	7,628
	<u>\$173,017</u>	<u>\$178,023</u>	<u>186,346</u>	<u>89,026</u>	<u>185,430</u>	<u>191,074</u>	<u>194,032</u>	<u>194,032</u>	<u>190,886</u>
TOTAL SENIOR SERVICES									
			CURRENT		PROPOSED	DIFFERENCE			
			YEAR						
PERSONNEL			117,402		114,397	-3%			
NON-PERSONNEL			<u>73,672</u>		<u>76,489</u>	4%			
TOTAL			<u>191,074</u>		<u>190,886</u>	0%			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Rec. Service
Senior Services
204**

MISSION OF DEPARTMENT:

The mission of the Monona Senior Center is to provide those fifty and over 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 2016:

1. **NEW EMPLOYEE IN 2015:** We started 2015 with a new employee, Diane Wipperfurth. I anticipate 2016 will bring more efficient completion of tasks as she completes her year. We have been very pleased with Diane's progress since starting at the Center. She brings great ideas and energy, and she has caught on to our systems and schedule.
2. **MySeniorCenter ELECTRONIC ATTENDANCE:** We have explored ways the electronic attendance system can help us streamline our tasks and have successfully used the system more in 2015 than in 2014. We now use the mobile scanner for some services such as the foot care clinics where some of our most frail participants would prefer not to walk to the touch screen. We bring the scanner to them with the mobile unit. We are hopeful to experience our first year being able to renew Friends memberships with the click of a button.
3. **STATE RE-ACCREDITATION REQUIREMENTS DUE:** The Monona Senior Center was first state accredited in 2005. We were re-accredited in 2010. We are currently in the process of completing requirements for our second re-accreditation by the end of 2015. A small group has been meeting to review these requirements and make recommendations.
4. **SPACE LIMITATIONS:** We continue to add the programs we can despite limited space available. We are grateful for space in the Community Center to hold programs too large for the lower level and programs we cannot accommodate because we don't have enough available spaces. We still have requests for programs we are unable to accommodate at this time such a meditation and Mah Jong.
5. **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. Besides the Summer Concert series, which was attended by over 700 participants and fully funded by business donations and their Fabulous Fashions fundraiser in September, they have sponsored stipends for all speakers of the *Scholarly Scoop* lecture series at the Center, sponsored entertainment for one of our ice cream socials and a Salem Witch Trials presentation in October.
In addition, the Friends Group pays the City of Monona over \$1,000 from membership dues to off-set the operating budget. The support of this group to the Senior Center, our taxpayers and our community is greatly appreciated.
6. **MONONA AREA DEMENTIA FRIENDLY COMMUNITY COALITION:** In the summer of 2015 the Monona Area Dementia Friendly Community Coalition started meeting in order to bring the initiative of education and awareness to Monona. The mission of this coalition is to collaborate with businesses, organizations and residents to offer education and information on resources to enhance the quality of life for persons with dementia as well as their families, friends and caregivers. We are excited for the potential of this initiative in Monona and have accepted the additional responsibilities with facilitating this coalition.
7. **ATTENDANCE NUMBERS CONTINUE TO CLIMB:** Over the past 10 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.

8. **POWER-UP VOLUNTEER TEAM:** In 2015, a self-directed volunteer team worked to develop welcome packets to be distributed to those 50 and better who move into Monona senior housing facilities. We hope to share information on the programs, businesses and services available in Monona in order to enhance their experience in our community. The launch of the welcome bags is coming near and will continue in 2016.
9. **STAFF CONTINUE TO BE CHALLENGED BY ACTIVE ENVIRONMENT:** As participation in our center increases, staff continue to find it difficult to complete office tasks in a timely manner. Switching desks in the office has improved things slightly for the Director, but now interruptions are shifted to Project Assistants.

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:** Encourage practices of hospitality and inclusion to those affected by dementia by promoting acceptance and engagement in our community. **Objective:** Train businesses and city department heads on dementia friendly practices while promoting awareness to community members through educational presentation by December 2016. (2016)
- **Goal:** Explore and facilitate changes to increase efficiencies for office staff. **Objective:** Research and consider utilization of more or different volunteer shifts to cover busy phone and traffic times. (2016)
- **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/2016).

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

- EMMCA – is requesting a 5.3% increase in their budget to allow for staff salary increases, insurance costs and case management hours to cover the rising demand on case management services.

ANALYSIS OF PROPOSED BUDGETS:

2016 Department Budget: The proposed budget will allow us to meet the current needs of the senior community. Please note slight additions to RSVP, Contracted Senior Services and Program Development (Home Chore).

GOAL ACHIEVEMENTS IN 2015:

- **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)

With staff training, I did not find time yet this year to apply for a grant. I have used our Friends Group, donations and area businesses to obtain funding for needed programs.

- **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.

We have been using the mobile scanner so much more this year, working to capture people in groups who may not come out to the touch screen. We access the system data on a regular basis and appreciate the ease in finding information. We now have our volunteers manage their hours on the touchscreen, eliminating the need for staff to input their hours.

- **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).

Diane Mikelbank will be presenting information on transportation options in Monona as well as other programs and services we offer at the Senior Center to Frost Woods Senior Housing on Wednesday, November 18. Another presentation is yet to be scheduled.

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 \$2,307	5.4% ↑
204-55-55310-342	Home Chore	Increase of \$290	5.2% ↑
204-55-55310-345	RSVP*	Increase of \$229	3.0% ↑

SENIOR SERVICES 2015
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 175,425	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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-55-55310-110 ADMINISTRATIVE SALARIES	\$ 68,940	Senior Center Director's salary
204-55-55310-119 WAGES, PART-TIME	\$ 28,001	Includes 988 hours (19 hours/week) for two (2) project assistants, Lori Chapman at \$14.67 per hour and Diane Wipperfurth at \$13.32 per hour.
204-55-55310-130 FICA	\$ 7,416	Social Security at 7.6%
204-55-55310-131 WISCONSIN RETIREMENT	\$ 3,252	Wisconsin Retirement at 6.6%
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 6,678	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	\$ 45,000	Case management services
204-55-55310-310 OFFICE SUPPLIES	\$ 1,700	Copy machine service contract \$279, printer ink, paper and other office supplies

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55310-312 POSTAGE	\$ -0-	Postage for senior programs.
204-55-55310-339 FUNDRAISING EXPENSES	\$ -0-	Discontinued fundraising as part of operating budget. All fundraising dollars raised are collected in a donation account.
204-55-55310-340 SENIOR PROGRAM EXPENSES	\$ 9,100	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)	\$ 5,800	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	\$ 7,628	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,152, mileage reimbursement for volunteer drivers at \$3,111, and office expenses

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
OUTDOOR SWIMMING POOL									
REVENUES									
204-46-41110-000	58,455	63,514	66,671	83,121	83,121	83,121	83,160	83,160	83,160
204-46-46730-100	42,366	34,278	31,752	30,737	38,191	35,000	38,000	38,000	38,000
204-46-46730-110	64,056	47,059	45,029	10,434	53,226	55,000	60,000	60,000	60,000
204-46-46730-120	22,899	17,545	17,521	6,062	21,629	20,000	21,000	21,000	21,000
204-46-46730-130	17,571	19,160	20,089	1,967	19,492	20,000	20,000	20,000	20,000
204-46-46730-140	42,689	43,485	46,051	30,819	43,859	47,500	45,000	45,000	45,000
204-46-46730-150	1,400	4,100	1,875	500	500	4,000	4,000	4,000	4,000
204-46-49210-000	-	-	-	-	-	-	-	-	-
	\$249,436	\$229,141	228,988	163,640	260,018	264,621	271,160	271,160	271,160
EXPENDITURES									
204-55-55420-110	38,656	40,174	44,510	23,424	51,058	51,058	51,135	51,135	51,135
204-55-55420-111	21,255	12,426	2,485	1,264	2,500	8,000	8,000	8,000	8,000
204-55-55420-112	-	-	-	-	-	-	-	-	-
204-55-55420-119	100,241	100,058	106,135	13,436	99,000	104,547	109,300	109,300	109,300
204-55-55420-120	-	-	-	23	-	-	-	-	-
204-55-55420-130	12,190	11,546	11,544	2,855	11,671	12,516	12,885	12,885	12,885
204-55-55420-131	3,485	4,728	2,759	1,413	4,016	4,016	3,903	3,903	3,903
204-55-55420-132	16	7	6	3	92	92	92	92	92
204-55-55420-133	8,280	8,754	8,369	4,133	8,892	8,892	9,345	9,345	9,345
204-55-55420-134	2,981	2,050	1,133	637	2,250	2,250	2,250	2,250	2,250
204-55-55420-220	16,484	19,443	20,191	2,954	20,000	18,000	18,000	18,000	18,000
204-55-55420-221	247	57	-	-	-	250	250	250	250
204-55-55420-222	10,011	8,922	10,066	1,466	11,000	9,000	9,000	9,000	9,000
204-55-55420-310	1,509	1,159	1,241	638	1,300	1,000	1,000	1,000	1,000
204-55-55420-312	-	-	-	-	-	-	-	-	-
204-55-55420-338	25,642	27,316	25,008	13,207	25,000	25,000	25,000	25,000	25,000
204-55-55420-339	17,529	14,225	11,634	3,928	14,000	14,000	15,000	15,000	15,000
205-55-55420-342	-	-	-	-	-	-	-	-	-
204-55-55420-350	5,296	5,983	4,511	3,608	11,000	6,000	6,000	6,000	6,000
204-55-55420-351	883	573	-	-	-	-	-	-	-
204-55-59210-100	-	-	-	-	-	-	-	-	-
	264,705	\$257,421	249,592	72,989	261,779	264,621	271,160	271,160	271,160
			CURRENT YEAR		PROPOSED		DIFFERENCE		
PERSONNEL			189,121		194,660	3%			
NON-PERSONNEL			<u>75,500</u>		<u>76,500</u>	<u>1%</u>			
TOTAL			<u>264,621</u>		<u>271,160</u>	<u>2%</u>			

**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 2015:

1. No major critical incidents or accidents at the pool.
2. Coordinated two Flick 'N' Floats, Pirates' Plunge Party, and Season Pass Holder Appreciation Night.
3. Water fitness classes during adult lap swim continue to see an increase in participation.
4. Utilized software system to accept credit cards at pool and could have real-time accounting of participation.

2016 SIGNIFICANT PROGRAM CHANGES:

1. Increase daily admission fee from \$3/resident and \$4/non-resident to \$4/resident and \$5/non-resident. Create a Youth (2-17)/Senior Rate of \$3/resident and \$4/non-resident.
2. Workgroup is currently meeting to review community survey and provide feedback to Parks & Recreation Board for review of 2015 change of hours and pool policies.

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	\$ 83,160	Amount needed to subsidize pool operations.
204-46-46730-100 SEASON PASS SALES	\$ 38,000	Monona Family (up to 5 members): \$115 Non-Resident Family (up to 5 members): \$190 Additional Family Member: \$25 Early sign-up discount by May 1 st : (\$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 st : (\$5)
204-46-46730-110 DAILY ADMISSIONS	\$ 60,000	Sale of daily admission to the pool. All pool revenues (except lessons) are net sales tax. Daily Fees for over the age of 1 \$4.00 for Monona Resident, \$3/Youth/Senior \$5.00 for Non-Resident, \$4/Youth/Senior \$2.00 Night Swim (Res & Non-Res) Mon-Fri (6:30-8:30 pm.)
204-46-46730-120 CONCESSIONS	\$ 21,000	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 \$55 per swimmer.
204-46-46730-140 SWIMMING LESSONS	\$ 45,000	Monona residents - \$43.00 Non-residents \$58.00 Average between 900-1,000 kids in swim lessons
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

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-110 ADMINISTRATIVE SALARIES	\$ 51,135	27% of Park and Recreation Director Salary 50% of Rec/Aquatic Supervisor 30% of Administrative Assistant 15% of Bldg Grounds Maintenance 25% of Administrative Assistant
204-55-55420-111 OTHER PERSONNEL SERVICES	\$ 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. *moved to part-time wages
204-55-55420-119 WAGES, PART-TIME	\$ 109,300	Pool Staff Wages: Head Guards (3) 1,500 Hours x \$13.00 avg = \$19,500 Lifeguards (30) 6,000 Hours x \$9.50 avg = \$57,000 Aquatic Attendant Staff (12) 2,000 Hours x \$8.00 avg = \$16,000 Swim Lesson Instructors (30) 1,200 Hours x \$10.00 = \$12,000 Pool Cleaning 400 Hours x 12.00 avg = \$4,800 Based on 2014 & 2015 actual hours and 2016 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	\$ 12,885	Social Security at 7.65%.
204-55-55420-131 WISCONSIN RETIREMENT	\$ 3,903	Wisconsin Retirement at 6.6% for full-time employees.
204-55-55420-132 LIFE AND DISABILITY INSURANCE	\$ 92	City share of premiums
204-55-55420-133 HEALTH INSURANCE	\$ 9,345	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. Includes funding for LGI certification of head lifeguards.

ACCOUNT	AMOUNT	DESCRIPTION
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	\$15,000	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-	

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
COMMUNITY RECREATION									
FUND SUMMARY									
PROPERTY TAXES			418,422	421,626	451,626	451,626	457,403	457,403	454,257
TRANSFER FROM GENERAL			-	120	-	-	-	-	-
subtotal			418,422	421,746	451,626	451,626	457,403	457,403	454,257
OTHER REVENUES			311,584	153,513	367,203	381,561	368,061	368,061	402,061
TOTAL REVENUES			730,006	575,259	\$818,829	833,187	825,464	825,464	856,318
EXPENDITURES			812,814	330,725	820,502	833,188	859,464	859,464	856,318

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
AMBULANCE									
REVENUES									
205-41-41110-000									
205-43-43520-000									
205-46-46230-000									
205-49-49300-000									
205-49-49100-100									
	289,576	\$462,404	479,000	282,646	456,210	473,207	505,385	505,385	498,821
EXPENSES									
205-52-52300-110	200,059	210,031	215,356	112,888	225,776	226,124	285,999	285,999	285,999
205-52-52300-117	-	-	-	-	-	-	-	-	-
205-52-52300-118	5,895	6,363	5,817	975	6,400	7,000	6,500	6,500	6,500
205-52-52300-119	3,500	4,652	7,486	8,766	6,000	6,000	6,000	6,000	6,000
205-52-52300-120	32,725	26,864	26,265	8,587	24,000	27,400	17,500	17,500	17,500
205-52-52300-121	-	-	-	-	-	-	-	-	-
205-52-52300-130	19,129	19,443	19,967	10,451	20,056	20,588	24,174	24,174	24,174
205-52-52300-131	41,569	34,743	31,911	12,247	24,881	31,218	29,988	29,988	29,988
205-52-52300-132	269	110	69	37	700	700	700	700	700
205-52-52300-133	48,242	43,791	48,091	19,672	37,195	37,195	52,494	52,494	43,930
205-52-52300-134	2,494	2,494	13,168	2,483	15,000	15,000	10,000	10,000	10,000
205-52-52300-137	2,474	1,623	2,576	1,166	2,600	2,500	2,900	2,900	2,900
205-52-52300-140	7,989	4,357	8,945	-	6,000	6,000	6,000	6,000	6,000
205-52-52300-150	915	1,838	-	1,195	4,000	1,600	1,600	1,600	1,600
205-52-52300-190	-	-	-	-	-	-	-	-	-
205-52-52300-221	716	1,204	1,017	311	900	1,200	1,000	1,000	1,000
205-52-52300-240	23,047	22,186	25,562	8,211	24,000	25,000	25,000	25,000	25,000
205-52-52300-241	-	-	-	-	-	-	-	-	-
205-52-52300-310	363	248	226	274	250	250	250	250	250
205-52-52300-312	13	-	-	-	-	-	-	-	-
205-52-52300-340	12,290	20,425	16,862	11,885	18,000	16,000	16,500	16,500	16,500
205-52-52300-341	485	135	125	150	600	500	500	500	500
205-52-52300-372	2,905	5,345	10,475	2,641	6,000	5,000	8,180	8,180	8,180
205-52-52300-350	3,602	3,434	2,913	719	4,000	7,400	3,500	3,500	3,500
205-52-52300-351	-	-	-	-	-	-	-	-	-
205-52-52300-370	5,817	5,507	6,559	1,702	4,000	6,432	5,000	5,000	5,000
205-52-52300-371	-	-	-	-	-	-	-	-	-
205-52-52300-377	-	-	-	-	-	17,500	-	-	-
205-52-52300-378	-	-	-	-	11,000	9,000	-	-	-
205-52-52300-810	4,915	7,575	604	540	1,600	1,600	1,600	1,600	1,600
205-52-52300-811	-	-	-	-	-	-	-	-	-
205-52-57300-810	998	644	-	-	-	-	-	-	-
205-52-59210-100	2,000	2,000	2,000	-	2,000	2,000	-	-	2,000
	\$ 422,411	\$432,752	445,994	204,900	\$ 444,958	473,207	\$ 505,385	\$ 505,385	498,821
CURRENT YEAR									
PERSONNEL			356,225		414,791	16%			
NON-PERSONNEL			116,982		119,030	2%			
TOTAL			473,207		533,821	13%			

**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 85% of the 2015 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 paramedics and significantly increases the amount of training and certifications needed to maintain a license to practice as a paramedic. As a result, the majority of all EMS incidents are handled by the Department's career firefighter/paramedics. 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 paramedics 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.

2016 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2016 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.	Staffing will be added.

GOAL ACHIEVEMENTS FOR 2014:

2015 Goal	Status
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.	Monona Fire/EMS has joined the ALS system and is currently operating within it.
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.	We are still working on this and have just finished with an ad-hoc committee to study this issue; the ad-hoc committee has made a recommendation to the Public Safety Committee to add 4 additional firefighter/paramedics in the next three years.

AMBULANCE
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
205-41-41110-000 GENERAL PROPERTY TAXES	\$143,821	Amount needed to support the ambulance fund.
205-43-43520-000 PUBLIC SAFETY AIDS	\$ 5,000	Aid from the State
205-43-43520-000 AMBULANCE FEE	\$ 350,000	Based on 2015 monthly revenue of \$27,900
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	\$ 285,999	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	\$ 6,500	Includes 50% of leave wages for 6 full-time FF/Paramedics. Remainder covered under Fire budget account 100-52-5220-118. Holiday pay.
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	\$ 17,500	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	\$24,174	Social Security at 7.65%.
205-52-52300-131 WISCONSIN RETIREMENT	\$29,988	Relates to retirement contributions for 50% of staff earnings (remainder in Fire budget) at 17.1%. Employees pay their share of the WRS contribution.

ACCOUNT	AMOUNT	DESCRIPTION
205-52-52300-132 LIFE & DISABILITY INSURANCE	\$ 700	50% of total cost (remainder in Fire budget).
205-52-52300-133 HEALTH INSURANCE	\$ 43,930	This account provides half of the premiums for full-time staff (see Fire Dept.)
205-52-52300-134 PROFESSIONAL DEVELOPMENT	\$ 10,000	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	\$ 2,900	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. Increase is to allow for the addition of 2 career staff
205-52-5230-140 EMS STIPEND	\$ 6,000	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	\$ 1,000	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	
205-52-52300-312 POSTAGE	\$ -0-	
205-52-52300-340 EMS SUPPLIES	\$ 16,500	Includes drugs administered under advanced skills training and certification. Increase accounts for a 3% cost increase from vendors.

ACCOUNT	AMOUNT	DESCRIPTION
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	\$ 8,180	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	\$ 3,500	Decrease based on past years' history
205-52-52300-351 BUILDING MAINTENANCE & REPAIR	\$ -0-	
205-52-52300-370 FUELS & ADDITIVES	\$ 5,000	Based on the average use of 2000 gal @ \$2.50/gal
205-52-52300-371 OUTSIDE SERVICES	\$ -0-	
205-52-52300-372 EMS COVERAGE	\$ -0-	
205-52-52300-373 EMS LTE	\$ -0-	
205-52-52300-810 EMS EQUIPMENT	\$ 1,600	Includes replacement of broken or worn out, non-disposable equipment.
205-52-57300-810 AMBULANCE SOFTWARE PROGRAM	\$ -0-	
205-52-59210-100 TRANSFER TO GENERAL FUND	\$ 2,000	

	2012	2013	2014	TO DATE	2015	2015	2016	2016	2016	
	ACTUAL	ACTUAL	ACTUAL	6/30/15	YEAR END	BUDGET	BUDGET	COMMITTEE	Adopted	
					ESTIMATED			BUDGET	BUDGET	
---	DEBT SERVICE									
---	REVENUES									
300-42-41110-000	GENERAL PROPERTY TAXES	1,586,900	1,775,184	1,819,036	1,903,004	1,903,004	1,903,004	2,153,398	2,153,398	2,153,398
300-42-42000-100	STREET IMPROVEMENTS ASSESSMENTS	75,123	68,324	72,531	70,037	70,037	50,000	50,000	50,000	50,000
300-42-42000-200	INTEREST ON SPECIAL ASSESSMENTS	19,443	25,472	21,727	13,212	13,212	10,000	10,000	10,000	10,000
300-42-42000-300	CVMIC REVENUES	-	-	-	-	-	-	-	-	-
300-42-43580-000	PECFA GRANT	-	-	-	-	-	-	-	-	-
300-42-48110-000	INTEREST & DIVIDEND INCOME	587	31,215	550	39,420	39,420	-	-	-	-
300-42-48900-100	LEASE PAYMENTS	44,340	44,340	44,340	22,170	45,000	45,000	-	-	-
300-42-49100-000	PROCEEDS FROM DEBT	3,278,000	3,477,785	-	-	-	-	-	-	-
300-48-48300-100	SALE OF CITY PROPERTY	-	-	-	-	-	-	-	-	-
300-42-49240-000	TRANSFER FROM TIF #2	-	-	-	-	-	-	-	-	-
300-42-49240-100	TRANSFER FROM CAPITAL	-	-	-	-	-	-	-	-	-
300-42-49240-200	TRANSFER FROM RIVER PLACE	-	-	-	-	-	-	-	-	-
300-42-49240-300	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
300-42-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	-	-	-	-
---	TOTAL	5,004,393	\$5,422,320	1,958,184	2,047,843	2,070,673	2,008,004	2,213,398	2,213,398	2,213,398
---	EXPENDITURES									
300-58-58100-610	PRINCIPAL REDEMPTION	1,175,000	4,875,635	1,480,000	200,000	1,483,064	1,483,064	1,688,714	1,688,714	1,688,714
300-58-58100-611	PAYMENT TO ESCROW AGENT	3,005,000	-	-	-	-	-	-	-	-
300-58-58200-620	INTEREST ON DEBT	477,601	523,442	525,143	34,850	524,940	524,940	524,684	524,684	524,684
300-58-58200-690	FISCAL AGENT CHARGES	245,999	5,402	1,552	726	-	-	-	-	-
300-59-59100-100	TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	-	-
---	TOTAL	\$4,903,600	\$5,404,479	2,006,695	235,576	2,008,004	2,008,004	2,213,398	2,213,398	2,213,398

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET

301-42-41120-000	1,433,861	1,369,118	1,413,191	1,385,159	1,385,159	1,400,000	1,400,000	1,400,000	1,400,000
301-42-42000-100	-	-	-	-	-	-	-	-	-
301-42-42000-200	-	-	-	-	-	-	-	-	-
301-42-43600-000	10,747	11,311	13,383	-	13,085	10,000	10,000	10,000	10,000
301-42-48110-000	267	3,809	-	-	-	-	-	-	-
301-42-49100-000	-	-	-	-	-	-	-	-	-
301-42-49240-000	36,044	-	-	-	-	-	-	-	-
301-42-49300-000	-	-	-	-	-	-	-	-	-
---	1,480,919	\$1,384,238	1,426,574	1,385,159	1,398,244	1,410,000	1,410,000	1,410,000	1,410,000

301-58-58100-610	125,000	1,405,000	995,000	-	1,025,000	1,025,000	725,000	725,000	725,000
301-58-58200-620	123,134	120,934	89,052	26,813	57,652	57,652	25,277	25,277	25,277
301-58-58200-621	-	-	-	-	150	-	-	-	-
301-59-59000-100	-	2,043	-	-	-	-	-	-	-
301-59-59000-200	308,196	103,799	171,186	-	157,796	163,674	329,862	329,862	329,862
301-59-59000-300	924,589	103,799	171,186	-	157,796	163,674	329,862	329,862	329,862
301-59-59000-900	-	-	-	-	-	-	-	-	-
---	\$1,480,919	\$1,735,575	1,426,424	26,813	1,398,394	1,410,000	1,410,000	1,410,000	1,410,000

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
---	LIBRARY EXPANSION - DEBT SERVICE								
---	REVENUES								
305-41-41110-000	248,006	241,006	234,006	227,007	227,007	227,007	245,006	245,006	245,006
305-48-48110-000	-	-	-	-	-	-	-	-	-
305-42-49100-000	-	-	-	-	-	-	-	-	-
305-42-49300-000	-	-	-	-	-	-	-	-	-
---	<u>\$248,006</u>	<u>\$241,006</u>	<u>234,006</u>	<u>227,007</u>	<u>227,007</u>	<u>227,007</u>	<u>245,006</u>	<u>245,006</u>	<u>245,006</u>
---	EXPENDITURES								
305-58-58100-610	175,000	175,000	175,000	-	175,000	175,000	200,000	200,000	200,000
305-58-58200-620	73,006	66,006	59,006	26,003	52,007	52,007	45,006	45,006	45,006
305-57-57610-690	-	-	-	-	-	-	-	-	-
305-59-59900-000	-	-	-	-	-	-	-	-	-
---	<u>248,006</u>	<u>\$241,006</u>	<u>234,006</u>	<u>26,003</u>	<u>227,007</u>	<u>227,007</u>	<u>245,006</u>	<u>245,006</u>	<u>245,006</u>

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
TIF DISTRICT NO. 4 CAPITAL PROJECTS									
---	REVENUES								
407-41-41120-000	318,950	240,620	250,284	278,870	278,870	290,000	280,000	280,000	280,000
407-43-43580-000	-	-	-	-	-	-	-	-	-
407-43-43600-000	681	637	939	-	711	900	700	700	700
407-48-48110-000	-	20,542	-	8,195	8,195	100	100	100	100
407-48-48110-100	-	-	-	-	-	-	-	-	-
407-48-48900-000	-	-	-	-	-	-	-	-	-
407-49-49100-000	-	1,969,458	-	-	-	-	-	-	-
407-49-49100-100	308,196	103,799	171,186	-	157,796	163,674	329,862	329,862	329,862
407-49-49300-000	-	-	-	-	-	-	-	-	-
---	627,827	\$2,335,056	422,409	287,065	445,572	454,674	610,662	610,662	610,662
---	EXPENDITURES								
407-57-57120-110	-	-	-	-	-	-	-	-	-
407-57-57120-119	-	-	-	-	-	-	-	-	-
407-57-57120-130	-	-	-	-	-	-	-	-	-
407-57-57120-210	21,790	298	150	-	-	-	-	-	-
407-57-57700-110	8,112	8,340	5,386	-	-	-	-	-	-
407-57-57700-130	607	624	402	-	-	-	-	-	-
407-57-57700-131	479	730	377	-	-	-	-	-	-
407-57-57700-132	8	5	3	-	-	-	-	-	-
407-57-57700-133	1,177	1,189	842	-	-	-	-	-	-
407-57-57700-830	-	-	-	-	-	-	-	-	-
407-57-57700-835	-	-	-	-	-	-	-	-	-
407-57-57700-840	(22,258)	-	39,128	-	-	-	-	-	-
407-57-57700-841	-	-	-	-	-	-	-	-	-
407-57-57700-850	-	-	-	-	-	-	-	-	-
407-57-57700-842	20,394	30,000	-	-	-	-	-	-	-
407-57-57000-843	-	-	-	-	-	-	-	-	-
407-57-57700-844	-	-	-	-	-	-	-	-	-
407-57-57700-845	-	-	-	-	-	-	-	-	-
407-58-58100-610	185,000	2,290,000	300,000	125,000	300,000	300,000	325,000	325,000	325,000
407-58-58200-620	336,819	328,393	301,184	125,331	289,653	289,653	277,496	277,496	277,496
407-58-58200-690	-	-	-	-	-	-	-	-	-
407-59-59210-100	-	-	-	-	-	-	-	-	-
407-59-59210-400	-	-	-	-	-	-	-	-	-
407-59-59210-830	-	-	-	-	-	-	-	-	-
407-59-59900-900	-	-	-	-	-	-	-	-	-
---	TOTAL	\$552,128	\$2,659,579	647,472	250,331	589,653	602,496	602,496	602,496

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
---	TIF DISTRICT NO. 5 CAPITAL PROJECTS								
---	REVENUES								
408-41-41120-000	507,364	242,589	351,271	337,731	337,731	350,000	350,000	350,000	350,000
408-43-43580-000	-	-	-	-	-	-	-	-	-
408-43-43600-000	-	585	268	-	372	200	370	370	370
408-48-48110-100	-	-	-	-	-	-	-	-	-
408-48-48900-000	-	-	-	-	-	-	-	-	-
408-49-49100-000	-	-	-	-	-	-	-	-	-
408-49-49100-100	924,589	103,799	171,186	-	157,796	163,674	329,862	329,862	329,862
408-49-49300-000	-	-	-	-	-	-	-	-	-
---	1,431,953	346,973	522,725.00	337,731.00	495,899	513,874	680,232	680,232	680,232
---	EXPENDITURES								
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	-	-	-	151,936	151,936	151,936	151,936	151,936
408-58-58200-620	515,505	307,396	-	-	433,072	433,072	430,553	430,553	430,553
408-58-58200-690	64,145	-	-	-	-	-	-	-	-
408-59-59900-900	-	-	-	-	-	-	-	-	-
---	9,052,650	313,025	-	-	585,008	585,008	582,489	582,489	582,489
---	TOTAL								

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
TIF DISTRICT NO. 6 CAPITAL PROJECTS									
---	REVENUES								
409-41-41120-000	193,739	646,311	700,115	712,202	712,202	-	700,000	700,000	700,000
409-43-43580-000	-	-	-	-	-	-	-	-	-
409-43-43600-000	103	14,126	10,070	-	8,921	-	9,000	9,000	9,000
409-48-48110-100	-	-	-	-	-	-	-	-	-
409-48-48900-000	-	-	7,800	-	-	-	-	-	-
409-49-49100-000	-	-	550,000	-	-	-	-	-	-
409-49-49300-000	-	-	-	-	-	-	-	-	-
	<u>193,842</u>	<u>660,437.00</u>	<u>1,267,985</u>	<u>712,202.00</u>	<u>721,123</u>	-	<u>709,000</u>	<u>709,000</u>	<u>709,000</u>
409-57-57130-210	7,081	-	-	-	-	-	-	-	-
409-57-57130-213	23,939	6,624	150	5,191	5,191	-	10,000	10,000	10,000
409-57-57700-836	2,550,000	-	-	-	-	-	-	-	-
409-57-57700-840	50,870	-	483,059	-	-	-	-	-	-
409-58-58100-610	-	350,000	350,000	-	435,000	-	435,000	435,000	435,000
409-58-58200-620	93,776	94,300	87,300	-	98,300	-	83,900	83,900	83,900
409-57-57820-621	-	-	-	-	-	-	-	-	-
	<u>2,725,666</u>	<u>450,924</u>	<u>920,509</u>	<u>1,429,595</u>	<u>538,491</u>	-	<u>528,900</u>	<u>528,900</u>	<u>528,900</u>
TIF DISTRICT NO. 7 CAPITAL PROJECTS									
---	REVENUES								
410-41-41120-000	-	-	-	113,999	113,999	-	110,000	110,000	110,000
410-43-43600-000	-	-	2,532	-	1,985	-	2,000	2,000	2,000
410-40-49100-000	-	650,000	-	-	-	-	-	-	-
410-49-49300-000	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>650,000.00</u>	<u>2,532</u>	<u>113,999.00</u>	<u>115,984</u>	-	<u>112,000</u>	<u>112,000</u>	<u>112,000</u>
410-57-57130-210	10,274	10,690	-	-	-	-	-	-	-
410-57-57130-213	24,575	1,698	150	150	150	-	150	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	-	13,931	13,931	13,931
410-57-58200-690	-	2,526	-	-	-	-	-	-	-
	<u>34,849</u>	<u>829,914</u>	<u>12,767</u>	<u>228,148</u>	<u>116,088</u>	-	<u>114,081</u>	<u>114,081</u>	<u>114,081</u>

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
TIF DISTRICT NO. 8 CAPITAL PROJECTS									
---	REVENUES								
411-41-41120-000	-	-	-	31	331	-	70,000	70,000	70,000
411-43-43580-000	-	-	-	-	-	-	-	-	-
411-43-43600-000	-	-	-	-	-	-	-	-	-
411-48-48110-100	-	-	-	-	-	-	-	-	-
411-48-48900-000	-	-	4,751	-	-	-	-	-	-
411-49-49100-000	-	-	1,835,000	443,000	443,000	-	-	-	-
411-49-49300-000	-	-	-	-	-	-	-	-	-
	-	-	1,839,751	443,031	443,331	-	70,000	70,000	70,000
411-57-57130-210	16,894	20,234	68,721	4,567	5,000	-	-	-	-
411-57-57130-213	18,551	14,996	173,633	67,591	85,000	-	-	-	-
411-56-56700-214	-	1,576,804	414,188	102,432	102,432	-	-	-	-
411-57-57700-836	-	-	-	-	-	-	-	-	-
411-58-58100-610	-	-	-	-	-	-	-	-	-
411-58-58200-620	-	-	38,721	-	-	-	83,339	83,339	83,339
411-57-58200-690	-	-	-	-	-	-	-	-	-
TOTAL	35,445	1,612,034	695,263	1,060,652	192,432	-	83,339	83,339	83,339

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
---	PARKLAND FUND								
---	REVENUES								
403-46-46720-000	-	62,217	2,214	-	-	-	-	-	-
403-46-46900-100	-	-	-	-	-	-	-	-	-
403-46-49300-000	-	-	-	-	-	-	-	-	-
	-	\$62,217	2,214	-	-	-	-	-	-
---	EXPENDITURES								
403-57-55200-340	-	-	-	-	-	-	-	-	-
403-57-57620-820	-	-	-	-	-	-	-	-	-
403-57-57620-821	-	-	-	-	-	-	-	-	-
403-57-57620-822	-	-	-	-	-	-	-	-	-
403-57-59200-700	-	109,371	-	-	-	-	-	-	-
	\$0	\$0	-	-	-	-	-	-	-

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
SOLID WASTE DISPOSAL FUND									
REVENUES									
210-41-41110-000	174,800	225,491	246,550	266,970	266,970	266,970	291,063	291,063	291,063
210-43-43540-000	30,620	30,662	30,627	30,621	30,621	31,600	30,660	30,660	30,660
210-46-46420-000	235	178	144	89	300	-	-	-	-
210-46-46420-100	-	-	-	-	-	-	-	-	-
210-46-46420-200	126,718	910	1,560	260	260	-	-	-	-
210-46-46420-210	63,633	65,283	62,876	24,108	58,000	63,300	55,000	55,000	55,000
210-46-46900-000	25	-	1	-	-	-	-	-	-
	<u>396,031</u>	<u>\$322,524</u>	<u>341,758</u>	<u>322,048</u>	<u>356,151</u>	<u>361,870</u>	<u>376,723</u>	<u>376,723</u>	<u>376,723</u>
DISPOSAL COSTS									
210-53-53620-290	65,996	65,293	66,908	28,434	68,350	68,350	69,886	69,886	69,886
210-53-53620-295	9,286	11,511	12,466	2,476	20,500	20,500	21,500	21,500	21,500
210-53-53620-240	140,140	137,092	141,665	60,459	145,420	145,420	148,832	148,832	148,832
210-53-53620-241	59,449	75,471	78,802	30,790	80,000	82,000	84,355	84,355	84,355
210-53-53620-250	250	30	-	-	-	100	-	-	-
210-53-53620-296	33,092	41,482	43,257	18,743	45,000	45,500	46,650	46,650	46,650
210-53-53620-341	-	-	-	-	-	-	-	-	-
210-53-53620-345	-	-	-	-	-	-	-	-	-
210-53-53620-340	-	-	-	-	-	-	-	-	-
210-53-53620-351	129,299	-	-	-	-	-	5,500	5,500	5,500
	<u>437,512</u>	<u>330,879</u>	<u>343,098</u>	<u>140,902</u>	<u>359,270</u>	<u>361,870</u>	<u>376,723</u>	<u>376,723</u>	<u>376,723</u>
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			-		-	N/A			
NON-PERSONNEL			<u>361,870</u>		<u>376,723</u>	4%			
TOTAL			<u>361,870</u>		<u>376,723</u>	4%			

**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 \$8,453 per contract agreement.
2. Recycling revenue rebated is expected to decrease by \$8,300 based on current secondary market prices.
3. Recycling cart purchase increased by \$5,500 due to cart purchase for 2016. Carts are purchased as needed.

GOAL ACHIEVEMENTS IN 2015:

GOALS NOT ACHIEVED:

**SOLID WASTE & RECYCLING
ACCOUNT JUSTIFICATIONS**

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
210-41-41110-000 GENERAL PROPERTY TAXES	\$ 291,063	
210-43-43540-000 SANITATION AIDS	\$ 30,660	
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	\$ 55,000	Revenue from recyclable material

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
210-53-53620-290 RECYCLING SERVICE	\$ 69,886	Curbside collection service
210-53-53620-295 YARD WASTE DISPOSAL COST	\$ 21,500	Yard waste dumpster hauling service, \$9,000 Yard waste disposal, \$8,400 Leaf collection disposal, \$2,880 Debris disposal, \$1,000 DNR transport fee, \$220
210-53-53620-240 REFUSE COLLECTION COST	\$ 148,832	Curbside collection service
210-53-53620-241 TIPPING FEES	\$ 84,355	Trash disposal expense, based on tonnage
210-53-53620-250 LARGE ITEM COLLECTION COST	\$ -0-	Resident expense
210-53-53620-296 RECYCLING PROCESSING FEE	\$ 46,650	Recycling processing fee, based on tonnage Secondary Materials Pricing membership, \$325
210-53-53620-351 RECYCLING & SOLID WASTE CARTS	\$ 5,500	Replacement order, as needed
210-53-53620-345 SANITARY LANDFILL COST	\$ -0-	Miscellaneous landfill costs

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
STORM WATER UTILITY									
REVENUES									
603-43-43100-000	-	-	-	-	-	-	-	-	-
603-44-43100-100	343	5,218	2,018	600	2,000	1,000	2,000	2,000	2,000
603-46-46300-000	2,431	2,115	1,894	796	1,800	2,000	2,000	2,000	2,000
603-46-46324-000	443,962	450,890	450,639	242,476	500,000	500,000	550,000	550,000	550,000
603-48-48110-000	85	-	-	189	342	2,000	2,000	2,000	2,000
603-49-49300-000	-	-	-	-	-	-	-	-	-
	<u>\$446,736</u>	<u>\$458,223</u>	<u>454,551</u>	<u>243,872</u>	<u>504,142</u>	<u>505,000</u>	<u>556,000</u>	<u>556,000</u>	<u>556,000</u>
EXPENSES									
603-53-53440-110	121,762	129,890	131,334	49,863	130,000	134,489	140,132	140,132	140,132
603-53-53440-119	-	-	-	-	-	-	-	-	-
603-53-53440-120	-	-	514	213	500	-	-	-	-
603-53-53440-130	9,703	10,228	10,655	3,860	9,945	10,288	10,720	10,720	10,720
603-53-53440-131	8,714	13,383	9,809	3,405	8,580	9,145	9,249	9,249	9,249
603-53-53440-132	78	46	47	17	763	300	300	300	300
603-53-53440-133	24,159	25,153	33,008	12,021	36,000	36,763	40,615	40,615	40,615
603-53-53440-134	-	-	-	-	-	-	-	-	-
603-53-53440-212	7,965	9,017	7,836	450	6,200	7,000	8,000	8,000	8,000
603-53-53440-220	3,660	4,667	6,117	2,143	7,000	-	-	-	-
603-53-53440-240	455,174	67,618	13,223	7,986	5,000	9,000	5,000	5,000	5,000
603-53-53440-241	-	-	33,679	-	-	-	-	-	-
603-53-53440-312	-	2,000	2,000	-	3,000	3,000	2,000	2,000	2,000
603-53-53440-320	-	-	-	-	-	-	-	-	-
603-53-53440-340	241	365	382	746	1,000	780	1,400	1,400	1,400
603-53-53440-351	9,484	10,885	3,717	893	8,000	9,500	8,000	8,000	8,000
603-53-53440-352	-	-	2,938	1,274	2,000	500	2,650	2,650	2,650
603-53-53440-370	6,339	11,521	5,347	265	4,000	8,500	5,550	5,550	5,550
603-53-53440-390	3,475	8,801	10,086	2,387	5,000	10,090	10,090	10,090	10,090
603-53-53440-392	3,974	11,323	3,359	11,818	11,818	13,200	13,200	13,200	13,200
603-53-53440-396	-	-	-	-	-	-	-	-	-
603-53-53440-394	-	-	-	-	-	-	-	-	-
603-53-53440-395	-	-	-	-	-	-	-	-	-
603-53-53440-540	165,238	176,439	185,947	-	185,000	180,000	190,000	190,000	190,000
603-53-53440-700	-	-	-	-	-	-	-	-	-
603-53-53440-710	18,720	22,909	21,938	6,565	20,259	20,259	20,875	20,875	20,875
603-58-58100-610	-	-	-	-	-	-	-	-	-
603-58-58100-611	47,394	54,854	57,560	-	46,516	46,516	71,335	71,335	71,335
603-59-59100-900	-	-	-	-	-	-	-	-	-
603-53-53440-720	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000
603-59-59220-215	-	-	-	-	-	-	-	-	-
	<u>894,080</u>	<u>\$567,099</u>	<u>547,496</u>	<u>103,906</u>	<u>498,581</u>	<u>507,330</u>	<u>547,116</u>	<u>547,116</u>	<u>547,116</u>
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			190,985		201,016	5%			
NON-PERSONNEL			<u>316,345</u>		<u>346,100</u>	<u>9%</u>			
TOTAL			<u>507,330</u>		<u>547,116</u>	<u>8%</u>			

**ENTERPRISE FUND
DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Storm Water Utility
Storm Water Operations
603**

MISSION OF DEPARTMENT:

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

CHALLENGES AND OPPORTUNITIES AHEAD:

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

LONG-TERM GOALS FOR THE DEPARTMENT:

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

SIGNIFICANT PROGRAM CHANGES:

1. Equipment maintenance and repair increased by \$1,500 based on history.
2. Vehicle maintenance and repair increased by \$2,150 based on history.
3. Fuels & additives decreased by \$2,950 based on lower fuel costs.
4. The utility will participate in the MMSD Adaptive Management Pilot Program, contributing \$7,200 in 2016.

GOAL ACHIEVEMENTS IN 2015:

1. Completed the Storm Culvert and Sediment Structure Project.
2. Completed sediment removal of all catch basins, mains and basins as needed.

**STORM WATER UTILITY
ACCOUNT JUSTIFICATIONS**

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
603-43-43100-000 STATE AID – GRANT	\$ -0-	DNR storm water planning grant received
603-44-43100-100 STORM WATER PERMITS	\$ 2,000	Fees received from storm water permits required from development
603-46-46300-000 PENALTY	\$ 2,000	
603-46-46324-000 STORM WATER REVENUES	\$ 550,000	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	\$ 140,132	Salaries allocated to the storm utility
603-53-53440-130 FICA	\$ 10,720	Social Security at 7.65%
603-53-53440-290 WISCONSIN RETIREMENT	\$ 9,249	Wisconsin Retirement at 6.6%
603-53-53440-132 LIFE & DISABILITY INSURANCE	\$ 300	City share of life/disability insurance
603-53-53440-133 HEALTH INSURANCE	\$ 40,615	Health, dental, and vision insurance
603-53-53440-212 ANNUAL AUDIT & ACCOUNTING	\$ 8,000	Based on contract
603-53-53440-240 OUTSIDE SERVICES	\$ 5,000	Storm water and erosion control permit review; MS 4 report preparation
603-53-53440-241 STORM WATER PLANNING GRANT	\$ -0-	

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
603-53-53440-312 POSTAGE	\$ 2,000	Expense for quarterly billing
603-53-53440-340 OPERATING SUPPLIES	\$ 1,400	Supplies for operations, uniforms \$190
603-53-53440-351 EQUIPMENT MAINTENANCE & REPAIR	\$ 8,000	Generator maintenance contract \$1,327 Diggers Hotline fee \$1,165 annual SCADA software renewal telemetry service supplies and repair of utility equipment wet well cleaning
603-53-53440-352 VEHICLE MAINTENANCE & REPAIR	\$ 2,650	Maintenance and repair of vehicles for the Utility
603-53-53440-370 FUELS & ADDITIVES	\$ 5,500	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	Adaptive management \$7,200 MAMSWAP & MS4 permit \$3,445 Environmental fee \$1,000 Training and education \$325 SLAMM and ordinance, etc.\$1,230
603-53-53440-540 DEPRECIATION EXPENSE	\$ 190,000	
603-53-53440-710 BRUSH PICKUP	\$ 20,875	Contract service ½
603-58-58100-611 INTEREST PAYMENT	\$ 71,335	Based on repayment schedule
603-53-53440-720 PUBLIC WORKS OVERHEAD	\$ 8,000	

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
WATER UTILITY									
REVENUES									
600-46-48110-000	8,086	14,090	12,120	1,795	4,000	11,000	6,000	6,000	6,000
600-46-41900-000	-	-	-	-	-	-	-	-	-
600-46-46000-000	2,573	5,068	5,259	730	3,000	3,000	3,000	3,000	3,000
600-46-46100-000	705,783	631,382	612,657	295,952	608,000	600,000	608,000	608,000	608,000
600-46-46110-000	407,754	404,358	381,334	124,002	281,000	405,000	290,000	290,000	290,000
600-46-46115-000	-	-	-	47,372	98,000	-	110,000	110,000	110,000
600-46-46200-000	78,674	77,792	80,334	40,164	80,000	78,000	80,000	80,000	80,000
600-46-46300-000	447,863	452,990	454,681	232,749	460,000	460,000	460,000	460,000	460,000
600-46-46400-000	17,764	15,721	17,257	5,890	16,500	15,000	16,000	16,000	16,000
600-46-47000-000	10,482	9,390	8,093	3,162	7,000	11,000	7,000	7,000	7,000
600-46-47100-000	-	-	30	-	-	-	-	-	-
600-46-47400-000	12,511	13,614	14,766	-	15,000	-	15,000	15,000	15,000
	1,691,490	\$1,624,405	1,586,531	751,816	1,572,500	1,583,000	1,595,000	1,595,000	1,595,000
EXPENSES									
PUMPING EXPENSES									
600-62-60500-340	-	-	-	-	-	-	-	-	-
600-62-62000-110	21,966	25,495	20,173	12,117	26,033	23,732	26,546	26,546	26,546
600-62-62010-120	3,991	4,881	7,275	3,288	7,000	4,500	4,500	4,500	4,500
600-62-62200-220	100,420	102,302	98,941	39,084	106,925	98,000	109,200	109,200	109,200
600-62-62300-340	1,041	1,587	1,180	739	1,600	1,260	1,260	1,260	1,260
600-62-62500-350	8,420	2,040	8,544	351	3,000	3,000	3,000	3,000	3,000
	135,838	\$136,305	136,113	55,579	144,558	130,492	144,506	144,506	144,506
WATER TREATMENT EXPENSES									
600-63-63000-110	5,466	4,494	6,897	1,181	2,473	5,881	5,157	5,157	5,157
600-63-63000-120	177	122	-	-	150	200	200	200	200
600-63-63100-220	1,001	1,264	5,110	665	2,000	2,000	1,500	1,500	1,500
600-63-63100-390	13,695	11,276	9,857	4,593	12,000	13,800	12,000	12,000	12,000
600-63-63200-340	-	-	-	-	-	-	-	-	-
600-63-63500-350	1,873	987	1,012	121	800	1,500	1,000	1,000	1,000
	22,212	\$18,143	22,876	6,560	17,423	23,381	19,857	19,857	19,857
MAINTENANCE OF RESERVOIRS & TOWER									
600-65-65000-110	1,019	1,149	5,254	1,634	4,831	2,700	3,503	3,503	3,503
600-65-65000-120	192	70	9	107	214	300	300	300	300
600-65-65000-340	665	2,375	10,120	216	900	5,530	1,000	1,000	1,000
	1,876	\$3,594	15,383	1,957	5,945	8,530	4,803	4,803	4,803
MAINTENANCE OF MAINS									
600-65-65100-110	12,315	17,307	18,223	6,270	11,760	19,027	17,134	17,134	17,134
600-65-65100-120	3,110	7,772	8,535	2,120	8,500	9,000	9,000	9,000	9,000
600-65-65100-220	11,885	17,324	21,516	1,261	15,000	16,000	16,000	16,000	16,000
600-65-65100-340	21,812	5,248	17,181	7,229	14,000	8,000	8,000	8,000	8,000
	49,122	\$47,651	65,455	16,880	49,260	52,027	50,134	50,134	50,134

		2012	2013	2014	TO DATE	2015	2015	2016	2016	2016
		ACTUAL	ACTUAL	ACTUAL	6/30/15	YEAR END	BUDGET	BUDGET	COMMITTEE	Adopted
						ESTIMATED			BUDGET	BUDGET
---	MAINTENANCE OF SERVICES									
600-65-65200-110	MAINTENANCE OF SERVICE SALARIES	15,657	23,863	27,452	10,508	23,731	26,035	28,145	28,145	28,145
600-65-65200-120	MAINT OF SERVICE SALARIES OT	(121)	1,744	4,526	693	1,600	1,500	1,500	1,500	1,500
600-65-65200-220	MAINT OF SERVICE OUTSIDE SERVICES	75	-	-	-	-	100	-	-	-
600-65-65200-340	SERVICES- MATERIAL & REPAIR	470	743	5,262	385	1,500	1,000	1,000	1,000	1,000
---		16,081	\$26,350	37,240	11,586	26,831	28,635	30,645	30,645	30,645
---	MAINTENANCE OF METERS									
600-65-65300-110	MAINTENANCE OF METERS SALARIES	9,891	16,396	8,166	10,450	8,100	14,458	13,196	13,196	13,196
600-65-65300-120	MAINT OF METERS SALARIES OT	-	-	26	308	200	100	100	100	100
600-65-65300-220	METER- OUTSIDE SERVICES	(192)	-	-	300	300	-	3,000	3,000	3,000
600-65-65300-340	METER- MATERIALS & REPAIR	383	654	288	618	500	575	575	575	575
---		10,082	\$17,050	8,480	11,676	9,100	15,133	16,871	16,871	16,871
---	MAINTENANCE OF HYDRANTS									
600-65-65400-110	MAINT OF HYDRANTS SALARIES	9,175	5,700	6,159	2,249	3,853	5,400	5,338	5,338	5,338
600-65-65400-120	MAINT OF HYDRANTS SALARIES OT	59	104	54	-	50	100	100	100	100
600-65-65400-340	HYDRANTS- MATERIALS & REPAIR	662	-	205	236	10,000	1,000	1,000	1,000	1,000
---		9,896	\$5,804	6,418	2,485	13,903	6,500	6,438	6,438	6,438
---	MAINTENANCE OF TELEMETRY SYSTEM									
600-65-65500-110	MAINT OF TELEMETRY SALARIES	2,425	3,277	2,499	81	825	3,727	2,884	2,884	2,884
600-65-65500-120	MAINT OF TELEMETRY SALARIES OT	1,213	1,737	887	243	700	700	700	700	700
600-65-65500-220	TELEMETRY- OUTSIDE SERVICES	692	282	222	-	500	500	500	500	500
600-65-65500-340	TELEMETRY- MATERIALS & REPAIR	500	400	87	121	450	500	500	500	500
---		4,830	\$5,696	3,695	445	2,475	5,427	4,584	4,584	4,584
---	CUSTOMER ACCOUNTS EXPENSE									
600-90-90100-213	METER READING LABOR	1,980	-	-	-	-	-	-	-	-
600-90-90200-110	ACCOUNTING & COLLECTING LABOR	8,185	8,433	8,803	4,670	9,340	11,249	11,249	11,249	11,249
600-90-90200-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
600-90-90300-310	SUPPLIES & EXPENSE	241	800	465	417	600	700	700	700	700
600-90-90400-390	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-	-
---		10,406	\$9,233	9,268	5,087	9,940	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, commercial, 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 perimeter fence at the water tower.
12. Create a back entrance off Woodland Drive to the water tower and eliminate the Monona Drive entrance due to safety concerns of the entrance.
13. Establish backup power at the water tower to maintain SCADA control during power loss.
14. Establish a well pump and booster pump maintenance schedule.
15. Install a back-up diesel generator at Well 3.

SIGNIFICANT PROGRAM CHANGES: None

GOAL ACHIEVEMENTS IN 2015:

1. Successfully completed the drinking water sampling program for 2015.
2. Provided safe, high quality drinking water to our customers.
3. Completed Semi-annual hydrant flushing program.
4. Install new chemical feed tanks and pumps at all three wells.
5. Completed interior maintenance painting in the white water tower.
6. Completed Well 2 pump maintenance.
7. Complete the Water Facility Improvements Project.

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	\$ 6,000	Estimated interest earnings
600-46-46000-000 UNMETERED SALES TO GEN. CUST.	\$ 3,000	Based on history
600-46-46100-000 METERED RESIDENTIAL SALES	\$ 608,000	Based on history
600-46-46110-000 METERED COMMERCIAL SALES	\$ 290,000	Based on history
600-46-46115-000 METERED MULIT-FAMILY SALES	\$ 110,000	
600-46-46200-000 PRIVATE FIRE PROTECTION	\$ 80,000	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	\$ 16,000	Based on recent history
600-46-47000-000 FORFEITED DISCOUNTS	\$ 7,000	Based on historical experience
600-46-47010-000 MISC. SERVICE REVENUES	\$ -0-	Based on historical experience
600-46-47400-000 OTHER REVENUES	\$ 15,000	Sewer allocation

EXPENDITURES

PUMPING EXPENSES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-62-62000-110 PUMPING LABOR	\$ 26,546	Full-time labor
600-62-62010-120 PUMPING LABOR OT	\$ 4,500	Estimated overtime costs
600-62-62200-220 POWER PURCHASE	\$ 109,200	Electrical & gas 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 \$640

WATER TREATMENT

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-63-63000-110 SALARIES	\$ 5,157	Full-time labor
600-63-63000-120 SALARIES OVERTIME	\$ 200	Estimated on past experience
600-63-63100-220 WATER ANALYSIS OUTSIDE SERVICES	\$ 1,500	Laboratory analysis of USEPA mandated water quality testing
600-63-63100-390 CHEMICALS	\$ 12,000	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	\$ 1,000	Maintenance of water treatment equipment

MAINTENANCE RESERVOIRS/TOWER

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65000-110 SALARIES	\$ 3,503	Full-time labor
600-65-65000-120 OVERTIME SALARIES	\$ 300	Estimated overtime costs
600-65-65000-340 MATERIAL & REPAIR	\$ 1,000	Annual cathodic protection inspection \$790

MAINTENANCE - MAINS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65100-110 SALARIES	\$ 17,134	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	\$ 28,145	Full-time labor
600-65-65200-120 OVERTIME SALARIES	\$ 1,500	Estimated overtime costs
600-65-65200-220 OUTSIDE SERVICES	\$ -0-	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	\$ 13,196	Full-time labor
600-65-65300-120 OVERTIME SALARIES	\$ 100	Estimated overtime costs
600-65-65300-220 OUTSIDE SERVICES	\$ 3,000	Contract services for testing and repair of commercial meters & pump house 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	\$ 5,338	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	\$ 2,884	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	\$ 88,731	General administrative salaries allocated to Water Utility
600-92-92000-111 UTILITY MANAGEMENT SALARIES	\$ -0-	
600-92-92000-120 OVERTIME	\$ -0-	
600-92-92000-211 DATA PROCESSING SERVICES	\$ 20,000	This account is charged for the amount payable to the General Fund for use of computer and for programming.
600-92-92300-310 OFFICE SUPPLIES	\$ -0-	Supplies to support administrative functions.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-92-92100-312 POSTAGE	\$ 5,000	Postage for Water Utility function
600-92-92300-210 CITY ATTORNEY	\$ -0-	Legal charges, estimated amount
600-92-92300-212 AUDIT FEES	\$ 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	\$ 9,126	Full-time leave wages
600-92-92600-131 WISCONSIN RETIREMENT	\$ 14,732	Wisconsin Retirement at 6.6%
600-92-9600-132 LIFE AND DISABILITY INSURANCE	\$ 516	City share of life/disability insurance
600-92-92600-133 HEALTH INSURANCE	\$ 33,360	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 \$495, mobile phones, professional development, miscellaneous expenses, etc.
600-92-93000-391 MANAGEMENT OFFICE RENTAL	\$ 8,900	City Hall office space allocation to the Utility
600-92-93300-110 MECHANIC SALARIES	\$ 4,936	Full-time labor
600-92-93300-350 TRANSPORTATION EXPENSES	\$ 3,800	Allocation of management vehicles to the Utility
600-92-93300-351 EQUIP. SUPPLIES/REPAIR	\$ -0-	Supplies and repair of miscellaneous Utility equipment

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-92-93300-370 EQUIP. FUEL/LUB/PARTS	\$ 6,225	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	\$ 280,000	Estimated amount
600-99-42600-540 DEPRECIATION	\$ 23,188	Contributed capital
600-99-40800-541 TAXES	\$ 16,914	Property tax and FICA
600-99-40800-542 UTILITY TAX EQUILEVANT	\$ 275,000	Property taxes
600-99-42700-620 INTEREST ON LONG TERM DEBT	\$ 147,269	Interest on mortgage revenue bonds
600-99-43000-620 INTEREST ON DEBT TO CITY	\$ 34,024	
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	\$ -0-	Per Amortization Schedule

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	TO DATE 6/30/15	2015 YEAR END ESTIMATED	2015 BUDGET	2016 BUDGET	2016 COMMITTEE BUDGET	2016 Adopted BUDGET
SEWER UTILITY									
REVENUES									
601-46-46410-000	FORFEITED DISCOUNTS	12,697	7,524	6,646	2,691	5,382	8,000	6,000	6,000
601-46-46410-100	METERED SALES-RESIDENTIAL	709,631	721,828	722,371	374,428	750,000	700,000	750,000	750,000
601-46-46410-200	METERED SALES-COMMERCIAL	400,688	419,477	394,855	207,970	400,000	425,000	400,000	400,000
601-46-46900-100	MISCELLANEOUS SERVICE REVENUES	-	-	-	-	-	-	-	-
601-46-46900-200	OTHER SEWER REVENUES	-	-	-	-	-	-	-	-
601-46-47340-000	SALES TO PUBLIC AUTHORITIES	15,318	14,922	16,255	6,997	19,800	16,000	19,000	19,000
601-46-48110-000	INTEREST AND DIVIDEND INCOME	4,979	3,945	2,599	1,409	3,000	4,000	3,000	3,000
		<u>1,143,313</u>	<u>\$1,167,696</u>	<u>1,142,726</u>	<u>593,495</u>	<u>1,178,182</u>	<u>1,153,000</u>	<u>1,178,000</u>	<u>1,178,000</u>
EXPENSES									
OPERATIONS & MAINTENANCE EXPENSES									
601-62-62000-110	MECHANIC SALARIES	-	-	-	-	-	-	-	-
601-62-62000-220	POWER PURCHASE-LIFT STATIONS	5,342	9,645	9,656	4,512	9,900	9,800	10,535	10,535
601-62-62000-290	DISPOSAL SERVICE MMSD	537,296	590,674	576,663	142,745	570,980	617,763	625,000	625,000
601-62-62000-351	EQUIPMENT SUPPLIES & REPAIR	-	340	95	-	-	100	-	-
601-62-62000-370	FUELS & ADDITIVES	490	426	973	1,121	2,235	300	2,586	2,586
		<u>543,128</u>	<u>\$601,085</u>	<u>587,387</u>	<u>148,378</u>	<u>583,115</u>	<u>627,963</u>	<u>638,121</u>	<u>638,121</u>
MAINTENANCE OF LIFT STATIONS									
601-64-64000-110	LIFT STATION SALARIES	10,853	14,107	7,400	4,700	6,879	11,886	10,921	10,921
601-64-64000-120	LIFT STATION SALARIES- OT	1,990	2,487	2,050	458	916	3,000	3,000	3,000
601-64-64000-220	LIFT STATION-OUTSIDE SERVICES	2,899	7,067	10,630	419	4,100	4,000	4,000	4,000
601-64-64000-340	LIFT STATION MATERIALS & REPAIR	-	657	3,935	370	2,000	-	7,000	7,000
		<u>15,742</u>	<u>\$24,318</u>	<u>24,015</u>	<u>5,947</u>	<u>13,895</u>	<u>18,886</u>	<u>24,921</u>	<u>24,921</u>
MAINTENANCE OF MAINS & LATERALS									
601-65-65100-110	MAINT OF MAINS SALARIES	5,053	685	3,042	1,299	2,879	1,591	2,147	2,147
601-65-65100-120	MAINT OF MAINS SALARIES OT	414	696	789	325	650	800	800	800
601-65-65100-220	MAINS- OUTSIDE SERVICES	74,139	69,995	97,956	17,402	75,000	79,417	72,000	72,000
601-65-65100-340	MAINS- MATERIAL & REPAIR	-	68	-	-	-	-	-	-
		<u>\$79,606</u>	<u>\$71,444</u>	<u>101,787</u>	<u>19,026</u>	<u>78,529</u>	<u>81,808</u>	<u>74,947</u>	<u>74,947</u>
MAINTENANCE OF SEWER MANHOLES									
601-65-65110-110	MAINT OF MANHOLES SALARIES	2,160	954	2,294	1,677	2,645	2,160	2,490	2,490
601-65-65110-120	MAINT OF MANHOLES SALARIES OT	8	26	101	-	50	105	100	100
601-65-65110-220	MANHOLES- OUTSIDE SERVICES	450	-	884	-	300	500	300	300
601-65-65110-340	MANHOLES- MATERIALS & REPAIR	-	-	294	-	300	500	300	300
		<u>2,618</u>	<u>\$980</u>	<u>3,573</u>	<u>1,677</u>	<u>3,295</u>	<u>3,265</u>	<u>3,190</u>	<u>3,190</u>
MAINTENANCE OF METERS									
601-65-65300-110	MAINTENANCE OF METERS SALARIES	9,891	16,396	8,166	-	8,100	14,458	13,196	13,196
601-65-65300-120	MAINT OF METERS SALARIES OT	-	-	26	-	200	100	100	100
601-65-65300-220	METER- OUTSIDE SERVICES	192	655	164	-	300	200	200	200
601-65-65300-340	METER- MATERIALS & REPAIR	-	-	-	-	500	-	-	-
		<u>10,083</u>	<u>\$17,051</u>	<u>8,356</u>	<u>-</u>	<u>9,100</u>	<u>14,758</u>	<u>13,496</u>	<u>13,496</u>
CUSTOMER ACCOUNTS EXPENSE									
601-90-90100-213	METER READING LABOR	1,980	-	-	-	-	-	-	-
601-90-90200-110	ACCOUNTING & COLLECTING LABOR	8,185	8,433	8,803	4,670	9,340	11,250	11,250	11,250
601-90-90200-117	LONGEVITY PAY	-	-	-	-	-	-	-	-
601-90-90300-310	SUPPLIES & EXPENSE	241	738	374	417	600	500	500	500
601-90-90400-390	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-
		<u>10,406</u>	<u>\$9,171</u>	<u>9,177</u>	<u>5,087</u>	<u>9,940</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 \$7,237 for 2016.
2. Fuels and additives increased by \$2,286, the account is under-funded.
3. Lift station material and repair increase by \$7,000 due to reallocation from another line item in this budget.
4. Mains and outside service decreased by \$7,417 due to reallocation to another line item in this budget.

GOAL ACHIEVEMENTS IN 2015:

1. Cleaned and televised of nearly 60,000 feet of sanitary sewer main in 2015.

**SEWER UTILITY
ACCOUNT JUSTIFICATIONS**

REVENUES

OPERATING REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-46-46410-000 FORFEITED DISCOUNTS	\$ 6,000	Based on historical experience
601-46-46410-100 METERED SALES – RESIDENTIAL	\$ 750,000	Based on historical experience
601-46-46410-200 METERED SALES – COMMERCIAL	\$ 400,000	Based on historical experience
601-46-47240-000 SALES TO PUBLIC AUTHORITIES	\$ 19,000	Based on historical experience
601-46-48110-000 INTEREST & DIVIDEND INCOME	\$ 3,000	Based on history

EXPENDITURES

OPERATIONS AND MAINTENANCE EXPENSE

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-62-62000-110 MECHANIC SALARIES	\$ -0-	Full-time labor
601-62-62000-220 POWER PURCHASE - LIFT. STA	\$ 10,535	Electrical charges for eight (8) lift stations
601-62-62000-290 DISPOSAL SERVICE – MMSD	\$ 625,000	MMSD treatment charges
601-62-62000-351 EQUIPMENT SUPPLIES/REPAIRS	\$ -0-	Supplies for sewer maintenance operations
601-62-62000-370 FUEL AND ADDITIVES/PARTS	\$ 2,586	Gas, oil, lubrication, parts for Utility vehicles

MAINTENANCE - LIFT STATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-64-64000-110 SALARIES	\$ 10,921	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	\$ 7,000	Supplies and repairs to support the function, bio cube for wet wells

MAINTENANCE - MAINS/LATERALS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-65-65100-110 SALARIES	\$ 2,147	Labor for cleaning and maintaining sewer mains
601-65-65100-120 OVERTIME	\$ 800	Estimated overtime costs
601-65-65100-220 OUTSIDE SERVICES	\$ 72,000	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	\$ 2,490	Full-time labor
601-65-65110-120 OVERTIME SALARIES	\$ 100	
601-65-65110-220 OUTSIDE SERVICES	\$ 300	Contract services for manhole repair
601-65-65110-340 MATERIALS/REPAIRS	\$ 300	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	\$ 13,196	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	\$ 71,496	General administrative salaries allocated to Sewer Utility
601-92-92000-117 LONGEVITY	\$ -0-	
601-92-92000-211 DATA PROCESSING SERVICES	\$ 19,000	This account is charged for the amount payable to the General Fund for use of the computer and programming services.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-92-92100-312 POSTAGE	\$ 4,000	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	\$ 7,000	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	\$ 2,613	
601-92-92600-131 WISCONSIN RETIREMENT	\$ 7,623	Wisconsin Retirement at 6.6%
601-92-92600-132 LIFE & DISABILITY INSURANCE	\$ 150	City share of life/disability insurance
601-92-92600-133 HEALTH INSURANCE	\$ 26,547	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	\$ 4,000	Uniform allowance \$385 Diggers Hotline annual fee \$1,165 WWOA membership \$50 professional development, joint meter expenses, miscellaneous expenses, etc.
601-92-93000-391 MANAGEMENT OFFICE RENTALS	\$ 5,600	City Hall office space allocated to Utility
601-92-93300-390 GARAGE RENTAL	\$ 4,900	DPW garage space allocated to Utility
60-92-93300-535 GIS MAPPING SERVICES	\$ 5,340	Allocation for GIS program updates and software
601-92-93300-720 PUBLIC WORKS OVERHEAD ALLOCATION	\$ 3,970	

OTHER EXPENSES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-99-40300-540 DEPRECIATION	\$ 145,000	Based on estimated plant additions and retirement
601-99-40800-541 TAXES	\$ 9,036	Amount payable to Water Utility for joint meter expense and FICA
601-99-40800-542 EQUIPMENT REPLACEMENT	\$ 25,000	Funds dedicated to equipment repair or replacement at the lift stations
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	\$ 35,216	Based on repayment schedule
601-99-42800-690 AMORTIZATION OF DEBT, DISCOUNT	\$ -0-	

