



City of Monona

2017 Executive Operating Budget October 26, 2016

MAYOR

Robert E. Miller

CITY COUNCIL

James R. Busse
Brian B. Holmquist
Andrew P. Kitslaar
Mary K. O'Connor
Chad T. Speight
Douglas S. Wood

CITY ADMINISTRATOR

April A.W. Little

FINANCE DIRECTOR

Marc C. Houtakker

2017 BUDGET SUMMARY

	2016 BUDGET	2017 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
GENERAL FUND				
Revenues				
Levy	\$ 2,314,605	\$ 2,589,871	\$ 275,266	11.89%
Other Revenues				
Taxes (other than property taxes)	556,020	583,988	27,968	5.03%
Intergovernmental revenues	1,409,676	1,354,182	(55,494)	-3.94%
Licenses and permits	180,760	156,350	(24,410)	-13.50%
Fines, forfeits and penalties	164,000	181,000	17,000	10.37%
Public charges for services	52,900	53,900	1,000	1.89%
Intergovernmental charges	75,705	77,219	1,514	2.00%
Miscellaneous revenues	393,139	406,000	12,861	3.27%
Other financing sources	163,486	193,479	29,993	18.35%
Appropriated fund balance	130,000	160,000	30,000	100.00%
Total Other Revenues	3,125,686	3,166,118	40,432	1.29%
Expenditures				
Legislative	30,642	31,442	800	2.61%
Judicial	62,804	60,767	(2,037)	-3.24%
Legal	170,000	173,000	3,000	1.76%
Executive Office	167,497	178,127	10,630	6.35%
Clerk's Office	91,644	91,957	313	0.34%
Finance Office	106,555	108,006	1,451	1.36%
General Government	539,438	614,381	74,943	13.89%
General Buildings & Plant	156,961	156,156	(805)	-0.51%
Law Enforcement	2,117,913	2,216,342	98,429	4.65%
Fire Protection	496,582	581,010	84,428	17.00%
Inspections	89,545	71,428	(18,117)	-20.23%
Emergency Communications	371,510	386,814	15,304	4.12%
Engineering	53,373	50,903	(2,470)	-4.63%
Public Works	708,850	735,662	26,812	3.78%
Parks	185,996	209,410	23,414	12.59%
Planning	90,981	90,585	(396)	-0.44%
TOTAL	\$5,440,291	5,755,989	315,698	5.80%

Expenditure Restraint Estimates

Actual Percentage Increase	6.91%
Estimated Allowed Increase	2.00%
Actual amount under/(over) the allowed increase	\$ (206,892)

Interim Rate with TID out 6.26885900 Must be 5 or greater

Working Capital Percentages

20% Reserve for Working Capital	\$ 1,151,198
Estimated Fund Balance 12/31/16	\$ 1,330,577
Designated to Capital Project fund	\$ -
Difference	\$ (179,379)
Estimated Reserve Percentage -2016	20.34%

	2016 BUDGET	2017 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
LIBRARY				
Levy	\$ 518,187	\$ 537,480	\$ 19,293	3.72%
Revenues	\$ 246,421	\$ 239,388	\$ (7,033)	-2.85%
TOTAL	\$ 764,608	\$ 776,868	\$ 12,260	1.60%
Expenditures	\$ 764,608	\$ 776,868	\$ 12,260	1.60%
COMMUNITY RECREATION SERVICES				
Levy	\$ 454,256	\$ 469,227	\$ 14,971	3.30%
Other Revenues	\$ 402,061	\$ 398,988	\$ (3,073)	-0.76%
TOTAL	\$ 856,317	\$ 868,215	\$ 11,898	1.39%
Expenditures	\$ 856,318	\$ 868,215	\$ 11,897	1.39%
AMBULANCE				
Levy	\$ 143,821	\$ 157,483	\$ 13,662	9.50%
Other Revenues	\$ 355,000	\$ 370,800	\$ 15,800	4.45%
Applied Fund Balance	\$ -	\$ 35,000	\$ 35,000	N/A
TOTAL	\$ 498,821	\$ 563,283	\$ 64,462	12.92%
Expenditures	\$ 498,821	\$ 563,283	\$ 64,462	12.92%
DEBT SERVICE				
Levy	\$ 2,153,398	\$ 2,195,303	\$ 41,905	1.95%
Other Revenues	\$ 60,000	\$ 60,000	\$ -	0.00%
Applied Fund Balance	\$ -	\$ 290,000	\$ 290,000	#DIV/0!
TOTAL	\$ 2,213,398	\$ 2,545,303	\$ 331,905	15.00%
Expenditures	\$ 2,213,398	\$ 2,545,303	\$ 331,905	15.00%
DEBT SERVICE - LIBRARY EXPANSION				
Levy	\$ 245,006	\$ 250,006	\$ 5,000	2.04%
Other Revenues	\$ -	\$ -	\$ -	N/A
TOTAL	\$ 245,006	\$ 250,006	\$ 5,000	2.04%
Expenditures	\$ 245,006	\$ 252,006	\$ 7,000	2.86%
SOLID WASTE DISPOSAL FUND				
Levy	\$ 291,063	\$ 258,230	\$ (32,833)	-11.28%
Other Revenues	\$ 85,660	\$ 86,000	\$ 340	0.40%
TOTAL	\$ 376,723	\$ 344,230	\$ (32,493)	-8.63%
Expenditures	\$ 376,723	\$ 344,230	\$ (32,493)	-8.63%

	2016 BUDGET	2017 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
TRANSIT				
Levy	\$ 64,263	\$ 70,613	\$ 6,350	9.88%
Other Revenues	\$ 156,231	\$ 172,821	\$ 16,590	10.62%
TOTAL	\$ 220,494	\$ 243,434	\$ 22,940	10.40%
Expenditures	\$ 220,494	\$ 243,434	\$ 22,940	10.40%

Total Revenues (Without City Levy)	\$ 4,431,059	\$ 4,494,115	\$ 63,056	1.42%
Total Expenditures	\$ 10,615,659	\$ 11,349,327	\$ 733,668	6.91%
City Property Tax Levy	\$ 3,786,195	\$ 4,082,904	\$ 296,709	7.84%
General Debt Service	\$ 2,153,398	\$ 2,195,303	\$ 41,905	1.95%
Library Expansion Debt Service	\$ 245,006	\$ 250,006	\$ 5,000	2.04%
Total City Property Tax Levy	\$ 6,184,599	\$ 6,528,213	\$ 343,614	5.56%
Allowed Increase 2%		123,692		
Last Year unused		130,000		
Other Allowable		150,000		
		<u>403,692</u>		
Tax Rate per \$1,000 of Assessed Value	\$ 5.77	\$ 6.08	\$ 0.31	5.36%
Library Exp. Debt Service of Assessed	\$ 0.25	\$ 0.24	\$ (0.00)	-1.67%
Total Tax Rate per \$1,000 of assessed	\$ 6.02	\$ 6.321392	\$ 0.30	5.07%
Equalized Tax Rate	\$ 5.67	\$ 6.03	\$ 0.36	6.34%

OTHER FUNDS OF THE CITY

	2016 BUDGET	2017 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
COMMUNITY DEVELOPMENT AUTHORITY				
Levy	\$ -	\$ -	\$ -	N/A
Revenues	\$ 69,999	\$ 58,690	\$ (11,309)	-16.16%
TOTAL	\$ 69,999	\$ 58,690	\$ (11,309)	-16.16%
Expenditures	\$ 69,999	\$ 58,673	\$ (11,326)	-16.18%
TIF DISTRICT NO. 2 Debt Service				
Increment	\$ 1,400,000	\$ 1,657,186	\$ 257,186	18.37%
Revenues	\$ 10,000	\$ 13,000	\$ 3,000	30.00%
TOTAL	\$ 1,410,000	\$ 1,670,186	\$ 260,186	18.45%
Expenditures	\$ 1,410,000	\$ 1,670,186	\$ 260,186	18.45%

	2016 BUDGET	2017 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	\$ 280,000	\$ 272,661	\$ (7,339)	N/A
Revenues	\$ 800	\$ 500	\$ (300)	-37.50%
TOTAL	\$ 280,800	\$ 273,161	\$ (7,639)	-2.72%
Expenditures	\$ 602,496	\$ 640,002	\$ 37,506	6.23%
TID #5 Capital				
Increment	\$ 345,702	\$ 345,702	\$ -	N/A
Revenues	\$ 822,146	\$ 822,146	\$ -	0.00%
TOTAL	\$ 1,167,848	\$ 1,167,848	\$ -	0.00%
Expenditures	\$ 582,489	\$ 579,840	\$ (2,649)	-0.45%
TID #6 Capital				
Increment	\$ 709,000	\$ 656,677	\$ (52,323)	N/A
Revenues	\$ 9,000	\$ 8,000	\$ (1,000)	-11.11%
TOTAL	\$ 718,000	\$ 664,677	\$ (53,323)	-7.43%
Expenditures	\$ 528,900	\$ 588,890	\$ 59,990	11.34%
TID #7 Capital				
Increment	\$ 110,000	\$ 121,486	\$ 11,486	N/A
Revenues	\$ 2,000	\$ 1,800	\$ (200)	-10.00%
TOTAL	\$ 112,000	\$ 123,286	\$ 11,286	10.08%
Expenditures	\$ 114,081	\$ 112,088	\$ (1,993)	-1.75%
TID #8 Capital				
Increment	\$ 70,000	\$ 488,306	\$ 418,306	N/A
Revenues	\$ -	\$ -	\$ -	N/A
TOTAL	\$ 70,000	\$ 488,306	\$ 418,306	597.58%
Expenditures	\$ 83,339	\$ 147,942	\$ 64,603	77.52%
Parkland Project				
Revenues	\$ -	\$ -	\$ -	#DIV/0!
Expenditures	\$ -	\$ -	\$ -	#DIV/0!
WATER UTILITY				
Revenues	\$ 1,595,000	\$ 1,795,900	\$ 200,900	12.60%
Expenditures	\$ 1,342,131	\$ 1,402,636	\$ 60,505	4.51%
SEWER UTILITY				
Revenues	\$ 1,180,000	\$ 1,236,000	\$ 56,000	4.75%
Expenditures	\$ 1,168,566	\$ 1,230,084	\$ 61,518	5.26%

STORM WATER UTILITY

Revenues	\$	556,000	\$	586,342	\$	30,342	94.83%
Expenditures	\$	547,116	\$	586,342	\$	39,226	93.31%

CATV

Revenues	\$	186,010	\$	175,276	\$	(10,734)	-5.77%
Expenditures	\$	186,010	\$	170,775	\$	(15,235)	-8.19%

TIF INCREMENT CALCULATIONS

	Apportioned Levy	Equalized Value Less TID Value	Interim Rate	Equalized Value With TID Value	Amount to Be Levied	2016 Tax Increment	2015 Tax Increment	\$ INCREASE	% INCREASE
DANE COUNTY	\$ 3,298,071.92	1,041,371,700	0.003167046	\$ 1,187,593,600	\$ 3,761,163.56	\$ 463,091.64	\$ 369,770.39	\$ 93,321.25	25.24%
MONONA GROVE SCHOOL DISTRICT	\$ 14,416,746.00	1,040,336,497	0.013857772	\$ 1,186,558,397	\$ 16,443,055.73	\$ 2,026,309.73	\$ 1,502,052.03	\$ 524,257.70	34.90%
MATC	\$ 968,373.22	1,041,371,700	0.000929902	\$ 1,187,593,600	\$ 1,104,345.66	\$ 135,972.44	\$ 108,044.17	\$ 27,928.27	25.85%
CITY OF MONONA	<u>\$ 6,528,212.71</u>	<u>1,041,371,700</u>	<u>0.006268859</u>	<u>\$ 1,187,593,600</u>	<u>\$ 7,444,856.83</u>	<u>\$ 916,644.12</u>	<u>\$ 710,744.43</u>	<u>\$ 205,899.69</u>	<u>28.97%</u>
TOTAL FOR TAX INCREMENT	\$ 25,211,403.84	1,041,371,700	0.024223579	\$ 1,187,593,600	\$ 28,753,421.78	\$ 3,542,017.94	\$ 2,690,611.02	\$ 851,406.92	31.64%
STATE OF WISCONSIN					\$ 197,577.79				
MADISON SCHOOL DISTRICT					<u>\$ 12,205.12</u>				
TOTAL FOR AMOUNT TO BE LEVIED					\$ 28,963,204.69				

Equalized Value per District	Increment Value	2016 Tax Increment	2015 Tax Increment
TIF #2	68,412,100	1,657,186	1,334,053
TIF #4	11,256,000	272,661	255,320
TIF #5	14,271,300	345,702	317,752
TIF #6	27,109,000	656,677	614,343
TIF #7	5,015,200	121,486	103,098
TIF #8	20,158,300	488,306	66,046
	<u>146,221,900</u>	<u>3,542,018</u>	<u>2,690,612</u>

CITY OF MONONA

TAX RATE WORK SHEET - 2016 TAX ROLL COLLECTED IN 2017

GENERAL TAXES	AMOUNT NEEDED	ASSESSED REAL ESTATE TAX BASE	ASSESSED PERSONAL PROPERTY	ASSESSED TOTAL TAX BASE	2016 MILL RATE	2015 MILL RATE	% INCREASE	\$ INCREASE
STATE OF WISCONSIN	\$ 197,577.79	1,145,630,400	32,093,800	1,177,724,200	0.167762	0.172730	-2.876%	(\$0.00)
DANE COUNTY	\$ 3,761,163.56	1,145,630,400	32,093,800	1,177,724,200	3.193586	3.230331	-1.137%	(\$0.04)
CITY OF MONONA	\$ 7,444,856.83	1,145,630,400	32,093,800	1,177,724,200	6.321392	6.209095	1.809%	\$0.11
MATC	\$ 1,104,345.66	1,145,630,400	32,093,800	1,177,724,200	0.937695	0.943879	-0.655%	(\$0.01)
MONONA GROVE SCHOOLS	\$ 16,443,055.73	1,144,972,600	31,817,800	1,176,790,400	13.972799	13.121630	6.487%	\$0.85
MADISON SCHOOLS	<u>\$ 12,205.12</u>	<u>657,800</u>	<u>276,000</u>	<u>933,800</u>	<u>13.070378</u>	<u>12.689687</u>	<u>3.000%</u>	<u>\$0.38</u>
TOTAL NEEDED	\$ 28,963,204.69							
GROSS MILL RATE-MG					24.593234	23.677665	3.8668%	\$0.92
GROSS MILL RATE-MSD					23.690813	23.245722	1.9147%	\$0.45
<hr/>								
STATE CREDITS								
STATE SCHOOL TAX CREDIT	\$2,354,159.14	1,145,630,400	32,093,800	1,177,724,200	-1.998905	-2.119839	-5.7049%	\$0.12
<hr/>								
NET MILL RATE								
			MG SCHOOL DISTRICT		22.594329	21.557826	4.8080%	\$1.04
			MADISON SCHOOL DISTRICT		21.691908	21.125883	2.6793%	\$0.57

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

NOTICE IS HEREBY GIVEN of a public hearing on the 2017 executive budget to be held before the City Council on Monday, November 21, 2016 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.

2017 EXECUTIVE BUDGET SUMMARY

General Fund							
	2016 Budget	2016 Year End Estimate	2017 Proposed	Percentage Change Increase (Decrease)			
Revenues							
Taxes (other than property taxes)	556,020	581,164	583,988				
Intergovernmental revenues	1,409,676	1,407,244	1,354,182				
Licenses and permits	180,760	152,580	156,350				
Fines, forfeits and penalties	164,000	185,692	181,000				
Public charges for services	52,900	55,215	53,900				
Intergovernmental charges	75,705	77,598	77,219				
Miscellaneous revenues	393,139	451,742	406,000				
Other financing sources	163,486	163,486	193,479				
Appropriated fund balance	<u>130,000</u>	<u>-</u>	<u>160,000</u>				
Total Revenues	3,125,686	3,074,721	3,166,118	1.29%			
Expenditures							
General Government	1,300,041	1,266,636	1,248,337				
Public Safety	3,075,550	3,084,326	3,255,593				
Public Works	694,776	681,754	705,777				
Culture, Recreation and Education	185,996	200,955	209,410				
Conservation and Development	158,428	171,020	171,373				
Other financing uses	<u>25,500</u>	<u>25,500</u>	<u>165,500</u>				
Total Expenditures	5,440,291	5,430,192	5,755,989	5.80%			
Excess (deficiency) of revenues over expenditures	(2,314,605)	(2,355,471)	(2,589,871)				
Local Property Taxes	<u>2,314,605</u>	<u>2,314,691</u>	<u>2,589,871</u>	11.89%			
Net surplus (deficit)	-	(40,780)	-				
Fund Balance - Beginning of Year	1,531,357	1,531,357	1,490,577				
Fund Balance - End of Year	1,531,357	1,490,577	1,330,577				
-							
Special Revenue Funds							
	Library	Community Recreation	CATV	Ambulance	Solid Waste	CDA	Totals
Total Revenues	239,388	398,988	175,276	405,800	86,000	58,690	1,364,142
Total Expenditures	<u>776,868</u>	<u>868,215</u>	<u>170,775</u>	<u>563,283</u>	<u>344,230</u>	<u>58,673</u>	<u>2,782,044</u>
Excess (deficit)	(537,480)	(469,227)	4,501	(157,483)	(258,230)	17	(1,417,902)
Balance - Jan 1	117,323	-	62,025	143,569	(101,201)	26,716	248,432
Balance - Dec 31	117,323	-	66,526	108,569	(101,201)	26,733	217,950
Property Tax	537,480	469,227	-	157,483	258,230	-	1,422,420
Debt Service Funds							
	General	Library	TID #2	Totals			
Total Revenues	60,000	2,000	1,670,186	1,732,186			
Total Expenditures	<u>2,545,303</u>	<u>252,006</u>	<u>1,670,186</u>	<u>4,467,495</u>			
Excess (deficit)	(2,485,303)	(250,006)	-	(2,735,309)			
Balance - Jan 1	788,107	2,609	-	790,716			
Balance - Dec 31	498,107	2,609	-	500,716			
Property Tax	2,195,303	250,006	-	2,445,309			

Capital Projects Funds	General	TID #4	TID #5	TID #6	TID #7	TID #8	TID #9
Total Revenues	2,985,421	1,094,907	1,167,848	664,677	123,286	488,306	6,524,445
Total Expenditures	2,985,421	640,002	579,840	588,890	112,088	147,942	5,054,183
Excess (deficit)	-	454,905	588,008	75,787	11,198	340,364	1,470,261
Balance - Jan 1	(122,345)	1,624,270	850,955	606,220	(224,534)	(243,113)	(43,487)
Balance - Dec 31	(122,345)	2,079,175	1,438,963	682,007	(213,336)	97,251	3,961,714
Property Tax	-	-	-	-	-	-	-

Enterprise Funds	Water Utility	Sewer Utility	Mass Transit	Stormwater Utility	Totals
Total Revenues	1,795,900	1,236,000	172,821	\$586,342	\$3,791,062
Total Expenditures	1,402,636	1,230,084	243,434	\$586,342	\$3,462,495
Excess (deficit)	393,264	5,916	(70,613)	\$0	(\$64,697)
Retained Earnings- Jan 1	8,626,606	3,853,713	(46,241)	3,995,177	\$16,429,255
Retained Earnings - Dec 31	9,019,870	3,859,629	(46,241)	\$3,995,177	\$16,828,435
Property Tax	\$0	\$0	\$70,613	\$0	\$70,613

BUDGET SUMMARY

	2016 Budget	2017 Proposed	Difference	
			Amount	Percentage
Total Revenues without Tax Levy	\$4,431,059	4,531,115	100,056	2.26%
Total Expenditures	\$10,615,659	11,349,327	\$733,668	6.91%

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

	Actual Levy 2016	Proposed Levy 2017	Difference	
			Amount	Percentage
General Fund	\$ 2,314,605	\$ 2,589,871	\$ 275,266	11.89%
Library	518,187	537,480	19,293	3.72%
Ambulance	143,821	157,483	13,662	9.50%
Debt Service	2,153,398	2,195,303	41,905	1.95%
Debt Service - Library Expansion	245,006	250,006	5,000	2.04%
Mass Transit	64,263	70,613	6,350	9.88%
Community Recreation	454,256	469,227	14,971	3.30%
Solid Waste Desposal Fund	291,063	258,230	(32,833)	-11.28%
Capital Projects	-	-	-	N/A
Total Levy	\$ 6,184,599	\$ 6,528,213	\$ 343,614	5.56%
Total without Library Debt levy	\$ 5,939,593	\$ 6,278,207	\$ 338,614	5.70%
Tax Rate per \$1,000				
Assessed Rate	\$5.77	\$6.08	\$0.31	5.36%
Equalized Rate	\$5.67	\$6.03	\$0.36	6.34%
Library Debt Assessed Rate	\$0.25	\$0.24	(\$0.00)	-1.67%
City Assessed Rate	\$0.00	\$0.00	(\$0.01)	#DIV/0!
Total Assessed Rate	\$0.25	\$0.24	(\$0.01)	-3.05%

The City's outstanding general obligation debt at December 31, 2016 is \$50,520,000.

NOTE: THE PROPOSED RATE FOR MUNICIPAL PURPOSES IS \$6.45 PER \$1,000 OF ASSESSED VALUATION. FOR EXAMPLE, AN HOME ASSESSED AT \$283,000 (\$6.45X 261) WOULD PAY \$1,825.35

Expenditure Restraint Estimates	
Actual Percentage Increase	6.91%
Estimated Allowed Increase	2.00%
Working Capital Percentages	
20% Reserve for Working Capital	\$1,151,198
Estimated Fund Balance 12/31/16	\$1,330,577
Difference	(\$179,379)

CITY OF MONONA
Tax Bill From ONLY The City
For Home Assessed at \$283,900

	Year 2016	Year 2015
Average Assessed Home	\$ 283,900.00	\$ 270,100.00
City of Monona's Mill Rate		
Mill Rate For Library Expansion Debt Service	\$ 6.08	\$ 5.77
Mill Rate For All Other Funds	\$ 0.24	\$ 0.25
Total Mill Rate for the City	\$ 6.32139	\$ 6.02
Total CITY Tax Levy	\$ 1,794.64	\$ 1,625.05
Total City Charges	<u>\$ 1,794.64</u>	<u>\$ 1,625.05</u>
Increase from 2015	<u>\$ 169.59</u>	

CITY OF MONONA
Tax Bill From ONLY The City
For Commerical Property Assessed at \$1,311,000

	Year 2016	Year 2015
Average Assessed Home	\$ 1,311,900.00	\$ 1,205,900.00
City of Monona's Mill Rate		
Mill Rate For Library Expansion Debt Service	\$ 6.08	\$ 5.77
Mill Rate For All Other Funds	\$ 0.24	\$ 0.25
Total Mill Rate for the City	\$ 6.32139	\$ 6.02
Total CITY Tax Levy	\$ 8,293.03	\$ 7,255.27
Total City Charges	<u>\$ 8,293.03</u>	<u>\$ 7,255.27</u>
Increase from 2015	<u>\$ 1,037.76</u>	

CITY OF MONONA
Tax Bill All Districts
For Home Assessed at \$283,900

	Year 2016	Year 2015
Average Assessed Home	\$ 283,900.00	\$ 270,100.00
City of Monona's Mill Rate		
Mill Rate For Library Expansion Debt Service	\$ -	\$ -
Mill Rate For All Other Funds	\$ 22.59	\$ 21.56
Total Mill Rate for the City	\$ 22.59433	\$ 21.56
Total CITY Tax Levy	\$ 6,414.53	\$ 5,822.77
Total City Charges	<u>\$ 6,414.53</u>	<u>\$ 5,822.77</u>
Increase from 2015	<u>\$ 591.76</u>	

CITY OF MONONA
Tax Bill All Districts
For Commerical Property Assessed at \$1,311,000

	Year 2016	Year 2015
Average Assessed Home	\$ 1,311,900.00	\$ 1,205,900.00
City of Monona's Mill Rate		
Mill Rate For Library Expansion Debt Service	\$ -	\$ -
Mill Rate For All Other Funds	\$ 22.59	\$ 21.56
Total Mill Rate for the City	\$ 22.59433	\$ 21.56
Total CITY Tax Levy	\$ 29,641.50	\$ 25,996.58
Total City Charges	<u>\$ 29,641.50</u>	<u>\$ 25,996.58</u>
Increase from 2015	<u>\$ 3,644.92</u>	

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET	
TAXES										
100-41-41110-000	GENERAL PROPERTY TAXES	2,352,376	\$2,287,933	2,333,388	2,314,691	2,314,691	2,314,605	2,822,108	2,822,108	2,589,871
TAXES (OTHER THAN PROPERTY TAXES)										
100-41-41210-000	PUBLIC ACCOMMODATION TAXES	224,928	242,868	233,657	50,460	250,976	224,900	242,868	242,868	242,868
100-41-41220-000	GENERAL SALES TAX DISCOUNT	105	155	126	83	120	120	120	120	120
100-41-41310-000	TAXES FROM CITY OWNED UTILITY	280,199	281,920	281,686	-	280,000	280,000	280,000	280,000	290,000
100-41-41320-000	TAXES FROM OTHER EXEMPT ENTITIES	48,345	51,853	37,833	31,074	50,000	50,000	50,000	50,000	50,000
100-41-41800-000	INTEREST & PENALTIES ON TAXES	90	-	442	68	68	1,000	1,000	1,000	1,000
---		553,667	\$576,796	553,744	81,685	581,164	556,020	573,988	573,988	583,988
---	INTERGOVERNMENTAL REVENUES									
100-43-43410-000	SHARED REVENUES	131,946	130,522	131,248	-	131,061	131,061	131,899	131,899	131,899
100-43-43420-000	FIRE INSURANCE	35,647	40,432	39,048	-	42,504	39,000	42,000	42,000	42,000
100-43-43520-000	PUBLIC SAFETY AIDS	35,514	20,022	15,386	6,773	24,000	25,000	25,000	25,000	25,000
100-43-43530-000	TRANSPORTATION AIDS	629,466	723,886	832,469	419,602	839,615	839,615	797,634	797,634	755,283
100-43-43600-000	EXPENDITURE RESTRAINT PROGRAM	-	62,257	-	-	-	-	-	-	-
100-43-43600-100	EXEMPT COMPUTER AID	353,825	319,194	426,391	-	370,064	375,000	425,000	425,000	400,000
---		1,186,398	\$1,296,313	1,444,542	426,375	1,407,244	1,409,676	1,421,533	1,421,533	1,354,182
---	LICENSES AND PERMITS									
100-44-44110-000	LIQUOR & MALT BEVERAGE LICENSES	22,681	21,890	22,858	24,774	24,804	22,000	23,000	23,000	24,000
100-44-44120-100	CIGARETTE LICENSES	1,400	1,400	1,400	1,500	1,500	1,400	1,500	1,500	1,500
100-44-44120-200	OPERATORS LICENSES	11,452	10,972	12,710	8,392	12,000	11,000	12,000	12,000	12,000
100-44-44120-600	OTHER BUSINESS & OCCUPATIONAL LIC	1,149	2,668	2,339	2,728	3,300	2,000	2,500	2,500	2,500
100-44-44200-100	BICYCLE LICENSES	45	101	87	18	36	60	50	50	50
100-44-44200-200	DOG & CAT LICENSES	2,534	2,408	2,326	243	2,400	2,500	2,500	2,500	4,000
100-44-44300-100	BUILDING PERMITS	73,528	119,126	41,001	23,570	47,140	70,000	50,000	50,000	50,000
100-44-44300-200	ELECTRICAL PERMITS	27,437	34,946	16,760	9,789	19,578	24,000	20,000	20,000	20,000
100-44-44300-300	PLUMBING PERMITS	20,033	28,313	9,987	6,562	13,124	18,000	14,000	14,000	14,000
100-44-44300-400	HVAC PERMITS	24,230	31,546	10,121	6,549	13,098	16,000	13,000	13,000	13,000
100-44-44400-000	ZONING PERMITS AND FEES	11,850	6,500	7,425	5,165	8,000	6,000	7,500	7,500	7,500
100-44-44500-000	UNDERGROUND STORAGE FEES	1,410	1,560	560	42	1,000	1,200	1,200	1,200	1,200
100-44-44600-000	EXCAVATION PERMIT	4,550	8,750	2,500	850	4,600	4,500	4,500	4,500	4,500
100-44-44700-000	DRIVEWAY PERMIT	-	-	-	50	-	-	-	-	-
100-44-44900-000	OTHER REGULATORY PERMITS & FEES	2,537	2,433	3,981	2,537	2,000	2,100	2,100	2,100	2,100
---		\$204,836	\$272,613	134,055	92,769	152,580	180,760	153,850	153,850	156,350

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
---	FINES, FORFEITS AND PENALTIES								
100-45-45110-000	COURT PENALTIES AND COSTS	137,400	135,555	167,395	104,084	174,932	153,000	170,000	170,000
100-45-45130-000	PARKING VIOLATIONS	<u>13,105</u>	<u>10,925</u>	<u>8,200</u>	<u>6,760</u>	<u>10,760</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
---		\$150,505	\$146,480	175,595	110,844	185,692	164,000	181,000	181,000
---	PUBLIC CHARGES FOR SERVICE								
100-46-46100-100	GENERAL GOVERNMENT FEES	5,999	6,102	7,724	4,162	6,615	6,200	6,200	6,200
100-46-46210-000	LAW ENFORCEMENT FEES	832	671	2,869	647	950	700	700	700
100-46-46220-000	FIRE PROTECTION FEES	414	207	42	48	150	200	200	200
100-46-46420-000	REFUSE & GARBAGE COLLECTION FEES	-	-	-	-	-	-	-	-
100-46-46430-000	WEIGHTS AND MEASURES	4,738	4,897	6,008	-	4,500	4,800	4,800	4,800
100-46-46720-100	PARK SHELTER RENTALS	14,319	16,942	21,092	15,035	22,000	20,000	21,000	21,000
100-46-46720-200	CELL TOWER RENTALS	14,115	17,205	-	-	-	-	-	-
100-46-46720-300	BOAT LAUNCH FEE COLLECTIONS	21,000	21,100	14,706	7,090	21,000	21,000	21,000	21,000
100-46-46720-400	PARK FIELDS RENTALS	3,157	-	-	213	-	-	-	-
100-47-47320-000	SCHOOL LIAISON OFFICER	<u>68,302</u>	<u>69,844</u>	<u>73,082</u>	-	<u>77,598</u>	<u>75,705</u>	<u>77,219</u>	<u>77,219</u>
---		\$132,876	\$136,968	125,523	27,195	132,813	128,605	131,119	131,119
---	MISCELLANEOUS REVENUES								
100-48-48110-000	INTEREST & DIVIDENDS INCOME	38,018	20,417	45,249	23,266	53,000	30,000	50,000	50,000
100-48-48130-000	INTEREST ON UT CHG. ON TAX ROLL	-	-	189	-	-	-	-	-
100-48-48300-100	SALES OF CITY PROPERTY	11,545	6,659	3,457	11,946	12,000	8,000	8,000	8,000
100-48-48300-200	SALES OF SALVAGE/WASTE PROD	-	-	114	-	-	-	-	-
100-48-48400-000	INSURANCE RECOVERIES	63,246	50,376	35,546	21,879	46,000	46,000	46,000	46,000
100-48-48500-000	DONATION AND CONTRIBUTION	40,004	40,000	40,000	40,000	40,000	40,000	40,000	40,000
100-48-48900-000	MISCELLANEOUS REVENUES	3,050	2,812	3,136	7,527	6,000	2,000	2,000	2,000
100-48-48900-100	RENT/ LEASE PAYMENTS	<u>205,625</u>	<u>215,636</u>	<u>242,461</u>	<u>222,010</u>	<u>294,742</u>	<u>267,139</u>	<u>260,000</u>	<u>260,000</u>
---		361,488	335,900	370,152	326,628	451,742	393,139	406,000	406,000

REVENUES
ACCOUNT JUSTIFICATIONS

TAXES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-41-41110-000 GENERAL PROPERTY TAX	\$ 2,600,206	Amount levied for General Fund purposes
100-41-41110-100 OMITTED TAXES	\$ -0-	None anticipated this year
100-41-41210-000 PUBLIC ACCOMMODATION TAX	\$ 242,868	These revenues are collected quarterly from motel/hotel establishments based upon 8% of gross sales. Based on 2014 actual revenues.
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	\$ 290,000	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	\$ 131,899	Based estimate received from Department of Revenue
100-43-43420-000 FIRE INSURANCE	\$ 42,000	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.
100-41-43570-000 CULTURE & RECREATION GRANT	\$ -0-	

ACCOUNT	AMOUNT	DESCRIPTION
100-43-43520-000 PUBLIC SAFETY AIDS	\$ 25,000	Police grants
100-43-43530-000 DOT TRANSPORTATION AIDS	\$ 755,283	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	\$ 400,000	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	\$ 24,000	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	\$ 1,500	Based on 14 licenses
100-44-44120-200 OPERATOR'S LICENSES	\$ 12,000	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	\$ 2,500	Secondhand dealers, massage establishments, Christmas trees, etc.; based on historic average
100-44-44200-100 BIKE LICENSES	\$ 50	Bike licenses
100-44-44200-200 DOG/CAT LICENSES	\$ 4,000	City share of dog and cat licenses
100-44-44300-100 BUILDING PERMITS	\$ 50,000	Based on next year's proposed/estimated construction

ACCOUNT	AMOUNT	DESCRIPTION
100-44-44300-200 ELECTRICAL PERMITS	\$ 20,000	Based on next year's proposed/estimated construction
100-44-44300-300 PLUMBING PERMITS	\$ 14,000	Based on next year's proposed/estimated construction
100-44-44300-400 HVAC PERMITS	\$ 13,000	Based on next year's proposed/estimated construction
100-44-44400-000 ZONING PERMITS AND FEES	\$ 7,500	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	\$ 170,000	Based on collections in 2015 and 2016
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	\$ 4,800	Weights and measures inspection fees
100-46-46720-100 PARK SHELTER RENTALS	\$ 21,000	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	\$ 77,219	Amount reimbursed by MG School District;
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	\$ 50,000	These revenues are derived from short term investments. Based on 2015 actual and 2016 estimate.
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	\$ 260,000	Lease payments received from U.S. Cellular, Verizon (PrimeCo), Cingular, and Tellurian.
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	\$2,975	Data processing, insurance, and room space
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	\$ 160,000	

**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:

- Increase in legal to reflect recent average actual expenditures.

**LEGISLATIVE/JUDICIAL/LEGAL
ACCOUNT JUSTIFICATIONS**

LEGISLATIVE

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51100-110 LEGISLATIVE SALARIES	\$ 28,800	6 alders at \$4,800 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

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51200-110 JUDICIAL SALARIES	\$ 40,519	Municipal Judge - \$9,007; 75% of Court Clerk.
100-51-51200-130 FICA	\$ 3,100	Based on 7.65% Social Security
100-51-51200-131 WISCONSIN RETIREMENT	\$ 2,175	75% of Court Clerk's Wisconsin Retirement at 6.8%
100-51-51200-132 LIFE & DISABILITY INSURANCE	\$ 56	75% of Court Clerk's life and disability insurance
100-51-51200-133 HEALTH INSURANCE	\$ 12,967	75% of 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	\$ 350	This account is used to cover the cost of hiring interpreters. Slight increase to reflect actuals.
100-51-51200-310 OFFICE SUPPLIES	\$ 400	Supplies and forms for municipal court. Slight increase to reflect actuals.
100-51-51200-312 POSTAGE	\$ -0-	
100-51-51200-320 PUBLICATIONS	\$ -0-	

LEGAL

100-51-51200-210 LEGAL RETAINER (Court)	\$ 48,000	The portion of legal retainer for judicial cases
100-51-51300-210 LEGAL RETAINER (City)	\$ 115,000	City Attorney contract for 2017
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:

1. Added new, continuing item for updates and hosting to new city code book (+\$2,995)
2. UniverCity Year removed as expense; one-time (-\$10,000)
3. Increased Newsletter Expense \$5,000 to better reflect actual expenditures

EXECUTIVE OFFICE
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51410-110 EXECUTIVE SALARIES	\$ 86,393	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	\$ 6,609	Social Security at 7.65%.
100-51-51410-131 WISCONSIN RETIREMENT	\$ 5,875	Wisconsin Retirement at 6.8%.
100-51-51410-132 LIFE & DISABILITY INSURANCE	\$ 156	City share of these policies for Administrator and City Clerk only.
100-51-51410-133 HEALTH INSURANCE	\$ 17,173	Includes health and dental insurance premium for Administrator, City Clerk, and Admin. Services Director.
100-51-51410-134 PROFESSIONAL DEVELOPMENT	\$ 4,725	Administrator, Mayor, and Admin. Services Director – WCMA conference (2); ICMA conference + other training. Professional dues (ICMA; WCMA) (1000). MESBA (275)
100-51-51410- NEWSLETTER EXPENSES	\$ 13,500	Expense for two (2) publications of City newsletter. Funding increased closer to actual.
100-51-51410-322 LEAGUE OF WIS. MUNICIPALITIES	\$ 3,415	Slight decrease for 2017.
100-51-51410-323 DANE COUNTY CITIES/VILLAGES	\$ 3,100	No increase for 2017.
100-51-51410-360 VEHICLE MAINTENANCE & REPAIR	\$ 500	City vehicle used by City Administrator and other administration staff
100-51-51410-370 FUELS & ADDITIVES	\$ 500	City vehicle used by City Administrator and other administration staff. Slight decrease based on YTD.
100-51-51410-390 EXECUTIVE OFFICE OTHER	\$ 14,050	City volunteer recognition reception/awards (1300); MESBA Expo (750); Memorial Day parade (500); mural painting (10,000); and miscellaneous general expenses (1500). Slight decrease.

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51410-391 STRATEGIC PLANNING	\$ -0-	[possible 2018 update]
100-51-51410-393 SUSTAINABILITY INITIATIVES	\$ 9,136	Sustainability Intern: \$7,500 Green Tier Energy Task Force: \$636 Project Manager travel/conferences: \$1,000 Decrease from 2016 (UC Year)
100-51-51410-394 MARKETING FUND	\$ 10,000	Chamber of Commerce marketing funds
100-51-51410-395 CODIFICATION	\$ 2,995	Codification of City Code of Ordinances Annual maintenance: \$ 995 Updates @\$18/page: \$2,000

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

Finance Director

51421

MISSION OF DEPARTMENT:

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

CHALLENGES AND OPPORTUNITIES AHEAD:

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

FINANCE DEPARTMENT
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51421-110 FINANCE DEPARTMENT SALARIES	\$ 60,000	Finance Department salaries.
100-51-51421-117 LONGEVITY PAY	\$ -0-	
100-51-51421-120 OVERTIME	\$ -0-	
100-51-51421-130 FICA	\$ 4,592	This account includes Social Security at 7.65%.
100-51-51421-131 WISCONSIN RETIREMENT	\$ 4,082	Wisconsin Retirement at 6.8%
100-51-51421-132 LIFE & DISABILITY INSURANCE	\$ 112	Employer share of contribution
100-51-51421-133 HEALTH INSURANCE	\$ 11,390	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	\$ 300	This is a service account to provide for equipment maintenance in City Hall, which includes cash register and other machines not covered by service contracts.
100-51-51421-390 OTHER SUPPLIES AND EXPENSES	\$ 1,000	This account provides funding for items such as meeting expenses, professional lunches, etc.

**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 and ambulance billing service.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Prepare to administer two elections, including a Mayoral election, assisted by the new government agency Wisconsin Elections Commission formed when the Government Accountability Board was dissolved.
2. Purchase new handicapped voter machines and train Chief Inspectors on their use.
3. Provide training for Election Inspectors once election laws regarding voting processes are finalized.
4. Four-year maintenance of voter registration forms will be done this summer.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Work with staff in the Deputy Clerk position.
2. Continue to utilize the City’s radio station for informational PSAs.

SIGNIFICANT PROGRAM CHANGES:

1. Use of the new Clarity Accounts Payable/Receivable system.
2. Work with new Wisconsin Elections Commission.
3. Voter laws changed substantially before the November 2016 General Election and are still not final.
4. The U.S. Postal Service changed regulations pertaining to election mailings. This necessitated placing postage stamps on each Absentee Ballot certificate envelope by hand instead using the postage meter, increasing processing time, and made substantial envelope stock obsolete.

GOAL ACHIEVEMENTS IN 2016:

2016 Goal	Method for Measuring Success
Recruit new Election Inspectors.	27 new Election Inspectors were recruited and trained in 2016.
Administer four elections.	Four elections conducted according to State election laws, including a Presidential Election.
Assist the City Attorney in the creation a food cart license.	Ordinances amended to include regulation of Mobile Food Establishments and an application was created and used successfully.
Utilize Senior Center volunteers for repetitive processes and projects.	Senior volunteers assisted in preparing Absentee ballot envelopes for the General Election.
Convert to the updated Clarity accounting program.	Attended training and now use the new system.

GOALS NOT ACHIEVED: Decided not to attend Treasurer Completion year of UW Green Bay Municipal Clerks Institute after learning from other Clerks that the benefits don’t justify the cost.

CLERK'S OFFICE
ACCOUNT JUSTIFICATIONS

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51420-110 CLERK'S OFFICE SALARIES	\$ 44,147	Clerk's office salaries.
100-51-51420-117 LONGEVITY PAY	\$ -0-	
100-51-51420-120 OVERTIME	\$ -0-	
100-51-51420-130 FICA	\$ 3,377	Social Security at 7.65%.
100-51-51420-131 WISCONSIN RETIREMENT	\$ 3,002	Wisconsin Retirement at 6.8%
100-51-51420-132 LIFE & DISABILITY INSURANCE	\$ 70	Employer share of contribution.
100-51-51420-133 HEALTH INSURANCE	\$ 15,561	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	\$ 4,500	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	Two (2) elections in 2017.
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	\$ 4,000	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:

1. Interpreting and complying with all aspects of the Affordable Care Act, including tracking and reporting requirements for all employees.
2. Keeping informed of and adapting to state and federal government regulations which affect overtime pay and work hours; for example, the update of the Fair Labor Standards Act (FLSA), effective December 1, 2016, which requires overtime pay for exempt employees who earn under \$47,476 per year.
3. Continuing to pursue ways to manage the cost of group health insurance and stay informed of changes in the rapidly changing area of health insurance.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continue to find ways to reduce the amount of paper used and paper documents which need to be filed and stored.
2. Begin an update of the Personnel Policy Manual, last updated in 2012.

ACHIEVEMENTS:

1. Update of payroll software to Caselle Clarity which allows greater flexibility and saves time in the bi-monthly payroll process.
2. Successful implementation of the miPay Online payroll portal which allows employees 24/7 online access to their paystubs and W-2s and eliminates the need to print direct deposit paystubs.

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	\$ 1,224	Wisconsin Retirement on employee merit bonus program
100-51-51430-133 HEALTH INSURANCE - RETIRED PERSONS	\$ 20,000	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	\$ 2,990	EAP services
100-51-51430-136 EMPLOYEE AWARDS PROGRAM	\$ 18,000	Employee award program for 2016 service
100-51-51430-137 NON-REP WAGES	\$ -0-	
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	\$ 42,100	Service contract for support for accounting, utility billing, payroll, fixed assets, accounts payable, and voter registration by CIVIC Systems, MUFN. New in 2017: online polling services contract
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 inquiries 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:

A new four-year contract with Accurate Appraisal LLC was entered into during 2016 to achieve the stated long term goal. This will be the second contract year. The contract has resulted in a 44% savings from the 2016 budget.

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	\$ 42,000	Contracted price. Walk-through assessments will be completed on 25% of city parcels in 2017.
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	\$ 110,674	Premium estimate from CVMIC.
100-51-51930-393 BAD DEBT EXPENSE	\$ -0-	
100-51-51930-511 PROPERTY/LIABILITY INS.	\$ 59,340	General liability, excess public entity, employment practices, underground storage tank, boiler and machinery, and property insurance
100-51-51930-512 AUTOMOBILE COLLISION INSURANCE	\$ 22,626	Automobile collision coverage
100-51-51930-513 SELF-ADMINISTERED CLAIMS	\$ 7,500	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	\$ 3,500	City automobile collision deductible
100-51-51930-520 EMPLOYEE BONDS	\$ 750	Public officials bond for Administrator, City Clerk, two (2) Notary Public bonds, and Municipal Judge; new crime insurance policy now issued through CVMIC

		2013	2014	2015	TO DATE	2016		2017	2017	2017
		ACTUAL	ACTUAL	ACTUAL	6/30/16	YEAR END	2016	DEPARTMENT	COMMITTEE	Proposed
						ESTIMATED	BUDGET	BUDGET	BUDGET	BUDGET
---	ILLEGAL TAXES, REFUNDS & UNCOLLECTIBLE									
100-51-51910-390	TAX WRITE OFF'S	399	16,836	4,822	-	15,000	15,000	10,000	10,000	10,000
---	TOTAL	399	16,836	4,822	-	15,000	15,000	10,000	10,000	10,000
---								-		
---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			15,000		10,000	-33%			
---	TOTAL			15,000		10,000	-33%			
---	OTHER FINANCING USES									
100-59-59200-205	TRANSFER TO AMBULANCE	-	-	-	-	500	500	500	500	500
100-59-59220-201	TRANSFER TO CDA	25,000	25,000	25,000	-	25,000	25,000	25,000	25,000	15,000
100-59-59220-204	TRANSFER TO COMMUNITY REC	34,237	38,014	5,104	-	-	-	-	-	-
100-59-59300-300	TRANSFER TO DEBT SERVICE	-	-	250,000	-	-	-	150,000	150,000	150,000
---		\$59,237	\$63,014	280,104	-	25,500	25,500	175,500	175,500	165,500

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			25,500		165,500	549%			
---	TOTAL			25,500		165,500	549%			

**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, electrical, heating and cooling 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: Repair & Maintenance Services increased by \$1,000 based on needed maintenance.

GOAL ACHIEVEMENTS IN 2016:

GOALS NOT ACHIEVED:

GENERAL BUILDINGS AND PLANT
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51600-110 SALARIES	\$ 43,066	Lead Maintenance Worker
100-51-5160-112 SHIFT DIFFERENTIAL	\$ 30	\$0.50 per hour per Union contract
100-51-51600-114 BUILDING & PLANT SALARIES	\$ -0-	
100-51-5160-120 OVERTIME	\$ 2,000	Snow removal and building maintenance; coverage for maintenance worker vacation
100-51-5160-130 FICA	\$ 3,450	Social Security at 7.65%
100-51-51600-131 WISCONSIN RETIREMENT	\$ 3,067	Wisconsin Retirement at 6.8%.
100-51-51600-132 LIFE & DISABILITY INSURANCE	\$ 132	City share of premiums
100-51-51600-133 HEALTH INSURANCE	\$ 13,687	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
100-51-51600-220 GAS & ELECTRIC UTILITIES	\$ 47,300	Gas and electric charges for City Hall, Police, and Fire Departments
100-51-51600-221 TELEPHONE	\$ 12,000	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	\$ 1,000	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: \$5,660 Siemens Fire Alarm Contract: \$1,176 City Hall pest control: \$1,300 Window cleaning: \$2,000 Materials related to contract services, generator and fire extinguisher inspection
100-51-51600-240 REPAIR/MAINTENANCE SERVICES	\$ 4,000	General maintenance services, garage door repair, flowers, plumbing and electrical, garage pit cleaning, 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. Maintain 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 continue our participation with the suburban training consortium. The downside of this is the reduction of routine patrol time.
6. Send newer officers to supervisory and risk management training so we are better prepared to fill vacancies created by future retirements and increased civil liability.
7. Continue to use the Special Community/Police Task Force Recommendations regarding police "Use of Force" Published February 19, 2016.

DEPARTMENT 2017 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2017 Goal	Method for Measuring Success
Continue to monitor areas of suspected drug activity. Work with the task force, area departments, and DCI when appropriate in an effort to decrease 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 at year end to determine effectiveness of continued participation. In order to continue participation, funding has to be allocated through the operations budget.
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
Continue to explore opportunities to improve the existing Public Safety facility and monitor progress towards a new facility.	Determine if accomplished.
Continue to provide training in de-escalation and alternatives to effectively evaluate others, and, by means of communication, make sound decisions that result in safe and successful resolutions.	Determine if accomplished.

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., and then assist patrol with calls during the 2 p.m.–7 p.m. time span.

Due to personnel leaving the department, we've hired six 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 2016:

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 Monona Police Department 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 2/1/16, Officer Heather Mielke was hired to replace Officer Jon Fenrick, who returned to the Wisconsin State Patrol. This hire brought the department back to full strength.
 - On 9/1/16, Officer Luke Wunsch was assigned as the School Resource Officer.
2. After having to skip a year in 2013, the department was authorized to purchase new squad cars in 2014, 2015 and 2016. With the elimination of the Ford Crown Victoria, we have made the transition to the newer technology all-wheel drive SUV type of vehicles. The new cars also have updated computers and HD video systems.
 3. In 2016 we finished a three-year interior remodeling project of the police department and emergency communications. Improvements were made to the interview rooms, crime lab, equipment storage, gun/ammunition storage, kitchen and dispatch. In dispatch new counters and mailboxes were installed, along with the installation of bullet proof glass above the counter that leads into the department from city hall and a new steel door.
 4. The department has continued to update policies and procedures as they apply to the Police and Dispatch sections. During 2013 all department policies 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.
 5. 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.
 6. In the fall of 2016 the department was again able to host a Citizen's Police Academy. This was our sixth academy since 2011. Participants met one night a week for eight weeks of instruction that covered topics that included: patrol operations, traffic enforcement, squad car operations, evidence collection, criminal investigations, firearms and self-defense. Our 2016 session started on September 22 and will run through November 10.
 7. 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.
 8. Through the efforts of Lieutenant Curtis Wiegel and Sergeant Adam Nachreiner, the department received three traffic grants funded through the Wisconsin Bureau of Transportation Safety in 2016. One grant was coordinated through the DeForest Police Department with a focus on OWI enforcement, and was for up to \$10,000 in overtime. A second grant was coordinated through the Town of Madison police department with a focus on seatbelt enforcement, and was for up to \$14,500 in overtime. A third grant had a focus on speed enforcement and was coordinated directly through the Wisconsin Department of Transportation, and was for up to \$13,000 (\$9,100 in overtime and \$3,900 for equipment). All of the grants required a 25% match in contributions, which was covered by officer benefits, fuel costs and on-duty personnel participation.
 9. 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.

PUBLIC SAFETY - LAW ENFORCEMENT
ACCOUNT JUSTIFICATION

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52100-110 POLICE SALARIES	\$ 1,457,868	Full-time wages for the 14 union law enforcement officers and the 6 non-represented supervisors. The union contract expired on 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. At the time of this report the contract negotiations between the police union and the city has reached an impasse. Salaries have been estimated by the finance department.
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 an increase on 1/1/17. Funding includes summer school. This position relieves school officials and police officers of this very important duty.
100-52-52100-117 LONGEVITY PAY	\$ 1,000	Per union contract. Two officers will qualify for this benefit towards the end of 2017.
100-52-52100-118 LEAVE WAGES	\$ 32,000	Wages for extra pay when working a holiday and pay out for holidays not used at years end.
100-52-52100-120 POLICE OVERTIME Budgeted O/T for 2016: \$80,000 Actual O/T for 2015 was \$109,191 Suggest increase up to \$100,000	\$ 90,000	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; 2014 \$81,092, and 2015 \$109,191.
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 2017 are known at the time of this report.
100-52-52100-130 FICA	\$ 124,746	Social Security at 7.65% based on the above salary total.
100-52-52100-131 WISCONSIN RETIREMENT	\$ 188,505	Wisconsin Retirement at 17.8% for protective and 14.9% for non-protective based on the above salary total. Police personnel pay the entire employee share of 6.8% in 2017.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52100-132 LIFE & DISABILITY INSURANCE	\$ 3,600	Estimate of insurance cost.
100-52-52100-133 HEALTH INSURANCE	\$ 189,594	Based on actual rates.
100-52-52100-134 PROFESSIONAL DEVELOPMENT	\$ 8,829	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	\$ 28,000	On average, the department uses approximately 1,200 gallons of fuel each month. Gas for 2017 is estimated at \$2.25 / gallon, and we estimate our annual fuel expense to be \$28,000.
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-	

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 person. 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 2017 we are again 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–7am, increasing career staffing up to 3 FF/Paramedics on duty each day. 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 Madison College. 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.

2017 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2017 Goal	Method for Measuring Success
A paid on premises program will be put in place to provide staffing for an engine.	The paid on premises program will be operational.
As per the recommendation of the fire department staffing ad-hoc committee, the fire department will add an additional career FF/Paramedic allowing for 3 career members to be on duty at the fire station 24/7 with the exception of sick days and paid time off.	The Department will have hired a 9 th career FF/Paramedic.
Move the Fire Dept. paging and dispatching to the Dane County Communications Center.	The Department is being paged and dispatched by Dane County Communications Center.
Start discussions on the future of a public safety building.	A committee is actively working on plans for a new fire station.

GOAL ACHIEVEMENTS IN 2016:

2016 Goal	Status
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.	Approval was granted to hire one additional career FF/Paramedic, bringing the total to 8 career FF/Paramedics. The paid on premises program was not funded in the 2016 budget but is again included in the 2017 budget.
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.	The new engine was ordered and due to be delivered in January 2017.
Establish a committee to address the future facility needs (fire station) of the fire department.	Funds were added to the 2017 Capital Budget for acquiring land for a new Public Safety Building but were removed. The Mayor has been requested by the Common Council to put together a committee to study the need for a new public safety building.

FIRE DEPARTMENT
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52200-110 WAGES FULL-TIME	\$ 289,668	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 8 full-time FF/Paramedics. Current experience times projected wage rate.
100-52-52200-119 WAGES PART-TIME	\$ 3,500	Covers stipend for 1 Assistant Fire Chief in charge of volunteer FF administration.
100-52-52200-120 OVERTIME	\$ 20,000	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	\$ 24,455	Social Security at 7.65%.
100-52-52200-131 WISCONSIN RETIREMENT	\$ 34,146	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	\$ 41,841	This account provides half of the premiums for the full-time staff positions.
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.

ACCOUNT	AMOUNT	DESCRIPTION
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.
100-52-52200-191 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	\$ 800	Includes station and cellular phones.
100-52-52200-222 WATER & SEWER UTILITIES	\$ 1,400	Based on past years.
100-52-52200-310 OFFICE SUPPLIES	\$ 500	Standard office supplies
100-52-52200-312 POSTAGE	\$ 100	
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.
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	\$ 1,000	This category covers minor expenses. Major items covered under capital budget or requested on emergency basis from contingency funds.

ACCOUNT	AMOUNT	DESCRIPTION
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	\$ 6,600	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	\$ 2,900	Based on 1,275 gals @\$2.25/gal
100-52-52200-372 FIREFIGHTER RECRUITMENT & RETENTION	\$ 65,000	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 and \$15/call
100-52-52200-373 FIRE / EMS COVERAGE	\$ 35,000	This program is used to pay for the paid on premises program stipends.
100-52-52200-374 FIRE LTE		
100-52-52200-810 FIREFIGHTER EQUIPMENT	\$ 6,000	Typically used to purchase replacement equipment. New, major cost equipment is funded through the capital budget process. With the new revenues brought in by charging for fire responses on the Beltline, I would like to use part of those fees for the replacement and purchase of outdated and worn equipment.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

Inspections

52400

MISSION OF DEPARTMENT:

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

CHALLENGES AND OPPORTUNITIES AHEAD:

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

LONG-TERM GOALS FOR THE DEPARTMENT:

Maintain integrity of inspection program.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

None.

INSPECTION
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52400-110 SALARIES	\$ 12,480	Part-time property maintenance personnel
100-52-52400-120 OVERTIME	\$ -0-	
100-52-52400-130 FICA	\$955	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	\$ 51,693	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	\$ 750	Estimate based on past experience
100-52-52400-370 FUELS & ADDITIVES	\$ 750	

**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.
- In late 2015, during the 2016 budget review, it was recommended that a study be completed to determine if it were effective to maintain an independent dispatch center prior to the 2017 budget discussions. A dispatch consolidation study was previously completed by the MPSIS group (our Global RMS/CAD consortium) in 2012. The study recommended each community with a current communication center should maintain their existing centers. The study found this was the most cost-effective solution which also provided the highest quality of service to each community. A City of Monona Dispatch study was completed in September of 2016. The study group was comprised of city alders, multiple city staff, and community members. This study group recommended that the Fire Department dispatching be moved to the Dane County Communications Center to provide for the best level of service for mutual aid (MABAS) response. The Dane County Communications Center currently dispatches all other Dane County fire departments. It was further recommended that all other services (police dispatch, records and 911 services) be retained in our communications center. The group will reconvene prior to the 2018 budget discussions to determine if other services, such as answering the 911 phone lines, could provide a cost savings to Monona and could be handled through Dane County dispatch. 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 2017 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2017 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.

2017 Goal	Method for Measuring Success
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 fifth 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. Recently the courts decided that MV4000 Accident Reports could be released without redactions. An individual requesting the report must sign a certification section indicating they will not further release the records for unauthorized purposes or they may be subject to penalties. This will help to decrease the burden on records custodians when releasing accident reports, however the DPPA laws are still applied to all other police reports and records so there is still an increase in the time it takes to release records in comparison to release of records prior to DPPA.
3. The recommendation of the dispatch study group is to have the Monona Fire Department be dispatched directly by the Dane County Dispatch Center. Monona is currently the only in the county still being locally dispatched. This will benefit the fire department by having a dedicated dispatcher and will also benefit the Monona Dispatch Center by freeing up the responsibility of dispatching fire.
4. The Monona Dispatch Center is making the transition from the Global CAD system to the TriTech CAD system. This switch is being made due to the Global system being obsolete. The TriTech CAD is the system being utilized by Dane County Dispatch and will offer more continuity among other agencies in the area. Our switch to this system is being supported by our MPSIS group.

GOAL ACHIEVEMENTS IN 2016:

1. In 2015 we started a remodeling project in dispatch which involved the replacement of several counters, counter tops and installation of cubbies for department mailboxes. For improved safety and security, in 2016, bulletproof glass was installed in the public area between the two entry doors and the interior door leading into the police station was replaced with a more secure style steel door.



2. In 2016 our two newest dispatchers completed their Basic TIME training. We also had two dispatchers who completed their TIME recertification training online. In July, the entire department participated in Rapid Deployment training at the Monona Grove High School. We were able to incorporate three full time and one part time dispatcher into the training scenarios. In addition, one full-time dispatcher attended Crisis Intervention Team (CIT) training for dispatchers to assist with dealing with persons with mental health issues and developmental disabilities.

GOALS NOT ACHIEVED IN 2016:

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.

PUBLIC SAFETY - EMERGENCY COMMUNICATIONS CENTER

ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52600-110 DISPATCH SALARIES	\$ 176,311	Full-time wages for 4 dispatchers based on budgeted increase.
100-52-52600-112 SHIFT DIFFERENTIAL	\$ 3,600	Shift differential pay
100-52-52600-118 LEAVE WAGES	\$ 6,000	Wages while employees on vacation
100-52-52600-119 WAGES, PART-TIME	\$ 23,000	Part-time dispatch wages
100-52-52600-120 DISPATCH OVERTIME	\$ 12,000	Estimate of overtime
100-52-52600-130 FICA	\$ 16,900	Social Security at 7.65%
100-52-52600-131 WISCONSIN RETIREMENT	\$ 13,458	City half share of the annual Wisconsin Retirement expense; 6.8% split of the 13.6% cost
100-52-52600-132 LIFE AND DISABILITY INSURANCE	\$ 300	Estimate of life/disability insurance
100-52-52600-133 HEALTH INSURANCE	\$ 47,993	Based on actual increase
100-52-52600-134 PROFESSIONAL DEVELOPMENT	\$ 1,500	Training for dispatchers
100-52-52600-135 FITNESS INCENTIVE PROGRAM	\$ 350	Funds the fitness incentive program which rewards personnel for passing the minimum fitness standard twice a year.
100-52-52600-137 UNIFORM ALLOWANCE	\$ 1,000	For purchase and replacement of dispatch uniforms. Full-time employees get \$200 per year (4 x 200 = \$800). An additional \$200 per year was added for part-time shirts.
100-52-52600-214 CRIMINAL RECORDS CHECK	\$ 2,300	Fees paid to State of Wisconsin for liquor license applicants' background checks. Revenue to offset this cost is collected through the applicants' fees. Department averages approximately 330 checks per year @ \$7.00 each = \$2,310.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52600-240 SERVICE CONTRACTS	<p>\$ 80,602</p> <p>\$51,518</p> <p>4,000</p> <p>5,496</p> <p>2,800</p> <p>1,600</p> <p>1,440</p> <p>250</p> <p>2,250</p> <p>5,798</p> <p>1,750</p> <p>576</p> <p>624</p> <p>2,500</p> <hr/> <p>\$80,602</p>	<p>Service contracts for: radios, RMS, CAD and Court software, radio console, 911 and other equipment. Amount includes maintaining the VHF radio frequencies for the FD and DPW. Our share of the Global RMS/CAD system for 2017 is \$51,518; MAPD 800 MHz Radio \$4,000; General Communications (DPW & FD VHF) \$5,496; 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 2017 are estimated at \$5,798; 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.</p>
100-52-52600-340 DISPATCH SUPPLIES	\$ 1,500	Batteries, tapes, computer paper, print cartridges, etc.

**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: There are no changes to program costs in this budget for 2017.
2. Highway & Street Administration: There are no changes to program costs in this budget for 2017.
3. Shop, Machinery & Buildings:
 - Gas & Electric Utilities increases by \$950.
 - Telephone decreases by \$800.
 - Water & Sewer Utilities increases by \$938.
4. Street Maintenance & Construction:
 - \$25,000 of Median & Terrace Maintenance funding was reallocated to Part-Time Wages in this budget. The remaining \$5,000 is for material and contract maintenance. There were no increases for either line item.
 - Street Supplies increases by \$1,000 based on need.
 - Snow & Ice Supplies decreases by \$2,400 based on current inventory and planned purchases for 2017.
5. Road-Related Facilities:
 - Street Lighting Utilities increases by \$1,600 based on increases by MG&E.
6. Forestry:
 - Brush Pickup increased by \$2,125 (\$4,250 total) to cover emergency storm damage collection. There was no increase in price for the curbside collection program.

GOAL ACHIEVEMENTS IN 2016:

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 various small area road patching utilizing City staff and equipment.
3. Completed the purchase of all capital equipment items.
4. Inspected the City's sidewalk inventory and completed updates to the GIS sidewalk layer.
5. Completed sidewalk panel replacement and grinding as needed.
6. Completed phase II purchase and installation of regulatory street signs throughout the City.
7. Completed parking lot maintenance as needed throughout the City.
8. Completed South Towne epoxy pavement marking.
9. Completed engineering/design for 2017 road reconstruction project.
10. Replaced old street signs as needed throughout the City.

GOALS NOT ACHIEVED:

**PUBLIC WORKS
ACCOUNT JUSTIFICATIONS**

HIGHWAY AND STREET ADMINISTRATION

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53100-111 WORKING FOREMAN SALARY	\$ 46,093	Working Foreman
100-53-53100-130 FICA	\$ 3,526	Social Security at 7.65%
100-53-53100-131 WISCONSIN RETIREMENT	\$ 3,134	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	\$ 13,832	Health, vision and dental insurance
100-53-53100-134 PROFESSIONAL DEVELOPMENT	\$ 700	APWA membership renewal \$348; foreman expenses for seminars, workshops, conferences

SHOP, MACHINERY AND BUILDINGS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53200-110 MECHANIC SALARIES	\$ 55,635	Mechanic's labor for building and equipment maintenance and repair
100-53-53200-111 SHOP SALARIES	\$ 29,753	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	\$ 6,547	Social Security at 7.65%
100-53-53200-131 WISCONSIN RETIREMENT	\$ 5,820	Wisconsin Retirement at 6.8%
100-53-53200-132 LIFE & DISABILITY INSURANCE	\$ 145	City share of life/disability insurance
100-53-53200-133 HEALTH INSURANCE	\$ 24,692	Health, dental and vision insurance
100-53-53200-220 GAS & ELECTRIC UTILITIES	\$ 17,950	Garage utilities

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53200-221 TELEPHONE	\$ 3,700	Garage telephone and fax (includes cell phones)
100-53-53200-222 WATER & SEWER UTILITIES	\$ 4,688	Garage utilities
100-53-53200-240 OUTSIDE SERVICES	\$ -0-	
100-53-53200-349 GARAGE MATERIAL & SUPPLY	\$ 8,000	Softener salt, light bulbs, facility maintenance services, Tyco fire alarm monitoring contract \$1,600, 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	\$ 27,887	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	\$ 2,133	Social Security at 7.65%
100-53-53210-131 WISCONSIN RETIREMENT	\$ 1,896	Wisconsin Retirement at 6.8%
100-53-53210-132 LIFE & DISABILITY INSURANCE	\$ 70	City share of life/disability insurance
100-53-53210-133 HEALTH INSURANCE	\$ 6,916	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 for engineering equipment
100-53-53210-310 OFFICE SUPPLIES	\$ 200	Paper, copy expenses and other office supplies

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53210-340 ENGINEERING SUPPLIES	\$ -0-	Copy and reproduction equipment supplies
100-53-53210-710 METRO PLANNING ORGANIZATION	\$ 2,500	Annual MPO fees
100-53-53210-360 VEHICLE MAINTENANCE & REPAIR	\$ -0-	Maintenance and repair
100-53-53210-370 FUELS & ADDITIVES	\$ 300	Fuel for vehicles

STREET MAINTENANCE

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53300-110 STREET SALARIES	\$ 29,770	Labor for street maintenance and repair, and traffic control
100-53-53300-111 SNOW & ICE SALARIES	\$ 24,307	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	\$ -0-	
100-53-53300-115 ROW MAINTENANCE SALARIES	\$ 14,878	Labor for right of way maintenance
100-53-53300-118 LEAVE WAGES	\$ 36,874	Labor allocation for sick leave, vacation, jury duty, holiday, bereavement, and workers comp.
100-53-53300-119 WAGES PART-TIME	\$ 25,000	Labor for mowing & trimming in public works areas
100-53-53300-120 STREET OVERTIME	\$ 500	Overtime for street-related emergencies
100-53-53300-121 SNOW & ICE OVERTIME	\$ 12,000	Overtime for snow removal after normal work hours
100-53-53300-130 FICA	\$ 10,965	Social Security at 7.65%
100-53-53300-131 WISCONSIN RETIREMENT	\$ 9,746	Wisconsin Retirement at 6.8%
100-53-53300-132 LIFE & DISABILITY INSURANCE	\$ 350	City share of life/disability insurance
100-53-53300-133 HEALTH INSURANCE	\$ 31,453	Health, dental and vision insurance

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53300-134 PROFESSIONAL DEVELOPMENT	\$ 500	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	\$ 1,000	Department random drug screen testing, physicals
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	\$ 5,000	mulch, block wall flower replacement, sail washing,
100-53-53300-340 SAFETY EQUIPMENT/TESTING	\$ 1,800	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	\$ 14,000	Supplies for the program; cold patch, snow fence, signposts and gravel, digital sign repair
100-53-53300-372 SNOW/ICE SUPPLIES	\$ 18,600	Salt, 230 tons at \$72.13/ton; liquid brine \$1,000 Additional purchase \$960
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	\$ 81,600	Street lighting utility and maintenance costs.
100-53-53420-233 TRAFFIC CONTROL MAINTENANCE	\$ 21,500	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	\$ 11,599	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	\$ 926	Social Security at 7.65%
100-56-56110-131 WISCONSIN RETIREMENT	\$ 823	Wisconsin Retirement at 6.8%
100-56-56110-132 LIFE & DISABILITY INSURANCE	\$ 82	City share of life/disability insurance
100-56-56110-133 HEALTH INSURANCE	\$ 3,859	Health, dental, vision insurance
100-56-56110-240 OUTSIDE SERVICES	\$ 7,500	Contract services for professional forester
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
100-56-56110-352 TREE REMOVALS	\$ 19,500	Contract services for tree removals in City parks, right-of-way, and other areas within the City
100-56-56110-354 BRUSH COLLECTION SERVICES	\$ 23,000	brush collection services \$20,867 (50% of annual costs), plus 1 emergency clean up \$2,133
100-56-56110-355 GYPSY MOTH SPRAY PROGRAM	\$11,000	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 to 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. Develop a published priority system and project listing for park improvements, including 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 2016:

1. Coordinated/Oversaw successful completion of the Schluter Park Improvement Project.
2. Developed a 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 three trees in Winnequah Park near the Fireman's Park Shelter.
4. Assisted setup and cleanup for special events: Candlelit Snowshoe Hike, Easter Egg Hunt, 4th of July, Sawyer Crossen Memorial Triathlon, Youth Baseball Tournament, National Night Out, Movies in the Park, Fall Festival, Holiday Lights.
5. Responsible for the startup of and winterization of the following facilities: Dream Park Shelter, Gazebo Irrigation, Fireman's Park Shelter, Schaefer Shelter, Ahuska Park Shelter, Schluter Park Restrooms, Lottes Restroom, Oneida Park Shelter, Monona Community Pool, and bubblers at Frost Woods and Greenway.

2017 SIGNIFICANT PROGRAM CHANGES:

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

**PARKS OPERATIONS
ACCOUNT JUSTIFICATIONS**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-55-55200-110 PARK SALARIES	\$ 51,000	One (1) full-time staff person 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	\$ 49,500	Seasonal employee wages: Summer parks maintenance \$21,400 Parks weekend staff 600 hours = \$7,800 Seasonal parks maintenance 600 hours = \$15,800 New parks maintenance position = \$4,500
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	\$ 7,918	Social Security at 7.65%
100-55-55200-131 WISCONSIN RETIREMENT	\$ 3,632	Wisconsin Retirement at 6.8%
100-55-55200-132 LIFE & DISABILITY INS.	\$ 200	City share of life/disability insurance
100-55-55200-133 HEALTH INSURANCE	\$ 8,520	Health, dental and vision insurance for FT and DPW allocation
100-55-55200-134 PROFESSIONAL DEVELOPMENT	\$ 900	Education and training to support park maintenance improvement
100-55-55200-220 GAS & ELECTRIC UTILITIES	\$ 16,000	Gas and electric for park lighting and shelters
100-55-5520-221 TELEPHONE	\$ 6,300	Telephone expense and fire alarm monitoring/inspection services at Fireman's, Lottes, Oneida, and Schluter park shelters. Also includes cell phone for FT parks staff.
100-55-55200-222 WATER & SEWER UTILITIES	\$ 9,000	Utilities for shelters, restrooms, and water fountains

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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	\$ 16,500	Includes paper towels, toilet paper, trash bags, sand, miscellaneous parts, paint, recycling containers for park shelters, etc; staff uniform allowance and personal protective equipment
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	\$ 9,000	Lawn mower and parks truck fuel and oil
100-55-55200-391 ENTRANCE SAILS MAINTENANCE	\$ -0-	
100-55-55200-392 PORTABLE RESTROOMS	\$ -0-	
100-55-55200-395 GAZEBO MAINTENANCE	\$ -0-	
100-55-55200-393 PORTABLE RESTROOMS	\$ 4,000	Portable restrooms at Frost Woods, Maywood, Winnequah, Bridge Road, and Lottes parks.
100-55-55200-394 LAKEWEED SPRAYING	\$ 1,210	Cost of outside services contract. 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 the recommendations 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. Promote and implement the Renew Monona and the Façade Improvement Grant Programs.

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

1. Implement the recently adopted Monona Comprehensive Plan.
2. Continued economic growth through development and redevelopment consistent with the Monona Comprehensive Plan and Strategic Plan for Economic Development, including redevelopment of the riverfront site.
3. Continued residential redevelopment consistent with the Monona Comprehensive Plan and Strategic Housing Plan.
4. Oversee the UniverCity Year program.
5. Update and rewrite the Sign Code.

PLANNING AND COMMUNITY DEVELOPMENT
ACCOUNT JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
100-56-56300-110 SALARIES	\$61,074	Share of salary plus approximately 15% from CDA and TID 8 Budget.
100-56-56300-119 PART-TIME WAGES	\$10,400	Part time planning department intern.
100-56-56300-130 FICA	\$5,468	Social Security at 7.65%
100-56-56300-131 WISCONSIN RETIREMENT	\$4,153	Wisconsin Retirement at 6.8%
100-56-56300-132 LIFE & DISABILITY INSURANCE	\$190	City share of premium
100-56-56300-133 HEALTH INSURANCE	\$5,700	
100-56-56300-134 PROFESSIONAL DEVELOPMENT	\$2,800	Covers cost of planning journals, APA / AICP membership, professional conferences, and courses.
100-56-56300-340 SUPPLIES	\$600	Covers cost of planning drafting supplies, maps and miscellaneous supplies.
100-56-56300-341 LANDMARKS COMMISSION SUPPLIES	\$200	Covers costs of printing for historic tours, signs, and other special events.
100-56-56300-720 COMMUNITY DEVELOPMENT / PROMOTION	\$-0-	
100-56-56300-721 UNIVERCITY YEAR INITIATIVE	\$-0-	\$10,000 budgeted last year is carried over to 2017 operating budget.

**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. Maintain as nearly as possible the current ratio of commercial property valuation to residential property valuation.
6. 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	\$ 15,000	
201-49-49249-400 TRANSFER FROM TIF	\$ 43,690	Transfer from T.I.D. No 6
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	\$ 10,000	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	\$ 8,583	Allocation of 5% of salary of City Administrator and City Planner/Community Development Coordinator.
201-56-59210-130 FICA	\$ 657	Social Security at 7.65%
201-56-59210-131 WISCONSIN RETIREMENT	\$ 584	Wisconsin Retirement at 6.8%
201-56-59210-132 LIFE & DISABILITY INSURANCE	\$ 25	
201-56-59210-133 HEALTH INSURANCE	\$ 1,342	
201-56-59210-210 MARKETING	\$ 7,500	Marketing the city
201-56-59210-212 ACCOUNTING SERVICES	\$ -0-	
201-56-59210-214 RENEW MONONA	\$ 25,000	
201-56-58200-620 INTEREST ON DEBT	\$ -0-	
201-56-59000-900 RESERVED FOR CONTINGENCIES	\$ -0-	

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
---	COMMUNITY MEDIA								
---	REVENUES								
203-46-44100-000	128,354	134,320	136,452	33,901	135,246	134,000	134,000	134,000	134,000
203-46-46700-000	35,354	25,660	33,189	-	36,492	41,754	41,276	41,276	41,276
203-46-49300-000	-	-	-	-	-	10,256	-	-	-
---	<u>\$163,708</u>	<u>\$159,980</u>	<u>169,641</u>	<u>33,901</u>	<u>171,738</u>	<u>186,010</u>	<u>175,276</u>	<u>175,276</u>	<u>175,276</u>
---	EXPENDITURES								
203-55-55370-110	49,747	36,154	54,461	29,627	57,850	57,850	59,208	59,208	59,208
203-55-55370-119	16,197	39,046	22,314	13,241	26,482	29,621	36,370	36,370	36,370
203-55-55370-130	4,956	5,292	6,170	3,310	6,451	6,692	7,312	7,312	7,312
203-55-55370-131	3,352	2,561	5,273	2,778	3,818	3,818	4,026	4,026	4,026
203-55-55370-132	1	1	18	9	10	100	100	100	100
203-55-55370-133	15,156	5,375	13,425	4,942	8,518	14,237	11,104	11,104	11,104
203-55-55370-134	-	779	1,037	779	975	975	1,225	1,225	1,225
203-55-55370-210	-	-	-	105	105	100	500	500	500
203-55-55370-211	260	182	1,245	6,166	13,000	13,000	13,000	13,000	13,000
203-55-55370-212	2,300	2,300	2,316	-	2,300	2,300	2,300	2,300	2,300
203-55-55370-220	6,550	6,019	5,410	2,048	6,824	6,500	6,000	6,000	6,000
203-55-55370-221	176	892	5,135	1,008	3,198	2,340	2,520	2,520	2,520
203-55-55370-310	-	27	48	-	-	50	-	-	-
203-55-55370-311	81	-	-	-	-	50	-	-	-
203-55-55370-313	125	-	185	100	400	400	400	400	400
203-55-55370-340	-	-	633	2,240	3,500	3,000	3,000	3,000	3,000
203-55-55370-341	4,000	53	-	2,396	3,260	3,260	1,560	1,560	1,560
203-55-55370-510	675	675	675	-	675	675	675	675	675
203-55-55370-800	347	378	395	198	400	400	-	-	-
203-55-55370-810	4,835	57,771	116,559	27,679	32,553	30,605	15,000	15,000	15,000
203-55-55370-815	-	-	257	-	-	-	-	-	-
203-55-55370-820	-	-	-	1,903	1,903	2,000	2,000	2,000	2,000
203-55-55370-816	4,000	1,116	-	1,284	2,568	3,030	4,475	4,475	4,475
203-59-59370-810	13,007	13,007	13,007	-	5,007	5,007	-	-	-
---	<u>\$125,765</u>	<u>\$171,628</u>	<u>248,563</u>	<u>99,813</u>	<u>179,797</u>	<u>186,010</u>	<u>170,775</u>	<u>170,775</u>	<u>170,775</u>
---	CURRENT YEAR								
---	PERSONNEL								
---	NON-PERSONNEL								
---	TOTAL								
			<u>112,318</u>		<u>118,120</u>				5%
			<u>73,692</u>		<u>52,655</u>				-29%
			<u>186,010</u>		<u>170,775</u>				-8%

DEPARTMENT PROGRAM BUDGET ACCOUNT

Community Media Operations 2017

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. Monona Community Media also controls and operates the city's low-power FM community radio station, 98.7 WVMO – The Voice of Monona.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Staffing for television and radio stations
2. Increase the storytelling component of television programming
3. Increase video content creation
4. Managing radio station volunteer efforts
5. Increasing the presence of Community Media at city center
6. Stream live High Definition video content on Monona Community Media YouTube Channel
7. Marketing opportunities for radio station and TV station
8. WVMO website updating and integration

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. Increase funding outside of franchise fee payments.
6. Create Monona Community Media Services, which produces, consults and manages media projects for local organizations and companies.
7. Become more of a communications platform for the City of Monona.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

1. Revenue Changes 2017
 - Requesting \$5,007 previously being transferred to the General Fund
2. Staffing and Benefits for 2017
 - Increase Media Coordinator hourly wage to \$15 per hour
 - Additional 6 hours a week for Production Assistant at \$6 per hour
 - Keep current \$8.50/hour for standard Operations Technician
 - Lead Operations Technicians receive \$9/hour
3. Equipment 2017
 - Explore new equipment options for media room at Monona Public Library and make appropriate updates.
 - Update video server hard-drive and production computer updates.

GOALS FOR 2017:

2016 Goals	Status
Increase video content creation	Planning and organizing processes for increased production work.
Create content that can be broadcast on both radio & 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 will be able to be simulcast.
Add Community Media presence to public library	Discussions with Library Director
Organize Radio Broadcasting Seminar for producers, DJ's, engineers, technical operations, scriptwriting	One seminar has been conducted by one of our professional volunteers
Increase marketing effort for Community Media	All volunteers get a WVMQ t-shirt. Facebook and YouTube live streaming available for both radio and television.

GOALS NOT ACHIEVED:

**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	\$ 41,276	Contract agreement with Monona Grove School District
203-46-46730-000 ROOM RENTALS	\$ -0-	Distance learning ended in June 2009.
203-46-49300-000 FUND BALANCE APPLIED	\$ 0	Video Studio Updates

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-55-55370-110 WAGES	\$ 59,208	Director and 5 hours per week to City Administrator
203-55-55370-119 WAGES, PART-TIME	\$ 36,370	Media Coordinator & Part-time Operations Technicians
203-55-55370-130 FICA	\$ 7,312	

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-55-55370-131 WISCONSIN RETIREMENT	\$ 4,026	Wisconsin Retirement at 6.8%
203-55-55370-132 LIFE & DISABILITY	\$ 100	Estimated amount
203-55-55370-133 HEALTH INSURANCE	\$ 11,104	Estimated amount.
203-55-55370-134 PROFESSIONAL DEVELOPMENT	\$ 1,225	Memberships, Conferences
203-55-55370-210 LEGAL	\$ 500	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
203-55-55370-220 GAS & ELECTRIC UTILITIES	\$ 6,000	Cable share of media room
203-55-55370-221 TELEPHONE	\$ 2,520	Telephone for radio station, business line and on air lines
203-55-55370-225 MAINTENANCE AGREEMENT	\$ -0-	NA
203-55-55370-310 OFFICE SUPPLIES	\$ -0-	
203-55-55370-311 PRINTING	\$ -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	\$ 1,560	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	\$ -0-	

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-55-55370-810 EQUIPMENT	\$ 15,000	Municipal Room updates, update video server hard drives, and production computer 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	\$ 4,475	Web Streaming, Charter Internet, Podcasting, WiFi hotspot.
203-59-59370-810 TRANSFER TO GENERAL FUND	\$ -0-	
203-55-55370-900 CONTINGENCY	\$ -0-	

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT 202**

**Library
Library Operations
2017**

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. **2017 will see a drop in county aid by \$8,000 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 2016:

- ***We saw strong participation in our Summer Reading Program***

The Library takes seriously its role as an educational institution by providing services and programs for children and their families during the summer. Approximately 1,375 people of all ages participated again this summer – our sixth consecutive year above 1,000 participants.

- ***We successfully launched the 1000 Books Before Kindergarten Program in January.***

Our early literacy initiative has over 100 children registered, and we have had 31 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 2017
ACCOUNT JUSTIFICATION

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-46-41110-000 GENERAL PROPERTY TAXES	\$ 537,480	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	\$ 179,008	Estimated Dane County aid for operations based on projections provided by Dane County. Down \$8,000 from 2016
202-46-43730-000 COUNTY AID FOR LIBRARY FACILITIES	\$ 43,280	Estimated Dane County aid for facilities-use reimbursement.
202-46-46110-000 COPIER RECIEPTS	\$ 2,500	Based on average estimated revenue.
202-46-46710-00 FINES	\$ 6,500	
202-46-46730-000 ROOM RENTALS	\$ 4,500	Based on anticipated 2016 receipts.
202-46-48900-100 VENDING MACHINES	\$ 3,600	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	\$ 333,398	Salaried employees. 2.5% increase per employee from 2016.
202-55-55110-112 SHIFT DIFFERENTIAL	\$ 0	The Library Board has eliminated shift differentials.
202-55-55110-119 WAGES PART-TIME	\$ 99,573	Part-time library assistants and pages, including seasonal and outdoor summer help.
202-55-55110-130 FICA	\$ 33,122	Estimate based on 2017 salaries and wages
202-55-55110-131 WISCONSIN RETIREMENT	\$ 22,671	Estimate based on eligible salaries to the Wisconsin Retirement System at 6.8%
202-55-55110-132 LIFE AND DISABILITY INSURANCE	\$ 375	Based on staff participation.
202-55-55110-133 HEALTH INSURANCE	\$ 47,150	Estimate based on eligible staff participation.

ACCOUNT	AMOUNT	DESCRIPTION
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	\$ 36,000	Represents the library's share; additional amount of 15% is paid from the Cable Fund for Library Media Room costs.
202-55-55110-222 WATER AND SEWER UTILITIES	\$ 2,600	Based on estimated costs.
202-55-55110-240 SERVICE CONTRACTS	\$ 46,341	Cleaning services, HVAC, RFID equipment, elevator, fire suppression, copiers & printers, windows, and landscape.
202-55-55110-241 SCLS MEMBERSHIP & SERVICE PAYMENT	\$ 41,172	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.
202-55-55110-341 CHILDREN'S/YA SERVICES	\$ 5,000	Used for storytimes, program supplies, and performers. Increase from 2016 based on demand and need; we held over 400 programs in 2016.
202-55-55110-3505 EQUIPMENT MAINT/REPAIR	\$ 10,000	Based on expenses in 2016 and anticipated repair of equipment.
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	\$10,000	Based on expenses in 2015 and anticipated repair of equipment.
202-55-55110-390 OTHER SUPPLIES/EXPENSES	\$ -0-	
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.
202-55-55110-811 ADULT BOOKS	\$ 17,000	Fiction and non-fiction.
202-55-55110-812 CHILDREN'S BOOKS	\$ 10,250	

ACCOUNT	AMOUNT	DESCRIPTION
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	\$ 3,666	Monona contributes to the statewide contract to provide electronic books for all state residents.
202-55-55110-819 VENDING MACHINE EXPENSE	\$3,600	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.

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
---	COMMUNITY CENTER								
---	REVENUES								
204-46-41110-000	140,752	144,843	140,038	142,270	142,270	142,270	143,786	143,786	143,786
204-46-46740-100	28,135	32,475	36,077	14,989	40,000	33,000	35,000	35,000	35,000
204-46-46740-120	44	147	238	145	250	500	500	500	500
204-46-46740-200	441	355	-	-	1,000	500	500	500	500
204-46-46740-300	-	-	36	-	-	100	100	100	100
204-46-49210-000	-	-	-	2,190	-	-	-	-	-
---	169,372	177,820	176,389	159,594	183,520	176,370	179,886	179,886	179,886
---	EXPENDITURES								
204-55-55140-110	89,558	91,907	93,836	48,509	89,000	87,445	90,704	90,704	90,704
204-55-55140-112	796	738	741	341	750	850	800	800	800
204-55-55140-114	-	4,758	3,945	-	-	-	-	-	-
204-55-55140-120	4,056	3,663	3,866	3,911	5,500	4,500	4,200	4,200	4,200
204-55-55140-130	6,894	7,444	7,462	3,915	7,287	7,099	7,321	7,321	7,321
204-55-55140-131	6,451	6,365	6,365	3,329	6,287	6,124	6,508	6,508	6,508
204-55-55140-132	29	32	35	20	35	125	125	125	125
204-55-55140-133	17,221	19,354	20,903	11,356	23,508	18,777	18,178	18,178	18,178
204-55-55140-134	50	471	460	330	500	500	500	500	500
204-55-55140-137	249	253	158	80	250	250	250	250	250
204-55-55140-220	28,695	29,738	29,123	11,683	29,000	28,000	28,000	28,000	28,000
204-55-55140-221	2,830	2,577	1,934	924	3,500	3,500	3,500	3,500	3,500
204-55-55140-222	2,684	1,705	2,520	1,213	3,000	3,000	3,000	3,000	3,000
204-55-55140-240	6,079	8,167	7,358	4,170	8,200	8,000	8,000	8,000	8,000
204-55-55140-310	1,062	866	462	581	1,300	1,300	1,300	1,300	1,300
204-55-55140-344	2,057	3,719	3,538	1,642	3,500	2,500	3,500	3,500	3,500
204-55-55140-350	2,007	-	240	-	-	-	-	-	-
204-55-55140-351	2,769	6,931	5,137	4,111	7,200	4,000	4,000	4,000	4,000
204-55-55140-352	545	-	-	-	-	400	-	-	-
---	174,032	\$188,688	188,083	96,115	188,816	176,370	179,886	179,886	179,886
---	CURRENT YEAR								
---					PROPOSED	DIFFERENCE			
---	PERSONNEL		124,920		127,836	2%			
---	NON-PERSONNEL		51,450		52,050	1%			
---	TOTAL		176,370		179,886	2%			

**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 Recreation Department 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 2016:

1. Renovated bar room into a storage facility in order to have more round tables for events.
2. Hosted community Lil' Badger consignment sales, multiple city special events, and non-profit fundraisers and programs.

2017 SIGNIFICANT CHANGES:

1. Finalize new agreement for bar services.
2. Update user policies.

COMMUNITY RECREATION SERVICES - COMMUNITY CENTER

ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 143,786	Amount needed to subsidize Community Center.
204-46-46740-100 COM. CENTER RENTAL FEES	\$ 35,000	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	\$ 90,704	Park and Recreation Director (46%) Administrative Assistant (50%) Maintenance Worker 2 (100%) Lead Maintenance Worker (20%) Aquatic Director/Recreation 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	\$ 800	\$0.50 per hour increase for working nights and weekends
204-55-55140-117 LONGEVITY	\$ -0-	
204-55-55140-120 OVERTIME	\$ 4,200	Overtime is paid for all hours over 8 hours per day for Maintenance Worker 2 and Lead Maintenance Worker.
204-55-55140-130 FICA	\$ 7,321	Social Security at 7.65%.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55140-131 WISCONSIN RETIREMENT	\$ 6,508	City share at 6.8%
204-55-55140-132 LIFE AND DISABILITY INSURANCE	\$ 125	City share of premiums.
204-55-55140-133 HEALTH INSURANCE	\$ 18,178	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 Aquatic Director/Rec. 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 actual and projected. Reduction in usage/cost due to new air handler and thermostats.
204-55-55140-221 TELEPHONE	\$ 3,500	Regular phone lines include Senior Center main phone, Community Center fax machine and 2 lines for the fire alarm system. Also includes cell phones for Director, Aquatic Director/Rec Supervisor, and Maintenance II worker.
204-55-55140-222 WATER AND SEWER UTILITIES	\$ 3,000	Water and sewer charges based on actual and 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 – 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	\$ 3,500	Includes cleaning supplies, paper products, small equipment as needed.
204-55-55140-350 EQUIPMENT MAINT/REPAIR	\$ -0-	Expense moved to Building Maintenance/Repair
204-55-55140-351 BUILDING MAINT/REPAIR	\$ 4,000	Repair and maintenance costs to the community center including grounds.

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
---	RECREATION								
---	REVENUES								
204-46-41110-000	37,660	41,627	41,656	53,401	53,401	53,401	58,301	58,301	54,301
204-46-46720-200	48,704	69,479	61,216	20,242	60,000	74,000	65,000	65,000	65,000
204-46-46720-210	13,026	16,059	14,940	16,680	26,000	22,000	22,000	22,000	22,000
204-46-46720-220	23,153	18,844	17,704	16,511	17,381	22,000	20,000	20,000	20,000
204-46-46720-230	6,734	-	2,100	-	-	-	-	-	-
204-46-46720-260	14,635	13,072	7,988	310	2,000	9,000	1,500	1,500	1,500
204-46-46720-241	1,152	1,314	1,611	1,006	1,700	1,700	1,700	1,700	1,700
204-46-46720-250	390	1,500	240	-	2,284	1,800	2,200	2,200	2,200
204-46-46720-251	2,888	7,626	7,843	4,253	13,000	15,000	20,000	20,000	20,000
204-46-46720-252	12,805	19,076	24,165	6,484	19,000	19,000	19,000	19,000	19,000
204-46-49210-000	-	-	-	-	-	-	-	-	-
---	\$161,147	\$188,597	179,463	118,887	194,766	217,901	209,701	209,701	205,701
---	EXPENDITURES								
204-55-55300-110	33,330	39,321	42,556	23,800	45,230	45,253	49,385	49,385	49,385
204-55-55300-119	53,473	52,377	50,352	22,235	50,000	69,000	59,000	59,000	59,000
204-55-55300-130	5,931	6,510	6,348	3,162	7,285	8,740	8,291	8,291	8,291
204-55-55300-131	597	2,170	2,159	1,144	3,076	2,987	3,358	3,358	3,358
204-55-55300-132	5	6	6	3	4	50	50	50	50
204-55-55300-133	6,031	6,447	6,941	3,635	7,270	7,271	7,016	7,016	7,016
204-55-55300-134	551	1,892	1,015	856	1,000	1,000	1,000	1,000	1,000
204-55-55300-214	11,037	9,620	8,254	2,027	4,952	8,000	1,000	1,000	1,000
204-55-55300-340	18,336	19,221	18,676	6,929	16,000	23,000	23,000	23,000	20,000
204-55-55300-341	12,269	10,854	7,865	6,283	8,500	12,000	12,000	12,000	11,000
204-55-55300-342	1,504	1,475	2,080	1,258	5,000	1,600	1,600	1,600	1,600
204-55-55300-345	-	-	1,000	331	-	-	-	-	-
204-55-55300-346	7,546	9,614	10,076	5,850	14,000	9,000	9,000	9,000	9,000
204-55-55300-347	8,028	7,609	11,510	6,975	13,000	11,000	16,000	16,000	16,000
204-55-55300-348	15,285	21,072	23,262	4,852	19,000	19,000	19,000	19,000	19,000
204-55-55300-370	1,024	1,266	932	506	1,000	-	-	-	-
---	\$174,947	\$189,454	193,032	89,846	195,317	217,901	209,701	209,701	205,701
---	CURRENT YEAR								
---	PERSONNEL								
---	NON-PERSONNEL								
---	TOTAL								
---			133,301		127,101	-5%			
---			84,600		78,600	-7%			
---			217,901		205,701	-6%			

**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, 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 maintaining 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 2016:

1. Coordinated with multiple organizations to produce the Candelit Snowshoe Hike, which attracted over 1,500 people.
2. Successfully completed a third year of organized multiple special events (Hoot Hoot Hustle, MGBMA Chili Cook-Off, Madison/Monona Lioness Craft Fair, and Monona Pie Party) into one Monona Fall Festival weekend. 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. Developed a facility usage agreement with Monona Adult Softball Association and handled player registrations to help with program.
5. Offered ice skate/snowshoe rental and concessions at Dream Park Shelter for skating on the lagoon for the winter season.
6. Hosted NFL Flag Football tournament with over 20 teams from various communities.

2017 SIGNIFICANT PROGRAM CHANGES:

1. 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.
2. Increased programming for “Boomer” generation with the formation of a Pickle Ball & Bocce Ball League.

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

RECREATION REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 54,301	Amount needed to subsidize recreation programs.
204-46-46720-200 YOUTH RECREATION PROGRAM FEES	\$ 65,000	This includes all fees charged for youth recreation programs. Also includes gross concession revenue from Lottes Park and 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	\$ 20,000	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	\$ 1,500	Revenue for 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	\$ 2,200	Canoe/kayak rental fees from Lottes, Frostwoods Beach and Schluter Beach parks.
PARK FIELD RENTAL	\$20,000	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	\$ 49,385	27% of Park & Rec. Director salary 20% of Administrative Assistant 35% of Aquatic Director/Rec. Supervisor 50% of Administrative Assistant
204-55-5530-119 WAGES, PART-TIME	\$ 59,000	<p>Youth Recreation: \$42,200 Youth Dance – \$4,000 Youth Baseball – \$5,000 Flag Football – \$1,000 Youth Soccer – \$1,500 Youth Basketball – \$3,800 Summer Rec. Staff – \$16,700 Fall/Spring Youth Rec. Staff – \$2,500 Winter Youth Rec. Staff – \$2,000 Special Events Staff – \$3,000 Lottes Concession Staff – \$3,000</p> <p>Adult Recreation: \$16,800 Yoga – \$6,500 Zumba – \$1,500 Other Adult Fitness – \$4,000 Ball Diamond Groomer – \$4,800</p>
204-55-55300-130 FICA	\$ 8,291	Social Security at 7.65%
204-55-55300-131 WISCONSIN RETIREMENT	\$ 3,358	Wisconsin Retirement at 6.8%
204-55-55300-132 LIFE AND DISABILITY INSURANCE	\$ 50	City share of premiums
204-55-55300-133 HEALTH INSURANCE	\$ 7,016	27% of P&R Director's coverage 35% of Aquatic Dir./Rec. 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	\$ 1,000	Expenses for contracted recreation programs
204-55-55300-312 POSTAGE	\$ -0-	Postage for all recreation programs
204-55-55300-340 YOUTH RECREATION EXPENSES	\$ 20,000	<p>Summer Program equipment ,supply, marketing costs: \$10,000</p> <p>Fall/Winter/Spring Program equipment/supply/ marketing costs: \$10,000</p> <p>Also includes concession expenses for Lottes Park and Dream Park Ice Skating</p>

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55300-341 YOUTH BASEBALL/SOFTBALL PROGRAM	\$ 11,000	Equipment and uniform expense: Uniforms/t-shirts/hats – \$7,500 Equipment/balls – \$3,500
204-55-55300-342 ADULT RECREATION EXPENSES	\$ 1,600	Bus expense 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	\$16,000	\$10,000 – topdressing athletic fields \$3,000 – field lining material \$1,000 – baseball diamond mix \$2,000 – 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

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
---	SENIOR CENTER								
---	REVENUES								
204-46-41110-000	-	-	-	175,425	175,425	175,425	179,333	179,333	179,333
204-46-43570-000	4,468	3,961	3,761	979	3,861	3,861	3,888	3,888	3,888
204-46-46710-200	-	-	-	739	-	-	-	-	-
204-46-46710-300	11,549	9,822	10,195	5,665	10,100	10,000	10,000	10,000	10,000
204-46-46710-400	1,600	1,600	1,600	1,800	1,800	1,600	1,600	1,600	1,600
204-46-49210-000	-	-	-	-	-	-	-	-	-
---	17,617	\$15,383	15,556	184,608	191,186	190,886	194,821	194,821	194,821
---	EXPENDITURES								
204-55-55310-110	64,650	65,985	68,459	35,120	68,940	68,940	70,664	70,664	70,664
204-55-55310-119	27,569	26,702	27,757	14,960	29,920	28,001	28,701	28,701	28,701
204-55-55310-130	7,464	7,528	7,830	3,765	7,563	7,416	7,601	7,601	7,601
204-55-55310-131	6,488	6,800	6,944	3,404	6,525	3,252	6,757	6,757	6,757
204-55-55310-132	23	27	51	22	20	110	110	110	110
204-55-55310-133	5,553	5,926	6,346	1,626	3,252	6,678	3,272	3,272	3,272
204-55-55310-134	680	332	584	437	1,085	1,500	1,500	1,500	1,500
204-55-55310-214	40,243	41,450	42,693	18,750	45,000	45,000	45,900	45,900	45,900
204-55-55310-310	1,463	1,724	2,080	1,071	1,700	1,700	1,700	1,700	1,700
204-55-55310-340	9,393	12,321	10,510	3,631	9,100	9,100	9,100	9,100	9,100
204-55-55310-347	-	-	1,500	-	1,900	1,900	1,900	1,900	1,900
204-55-55310-341	-	-	102	-	-	-	-	-	-
204-55-55310-342	5,089	5,377	5,420	2,007	5,800	5,800	6,100	6,100	6,100
204-55-55310-343	3,595	4,291	4,059	1,392	3,861	3,861	3,888	3,888	3,888
204-55-55310-344	-	-	(3)	(1)	-	-	-	-	-
204-55-55310-345	5,813	7,883	7,345	2,553	7,628	7,628	7,628	7,628	7,628
---	\$178,023	\$186,346	191,677	88,737	192,294	190,886	194,821	194,821	194,821
---	CURRENT YEAR								
---					PROPOSED	DIFFERENCE			
---	PERSONNEL		114,397		117,105	2%			
---	NON-PERSONNEL		76,489		77,716	2%			
---	TOTAL		190,886		194,821	2%			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Rec. Service
Senior Services
204**

MISSION OF DEPARTMENT:

The mission of the Monona Senior Center is to provide those age 50 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 2017:

1. **INCREASED USE OF SENIOR CENTER FOR OUTSIDE GROUPS:** Due to the increased number of outside groups using all rooms in the Community Center for special community events, the Senior Center days of use are diminishing. Currently, the Senior Center cancels programs for the Lil' Badger Consignment Sale four days annually and the Holiday House Bazaar two days annually. Although we appreciate the generous donations they give to our department in appreciation, and we try hard to make this an opportunity for staff development, it is still a challenge to notify participants, re-schedule and re-locate activities. In the next two years, with the All-City Dive and Swim meets coming to Monona, we anticipate there will be more cancelled program days ahead. Staff will be creative in an effort to keep participants active and engaged.
2. **SPACE LIMITATIONS:** With growing numbers of participants, we continue to struggle with space. We have become more creative with where we program. This fall, we are offering walking and Pickleball as program options for those 50 and better. The Recreation Department offered these classes in the summer and to keep the activity going, we, with the support of the Rec. Dept. for the use of equipment and the tennis courts, are encouraging open play of Pickleball and offer a meeting space for groups to gather to form a walking group. Programming beyond our walls may help us offer some of what we have not been able to before.
3. **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, attended by over 1,000 participants, which was 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 as well as many other speakers and entertainers beyond what our budget will allow.

In addition, the Friends Group pays the City of Monona over \$1,000 from membership dues to offset the operating budget. The 2017 Committee budget offers an option to discontinue this practice. Currently, from each \$8 annual membership, \$2 goes back to the City and from each \$10 non-resident membership, \$4 goes back to the City. In coming years, the number of memberships may diminish as the greatest attraction to the membership is the monthly newsletter being mailed to their homes. As more retirees go to the internet for information, these memberships will decline and we may not be able to rely on them for the budget.

4. **MONONA AREA DEMENTIA FRIENDLY COMMUNITY COALITION:** Our coalition came together because we want Monona to be a great place to grow old for everyone...including people who live with dementia and their caregivers. We will be connecting with local businesses and service providers to engage in conversations about dementia so we can better understand and care for our neighbors living with this disease. Our goal is to encourage practices of hospitality and inclusion to those affected by dementia by promoting acceptance and engagement in our community. To date, eight businesses have been through the Dementia friendly training and we have plans to train more in coming months. Besides the kick-off event held in spring, there is a series of four educational sessions as well as memory screenings being offered at the Monona Public Library this fall in an effort to meet the needs of family and caregivers of those with dementia.

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:** Increase intergenerational opportunities by collaborating with area schools to bring the generations we serve together. **Objective:** Provide at least two additional intergenerational opportunities in 2017.
- **Goal:** Develop ways to better tell the success story of the Monona Senior Center. **Objective:** Work with statistics, evaluation and testimonials to develop the Monona Senior Center "story." This tool can be used for grant funding, sponsorship and recruitment of quality leadership.
- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community. **Objective:** Enhance evaluation of programs and services provided by Monona Senior Center to identify areas where improvements can be made. (Ongoing/2017).

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

- EMMCA is requesting a 2% increase (\$900) in their Contract Senior Services budget line to allow for staff salary increases and 5% increase (\$300) in Home Chore for the coordinator's salary increase as well as to support funds for cleaning services.
- The 2017 Committee Budget is proposing decreasing revenue from program fees to \$9,500 while decreasing expenses for professional development by \$500. This will allow us to discontinue the payment from the Friends, and the Senior Center will do their best to bring in the extra \$500.

ANALYSIS OF PROPOSED BUDGETS:

2017 Department Budget: The proposed budget will allow us to meet the current needs of the senior community.

2017 Committee Budget: The 2017 Committee Budget is proposing decreasing revenue from program fees to \$9,500 while decreasing expenses for professional development by \$500. This will allow us to discontinue the payment from the Friends and the Senior Center will do their best to bring in the extra \$500.

GOAL ACHIEVEMENTS IN 2016:

- **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: With the efforts of the Monona Area Dementia Friendly Community Coalition, eight businesses have been trained, including the City of Monona's Fire Department, Senior Center, Library and summer pool staff. We have coordinated a "kick-off" event to introduce the community to our efforts, and we're offering a series of informational presentations this fall for caregivers and family members of those with dementia.
- **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: Although we have an amazing volunteer staff, we do not have the capacity to cover more hours with volunteers at the reception desk. Volunteer management is a time consuming, yet rewarding, part of our jobs at the Senior Center. The more volunteer shifts you have, the more you have to cover when a volunteer is absent. We have requested that a few volunteers come in early or stay a little later during transitions that are particularly busy. This has been helpful.

- **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: Diane Mikelbank has started attending Elderly Services Network meetings quarterly, where the Senior Center can network with others who work with seniors. At each meeting, we are given an opportunity to give an update on our Center to other professionals. We have worked with all senior housing facilities in Monona to distribute Welcome Packets to all new residents to those buildings. This has been a great opportunity for us to get our newsletter in the hands of those new to Monona as well as so many other valuable resources to assist them in finding services and socialization in Monona.

EXPLANATION OF SENIOR CENTER BUDGET INCREASES:

204-55-55310-110	Senior Center Personnel	Increase of \$2,424	2.5% ↑
204-55-55310-214	Contracted Senior Services	Increase of \$900	2% ↑
204-55-55310-342	Home Chore	Increase of \$300	5.2%↑

SENIOR SERVICES 2017
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 179,333	Amount needed to subsidize Senior Center
204-46-43570-000 CULTURE/RECREATION GRANT	\$ 3,888	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	\$ 70,664	Senior Center Director's salary
204-55-55310-119 WAGES, PART-TIME	\$ 28,701	Includes 988 hours (19 hours/week) for two (2) project assistants, Lori Chapman at \$15.39 per hour and Diane Wipperfurth at \$13.65 per hour.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55310-130 FICA	\$ 7,601	Social Security at 7.6%
204-55-55310-131 WISCONSIN RETIREMENT	\$ 6,757	Wisconsin Retirement at 6.8%
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 3,272	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	\$ 45,900	Case management services with 2% wage increase for case managers.
204-55-55310-310 OFFICE SUPPLIES	\$ 1,700	Copy machine service contract \$279, printer ink, paper and other office supplies.
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)	\$ 6,100	Request from Coalition for coordination of home chore services.
204-55-55310-343 TRANSPORTATION	\$ 3,888	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 \$3,215, mileage reimbursement for volunteer drivers at \$3,064 and office expenses

**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 focused on 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 2016:

1. No major critical incidents or accidents at the pool.
2. Coordinated two Flick 'N' Floats, added Friday Fun Days to the event calendar and continued to offer birthday party packages during open swim.
3. Increased participation in Aqua Zumba and Aqua Yoga classes during adult lap swim. By not charging for additional classes, this adds value to the season pass.
4. Opened 83 days out of the 85-day operating season.

2017 SIGNIFICANT PROGRAM CHANGES:

1. We will be hosting the All-City Dive Meet for three days at the end of July. This will be a great opportunity to showcase the pool and Monona community.

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	\$ 91,807	Amount needed to subsidize pool operations.
204-46-46730-100 SEASON PASS SALES	\$ 47,000	\$115 – Monona Family (up to 5 members) \$190 – Non-Resident Family (up to 5 members) \$25 – Additional Family Member (\$10) – Family early sign-up discount by May 5th \$60 – Monona Individual \$100 – Non-Resident Individual \$45 – Monona Senior (62 and older) \$55 – Non-Resident Senior (62 and older) (\$5) – Individual early sign-up discount by May 5th
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 – Adult Monona Resident \$5.00 – Adult Non-Resident \$3.00 – Youth/Senior \$2.00 – Night Swim (Res & Non-Res), M-F, 7-9 pm
204-46-46730-120 CONCESSIONS	\$ 24,000	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/ hour for Monona residents and \$125/hour for non-residents; extra guard charge \$15/hour; swim team payment of \$55/swimmer
204-46-46730-140 SWIMMING LESSONS	\$ 43,000	Monona residents – \$43.00 Non-residents – \$58.00 Average 900–1,000 kids in swim lessons
204-46-46730-450 ADVERTISING/PROMOTIONS	\$ 2,000	Provide marketing opportunities for local businesses; promote/advertise in locker rooms and exit doors. \$100 for 2 signs (men’s/women’s locker rooms) for 1 pool season. Also provide for no more than 16 signs on the pool deck – \$250 per sign with a 3-year commitment

POOL EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-110 ADMINISTRATIVE SALARIES	\$ 56,024	27% of Park and Recreation Director Salary 50% of Aquatic Director/Rec Supervisor 30% of Administrative Assistant 15% of Bldg. Grounds Maintenance 25% of Administrative Assistant
204-55-55420-111 OTHER PERSONNEL SERVICES	\$ 1,000	DPW crew time spent at the pool opening and closing mechanicals. Monitoring during season now done by administrative staff
204-55-55420-112 SHIFT DIFFERENTIAL	\$ -0-	\$0.50 per hour increase in wages for staff members teaching swim lessons. <i>*moved to part-time wages</i>
204-55-55420-118 WAGES, PART-TIME Swim Lessons	\$15,000	Swim Lesson Instructors (30) 1,150 Hours x \$13.00 = \$15,000
204-55-55420-119 WAGES, PART-TIME	\$ 109,000	Pool Staff Wages: Head Guards (3) 1,500 Hours x \$13.00 avg = \$19,500 Lifeguards (35) 7,500 Hours x \$9.25 avg = \$69,375 Aquatic Attendant Staff (15) 2,000 Hours x \$8.00 avg = \$16,000 Pool Cleaning 350 Hours x \$12.00 avg = \$4,200 Based on 2015 & 2016 actual hours and 2017 projected wages.
204-55-55420-120 OVERTIME	\$ 2,200	150 hours overtime allocated per child labor laws. Overtime worked in emergency situations by DPW.
204-55-55420-130 FICA	\$ 13,848	Social Security at 7.65%.
204-55-55420-131 WISCONSIN RETIREMENT	\$ 3,878	Wisconsin Retirement at 6.8%
204-55-55420-132 LIFE AND DISABILITY INSURANCE	\$ 92	City share of premiums
204-55-55420-133 HEALTH INSURANCE	\$ 9,015	25% of Director's insurance coverage 50% of Aquatic Director/Rec. Supervisor coverage and Parks/DPW crew on a prorated basis.
204-55-55420-134 PROFESSIONAL DEVELOPMENT	\$2,500	Professional development for Director, Aquatic Director/Rec. Supervisor and DPW for pool operation trainings and management training. Includes funding for LGI certification of head lifeguards.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-220 GAS AND ELECTRIC UTILITIES	\$ 19,000	Gas pool heater, gas shower heater, and electrical for all pool operations. Based on 2016 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 Lifeguard 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	\$ -0-	Expense moved to Equipment Maintenance & Repair
204-55-55420-100 TRANSFER TO GENERAL FUND	\$ -0-	

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET	
---	AMBULANCE									
---	REVENUES									
205-41-41110-000	131,314	135,557	135,557	143,821	143,821	143,821	204,767	204,767	157,483	
205-43-43520-000	5,222	5,047	5,317	(1,317)	5,804	5,000	5,800	5,800	5,800	
205-46-46230-000	321,625	338,396	344,110	185,256	360,000	350,000	365,000	365,000	365,000	
205-49-49300-000	-	-	-	-	-	-	-	-	35,000	
---	458,161	\$479,000	484,984	327,760	509,625	498,821	575,567	575,567	563,283	
---	EXPENSES									
205-52-52300-110	210,031	215,356	224,156	137,264	280,268	285,999	325,909	325,909	299,426	
205-52-52300-118	6,363	5,817	6,165	1,022	6,500	6,500	6,500	6,500	6,500	
205-52-52300-119	4,652	7,486	20,928	4,371	4,500	6,000	4,500	4,500	4,500	
205-52-52300-120	26,864	26,265	26,965	9,507	19,450	17,500	20,000	20,000	20,000	
205-52-52300-130	19,443	19,967	22,253	11,874	23,770	24,174	27,304	27,304	25,278	
205-52-52300-131	34,743	31,911	24,958	14,227	29,487	29,988	38,546	38,546	35,686	
205-52-52300-132	110	69	73	38	100	700	100	100	100	
205-52-52300-133	43,791	48,091	36,897	17,307	39,914	43,930	59,658	59,658	44,743	
205-52-52300-134	10,234	13,168	8,676	3,795	10,000	10,000	11,000	11,000	11,000	
205-52-52300-137	1,623	2,576	2,512	1,199	2,900	2,900	3,600	3,600	3,600	
205-52-52300-140	4,357	8,945	4,965	1,065	2,130	6,000	2,500	2,500	2,500	
205-52-52300-150	1,838	-	3,317	-	-	1,600	1,600	1,600	1,600	
205-52-52300-221	1,204	1,017	797	762	1,524	1,000	1,000	1,000	1,000	
205-52-52300-240	22,186	25,562	26,518	14,408	28,000	25,000	28,000	28,000	28,000	
205-52-52300-310	248	226	220	-	200	250	250	250	250	
205-52-52300-340	20,425	16,862	18,214	11,948	18,000	16,500	18,000	18,000	18,000	
205-52-52300-341	135	125	575	150	575	500	2,600	2,600	2,600	
205-52-52300-372	5,345	10,475	315	3,032	6,064	8,180	9,500	9,500	9,500	
205-52-52300-350	3,434	2,913	6,162	1,999	3,998	3,500	4,000	4,000	4,000	
205-52-52300-370	5,507	6,559	4,215	1,632	3,264	5,000	6,000	6,000	5,000	
205-52-52300-810	7,575	604	1,240	133	1,600	1,600	3,000	3,000	3,000	
205-52-57300-810	644	-	-	-	-	-	-	-	-	
205-52-59210-100	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000	37,000	
---	\$ 432,752	\$445,994	442,121	235,733	\$ 484,244	498,821	\$ 575,567	\$ 575,567	563,283	
---						CURRENT				
---						YEAR				
---						414,791				
---						84,030				
---						498,821				
---						PROPOSED				
---						436,233	5%			
---						127,050	51%			
---						563,283	13%			
---						DIFFERENCE				

**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 person. 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 2016 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.

2017 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2017 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 2016:

2016 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.	One additional career member has been hired bringing the total career FF/Paramedics to 8; we are hopeful to add a position in 2017 to bring the total number up to 9 allowing for 2 FF/P on the ambulance and 1 FF/P on the engine on a daily basis.

AMBULANCE
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
205-41-41110-000 GENERAL PROPERTY TAXES	\$ 157,483	Amount needed to support the ambulance fund.
205-43-43520-000 PUBLIC SAFETY AIDS	\$ 5,800	Aid from the State
205-43-43520-000 AMBULANCE FEE	\$ 365,000	Based on 2016 monthly revenue of \$30,800
205-48-49100-100 FUND BALANCE APPLIED	\$ 35,000	

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
205-52-52300-110 WAGES FULL-TIME	\$ 299,426	Includes 50% of wages for full-time Fire Chief/EMS Director and 9 full-time FF/Paramedics. Remainder covered under Fire budget account 100-52-5220-110.

ACCOUNT	AMOUNT	DESCRIPTION
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	\$ 4,500	Covers wages for 1 volunteer assistant fire chief in charge of EMS.
205-52-52300-120 OVERTIME	\$ 20,000	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	\$ 25,278	Social Security at 7.65%.
205-52-52300-131 WISCONSIN RETIREMENT	\$ 35,686	Relates to retirement contributions for 50% of staff earnings (remainder in Fire budget) at 17.1%. Employees pay their share of the WRS contribution.
205-52-52300-132 LIFE & DISABILITY INSURANCE	\$ 100	50% of total cost (remainder in Fire budget). Reduced based on previous budget years.
205-52-52300-133 HEALTH INSURANCE	\$ 44,743	This account provides half of the premiums for full-time staff (see Fire Dept.)
205-52-52300-134 PROFESSIONAL DEVELOPMENT	\$ 11,000	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	\$ 3,600	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 1 career staff
205-52-5230-140 EMS STIPEND	\$ 2,500	EMT stipend for 60 12-hr shifts, EMT-B \$30/shift, EMT-I \$35/shift, EMT-P \$45/shift.
205-52-5230-150 PHYSICAL EXAMINATIONS	\$ 1,600	Complete physicals are required for new members. Average cost around \$400 each.
205-52-5230-221 TELEPHONE	\$ 1,000	Based on past usage.

ACCOUNT	AMOUNT	DESCRIPTION
204-52-57300-240 SERVICE CONTRACT	\$ 28,000	EMS Billing. Based on 7% of EMS revenue
205-52-52300-310 OFFICE SUPPLIES	\$250	Covers printer ink, pens and other needed office supplies
205-52-52300-340 EMS SUPPLIES	\$ 18,000	Includes drugs administered under advanced skills, training and certification. Increase includes a 6% cost increase from vendors.
205-52-52300-341 DUES AND SUBSCRIPTIONS	\$ 2,600	Include professional organization dues, used for organizations such as WEMSA, Journal for Emergency Medicine and Physicians' Desk Reference. Also included is the new scheduling program.
205-52-52300-372 EMS INTERN PROGRAM	\$ 9,500	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	\$ 4,000	Decrease based on past years' history
205-52-52300-370 FUELS & ADDITIVES	\$ 5,000	Based on the average use of 2,300 gal @ \$2.25/gal
205-52-52300-810 EMS EQUIPMENT	\$ 3,000	Includes replacement of broken or worn out, non-disposable equipment. The increase is to purchase new Lucas Machine batteries moved from the capital budget.
205-52-59210-100 TRANSFER TO GENERAL FUND	\$ 37,000	

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
---	TIF DISTRICT NO. 5 CAPITAL PROJECTS								
---	REVENUES								
408-41-41120-000	242,589	351,271	337,731	317,752	317,752	350,000	348,310	348,310	345,630
408-43-43600-000	585	268	372	-	891	370	400	400	400
408-48-48900-000	-	-	-	-	-	-	-	-	-
408-49-49100-000	-	-	-	-	-	-	-	-	-
408-49-49100-100	103,799	171,186	157,721	-	303,656	329,862	827,997	827,997	821,573
408-49-49300-000	-	-	-	-	-	-	-	-	-
---	346,973	522,725	495,824.00	317,752.00	622,299	680,232	1,176,707	1,176,707	1,167,603
---	EXPENDITURES								
---	PROFESSIONAL SERVICES								
408-57-57130-213	1,468	150	150	150	-	-	-	-	-
408-57-57130-210	325	-	-	-	-	-	-	-	-
408-58-58100-610	9,529,365	100,000	151,937	250,000	151,936	151,936	151,937	151,937	151,937
408-58-58200-620	353,029	351,394	433,071	298,201	430,553	430,553	427,903	427,903	427,903
408-58-58200-690	84,228	-	-	-	-	-	-	-	-
408-59-59900-900	-	-	-	-	-	-	-	-	-
---	9,968,415	451,544	585,158	548,351	582,489	582,489	579,840	579,840	579,840
---	TOTAL								

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
TIF DISTRICT NO. 6 CAPITAL PROJECTS									
---	REVENUES								
409-41-41120-000	646,311	700,115	712,202	614,343	614,343	700,000	661,631	661,631	656,540
409-43-43600-000	14,126	10,070	8,921	-	7,877	9,000	8,000	8,000	8,000
409-48-48900-000	-	7,800	-	-	-	-	-	-	-
409-49-49100-000	-	550,000	-	-	-	-	-	-	-
409-49-49300-000	-	-	-	-	-	-	-	-	-
	<u>660,437</u>	<u>1,267,985.00</u>	<u>721,123</u>	<u>614,343</u>	<u>622,220</u>	<u>709,000</u>	<u>669,631</u>	<u>669,631</u>	<u>664,540</u>
409-57-57130-210	7,081	-	-	-	-	-	-	-	-
409-57-57130-213	6,624	150	7,541	150	150	10,000	10,000	10,000	10,000
409-57-57700-836	2,550,000	-	-	-	-	-	-	-	-
409-57-57700-840	-	483,059	(3,145)	-	19,046	-	-	-	-
409-57-57700-841	-	-	-	-	-	-	-	-	43,690
409-58-58100-610	350,000	350,000	435,000	-	435,000	435,000	460,000	460,000	460,000
409-58-58200-620	94,300	87,300	97,850	41,950	83,900	83,900	75,200	75,200	75,200
409-57-57820-621	-	-	-	-	-	-	-	-	-
	<u>3,008,005</u>	<u>920,509</u>	<u>537,246</u>	<u>42,100</u>	<u>538,096</u>	<u>528,900</u>	<u>545,200</u>	<u>545,200</u>	<u>588,890</u>
TIF DISTRICT NO. 7 CAPITAL PROJECTS									
---	REVENUES								
410-41-41120-000	-	-	113,999	103,098	103,098	110,000	122,403	122,403	121,461
410-43-43600-000	-	2,532	2,552	-	1,741	2,000	1,800	1,800	1,800
410-40-49100-000	650,000	-	-	-	-	-	-	-	-
410-49-49300-000	-	-	-	-	-	-	-	-	-
	<u>650,000</u>	<u>2,532.00</u>	<u>116,551</u>	<u>103,098</u>	<u>104,839</u>	<u>112,000</u>	<u>124,203</u>	<u>124,203</u>	<u>123,261</u>
410-57-57130-210	10,690	-	-	-	-	-	-	-	-
410-57-57130-213	1,698	150	150	150	150	150	150	150	150
410-57-57700-836	815,000	-	-	-	-	-	-	-	-
410-58-58100-610	-	-	100,000	-	100,000	100,000	100,000	100,000	100,000
410-58-58200-620	-	12,617	15,938	6,969	13,931	13,931	11,938	11,938	11,938
410-57-58200-690	2,526	-	-	-	-	-	-	-	-
	<u>829,914</u>	<u>12,767</u>	<u>116,088</u>	<u>7,119</u>	<u>114,081</u>	<u>114,081</u>	<u>112,088</u>	<u>112,088</u>	<u>112,088</u>

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
TIF DISTRICT NO. 8 CAPITAL PROJECTS									
---	REVENUES								
411-41-41120-000	-	-	31	66,046	66,046	70,000	491,900	491,900	488,204
411-43-43600-000	-	-	-	-	-	-	-	-	-
411-48-48110-100	-	-	-	-	-	-	-	-	-
411-48-48900-000	-	4,751	14,685	-	-	-	-	-	-
411-49-49100-000	-	1,835,000	3,498,000	-	-	-	-	-	-
411-49-49240-100	-	-	143,081	-	-	-	-	-	-
411-49-49300-000	-	-	-	-	-	-	-	-	-
	-	1,839,751.00	3,655,797	66,046	66,046	70,000	491,900	491,900	488,204
411-56-56300-110	-	5,284	13,484	7,490	14,980	-	7,185	7,185	7,185
411-56-56300-130	-	399	1,021	564	1,128	-	550	550	550
411-56-56300-131	-	370	917	494	988	-	489	489	489
411-56-56300-132	-	2	5	2	4	-	10	10	10
411-56-56300-133	-	443	1,041	1,193	2,386	-	751	751	751
411-57-57130-210	20,234	68,721	8,708	7,242	7,242	-	10,000	10,000	10,000
411-57-57130-213	14,996	173,633	8,691	150	150	-	150	150	150
411-56-56700-214	1,576,804	414,188	1,394	7,753	8,004	-	-	-	-
411-57-57330-882	-	-	29,687	3,473	3,473	-	-	-	-
411-57-57700-836	-	-	1,780,000	-	-	-	-	-	-
411-58-58100-610	-	-	1,500,000	-	-	-	3,500	3,500	3,500
411-58-58200-620	-	38,721	48,186	76,139	83,339	83,339	125,308	125,308	125,308
411-58-58200-621	-	-	5,500	-	-	-	-	-	-
	1,612,034	701,761	3,398,634	104,500	121,694	83,339	147,942	147,942	147,942
TIF DISTRICT NO. 9 CAPITAL PROJECTS									
---	REVENUES								
412-41-41120-000	-	-	-	-	-	-	-	-	-
412-48-48900-000	-	-	20,000	4,000	12,000	-	12,000	12,000	12,000
412-49-49100-000	-	-	1,200,000	1,796,850	1,796,850	-	-	-	-
412-49-49240-100	-	-	135,200	-	-	-	-	-	-
412-49-49300-000	-	-	-	-	-	-	203,136	203,136	203,136
	-	-	1,355,200	1,800,850	1,808,850	-	215,136	215,136	215,136
412-56-56300-110	-	-	-	-	-	-	7,984	7,984	7,984
412-56-56300-130	-	-	-	-	-	-	611	611	611
412-56-56300-131	-	-	-	-	-	-	543	543	543
412-56-56300-132	-	-	-	-	-	-	10	10	10
412-56-56300-133	-	-	-	-	-	-	1,383	1,383	1,383
412-57-57130-210	-	-	40,357	10,204	30,000	-	30,000	30,000	30,000
412-57-57130-213	-	-	182,580	62,846	120,000	-	100,000	100,000	100,000
412-56-56700-214	-	-	1,126,763	1,794,855	1,794,855	-	-	-	-
412-57-57700-840	-	-	43,487	3,125	15,000	-	-	-	-
412-58-58200-620	-	-	-	15,654	31,308	-	85,136	85,136	85,136
412-58-58200-621	-	-	5,500	1,000	5,500	-	-	-	-
	-	-	1,398,687	1,887,684	1,996,663	-	215,136	215,136	215,136

**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. The current contract expires at the end of 2016. Prices from the new contract are included in this budget.
2. Recycling collection expenses will decrease by \$4,894.
3. Refuse collection expenses will decrease by \$18,848.
4. Recycling tipping fee will decrease by \$6,700.
5. Recycling revenue rebate is expected to increase by \$1,000 based on current secondary market prices.
6. Yard Waste Disposal will increase by \$4,275 based on price increase for 2017.

GOAL ACHIEVEMENTS IN 2016

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	\$ 258,230	
210-43-43540-000 SANITATION AIDS	\$ 30,000	
210-46-46420-000 REFUSE/GARBAGE COLLECTION FEE	\$ -0-	
210-46-46420-200 RECYCLING & SOLID WASTE CART	\$ -0-	
210-46-46420-210 RECYCLING REBATE PROGRAM	\$ 56,000	Revenue from recyclable material

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
210-53-53620-290 RECYCLING SERVICE	\$ 64,992	Curbside collection service
210-53-53620-295 YARD WASTE DISPOSAL COST	\$ 25,775	Yard waste dumpster hauling service, \$9,000 Yard waste disposal, \$12,675 Leaf collection disposal, \$2,880 Debris disposal, \$1,000 DNR transport fee, \$220
210-53-53620-240 REFUSE COLLECTION COST	\$ 129,984	Curbside collection service
210-53-53620-241 TIPPING FEES	\$ 83,529	Trash disposal expense, based on tonnage
210-53-53620-296 RECYCLING PROCESSING FEE	\$ 39,950	Recycling processing fee, based on tonnage Secondary Materials Pricing membership, \$325
210-53-53620-351 RECYCLING & SOLID WASTE CARTS	\$ -0-	Replacement order, as needed

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/16	2016 YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 Proposed BUDGET
---	STORM WATER UTILITY								
---	REVENUES								
603-43-43100-000	-	-	84,198	45,973	45,973	-	-	-	-
603-43-43100-400	-	184,811	150,538	317,400	317,400	-	-	-	-
603-44-43100-100	5,218	2,018	1,300	818	1,800	2,000	2,000	2,000	2,000
603-46-46300-000	2,115	1,894	1,517	798	1,800	2,000	2,000	2,000	2,000
603-46-46324-000	450,890	450,639	491,256	258,689	517,378	550,000	580,342	580,342	580,342
603-48-48110-000	-	-	10,963	201	2,100	2,000	2,000	2,000	2,000
603-48-48200-000	14,042	2,478	15,805	-	-	-	-	-	-
603-49-49300-000	-	-	-	-	-	-	-	-	-
---	472,265	641,840	755,577	623,879	886,451	556,000	586,342	586,342	586,342
---	EXPENSES								
603-53-53440-110	129,890	131,334	116,810	52,361	123,807	140,132	130,063	130,063	130,063
603-53-53440-118	8,806	5,181	6,758	-	-	-	9,908	9,908	9,908
603-53-53440-119	-	-	14	50	50	-	100	100	100
603-53-53440-120	-	514	241	174	348	-	300	300	300
603-53-53440-130	10,228	10,655	9,403	3,903	9,471	10,720	10,738	10,738	10,738
603-53-53440-131	13,383	9,809	8,384	3,467	8,171	9,249	9,538	9,538	9,538
603-53-53440-132	46	47	45	19	50	300	300	300	300
603-53-53440-133	25,153	33,008	31,378	14,566	35,801	40,615	42,550	42,550	42,550
603-53-53440-134	-	-	-	-	-	-	500	500	500
603-53-53440-212	9,017	7,836	7,231	-	7,000	-	7,500	7,500	7,500
603-53-53440-220	4,667	6,117	5,321	3,138	6,494	8,000	8,000	8,000	8,000
603-53-53440-240	67,618	13,223	3,564	1,806	10,000	5,000	15,000	15,000	15,000
603-53-53440-241	-	33,679	-	-	-	-	-	-	-
603-53-53440-312	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
603-53-53440-320	-	-	-	-	-	-	-	-	-
603-53-53440-340	365	382	1,044	14	2,000	1,400	1,400	1,400	1,400
603-53-53440-351	10,885	3,717	5,146	1,222	8,000	8,000	8,000	8,000	8,000
603-53-53440-352	-	2,938	2,232	-	1,975	2,650	2,000	2,000	2,000
603-53-53440-370	11,521	5,347	828	221	1,000	5,550	1,100	1,100	1,100
603-53-53440-390	8,801	10,086	4,541	358	6,700	10,090	7,500	7,500	7,500
603-53-53440-391	-	-	-	-	-	-	25,000	25,000	25,000
603-53-53440-392	11,323	3,359	16,238	13,700	13,830	13,200	6,000	6,000	6,000
603-53-53440-393	-	170,602	10,563	-	-	-	-	-	-
603-53-53440-394	-	-	-	-	-	-	-	-	-
603-53-53440-395	-	-	-	-	-	-	-	-	-
603-53-53440-540	176,439	185,947	185,553	-	190,000	190,000	190,000	190,000	190,000
603-53-53440-700	-	-	-	-	-	-	-	-	-
603-53-53440-710	22,909	21,938	20,259	7,896	20,800	20,875	23,000	23,000	23,000
603-58-58100-610	-	-	-	-	-	-	-	-	-
603-58-58100-611	54,854	57,560	70,740	35,938	71,335	71,335	68,044	68,044	68,044
603-58-58100-612	10,633	5,040	14,700	-	10,000	-	10,000	10,000	10,000
603-58-58100-613	9,669	6,817	3,847	-	3,800	-	3,800	3,800	3,800
603-58-58100-614	(976)	-	(4,489)	-	(4,400)	-	(4,000)	(4,000)	(4,000)
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	-	-	-	-	-	-	-	-	-
---	595,231	\$735,136	528,351	138,833	536,232	547,116	586,342	586,342	586,342
---	CURRENT YEAR								
---	PERSONNEL								
---	NON-PERSONNEL								
---	TOTAL								
			201,016		203,498	1%			
			346,100		382,844	11%			
			547,116		586,342	7%			

**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. Establish a storm sewer main televising program to determine areas that need repair.
3. Utilize slip lining of storm sewer mains as a more cost-effective approach than replacement.
4. Upgrade utility infrastructure mapping and recordkeeping.
5. Clean storm water basins, lift station wet wells, and catch basins on a frequency that minimizes the impact of sediment and debris on the receiving waters.
6. Complete storm water outfall repairs and maintain sediment levels at the outfalls.

SIGNIFICANT PROGRAM CHANGES:

1. Established new line item in the amount of \$10,000 to complete a storm main televising program.
2. GIS Mapping line item decreased by \$2,590 due to reduced expenses.
3. Fuels & Additives line item decreased by \$4,400 based on lower fuel costs.
4. Adaptive Management line item was added in the amount of \$25,000. This is a new line item and will be in the budget for the next 20 years. Our expense will be updated approximately every three years, which is based on SLAMM data.
5. NR 216 expenses decreased by \$7,200 due to the elimination of the Adaptive Management pilot program.
6. Brush Pickup line item increased by \$2,125 (\$4,250 total) to cover emergency storm damage collection. There was no increase in price for the curbside collection program.

GOAL ACHIEVEMENTS IN 2016:

1. Completed storm water improvements at Schluter Park. The channel was dredged and two new sediment removal structures were installed.
2. Completed sediment removal of all catch basins, mains and basins as needed.
3. Completed Gateway Green phase II storm water review.

**STORM WATER UTILITY
ACCOUNT JUSTIFICATIONS**

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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	\$ 580,342	Based on historical experience
603-48-48110-000 INTEREST INCOME	\$ 2,000	Based on historical experience

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
603-53-53440-110 SALARIES	\$ 130,063	Salaries allocated to the storm utility
603-53-53440-118 LEAVE WAGES	\$9,908	Labor allocation for sick leave, vacation, jury duty, holiday, bereavement, and workers comp.
603-53-53440-119 WAGES PART TIME	\$100	
603-53-53440-120 OVERTIME	\$300	Overtime for storm water utility
603-53-53440-130 FICA	\$ 10,738	Social Security at 7.65%
603-53-53440-290 WISCONSIN RETIREMENT	\$ 9,538	Wisconsin Retirement at 6.8%
603-53-53440-132 LIFE & DISABILITY INSURANCE	\$ 300	City share of life/disability insurance
603-53-53440-133 HEALTH INSURANCE	\$ 42,550	Health, dental, and vision insurance
603-53-53440-134 PROFESSIONAL DEVELOPMENT	\$500	Education and certification
603-53-53440-212 ANNUAL AUDIT & ACCOUNTING	\$ 7,500	Based on contract
603-53-53440-220 GAS & ELECTRIC UTILITES	\$ 8,000	

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
603-53-53440-240 OUTSIDE SERVICES	\$15,000	Storm water and erosion control permit review; MS 4 report preparation, NEW televising mains
603-53-53440-241 STORM WATER PLANNING GRANT	\$ -0-	
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 \$1,357 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	\$ 2,000	Maintenance and repair of vehicles for the Utility
603-53-53440-370 FUELS & ADDITIVES	\$ 1,100	Gas, oil, and lubrication for utility vehicles
603-53-53440-390 GIS MAPPING SERVICES	\$ 7,500	Allocation for GIS program updates and software
603-53-53440-391 ADAPTIVE MANAGEMENT FEE	\$ 25,000	Annual participation fee
603-53-53440-392 NR 216 JOINT PERMIT EXPENSES	\$ 6,000	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	\$ 23,000	Brush collection services \$20,867 (50% of annual costs), plus 1 emergency clean up \$2,133
603-58-58100-611 INTEREST PAYMENT	\$ 68,044	Based on repayment schedule
603-53-53440-720 PUBLIC WORKS OVERHEAD	\$ 8,000	

		2013	2014	2015	TO DATE	2016		2017	2017	2017
		ACTUAL	ACTUAL	ACTUAL	6/30/16	YEAR END	2016	DEPARTMENT	COMMITTEE	Proposed
						ESTIMATED	BUDGET	BUDGET	BUDGET	BUDGET
---	MAINTENANCE OF SERVICES									
600-65-65200-110	MAINTENANCE OF SERVICE SALARIES	23,863	27,452	22,733	12,367	27,175	28,145	28,694	28,694	28,694
600-65-65200-120	MAINT OF SERVICE SALARIES OT	1,744	4,526	1,633	543	1,086	1,500	1,500	1,500	1,500
600-65-65200-220	MAINT OF SERVICE OUTSIDE SERVICES	-	-	-	4,235	4,235	-	5,000	5,000	5,000
600-65-65200-340	SERVICES- MATERIAL & REPAIR	743	5,262	5,119	3,505	12,000	1,000	6,000	6,000	6,000
---		26,350	\$37,240	29,485	20,650	44,496	30,645	41,194	41,194	41,194

---	MAINTENANCE OF METERS									
600-65-65300-110	MAINTENANCE OF METERS SALARIES	16,396	8,166	7,678	4,669	7,000	13,196	12,847	12,847	12,847
600-65-65300-120	MAINT OF METERS SALARIES OT	-	26	154	-	50	100	-	-	-
600-65-65300-220	METER- OUTSIDE SERVICES	-	-	150	527	263	3,000	3,000	3,000	3,000
600-65-65300-340	METER- MATERIALS & REPAIR	654	288	410	-	575	575	575	575	575
---		17,050	\$8,480	8,392	5,196	7,888	16,871	16,422	16,422	16,422

---	MAINTENANCE OF HYDRANTS									
600-65-65400-110	MAINT OF HYDRANTS SALARIES	5,700	6,159	5,052	2,391	5,700	5,338	6,180	6,180	6,180
600-65-65400-120	MAINT OF HYDRANTS SALARIES OT	104	54	29	-	75	100	100	100	100
600-65-65400-340	HYDRANTS- MATERIALS & REPAIR	-	205	12,594	565	999	1,000	1,000	1,000	1,000
---		5,804	\$6,418	17,675	2,956	6,774	6,438	7,280	7,280	7,280

---	MAINTENANCE OF TELEMTRY SYSTEM									
600-65-65500-110	MAINT OF TELEMTRY SALARIES	3,277	2,499	997	374	748	2,884	2,723	2,723	2,723
600-65-65500-120	MAINT OF TELEMTRY SALARIES OT	1,737	887	530	430	860	700	762	762	762
600-65-65500-220	TELEMTRY- OUTSIDE SERVICES	282	222	395	867	2,700	500	500	500	500
600-65-65500-340	TELEMTRY- MATERIALS & REPAIR	400	87	267	77	360	500	500	500	500
---		5,696	\$3,695	2,189	1,748	4,668	4,584	4,485	4,485	4,485

---	CUSTOMER ACCOUNTS EXPENSE									
600-90-90100-213	METER READING LABOR	1,980	-	-	-	-	-	-	-	-
600-90-90200-110	ACCOUNTING & COLLECTING LABOR	8,433	8,803	9,099	4,668	9,336	11,249	11,819	11,819	11,819
600-90-90200-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
600-90-90300-310	SUPPLIES & EXPENSE	800	465	417	-	-	700	700	700	700
600-90-90400-390	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-	-
---		11,213	\$9,268	9,516	4,668	9,336	11,949	12,519	12,519	12,519

**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 to the water tower from Woodland Drive and eliminate the Monona Drive entrance due to safety concerns at this 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 1 and Well 3.

SIGNIFICANT PROGRAM CHANGES:

1. Water Analysis Outside Services line item increased by \$4,500 due to the larger sample quantities required by the WDNR. This cost is expected to decrease in 2018.
2. Mains Outside Services line item decreased by \$4,000 based on need.
3. Maintenance of Services line item increased by \$5,000 based on need. The number of service leaks significantly increased in 2016.
4. Services Material & Repair line item increased by \$5,000 for materials needed to repair service leaks.
5. Utility On-Call Pay line item was added for the amount of \$2,600, and was eliminated from the Streets Operations Budget.
6. Misc. General Expense line item decreased by \$2,500 based on need.
7. Fuels & Additives line item decreased by \$3,225 based on lower fuel prices.

GOAL ACHIEVEMENTS IN 2016:

1. Provided safe, high quality drinking water to our customers.
2. Successfully completed the drinking water sampling program for 2016.
3. Completed the update of the Fire Flow Analysis and Water Model Summary Report.
4. Completed the required maintenance of the Well 3 aquifer pump.
5. Completed semi-annual hydrant flushing program.

GOALS NOT ACHIEVED:

1. The fire hydrant replacements for 2016 are still on-going as of this draft, and are scheduled to be completed by November.

**WATER UTILITY
ACCOUNT JUSTIFICATIONS**

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-46-48110-000 INTEREST AND DIVIDEND INCOME	\$10,000	Estimated interest earnings
600-46-46000-000 UNMETERED SALES TO GEN. CUST.	\$ 3,000	Based on history
600-46-46100-000 METERED RESIDENTIAL SALES	\$ 770,400	Based on history
600-46-46110-000 METERED COMMERCIAL SALES	\$ 300,000	Based on history
600-46-46115-000 METERED MULIT-FAMILY SALES	\$ 126,500	
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	\$ 463,000	Based on history
600-46-46400-000 SALES TO PUBLIC AUTHORITIES	\$ 21,000	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	\$ 29,870	Full-time labor
600-62-62010-120 PUMPING LABOR OT	\$ 7,500	Estimated overtime costs
600-62-62200-220 POWER PURCHASE	\$ 109,000	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	\$ 1,300	Supplies for general operation and water bills; DNR water withdrawal annual fee
600-62-62500-350 MAINTENANCE OF PUMPING PLANT	\$ 4,500	Repair of well pumping equipment; Well No. 2 generator maintenance \$646

WATER TREATMENT

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-63-63000-110 SALARIES	\$4,530	Full-time labor
600-63-63000-120 SALARIES OVERTIME	\$ 200	Estimated on past experience
600-63-63100-220 WATER ANALYSIS OUTSIDE SERVICES	\$6,000	Laboratory analysis of USEPA mandated water quality testing
600-63-63100-390 CHEMICALS	\$ 10,000	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	\$ 4,371	Full-time labor
600-65-6500-120 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	\$ 16,039	Full-time labor
600-65-65100-120 OVERTIME SALARIES	\$ 8,000	Estimated overtime costs

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65100-220 OUTSIDE SERVICES	\$ 12,000	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	\$ 28,694	Full-time labor
600-65-65200-120 OVERTIME SALARIES	\$ 1,500	Estimated overtime costs
600-65-65200-220 OUTSIDE SERVICES	\$ 5,000	Contract services for excavating leaky service laterals
600-65-65200-340 MATERIAL & REPAIR	\$ 6,000	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	\$ 12,847	Full-time labor
600-65-65300-120 OVERTIME SALARIES	\$ -0-	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	\$ 6,180	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	\$ 2,723	Full-time labor
600-65-65500-120 OVERTIME SALARIES	\$ 762	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>
600-90-90200-110 ACCT/COLLECTION SALARIES	\$ 11,819	This account is charged for 45% of the Utility Billing Clerk salary.
600-90-90300-310 SUPPLIES AND EXPENSE	\$ 700	Includes all office and data processing supplies as well as forms for the Utility billing function.

ADMINISTRATIVE AND GENERAL

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-92-92000-110 GENERAL ADMINISTRATIVE SALARIES	\$ 97,514	General administrative salaries allocated to Water Utility
600-92-92000-111 UTILITY MANAGEMENT SALARIES	\$ -0-	
600-92-92000-120 OVERTIME	\$ -0-	
600-92-92000-121 UTILITY ON-CALL PAY	\$2,600	Split with sewer utility
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.
600-92-92100-312 POSTAGE	\$ 5,000	Postage for Water Utility function
600-92-92300-210 CITY ATTORNEY	\$ -0-	Legal charges, estimated amount

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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	\$ 12,428	Full-time leave wages
600-92-92600-131 WISCONSIN RETIREMENT	\$ 16,226	Wisconsin Retirement at 6.8%
600-92-9600-132 LIFE AND DISABILITY INSURANCE	\$ 516	City share of life/disability insurance
600-92-92600-133 HEALTH INSURANCE	\$ 60,253	Health, dental and vision insurance
600-92-92600-134 CERTIFICATION & EDUCATION	\$ 300	Operator certification and education
600-92-92600-135 SAFETY PROGRAM MATERIAL & EQUIPMENT	\$ 1,000	Safety program material and equipment
600-92-92800-215 REG. COMMISSION	\$ 2,000	Estimated amount
600-92-93000-390 MISCELLANEOUS GENERAL EXPENSE	\$ 9,000	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	\$ 5,059	Full-time labor
600-92-93300-350 TRANSPORTATION EXPENSES	\$ 3,800	Allocation of management vehicles to the Utility
600-92-93300-370 EQUIP. FUEL/LUB/PARTS	\$ 3,000	Gas, oil, lubrication, parts for Utility vehicles
600-92-93300-530 GARAGE RENTAL	\$ 27,300	DPW garage space allocated to the Utility
600-92-93300-535 GIS MAPPING SERVICES	\$ 7,840	Allocation for GIS program updates and software

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-99-40300-540 DEPRECIATION	\$ 290,000	Estimated amount
600-99-42600-540 DEPRECIATION	\$ 26,704	Contributed capital
600-99-40800-541 TAXES	\$ 17,343	Property tax and FICA
600-99-40800-542 UTILITY TAX EQUILEVANT	\$ 276,000	Property taxes
600-99-42700-620 INTEREST ON LONG TERM DEBT	\$ 154,000	Interest on mortgage revenue bonds
600-99-43000-620 INTEREST ON DEBT TO CITY	\$ 33,000	
600-99-42800-691 REGULATORY LIABILITY	\$ (13,443)	Per PSC
600-99-42900-690 AMORTIZATION DEBT/DISC/EXP	\$ (5,314)	Scheduled amount

**ENTERPRISE FUND
DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Sewer Utility
Sewer Operations
601**

MISSION OF DEPARTMENT:

Provide efficient 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. As an alternative to replacement, and to address inflow and infiltration, continue to slip sanitary sewer mains as the preferred option.
3. Upgrade utility infrastructure mapping and recordkeeping.
4. Clean and televise one –third (1/3) of the sanitary sewer collection system each year.
5. Inspect manholes annually to determine maintenance or repair needs.

SIGNIFICANT PROGRAM CHANGES:

1. MMSD treatment charge increases by \$87,800 for 2017. Increases are due to the planned 8% MMSD increase and due to increases in daily flows and influent chargeable characteristics (CBOD, SS, TKN, and Total P) in 2016.
2. Lift station material and repair decreased by \$3,000 based on need.
3. Mains and outside service decreased by \$22,000 based on need.
4. Utility On-Call Pay line item was added to the budget in the amount of \$2,600. This cost was previously allocated in the Street's budget.

GOAL ACHIEVEMENTS IN 2016:

1. Cleaned and televised nearly 70,000 feet of sanitary sewer main in 2016.
2. Per DNR requirements, the first Capacity, Management, Operation, and Maintenance (CMOM) report was completed in 2016.

**SEWER UTILITY
ACCOUNT JUSTIFICATIONS**

REVENUES

OPERATING REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-46-46410-000 FORFEITED DISCOUNTS	\$ 7,000	Based on historical experience
601-46-46410-100 METERED SALES – RESIDENTIAL	\$ 785,000	Based on historical experience
601-46-46410-200 METERED SALES – COMMERCIAL	\$ 420,000	Based on historical experience
601-46-47240-000 SALES TO PUBLIC AUTHORITIES	\$ 21,000	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	\$ 712,800	MMSD treatment charges (includes plant capital improvements)
601-62-62000-351 EQUIPMENT SUPPLIES/REPAIRS	\$ -0-	Supplies for sewer maintenance operations
601-62-62000-370 FUEL AND ADDITIVES/PARTS	\$ 2,600	Gas, oil, lubrication, parts for Utility vehicles

MAINTENANCE - LIFT STATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-64-64000-110 SALARIES	\$ 9,902	Labor for maintaining lift stations
601-64-64000-120 OVERTIME SALARIES	\$ 3,000	Estimated overtime costs

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-64-64000-220 OUTSIDE SERVICES	\$ 4,000	Lift station panel repair, generator maintenance \$1,907
601-64-64000-340 MATERIAL/REPAIR	\$ 4,000	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	\$ 2,564	Labor for cleaning and maintaining sewer mains
601-65-65100-120 OVERTIME	\$ 800	Estimated overtime costs
601-65-65100-220 OUTSIDE SERVICES	\$ 50,000	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	\$ 2,824	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	\$ 500	Materials and supplies to support minor repairs of manholes

MAINTENANCE - METERS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-65-65300-110 SALARIES	\$ 12,847	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	\$ 11,531	This account is charged for 45% of the Utility Billing Clerk's salary
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

ADMINISTRATIVE AND GENERAL

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-92-92000-110 GENERAL ADMINISTRATIVE SALARIES	\$ 70,074	General administrative salaries allocated to Sewer Utility
601-92-92000-117 LONGEVITY	\$ -0-	
600-92-92000-121 UTILITY ON-CALL PAY	\$2,600	Split with water utility
601-92-92000-211 DATA PROCESSING SERVICES	\$ 19,000	This account is charged for the amount payable to the General Fund for use of the computer and programming services.
601-92-92100-312 POSTAGE	\$ 4,000	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	\$ 7,500	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	\$ 3,110	
601-92-92600-131 WISCONSIN RETIREMENT	\$ 7,734	Wisconsin Retirement at 6.8%

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-92-92600-132 LIFE & DISABILITY INSURANCE	\$ 150	City share of life/disability insurance
601-92-92600-133 HEALTH INSURANCE	\$ 31,346	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	\$ 2,500	Uniform allowance \$385 Diggers Hotline annual fee \$1,165 WWOA & WEF membership \$150 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	\$ 146,000	Based on estimated plant additions and retirement
601-99-40800-541 TAXES	\$ 8,939	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	\$ 28,208	Based on repayment schedule

