



2010 Budget

**CITY OF WEST BEND
Wisconsin**

2010 ANNUAL BUDGET

**Fiscal Year
January 1 through December 31**

COMMON COUNCIL

**Kristine M. Deiss, Mayor
Allen Carter, Council President, 5th District**

**Tony Turner, 1st District; Steve Hutchins, 2nd District;
Richard Lindbeck, 3rd District; Nick Dobberstein, 4th District;
Michael Schlotfeldt, 6th District; Terry Vrana, 7th District
Roger Kist, 8th District**

Dennis W. Melvin, City Administrator

≡ PRINCIPAL OFFICIALS ≡

Term of Office

MAYOR

Kristine M. Deiss

April 2011

COUNCIL MEMBERS

Tony Turner, 1st District

April 2010

Steve Hutchins, 2nd District

April 2011

Richard Lindbeck, 3rd District

April 2010

Nick Dobberstein, 4th District

April 2011

Allen Carter, 5th District, Council President

April 2010

Michael Schlotfeldt, 6th District

April 2011

Terry Vrana, 7th District

April 2010

Roger Kist, 8th District

April 2011



DEPARTMENT HEADS

Dennis W. Melvin, City Administrator

Shannon Krause, City Assessor

Mary Schanning, City Attorney

Amy Reuteman, City Clerk

John Capelle, Director of Community Development

Judith Neu, City Engineer

Suzanne Bartell, Finance Director

James Vest, Fire Chief

Robert Wendelborn, Information Systems Director

Michael Tyree, Library Director

Larry Fechter, Building Maintenance Director

Craig Hoepfner, Director of Parks, Recreation and Forestry

Kenneth Meuler, Police Chief

James Hron, Sewer Utility Manager

**City of West Bend, Wisconsin
2010 Budget**

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Date: October 16, 2009

To: Mayor Deiss
Common Council Members

From: Dennis W. Melvin
City Administrator

Re: Year 2010 Budget

You will find attached a list of comments and highlights for each budget category. You also should have a budget summary packet that includes a comparison of the actual tax levy from 2009, and the proposed 2010 tax levy, similar comparisons of assessed and equalized values, and equalized and assessed value rates. You also should have received a list of all of the changes that have been made to original budget requests.

The final budget proposal represents a 0% increase in the assessed value tax rate, and a 2.94% increase in the tax levy. The equalized value tax rate will rise by .45%. This will be the second consecutive year with no increase in the assessed value tax rate.

As with last year, several items were again primary considerations in creating a reasonable final product. Those items included (in priority order): (1) the impact of cost/levy increases on property tax rates; (2) State levy controls; (3) the DOR Expenditure Restraint Program; and (4) impacts on City services.

Impact on Tax Rate – Without question, my primary goal in entering the 2010 Budget process, was to keep the Assessed Value Tax Rate at last year's level. You will recall that I talked independently with each of you in March and April about the local economic situation, and all of you strongly supported an attempt to stabilize the tax rate. You can see from the handouts, that we have accomplished that goal.

Tax Levy Controls – As you know, the City continues to operate under levy limits previously imposed by the State Legislature. Those limits restrict our levy growth to 3%, or the percentage growth in new construction, whichever is greater, plus an allowance for General Obligation debt service. That allows for a growth in the levy of at least \$579,000. With the proposed levy, we will stay below that portion of the limit by about \$10,000.

Expenditure Restraint – Under the Expenditure Restraint Program (ERP) we were previously allowed to increase our non-debt expenses by the rate of growth of the CPI, plus 60% of our growth due to net new construction. That provision was changed in the most recent State Budget. The new rules now provide an inflation rate floor of 3%. Our new allowable increase in non-debt expenses is therefore 3% plus the net new construction multiplier (60% of 2.396), or a total allowable increase of 4.43%. We will actually be below last year’s expense budget and nowhere near the ERP limits.

City Service Impact – Most of the City’s budgeted expenses are related to personnel costs (salaries and fringe benefits). That means people, and people perform services. In order to keep our tax rate the same, we obviously had to cut costs, and cutting costs meant cutting positions in a number of departments. In most departments, citizens will not see any changes in service levels due to position cuts. If there are going to be noticeable service reductions, they will likely be seen first in Public Works, and possibly in Parks maintenance. In both areas we are currently looking at ways to mitigate those impacts, and therefore cannot be specific at this time in how the reductions in force might affect a citizen on the street.

Attachment
DWM/djg

GENERAL GOVERNMENT

Council (0151110)

- Slight change in allocations after review of 2008 activity

Mayor (0151210)

- Slight change in allocations after review of 2008 activities
- Seminars budget submitted @ 56% of 2009 budget, and reduced to 35%

Attorney (0151310)

- Eliminated PT HR office position. Duties merged with Admin Sec'y. (-688 hrs)
- Seminars & training @ 98.4% of 2009 budget
- Office & operating supplies reduced by 5%
- 12.1% of base HR hours cut, 4% of base \$

Administrator (0151411)

- Admin. Sec'y taking on HR office duties, a 12.6% reduction in hours (-786 hrs)
- Original seminars and training budget submitted at 37% of 2009 level, and reduced further to 30%
- Eliminated hard copy distribution of newsletter in 2009
- Supplies acct. reduced by 21% w/original budget submittal

Clerk

Legislative Support (0151420)

- Seminars and training budget submitted @ 76% of 2009 and unchanged for Deputy Clerk training @ Clerk's Institute
- Office & operating supplies submitted @ 85% of 2009 budget

Elections (0151440)

- Budgeting for four elections in 2010

Human Resources

Human Resources (0151430)

- Accounts merged with Attorney accounts

Risk Management (0151540)

- Allocation changes due to changes in various departments
- Some reductions due to position reductions

Payroll (0515510)

- 2010 will be first full year as part of Finance
- Added TIF #12 allocation to original budget
- Office supplies cut back to just below 2009 budget

Finance (051520)

- Seminars & training budget submitted @ 89% of 2009, and now reduced to 30%
- Office & operating supplies submitted @ 99% of 2009, cut to 94%
- Investment revenues down \$147,000+ (-54%) from 2009 Budget

Assessor (0151530)

- Slight change in TIF allocations
- Original seminars budget @ 2009 level, and cut to 74% but still meets required CEU levels for assessment personnel
- 5% reduction in office & operating supplies from 2009

Court Settlement (0151580)

- Court mandated costs for two previous long-term disability settlements.

Building Maintenance (0151610)

- Original seminars & training budget submitted @ 38% of 2009
- Original budget eliminated remaining PT summer help (-75 hrs)
- Reduced hours for PT City Hall janitor and new hire @ lower rate (-390 hrs)
- Reduced hours for PT PD janitor and new hire @ lower rate (-260 hrs)
- Eliminated 180 overtime hours. (Saturday weekend duty gone, but retained Sunday hours) (41% of OVT)
- Original electrical budget \$18,000 below 2009, and then reduced by 3%
- Submitted heating budget \$19,000+ below 2009, and then reduced by 3%
- Reduction of 4.8% of base hours overall

Health Insurance (0151930)

- Allocation changes
- Reductions due to position reductions
- Original budget less than 2009 Budget
- Substantial increase due to new contract w/benefit administrator
- Benefit administrator recommended 15-20% increase over 2009 costs
- Budgeting less than conservative recommendation

PUBLIC SAFETY

Police (0152110-0152117)

- Eliminated substantial budgeted overtime (patrol - 21%, CI - 10.2%, support services -48.4%)
- Delayed hiring of dispatcher for four months in 2010 (-693 hrs), and hiring @ lower salary
- Position open for two months due to military leave (-347 hours)
- Reduction of __% of base salary dollars
- Eliminated DTN weather system
- Office & operating supplies held @ 2009 level
- Continued concern about ammo pricing
- Eliminated psychological and physical exams with no new hires planned

- Training held @ 100% of 2009
- Three marked squads in @ \$87,000
- Taser supplies added
- Contractual services up due to full year of Pro Phoenix system
- AS400 support costs added @ 90% of total (shared with Assessor) of \$13,000

Fire (0152210-0152311)

- Fire administration seminars submitted @ 2009 level, but cut to 44%
- Two P.O.C. positions eliminated
- Fire administration office & operating supplies submitted @ 95% of 2009, and reduced to 72%
- Fire suppression seminars cut by 10%
- Fire Inspection seminars cut by 10%
- Fire Training seminars cut by 10.4%

Building Inspection (0152410)

- Minor allocation to Sewer regarding new grease trap policies
- Original seminars budget submitted above 2009 level, but cut back to 95% to meet required Inspection certifications
- Eliminated FT office position, and merged w/position in DCD (-1664 hrs)
- 16% cut in base hours of Division
- Office & operating supplies submitted @ 95% of 2009 level
- Funds for UDC seals may be low, depending on residential growth
- Permit revenues down from 2009 by \$140,000+

Weights & Measures (015200)

- Contract with State of Wisconsin. Charges to commercial establishments (revenue acct. 014401.441210) recover State fee plus City staff time/supply costs.

Emergency Government (0152510)

- Submitted seminars budget @ 95% of 2009 level, and cut to 30%
- Office position merged w/Attorney/HR office (-104 hrs)
- Eliminated DTN contract shared w/PD
- Office and operating supplies cut to 80% of 2009 level

PUBLIC WORKS AND ENGINEERING

Vehicle Maintenance(0153230)

- Submitted seminars budget @ 2009 level, but cut to 35%
- Eliminated 30% of overtime (-153 hrs of OVT)
- Director hours eliminated (-200 hrs)
- Allocations revised
- Office & operating supplies cut by 2.5%
- 2.9% cut in hours for Division and .9% cut in salaries

Public Works (0153110, 0153310-0153440; 01536200153631)

- 8 hr/wk special projects clerical position eliminated (-416 hrs)
- Eliminated one full-time crew position due to transfer to open position in Water Util. (-2080 hrs)
- Eliminated 223 hours of overtime (OVT)(6.7% of OVT)
- 28 hr/wk clerical position reduced to 10 hr/wk for General Fund, and merged with existing Water position (-936 hrs)
- Administration seminars & training submitted @ 2009 level, and reduced to 50%
- Director hours eliminated (-940 hrs)
- Delayed start of filling crew vacancy in 2010 (-693 hrs)
- 5065 total hours eliminated represents 12.4% of department base hours

Engineering (0153120)

- Original seminars budget submitted @ 95% of 2009 level, but cut to 35%
- Reduced clerical position to .75 FTE (-520 hrs)
- Office and operating supplies cut by 7% from 2009
- 35% of overtime dollars cut (Est. 75 hrs.)
- Department base hours cut by 1.6%, base \$ cut by .6%
- Elimination of Engineering Technician II position with retirement (-2064 hours)

Airport (0153510)

- Seminars budget submitted @ 2009 level, and cut to 50%
- Office & operating supplies cut 2%

CULTURE AND RECREATION

UWWC (0155130)

- City share of maintenance costs @ 26%

Tourism (0156710)

- Adjusted room tax estimates for one less hotel
- Projections based on six month 2009 actual, plus historical trends for each quarter's collections

Parks, Recreation and Forestry (0155210-0155440) (0156110-0156120)

- Administration seminars submitted @ 2009 level, and cut to 30%
- Public Areas seminars submitted @ 2009 level, and cut to 50%
- LLC seminars original budget @ 2009 level, but cut to 60%
- Eliminated 113 hours of overtime for crew (20% of OVT)
- Public Areas heating and electrical accounts each reduced by 3%
- Reduction in Downtown maintenance contract of 20%
- Admin memberships & dues account reduced by 15% from 2010 request
- Admin office & operating supplies reduced by 15% from 2009
- Eliminated 20% of seasonal labor in Public Areas (represents 2.7% of base \$ and 5.4% of base hours) (est -1531 hours)
- Public Areas office & operating supplies reduced by 5%

CONSERVATION AND DEVELOPMENT

Urban Design (Community Development) (0156120)

- Seminars and training submitted @ 2009 level, but cut to 40%
- Merged office position w/Inspection position (-416 hrs)
- Reduction in base hours of 2.8%
- GIS expenses removed to Capital Projects/Internal Service Fund

OTHER

Contingency

- Eliminated 50% of non-rep salary increases for 2010
- Eliminated 100% of dept. head salary increases

Taxi

- Reflects discussion at BPW regarding cost of services
- Dependent on State and Federal funding
- Final Budget will be approved in December after State approvals
- Levy decreased due to additional funding thru State and Federal governments

IS

- Seminar budget cut to 30% of 2009 level

Debt Service

- Close out various accounts in Capital Projects
- Levy still substantially impacted by shortfall in TIF 5 and 9 (\$937,000+)
- Continuing application of Library Capital payment (\$113,000+)
- Increment transfer from TIF #6 to TIF #9 keeps dept payments lower

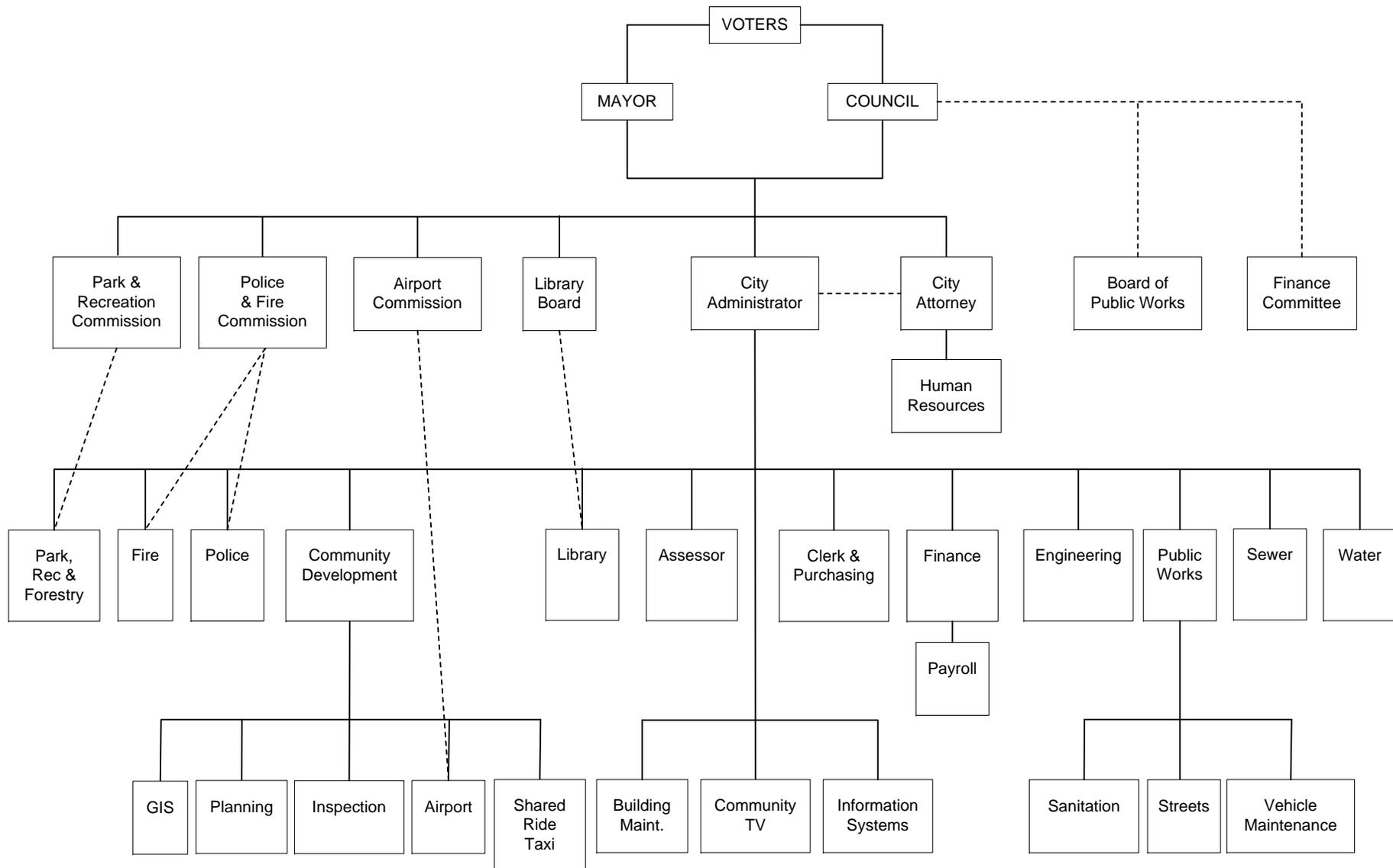
Library

- Original budget eliminated 20 hr/wk reference position, 20 hr/wk circulation position, and 12 hr/wk page (2704 hours)
- Library levy reduced by using substantial funds from Library Fund balance
- Statutory constraints on budget reductions

Community TV

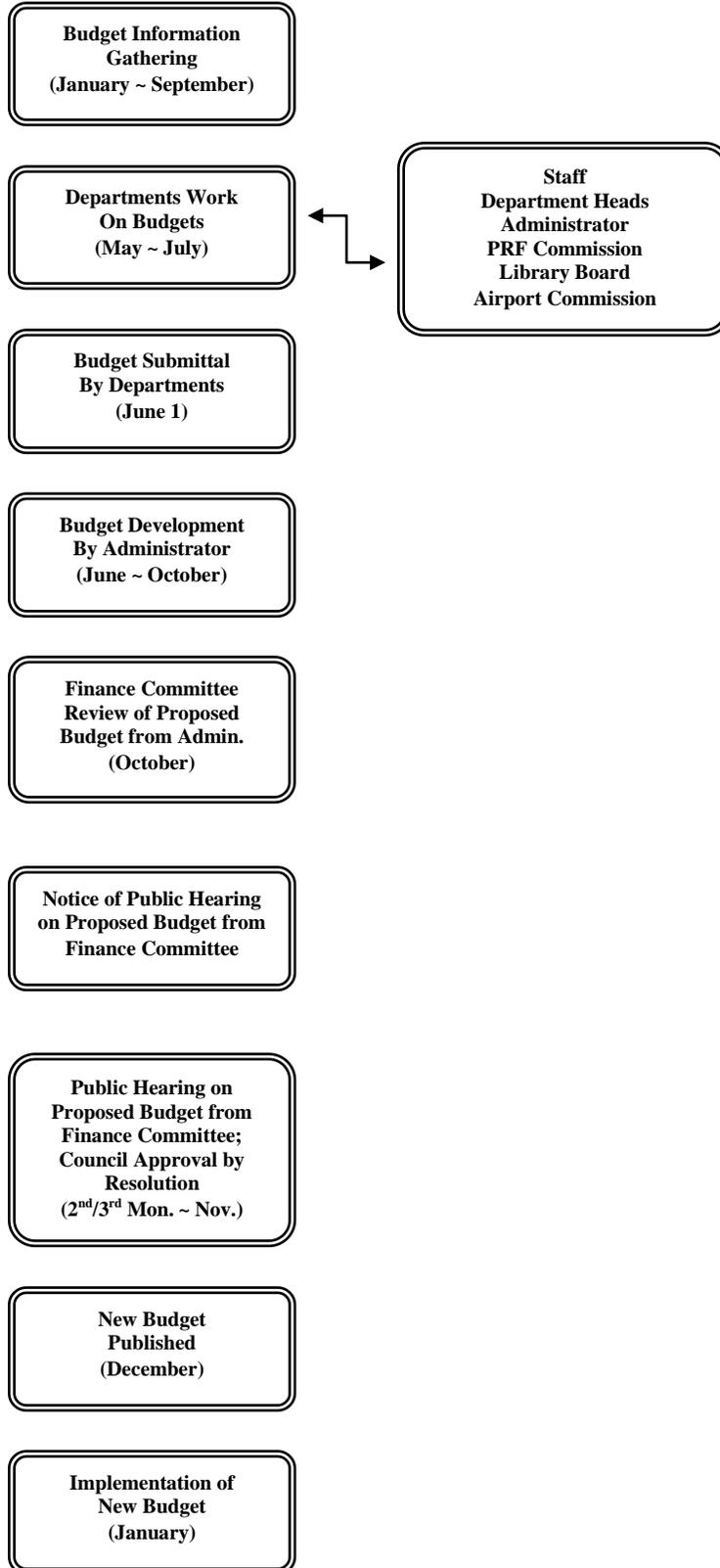
- Self sustaining budget
- Making additional payments back to Sewer, to close out loan for MAN

City of WEST BEND
ORGANIZATION CHART



EXHC-8

Budget Development



2010 Budget Process Calendar

April ~

- Announcement of recycling grant/aid for following year.
- Administrator's Office secures estimated rate changes for electric, natural gas, CNG, gasoline and diesel, AT&T phone service, postage, water and sewer.
- Department heads receive general guidelines from Administrator concerning staffing, cost increases, utility rate changes, and budget process.

June ~

- Board of Review convenes to determine final assessed values (excluding manufacturing).
- WRS retirement benefit rates from State.
- June 1 ~ Line item section only of the budget due in Administrator's Office by 4:30 p.m. (majority of departments).
- Overall budget compilation to determine proposed tax rate and tax levy starting point.
Administrator and Administrative Coordinator
- meet with each department head to review budget submittals.

July ~

- July 1 ~ IS and Taxi line item budgets due in Administrator's Office by 4:30 p.m.
- July 17 ~ Entire budget due for all departments listed above, by 4:30 p.m.
- July 17 ~ All departments submit categorization of functions into mandatory (statutory/code requirements), necessary and discretionary.
- Administrator and Administrative Coordinator continue reviews of budgets with departments.
- Allocated costs from each department to utilities.
- Calculation of surplus/available fund balance from previous year for following year's Capital Projects.

August ~

- August 3 ~ Water, Sewer and Community TV budgets due in the Administrator's Office by 4:30 p.m.
- August 3 ~ Capital Projects budgets due in the Administrator's Office by 4:30 p.m.
- Administrator and Administrative Coordinator continue reviews of budgets with departments.

September ~

- Budget reductions/changes finalized.
- Budget document submitted to Common Council.
- Administrator and Administrative Coordinator meet with Sewer and Water Utilities to review budgets.
- 3rd Week ~ DOR estimate of Shared Revenues and Expenditure Restraint Revenues.

September (continued) ~

- 3rd Week ~ Transportation Aids from DOT.
- 4th Week ~ Estimate of Payment for Municipal Services from DOR.

October ~

- October 1st ~ Computer aid values from DOR.
- October 15th ~ Budget reductions/changes finalized.
- October 19th ~ Administrator budget presentation to Finance Committee.
- October 19th ~ Finalize Sewer budget.
- October 20, 22 ~ Department budget reviews by Finance Committee.
- October 26 ~ Proposed budget and tax levy finalized by Finance Committee (as needed).
- City Clerk prepares/publishes budget public hearing notice.
- Preparation of Capital Projects and TIF budgets.

November ~

- November 1 ~ Expenditure Restraint Program (ERP) growth limit percentage.
- November 1 ~ Final assessed values from DOR.
- November 16 ~ Public Hearing on 2010 Budget.
- November 16 ~ Finalize Water budget.
- Presentation of Capital Projects and TIF budgets.
- BPW reviews and finalizes Sewer and Water budgets.

December ~

- Tax bills generated using new tax levy and tax rate.
- 2010 Budgets published for department heads/public.
- Finalize Capital Projects and TIF budgets.
- Approve final Taxi budget after State DOT review.

Office of the City Administrator

Date: April 6, 2009
To: All Department Heads
From: Dennis W. Melvin
Re: 2010 Budget

It is certainly no secret that this economy is the worst that we have seen in our lifetime. The State structural deficit has grown considerably, and we already know that the proposed State budget will lower some of our revenues and increase some of our costs due to new mandates. At our government level, investment earnings will be down, growth related revenues will be flat at best in some cases, but decreasing in most. Expenses for 2010 have already climbed due to wage settlements, Wisconsin Retirement System costs, health costs, and utility costs. At the same time, local citizens have been confronted with mortgage foreclosure issues, and an unemployment rate in the City of West Bend that reached 12.3% last month, and is likely to go higher. We all know of people who have permanently lost their jobs, and are now faced with the difficult task of keeping food on their tables and a roof over their heads. It is obvious that these forces have been moving in the wrong directions, thus widening the gap between what it costs to perform our usual duties and the ability to cover those costs with appropriate revenues. The task of balancing budgets has become increasingly difficult to accomplish.

With all of that said, our goal for the 2010 Budget, is at least, a no tax rate increase budget. That means that all of us will be challenged to look at everything we do a little differently than what we do today. All of us will be asked to sacrifice more than what we ever have before. The guidelines you find below will help to guide us to the stated goal. Your understanding, your hard work, and your creativity will take us the rest of the way.

- 1) No additional staff positions in the 2010 Budget. Possible exceptions:
 - a) A new funding source(s) for 100% of salary and fringe benefit costs. (Note: even this is not likely given Expenditure Restraint Program limitations.)
 - b) Cuts were made in other salary and fringe benefit accounts as part of a reorganization that results in a net reduction of costs.
- 2) No additional staff hours. This applies to overtime hours, as well as positions that are part-time. Possible exceptions:
 - a) A shift of dollars for staff hours from one department to another.
 - b) A new funding source(s) for 100% of salary and fringe benefit costs. (Note: even this is not likely given Expenditure Restraint Program limitations.)
- 3) Departments **must have** zero dollar increases in their combined non-salary/fringe benefit accounts, and most likely will be asked for reductions.
- 4) Departments should look at all revenue sources to determine if current fee levels are appropriately capturing projected 2010 costs.

- 5) We will provide you with 2008 actual figures and 2009 approved/revised budget figures for each of your sub-accounts. This will be forwarded to you as soon as the audit is completed.
- 6) One paper copy of your department's Capital Outlay budget must be submitted separately from the regular budget and is due Monday, August 3, 2009. Please provide as much information as possible, including pictures where appropriate and any alternate funding sources. *All Capital Outlay items must also be submitted electronically to Mary Driscoll using the electronic form from previous years.* The overall Capital Projects budget will likely be much less than for 2009.
- 7) ***Departments must submit a separate memo addressed to Dennis Melvin showing a 5% decrease in the overall budget for your department, and which line item accounts would be affected. The 5% decrease is from 2009 funding, and includes salaries and fringes. Departments should describe in detail what programs, projects, or functions would be sacrificed in order to implement the 5% reductions.***
- 8) ***You have received subsequent instructions on providing an Excel formatted budget. Please refer to the 2010 budget information memo from Mary Driscoll when setting up your budgets.***
- 9) Performance Based Budget Guidelines:
 - a) Mission Statement: please review for accuracy. Capitalize words only where appropriate.
 - b) Performance Measurements/Benchmarks: use statistics covering a five year period, including 2009. The statistics for 2009 will be an estimated figure.
 - c) Achievements: this section lists major accomplishments during the past year. Try to keep this to no more than 15 bullet points, in some cases you might only have one or two. (Dates back to July 2008)
 - d) Budget Summary and Highlights: Be sure the grand total equals your 2010 request (from page 1). Note any changes in your budget (increases/decreases).
 - e) Revenue: The line item portion of the budget includes a section on revenue. A summary chart should start this section with 2007 actuals, 2008 adopted, 2009 budget and 2010 request. Following the chart, you must provide detailed information for each revenue account.
 - f) *All departments whose employees' salaries are charged to multiple funding sources must provide a separate chart listing each employee's name and the percent of salary charged to each funding source.* This should be the last sheet of the budget document.
- 10) Continue thinking about further categorization of your performance based functions into the following areas:
 - a) Statutory/Code Requirements
 - b) Necessary
 - c) Discretionary

I will need to meet with all of you to discuss this in further detail. *Due Date: July 17*

Important Dates for 2010 Budget Process:

June 1

City Administrator, Emergency Government, Airport, City Assessor, City Attorney, City Clerk, Common Council, Elections, Weights and Measures, University, Community Development, Engineering, Finance, Audit, Collection Agency, Debt Service, Fire Department, Human Resources, Risk Management, Health Insurance, Inspection Department, Library, Building Maintenance, Vehicle Maintenance, Mayor, Parks/Recreation/Forestry Department, Police Department, Emergency Communications, Public Works and Tourism: Line item section of the budget only which includes the detail information by sub-account, the summary chart and salaries/funding sources chart (see item 9e above) are due in the City Administrator's Office by 4:30 p.m. Please provide two double-sided copies. (Electronic document is not needed at this time.)

July 1

Information Systems and Taxi: Line item section of the budget only which includes the detail information by sub-account, the summary chart and salaries/funding sources chart (see item 9e above) are due in the City Administrator's Office by 4:30 p.m. Please provide two double-sided copies. (Electronic document is not needed at this time.)

July 17

*All departments listed above: entire budget ... Performance Based and Line Item Information ... is due in the City Administrator's Office by 4:30 p.m. Please provide two double-sided paper copies **and** submit the electronic document(s) to Mary Driscoll at: admincoor@ci.west-bend.wi.us*

August 3

*Water Utility, Sewer Utility, and Community TV, entire budgets are due in the City Administrator's Office by 4:30 p.m. Please provide two double-sided paper copies **and** submit the electronic document(s) to Mary Driscoll at: admincoor@ci.west-bend.wi.us*

August 3

Capital Projects budget due in the City Administrator's Office by 4:30 p.m. (see item #6 above)

September 18

Preliminary budgets to Common Council.

October 5 or 12

Budget presentation by Dennis Melvin at the Council meeting.

October 19 thru October 22

Department budget reviews before the Finance Committee.

October 26

Final date for department budget reviews before the Finance committee. Approval of budget by Finance Committee.

November 16

Budget Public Hearing and approval by Common Council.

Should you have any questions or comments, please feel free to contact me at any time.

Office of the City Administrator

Date: April 6, 2009
To: All Departments
From: Mary Driscoll
Administrative Coordinator
Re: 2010 Budget Information

Salary and Fringe Benefit Rates

- Refer to union contracts for represented employees salaries.
- Non-rep. salary increases should be going to the Common Council for a decision in late April or early May. After that determination you will receive information from Human Resources on salaries. Use this information for your budget.
- Refer to the memo from Human Resources for fringe benefit information (should be sent out sometime this week).

Telephone

Centrex, STS, and cellular phones costs should not be changing. In some cases internet charges will increase, however that information is not known at this time. As soon as costs have been determined we will make adjustments. For now budget the same rate for internet as your 2009 costs. Please refer to your most recent phone and internet bills to help determine your costs.

Postage

Please budget for a \$.01 increase for first class postage beginning in May. Remember to include meter maintenance costs in your budget. Refer to the USPS website for any other pricing information.

Gasoline

Unleaded fuel should be budgeted at \$3.86 (anticipating a refund of 18.8¢), diesel fuel should be budgeted at \$4.30 (anticipating a refund of and 24.4¢). CNG should be budgeted at \$1.86. Adjustments will be made as more information becomes available.

Electricity and Natural Gas

It is suggested that you plan on a 3.6% increase for electricity and a 4.6% increase for natural gas. You can also look at your account history on the WE Energies website (www.we-energies.com) Please keep in mind, the City's Energy Management Plan. Future adjustments will be made as we receive information.

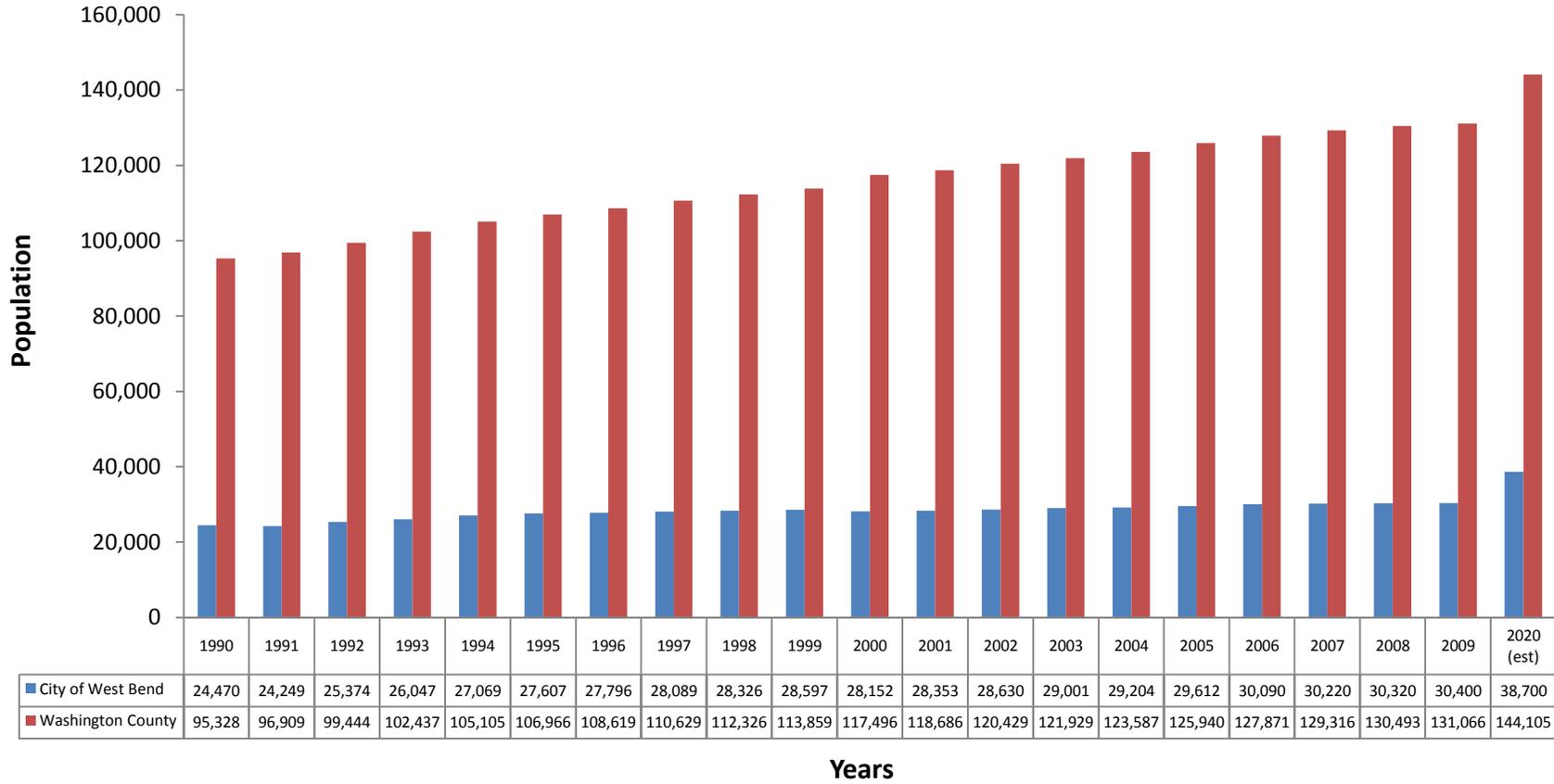
Sewer and Water

Sewer and Water Utility rate increases are unknown at this time. For now do not plan on an increase. As information becomes available we will make adjustments. In your budget document, please be sure to specify what amount is water and what amount is sewer.

Health and Other Insurances

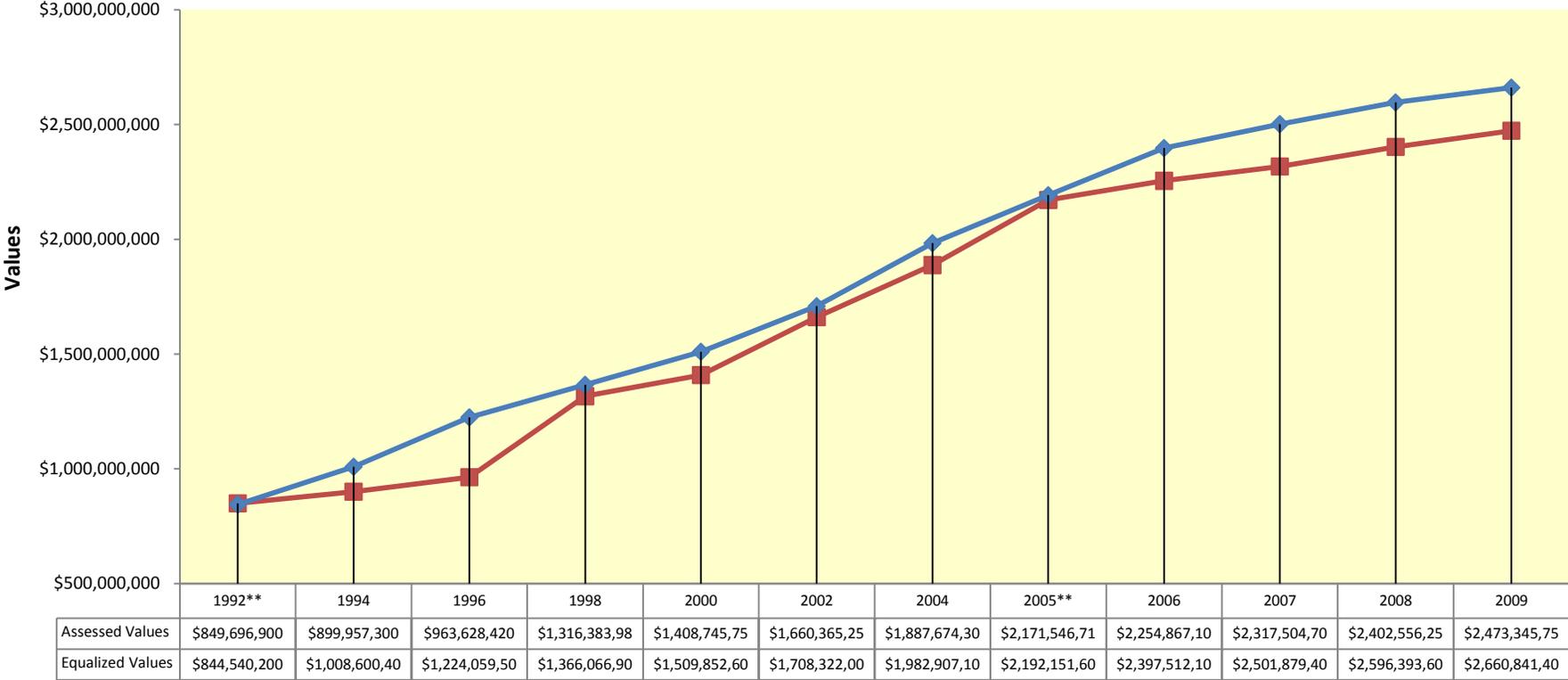
For those departments who need to budget for health and other insurances please refer to the memo from Human Resources (same memo as fringe benefits information).

City of West Bend Population



City of West Bend Historical Values

EXEC-17

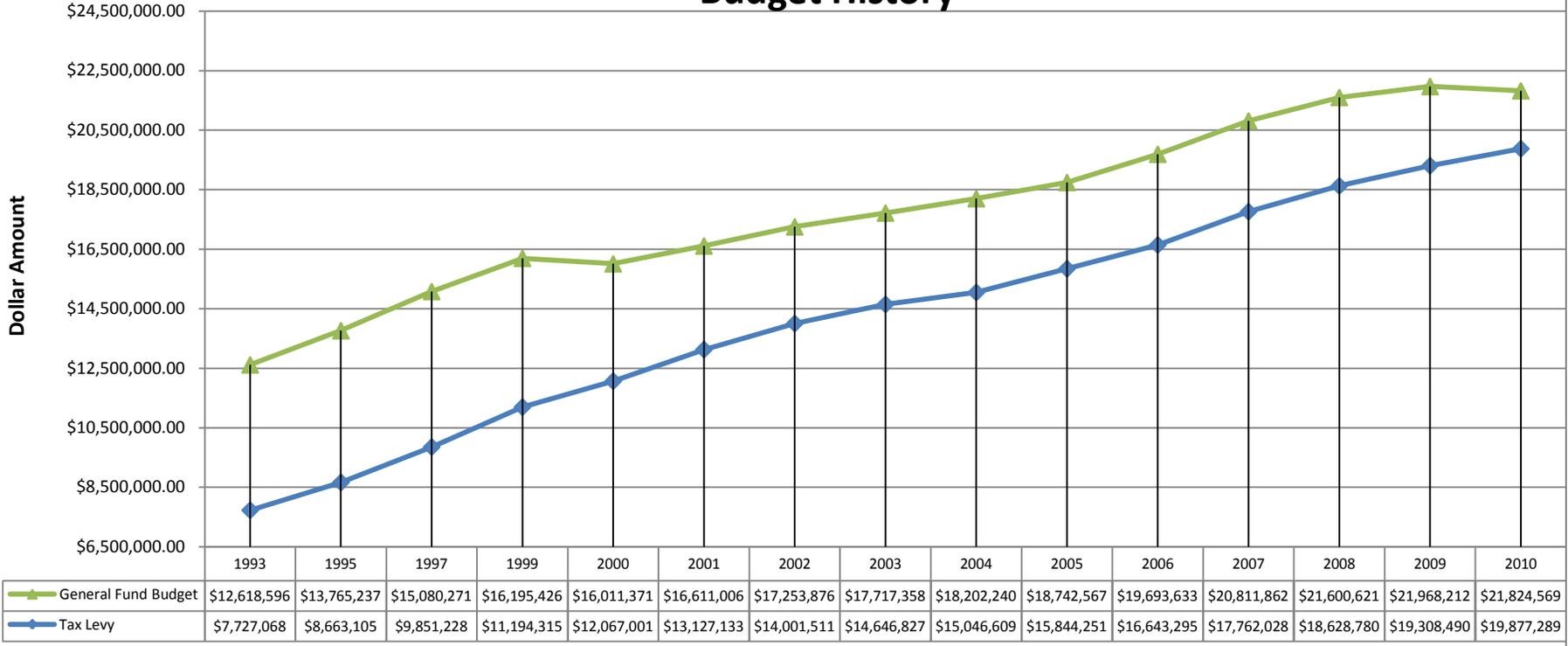


■ Assessed Values

Years (**=Revalue Year)

Values shown are in billions of dollars

City of West Bend Budget History

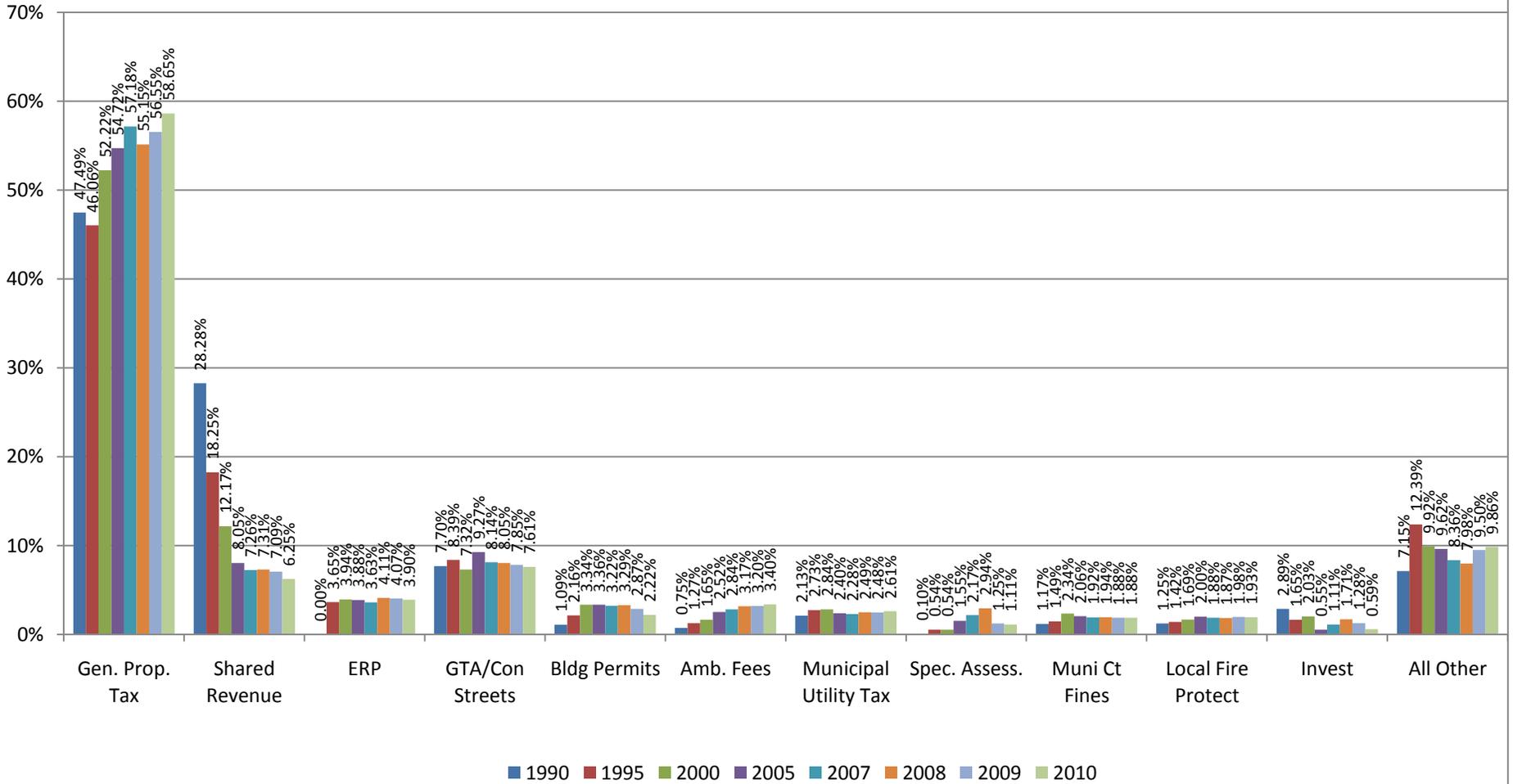


Years

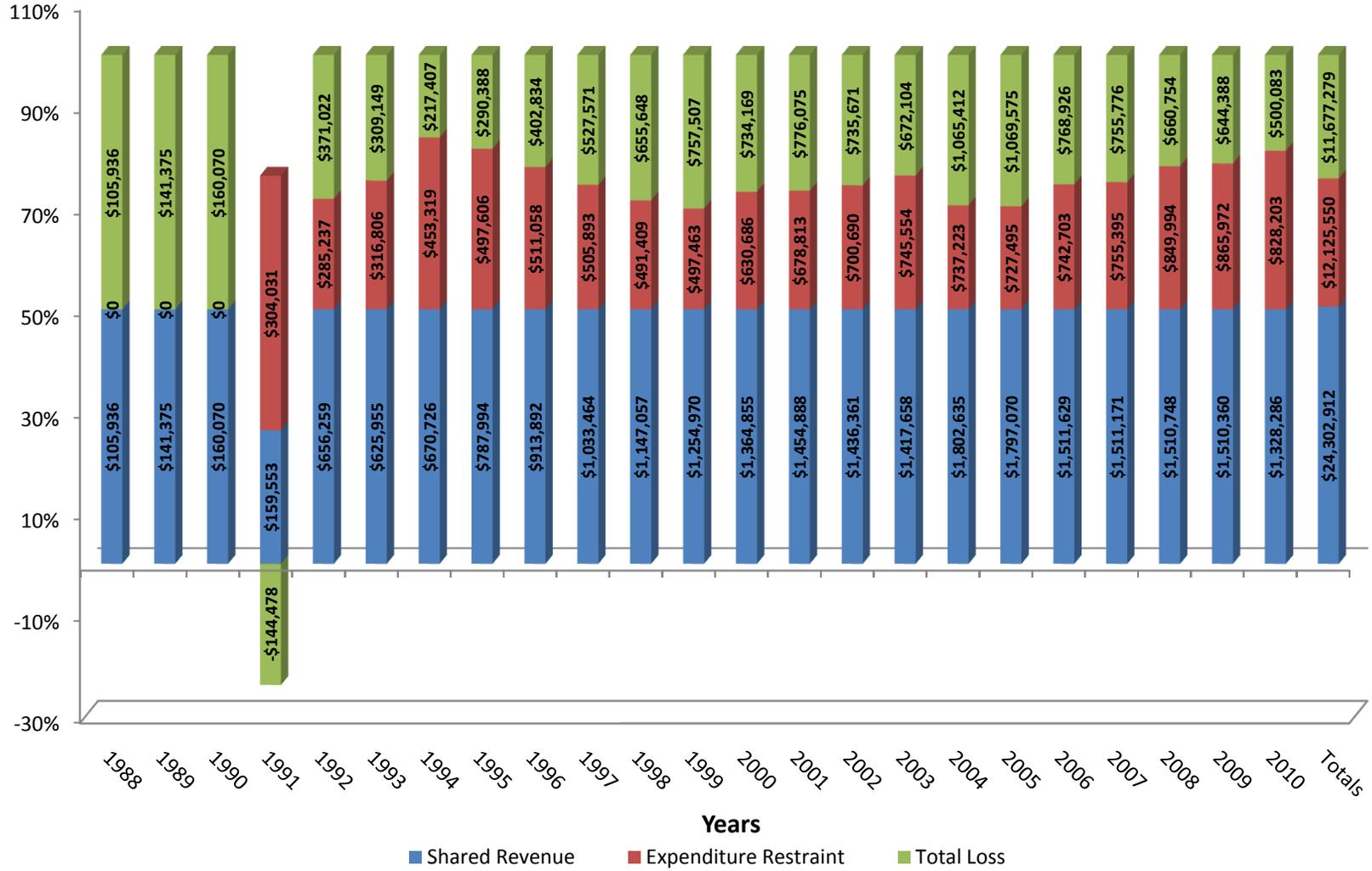
EXEC-18

**% Total Operating Revenues
Largest Revenue Categories
1990-2010**

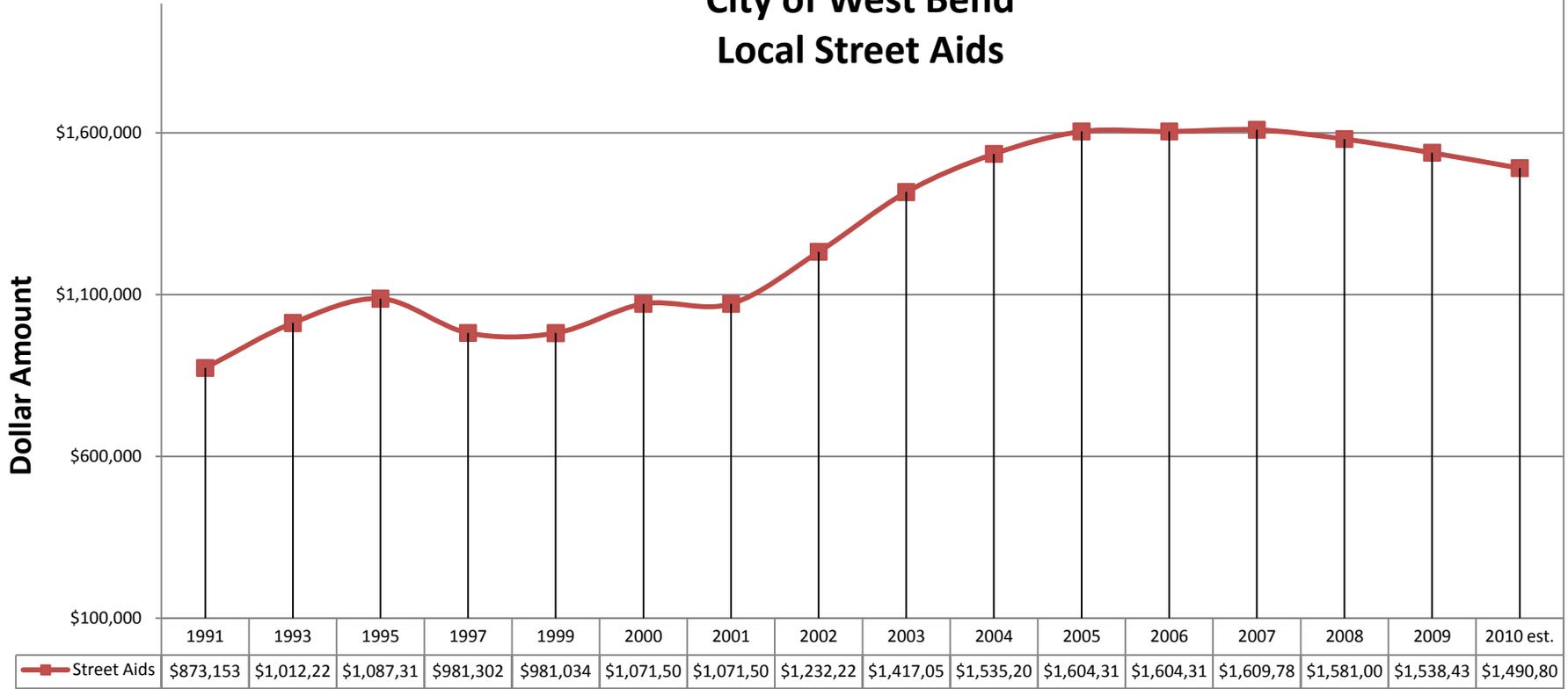
EXEC-19



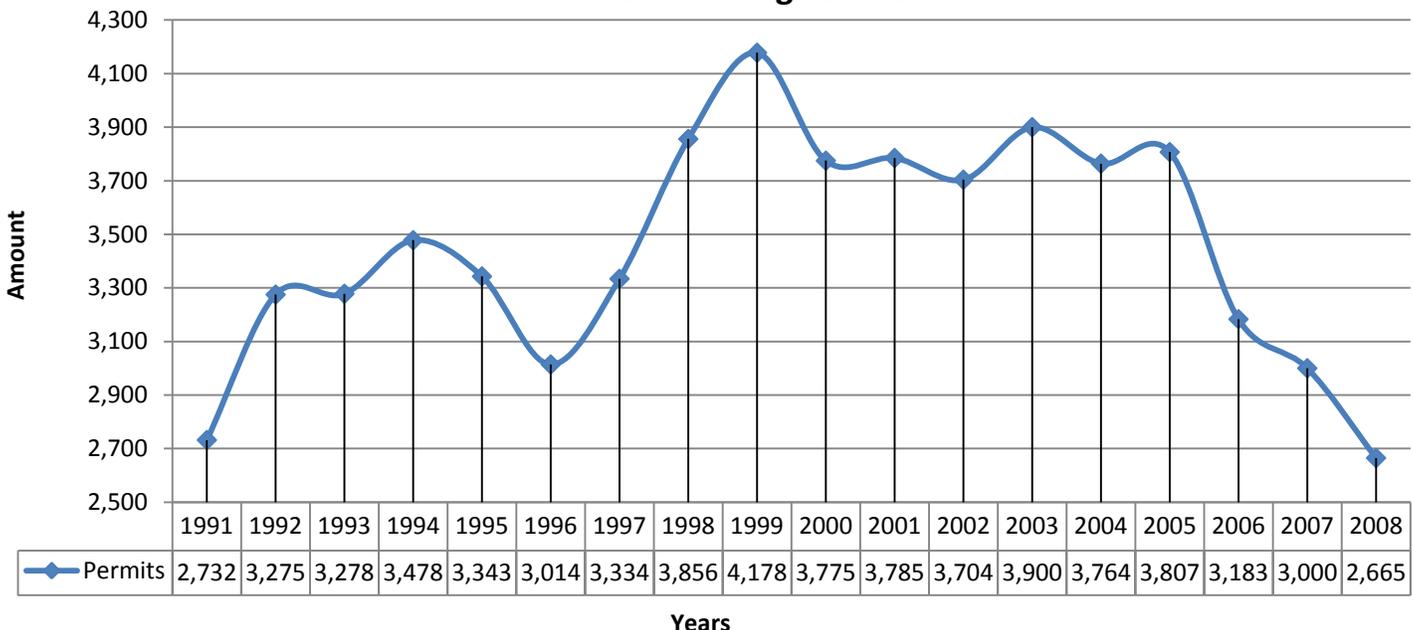
Loss of Shared Revenues



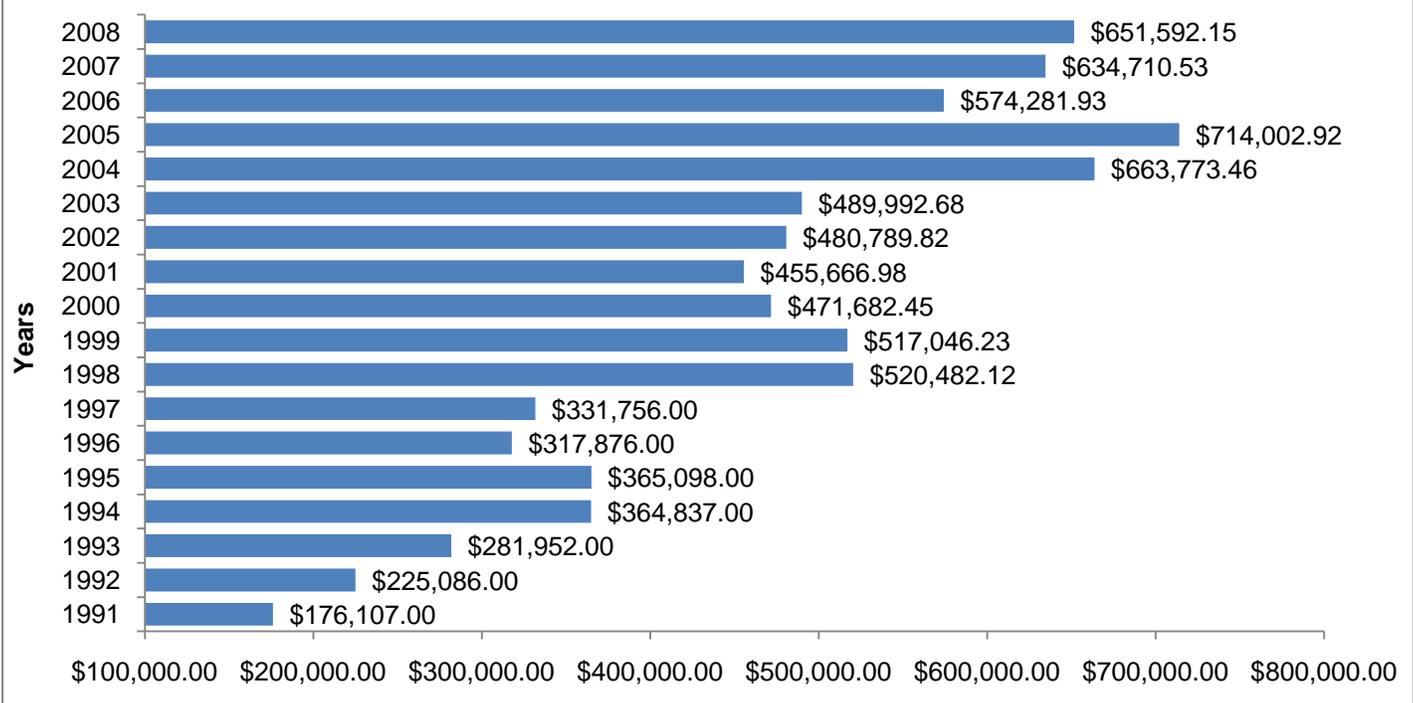
City of West Bend Local Street Aids



City of West Bend Total Building Permits

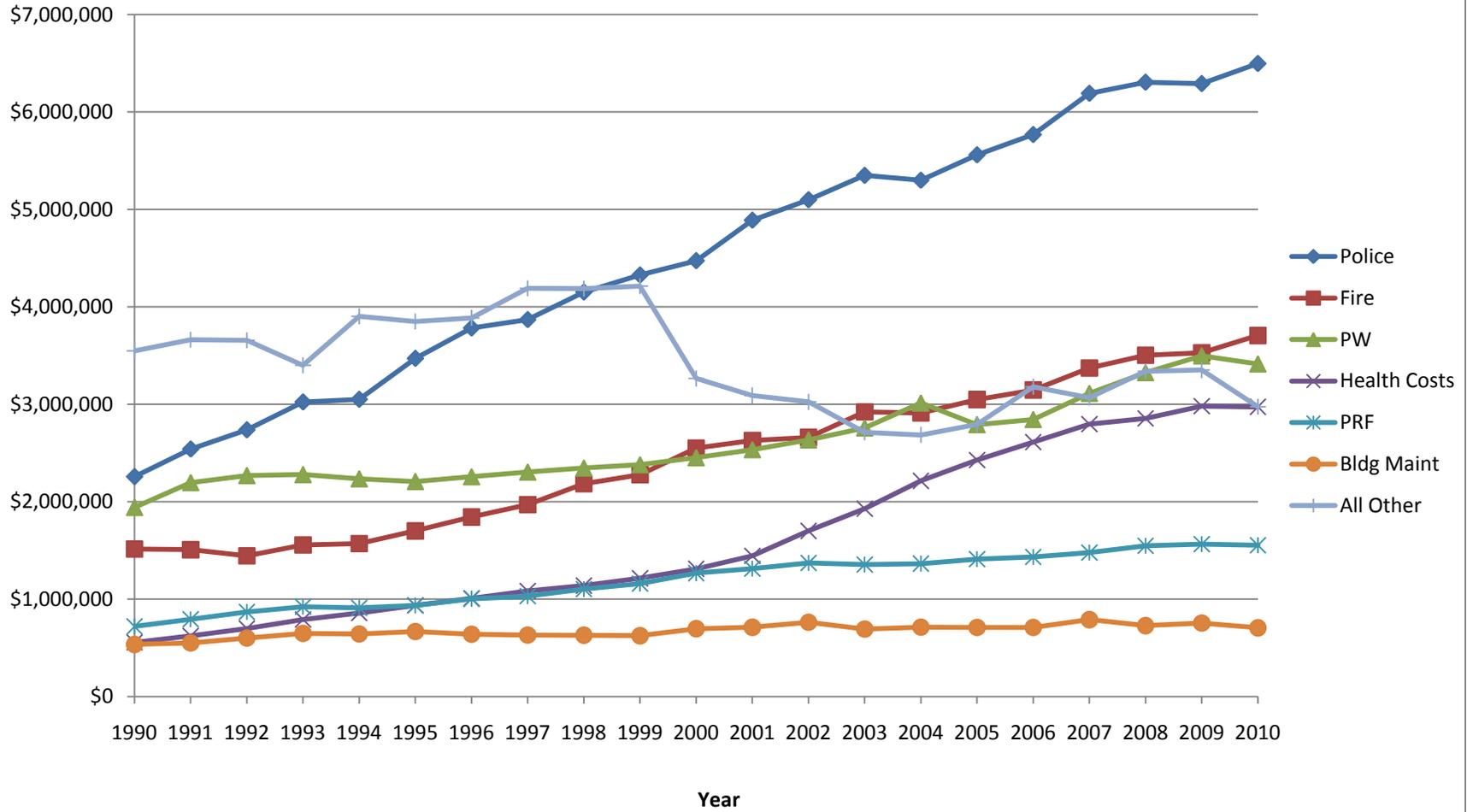


City of West Bend Permit Revenue

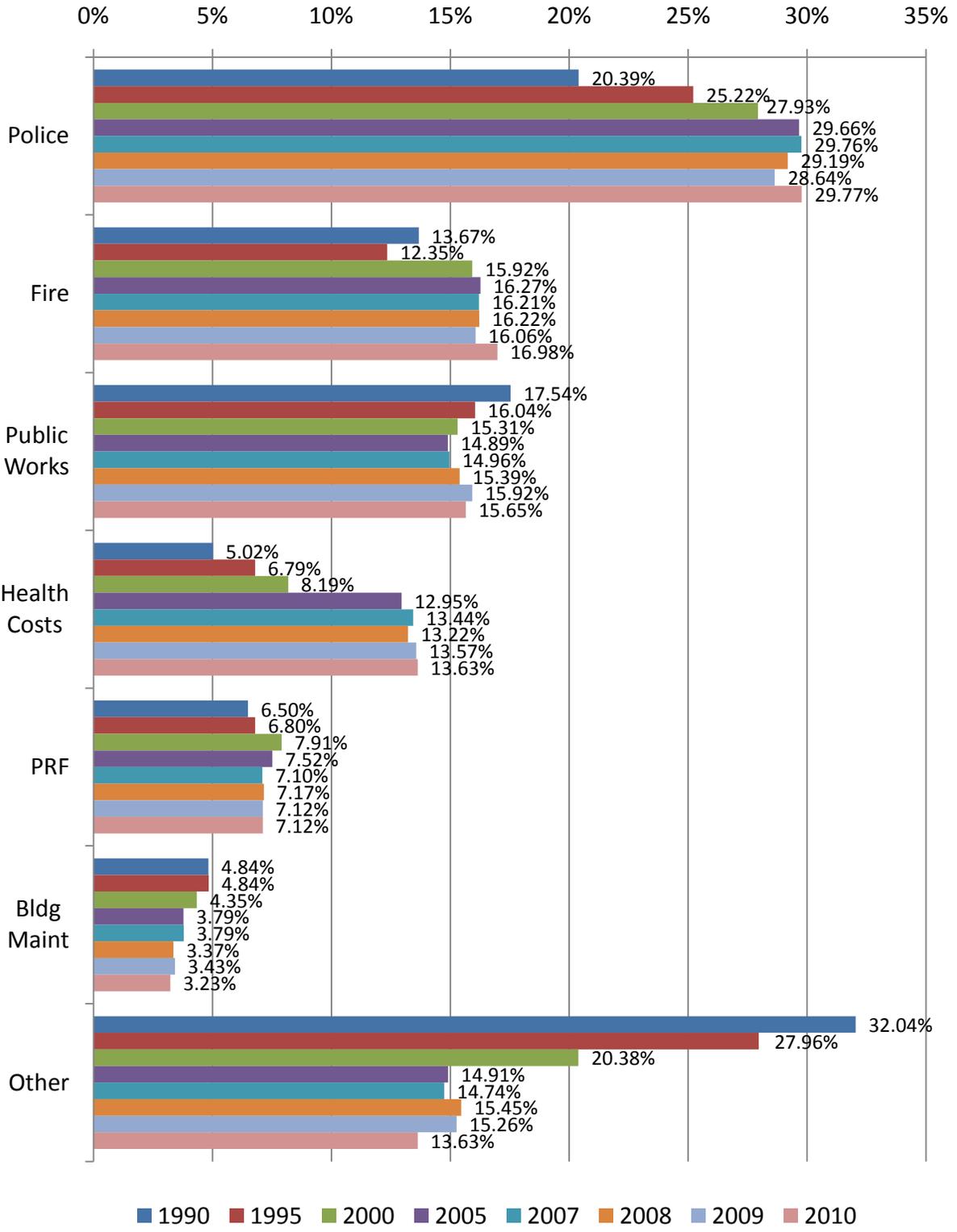


Total Operating Budget by Dept.

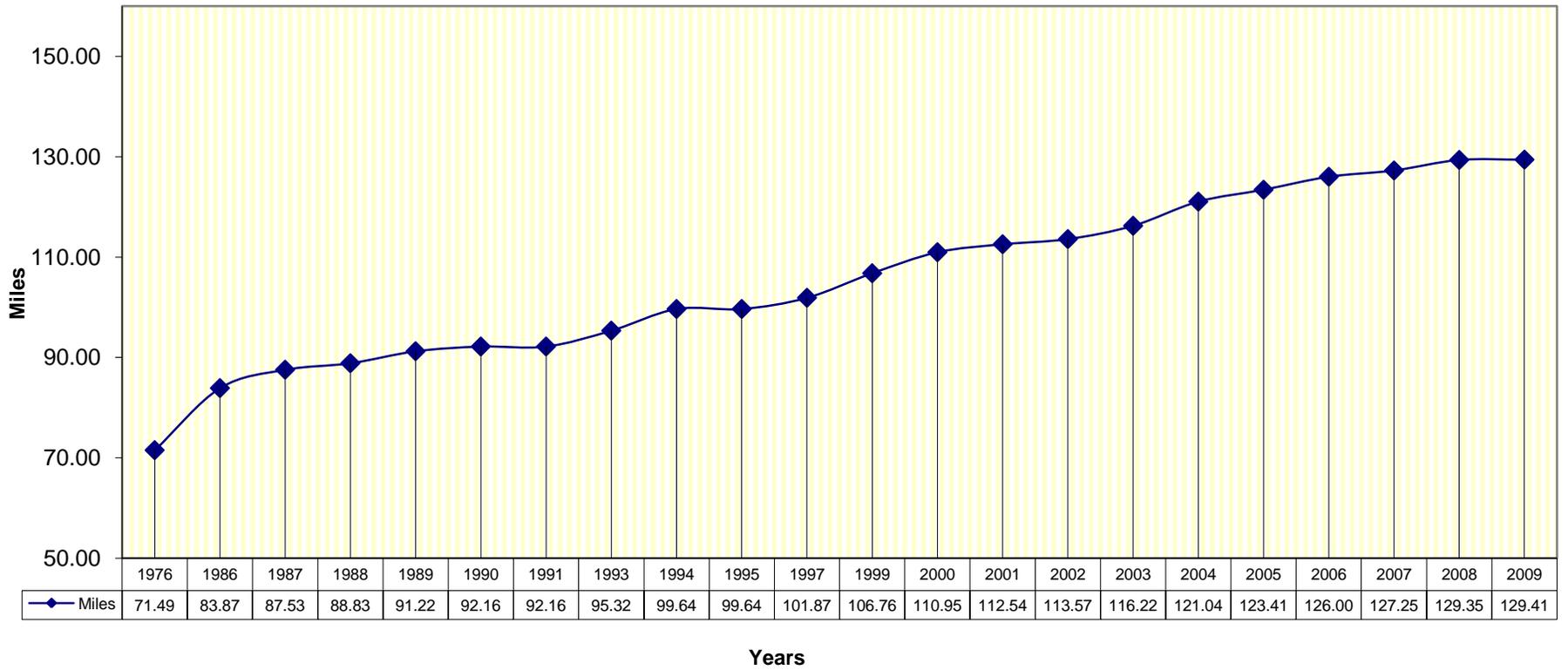
EXEC-23



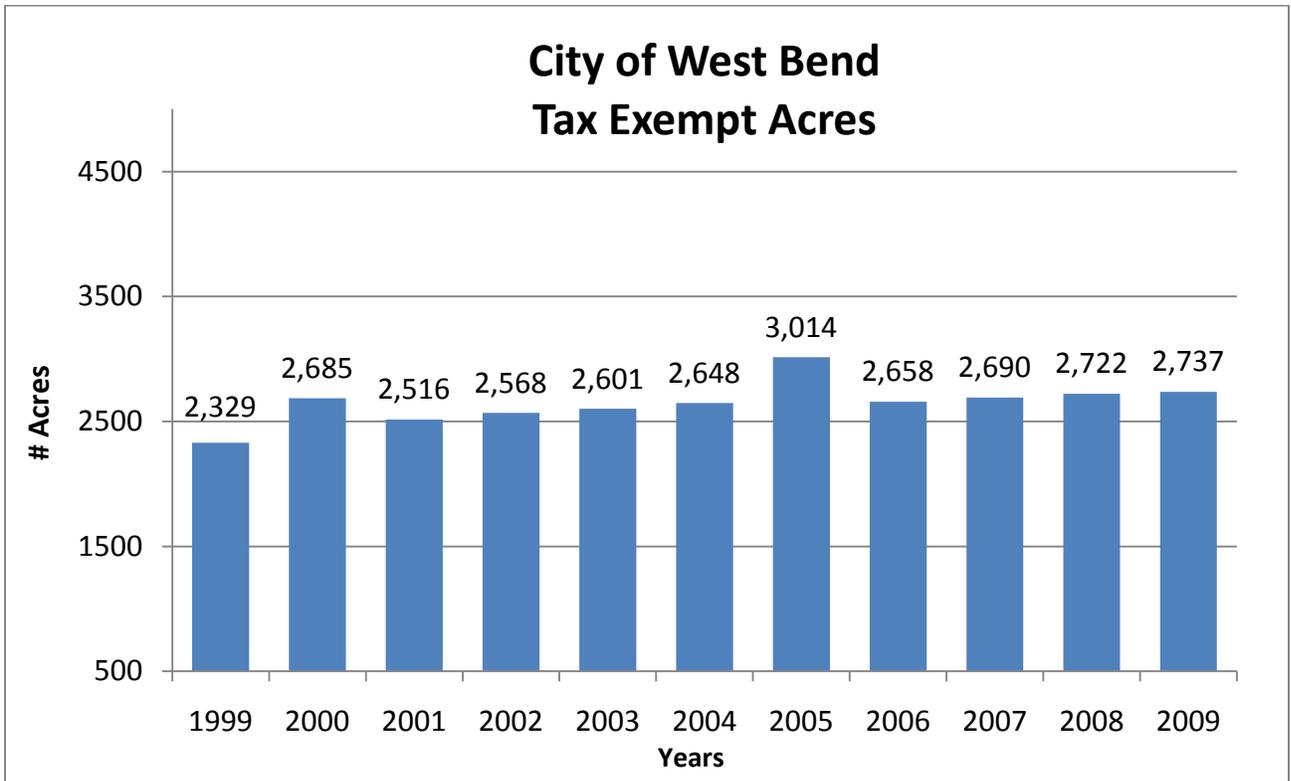
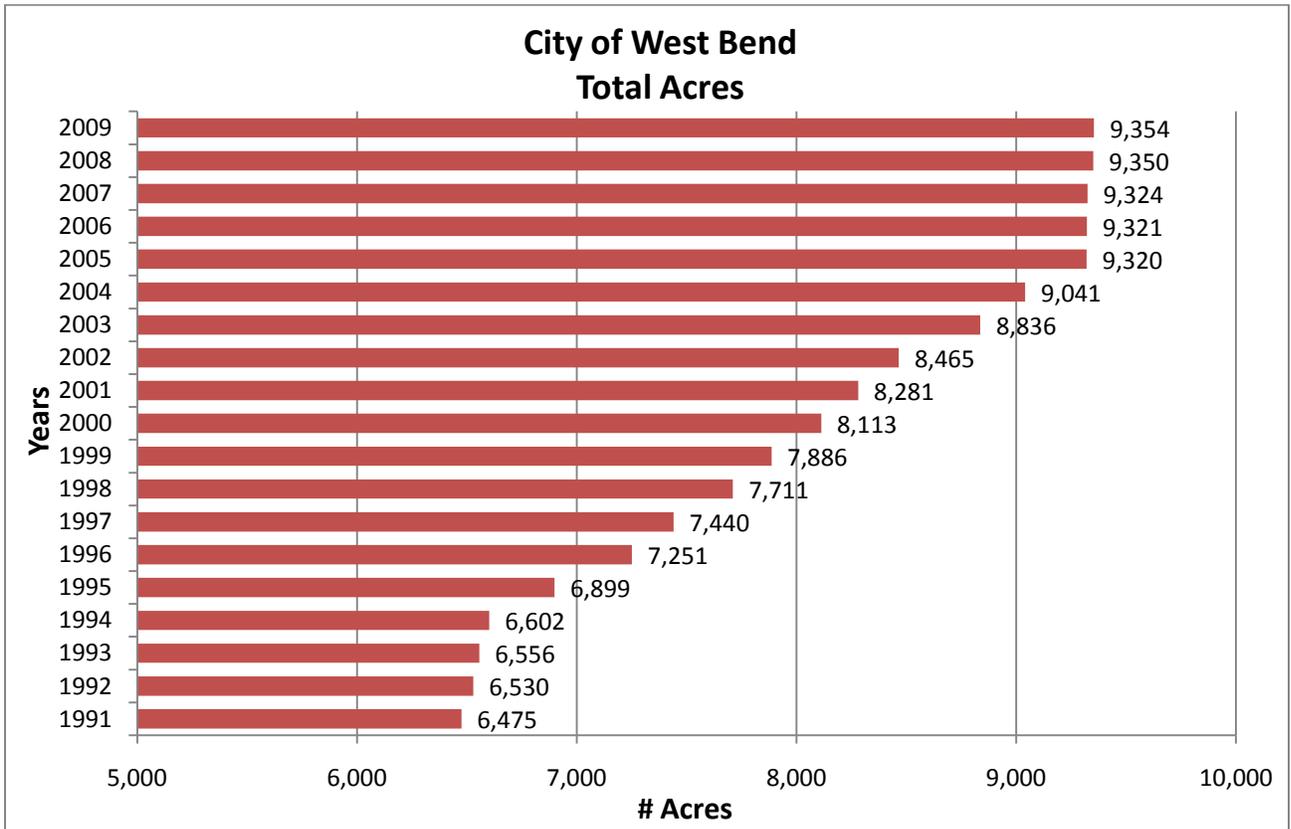
% Total Operating Budget by Dept.



City of West Bend City Miles of Local Streets

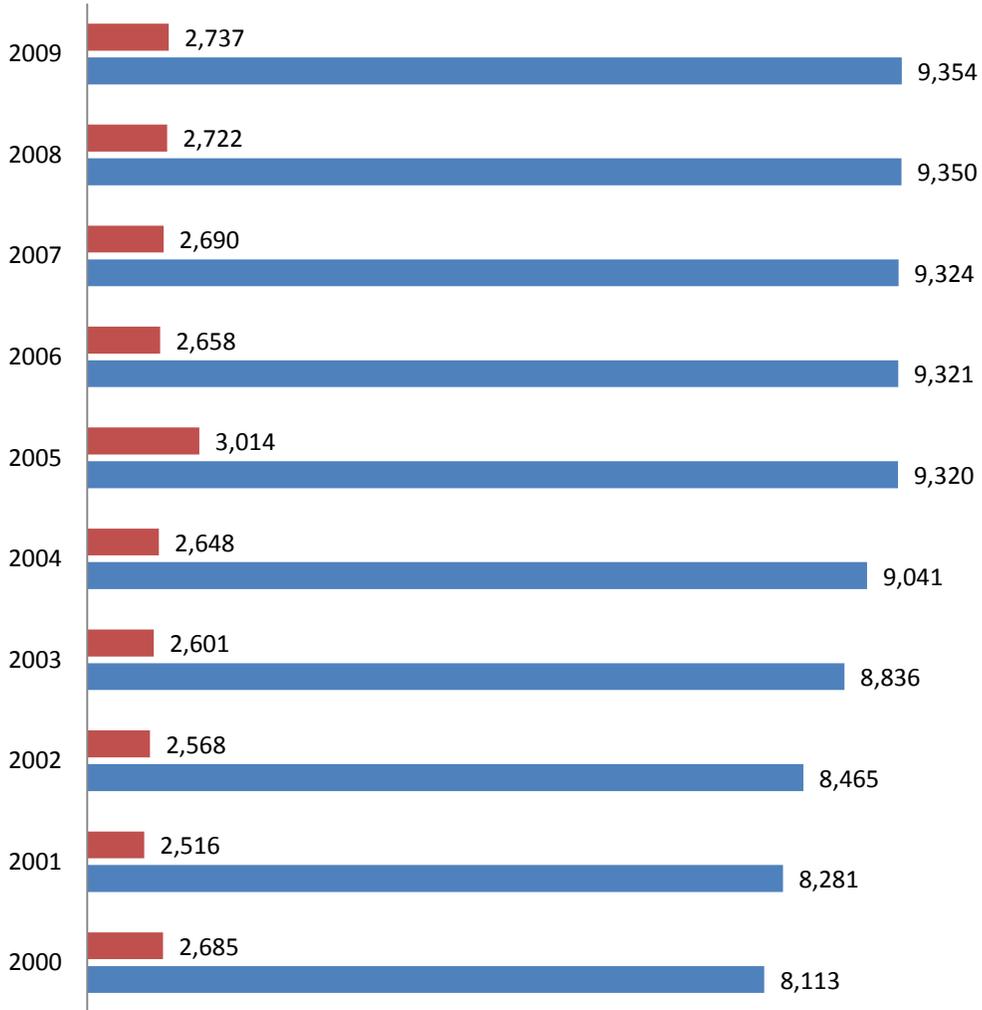


“Data obtained from State Construction Report for Streets submitted by the City Engineering Department. Data of any given year is the total of the report for the Jan 1st submission of the following year. (i.e. The “2005” data is the municipal mileage total for the Jan. 1, 2006 reporting period.)”

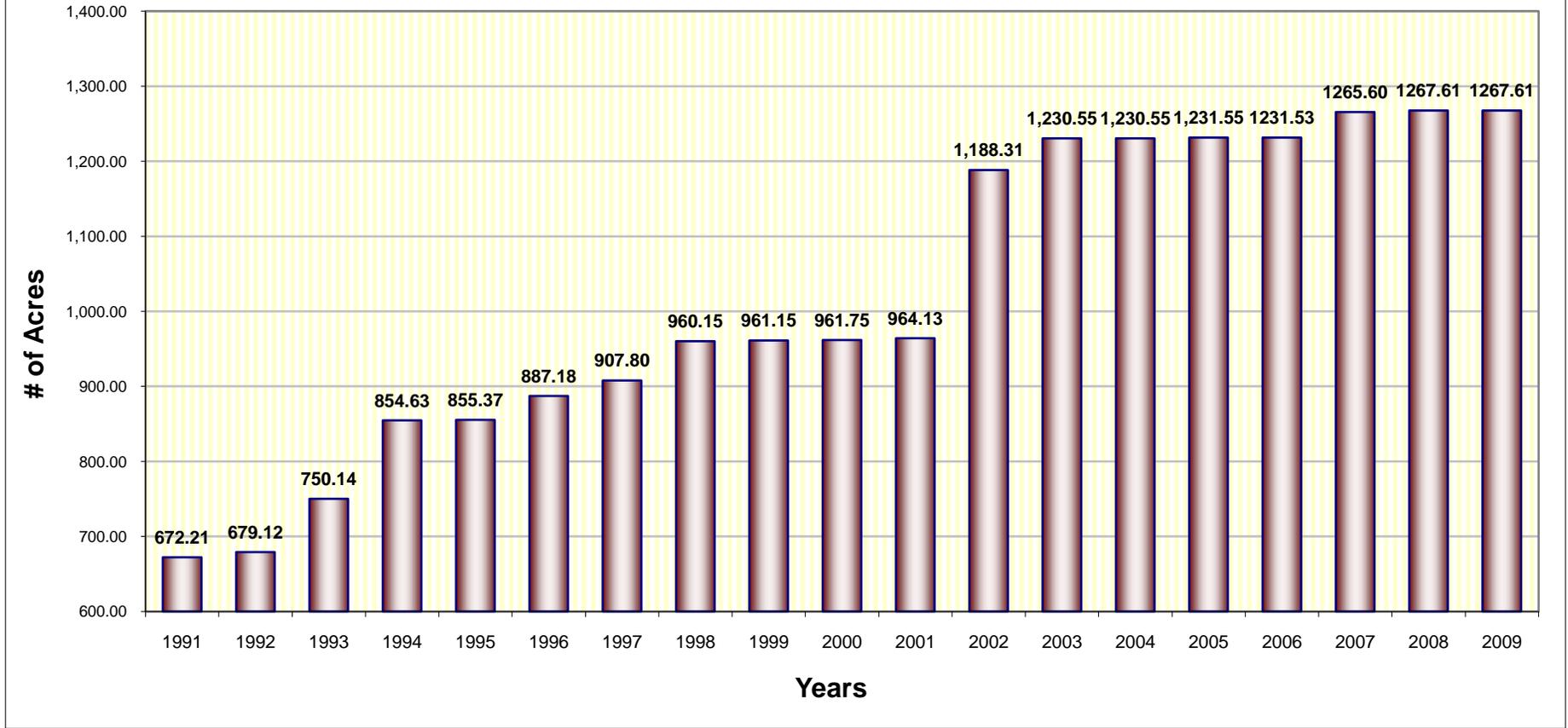


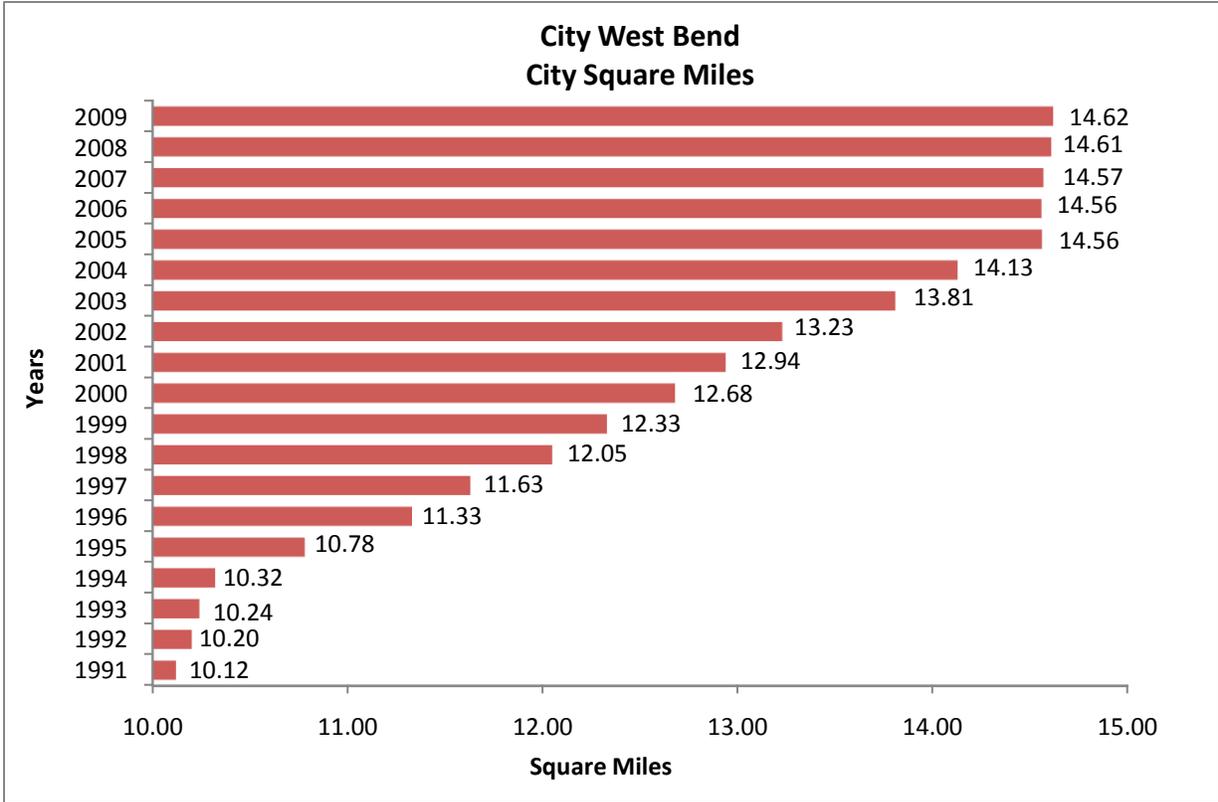
City of West Bend Total Acres vs. Tax Exempt Acres

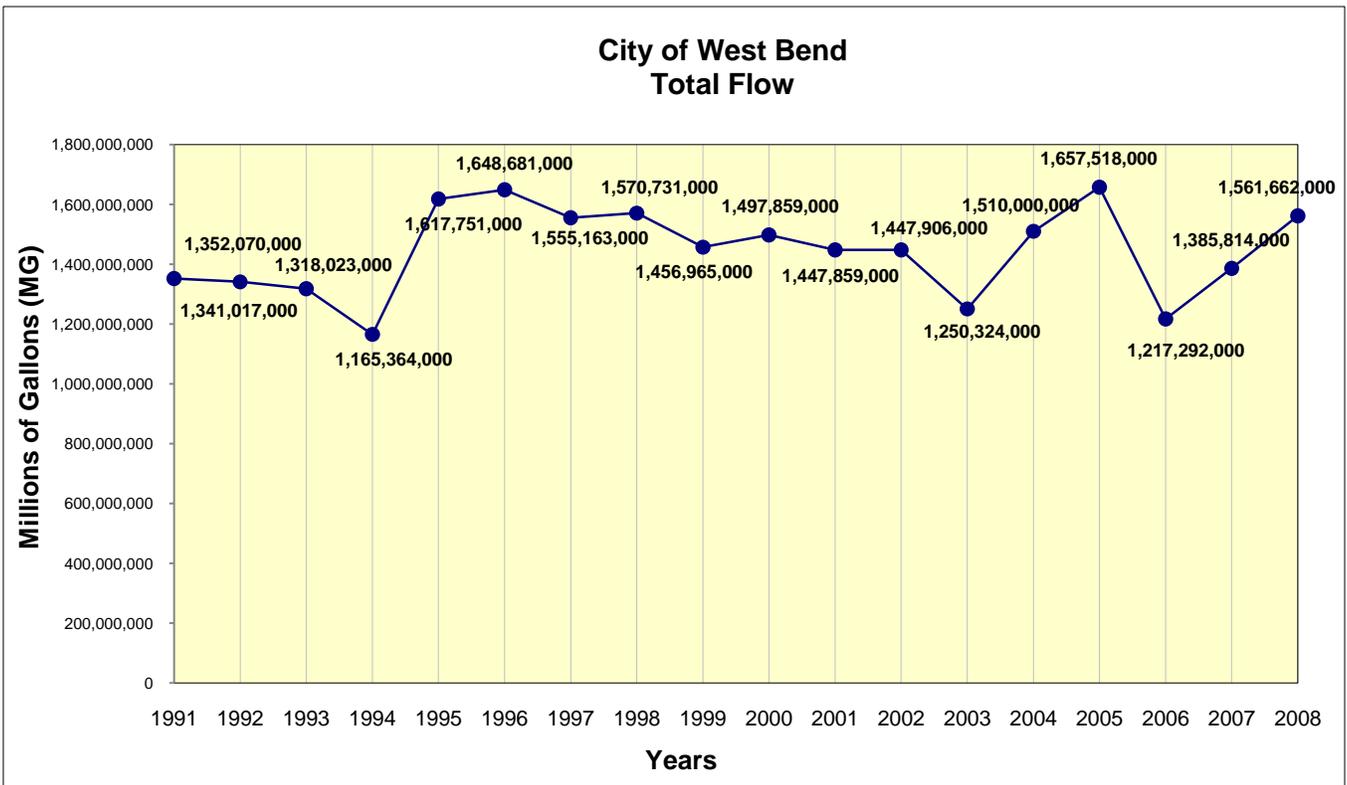
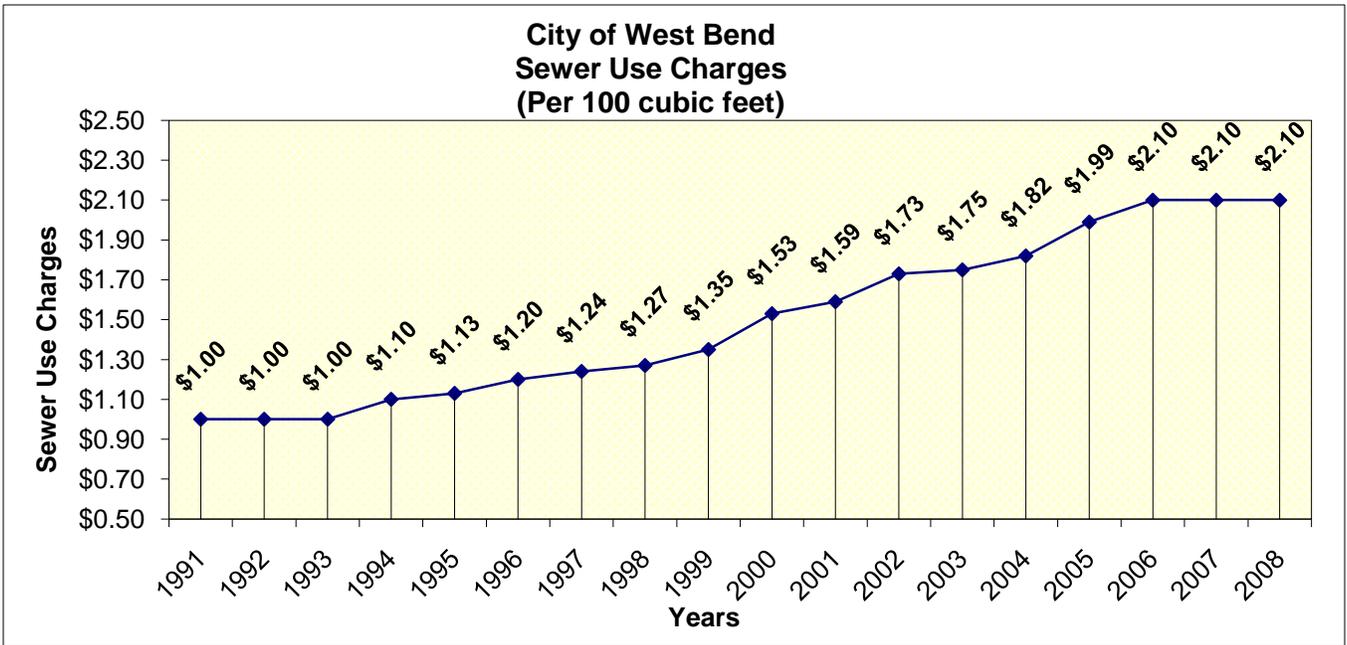
■ Tax Exempt Acres ■ Total Acres



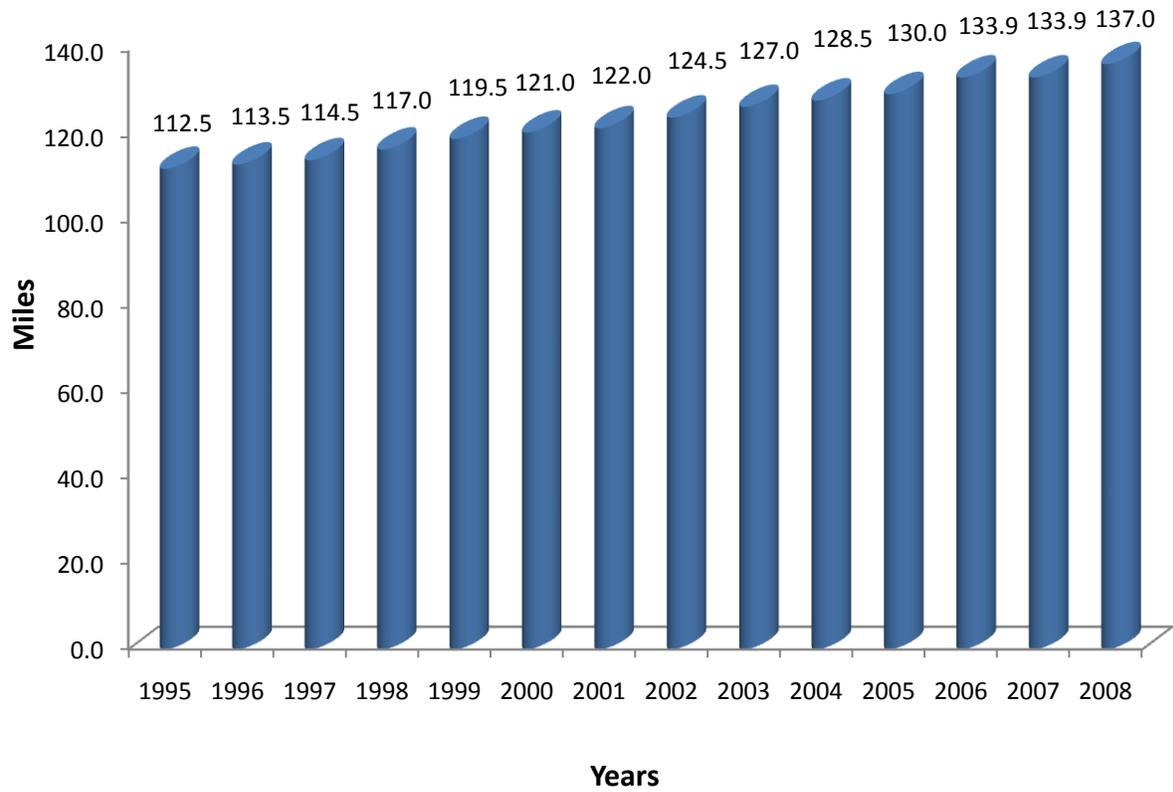
City of West Bend Park Acres



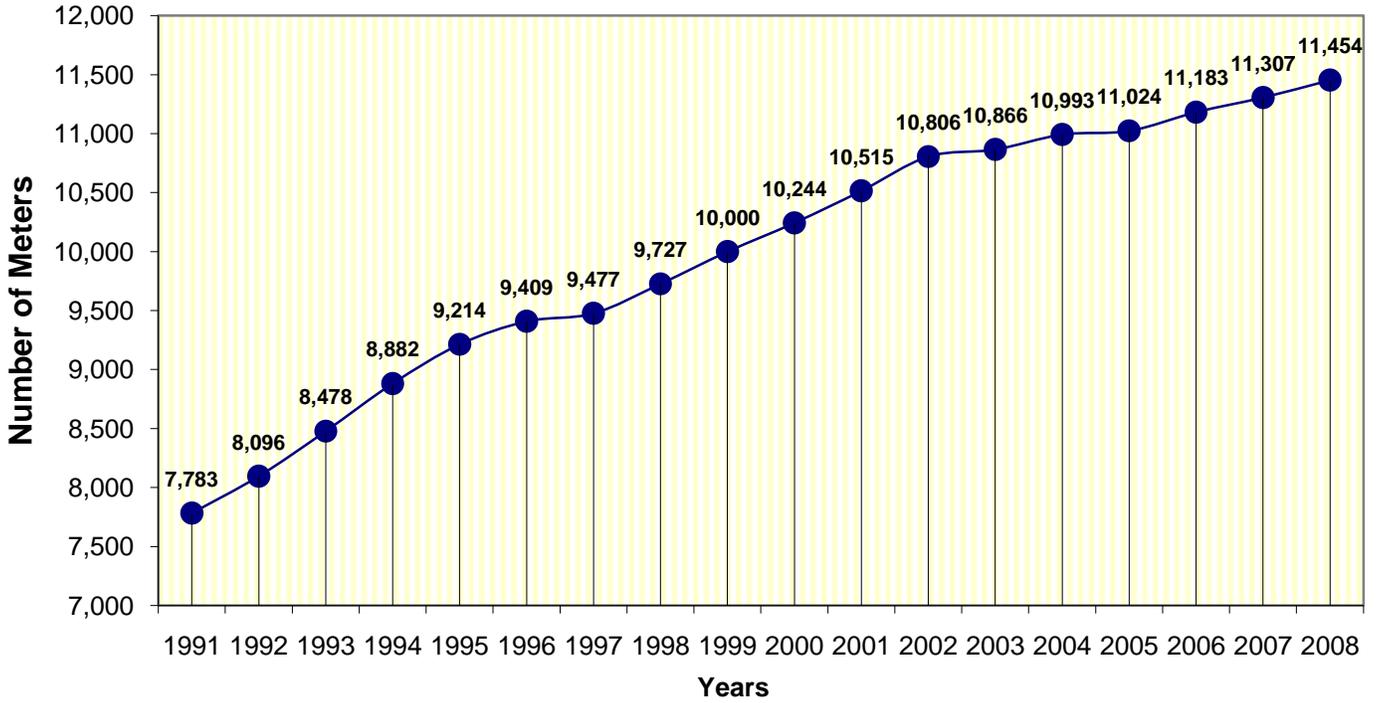




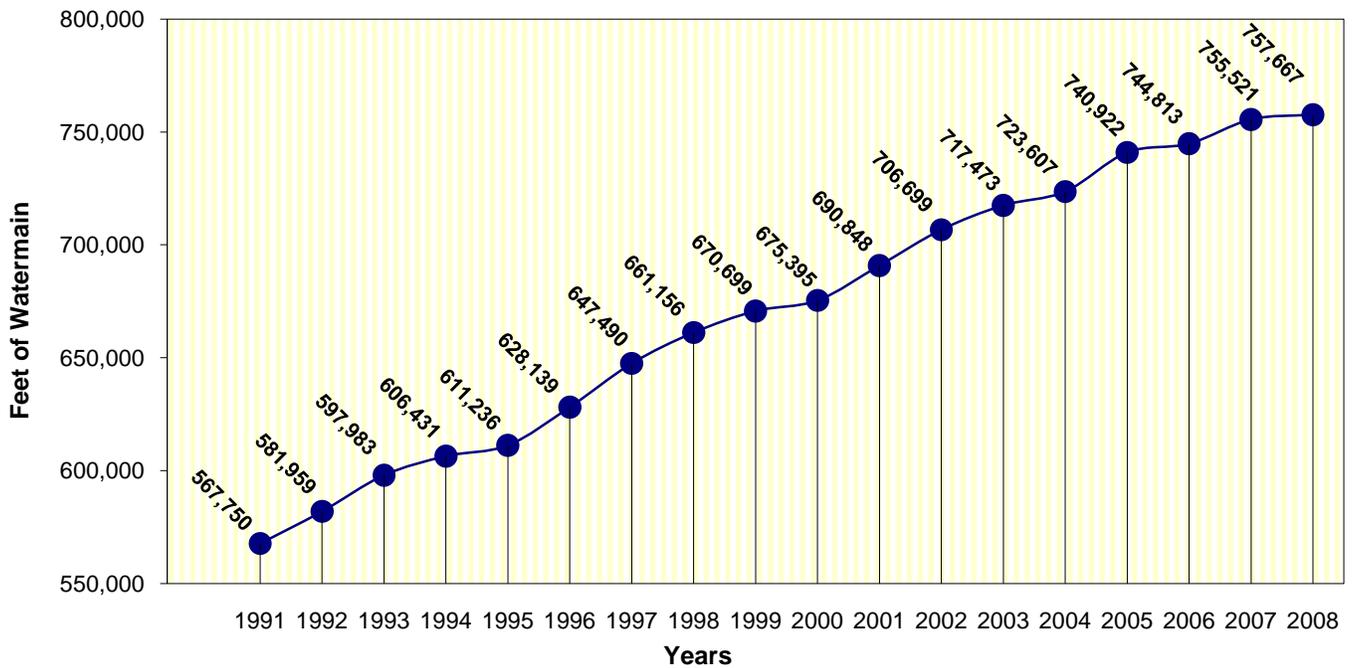
City of West Bend Miles of Sanitary Sewer



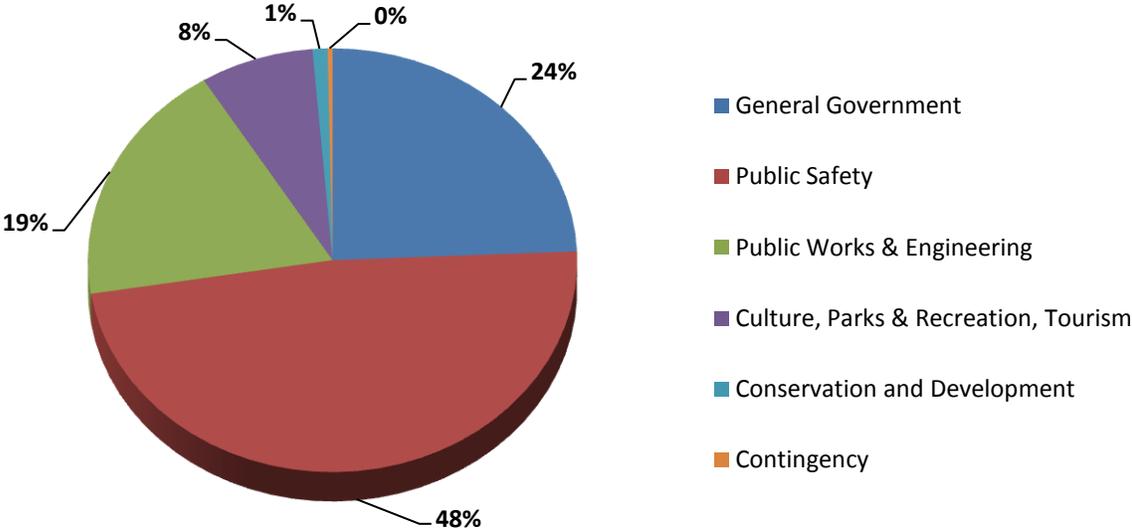
**City of West Bend
Water Utility
Number of Meters**



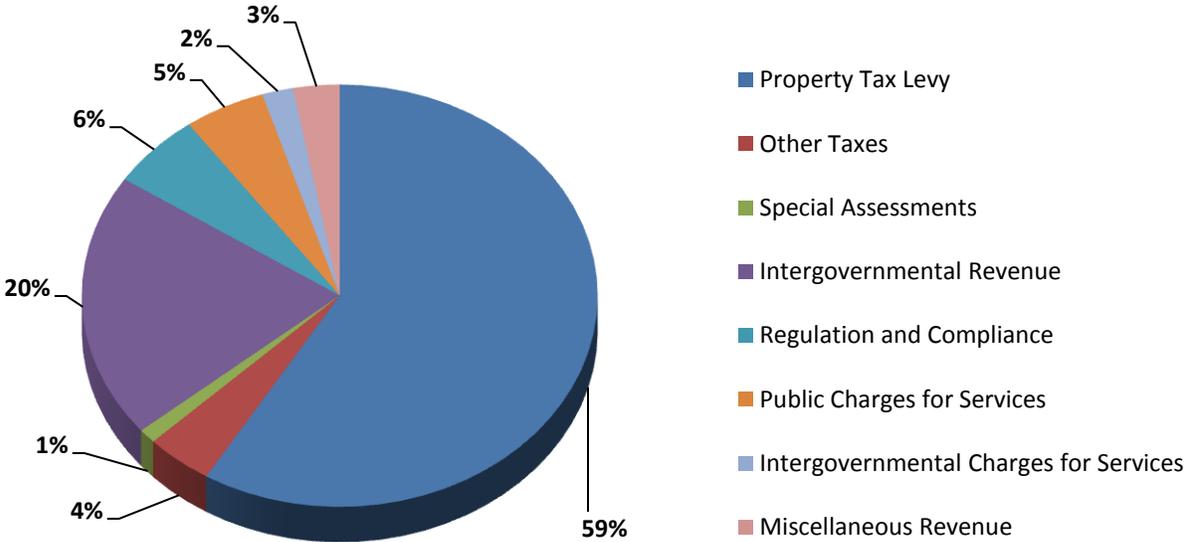
**City of West Bend
Water Utility
Feet of Watermain**



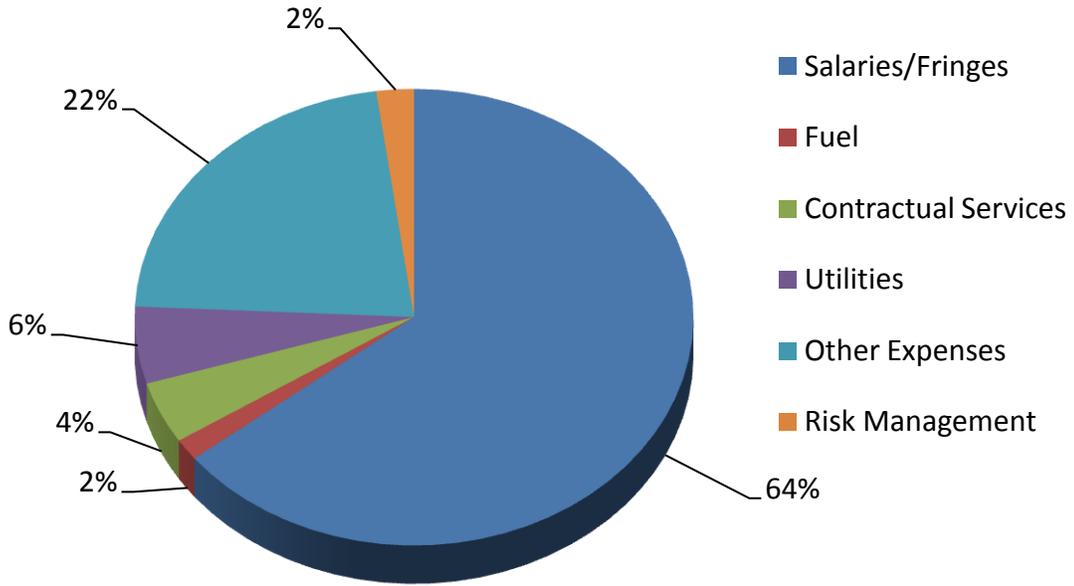
City of West Bend Summary of 2010 Proposed General Fund Expenditures



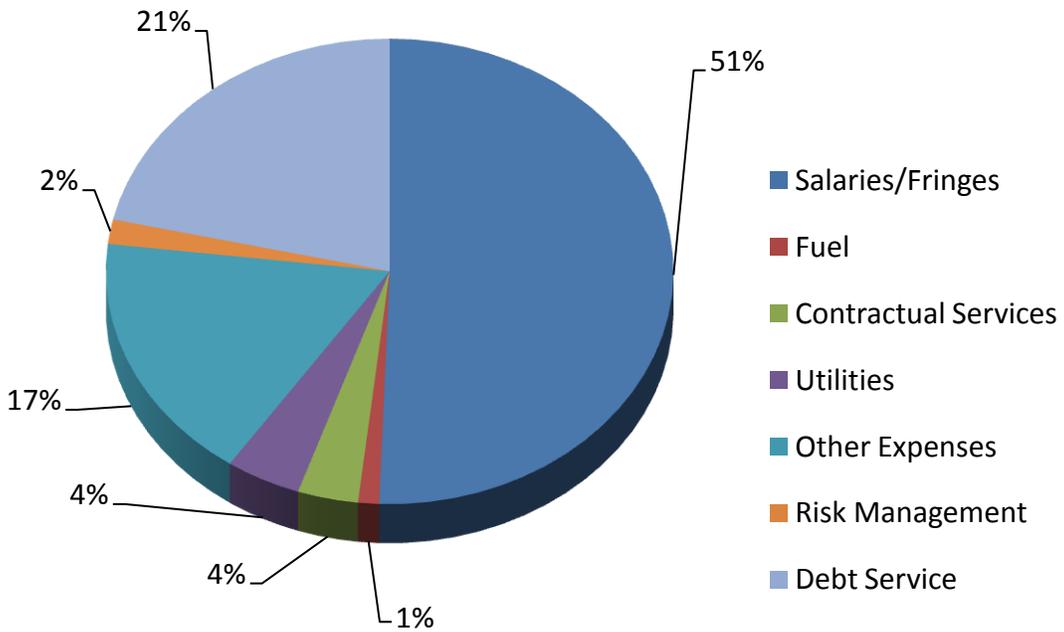
City of West Bend Summary of 2010 Proposed General Fund Revenues

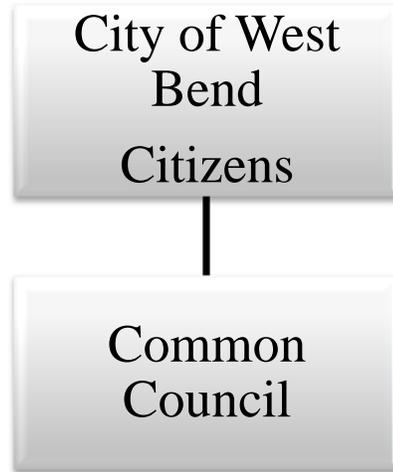


2010 General Fund Expenditures by Function



2010 General Fund Expenditures by Function with Debt Service Included





MISSION:

The City of West Bend Common Council is elected to establish policy by legislation, ordinances and policies; establish pay ranges for City employees; approve the City budget and approve management of City finances.

- Represent citizens of the City
- Adopt ordinances and resolutions
- Approve budgets and levy taxes for the operation of the City Government.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0151110				
Salaries & Fringe Benefits	\$27,757.00	\$24,240.00	22871	\$20,750
Other Expenses	\$10,476.00	\$7,568.00	8328	\$6,731
Total Election	\$38,233.00	\$31,808.00	\$31,199.00	\$27,481

PERFORMANCE MEASUREMENT/BENCH MARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Estimate
# of New Ordinances	23	23	17	20	22
# of Resolutions Approved	132	132	99	86	93
# of Meetings (BPW, Fin. Council)	116	116	101	65	75

ACHIEVEMENTS:

- Annexations - Approved Annexations from:
 - Town of Trenton, S of Daisy Dr, W of Clearview Dr, Willow Development,
 - Town of Barton, Radoll
 - Town of West Bend, Continental Properties/Montessori

GENERAL GOVERNMENT ~ Common Council

- Borrowing -

\$1,020,000 Water System Revenue Bonds, Series 2009
\$1,655,000 GO Comm. Dev. Bonds, Series 2009B
\$3,505,000 GO Promissory Notes, Series 2009A

- Developer's Agreement-

Willow View Estates, Addition #2

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salary & Fringe	Other	Total
Training	\$415	\$135	\$550
Research	\$12,865	\$4,173	\$17,038
Attending Meetings	\$7,470	\$2,423	\$9,893
	\$20,750	\$6,731	\$27,481

GOALS:

- Work with Mid-Moraine Municipal Association
- Keep Current on Legislative Changes

GENERAL GOVERNMENT ~ Common Council

2010 Department Detail Information

COUNCIL ~ Expenditures

50100 SALARIES: \$ 37,068

Salaries are at 2008 levels for the council members, including an expense allowance.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	\$37,068	\$20,877	\$3,533	\$3,425	\$0	\$0	\$8,581	\$0	\$115	\$537	\$0
2010	\$37,068	\$19,275	\$4,026	\$2,276	\$122	\$778	\$10,053	\$0	\$82	\$456	\$0

50200 FRINGES

Fringe Benefit rate 7.65 \$2,836

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	\$2,836	\$1,597	\$270	\$262	\$0	\$0	\$657	\$0	\$9	\$41	\$0
2010	\$2,836	\$1,475	\$308	\$174	\$8	\$60	\$769	\$0	\$6	\$35	\$0

52000 MEMBERSHIPS AND DUES:

Memberships include: Wisconsin Alliance of Cities 4,100

League of Wisconsin Municipalities 7,100

Mid-Moraine Association 1,400

TOTAL \$12,600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	\$14,498	\$8,165	\$1,382	\$1,340	\$0	\$0	\$3,356	\$0	\$45	\$210	\$0
2010	\$12,600	\$6,552	\$1,368	\$774	\$41	\$264	\$3,417	\$0	\$28	\$155	\$0

52200 SEMINARS AND TRAINING: \$300

Funds cover mid-moraine meetings, league meetings, and misc. training sessions.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	\$300	\$169	\$29	\$28	\$0	\$0	\$69	\$0	\$1	\$4	\$0
2010	\$300	\$156	\$33	\$18	\$1	\$6	\$81	\$0	\$1	\$4	\$0

53500 OFFICE AND OPERATING SUPPLIES:

Name Signs \$44

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	\$200	\$113	\$19	\$18	\$0	\$0	\$46	\$0	\$1	\$3	\$0
2010	\$44	\$23	\$5	\$3	\$0	\$0	\$12	\$0	\$0	\$1	\$0

I have reduced the office and operating supplies budget by removing the business cards and league manuals. Business cards and league manuals could be paid for from the monthly expense amount paid to the alderpersons.

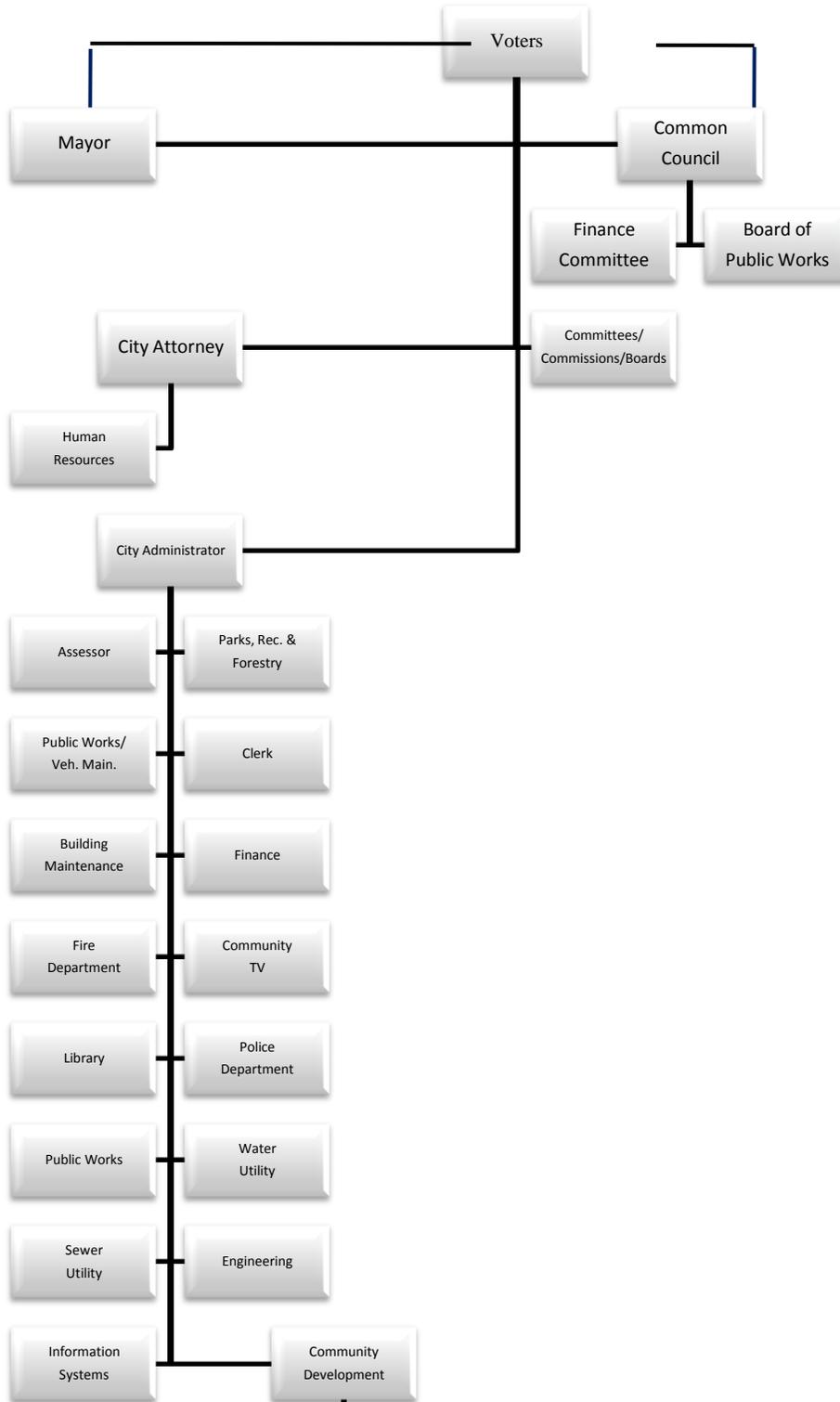
GENERAL GOVERNMENT ~ Common Council

2010 Department Detail Information

CITY COUNCIL ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$37,068	\$19,275	\$4,026	\$2,276	\$122	\$778	\$10,053	\$0	\$82	\$456	\$0
Fringes	\$2,836	\$1,475	\$308	\$174	\$8	\$60	\$769	\$0	\$6	\$35	\$0
Memberships	\$12,600	\$6,552	\$1,368	\$774	\$41	\$264	\$3,417	\$0	\$28	\$155	\$0
Seminars	\$300	\$156	\$33	\$18	\$1	\$6	\$81	\$0	\$1	\$4	\$0
Supplies	\$44	\$23	\$5	\$3	\$0	\$0	\$12	\$0	\$0	\$1	\$0
Grand Total	\$52,848	\$27,481	\$5,739	\$3,245	\$172	\$1,108	\$14,332	\$0	\$116	\$650	\$0
Total Sal/FB	\$39,904	\$20,750	\$4,334	\$2,450	\$131	\$838	\$10,822	\$0	\$88	\$491	\$0
Total Other Exp	\$12,944	\$6,731	\$1,406	\$795	\$42	\$270	\$3,510	\$0	\$28	\$159	\$0
Grand Total	\$52,848	\$27,481	\$5,739	\$3,245	\$172	\$1,108	\$14,332	\$0	\$116	\$650	\$0

GENERAL GOVERNMENT ~ Mayor



MISSION:

The Mayor is the *Chief Executive Officer* of the City of [City Name] who ensures that essential services for the citizens of our community are met under the guidance of the City Council. The Mayor oversees the City's administrative staff that is accessible, accountable and efficient in a manner consistent with planned growth and future economic development. The Mayor's mission includes:

- Preserving the City's friendly, hometown atmosphere, aspiring to keep it beautiful, clean and safe.
- Providing a system of funding that is fair, affordable and stable.

GENERAL GOVERNMENT ~ Mayor

EXPENDITURES

Account 0151210	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$6,037.62	\$5,983.25	\$5,686.00	\$5,310
Other Expenses	\$2,882.06	\$983.84	\$1,751.00	\$906
Total Mayor	\$8,919.68	\$6,967.09	\$7,437.00	\$6,216

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of Council Meetings Held/Attendance	42/41	42/40	29/28	26/25
# of Plan Commission Meetings Held/Attendance	12/12	12/12	12/12	12/12
# of Proclamations	11	11	13	12
# of Employee Anniversary Letters/Resolutions	43	49	39	52
# of Business Visits	5	5	4	10

ACHIEVEMENTS:

- Participated in monthly Chamber Board of Directors meetings and Government Relations Committee meetings.
- Attended monthly Downtown West Bend Association Board meetings, served on Downtown Development Committee (sub-committee of West Bend EDC) and took part in the Main Street program assessment.
- Conducted a business visit with Craig Farrell of the West Bend Area Chamber of Commerce at Fed Ex/Kinko's, personal visits to Some Days and Get It Now, and with Dennis Melvin and John Capelle met with officials at the Gehl Company.
- Attended monthly West Bend Economic Development Corporation meetings.
- Attended Chamber Business After Hours, and the Annual Chamber dinner.
- Presented awards to the winners of the annual Mayor's Beautification Awards held at the Museum of Wisconsin Art.
- Took part in Ribbon Cutting ceremonies for Kohl's Department Store and Casa Guadalupe.
- Took part in ceremonies for Arbor Day at St. John's School.
- Gave speeches to various organizations and at special events including: Big Brothers/Big Sisters Kick-off program, Wisconsin Museum of Art International symposium, St. John's Church 150 years celebration, Americraft 5 year celebration, Downtown West Bend Association Main Street Program Executive Directors meeting and the American Public Works Association Spring conference.
- Attended a county-wide business health solutions meeting at West Bend Mutual Ins. Co. which was hosted by the Hospital and Clinic.
- Hosted the 17th annual Christmas Tree Lighting Ceremony with the Decorah School choir providing the entertainment. Also took part in the tree lighting ceremony at the Museum of Wisconsin Art.
- Participated in various activities involved with Sister City exchanges of students from Aisho Cho, Japan and Heppenheim, Germany.

GENERAL GOVERNMENT ~ Mayor

- Met with FAA and BOA representatives regarding the airport expansion.
- Took part in the fly over of the city with the National Guard.
- Played the role of "Mayor" for the Leadership Greater West Bend Law and Government Government Day mock Council meeting, attended the Leadership graduation ceremony, and took part in a panel discussion with other local government officials.
- Attended Mid-Moraine Municipal Association meetings and a Legislative breakfast meeting in Saukville.
- Was interviewed on Milwaukee Public Radio for a series they were doing on mayors from surrounding communities and have been interviewed on a regular basis by our local radio station to talk about upcoming agenda items for the Council meeting.
- Was taped for the School District's referendum video.
- Have been an active participant on the Board for the Washington County Healthier People Project. Thru a grant opportunity, participated with the entire board in national meetings held in Washington D.C.
- Attended the "Dinner at the White House" and open house at new Housewares museum.
- Judged costumes at the Historical Society.
- Cashiered at McDonald's for the United Way.
- Attended the annual Economic Forecast sponsored by M&I Bank.
- Judged the annual spelling bee at Silverbrook Middle School and participated in the School Walk for Diabetes at St. John's School.
- Attended celebrations for the VFW Ladies Auxiliary (80 years) and YMCA (40 years).
- Attended various city public meetings including the 18th Avenue Neighborhood meeting, residents of Shadowwood Circle and Veteran's Avenue Parkway meeting.
- Judged the cake decorating contest for the West Bend Demolay at the Masonic Lodge and the Modern Woodmen speech contest at St. Mary's School.
- Met with city staff regarding the new design of the city website.
- Received the Distinguished Alumni Award from St. Mary's School.
- Interviewed by Girl Scouts for historical project.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Council, Plan Comm, Other City Mtgs.	\$1,535	\$177	\$1,712
State and Local Organizations Meetings	\$435	\$331	\$766
Meetings w/city Staff	\$1,089	\$171	\$1,260
Meetings w/Developers, Businesses	\$1,264	\$123	\$1,387
Appreciation Dinner	\$0	\$0	\$0
Sister Cities	\$106	\$0	\$106
Public Relations	\$881	\$104	\$985
Grand Total	\$5,310	\$906	\$6,216

2010 GOALS:

- Meet goals of maintaining city services at a level expected by the community.
- Promote economic development and redevelopment.
- Continue discussions with State and Federal officials regarding the Airport expansion project.
- Encourage customer friendly city services.
- Increase the number of business visits with the Executive Director of the Chamber of Commerce which are tied to the recent business retention survey.

GENERAL GOVERNMENT ~ Mayor

2010 Department Detail Information

MAYOR ~ Expenditures

50100 SALARIES:

Mayor \$9,418

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	9,418	5,246	881	675	0	0	2,399	0	47	170	0
2010	9,418	4,897	1,023	578	31	198	2,554	0	21	116	0

50200 FRINGES:

Fringe benefit rate at 7.65% and for expenses reimbursement totaling \$1800 for year is 11.5%.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	790	440	74	57	0	0	201	0	4	14	0
2010	790	413	85	50	2	15	213	0	2	10	0

51600 TELEPHONE:

Centrex	91	
Long Distance	6	
Internet	64	
Cell Phone	<u>0</u>	(Eliminated cell phone)
	\$161	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	396	221	37	28	0	0	101	0	2	7	0
2010	161	84	17	10	0	3	44	0	0	2	0

51700 POSTAGE:

Postage	87
Mail Service	13
Meter Maintenance	<u>5</u>
	\$105

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	105	57	10	8	0	0	27	0	1	2	0
2010	105	55	11	6	0	2	28	0	1	1	0

GENERAL GOVERNMENT ~ Mayor

2010 Department Detail Information

MAYOR ~ Expenditures

52200 SEMINARS AND TRAINING:

League of WI Muni. Meetings/Conference	154
WI Alliance of Cities Meetings	156
Mid-Moraine Municipal Association Meetings	60
Misc. One-Day Meetings/Events/Seminars/Mileage	<u>200</u>
	\$570

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,628	907	152	117	0	0	415	0	8	29	0
2010	570	296	62	35	2	12	155	0	1	7	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies, Legal Pads, Pens	45
Letterhead/Envelopes	80
Copier Rental	20
Paper - Copier and Printer	<u>119</u>
	\$264

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	264	147	25	19	0	0	67	0	1	5	0
2010	264	137	29	16	0	5	72	0	2	3	0

54300 GAS AND OIL:

Fuel/Mileage Reimbursement	50
Maintenance/Repairs	<u>35</u>
	\$85

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	375	209	35	27	0	0	95	0	2	7	0
2010	85	44	9	5	0	2	23	0	0	2	0

59200 ENTERTAINMENT:

Presentation Gifts for Visitors from Sister Cities	\$0
--	-----

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	0	0	0	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0	0	0	0

59500 ADMIN/SPECIAL PURPOSE

Annual Appreciation Dinner for Community Volunteers Serving on Boards/Committees/Commission	0
Employee 25 Year Anniversary Gifts (5)	<u>625</u>
	\$625

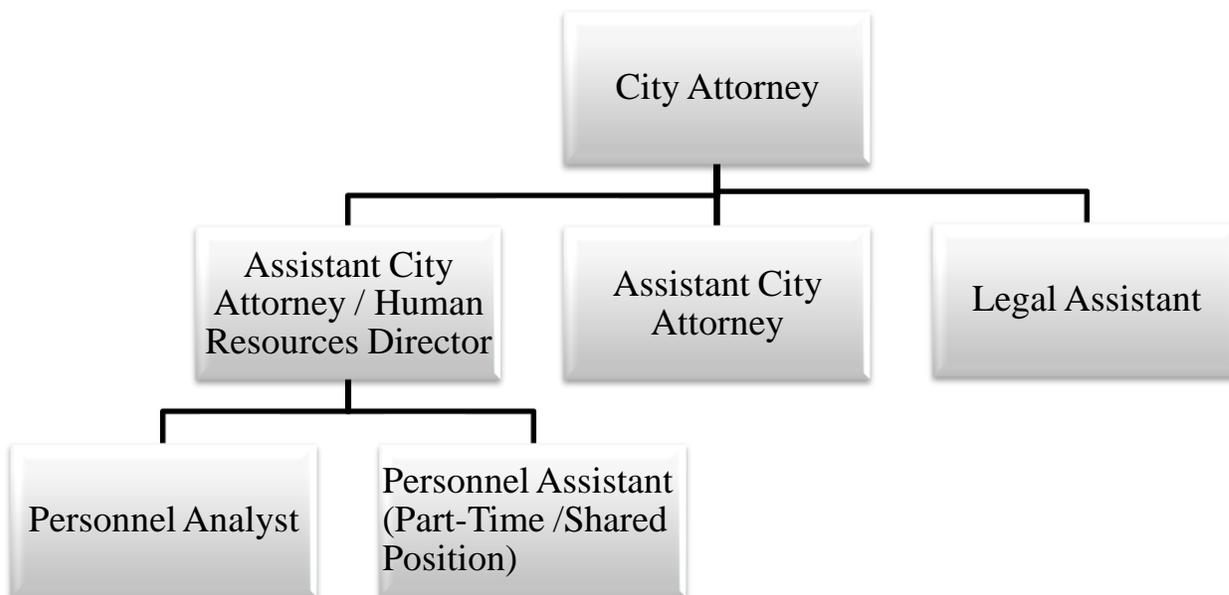
	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	375	209	35	27	0	0	95	0	2	7	0
2010	625	290	279	15	0	0	41	0	0	0	0

GENERAL GOVERNMENT ~ Mayor

2010 Department Detail Information

MAYOR ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$9,418	\$4,897	\$1,023	\$578	\$31	\$198	\$2,554	\$0	\$21	\$116	\$0
Fringes	\$790	\$413	\$85	\$50	\$2	\$15	\$213	\$0	\$2	\$10	\$0
Telephone	\$161	\$84	\$17	\$10	\$0	\$3	\$44	\$0	\$0	\$2	\$0
Postage	\$105	\$55	\$11	\$6	\$0	\$2	\$28	\$0	\$1	\$1	\$0
Seminars	\$570	\$296	\$62	\$35	\$2	\$12	\$155	\$0	\$1	\$7	\$0
Supplies	\$264	\$137	\$29	\$16	\$0	\$5	\$72	\$0	\$2	\$3	\$0
Gas & Oil	\$85	\$44	\$9	\$5	\$0	\$2	\$23	\$0	\$0	\$2	\$0
Entertainment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Purpose	\$625	\$290	\$279	\$15	\$0	\$0	\$41	\$0	\$0	\$0	\$0
Grand Total	\$12,018	\$6,216	\$1,515	\$715	\$35	\$237	\$3,130	\$0	\$27	\$141	\$0
Total Sal/FB	\$10,208	\$5,310	\$1,108	\$628	\$33	\$213	\$2,767	\$0	\$23	\$126	\$0
Total Other Exp.	\$1,810	\$906	\$407	\$87	\$2	\$24	\$363	\$0	\$4	\$15	\$0
Grand Total	\$12,018	\$6,216	\$1,515	\$715	\$35	\$237	\$3,130	\$0	\$27	\$141	\$0



MISSION - ATTORNEY:

The primary mission of the City Attorney's Office is to provide legal services to the City. The essential functions that encompass this mission include:

- Assure that proper legal procedures are being followed by City officials and staff.
- Reduce the City's liability in order to minimize or eliminate claims or lawsuits against the City.
- Respond to any legal questions from and provide legal advice/training to City officials and staff.
- Prosecute municipal code violations.
- Draft and review legal documents including ordinances, resolutions, legal opinions, contracts, leases, easements, pleadings and developer's agreements.
- Provide collection services to the City's Finance Department.
- Provide real estate services to the City.
- Represent the City in lawsuits and administrative hearings.
- Assist City Departments in responding to public records requests.
- Oversee the Human Resources Division.

MISSION - HUMAN RESOURCES:

The mission of the Human Resources Division of the City Attorney's Office is to provide quality services and support in employment, employee relations, benefits, compensation, and safety enabling employees to better serve our external customers, the citizens of West Bend.

GENERAL GOVERNMENT ~ Attorney

- Administer all labor agreements: labor negotiations; contract administration; discipline matters; investigate, respond to, and resolve grievances; coordinate drug and alcohol testing.
- Administer and manage employee benefits: vacation, sick, health and wellness benefits; life and disability insurance; deferred compensation; Section 125; health risk assessment; post employment health plan and participation in the Wisconsin Retirement Fund.
- Select and retain employees: recruitment, testing, selection, hiring, new employee orientation, evaluation, promotion, training and development of employees and maintaining personnel records.
- Administer the compensation plan: create and maintain job descriptions, coordinate classification studies and determine salary levels.
- Assist departments in complying with federal, state and local employment laws and City ordinances; create and implement policies and procedures.
- Administer the Risk Management Program: loss control; safety; workers compensation, unemployment compensation, liability, auto and property insurance and work to minimize City liability.
- Prepare reports for auditors, allocate insurance costs and prepare and monitor the division's budgets.

EXPENDITURES:

NOTE: Prior to the 2010 budget, the Attorney and Human Resources budgets were submitted separately. The figures listed for prior years combines the Attorney and Human Resources amounts in their respective budget.

Account 0151310	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$241,169.05	\$307,364.00	\$278,044.00	\$297,836
Other Expenses	\$29,237.57	\$30,587.00	\$31,555.00	\$31,627
Total Attorney / Human Resources	\$270,406.62	\$337,951.00	\$309,599.00	\$329,463

GENERAL GOVERNMENT ~ Attorney

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
Attorney - Collections:					
# of Delinquent Personal Property Tax Accounts	41	14	18	38	67
# of Bankruptcy Cases Handled	30	22	16	63	70
Attorney - Miscellaneous:					
# of Agreements, Contracts and Leases Drafted and/or Revised	32	31	24	24	25
# of Meter Exchange Letters Mailed	41	45	59	79	70
# of Easements Drafted, Obtained, Terminated and/or Granted	7	19	4	2	5
# of Legal Opinions	9	3	5	3	2
# of Ordinances Drafted and/or Amended	30	22	13	21	27
# of Resolutions Drafted and/or Amended	52	48	41	62	50
# of Real Estate Transactions	6	2	3	3	5
# of Requests for Copies of Police Incident Reports	75	59	62	65	60
# of Open Records Requests Reviewed	NA	80	87	103	97
# of Citations issued for City Depts other than Police.	NA	8	27	5	5
Attorney - Municipal Court:					
# of Pretrial Conferences	1,890	1,920	2,132	1,940	1,920
# of Trials	38	44	84	78	89
# of Citations for Theft of Library Materials	50	27	53	42	70
Human Resources:					
Applications Received *	366	407	372	210	450
Interviews *	51	48	50	37	45
New Employees/Transfers/Promotions *	17	19	34	19	15
Contract Negotiation Meetings	17	27	4	11	14
Surveys Completed	18	12	12	12	4
Disability Claims Paid - Number of Employees	13	11	12	21	18
Disability Claims Paid - Number of Checks	39	29	38	97	40
Health Insurance Disputes Resolved	125	150	140	132	140
FMLA Requests	36	43	29	38	37
Employee Terminations Completed (Retirees)	5	3	7	6	7
All separations of employment	9	10	16	13	14
Full time Employees	249	247	246	264	250
Full Time Equivalent Employees	33.85	34.44	39.34	38.69	37.49

* Recruitmant information does not include seasonal employees or interviews for police officers or firefighters.

GENERAL GOVERNMENT ~ Attorney

ACHIEVEMENTS - ATTORNEY:

- Collected \$9,488.85 during 2008 to pay for lost library materials. As of July 13, 2009, we have collected \$2,597.85 so far in 2009.
- Continued to work with other City departments in the development of TIFs 5, 9 and 12.
- Assisted the RDA of the City of West Bend with obtaining a writ of assistance for the Surak property in TIF 9 which lead to the vacation and demolition of that property.
- Completed the well abandonment project with the Water Utility. All known private wells are now in compliance with the City code.
- During all of 2008, collected (or obtained judicial orders to pay) \$20,871.78, and in the first half of 2009 collected (or obtained judicial orders to pay) \$26,461.74 in delinquent personal property taxes including interest, penalties, court costs and attorney fees.
- During all of 2008, collected \$32,127.44, and in the first half of 2009 collected \$25,111.03 in delinquent invoices via the Tax Refund Interception Program (TRIP) offered by the Department of Revenue.
- Revised Master Template for Developer's Agreements.
- Provided information to new alderpersons regarding open meeting, ethics and public records.
- Continued to streamline procedures between the City Attorney's Office and the HR Division including eliminating a part-time position and creating a shared position with Administration.
- Completed total revisions of the City's Fire Code and Cable TV Code.
- Substantially increased the percentage of cases settled without a trial in Municipal Court.
- Conducted legal update with Police Department to help train officers/staff.
- Tested out the City's new nuisance policies with the Quaas property. Property was cleaned up and we received judgment of \$77,400 for costs.
- Rewrote Police Department Open Records Policy.
- Started using Police Department Phoenix System to streamline records requests/reviews.
- Worked with Municipal Court to update policies to reduce case load and increase efficiencies.

ACHIEVEMENTS - HUMAN RESOURCES:

- Opened and concluded negotiations with five of six unions.
- Revised City's Travel Expense Policy for employees.
- Insurance renewals for Health and Risk Management bringing on board R&R Insurance resulting in cost savings for the City of West Bend with improved coverage.
- Concluded work on WRS appeals for part-time police officers and alderman.
- Health Risk Assessment completed for approximately 350 employees and spouses.
- Completed safety training for all departments.
- Section 125 benefit end of year sign up for 2009.
- Compiling and supplying all health and risk management information for the 2009 Water and General Audit.
- Complied with new FMLA laws and revised Leave of Absence Policy accordingly.
- Developed Voluntary Leave without Pay Policy.
- Implement second deferred compensation savings program for employees.

GENERAL GOVERNMENT ~ Attorney

BUDGET SUMMARY AND HIGHLIGHTS - ATTORNEY:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Prosecution of Ordinance Violations	\$42,400	\$1,956	\$44,356
Collections / Bankruptcy	\$13,822	\$3,132	\$16,954
Administrative Duties (Budget; Tracking TIF, Landfill and Cable Hours; Personnel Evaluations; General Office Management)	\$14,950	\$184	\$15,134
Drafting & Reviewing Ordinances, Resolutions, Orders of the Board of Public Works, Agreements, Contracts, Leases, Easements, Pleadings, Real Estate Documents, and other Legal Documents; Updating Municipal Code	\$46,863	\$2,138	\$49,001
Legal Opinions and Correspondence / Advice to City Departments, Common Council, Boards and Commissions	\$28,980	\$2,887	\$31,867
Seminars / Legal Updates / Review New Cases and Laws	\$17,240	\$3,100	\$20,340
Attending Meetings (Common Council, RDA, Board of Review, Board of Zoning Appeals, Police Chief's Monthly Meeting)	\$6,935	\$52	\$6,987
Miscellaneous Attorney Duties (Tasks involved in litigation, administrative proceedings and other claims that do not fall into one of the other categories)	\$5,634	\$628	\$6,262
Total - Attorney	\$176,824	\$14,077	\$190,901

BUDGET SUMMARY AND HIGHLIGHTS - HUMAN RESOURCES:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Labor Negotiations	\$23,211	\$3,302	\$26,513
HRIS Administration	\$19,342	\$2,753	\$22,095
Employee Benefits	\$21,921	\$3,120	\$25,041
Compensation	\$12,895	\$1,836	\$14,731
Selection/Retention	\$12,895	\$1,836	\$14,731
Risk Management	\$19,342	\$2,753	\$22,095
Audit, Allocations, Budget	\$16,763	\$2,386	\$19,149
Legal Assistance	\$2,579	\$367	\$2,946
Total - Human Resources	\$128,948	\$18,353	\$147,301
Grand Total - Attorney and Human Resources	\$305,771	\$32,431	\$338,202

2010 GOALS - ATTORNEY:

- Continue working with the West Bend Library to collect delinquent library accounts and foster the return of overdue materials saving the City the costs of replacing these items.
- Work with the Clerk's Office and IS Department to establish an email policy for city employees with archiving capabilities and to establish an electronic records policy.
- Provide information to Board and Committee members regarding their obligations under the Open Meetings law, Public Records Law, and Ethics Code.
- Continue to search for ways to increase efficiencies between the Attorney's Office and Human Resources Division including more cross training of employees.
- Complete litigation involving Surak relocation claim and Hochrein condemnation case.
- Continue to streamline court processes, both with the Police Department & Municipal Court.
- Continue to provide assistance with development of TIF districts, particularly TIFs 5, 8 and 9.

2010 GOALS - HUMAN RESOURCES:

- Continue negotiations with remaining union.
- Ensure compliance with employment laws and regulations.
- Determine how to better inform employees on all aspects of their benefits through the City of West Bend.
- Finalize job duties and then continue cross-training department employees for the HR Division of the City Attorney's Office.
- Continue employee training on required safety and annual DCOMM topics.
- Continue to revise and update City's Employee Policy Manual.
- Continue to research cost saving options for health insurance costs.

GENERAL GOVERNMENT ~ Attorney

2010 Department Detail Information

ATTORNEY / HUMAN RESOURCES ~ Expenditures

50100 SALARIES:

	ATTY	HR
Attorney	92,278	Asst City Atty/HR Director 72,820
Assistant City Attorney	59,175	Personnel Analyst 42,177
Legal Assistant	<u>50,183</u>	Part-Time Assistant <u>16,315</u>
	\$201,636	\$131,312

SALARIES	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	332,948	258,013	25,757	13,954	0	413	39,039	0	1,131	1,076
2010	332,948	250,051	26,452	13,424	60	287	39,941	0	1,003	1,729

50200 FRINGE:

Fringe Benefit Rate at 19.11%.

FRINGE	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	61,629	47,758	4,769	2,583	0	76	7,226	0	209	199
2010	63,626	47,785	5,055	2,565	11	55	7,633	0	192	330

51600 TELEPHONE:

	ATTY	HR
Centrex	827	447
Long Distance	187	55
Internet	<u>150</u>	<u>193</u>
	\$1,164	\$695

11% decrease due to recalculation of HR amount and sharing of fax machine.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	2,497	1,886	225	121	0	4	241	0	11	9
2010	1,859	1,364	166	85	0	1	226	0	8	9

51700 POSTAGE:

	ATTY	HR
Postage & Flats	295	295
Mail Service	50	90
Postage Machine - Rental/Supplies	20	20
UPS	<u>50</u>	<u>50</u>
	\$415	\$455

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	920	696	83	45	0	2	87	0	4	3
2010	870	647	82	42	0	1	87	0	4	6

GENERAL GOVERNMENT ~ Attorney

2010 Department Detail Information

ATTORNEY / HUMAN RESOURCES ~ Expenditures

52000 MEMBERSHIPS:	ATTY	HR
Wisconsin State Bar Dues (\$450/ea)	900	450
Washington County Bar Association Dues (\$45/ea)	90	45
International Municipal Lawyers Association	640	
Public Risk Management Association (PRIMA)		65
WI/National Public Employer Labor Relations Assoc (WPELRA)		175
Milwaukee Area Municipal Employers Assoc (MAMEA)		60
State Bar Labor Law Division		20
	<u>\$1,630</u>	<u>\$815</u>

1.3% decrease due to clarification of the HR membership fees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	2,479	1,948	172	91	0	3	248	0	8	9
2010	2,445	1,902	176	89	0	2	253	0	5	18

52100 PUBLICATIONS:	ATTY	HR
Westlaw Access <i>(Price Increase)</i>	8,200	
League of Municipalities - State of Wisconsin CD	150	
Wisconsin Administrative Code Updates	435	
West Group Publications	165	
Includes: Ahren Bankruptcy Proc. Manual, WI Collection, Law (Pocket Parts), Bankruptcy Prac./Gen. Practice		
State Bar of Wisconsin Reference Books	590	
Miscellaneous Publications and Reference Books		475
	<u>\$9,540</u>	<u>\$475</u>

State Statute books are purchased every two years. Next purchase will be in 2011.

Increase in cost for the use of Westlaw (approximately 5% increase expected).

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	9,882	7,249	822	444	0	9	1,236	0	30	32
2010	10,015	7,175	773	416	0	1	1,600	0	16	34

52200 SEMINARS AND TRAINING:	ATTY	HR
Municipal Attorney's Institute - includes tuition, lodging & mileage	600	600
Specialized Seminars	900	900
	<u>\$1,500</u>	<u>\$1,500</u>

Decrease in HR Specialized Seminars amount of \$50.00.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	3,050	2,295	271	147	0	5	309	0	12	11
2010	3,000	2,225	281	143	0	4	316	0	8	23

GENERAL GOVERNMENT ~ Attorney

2010 Department Detail Information

ATTORNEY / HUMAN RESOURCES ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

	ATTY	HR
Stationery, Envelopes and Copy Paper	163	65
Copier Maintenance and Copies	185	170
Printer Cartridges	150	140
Shred-It	100	100
Miscellaneous Office Supplies (staples, pens,pencils,post it notes, etc.)	92	92
	<u>\$690</u>	<u>\$567</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	1,323	990	116	63	0	2	142	0	5	5
2010	1,257	927	116	59	0	1	142	0	5	7

54300 GAS AND OIL:

	ATTY	HR
Fuel for proportionate share of city vehicle	25 gal. @ 3.26/gal	82
	65 gal. @ 3.26/gal	212
Proportionate share of vehicle repairs		<u>27</u>
	<u>\$109</u>	<u>\$261</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	424	334	37	19	0	1	30	0	2	1
2010	370	282	35	18	0	1	28	0	2	4

57700 CONTRACTUAL SERVICES:

	HR
Alpha Terra (Safety Training)	\$6,500
Carlson Dettman (Compensation Consultants)	<u>\$1,500</u>
	<u>\$8,000</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	8,000	5,967	1,238	413	3	3	284	0	59	33
2010	8,000	5,967	1,238	413	3	3	284	0	59	33

59500 ADMIN/SPECIAL PURPOSE:

	ATTY	HR
Small Claims Filing Fees	820	
Service of Process	200	
Docketing Judgments	630	
Witness Fees and Mileage	100	
State Laboratory of Hygiene	125	
Transcripts	125	
St. of WI - Dept. of Justice - eTIME Access (\$100/month)	1,200	
Section 125 Enrollment		\$2,000
Section 125 Reporting and Claims Processing		<u>\$8,350</u>
	<u>\$3,200</u>	<u>\$10,350</u>

Increase due to error in 2009 HR Budget

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable
2009	12,312	10,187	1,050	562	0	0	404	0	63	46
2010	13,550	11,139	1,042	599	7	22	616	0	104	21

GENERAL GOVERNMENT ~ Attorney

2010 Department Detail Information

ATTORNEY ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$332,948	\$250,051	\$26,452	\$13,424	\$60	\$287	\$39,941	\$0	\$1,003	\$1,729	\$0
Fringes	\$63,626	\$47,785	\$5,055	\$2,565	\$11	\$55	\$7,633	\$0	\$192	\$330	\$0
Telephone	\$1,859	\$1,364	\$166	\$85	\$0	\$1	\$226	\$0	\$8	\$9	\$0
Postage	\$870	\$647	\$82	\$42	\$0	\$1	\$87	\$0	\$4	\$6	\$0
Memberships	\$2,445	\$1,902	\$176	\$89	\$0	\$2	\$253	\$0	\$5	\$18	\$0
Publications	\$10,015	\$7,175	\$773	\$416	\$0	\$1	\$1,600	\$0	\$16	\$34	\$0
Seminars	\$3,000	\$2,225	\$281	\$143	\$0	\$4	\$316	\$0	\$8	\$23	\$0
Supplies	\$1,257	\$927	\$116	\$59	\$0	\$1	\$142	\$0	\$5	\$7	0
Gas & Oil	\$370	\$282	\$35	\$18	\$0	\$1	\$28	\$0	\$2	\$4	\$0
Contractual	\$8,000	\$5,967	\$1,238	\$413	\$3	\$3	\$284	\$0	\$59	\$33	\$0
Special Purpose	\$13,550	\$11,139	\$1,042	\$599	\$7	\$22	\$616	\$0	\$104	\$21	\$0
Grand Total	\$437,940	\$329,464	\$35,416	\$17,853	\$81	\$378	\$51,126	\$0	\$1,406	\$2,214	\$0
Total Sal/FB	\$396,574	\$297,836	\$31,507	\$15,989	\$71	\$342	\$47,574	\$0	\$1,195	\$2,059	\$0
Total Other Exp.	\$41,366	\$31,627	\$3,909	\$1,864	\$10	\$36	\$3,552	\$0	\$211	\$155	\$0
Grand Total	\$437,940	\$329,463	\$35,416	\$17,853	\$81	\$378	\$51,126	\$0	\$1,406	\$2,214	\$0

GENERAL GOVERNMENT ~ Attorney

2010 Department Detail Information

CITY ATTORNEY ~ Revenue

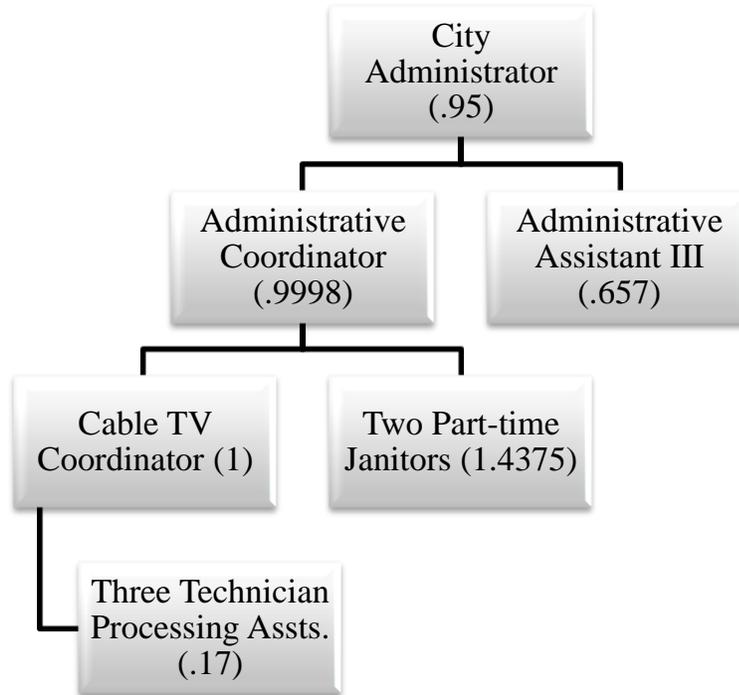
Check written to the City from the Mid-Moraine Municipal court for costs received from defendants.

	2006 Actual	2007 Actual	2008 Actual	2009 Adopted	2010 Proposed
014514.451200 Court Costs/Subpoena Fees	\$443.50	\$2,236.48	\$2,279.56	\$1,136.00	\$1,439.00

Copy Charges and postage to mail requests for copies of police incident reports and other public records. These charges are paid to the City by the person or entity requesting the records.

	2006 Actual	2007 Actual	2008 Actual	2009 Adopted	2010 Proposed
014614.461700 Copy/Postage for Police Incident Reports	238.99	\$231.10	\$214.70	\$250.00	\$445.00

GENERAL GOVERNMENT ~ City Administrator



MISSION:

The primary mission of the City Administrator's Office is to create a strong, vital community by providing quality, cost-effective municipal services for the benefit of residents and businesses in the city. Furthermore, through the ethical, effective and efficient stewardship of our resources, the City of West Bend will strive to conduct our business and plan our growth in a manner that preserves our community as our home.

- The City Administrator's Office provides management of daily activities of all offices of the City of West Bend by directing, coordinating, and expediting their activities.
- The Office of the City Administrator conducts or directs studies as are necessary to determine the most economical and efficient operation of all departments.
- The City Administrator is responsible to the Mayor and Council for effectuating all actions of the same which require administrative implementation.
- The City Administrator's Office directs and coordinates the preparation of the annual City budget, and makes such reports as the Mayor and Council may require as to the current fiscal status of the budget and reports any variation.
- The City Administrator also serves as the Director of Emergency Government.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0151411				
Salaries and Fringe Benefits	\$100,018.34	\$99,804.75	\$76,012.00	\$75,666
Other Expenses	\$2,382.77	\$2,086.35	\$2,531.00	\$1,106
Total Administrator	\$102,401.11	\$101,891.10	\$78,543.00	\$76,772

GENERAL GOVERNMENT ~ City Administrator

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Est.
# of Employee Evaluations	21	21	21	21	21
# of Newsletters E-mailed and Delivered/Yr.	10,420	9,778	8,148	8,100	6,000
Bond Rating	A1	A1	A1	A1	A1
# of Bldg. Main. Work Orders Processed	310	394	400	N/A	N/A

Note: Bldg. Main. work orders now processed directly thru Building Maintenance.

ACHIEVEMENTS:

- Submitted 2009 budget to Council at 0% Assessed Value Tax Rate increase and 1.7% increase in non-debt expense.
- Stayed w/in Statutory levy limits and Expenditure Restraint program, while maintaining city services.
- Revised department budget information with Mandatory/Necessary/Discretionary categories for major departments in 2009 budget.
- Maintained A1 bond rating.
- Implemented an early June 1, 2009 formal start to 2010 Budget.
- Completed annual MD&A report for 2009 Audit of 2008 finances.
- At request of Alderman Turner, worked with Finance and IS departments to increase transparency of City vendor payments on city website.
- Coordinated agendas for 67 Board of Public works, Finance committee and Common Council meetings.
- City Administrator served on Mid-Moraine Municipal Court Administrative Committee, and as Deputy Treasurer of that committee.
- Staff continued involvement with Alliance of Cities.
- Administrator, Administrative Coordinator and Urban Development Director finalized streaming video marketing piece with CGI Corporation.
- Eliminated hard-copy distribution of City newsletter "Just Around the Bend". Converted to 100% electronic distribution to approximately 500 "customers".
- Assisted City Engineer in selection, screening, and ranking of potential ARRA projects.
- With City Engineer, held second annual meeting with DOT Southeast Region to discuss various projects/needs.
- Reduced Capital Projects borrowing in 2009 to \$1.9 million, utilizing existing funds.
- Participated in activities related to Sister City visits from Aisho-Cho, Japan and Pazardjik, Bulgaria.
- Admin. Coor. participated in conference calls with AT&T regarding the connection of the City's television programs to their U-Verse platform. Also viewed their service at the home of a city resident prior to the launch of their services to parts of the city.
- Admin. Coor. assisted with live broadcast of Council meeting and taped an employee safety training session. The DVD was made available to employees unable to attend the sessions.
- Admin. Coor. negotiated a new lease agreement with the Donna Lexa Community Art Center at the Mutual Mall and coordinated the remodeling and move of their facilities to the main floor.
- Admin. Coor. wrote up specifications and met with the contractor selected to clean, caulk and seal the western portion of the City Hall/Police Department building.

ACHIEVEMENTS (cont.):

- Admin. Coor. wrote up a request for quotes for 2009 contracted electrical work, and with the Building Maintenance Coordinator, met with the contractor to discuss anticipated projects for the year.
- Admin. Coor. continued city partnership with Green Tree Elementary School by teaching a Junior Achievement program to students in a kindergarten class.
- Admin. Coor. met with Vehicle Maintenance Coordinator to discuss annual generators' maintenance. Vehicle Maintenance staff now completes the annual maintenance work instead of a contractor, with the City realizing a substantial savings.
- Administrative Coordinator attended a presentation on energy management sponsored by We Energies and Focus on Energy.
- With a Captain from the Police Department, the Admin. Coor. reviewed applications, conducted interviews and hired two new part-time janitors for City Hall and the Police Department.
- Worked with HR and Finance on a new employee expense policy.
- Implemented reorganization efforts in HR, Attorney, Administration, Finance, Inspection, and Urban Development offices.
- City Administrator participated in Washington County Health Walk Your Child to School Day at Barton School.
- Worked on revisions to the Town of Barton and Town of West Bend Fire Service Contracts for 2009-2011.
- Attended several meetings with the Architect and/or Police staff regarding the Police Department expansion project.
- City Administrator attended 11 EDC monthly meetings and became a member of the Board of Directors of Economic Development Washington County (EDWC) in early 2009.
- City Administrator attended meetings with representatives of the Chamber Government Relations Committee and Chamber of Commerce Board of Directors meetings.
- Administrative Coordinator served as a Chamber Ambassador, and as a member of the Board of Directors of the Alumni Association of Leadership Greater West Bend. Also assisted with curriculum planning and related activities for the Leadership program.
- Engaged a UWM student intern for economic development research.

GENERAL GOVERNMENT ~ City Administrator

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Agendas	\$2,772	\$28	\$2,800
Spec. Research Projects/Grants/Events	\$1,709	\$15	\$1,724
Budget Preparation and Monitoring	\$14,333	\$135	\$14,468
Building Maintenance Support	\$6,285	\$71	\$6,357
Sister Cities	\$2,314	\$25	\$2,340
Mayor's Office Support	\$3,065	\$32	\$3,097
Public Relations	\$1,963	\$23	\$1,986
City Newsletter	\$387	\$201	\$588
Direct, Coordinate, Supervise Departments	\$15,362	\$124	\$15,486
Economic/Community Development	\$11,964	\$96	\$12,060
Outreach/Networking	\$12,407	\$235	\$12,642
Miscellaneous Administration	\$3,104	\$121	\$3,225
Grand Total	\$75,666	\$1,106	\$76,772

2010 GOALS:

- Complete Capital Projects borrowing package in January 2010 and maintain Moody's A1 bond rating.
- Finalize all end-of-year allocations by Jan. 31, 2010.
- Complete MD&A (2009 Finance) by end of June 2010.
- With Chief Meuler, finalize Police station site selection process by end of year 2010.
- Continue implementation of long-term OPEB funding plan.
- Attend 80% of EDC meetings.
- Attend 80% of County EDWC meetings.
- Participate in 50% of 2010 Alliance of Cities meetings.

GENERAL GOVERNMENT ~ City Administrator

2010 Department Detail Information

CITY ADMINISTRATOR ~ Expenditures

50100 SALARIES:

City Administrator	102,445
Administrative Coordinator	54,154
Admin. Assistant III	43,085
	<u>\$199,684</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	192,510	64,032	13,778	13,778	0	0	62,789	1,414	8,557	8,710	19,452
2010	199,684	63,526	15,166	13,592	0	0	51,076	1,455	8,497	9,781	36,592

50200 FRINGES:

Fringe benefit rate at 19.11% \$38,160

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	36,019	11,980	2,578	2,578	0	0	11,747	265	1,601	1,630	3,640
2010	38,160	12,140	2,898	2,597	0	0	9,761	278	1,624	1,869	6,993

51600 TELEPHONE:

Centrex	266
Long Distance	36
Internet	192
Cell Phone	45
	<u>\$539</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	915	310	60	60	0	0	264	4	50	45	122
2010	539	183	35	35	0	0	155	3	29	27	72

51700 POSTAGE:

Postage	50
Mail Service	15
Meter Maintenance	2
	<u>\$67</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	67	23	4	4	0	0	20	0	4	3	9
2010	67	23	4	4	0	0	20	0	4	3	9

52000 MEMBERSHIPS:

Chamber of Commerce	200	
International City Managers Assoc.	820	Slight increase.
	<u>\$1,020</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,000	339	66	66	0	0	287	5	54	50	133
2010	1,020	346	67	67	0	0	294	5	55	51	136

GENERAL GOVERNMENT ~ City Administrator

2010 Department Detail Information

CITY ADMINISTRATOR ~ Expenditures

52200 SEMINARS AND TRAINING:

Mid-Moraine Mgrs./Admin. Asst. Mtgs.; Mun. Assn. Mtgs.	20
Misc. One-day Conferences, Lunches, Dinners	96
Alliance of Cities Meetings	325
League of Wis. Muni. Conference/ICMA Conference	103
UW Ext. Government Courses; Seminars; Computer Classes	150
Mileage for Seminars, Training, Newsletter	225
	<u>919</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,069	1,040	201	201	0	0	884	14	167	153	409
2010	919	311	60	60	0	0	264	4	50	46	123

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies	144
Pens, Legal Pads, Calculator Tapes, etc.	10
Letterhead/Envelopes	50
Books/Publications	0
Copier Rental	200
Paper - Copier and Printer	100
	<u>504</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	640	217	42	42	0	0	184	3	35	32	85
2010	504	171	33	33	0	0	145	2	27	25	67

54300 GAS AND OIL:

Fuel for proportionate share of city vehicle= 50 gallons @ 3.26/gal.	163
Proportionate share of vehicle repairs	53
	<u>216</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	246	83	16	16	0	0	72	1	13	12	33
2010	216	73	14	14	0	0	63	1	12	11	29

59500 ADMIN/SPECIAL PURPOSE:

Paper for Newsletter	0
Copier Costs	0
	<u>0</u>

Newsletter is only sent electronically - no more paper copies.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	573	500	23	17	0	0	3	0	0	1	29
2010	0	0	0	0	0	0	0	0	0	0	0

GENERAL GOVERNMENT ~ City Administrator

2010 Department Detail Information

CITY ADMINISTRATOR ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$199,684	\$63,526	\$15,166	\$13,592	\$0	\$0	\$51,076	\$1,455	\$8,497	\$9,781	\$36,592
Fringes	\$38,160	\$12,140	\$2,898	\$2,597	\$0	\$0	\$9,761	\$278	\$1,624	\$1,869	\$6,993
Telephone	\$539	\$183	\$35	\$35	\$0	\$0	\$155	\$3	\$29	\$27	\$72
Postage	\$67	\$23	\$4	\$4	\$0	\$0	\$20	\$0	\$4	\$3	\$9
Memberships	\$1,020	\$346	\$67	\$67	\$0	\$0	\$294	\$5	\$55	\$51	\$136
Seminars	\$919	\$311	\$60	\$60	\$0	\$0	\$264	\$4	\$50	\$46	\$123
Supplies	\$504	\$171	\$33	\$33	\$0	\$0	\$145	\$2	\$27	\$25	\$67
Gas & Oil	\$216	\$73	\$14	\$14	\$0	\$0	\$63	\$1	\$12	\$11	\$29
Sp. Purpose	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$241,109	\$76,772	\$18,278	\$16,403	\$0	\$0	\$61,778	\$1,748	\$10,298	\$11,813	\$44,020
Total Sal/FB	\$237,844	\$75,666	\$18,064	\$16,189	\$0	\$0	\$60,836	\$1,733	\$10,121	\$11,651	\$43,584
Total Other Exp.	\$3,265	\$1,106	\$214	\$213	\$0	\$0	\$942	\$15	\$178	\$162	\$436
Grand Total	\$241,109	\$76,772	\$18,278	\$16,402	\$0	\$0	\$61,779	\$1,748	\$10,298	\$11,813	\$44,020

GENERAL GOVERNMENT ~ City Administrator

2010 Department Detail Information

CITY ADMINISTRATOR ~ SUMMARY

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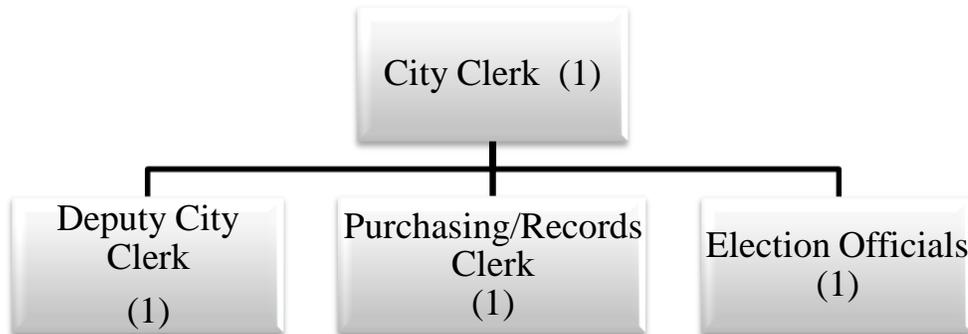
Salaries:

DM	102445	29.00%	10.25%	8.74%	0.00%	0.00%	39.08%	1.42%	3.50%	3.00%	5.01%
MD	54154	54.49%	5.83%	5.78%	0.00%	0.00%	18.00%	0.00%	3.50%	10.00%	2.40%
DG	43085	24.49%	9.17%	8.50%	0.00%	0.00%	6.00%	0.00%	14.00%	3.50%	34.34%

Other Expenses:

		33.88%	6.56%	6.56%	0.00%	0.00%	28.78%	0.47%	5.44%	4.97%	13.34%
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GENERAL GOVERNMENT ~ City Clerk



MISSION:

The primary mission of the City Clerk's Office is to serve the public. The City Clerk's Office mission is also to provide citizens with statutorily run elections, access to public records, various licensing activities, statutory purchasing policies and legislative support.

- Perform all duties as prescribed by Wisconsin Statutes 62.09(11), including but not exclusive to: issuing licenses and permits, administering all City of West Bend elections, maintaining all papers and records of the City, attending all meetings of the Common Council and keeping records of the proceedings, and assisting in the budget procedure.
- Responsible for purchasing, administering all oaths of office, and is the keeper of the City seal.
- Responsible for the daily processing of incoming and outgoing mail.
- The main switchboard for City Hall.
- The Administrator for the Annual Board of Review.
- The Clerk is a member of the UW Board of Commissioners.
- Attend and take minutes for other committees.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0151420				
Salaries & Fringe Benefits	\$123,373.00	\$122,231.00	\$118,318.00	\$118,155.51
Other Expenses	\$14,271.00	\$11,598.00	\$12,623.00	\$8,849.07
Total Clerk	\$137,644.00	\$133,829.00	\$130,941.00	\$127,004.58

GENERAL GOVERNMENT ~ City Clerk

PERFORMANCE MEASUREMENTS/BENCH MARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of Public Hearings Scheduled	12	10	10	8	9
# of Public Hearing Notices Mailed	117	109	124	88	92
# of Permits and Licenses Issued	1380	1170	1176	1223	1202
# of Meetings Attended (Support - Minutes)	163	151	133	93	96
% of Minutes Requiring No Corrections	99%	99%	99%	99%	99%
% of Council Minutes Prepared w/in 2 Days of Mtgs	99%	99%	99%	99%	99%

ACHIEVEMENTS:

- Continued to Update Digital Records on Laserfiche
- Evaluated Office Supply Purchases and Vendor Quotes.
- Updated Damage Assessment Forms and Reviewed Procedures with Teams
- Finalized Updated Purchasing Policy
- Prepared old budgets for microfilming
- All Staff Attended SVRS process and software training
- Trained Special Election Deputies from Rotary to take voter Registration
- Attend SEB training and qualified to instruct election training to other clerks and election officials
- Trained Election Inspectors in Washington and Ozaukee Counties

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditure by Function:	Salary & Fringe	Other	Total
Elections	25,356	1,899	27,255
Licensing	17,570	1,316	18,886
Records Management	21,410	1,603	23,013
Purchasing	14,569	1,091	15,660
Mail	3,261	244	3,505
Legislative Support	28,594	2,141	30,735
Public Relations	7,397	555	7,951
Grand Total	118,156	8,850	127,005

Notes:

- Budget amounts for the City Clerk's Office are also accounted for in Water, Sewer, Parking Authority, Cable TV, Information Systems, and TIF Districts.
- Licensing- Includes processing and issuing various liquor licenses, amusement device and arcade permits, special event and entertainment permits, direct sellers permits, secondhand article licenses, cigarette licenses, sidewalk display permits, various other establishment licenses and parking permits.

- Purchasing- Purchasing includes participation in bid openings, authorizing purchase requisitions, obtaining equipment quotes, maintaining a bidder's list, drafting and enforcing the purchasing policy, administering e-purchasing of office supplies, ordering and maintaining office supply inventory, and working with purchasing co-ops to obtain best prices and methods of purchasing.
- Legislative Support- This function includes assembling the weekly council agenda packet and calendar; follow up on approved documents including publishing ordinances, resolutions and minutes; recording approved easements, deeds, agreements; signing approved contracts, agreements; processing council mail; drafting the budget public hearing notice and calculating the tax levy; attending various other committee and board meetings.

2010 GOALS:

- Continue transferring documents on Laserfiche
- Review E-purchasing and contract internet sites.
- Keep up-to-date on legislative changes with regard to licensing, elections and purchasing
- Purchase new digital microfilm reader/printer
- Complete a Post Presidential election Purge

GENERAL GOVERNMENT ~ City Clerk

2010 Department Detail Information

CITY CLERK ~ Expenditures

50100 SALARIES:

Allocated differently for each employee in hidden grid.

City Clerk	61,891
Purch/Rec Clerk	36,756
Deputy	<u>44,223</u>
	\$142,870

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	142,870	99,123	9,415	7,786	3,500	0	21,273	0	386	1,386	0
2010	142,870	99,199	9,249	7,661	3,495	0	21,497	0	389	1,384	0

50200 FRINGES:

Fringe benefit rate at 19.11% \$27,302

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	25,080	17,401	1,653	1,367	614	0	3,734	0	68	243	0
2010	27,302	18,957	1,768	1,464	668	0	4,108	0	74	264	0

51600 TELEPHONES:

Centrex	\$384
Long Distance	\$30
Internet	\$180
Fax	<u>\$10</u>
	\$604

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	1,137	759	81	67	28	0	187	0	3	12	0
2010	604	419	40	33	15	0	90	0	2	6	0

51700 POSTAGE:

Postage	\$650
Mail Service	\$85
Meter Maintenance	<u>\$50</u>
	\$785

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	831	555	59	49	20	0	136	0	2	9	0
2010	785	545	52	43	19	0	117	0	2	8	0

GENERAL GOVERNMENT ~ City Clerk

2010 Department Detail Information

CITY CLERK ~ Expenditures

52000 MEMBERSHIPS AND DUES:

International Institute of Mun Clerks	\$75
WI Municipal Clerk's Association	\$185
VALUE Purchasing Group	<u>\$25</u>
	\$285

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	285	190	20	17	7	0	47	0	1	3	0
2010	285	198	19	16	7	0	42	0	1	3	0

52100 PUBLICATIONS:

Daily News	<u>\$90</u>	Cancel Milwaukee Journal
	\$90	

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	190	127	14	11	5	0	31	0	1	2	0
2010	90	62	6	5	2	0	13	0	0	1	0

52200 SEMINARS AND TRAINING:

District Clerk's Meetings	\$200
Municipal Clerk's State Conference	\$0
Mileage for Seminars	\$150
Clerk's Institute- Deputy	<u>\$1,000</u>
	\$1,350

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	1,775	1,184	127	105	43	0	291	0	5	19	0
2010	1,350	937	89	74	33	0	201	0	4	13	0

53500 OFFICE AND OPERATING SUPPLIES:

Misc. Office/Computer Supplies	\$800
Maps	\$0
License Labels & ID Laminates	<u>\$300</u>
	\$1,100

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	1,300	867	93	77	32	0	213	0	4	14	0
2010	1,100	763	72	60	27	0	164	0	3	11	0

GENERAL GOVERNMENT ~ City Clerk

2010 Department Detail Information

CITY CLERK ~ Expenditures

55600 EQUIPMENT MAINTENANCE:

Misc. Equipment maintenance	\$100
Copier Maintenance	\$700
Licensing Software Maintenance	<u>\$400</u>
	\$1,200

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	1,200	801	86	71	29	0	197	0	3	13	0
2010	1,200	836	80	78	29	0	164	0	2	9	0

57700 CONTRACTUAL SERVICES:

Publications in Daily News	\$6,000	Decrease based on actual costs
Record Check fee for Oper. Licenses	\$2,000	Decrease based on actual costs
Recording Fees	<u>\$200</u>	
	\$8,200	

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	8,816	5,845	600	460	8	121	1,634	0	32	116	0
2010	8,200	5,089	583	333	17	114	1,989	0	11	64	0

GENERAL GOVERNMENT ~ City Clerk

2010 Department Detail Information

CITY CLERK ~ Revenue

	2007 Actual	2008 Adopted	2009 Budget	2010 Request
014414.44100 Liquor and Malt Beverage	47,974	37,350	38,900	\$40,500
014414.441200 Operator License	33,210	22,875	34,765	\$30,015
014414.441210 Weights & Measures	14,265	15,120	16,080	\$16,080
014414.441220 Cigarette	4,300	4,200	4,400	\$4,000
014414.441230 Amusement Device	1,059	10,855	10,570	\$10,020
014414.441250 Miscellaneous Licenses	8,110	7,631	8,635	\$8,478
014614.461100 Clerk Fees	1,454	2,085	3,184	\$2,165
014614.461110 License Publication Fees	1,396	1,104	1,440	\$1,560
014494.449400 Other Regulatory Permit/Fees	200	580	600	\$600

014414.441100 LIQUOR AND MALT BEVERAGE

License Type	Fee	#Lic.	Total
Class A Liquor /Beer (Max.)	500/200	12	\$8,400
Class A Beer	200	18	\$3,600
Class B Beer (6 Month)	50	4	\$200
Class B Beer (State Max.)	100	5	\$500
Class B Liquor/Beer	500/100	45	\$27,000
Class C Wine(Max.)/B Beer	100/100	2	\$400
Special Class B (Picnic) (Max.)	10	40	\$400
	Grand Total		\$40,500

014414.441200 OPERATORS LICENSE

License Type	Fee	#Lic	Total
Regular Operators	65	426	27690
Provisional(60 days prior to Class)	15	155	2325
	Grand Total		\$30,015

Provisional Licenses -maximum fee set by State Statute

014414.441210 WEIGHTS AND MEASURES

State fee of \$10,800 and \$55 permit fee for 96 businesses.

Grand Total \$16,080

014414.441220 CIGARETTE

Forty licenses at \$100 each **Grand Total \$ 4,000**

GENERAL GOVERNMENT ~ City Clerk

2010 Department Detail Information

CITY CLERK ~ Revenue

014414.441230	AMUSEMENT DEVICE			
License Type	Fee	#Lic	Total	
Arcade	35	12	420	
Devices	40	240	9600	
		Grand Total	\$10,020	

014414.441250	MISCELLANEOUS LICENSES			
License Type	Fee	#Lic	Total	
Direct Sellers Permit	40	45	\$1,800	
Junk Dealers	110	3	\$330	
Entertainment Permit	75/190	9/1	\$1,015	
Special Events Permit	75/190	17/1	\$1,465	
Banner Permits	30	1	\$30	
Massage Establishment	115	12	\$1,380	
Lodging	20	4	\$80	
Secondhand Article	27.50	7	\$193	
Secondhand Jewelry	30	9	\$270	
Pawnbroker	210	2	\$420	
Tattoo License			\$115	
Grant of Privilege			\$180	
Taxi Drivers License	35	38	\$1,330	
Block Party permit	35	9	\$315	
Sidewalk Display	30	11	\$330	
		Grand Total	\$9,253	

Fees are set by the State for Secondhand Article/Jewelry and Pawnbroker

014614.461100	CLERK FEES		
Annexation Fees		\$1,200	
Charges for Poll Lists		\$80	
Copies		\$30	
Council Room Rental		\$105	
Grant of Privilege		\$750	
		Grand Total	\$2,165

014614.461110	LICENSE PUBLICATION FEES		
Publications are 70 regular 20 other publications			
		Grand Total	\$1,560

014494.449400	OTHER REGULATORY PERMITS		
Revenue from street parking permits and delivery permits			

GENERAL GOVERNMENT ~ City Clerk

Grand Total \$600.00

GENERAL GOVERNMENT ~ City Clerk

2010 Department Detail Information

CITY CLERK ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	142,870	99,199	9,249	7,661	3,495	0	21,497	0	389	1,384	0
Fringes	27,302	18,957	1,768	1,464	668	0	4,108	0	74	264	0
Telephone	604	419	40	33	15	0	90	0	2	6	0
Postage	785	545	52	43	19	0	117	0	2	8	0
Memberships	285	198	19	16	7	0	42	0	1	3	0
Publications	90	62	6	5	2	0	13	0	0	1	0
Seminars	1,350	937	89	74	33	0	201	0	4	13	0
Supplies	1,100	763	72	60	27	0	164	0	3	11	0
Equip. Main.	1,200	836	80	78	29	0	164	0	2	9	0
Cont. Services	8,200	5,089	583	333	17	114	1,989	0	11	64	0
Grand Total	183,786	127,005	11,957	9,766	4,313	114	28,386	0	488	1,762	0
Total Sal/FB	170,172	118,156	11,017	9,124	4,163	0	25,605	0	464	1,648	0
Total Other Exp.	13,614	8,849	941	641	150	0	2,781	0	24	114	0
Grand Total	183,786	127,005	11,957	9,766	4,313	0	28,386	0	488	1,762	0

GENERAL GOVERNMENT ~ Risk Management

EXPENDITURES:

Account 01515402.57900	2007 Adopted	2008 Adopted	2009 Adopted	2010 Request
Salaries and Fringe Benefits	0	0	0	0
Other Expenses	486,758	471,986	461,603	455,142
Total Risk Management	486,758	471,986	461,603	455,142

- Salaries and Fringe Benefits are accounted for in the HR Budget

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Workers Comp Modification Factor	0.75	0.72	0.73	0.73
# of Workers Comp Claims Reported	74	69	71	70
# of Recordable Workers Comp Claims	18	21	20	17
# of Days Lost	106	28	67	100
# of General Liability Claims Made	14	21	30	20
# of Property Claims Reported	20	31	27	26
# of Employees on Unemployment Comp	7	3	5	7

ACHIEVEMENTS:

- Workers Comp Mod continues to be below 1.0 which is the average for municipal operations and has declined to .72 at present
- Claims are resolved in a timely manner
- Local Government Property Insurance Fund rates are declining
- Refund of deductible deposit for general liability insurance
- Dividend received for Workers Compensation Insurance

Expenditures by Function:	Salaries/ Fringes	Other Expenses	Total
Workers Compensation	\$0	\$224,991	\$224,991
GL, Crime, Unemployment Comp, Volunte	\$0	\$148,923	\$148,923
Property	\$0	\$33,266	\$33,266
Boiler	\$0	\$3,807	\$3,807
Auto	\$0	\$43,562	\$43,562
Bonds	\$0	\$593	\$593
Airport	\$0	\$0	\$0
Grand Total	\$0	\$455,142	\$455,142

GENERAL GOVERNMENT ~ Risk Management

RISK MANAGEMENT ~ Expenditures

2010 GOALS:

- Maintain low Workers Comp Mod
- Minimize lost time injuries and days lost
- Provide safety training for employees

Total	Gen. Fund	Water	Sewer	Parking	Taxi	Library	TIF	Cap. Proj.	IS	Cable	Park Trust
644,979	461,603	74,312	49,494	742	190	27,865	17,799	5,861	1,977	3,047	2,089
631,052	455,142	73,078	49,741	1,103	247	29,858	13,293	1,781	1,850	3,662	1,297

Total Cost of Policies	
Workers Compensation	\$289,209
GL, Crime, Unemployment Comp., Volunteer	\$201,515
Property	\$80,109
Boiler	\$10,847
Auto	\$48,397
Bonds	\$975
Airport	\$0
Grand Total	\$631,052

	WC	Misc Risk Mgm	Prop	Boiler	Auto	Bonds	Airport	Grand Total
Total	289209	201515	80109	10847	48397	975		631052
Gen. Fund	224991	148923	33266	3807	43562	593		455142
Water	38218	19840	11264	695	2935	126		73078
Sewer	14130	6973	23055	4088	1404	91		49741
Parking	501	527	42	7	18	8		1103
Taxi	31	186	16	3	2	9		247
Library	2634	14541	10609	1925	149	0		29858
TIF	5575	6362	833	150	239	134		13293
Cap. Proj.	327	1291	125	23	15	0		1781
IS	255	1341	208	38	2	6		1850
Cable	1883	1158	518	94	1	8		3662
Park Trust	667	370	173	17	70	0		1297

GENERAL GOVERNMENT ~ Health Insurance

EXPENDITURES:

Account 01519302.58000	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	0	0	0	0
Health Insurance	2,954,131	2,616,905	2,981,531	2,983,789
Total Health Insurance	2,954,131	2,616,905	2,981,531	2,983,789

- Salaries and Fringe Benefits are accounted for in the HR Budget

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# Single/Families Covered (includes COBRA & Retirees)	69S/200F	67S/201F	71S/198F	76S/188F
Total Premium Received from Employees	239,682	283,030	346,586	388,971
# of Prescriptions	7,269	7,382	5,954	5,904
Per Employee Cost Per Year/General Fund	4,888	5,658	8,785	11,327

- Per employee cost per year is after allocations.

ACHIEVEMENTS:

- The City continues to provide a quality health care plan at substantially less cost than the State plan for public employees
- Continued work on wellness benefits to help control health care costs in the future (continued with second annual Health Risk Assessment for employees on health insurance and their spouses).
- Examined competing bids for health insurance administration and Stop Loss coverage
- Put in place higher employee contributions

BUDGET SUMMARY AND HIGHLIGHTS:

	Salaries/ Fringes	Other Expenses	Total
Expenditures by Function:			
CMS - Administrative	\$0	\$327,436	\$327,436
CMS - Medical Claims	\$0	\$3,143,344	\$3,143,344
Restat - Prescription Drugs	\$0	\$589,645	\$589,645
Wellness	\$0	\$60,000	\$60,000
CREDITS:			
COBRA/Housing Authority Premium	\$0	-\$126,904	-\$126,904
Employee Premium	\$0	-\$388,971	-\$388,971
Total Health Insurance Expenses	\$0	\$3,604,550	\$3,604,550
Allocations to Misc. Funds (includes Sewer & Water)	\$0	-\$906,233	-\$906,233
General Fund Total	\$0	\$2,698,317	\$2,698,317

Notes:

Wellness includes HRA, EAP, Mammogram, hepatitis vaccine, flu shots, Work Well programs.

GENERAL GOVERNMENT ~ Health Insurance

2009 Department Detail Information

2010 GOALS:

- Continue wellness initiatives:
 - a) Health Risk Assessment
 - b) Disease Management Programs
- Increase employee contribution to cost of health plan
- Keep overall cost increases moderate
- Review service and quality of third party administrative services and solicit bids
- Review level of Stop Loss coverage and solicit bids

Total	Gen. Fund	Water	Sewer	Parking	Taxi	Library	TIF	Cap. Proj.	IS	Cable	Park Trust	GIS
3,930,383	2,981,531	315,991	163,651	9,812	2,604	177,306	179,633	37,088	30,968	19,174	12,625	0
3,890,022	2,983,789	299,493	165,383	12,642	3,168	185,518	144,585	29,903	31,164	17,505	8,954	7,918

GENERAL GOVERNMENT ~ Elections

MISSION:

The primary mission of the Election's Function is to administer elections and train election officials.

- Administer and Enforce State Election Laws
- Update Voter Registration Records
- Process Absentee Ballot Requests
- File Voter Registration Cards
- Administer each Primary and General Election
- Maintain Accurate Voter History Records
- Train Election Officials

EXPENDITURES:

Account 0151440	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries & Fringe Benefits	\$12,623.00	\$21,770.02	\$10,343.00	\$20,692.00
Other Expenses	\$8,003.00	\$13,424.25	\$5,501.00	\$8,355.00
Total Election	\$20,626.00	\$35,194.27	\$15,844.00	\$29,047.00

PERFORMANCE MEASUREMENTS/BENCH MARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of Elections	2	3	3	4	2
# of Ballots Cast by Absentee/ %	395/7%	1087/7%	836/5%	5648/18%	699/8%
# of New Registrations at Polls	38	1703	655	2699	107
Total Votes Cast	5,355	15,498	16,592	31,134	9,241
Total Registered Voters (April)	18,017	18,034	18,408	19,086	20,268

ACHIEVEMENTS:

- Clerk trained election officials on updated legislation and forms.
- Clerk & Chief election officials attended various election training sessions to maintain certification.
- Added new polling place at First Baptist Church for District 4.

GENERAL GOVERNMENT ~ Elections

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditure by Function	Salary	Other	Total
Training	2,100	21	2,121
Nursing Homes	448	11	459
Elections	18,144	8,323	26,467
Grand Total	20,692	8,355	29,047

Notes:

- A portion of the spring election expenses are charged to the utilities.

GOALS:

- Accurately process at least two elections in 2010.
- Update election officials on legislative changes in regard to election law.
- Attend GAB (Government Accountability Board) required training for Municipal Clerks
- Eliminate the Voter Software & Use Only the Statewide Votr Registration Software
- Attend GAB training for certification to train Election Inspectors.

GENERAL GOVERNMENT ~ Elections

2010 Department Detail Information

ELECTIONS Expenditures

50100 SALARIES: 20,692

This budget covers the cost of four elections in 2010. There are 16 hours budgeted per election official for 4 elections, plus training hours and nursing home voting. This will be more than last year because there will be four elections in 2010 and there were only 2 in 2009.

	Total	Gen fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	13,454	10,343	1,512	1,374	0	0	0	0	48	176	0
2010	20,692	16,053	1,397	1,214	253	0	1,541	0	51	184	0

51700 POSTAGE: 3,800

Account includes postage costs for absentee ballot mailings and other election notification mailings. Each year there has been a substantial increase in absentee mailings and there will be a governor's race in 2010.

	Total	Gen fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	2,800	2,153	315	286	0	0	0	0	10	37	0
2010	3,800	2,948	257	223	47	0	283	0	9	34	0

53500 OFFICE AND OPERATING SUPPLIES:

Washington County charges the city based on the percentage cost for spring ballot coding and printing. Spring Elections expenses can be allocated.

Supplies	575
Coffee/Donuts	200
Ballots	600
Absentee Supplies	400
Mileage	100
Programming	<u>1,000</u>
Total	2,875

	Total	Gen fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	2675	2057	301	273	0	0	0	0	10	35	0
2010	2,875	2,230	194	169	35	0	214	0	7	26	0

GENERAL GOVERNMENT ~ Elections

55600 EQUIP. MAINTENANCE: 1.480

Maintenance costs are based on time and materials estimates for the Accuvote units, warranty costs of \$95.00 for the Touch Screen ADA units, and \$5.00 per unit for software maintenance.

	Total	Gen fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	1480	1138	166	151	0	0	0	0	5	19	0
2010	1,480	1,148	100	87	18	0	110	0	4	13	0

57700 CONTRACTUAL: 200

Advertising for elections and notices of polling places for all elections.

	Total	Gen fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	200	154	22	20	0	0	0	0	1	3	0
2010	200	155	14	12	2	0	15	0	0	2	0

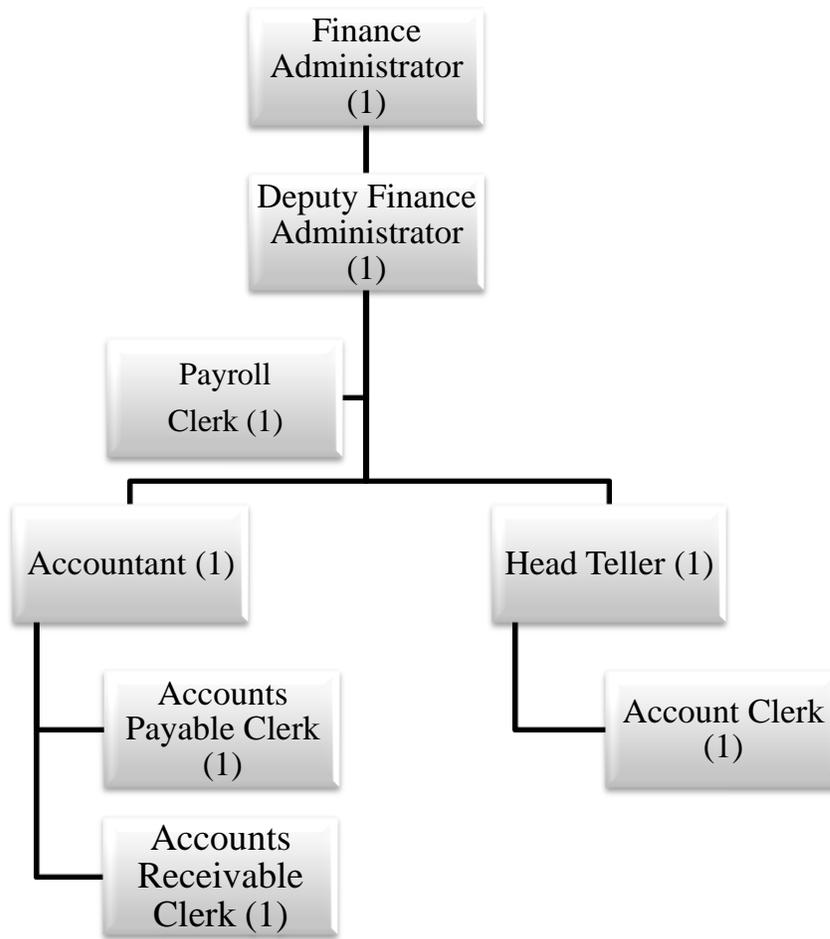
GENERAL GOVERNMENT ~ Elections

2010 Department Detail Information

ELECTIONS ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	20,692	16,053	1,397	1,214	253	0	1,541	0	51	184	0
Postage	3,800	2,948	257	223	47	0	283	0	9	34	0
Supplies	2,875	2,230	194	169	35	0	214	0	7	26	0
Equip Main.	1,480	1,148	100	87	18	0	110	0	4	13	0
Contractual Serv.	200	155	14	12	2	0	15	0	0	2	0
Grand Total	29,047	22,535	1,961	1,704	356	0	2,163	0	71	258	0
					0	0	0	0	0	0	0
Total Sal/FB	20,692	16,053	1,397	1,214	253	0	1,541	0	51	184	0
Total Other Exp.	8,355	6,482	564	490	102	0	622	0	21	74	0
Grand Total	29,047	22,535	1,961	1,704	355.83	0	2163	0	71.48	257.7	0

GENERAL GOVERNMENT ~ Payroll



EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 01515101				
Salaries and Fringe Benefits	\$27,422.00	\$26,500.00	\$27,788.00	\$28,621.00
Other Expenses	\$1,691.00	\$2,023.00	\$2,023.00	\$1,511.65
Total Human Resources	\$29,113.00	\$28,523.00	\$29,811.00	\$29,987.54

GENERAL GOVERNMENT ~ Payroll

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Payroll Checks Processed	9,994	10,516	10,173	10,500
W2'S	515	509	598	625
Gross Pay	\$13,684,221	\$14,345,336	\$15,143,168	\$15,597,463

ACHIEVEMENTS:

- Expanded electronic timesheet usage to PW and Sewer departments
- Attended Munis conference- October
- Compiled notes for various payroll reporting functions to write procedures
- Wrote procedures for preparing EOY reports
- Continued familiarization of the Munis Software System
- Delveloped new spreadsheets and reports to track wages and hours for various auditors

GENERAL GOVERNMENT ~ Payroll

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Normal Payroll Processing	\$18,509	\$983	\$19,492
Employee Records Maintenance	\$1,139	\$60	\$1,200
Taxes, EOY, WRS, W2's	\$2,848	\$151	\$2,999
Auditors	\$3,132	\$166	\$3,299
Education	\$570	\$30	\$600
Assisting Others	\$854	\$45	\$900
Budget	\$285	\$15	\$300
Retro Pays	\$570	\$30	\$600
New Software	\$570	\$30	\$600
Grand Total	\$28,476	\$1,512	\$29,988

Notes:

- Budget amounts for Payroll are also accounted for in: Water, Sewer, TIF Districts, Taxi, Cable TV, and Information Systems.

2010 GOALS:

- Continued familiarization and full utilization of the Munis software.
- Ensure compliance with employment laws and regulations.
- Begin training on various financial processing.

GENERAL GOVERNMENT ~ Payroll

2010 Department Detail Information

PAYROLL ~ Expenditures

50100 SALARIES:

Payroll Specialist \$40,624

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	39,441	23,408	7,218	5,443	749	394	1,775	0	197	256	0
2010	40,624	23,907	7,434	5,606	772	406	2,031	0	203	264	0

50200 FRINGES:

Fringe benefit rate at 19.11% \$7,763

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,379	4,380	1,350	1,018	140	74	332	0	37	48	0
2010	7,763	4,569	1,421	1,071	148	78	388	0	39	50	0

51600 TELEPHONE:

Centrex 90
 Long Distance 10
 Internet 64
 \$164

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	363	217	65	49	7	4	19	0	0	0	0
2010	164	99	30	22	3	2	9	0	0	0	0

51700 POSTAGE:

Postage 135
 Mail Service 14
 Meter Maintenance 7
 \$156

Decrease in account due to the use of email.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	230	139	40	32	5	2	12	0	0	0	0
2010	156	94	28	22	3	2	8	0	0	0	0

GENERAL GOVERNMENT ~ Payroll

2010 Department Detail Information

PAYROLL ~ Expenditures

52000 MEMBERSHIPS:

Greater Milwaukee Payroll Chapter 50
 American Payroll Association 195
 \$245

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	245	149	44	33	4	2	11	0	0	0	0
2010	245	149	44	34	5	2	10	0	0	0	0

52100 PUBLICATIONS:

APA Payroll Resource CD & Book \$500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	500	299	91	69	10	5	26	0	0	0	0
2010	500	298	92	68	10	5	27	0	0	0	0

52200 SEMINARS AND TRAINING:

APA State Workshop \$200

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	200	121	36	28	4	2	8	0	0	0	0
2010	200	120	36	28	4	2	10	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer/Printer Supplies 270
 Envelopes 505
 Misc. Office Supplies 100
 Copier - Paper & Maintenance 100
 \$975

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,000	553	182	138	19	10	45	0	21	27	0
2010	975	536	176	137	20	10	49	0	20	29	0

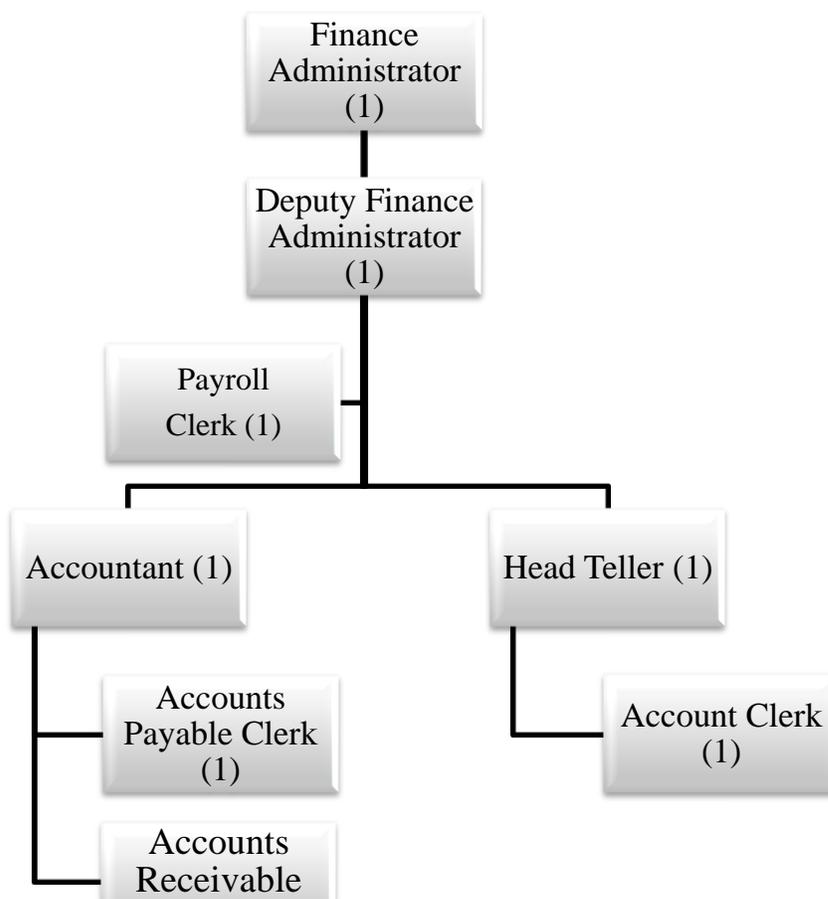
55600 EQUIPMENT MAINENANCE:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	950	569	174	131	18	10	48	0	0	0	0
2010	360	216	66	50	7	4	18	0	0	0	0

GENERAL GOVERNMENT ~ Payroll

PAYROLL ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$40,624	\$23,907	\$7,434	\$5,606	\$772	\$406	\$2,031	\$0	\$203	\$264	\$0
Fringes	\$7,763	\$4,569	\$1,421	\$1,071	\$148	\$78	\$388	\$0	\$39	\$50	\$0
Telephone	\$164	\$99	\$30	\$22	\$3	\$2	\$9	\$0	\$0	\$0	\$0
Postage	\$156	\$94	\$28	\$22	\$3	\$2	\$8	\$0	\$0	\$0	\$0
Memberships	\$245	\$149	\$44	\$34	\$5	\$2	\$10	\$0	\$0	\$0	\$0
Publications	\$500	\$298	\$92	\$68	\$10	\$5	\$27	\$0	\$0	\$0	\$0
Seminars	\$200	\$120	\$36	\$28	\$4	\$2	\$10	\$0	\$0	\$0	\$0
Supplies	\$975	\$536	\$176	\$137	\$20	\$10	\$49	\$0	\$20	\$29	\$0
Equip Maint	\$360	\$216	\$66	\$50	\$7	\$4	\$18	\$0	\$0	\$0	\$0
Grand Total	\$50,987	\$29,988	\$9,326	\$7,038	\$971	\$510	\$2,549	\$0	\$261	\$344	\$0
Total Sal/FB	\$48,387	\$28,476	\$8,855	\$6,677	\$919	\$484	\$2,419	\$0	\$242	\$315	\$0
Total Other Exp.	\$2,600	\$1,512	\$471	\$361	\$51	\$26	\$130	\$0	\$20	\$29	\$0
Grand Total	\$50,987	\$29,988	\$9,326	\$7,038	\$971	\$510	\$2,549	\$0	\$261	\$344	\$0



MISSION:

The City Finance Department mission is to promptly and courteously respond to citizens requesting service serve the community through efficient receipting and timely disbursement of funds for all City entities, pru cash management and investment of public monies, prompt debt administration and accurate and detailed reporting of all financial transactions.

- Receipts all monies received by the City whether paid directly to the department or through other departments.
- Disburses all payments needed to operate the governmental unit.
- Keeps detailed accounting for all financial transactions of the City and hosts audits of those records.
- Manages the cash flow and investment of all the funds of the City.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 01515201				
Salaries and Fringe Benefits	\$203,427	\$208,017	\$200,343	\$209,474
Other Expenses	\$17,591	\$17,419	\$17,818	\$15,935
Total Finance Department	\$221,018	\$225,436	\$218,161	\$225,409

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of Receipts generated	70,165	72,922	73,541	72,760
# of Accounts Payable invoice lines	15,725	25,382	23,495	17,660
# of A/R invoices	1,668	1,537	1,133	1,190
# of Special Assessment invoices	1,695	1,663	1,771	550
# of Special Assessment certificates	686	568	382	375
# of Days to Issue Special Assessment Cert	8	7	7	7
# of Dog and Cat licenses issued	2,206	2,328	2,423	2,440
# of Journal Entry lines processed	14,394	22,764	23,031	21,110
# of Tax bills generated	12,100	12,186	12,506	12,710
# of Accounts reconciled / monitored	4,791	6,162	6,753	6,790
# of Funds accounted for	23	30	31	32
Average Yield on investments	4.556%	4.726%	2.827%	1.075%
Average investment portfolio	43,195,053	45,562,072	46,272,004	46,307,535
Debt service level administered	110,820,971	111,673,165	115,398,669	115,491,422

Notes:

- Time to generate special assessment certificates depends on receiving information from Water Utility, Engineering, and at times Community Development.
- The economic recession has affected the number of special assessment certificates and investment returns.
- Investment portfolio performance greatly depends on market conditions.
- Debt service includes principal and interest on both general obligation and revenue bond debt.

Achievements:

- Incorporated Payroll function into the Finance Department, set basic goals and objectives for the Payroll Clerk and the backup clerk, as well as assigning oversight duties to the Deputy.
- Assisted end users in all department as needed with MUNIS processing questions/issues and with reporting and information retrieval from the system.
- Continue to review our own process for financial transactino processing, paperwork filing, reconciliations, etc. to utilize the MUNIS system appropriately and efficiently.
- The year-end close process was smooth and without issues or problems.
- Set up an allocation fund in an attempt to reduce number of transactions and ease reconciliation issues.
- Analyzed the MUNIS fixed asset software and determined it was not necessary to implement.
- Selected a software module with E.T.I. Corp. for special assessment processing.
- Refined the procedures using the MUNIS animal licensing software.
- Reviewed and revised some of the written documentation of procedures for better completeness and clarity.
- Cross training is an on-going process for payroll and accounts payable.

GENERAL GOVERNMENT ~ Finance

- Arbitrage tracking and reconciliations has been resumed.
- Implemented positive pay check protection through the City's banking relationship.
- There were three bond issues this year; all appropriate transactions and accounts to record and comply were established. In addition, a presentation to Moody's Investors Service results in maintaining the City's current bond rating of A1.
- Library Trust Funds were added to the City's investment portfolio for management and reporting to the Library Board.
- Interest earnings exceeded the budget for 2008 despite the extremely difficult market issues. The investment portfolios continue to be rebalanced regularly to maintain the benchmarks and average duration. It is anticipated to have a shortfall in 2009, however.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringe	Other Expense	Total
Tax Collection	\$19,293	\$5,675	\$24,969
Special Assessments	\$7,541	\$392	\$7,933
Accounting / Reconciliation	\$45,521	\$1,025	\$46,546
Financial Transaction Processing	\$47,304	\$6,313	\$53,617
Budget Prep & Monitoring	\$6,283	\$127	\$6,410
Audit	\$15,319	\$303	\$15,622
Cash Management / Investment	\$8,880	\$240	\$9,120
Debt Administration	\$2,133	\$56	\$2,190
Public Relations	\$7,919	\$393	\$8,312
Special Projects	\$25,001	\$531	\$25,532
Misc. Administration	\$10,917	\$287	\$11,204
Spreadsheet Programming	\$3,494	\$79	\$3,572
Dog / Cat License	\$9,869	\$514	\$10,382
Grand Total	\$209,474	\$15,935	\$225,409

Notes:

- Special Projects - incorporating Payroll into the Department; new GASB's, internal control procedures, special assessments software, fixed asset software, tax roll/bill processing/printing, MUNIS upgrades, TIF reports, arbitrage, chargeout rates, health insurance cost spreadsheet, allocations.
- Miscellaneous administration includes Finance Administrator's management and supervision time.

2010 GOALS:

- Continue to learn payroll functions and software, define division of duties between payroll and human resources, cross train backup and supervisor
- Change Library funds in MUNIS to provide better reporting.
- Train Library end users on MUNIS accounts payable and purchase orders processing.
- Update the Budget Transfer Policy to comply with updated purchasing policy and business rules.
- Review Allocations Fund to analyze effectiveness; continue to refine allocatin process to make it more efficient.
- Implement, train and define new E.T.I. special assessment software.
- Implement and define MUNIS Inventory modules.
- Work with IS Director to implement MUNIS upgrade to include establishment of new user profiles and security. This will also define the security needed with the Human Resources and Payroll software, as well as further define the division of duties.
- Continue with written documentation and cross training within the department, particularly with accounts payable and payroll.
- Become current with arbitrage tracking and reconciliations.
- Expand credit card options to utility billing.
- Develop policies for City credit cards and interenet purchases as part of the finalization of the purchasing policy.
- Develop an investment policy.

GENERAL GOVERNMENT ~ Finance

2010 Department Detail Information

FINANCE ~ Expenditures

50100 SALARIES:

Finance Administrator	74,296
Deputy Finance Administrator	52,360
Accountant	46,933
Head Teller	37,183
Account Clerk	37,104
Accounts Payable Clerk	37,727
Account Receivable Clerk	<u>36,648</u>
	\$322,251

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	322,251	176,041	43,477	31,063	1,862	1,214	63,034	0	2,668	2,892	0
2010	322,251	175,867	40,887	30,254	1,649	1,306	66,579	0	2,706	3,003	0

50200 FRINGES:

Fringe benefit rate at 19.11% \$61,582

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	61,582	31,239	7,711	5,509	331	216	11,218	0	474	514	0
2010	61,582	33,607	7,814	5,782	315	250	12,723	0	517	574	0

51600 TELEPHONE:

Centrex	973
Long Distance	75
Internet	<u>431</u>
	\$1,479

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,304	1,284	324	234	12	8	404	0	18	20	0
2010	1,479	823	197	147	7	6	274	0	12	13	0

GENERAL GOVERNMENT ~ Finance

2010 Department Detail Information

FINANCE ~ Expenditures

51700 POSTAGE:

Postage	12150
Mail Service	1275
Meter Maintenance	<u>575</u>
	\$14,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,500	7,524	1,899	1,372	70	47	2,364	0	105	119	0
2010	14,000	7,796	1,861	1,388	66	53	2,597	0	111	128	0

Notes:

- Number of tax bills are up 4.3%; tax receipts are up 19.28%; pet licenses/reminders up 3%; A/P checks are up 2.2%; A/R & S/A invoices are up 2.2%.
- Increase in postage of \$.02 was effective in May 2009.

52000 MEMBERSHIPS:

Government Finance Officers Association	215
Wisconsin Government Finance Officers Association	50
Municipal Treasurers Association of Wisconsin	80
Advancing Government Accounting	90
Association of Public Treasurers	<u>125</u>
	\$560

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	580	323	82	59	3	2	102	0	5	5	0
2010	560	312	74	56	3	2	104	0	4	5	0

52100 PUBLICATIONS:

GASB Publications	100
Update Service for General Accounting Handbook	<u>115</u>
	\$215

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	400	223	56	41	2	1	70	0	3	4	0
2010	215	119	29	21	1	1	40	0	2	2	0

GENERAL GOVERNMENT ~ Finance

2010 Department Detail Information

FINANCE ~ Expenditures

52200 SEMINARS AND TRAINING:

Municipal Treasurers Association of Wisconsin (Spring and Fall)	600
Staff Development Training (MUNIS, Access, Excel, job specific skills, etc.)	230
WI Government Finance Officers Association Conferences	<u>250</u>
	\$1,080

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,600	2,006	506	366	19	13	630	0	28	32	0
2010	1,080	601	144	107	5	4	200	0	9	10	0

Notes:

- On-going training on Munis is necessary to properly supervise payroll, learn Crystal Reporting, maintain certification as Municipal Treasurers, and remain current on GASB.

53500 OFFICE AND OPERATING SUPPLIES:

Tax Receipts	150
Copier and Printer Paper/Supplies	1203
Window and Non-Window Envelopes	750
Tax Bill Envelopes	550
Printer Cartridges	1130
Central Duplicating – Animal Licenses / Applications	150
Accounts Payable Checks & 1099 Forms	250
Banking Mileage	285
Banking Deposit Slips	120
Miscellaneous Supplies	<u>100</u>
	\$4,688

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,987	2,779	702	507	26	17	873	0	39	44	0
2010	4,688	2,610	623	465	22	18	870	0	37	43	0

GENERAL GOVERNMENT ~ Finance

2010 Department Detail Information

FINANCE ~ Expenditures

55600 EQUIPMENT MAINTENANCE:

Copier maintenance 500
\$500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	500	279	70	51	3	2	88	0	4	4	0
2010	500	278	66	50	2	2	93	0	4	5	0

57700 CONTRACTUAL SERVICES:

Washington County: Tax system maintenance charges 6100
\$6,100

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	6,100	3,400	858	620	32	21	1,068	0	48	54	0
2010	6,100	3,396	811	605	29	23	1,132	0	48	56	0

Notes:

- Washington County has agreed to not increase its rate to the City for 2010.

2010 Department Detail Information

INDEPENDENT AUDITING ~ Expenditures

	2007 Actual	2008 Actual	2009 Adopted	2010 Requested
Salaries and Fringe Benefits				
Other Expenses	\$36,403	\$38,446	\$36,230	\$35,630
Total Independent Audit	\$36,403	\$38,446	\$36,230	\$35,630

Achievements:

- A successful audit was completed of the 2008 financial statements with no significant findings.
- A single audit was required and conducted for the City’s grants.
- The management point of sensitive payroll information being kept on a jump drive was investigated and found to be a non-issue.
- Reconciliation of the Redevelopment Authority capital assets was completed and the auditors management point removed.
- Researched and reported investments instruments to comply with GASB 40.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries / Fringes	Other Expenses	Total
Independent Audit		\$35,630	\$35,630

Notes:

- Budget is all contractual services.
- Other funds contribute to the cost of the audit.

2010 Department Detail Information

INDEPENDENT AUDITING ~ Expenditures

2010 GOALS:

- Establish a process to track construction work in progress within MUNIS; coordinate with Engineering Dept to accurately report capital assets.
- Fraud and internal controls auditing standards will require on going review and documentation of our policies and procedures. (SAS 112)
- An investment policy will be drafted as suggested by our auditors.

01515702.57700 INDEPENDENT AUDITING CONTRACTUAL SERVICES:

Annual Financial Audit	57,000
Single Audit	<u>6,500</u>
	\$63,500

It is assumed a single audit will be required in 2010. The annual financial audit is being budgeted at 2009 levels as required by the budget guidelines.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	63,500	36,230	0	0	1,710	3,250	19,460	2,850	0	0	0
2010	63,500	35,630	45	21	1,710	3,250	19,487	2,850	199	308	0

2010 Department Detail Information

OTHER GENERAL GOVERNMENT ~ Expenditures

Account 01519202	2007 Actual	2008 Actual	2009 Adopted	2010 Requested
Salaries and Fringe Benefits				
Other Expenses	\$894	\$614	\$1,200	\$1,000
Total Collection Agency Fee	\$894	\$614	\$1,200	\$1,000

PERFORMANCE MEASUREMENTS/BENCHMARKS:

Performance Measurements/Benchmarks	2007 Actual	2008 Actual	2009 Estimated
# of Accounts Placed in TRIP	149	181	140
# of Accounts Paid Through TRIP	111	137	135

Achievements:

- Worked with the City Attorney's office to submit older claims previously placed with the former collection agency into the TRIP program.
- Now receiving quarterly reports from the TRIP program electronically rather than on paper, making the reconciliation process faster and more efficient.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries / Fringes	Other Expenses	Total
Collection Agency Fees		\$1,000	\$1,000

2010 GOALS:

- Work with the City Attorney's office to obtain current drivers license or social security numbers for accounts previously rejected to be resubmitted to the TRIP program.
- The State tax refund intercept program is developing a system that will allow submission of delinquent accounts comprised of business entities. This may assist the city with collection of delinquent personal property taxes.
- Will set up a process to verify balances owed with TRIP prior to receiving payments from them to reduce errors and additional work.

GENERAL GOVERNMENT ~ Finance

2010 Department Detail Information

OTHER GENERAL GOVERNMENT ~ Expenditures

01519202.57700 COLLECTION AGENCY FEES CONTRACTUAL SERVICES:

Monco Services 1,000
\$1,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,200	1,200	0	0	0	0	0	0	0	0	0
2010	1,000	1,000	0	0	0	0	0	0	0	0	0

Notes:

- The City is obligated to Monco Services contractually for 25% of collections previously placed with them. All that can be done with these accounts by the City Attorney has been done. Little is anticipated to be collected on the remaining outstanding. State of WI TRIP program is now free; no fees are budgeted for this.

GENERAL GOVERNMENT ~ Finance

2010 Department Detail Information

FINANCE ~ Revenues

	2007 Actual	2008 Actual	2009 Adopted	2010 Requested
014114.411410 Delinquent PP Chargebacks	\$3,652.64	\$1,045.71	\$3,330.00	\$4,400.00
014184.418100 Interest on Delinquent RE Taxes	\$63,310.17	\$53,743.94	\$56,375.00	\$50,000.00
014184.418200 Interest on Delinquent PP Taxes	\$3,152.37	\$2,651.87	\$2,500.00	\$2,500.00
014184.418300 Interest on Delinq Spec Assessmt	\$5,575.35	\$6,224.88	\$5,000.00	\$5,900.00
014424.442200 Dog Licenses	\$13,675.00	\$14,316.00	\$14,057.00	\$14,429.00
014424.442300 Cat Licenses	\$2,575.00	\$2,613.00	\$2,558.00	\$2,594.00
014614.461200 Treasurers Fees	\$11,573.17	\$9,168.50	\$14,000.00	\$9,675.00
014614.461210 NSF Fees	\$2,650.00	\$2,800.00	\$3,200.00	\$3,400.00
014614.461900 Misc Departmental Revenue	\$7,831.28	\$4,576.42	\$4,941.00	\$4,576.00
014694.469200 Uncollectible A/R Collected	\$17,547.22	\$23,847.73	\$28,000.00	\$25,000.00
014814.481100 Interest on Gen Fd Investments	\$587,211.48	\$372,274.25	\$272,904.00	\$125,000.00

014114.411410 DELINQUENT PP CHARGEBACKS **Grand Total: \$4,400.00**

Budget is based on an estimated \$8,000 outstanding to be charged back at 55.5% to other taxing entities.

014184.418100 INTEREST ON DELINQUENT RE TAXES **Grand Total: \$50,000.00**

Budget is based on 1.5% interest on missed payments calculated on outstanding balance due.

014184.418200 INTEREST ON DELINQUENT PP TAXES **Grand Total: \$2,500.00**

Budget is based on 1.5% interest on missed payments calculated on outstanding balance due.

014184.418300 INTEREST ON DELINQ SPEC ASSESSMENTS **Grand Total: \$5,900.00**

Interest and penalties received from collections through Washington County.

014424.442200 DOG LICENSES **Grand Total: \$14,429.00**

Budget is based on 2,150 licenses at a fee of \$5.00 per dog per Ordinance, plus \$0.75 per dog license from Washington County, and 325 late fees of \$5.00 per dog after 3/31.

014424.442300 CAT LICENSES **Grand Total: \$2,594.00**

Based on fees of \$8.00 for 290 spayed or neutered, \$13.00 for 5 unspayed or unneutered, and 25 \$5.00 late fees after 3/31.

GENERAL GOVERNMENT ~ Finance

2010 Department Detail Information

FINANCE ~ Revenues

014614.461200 TREASURERS FEES **Grand Total: \$9,675.00**

Based on 365 special assessment certificates @ \$25 each; \$250 for tax info; \$300 in copy fees.

014614.461210 NSF FEES **Grand Total: \$3,400.00**

Based on 85 returned checks @ \$40.00 each.

014614.461900 MISC. DEPARTMENTAL REVENUE **Grand Total: \$4,576.00**

Various revenues such as vending machine, account adjustments, misc. sales and/or reimbursements, and Section 125 receipts. Budget is based on historical averages.

014694.469200 UNCOLLECTIBLE A/R RECOVERED **Grand Total: \$25,000.00**

The majority of this revenue is a result of the TRIP program.

014814.481100 INTEREST ON INVESTMENTS **Grand Total: \$125,000.00**

Portfolio is adjusted to market value; performance is sensitive to market fluctuations; current rate under 1%.

GENERAL GOVERNMENT ~ Finance

2010 Department Detail Information

FINANCE ~ SUMMARY

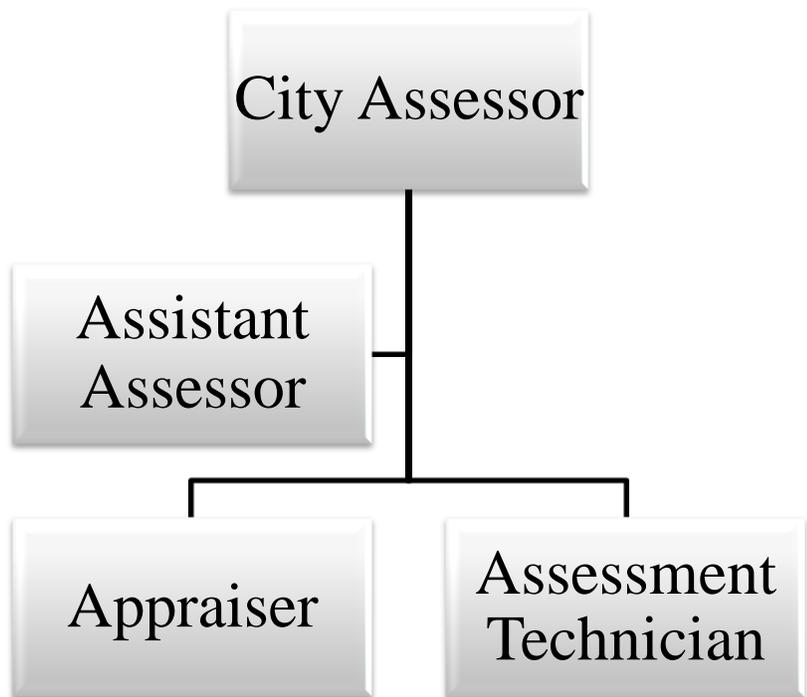
2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$322,251	\$175,867	\$40,887	\$30,254	\$1,649	\$1,306	\$66,579	\$0	\$2,706	\$3,003	\$0
Fringes	\$61,582	\$33,607	\$7,814	\$5,782	\$315	\$250	\$12,723	\$0	\$517	\$574	\$0
Telephone	\$1,479	\$823	\$197	\$147	\$7	\$6	\$274	\$0	\$12	\$13	\$0
Postage	\$14,000	\$7,796	\$1,861	\$1,388	\$66	\$53	\$2,597	\$0	\$111	\$128	\$0
Memberships	\$560	\$312	\$74	\$56	\$3	\$2	\$104	\$0	\$4	\$5	\$0
Publications	\$215	\$119	\$29	\$21	\$1	\$1	\$40	\$0	\$2	\$2	\$0
Seminars	\$1,080	\$601	\$144	\$107	\$5	\$4	\$200	\$0	\$9	\$10	\$0
Supplies	\$4,688	\$2,610	\$623	\$465	\$22	\$18	\$870	\$0	\$37	\$43	\$0
Equip Maint	\$500	\$278	\$66	\$50	\$2	\$2	\$93	\$0	\$4	\$5	\$0
Contract Service	\$6,100	\$3,396	\$811	\$605	\$29	\$23	\$1,132	\$0	\$48	\$56	\$0
Grand Total	\$412,455	\$225,409	\$52,506	\$38,875	\$2,099	\$1,665	\$84,612	\$0	\$3,450	\$3,839	\$0
Total Sal/FB	\$383,833	\$209,474	\$48,701	\$36,036	\$1,964	\$1,556	\$79,302	\$0	\$3,223	\$3,577	\$0
Total Other Exp.	\$28,622	\$15,935	\$3,805	\$2,839	\$135	\$109	\$5,310	\$0	\$227	\$262	\$0
Grand Total	\$412,455	\$225,409	\$52,506	\$38,875	\$2,099	\$1,665	\$84,612	\$0	\$3,450	\$3,839	\$0

INDEPENDENT AUDITING ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Financial	\$57,000	\$33,030	\$45	\$21	\$1,710	\$0	\$18,837	\$2,850	\$199	\$308	\$0
Single	\$6,500	\$2,600	\$0	\$0	\$0	\$3,250	\$650	\$0	\$0	\$0	\$0

OTHER GENERAL GOVERNMENT ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Collection Agency	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



MISSION:

The primary mission of the Assessor's Office is to deliver accurate and equitable value with a reputation of integrity. The Assessor's Office functions under the direction of Wisconsin Statutes Chapter 70 and the Department of Revenue; we will meet or exceed the minimum standards established by these entities. Additionally, we strive to educate the property owner in a courteous professional manner, providing clear and concise information representing the current market conditions.

- Performs in-house revaluations on all parcels to maintain fair and equitable assessments reflecting current market conditions.
- The Assessor provides historical and current property data to all inquiries via telephone, in-office requests and general property data available on the City's website.
- Performs physical inspections on recently sold properties, properties that have been issued building permits, requests for review by property owners and reviews of condominium complexes, commercial properties and single family neighborhoods.
- Maintains and provides assessment data to other City departments in support of government required reports.
- Keeps Administrator & Common Council apprised of any issues pertaining to valuation on taxable property prior to public notification.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Requested
Account 51520				
Salaries and Fringe Benefits	\$226,433.00	\$236,920.00	\$232,981.00	\$245,376
Other Expenses	\$25,878.00	\$25,763.00	\$27,781.00	\$23,223
Total Assessor	\$252,311.00	\$262,683.00	\$260,762.00	\$268,600

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005** Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Total # of Parcels	10,971	11,262	11,308	11,682	11,709
# of Exempt Parcels	326	330	329	331	321
# of Exempt Acres	2647.78 +/-	2,657.77 +/-	2690.03 +/-	2737.37 +/-	2737.73 +/-
# of Personal Property Accounts	1,199	1,209	1,251	1,193	1,239
# of Notices of Assessment Mailed (R & P)	11,724	2,518	2,840	2,846	2,596
# of Informal Review from Revaluation	250+/-	n/a	n/a	n/a	n/a
# of Cases Before Board of Review	24	4	1	2	6
# of Sales Inspections	575	525	300	155	275
# of In-house Inspections	n/a	830	1200	1369	1300
# of Deed / Change of Ownership	2,200	1,900	1,300	1,100	1,100
# of Building Permit Inspections	941	850	722	633	600
Level of Assessment - Assessment Ratio	99.06%	94.50%	92.65%	92.53%	94.00%
C.O.D. - Coefficient of Dispersion	6.50	7.00	7.30	8.00	6.20
Cost per Parcel (includes manufacturing)	18.34	19.37	20.06	19.41	21.21
Equalized Property Value	2,172,060,900	2,397,215,100	2,501,879,400	2,596,393,600	2,661,514,900

**Estimated equalized value with manufacturing*

***Year of a city-wide revaluation*

ACHIEVEMENTS:

- Completed all sale and new construction field inspections for 2008, in addition, door-to-door inspections continued for both residential and commercial properties. During 2008 we concentrated on half-story and attic type homes to obtain **actual** square footage of the 2nd floor areas. Currently we have inspected approximately 56% of the improved parcels

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Field Inspections	\$81,397	\$3,381	\$84,778
Market Research / Software Maintenance	\$40,168	\$2,254	\$42,422
Annual Assessment Value / Review	\$21,376	\$5,185	\$26,561
Open Book / Customer Service	\$37,357	\$1,127	\$38,484
Prepare AFR's & TID's**	\$5,561	\$225	\$5,786
Board of Review	\$8,756	\$113	\$8,869
Parcel Ownership / Maintenance	\$30,643	\$7,889	\$38,532
Budget	\$4,442	\$113	\$4,555
Employee Training / Evaluations / Supervision	\$14,466	\$2,254	\$16,720
Administration / Special Purposes	\$0	\$289	\$289
Contractual Services-Manufacturing Fee	\$0	\$0	\$0
Grand Total	\$244,166	\$22,830	\$266,996

2010 GOALS:

- Maintain a Level of Assessment (assessment ratio) at 100% for every revaluation year and stay within 10% of 100% during non-revaluation year maintaining compliance with Department of revenue, Equalization.
- Maintain a COD (coefficient of dispersion) of 8.0 or less which ensures a high level of uniformity of assessments.
- Purchase assessment software and convert existing assessment data during 2010 to be used for the 2011 city-wide revaluation.
- Develop an assessment dedicated website providing easy search capabilities for sales information and property data once new software is purchased.
- Encourage staff to attend additional education opportunities in assessment field to enhance their ability to provide quality assessment values and information.
- Continuation of interior door-to-door inspections; at year end to exceed 60% of the residential properties.
- Process all changes of use value agricultural lands for timely billing and collection of conversion fees that are payable to the City and County.

GENERAL GOVERNMENT ~ City Assessor

2010 Department Detail Information

CITY ASSESSOR ~ Expenditures

50100 SALARIES:

City Assessor	69,290
Assistant Assessor	55,158
Appraiser	44,538
Assessment Technician	<u>40,864</u>
	\$209,850

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	209,850	206,030	0	0	0	0	3,820	0	0	0	0
2010	209,850	206,010	0	0	0	0	3,836	0	0	0	0

50200 FRINGES:

38,843

Fringe benefit rate at 19.11%.

\$40,102

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	38,843	38,136	0	0	0	0	707	0	0	0	0
2010	40,102	39,366	0	0	0	0	733	0	0	0	0

51600 TELEPHONE:

Centrex	512
Long Distance	162
Internet	<u>253</u>
	\$927

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,590	1,563	0	0	0	0	27	0	0	0	0
2010	927	910	0	0	0	0	16	0	0	0	0

51700 POSTAGE:

Postage	<u>2,499</u>
	\$2,499

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,543	2,500	0	0	0	0	43	0	0	0	0
2010	2,499	2,455	0	0	0	0	44	0	0	0	0

GENERAL GOVERNMENT ~ City Assessor

2010 Department Detail Information

CITY ASSESSOR ~ Expenditures

52000 MEMBERSHIPS:

IAAO (International Association of Assessing Officers)	350
WAAO (Wisconsin Association of Assessing Officers)	<u>200</u>
	\$550

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	490	482	0	0	0	0	8	0	0	0	0
2010	550	540	0	0	0	0	10	0	0	0	0

52100 PUBLICATIONS:

Marshall & Swift Commercial Cost Estimator	<u>495</u>
	\$495

Changes made to allocation to funding sources.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	710	698	0	0	0	0	12	0	0	0	0
2010	495	486	0	0	0	0	9	0	0	0	0

52200 SEMINARS AND TRAINING:

League of Wisconsin Municipalities-Assessors Institute	1027
WAAO Quarterly Education Sessions	<u>140</u>
	\$1,167

Changes made to allocation to funding sources.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,391	1,367	0	0	0	0	24	0	0	0	0
2010	1,167	1,147	0	0	0	0	20	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies	192
General Office Supplies	830
Paper - Copier and Printer	<u>450</u>
	\$1,472

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,549	1,523	0	0	0	0	26	0	0	0	0
2010	1,472	1,446	0	0	0	0	26	0	0	0	0

GENERAL GOVERNMENT ~ City Assessor

2010 Department Detail Information

CITY ASSESSOR ~ Expenditures

54300 GAS AND OIL:

Gasoline	300 gallons @ 3.06/gallon	918
CNG	75 units @ 1.86/unit	<u>93</u>
		\$1,011

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,218	1,197	0	0	0	0	21	0	0	0	0
2010	1,011	991	0	0	0	0	19	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Vehicle Maintenance	450
Office Equipment Maintenance Fees	<u>200</u>
	\$650

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	650	639	0	0	0	0	11	0	0	0	0
2010	650	639	0	0	0	0	11	0	0	0	0

57700 CONTRACTUAL SERVICES:

Washington County AS/400 Support	
AS/400 Usage Time (6hrs @ 150/hr)	900
Annual System Maintenance (Allocated 25% of Total for Assessor)	750
Allo. Share of AS/400 Maintenance	1300
Tyler Technologies- CAMA Software Support	7,500
DOR Annual Manufacturing Fee	<u>6,300</u>
	\$16,750

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	15,550	13,357	0	0	0	0	2,193	0	0	0	0
2009	16,750	14,216	0	0	0	0	2,534	0	0	0	0

59500 ADMIN/SPECIAL PURPOSE:

Daily Stipend for Board of Review Members	<u>400</u>
	\$400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	400	393	0	0	0	0	7	0	0	0	0
2009	400	393	0	0	0	0	7	0	0	0	0

GENERAL GOVERNMENT ~ City Assessor

2010 Department Detail Information

CITY ASSESSOR ~ SUMMARY

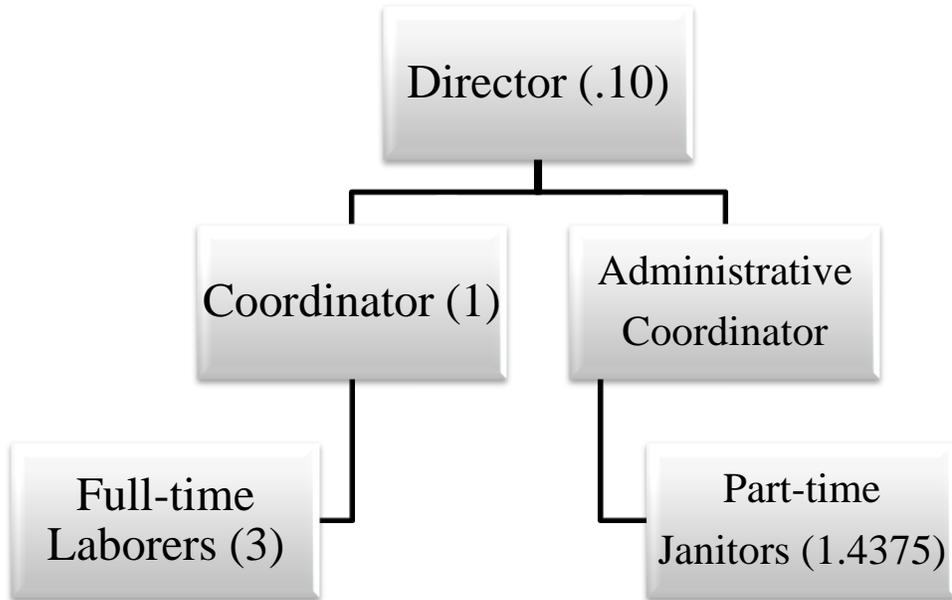
2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$209,850	\$206,010	\$0	\$0	\$0	\$0	\$3,836	\$0	\$0	\$0	\$0
Fringes	\$40,102	\$39,366	\$0	\$0	\$0	\$0	\$733	\$0	\$0	\$0	\$0
Telephone	\$927	\$910	\$0	\$0	\$0	\$0	\$16	\$0	\$0	\$0	\$0
Postage	\$2,499	\$2,455	\$0	\$0	\$0	\$0	\$44	\$0	\$0	\$0	\$0
Memberships	\$550	\$540	\$0	\$0	\$0	\$0	\$10	\$0	\$0	\$0	\$0
Publications	\$495	\$486	\$0	\$0	\$0	\$0	\$9	\$0	\$0	\$0	\$0
Seminars	\$1,167	\$1,147	\$0	\$0	\$0	\$0	\$20	\$0	\$0	\$0	\$0
Supplies	\$1,472	\$1,446	\$0	\$0	\$0	\$0	\$26	\$0	\$0	\$0	\$0
Gas & Oil	\$1,011	\$991	\$0	\$0	\$0	\$0	\$19	\$0	\$0	\$0	\$0
Equip Maint.	\$650	\$639	\$0	\$0	\$0	\$0	\$11	\$0	\$0	\$0	\$0
Contract Serv.	\$16,750	\$14,216	\$0	\$0	\$0	\$0	\$2,534	\$0	\$0	\$0	\$0
Sp. Purpose	\$400	\$393	\$0	\$0	\$0	\$0	\$7	\$0	\$0	\$0	\$0
Grand Total	\$275,873	\$268,600	\$0	\$0	\$0	\$0	\$7,265	\$0	\$0	\$0	\$0
Total Sal/FB	\$249,952	\$245,376	\$0	\$0	\$0	\$0	\$4,569	\$0	\$0	\$0	\$0
Total Other Exp.	\$25,921	\$23,223	\$0	\$0	\$0	\$0	\$2,696	\$0	\$0	\$0	\$0
Grand Total	\$275,873	\$268,600	\$0	\$0	\$0	\$0	\$7,265	\$0	\$0	\$0	\$0

CITY ASSESSOR ~ REVENUES

	2007 Actual	2008 Actual	2009 Budget	2010 Estimate
014614.461300 Assessor Fees	\$280.00	\$334.00	\$443.00	\$400.00

This account includes revenue for copies, reports and electronic data lists.

GENERAL GOVERNMENT ~ Municipal Buildings



MISSION:

The primary mission of the Building Maintenance Department is to provide structurally safe and comfortable buildings to all City departments. The department provides professional, technical and non-technical support and services at required standards; mechanically, electrically and structurally.

- Maintain and repair buildings, mechanical systems (HVAC) and generators.
- Perform routine and scheduled maintenance tasks and procedures.
- Provide 24-hour on-call emergency service.
- Assist with construction and major renovation project management.
- Contract services for projects the department is not qualified to handle.
- Remove snow from sidewalks at city buildings.
- Maintain clean, sanitary and safe buildings, inside and outside.
- Complete work orders requested by departments.
- Assist with Parks Department building rentals as required.

EXPENDITURES:

Account 0151610	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$251,257.22	\$269,934.79	\$254,985.00	\$249,866
Other Expenses	\$424,260.92	\$436,983.73	\$498,496.00	\$455,480
Total Municipal Buildings	\$675,518.14	\$706,918.52	\$753,481.00	\$705,346

GENERAL GOVERNMENT ~ Municipal Buildings

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of Work Orders Received	310	394	383	378	380
% of Work Orders Completed w/in Year	98.40%	96.20%	98.70%	*95.8%	98%
Square Feet of Municipal Bldgs. Maintained	296,073	296,073	296,073	296,073	296,073
# of Daily Routine Building Checks	2190	2190	2190	2190	2190

*In 2008, the rate of work orders completed decreased due to an earlier in the year spending freeze with all work orders requiring work completed by a contractor.

NOTES:

- Daily Route Building Checks includes: City Hall/Police Department, Downtown Covered Bridge Walkway, Regner Bathhouse, Riverside Park Shelter, Library and Fire Station #1.

ACHIEVEMENTS:

- Removed old wall paper and painted walls at City Hall including 1st floor lobby area, stairwells and Administration area lobby.
- Assisted contractor with repairs to Emergency warning sirens.
- Replaced compressor on HVAC unit at City Hall.
- Repaired ceiling area in Community Development that suffered water damage from a pipe that broke.
- Painted basement commons area of the Mutual Mall building.
- Rebuilt and painted cupolas at Ziegler Park restroom entrances and replaced siding on building.
- Remodeled Riverside Park shelter, which included the installation of new sinks, urinals, toilets, cabinets, counters, baseboard heaters; and painted all walls in main room, kitchen, hallway and restrooms.
- Assisted with Finance Department remodeling. Moved Payroll office from 3rd floor to 2nd floor Finance area and converted former Payroll office into a conference room.
- Removed old boiler from Regner Bathhouse.
- In the Police Department men's locker room, replaced carpet with carpet tiles scavenged from the former Field's building.
- Removed carpet, painted walls and floors, removed and replaced coving and brought bathroom into ADA compliance in the Donna Lexa Community Art Center at the Mutual Mall.
- Worked on partial demolition of the Police Department firing range at Fire Station #1.
- Caulked windows, power washed and sealed the Vehicle Maintenance exterior walls at the Public Works garage. Also power washed and sealed various park buildings.
- Trained new janitors at the Library and Police Department.

GENERAL GOVERNMENT ~ Municipal Buildings

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
City Hall/Police Department Main.	\$65,865	\$145,435	\$211,300
Fire Station #1 Maintenance	\$18,840	\$54,293	\$73,133
Fire Station #2 Maintenance	\$600	\$17,673	\$18,273
Fire Station #3 Maintenance	\$1,699	\$19,950	\$21,649
Mutual Mall Maintenance	\$5,622	\$30,016	\$35,638
Library Maintenance	\$32,058	\$105,034	\$137,092
Public Works/Veh. Main. Maintenance	\$2,349	\$68,003	\$70,352
Other Buildings Maintenance	\$25,062	\$3,749	\$28,811
Parks Building Maintenance	\$36,131	\$9,456	\$45,587
Meetings/Training	\$6,022	\$187	\$6,209
Purchase and Distribute Supplies	\$5,897	\$182	\$6,079
Elections	\$1,474	\$46	\$1,520
Supervision, Mtgs. w/Admin. and Director	\$48,249	\$1,458	\$49,707
Grand Total	\$249,868	\$455,482	\$705,349

Notes:

- Supervision, Meetings w/Admin. and Director includes time for Leadman and Director.
- Other Buildings Maintenance includes house on airport property, covered bridge walkway, Surak Electric.

2010 GOALS:

- Minor renovations at City Hall/Police Department.
- Assist/complete other departments' renovations projects as requested.

GENERAL GOVERNMENT ~ Municipal Buildings

2010 Department Detail Information

BUILDING MAINTENANCE ~ Expenditures

50100 SALARIES:

Full-time Laborers	138,341	
BM Coordinator	48,610	
Lead Man Pay	1,040	
Pager Duty	10,028	
Longevity Pay	2,220	
Janitors	61,043	
P-T Director	10,005	
P-T Summer Employee	<u>0</u>	Position Eliminated
	271,287	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	270,754	201,885	8,390	8,794	0	0	9,942	13,750	0	0	27,992
2010	271,287	202,282	8,407	8,812	0	0	9,962	13,777	0	0	28,047

50110 OVER-TIME:

3 Full-time Laborers	6,758
Coordinator	2,103
Elections	<u>532</u>
	9,393

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	14,518	13,136	444	455	0	0	483	0	0	0	0
2010	9,393	8,499	287	294	0	0	313	0	0	0	0

50200 FRINGES:

Fringe Benefit Rate 19.11% for full-time employees and 7.65% for P-T director.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	52,305	39,964	1,624	1,702	0	0	1,925	1,703	0	0	5,387
2010	52,491	39,085	1,628	1,706	0	0	1,929	2,682	0	0	5,461

51600 TELEPHONE:

Centrex	302
Long Distance	20
Internet	63
Cell Phones	<u>564</u>
	949

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3092	2736	114	118	0	0	124	0	0	0	0
2010	949	840	35	36	0	0	38	0	0	0	0

51700 POSTAGE:

Postage	23
Mail Service	<u>2</u>
	25

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	25	23	0	1	0	0	1	0	0	0	0
2010	25	23	0	1	0	0	1	0	0	0	0

GENERAL GOVERNMENT ~ Municipal Buildings

2010 Department Detail Information

BUILDING MAINTENANCE ~ Expenditures

52200 SEMINARS AND TRAINING:

Seminars related to trade 100

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	265	238	8	9	0	0	10	0	0	0	0
2010	100	90	3	3	0	0	4	0	0	0	0

53500 OPERATING SUPPLIES:

Janitorial/Building Supplies 20,546
 HVAC Supplies 8,820
 Maintenance/Repairs/Construction 29,415
 Misc. Supplies 1,450
 60,231

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	63,401	50,680	2,346	2,092	0	0	2,283	0	0	0	6,000
2010	60,231	47,882	2,216	1,976	0	0	2,157	0	0	0	6,000

54200 SMALL TOOLS:

Small Tools for 4 F-T Employees 400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	556	500	17	18	0	0	20	0	0	0	0
2010	400	360	12	13	0	0	15	0	0	0	0

54300 GAS AND OIL:

2110 gallons @ \$3.06/gallon 6,457

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	8,145	7,632	163	171	0	0	179	0	0	0	0
2010	6,457	6,048	130	138	0	0	140	0	0	0	0

55800 VANDALISM:

Supplies costs for vandalism repairs/removals 750

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,000	900	31	33	0	0	36	0	0	0	0
2010	750	675	23	25	0	0	27	0	0	0	0

GENERAL GOVERNMENT ~ Municipal Buildings

2010 Department Detail Information

BUILDING MAINTENANCE ~ Expenditures

56800 HEATING/FUEL

Heating expenses for City Hall; Fire Stations 1, 2 and 3; Public Works Garage; Mutual Mall; Landfill and the Library. A WE Energies forecasting tool was used to determine projected costs for 2010 which was based on historical usage (therm increases), similar weather conditions as the previous year and energy management practices. The WE Energies anticipated increase was also factored into the forecasting.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	190,000	150,375	6,422	4,789	0	0	4,414	0	0	0	24,000
2010	165,466	127,927	5,565	4,149	0	0	3,825	0	0	0	24,000

56900 ELECTRICITY:

Electric expenses for City Hall; Fire Stations 1, 2 and 3; Public Works Garage; Mutual Mall; Library; Police Department sign; and walkway to the Downtown Covered Bridge. A WE Energies forecasting tool was used to determine projected costs for 2010 which was based on historical usage (kwh increases/decreases), similar weather as the previous year and energy management practices. A 4.7% increase was also factored into the forecasting. Based on all of these factors, we are still projecting a decrease in costs which we believe is based in part to the continued energy management practices that were implemented in 2007.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	277,515	211,596	10,657	9,519		0	6,744	0	0	0	39,000
2010	251,230	190,982	9,598	8,575	0	0	6,075	0	0	0	36,000

57000 WATER:

Water/Sewer charges for City Hall; Fire Stations 1, 2 and 3; Library; Mutual Mall; Public Works Garage.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	23,184	15,204	1,024	930	0	0	1,026	0	0	0	5,000
2010	20,000	12,429	883	802	0	0	886	0	0	0	5,000

57700 CONTRACTUAL SERVICES:

Garage Door Repairs	2,500	City Hall CO2 System	1,587
Water Softener Rental	1,614	Electrical Contractor	6,600
Snow Plowing (Lib/MM)	0	Liebert A/C (CH)	800
Light Bulb Disposal	200	Sprinkler System Inspection/Other Exp.	2,000
Vehicle Repairs	3,000	Fire Extinguisher Inspections	135
Window Cleaning	0	Mutual Mall Fire Alarm Test	315
Backflow Testing	750	Honeywell Support Services	3,657
Recycling	852	Honeywell Loan Payment	36,114
Elevator Monthly Inspections/Repairs	4,191	Library HVAC Loan Payment	3,769
Emergency Generators	2,500	Misc. & Other HVAC Expenses	6,000
Plumbing	1,100	PW/VM Fire Door Test	175
Boiler Permits (Dept. of Commerce)	420	Elevator Full Load Test (DOC)	1,300
Elevator Annual Inspection	75		79,654

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	69,503	59,528	3,274	3,218	0	0	3,482	0	0	0	0
2010	79,654	68,224	3,752	3,688	0	0	3,991	0	0	0	0

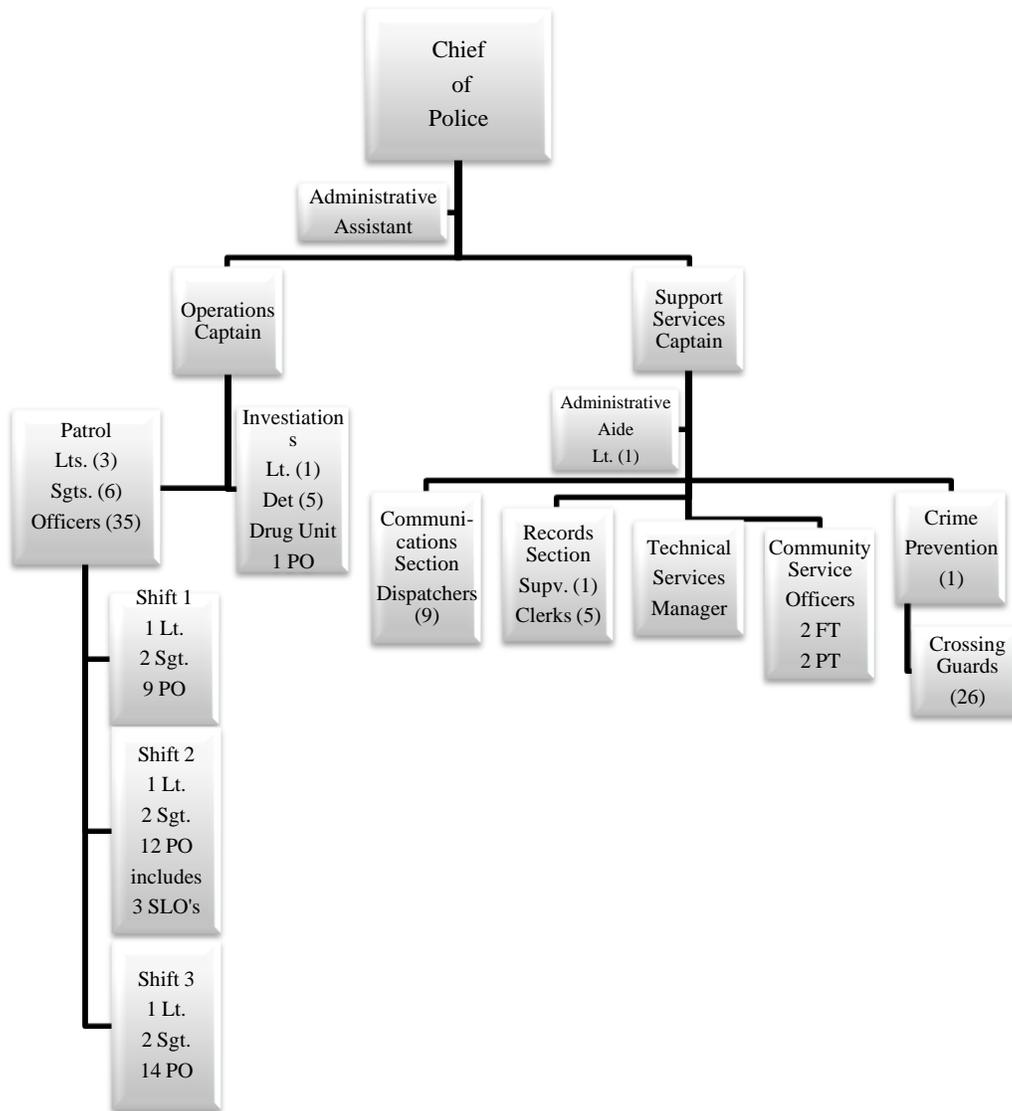
GENERAL GOVERNMENT ~ Municipal Buildings

2010 Department Detail Information

MUNICIPAL BUILDINGS ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$271,287	\$202,282	\$8,407	\$8,812	\$0	\$0	\$9,962	\$13,777	\$0	\$0	\$28,047
Over-time	\$9,393	\$8,499	\$287	\$294	\$0	\$0	\$313	\$0	\$0	\$0	\$0
Fringe Benefits	\$52,491	\$39,085	\$1,628	\$1,706	\$0	\$0	\$1,929	\$2,682	\$0	\$0	\$5,461
Telephone	\$949	\$840	\$35	\$36	\$0	\$0	\$38	\$0	\$0	\$0	\$0
Postage	\$25	\$23	\$0	\$1	\$0	\$0	\$1	\$0	\$0	\$0	\$0
Seminars	\$100	\$90	\$3	\$3	\$0	\$0	\$4	\$0	\$0	\$0	\$0
Supplies	\$60,231	\$47,882	\$2,216	\$1,976	\$0	\$0	\$2,157	\$0	\$0	\$0	\$6,000
Small Tools	\$400	\$360	\$12	\$13	\$0	\$0	\$15	\$0	\$0	\$0	\$0
Gas & Oil	\$6,457	\$6,048	\$130	\$138	\$0	\$0	\$140	\$0	\$0	\$0	\$0
Vandalism	\$750	\$675	\$23	\$25	\$0	\$0	\$27	\$0	\$0	\$0	\$0
Heating/Fuel	\$165,466	\$127,927	\$5,565	\$4,149	\$0	\$0	\$3,825	\$0	\$0	\$0	\$24,000
Electricity	\$251,230	\$190,982	\$9,598	\$8,575	\$0	\$0	\$6,075	\$0	\$0	\$0	\$36,000
Water	\$20,000	\$12,429	\$883	\$802	\$0	\$0	\$886	\$0	\$0	\$0	\$5,000
Cont. Services	\$79,654	\$68,224	\$3,752	\$3,688	\$0	\$0	\$3,991	\$0	\$0	\$0	\$0
Grand Total	\$918,433	\$705,346	\$32,539	\$30,218	\$0	\$0	\$29,363	\$16,459	\$0	\$0	\$104,508
Total Sal/FB	\$333,171	\$249,866	\$10,322	\$10,812	\$0	\$0	\$12,204	\$16,459	\$0	\$0	\$33,508
Total Other Exp.	\$585,262	\$455,480	\$22,217	\$19,406	\$0	\$0	\$17,159	\$0	\$0	\$0	\$71,000
Grand Total	\$918,433	\$705,346	\$32,539	\$30,218	\$0	\$0	\$29,363	\$16,459	\$0	\$0	\$104,508

PUBLIC SAFETY ~ Police Department



MISSION STATEMENT:

The mission of the West Bend Police Department is to work with the public, other City departments, and government agencies to reduce crime, maintain order, and provide a safe environment for all citizens.

PUBLIC SAFETY ~ Police Department

PATROL SECTION:

- The Patrol Section of the Police Department is comprised of the Chief of Police, (1) Captain, (3) Lieutenants, (6) Sergeants, and (35) Patrol Officers.
- Responsible for the enforcement of all federal and state laws, and municipal ordinances.
- Ensures the safe orderly movement of vehicles and pedestrians through patrol and the enforcement of traffic laws.
- Responds to calls for police service in the City of West Bend.
- Responsible for conducting preliminary investigations into all violations of laws and ordinances.
- Provides for the safety of students and staff in West Bend schools.
- Works with the schools and social services to reduce truancy.
- Provides public services such as vacation checks, door checks, store checks, and directed patrol activities.
- Checks all premises that are licensed to sell or serve alcohol.
- Provides a tactical response to hazardous situations by the use of a Special Response Team (SRT).
- Provides for the safety of the public at special events, parades and festivals.
- Coordinates In-Service training for all department personnel.
- Provides uniform patrol to suppress crime and maintain order.
- Performs follow-up on calls for service and requests for directed patrol activities.
- Provides crime prevention services.
- Works with City and County agencies to abate nuisances within the City.

EXPENDITURES:

	2007	2008 Actual	2009 Adopted	2010 Estimate
Account 01521101				
Salaries & Fringe Benefits	\$3,797,758.00	\$3,834,214.00	\$3,702,139.00	\$3,968,169.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Patrol Section	\$3,797,758.00	\$3,834,214.00	\$3,702,139.00	\$3,968,169.00

Notes:

- Salary amounts are based on the employees' contracts which expire 12-31-2011. The Supervisors salaries are based on contracts that expired 12-31-2008 and assume a 3% increase. Non-represented salaries are at the 2009 rate.

PUBLIC SAFETY ~ Police Department

PERFORMANCE MEASUREMENTS / BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of calls for service received	16,672	16,013	16,864	16,448	*12,000
# of Departmental services provided	18738	16626	15267	13,761	14,000
# of Department Follow-up forms completed	*628	1087	1210	1,162	1,000
# of violent crimes (state average 273 per 100,000 West Bend 81 per 100,000)	24	31	25	26	26
# of property crimes	716	793	770	855	650
# of adult arrests	3,111	3,063	3,831	4,140	4,200
# of traffic citations	3,468	3,467	3,314	3,550	3,500
# of municipal citations	2,461	2,504	2,603	2,605	2,600
# of juvenile arrests	1,167	1,511	2,385	2,471	2,500
# of arrests for Operating While Intoxicated	252	232	194	246	250
# of accidents investigated	1,269	1,107	1,251	1,234	1,000
# of missing persons	220	146	119	173	170
# of narcoctic / drug violations	181	161	187	212	220
# of truancy citations	130	253	368	350	350
Citizen survey return rate	40%	38%	38%	34%	39%
Rate of Citizen Surveys returned with positive comments	98%	95%	98%	94%	98%
Average hours of in-service training per Officer	51	41	38	50	40

* New software installed 01/01/09 allows for multiple incident codes for a single incident.

** Follow up forms were not tracked until the last quarter of 2005.

*** Other Sexual Assaults are reported monthly as a violent crime by our department but is not considered a violent crime for Uniform Crime Reporting (UCR) purposes.

ACHIEVEMENTS:

- Coordinated the traffic and crowd control at nineteen (19) special events and three (3) parades. There were no injuries or problems reported at these events.
- SRT deployed in response to:
 - 1) Served a search warrant related to drug sales.
 - 2) Served a search warrant on two houses related to drug sales.
 - 3) Served a search warrant related to an ongoing armed robbery investigation.
- Assisted Jackson Police Department in teaching officers use of a ballistic shield.
- P.O. Matthew Rohlinger promoted to Sergeant.
- There were no fatal traffic accidents in the City of West Bend from January 1, 2008 through June 1, 2009. Of the 1,234 accidents in 2008, only 14% were personal injury accidents.
- In 2008, the West Bend Police Department mailed 930 survey letters to the citizens of the community that have contact with our officers. The department received 318 responses for a return rate of 34%. Of the 318 responses received, 299 citizens (or 94%) had complimentary comments regarding the service they received.

PUBLIC SAFETY ~ Police Department

ACHIEVEMENTS (Continued):

- Increased the amount of citizen surveys mailed from 308 in 2007 to a 930 in 2008.
- Partnered with the Council on Alcohol and Other Drug Abuse to perform compliance checks to reduce the sale of tobacco to minors.
- Patrol section members serve in the following professional and civic organizations: Washington County Law Enforcement Council, Wisconsin Chapter of the FBI National Academy Associates, Wisconsin Police Executive Group, Boys & Girls Club, Friends of Abused Families, Nova Services, Washington County Association of Arson Investigators, Big Brothers Big Sisters of Washington County, Combined Community Response Team, Washington County Sexual Assault Response Team, West Bend Noon Kiwanis, West Bend Optimist Club, Washington County Elder Abuse Interdisciplinary Team.
- The violent crime rate is very low for the City of West Bend. In 2008, there was one homicide, zero forcible rape, seven robberies and eighteen aggravated assaults. The State of Wisconsin reports a state wide average of 273 violent crimes per 100,000 population. The City of West Bend is substantially lower with an average of 81 violent crimes per 100,000 population.
- Continued to work with owners of establishments licensed to sell or serve alcohol in order to reduce the number of incidents related to licensed premises (2005 = 99 incidents, 2006 = 139 incidents, 2007 = 62 incidents, 2008 = 80 incidents, 2009 = 26 incidents YTD).
- There have been forty-two (42) nuisance abatement complaints resolved by the Patrol Section from July 1, 2008 through June 30, 2009. These complaints took over 126 man hours to resolve.
- The missing person clearance rate is 100%. None of the missing persons were harmed.
- Detective Richard Lucka promoted to Lieutenant.
- Established an eligibility list for Detective.
- P.O. Brian McAndrews promoted to Detective.
- Sgt. Michael Bothwell and P.O. Steven Wellner received the Real Heroes award from the Red Cross for their efforts in saving the life of a West Bend resident.
- Lt. Timothy Dehring graduated from the Greater West Bend Leadership Program.
- Sgt. Matthew Rohlinger recognized as the Officer of the Year by the American Legion and the Noon Rotary.
- Established an eligibility list and hired (3) new Police Officers. This process took approximately 632 staff hours to complete. This staff time usage is reflected in the Administrative/Supervision section on the Expenditures by Function chart.
- Continued enforcement for over serving customers at licensed alcohol establishments (7 citations issued in 2007, 3 citations issued in 2008, 2 citations issued YTD).
- All personnel have been trained in health care issues relating to proper nutrition and fitness.
- Implemented scenario based competency training standards for firearms, vehicle, and defensive tactics.
- Reviewed Police Department building upgrade proposals to include remodeling and new site construction.
- Implemented alcohol compliance checks using department employees. Thirty-seven (37) businesses were checked. Twelve (12) of those businesses sold to the underage person for a failure rate of 32%. One (1) of the violations occurred at a tavern while the other eleven (11) violations occurred at grocery stores, gas stations, or liquor stores. Twenty-seven (27) citations were issued as a result of these checks.

PUBLIC SAFETY ~ Police Department

ACHIEVEMENTS (Continued):

- Automatic External Defibrillators (AED) were purchased at no cost to the City and placed in all department vehicles. All employees have been trained in their use.
- Completed a nuisance abatement complaint where a residence in the 600 block of Pennsylvania Avenue was brought into compliance through court action. This resulted in city employees abating the nuisance. The property owner has been assessed fines totalling \$77,400.00.

PUBLIC SAFETY ~ Police Department

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures By Function	Salaries Fringes	Other Expenses	Total
Administrative / Supervision	\$742,048	\$69,471	\$811,519
Traffic Enforcement	\$448,403	\$41,980	\$490,383
Door Checks	\$142,854	\$13,374	\$156,228
Calls for Service / Investigations	\$964,265	\$90,275	\$1,054,540
School Liaison	\$178,568	\$16,715	\$195,283
Tavern checks	\$95,236	\$8,916	\$104,152
Store patrol	\$83,332	\$7,802	\$91,134
SRT	\$47,618	\$4,458	\$52,076
Training	\$103,172	\$9,659	\$112,831
Court	\$7,936	\$743	\$8,679
Report Writing	\$646,812	\$60,555	\$707,367
Multi-jurisdictional Drug Group (MEG)	\$79,363	\$7,430	\$86,793
Uniform squad patrol	\$400,785	\$37,522	\$438,307
Uniform bicycle patrol	\$11,905	\$1,115	\$13,020
Crime Prevention programs	\$7,936	\$743	\$8,679
Special events	\$7,936	\$743	\$8,679
Grand Total	\$3,968,169	\$371,501	\$4,339,670

Notes:

- Salary amounts are based on the employees' contracts which expire 12-31-2011. The Supervisor's salaries are based on contracts that expired 12/31/2008 and assume a 3% increase. Non-represented salaries are at the 2009 rate.
- Other Expenses total \$371,501 are reflected in the Support Services section of the Police budget, account #01521142.

PUBLIC SAFETY ~ Police Department

2010 GOALS:

- Zero (0) Part I Crimes.
- Zero (0) incidents of domestic violence.
- Zero (0) fatal or personal injury accidents.
- Reduce property damage vehicle accidents (1,059 in 2008).
- Zero (0) habitual truants.
- Continue alcohol compliance checks.
- Increase the rate of positive comments received on citizen surveys to 100%.
- Continue the increased number of citizen surveys.
- Reduce the number of incidents at establishments licensed to sell or serve alcohol, particularly those incidents related to underage and over serving of customers.
- Establish an eligibility list for Police Officer.
- Proceed with plans for the construction of a new police building.
- Have a Supervisor attend advance management training at Northwestern School of Staff and Command or FBI National Academy.
- Zero (0) department vehicle accidents.
- Zero (0) lost employee time due to work related injuries.

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50100 PATROL SALARIES:

Chief of Police	91,815
Captains (1)	81,370
Lieutenants (3)	225,563
Sergeants (6)	431,056
Patrol Officers (35)	<u>2,047,633</u>
	\$2,877,437
Less Deferral of Salary Increase	<u>-46,841</u>
	2,830,596

Salary amounts are based on the employees' contracts which expire 12-31-2011. Supervisor's salaries are based on contracts that expired 12-31-2008 and assume a 3% increase. Non-represented salaries are based on the 2009 rate.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Other
2009	2,688,436	2,685,329	0	0	0	0	0	3,107	0	0	0
2010	2,830,596	2,827,881	0	0	0	0	0	2,715	0	0	0

50110 PATROL OVERTIME:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	206,741	206,741	0	0	0	0	0	0	0	0	0
2010	172,994	172,994	0	0	0	0	0	0	0	0	0

50200 PATROL FRINGES:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	810,939	810,069	0	0		0	0	870	0	0	0
2010	852,551	851,009	0	0	0	0	0	1,542	0	0	0

PUBLIC SAFETY ~ Police Department

CRIMINAL INVESTIGATIONS SECTION:

- The Criminal Investigations Section is comprised of one (1) Lieutenant, five (5) Detectives and (1) Police Officer (assigned to drug investigations).
- Responsible for the investigation of all violations of federal and state laws, and municipal ordinances, including those referred from the Patrol Section.
- Serves as the liaison with the federal, state, and municipal court systems.
- Coordinate the activities of the Crime Prevention Patrol and Police Explorer Scouting Post.
- Responsible for the submittal of all criminal evidence to the Wisconsin State Crime Lab.
- Acts as the liaison with other agencies for the sharing of information related to criminal activity in the City and the surrounding area.
- Liaison with the U.S. Attorney's Office for the Joint Terrorism Task Force for the Office of Homeland Security.
- Responsible for the processing and follow-up on all municipal warrants.
- Acts as the liaison with the Internet Fraud Crime Center managed by the Federal Bureau of Investigation.
- Acts as the liaison with the State of Wisconsin Internet Crimes Against Children Task Force.
- One investigator assigned to Multi-jurisdictional Drug Enforcement Group (MEG).
- Acts as a liaison with the Washington County Department of Human Services and community based social service agencies such as Friends of Abused Families, Nova Services, and the Red Cross.

EXPENDITURES:

Account 01521121	2007 Actual	2008 Actual	2009 Adoped	2010 Request
Salaries & Fringe Benefits	\$534,666.00	\$549,566.00	\$642,003.00	\$674,165.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Criminal Investigation	\$534,666.00	\$549,566.00	\$642,003.00	\$674,165.00

Notes:

- Salary amounts are based on the employee's contracts which expire on 12-31-2011. Supervisor's salaries are based on contracts that expired 12-31-2008 and assume a 3% increase.
- Other expenses are reflected in the Support Services section of the Police budget, account #01521142.

PUBLIC SAFETY ~ Police Department

PERFORMANCE MEASUREMENTS / BENCHMARKS:

Account	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of criminal cases	1,507	1,153	1,094	1,005	900
# of violent crime cases cleared (State Avg. 49%)	104%	68%	89%	83%	90%
# of burglary cases cleared (State Avg. 15%)	39%	36%	28%	44%	80%
# of vehicle theft cases cleared (State Avg. 15%)	47%	69%	93%	48%	90%
# of felony arrests	247	242	175	211	225
# of misdemeanor arrests	128	235	194	273	250
# of municipal citations issued	618	348	284	285	250
# of municipal warrants processed	876	1,060	1,247	971	900
# of issue of worthless check complaints	726	416	313	249	180
# hours of in-service and specialized training	299	689	772	714	700
Value of property recovered (Dept. total)	\$484,383	\$81,212	\$112,769	\$26,038	\$60,000

* The decrease in the amount of municipal citations is directly proportional to the decrease in the number of issue of worthless check complaints. A number of businesses have chosen to handle their worthless checks in civil court.

ACHIEVEMENTS:

- Detective Lucka promoted to Lieutenant. He has been assigned as a shift commander in patrol.
- Detective Lloyd completed the Death Scene Investigation school presented by the Wisconsin Department of Criminal Investigations.
- Established a procedure to personally contact and verify the locations of registered sex offenders that reside in the City.
- Detective Flitter attended the FBI National Academy National Conference in Milwaukee.
- Kept current books of all registered sex offenders by beat area so that officers are aware of sexual offenders living in their beat areas.
- Detective Hartwell completed the National Police Explorer Academy training for Advisors.
- Detective Lloyd completed training and certifications as a Computer Voice Stress Analyzer. (Truth Verification Device).
- Cleared 83% of violent crimes cases compared to the state wide average of 49%.
- Cleared 48% of vehicle theft cases compared to the state wide average of 15%.
- 100% of the stolen vehicles were recovered.
- Detective McCarthy was certified as a Fire Investigator after completing training at the National Fire Academy in Maryland.
- Lt. Flitter was elected to the Board of Directors for the Wisconsin Law Enforcement Executive Development Association.
- Upgraded the Computer Voice Stress Analyzer software and hardware.
- Developed a procedure to electronically submit juvenile referrals to the appropriate agency.

ACHIEVEMENTS (continued):

- Nineteen counterfeit \$20 bills were passed at various fast food restaurants in the City. A Milwaukee man was arrested for printing the bills and a Slinger man was arrested for passing the bills.
- Arrested a male West Bend resident for 1st Degree Intentional Homicide after investigation found that he intentionally directed the head of his eight week old daughter into the top of the changing table. The man has been convicted and is serving a lengthy prison term.
- Arrested a male subject for Attempted 1st Degree Intentional Homicide for stabbing his girlfriend in the back with a butcher knife.
- Arrested a 15 year old West Bend High School student for five counts of Obstructing an Officer after making five separate false reports of being physically assaulted or verbally abused while at the High School. The student claimed the assaults/abuse were racially motivated.

PUBLIC SAFETY ~ Police Department

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures By Function	Salaries Fringes	Other Expenses	Total
Administrative / Supervision	\$66,068	\$6,185	\$72,253
Court Liaison	\$53,259	\$4,986	\$58,245
Fraud Complaints / Bad Checks	\$27,641	\$2,588	\$30,229
Investigations	\$283,823	\$26,572	\$310,395
Report Writing	\$151,687	\$14,201	\$165,888
Court	\$14,157	\$1,326	\$15,483
Crime Prevention Patrol	\$1,348	\$126	\$1,474
Police Explorers	\$2,024	\$189	\$2,213
Crime Lab / Evidence Processing	\$50,562	\$4,734	\$55,296
Training	\$23,596	\$2,209	\$25,805
Grand Total	\$674,165	\$63,116	\$737,281

Notes:

- Salary amounts are based on the employee's contracts which expire on 12-31-2011. Supervisor's salaries are based on contracts that expired on 12/31/2008 and assume a 3% increase.
- Other Expenses total \$63,116 are reflected in the Support Services section of the Police budget, account #01521142.

2010 GOALS:

- Increase the clearance rate for violent crimes, burglaries, and motor vehicle thefts to 100%.
- Ensure that all evidence collection and processing procedures mandated by the State Crime Lab are followed.
- Keep current in areas of specialized investigations such as: internet related crimes, identity theft, sex related crimes, death scenes, crimes against children, and homeland security issues.
- Develop a method to electronically submit cases to the District Attorney's Office for prosecution.

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50100 CRIMINAL INVESTIGATIONS SALARIES:

Lieutenant (1)	77,053
Detectives (5)	332,471
Officer (1)	<u>62,262</u>
	\$471,786
Less deferral of Salary Increases	<u>-4,496</u>
	467,290

Salary amounts are based on employee contracts that expire on 12-31-2011. Supervisor salary is based on the employee contract that expired on 21-31-2008 and assume a 3% increase.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Other
2009	449,006	449,006	0	0	0	0	0	0	0	0	0
2010	467,290	467,290	0	0	0	0	0	0	0	0	0

50110 CRIMINAL INVESTIGATIONS OVERTIME:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	52,520	52,520	0	0	0	0	0	0	0	0	0
2010	49,983	49,983	0	0	0	0	0	0	0	0	0

50200 CRIMINAL INVESTIGATIONS FRINGES:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	140,477	140,477	0	0		0	0	0	0	0	0
2010	147,439	147,439	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

SUPPORT SERVICES SECTION:

- The Support Services section is responsible for Communications, Records, Technology, Crime Prevention, Crossing Guards, and various Administrative functions of the department.
- The Support Services / Administration section of the Police Department is comprised of (1) Captain, (1) Lieutenant, (1) Technical Services Manager, (1) Crime Prevention/Community Relations Officer, (1) Administrative Assistant, (2) Community Service Officers, (2) Part-time Community Service Officers, (9) Dispatchers, (5) Clerks, and (1) Records Supervisor.
- Manages all the expense accounts of the department and acts as the purchasing agent for the department.
- Is responsible for budget development and management, payroll computation, policy/procedure development; purchasing; technology research; development, recruitment, and testing functions; and release of police records.
- Responsible for securing all evidence and property inventoried by the department.
- Investigates citizen complaints and accusations of misconduct by department personnel.
- Processes all applications for city licenses for approval at Common Council Meetings.
- Responsible for regular meetings with the media regarding newsworthy incidents involving the police department.
- Responsible for the maintenance and installation of all computer and radio communications related technology that is not covered by a service agreement.
- Acts as technological liaison between the department and various contracted service technicians for the department's computer and radio communications related technology.
- Provides an onsite Systems Administrator for the department's computer and radio telecommunication related technology.
- Provides input on policy and training matters as they relate to the dispatch center.
- Plans and conducts community crime prevention projects such as the annual Bike & Safety Jamboree, Bank Seminar, Robbery Prevention presentations and Citizens Academy. Conducts presentations on topics such as Internet Scams and Frauds, Internet Safety, and safety tips for the elderly.
- Coordinates the Neighborhood Watch Program and conducts meetings with new participants.
- Coordinates the police intern program for the department.
- Supervises, schedules work, and trains the department's 29 crossing guards. Conducts annual training for the School Safety Patrol Program.
- Provides an Administrative Assistant for the Chief of Police, who schedules the activities of the Chief, transcribes confidential correspondence, maintains the department's confidential personnel files, and takes minutes at meetings conducted by the Chief.
- Community Services Officers deliver court documents to the district attorney's office on a daily basis and department correspondence to other agencies as needed, assist officers with roadway related traffic accidents, investigate parking lot accidents, investigate animal related complaints, and take limited enforcement action; and issue parking tickets in the downtown business district and various public/private parking lots.
- Staffs the Communications Center on a 24/7 basis.
- Answer 911 emergency phone calls for the City of West Bend Police, Fire, and Emergency Medical Services.

PUBLIC SAFETY ~ Police Department

SUPPORT SERVICES SECTION (Continued):

- Provide backup 911 Emergency phone call response for the Sheriff's Department and other Public Safety Answering Points (PSAP's) in Washington County.
- Answer non-emergency calls for service for the police department.
- Page out Fire and EMS calls for the Fire Department.
- Coordinate emergency and non-emergency radio communications for Police, Fire, EMS.
- Assign police units to calls for service.
- Monitor weather conditions and activate the emergency siren system when advised.
- Enter warrants in the state-wide computer network.
- Assist in processing digital photographs, fingerprint files, and squad videos.
- Assist with transcription of reports.
- Enter parking tickets into the computer system.
- Answers after-hour calls for the Water and Sewer Utility, Parks Department, and Public Works Departments.
- Staff the Clerical Unit.
- Reviews and approves open record requests.
- Transcribes reports dictated by the patrol officers and detectives.
- Input data into the records system computer from reports completed by patrol officers and detectives.
- Duplicate the original reports completed by patrol officers and detectives for dissemination to other units in the department and the court system.
- Process parking tickets issued by officers and payments received from the public.
- Process traffic and municipal ordinance citations issued by officers and prepare them for court.
- Take walk-in calls for service from the public at the front window / counter and enter them into the CAD system for dispatch of officers.
- Accepts fines and other payments from the public.

PUBLIC SAFETY ~ Police Department

EXPENDITURES:

Account 0152114	2007 Actual	2008 Actual	2009 Adopted	2010 Estimate
Salaries & Fringe Benefits	\$1,256,633.00	\$1,299,969.00	\$1,309,731.00	\$1,383,641.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Support Services	\$1,256,633.00	\$1,299,969.00	\$1,309,731.00	\$1,383,641.00

Notes:

- Salary amounts are based on the employee's contracts that expire on 12-31-2011. Supervisor's salaries are based on the employee contract the expired on 12-31-2008 and assume a 3% increase. Non-represented salaries are at the 2009 rate.
- Increase are due to employee step increases in the current labor agreement.

PUBLIC SAFETY ~ Police Department

PERFORMANCE MEASUREMENTS / BENCHMARKS:

Account	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of Neighborhood Watch programs	23	27	29	29	29
# of community events participation	12	51	65	65	65
# of internal investigations	58	59	36	31	45
# of briefings with media representatives	439	450	450	450	450
# of entries logged into the dept evidence system	**1,071	**1,170	**2,505	**2,015	**1,700
# of city license applications processed	993	799	830	618	525
# of parking tickets issued by CSO's	2,207	1,687	1,797	1,391	1,465
# of accidents investigated by CSO's	63	57	55	73	55
# of other calls for service handled by CSO's	1,210	1,227	1,092	1,161	#1,850
# of incoming 911 phone calls	4,287	4,033	3,719	*	3,700
# of incoming phone calls	96,355	92,545	95,212	*	95,000
# of police radio transmissions	211,672	224,343	230,529	*	230,000
# of fire radio transmissions	25,074	27,200	31,256	*	31,000
# of computer entries by dispatchers	208,285	206,697	209,702	205,041	^196,000
# of warrants entered into computer by dispatchers	909	872	1,247	1,058	1,350
# of reports transcribed by dispatch/clerical personnel	1,548	1,646	872	800	^400
# of parking tickets processed by dispatch/clerical personnel	6,067	5,602	5,350	5,665	5,650
# traffic/ordinance citations/15-days processed by records clerks	8,252	8,301	7,965	8,907	8,000
# of documents processed by clerical personnel	35,186	34,574	34,605	67,826	^135,652
# of open records requests	620	908	1,008	873	825
# of 2nd hand purchases entered into the dept records system	***	***	242	2,018	1,150

* The archiving system for the Freedom Logging System became inoperable in early 2008. The logging system was replaced in January 2009.

** This total reflects the number of inventories entered into the evidence records system. It does not reflect the actual number of items processed into the department evidence room. Property inventories may have multiple items which are collected from an incident.

*** 2nd hand purchases were not tracked prior to 2007.

Various CSO duties previously logged as "quick calls" in our pre-Phoenix software are now counted as "calls for service".

^ Various department totals are directly impacted by the CAD/RMS/Mobile software change we initiated in January 2009. Some data entry duties previously done by clerical personnel such as transcription of reports are now many times completed by officers through the use of "field reporting" software. Records personnel still perform data entry duties, but their role has changed many times into a "quality control" function. Officers are also responsible for completing various computer entries previously done by dispatch personnel. Documents processed by clerical personnel include 15 days, arrests, accident reports, parking tickets, Word documents, various internal department forms, and "scanned-in attachments" effective January 1st, 2009.

PUBLIC SAFETY ~ Police Department

ACHIEVEMENTS:

- Conducted the Family Bike Safety Jamboree in which 200 children and parents were outfitted with bike helmets, 100 bike lockers were given away, 15 local businesses donated time and materials, four bicycles were given away through a free drawing, and 110 child identification cards were created for area parents.
- Conducted the annual one day Financial Institutions: Practices & Procedures Seminar attended by 73 local bank employees.
- Coordinated the Department's 2009 Citizen Academy which had 16 participants.
- Conducted fifty-four (54) community education presentations on topics such as impaired driving, identity theft, workplace violence, child safety, elderly safety, robbery prevention, and the role of the police in the community.
- Presented the Every 15 Minute Program on April 29th & 30th, 2009 at the West Bend High Schools. This simulated alcohol related crash involved nineteen (19) students and thirty-four (34) businesses, departments, or individuals in an effort demonstrate the consequences of an alcohol and/or drug related accident. The program also utilized an all-school assembly to discuss the scenario and life-choices young people make regarding alcohol and drug use.
- Increased the level of clerical duties performed by Dispatchers by assisting with warrant and license entries, parking ticket files, personnel property logs, fingerprint card transactions, accepting bond for bond posters, and the preservation of squad camera videos.
- Continue to revise the purchase of squad cars, technology items, and capital project budget items to stay within or under our budget allocation. This revue continues as we attempt to determine the appropriate purchase of squad cameras which integrate with our new CAD, RMS, and Mobile software.
- Conducted two bicycles sales selling 108 abandoned bicycles, in turn generating \$1,080 in revenue for the City.
- All clerks continue to receive training in completing the Uniform Crime Report (UCR).
- Continue to work with the Emergency Government Director to enhance the reliability of the Emergency Siren System, including scheduling a weekly test of the system on Saturday's at noon.
- Implemented upgraded Computer Aided Dispatch, Records Management System, and Mobile Technology. This upgrade continues as we evaluate existing procedures and processes and determine how they are affected by features of this new software.
- Implemented a field reporting system as part of a computer system upgrade where officers are responsible for data entry duties freeing up clerical staff to perform more quality control duties.
- Completed a connection to the Wisconsin Justice Information Sharing (WIJIS) program using a grant award from the Office of Justice Assistance. WIJIS allows the Police Department to share in-house information with other WIJIS users and allows us to access similar information from other WIJIS clients.
- Currently in the process of upgrading the audio recording capabilities of the department interview rooms to comply with state statutes regarding the recording in-custody interviews. Funding for this upgrade came from a grant award from the Office of Justice Assistance.
- Purchased a Child Identification System using funds donated by an area business and the West Bend Crime Prevention Patrol.
- A laptop computer is now made available to the Assistant City Attorney and the Mid-Moraine Municipal Court to help determine the prior history of the defendant. This has saved substantial clerical staff time and department resources in printing out these prior arrest histories.
- Hired Debora Manresa as the Administrative Assistant to the Chief of Police.
- Hired two (2) part-time Community Service Officers during the summer months to assist in patrolling the City park system.

PUBLIC SAFETY ~ Police Department

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures By Function	Salaries Fringes	Other Expenses	Total
Administrative / Supervision	\$88,000	\$9,042	\$97,042
Expense Account Management	\$34,591	\$13,481	\$48,072
Payroll	\$17,296	\$1,118	\$18,414
Research & Policy Development	\$9,270	\$1,118	\$10,388
Police Records Release	\$34,591	\$1,118	\$35,709
Evidence Management	\$48,427	\$2,039	\$50,466
Internal Investigations	\$12,314	\$1,529	\$13,843
City License Application Process	\$4,151	\$444	\$4,595
Media Releases	\$4,151	\$444	\$4,595
Computer System Administration	\$57,836	\$7,135	\$64,971
Back Up and Relief of Dispatchers	\$6,365	\$756	\$7,121
Crime Prevention Education-Public	\$37,912	\$4,538	\$42,450
Supervisors of Crossing Guards	\$15,082	\$9,536	\$24,618
Supervision of Police Interns	\$3,736	\$395	\$4,131
Patrol Officer Duties	\$15,082	\$1,776	\$16,858
Police Chief Receptionist Duties	\$33,346	\$4,028	\$37,374
Confidential Correspondence for Chief	\$4,151	\$444	\$4,595
Confidential Fire Maintenance	\$2,075	\$197	\$2,272
Meeting Minutes	\$2,075	\$197	\$2,272
Accident Investigation	\$12,868	\$1,529	\$14,397
Issuing Parking Tickets	\$32,239	\$3,946	\$36,185
Traffic Direction	\$12,868	\$1,545	\$14,413
Animal Complaints	\$6,365	\$756	\$7,121
Training	\$20,755	\$1,628	\$22,383
Answer 911 calls	\$48,427	\$6,790	\$55,217
Answer non-emergency calls	\$259,709	\$25,220	\$284,929
Page Fire and EMS calls	\$48,427	\$6,790	\$55,217
Assign officers to calls for service	\$96,993	\$13,597	\$110,590
Various Clerical Duties	\$24,214	\$3,387	\$27,601
Training	\$24,214	\$1,743	\$25,957
Report Transcription	\$30,578	\$4,702	\$35,280
Report Reproduction	\$30,578	\$4,653	\$35,231
Data Entry	\$104,327	\$17,838	\$122,165
Customer Service at Front Counter	\$34,591	\$3,485	\$38,076
Records Releases	\$89,937	\$2,121	\$92,058
Supervision	\$76,100	\$5,343	\$81,443
Grand Total	\$1,383,641	\$164,408	\$1,548,049

2010 GOALS:

- Continue to manage the department's expense accounts to ensure we stay within budget limits.
- Provide the department with the best available technology within budget limits.
- Perform computer system administrative tasks that reduce or limit the amount of work performed by non-contracted service vendors.
- Maintain efficiency and effectiveness in conducting Internal Investigations by completing them within a ten day time period whenever possible.
- Improve the Community Relations/Crime Prevention Program currently in place to increase attendance by the public and involvement by department personnel. This includes responding to additional services requested by the public that enhance the mission of the Police Department.
- Continue effective enforcement of all parking laws and ordinances.
- Continue effective dispatch functions in the Communications Center.
- Hire two (2) part-time Community Service Officers to assist with patrolling and securing the city parks for the summer of 2010. The past two (2) years have shown the overall effectiveness in the use of part-time CSO's in reducing vandalism and disorder in the City Park System.
- Answer 911 calls on the first ring and all non-emergency calls within two rings.
- Develop an efficient and effective records retention system based on state statute requirements.
- Continue to provide courteous and professional customer service at the public window.
- Work with our current RMS, Mobile, & CAD software provider to enhance the effectiveness of the various programs used by the department and other law enforcement agencies.
- Continue upgrading our field reporting system to reduce clerical staff time in data entry duties.
- Increase the number of active Neighborhood Watch programs in the City.
- Successfully implement the County-Wide radio project requirements at the West Bend PSAP.

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50100 SUPPORT SERVICES SALARIES:

Captain (1)	77,865
Lieutenant (1)	73,736
Crime Prevention Officer (1)	63,338
Administrative Assistants (1)	45,297
Technical Services Manager (1)	56,729
Community Services Officers (CSO) (2)	88,449
Part-Time Community Services Officers (2)	15,360
Clerical Supervisor (1)	48,845
Records Clerks (5)	180,943
Dispatchers (9)	458,099
	\$1,108,661
Less deferral of Salary Increases	-15,606
	1,093,055

Two part-time CSO's were added in 2008 to patrol the parks and riverwalk in the summer months. The part-time CSO's are budgeted at 512 hours each. Five (5) percent of the Dispatchers and Technical Services Managers salaries are paid by the Fire Department from account # 01523111 with the amount reflected in the "Other" column below.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Other
2009	1,047,223	987,305	0	0	33,096	0	0	1,443	0	0	25,378
2010	1,093,055	1,030,188	0	0	34,457	0	0	1,769	0	0	26,641

50110 SUPPORT SERVICES OVERTIME:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Other
2009	82,614	82,614	0	0	0	0	0	0	0	0	0
2010	45,323	45,323	0	0	0	0	0	0	0	0	0

50200 SUPPORT SERVICES FRINGES

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Other
2009	233,144	226,662	0	0	6,085	0	0	397	0	0	0
2010	237,928	225,755	0	0	6,585	0	0	513	0	0	5,075

PUBLIC SAFETY ~ Police Department

SUPPORT SERVICES - CROSSING GUARD:

- Crossing guard duties are to provide traffic control at key intersections in the city for the safe crossing of streets by middle and elementary school children on their way to and from school.
- There are 20 intersections staffed by crossing guards for the 180 day school year.
- One Crossing Guard is assigned one intersection for the 20 day summer school program.

EXPENDITURES:

Account 01521171	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries & Fringe Benefits	\$100,067.00	\$103,069.00	\$103,495.00	\$109,576.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Support Services	\$100,067.00	\$103,069.00	\$103,495.00	\$109,576.00

Notes:

- Salaries are at the 2009 rate.
- Other expenses are listed in account 01521142 Support Services.

PUBLIC SAFETY ~ Police Department

PERFORMANCE MEASUREMENTS / BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of days worked in the regular school year	180	180	180	180	180
# of intersections assigned	21	20	20	20	20
Total number of crossing assignments per day	40	39	39	39	39
# of days worked for summer school	20	20	20	20	20
# of intersections assigned for summer school	1	1	1	1	1
Total number of crossing assignments for summer school	2	2	2	0	0
Avg hours of training per crossing guard per school year	2	2	4	4	4

ACHIEVEMENTS:

- No injuries were received by any child crossing at an intersection controlled by a crossing guard.
- Crossing Guard Ruth Wolf was nominated for and received the annual Crossing Guard of the Year Award from the local Optimist Club.
- A Proclamation from the City of West Bend Common Council was approved honoring the crossing guards as a group in recognition of National Crossing Guard Week.
- Positive articles in local newspapers were published concerning the crossing guards' performance.
- Assisted at the West Bend Boy's and Girl's Club 5K Run for Kids supplementing police and crime prevention patrol officers services.

PUBLIC SAFETY ~ Police Department

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures By Function	Salaries/Fringes	Other Expenses	Total
School year crossing assignments	\$107,717	\$0	\$107,717
Summer school crossing assignment	\$563	\$0	\$563
Annual in-service training	\$1,296	\$0	\$1,296
Grand Total	\$109,576	\$775	\$109,576

Notes:

- Other expenses total of \$775 are reflected in the Support Services section of the Police budget, account #01521142.

2010 GOALS:

- That no student is injured while walking to and from school.
- Insure that no crossing guard is injured while performing crossing guard duties.
- Continue to provide meaningful training for crossing guards.
- Continue to maintain a positive community image.
- When appropriate, utilize the crossing guards to supplement police and crime prevention patrol services during community events.

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50100 CROSSING GUARD SALARIES:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	96,139	96,139	0	0	0	0	0	0	0	0	0
2010	101,789	101,789	0	0	0	0	0	0	0	0	0

50200 CROSSING GUARD FRINGES

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	7,356	7,356	0	0	0	0	0	0	0	0	0
2010	7,787	7,787	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50400 OUTLAY:

Replacement Marked Squads (3)	74,000	Increased \$8000 - replacement supervisor squad
Replacement Rear Seats & Modifications	6,000	
Replace Light Bars	<u>7,000</u>	
	\$87,000	

The Police Department currently utilizes a Chevrolet Tahoe as the supervisor's squad. The vehicle transports numerous pieces of equipment not found in the normal squad car. These include a ballistic blanket, a battering ram, the department's "less lethal" shotgun, and OSHA mandated traffic control signs. Due to the size of the items in this vehicle, we need to replace the existing supervisor's squad with a vehicle of similar size. The cost of a replacement Chevrolet Tahoe is considerably more than the Chevrolet Impala squad cars. It is likely that we will need to replace some equipment (cage, radio console, etc.) from this vehicle with new equipment. In 2009, the Police Department replaced a Ford Expedition utilized as a department squad with a Chevrolet Impala. At this time the supervisor vehicle is the only SUV in our fleet.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	79,000	79,000	0	0	0	0	0	0	0	0	0
2010	87,000	87,000	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Telephone / Centrex Services	11,366	
Cell Phones	7,075	Increased \$250
WI Dept of Administration	1,500	Long distance - seperated from telephone expenses
Telephone Pagers	1,350	Increased \$150
Auto Attendant System	0	Discontinued - no longer utilize this service
Internet Services	5,664	
Cell Phone Replacement	<u>1,400</u>	Reduced \$1,600
	\$28,355	

Cell and land line phone costs are in accordance with the City Administrator's memo. Internet service costs increased substantially as the Police Department began utilizing new RMS, CAD, & mobile software which is internet based. To address this software change and other citywide department needs, the IS Department installed additional internet connections which directly impacts internet expenses. Adjustments were made in many of the above sub-categories to more accurately reflect department expenses for these services.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	33,451	33,451	0	0	0	0	0	0	0	0	0
2010	28,355	28,355	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

51700 POSTAGE:

Increase due to projected increase in mailing and shipping costs and charge for postage meter maintenance. Postage fees may be reduced as we attempt to "hand-deliver" more department correspondence when appropriate.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	6,500	6,500	0	0	0	0	0	0	0	0	0
2010	6,600	6,600	0	0	0	0	0	0	0	0	0

52000 MEMBERSHIPS AND DUES:

International Chiefs of Police	135	
WI Chiefs of Police Association (1)	100	Increased \$45
NUCPS-Alumni Association	50	New - membership for Chief of Police
FBI-LE Executive Development Association	50	
WI Police Executive Group	55	
WI Chapter FBI National Academy Assn (5)	375	Additional supervisor graduated from FBINAA in 2009
Nat'l Tactical Off. Assn (Team Membership)	150	
National Assoc. of Field Training Officers (6)	240	
WI Chapter of Arson Investigators (2)	50	
Int'l Assoc of Arson Investigators	150	
Washington Co. Fire Invest Assn (Team)	25	Reduced \$25 - utilizing department membership fee
WI Narcotics Officers Association	25	New - utilized by officer assigned to county drug unit
WI Crime Prevention Officers Association	25	
WI Traffic Safety Officers Association	25	New - previously paid in conference registration fees
CVSA Membership (2)	60	
WI Association of Homicide Investigators (2)	60	Reduced \$30
WI School Resource Officers Association (3)	75	
WI LE Explorers Advisor Association	40	New - Police Explorer Post Advisors organization
Wisconsin Civil Air Patrol (2)	120	
Wisconsin Association for Identification (6)	120	Increased \$40 - 2 officers joined this organization
Northwestern Univ Center for Public Saf (2)	50	
WI-TERT Membership	50	
	\$2,030	

No increase requested in this budget category. Periodically, the above membership fees are paid using funds in the seminars & training account. Many times this occurs when department personnel register for various training conference and the membership fee is not specifically annotated in the fee schedule. In 2009, we began separating this cost from the overall conference fee to better account for the above membership expenses and apply it to the appropriate budget category.

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

52000 MEMBERSHIPS AND DUES (Continued):

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	2,030	2,030	0	0	0	0	0	0	0	0	0
2010	2,030	2,030	0	0	0	0	0	0	0	0	0

52100 PUBLICATIONS:

National COP / Sheriff Directory	140	
Textbooks	400	
Polk City Directory	0	Discontinued - other information sources available
Wisconsin Law Update	200	
NP phone listing - Worldwide Informatior	300	Reduced \$265 - other information sources available
Motor Vehicle Law Handbooks	1,000	
Crime Lab Handbooks	150	
Drug Identification Bible	45	
	<u>\$2,235</u>	

Reduced \$1,605 due to the elimination of some publications and a greater reliance on available resource tools found on the internet.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	3,840	3,840	0	0	0	0	0	0	0	0	0
2010	2,235	2,235	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

52200 SEMINARS AND TRAINING:

Wisconsin Chiefs of Police Conferences	1,200	
Wash. Co. Chiefs of Police Meetings	360	
PEG Conference	1,000	
IACP Training Conference	1,300	
P&FC Meeting & Training	200	
Attorney General's Conference	500	
FBINNA State Training Conferences (5)	1,250	Increased \$250 - additional graduate from FBINNA
FBINAA National Retrainer	2,600	
Leadership of Greater West Bend	750	
LE Training Officers Conference (3)	270	
Governors Conference on Highway Safety	200	
WI Juvenile Officers Conference (1)	270	
LE Administrative Professionals (1)	350	Reduced \$250
SRT State Training Conference	2,000	
SRT Training	1,500	
DAAT & Firearms Instr. Recertification	500	
In-Service Training	1,500	
Law Enforcement / Roll Call Training	1,200	
Interview & Interrogation Training	1,000	
Administrative Training	2,000	
Supervisors Training	2,500	
Dispatcher Training	1,000	
Evidence Technician Training (5)	2,000	
Computer Training	1,000	
Detective Training	2,250	
School Liaison Officer Training	1,500	
Field Training Officer Training (2)	750	
State Pistol Shoot	500	
CVSA Updates	500	
	<u>500</u>	
	\$31,950	

No increase requested in this budget category. The courses and categories listed above are general areas of training that employees have traditionally attended. The specific seminars and training employees attend are determined throughout the year as training needs develop and as training opportunities become available.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	31,950	31,950	0	0	0	0	0	0	0	0	0
2010	31,950	31,950	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

53500 OFFICE & OPERATING SUPPLIES:

Audio Recording Equipment & Supplies	2,500	
Office Supplies	2,600	
Evidence Processing	3,000	Increased \$500
Photo Supplies	1,000	Reduced \$2000 due to digital storage updates
Office Equipment Repairs & Replacement	2,000	
Department Forms / Manual Updates	2,600	
Municipal Warrants	150	
Citations / Parking Tickets	1,100	
15-Day Tickets	750	Increased \$100
Stationery	2,500	Increased \$500
TIME System Printer Paper	1,400	Increased \$200
Copy Paper	2,500	
First Aid / Training supplies	500	New - consolidates various training/first aide items
Computer Supplies	5,500	Increased \$500
.40 Caliber Practice Ammunition-Handgun	3,350	Based on quote from ammunition vendor
.40 Caliber Duty Ammunition-Handgun	2,800	Based on quote from ammunition vendor
.223 Caliber Practice Ammunition-Rifle	4,650	Based on quote from ammunition vendor
.223 Caliber Duty Ammunition-Rifle	2,500	Based on quote from ammunition vendor
Simunition Ammunition	1,600	Based on quote from ammunition vendor
SRT Less Lethal Munitions	2,200	Based on quote from ammunition vendor
Range Supplies	500	Reduced \$500
Taser Supplies	900	New - Tasers purchased from 2009 Capital Budget
Outdoor Range Care	650	Reduced \$350
	<u>47,250</u>	

No increase is requested in this budget category. Ammunition costs continue to be affected by the military conflicts in Afghanistan & Iraq. The department DAAT and range officers continue to adjust required training based on available resources and identified training needs.

Specific "line item" expenses were adjusted to more accurately reflect department expenses in the office & operating supplies account. It is possible that there will be additional savings as the department uses less "paper copies" and relies more on "digital copies" in our day-to-day operation.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	47,250	47,250	0	0	0	0	0	0	0	0	0
2010	47,250	47,250	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

54300 GAS & OIL:

34,500 Gallons @ \$3.06/gallon. Fuel totals in accordance with City Administrator's memo utilizing budgeted fuel total from 2009 budget.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	133,170	133,170	0	0	0	0	0	0	0	0	0
2010	105,570	105,570	0	0	0	0	0	0	0	0	0

54500 MOTOR VEHICLE SUPPLIES:

Squad Repair-Sublet to Private Enterprise	8,000
Vehicle Maintenance / Decals	1,500
DOT Registration Fees	450
Marked / Unmarked Squad Washes	1,200
Parts / Repairs / Tires	16,500
Shop Charges	1,800
Install Squad Emergency Equipment	2,400
Oil	1,200
	\$33,050

No increase requested in this budget category.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	33,050	33,050	0	0	0	0	0	0	0	0	0
2010	33,050	33,050	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

56400 UNIFORMS:

16 Full-time Supervisors @ \$575 each	9,200	In accordance with Labor Contract
42 Sworn Officers @ \$475 each	19,950	In accordance with Labor Contract
9 Dispatchers @ 340 each	3,060	In accordance with Labor Contract
6 Clerical at \$340 each	2,040	In accordance with Labor Contract
4 CSO's @ \$350 each	1,400	
Crossing Guard Equipment	775	
Department Rank / Patches	1,200	
Bike Officer Uniforms	700	
SRT Officer Uniforms	<u>1,700</u>	
	\$40,025	

Increased \$1,300 due to an increase in in the cost of uniform expenses from labor agreements settled in 2009.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	38,725	38,725	0	0	0	0	0	0	0	0	0
2010	40,025	40,025	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

57700 CONTRACTUAL SERVICES

Time System User Fees	17,710	Costs mandated by TIME System
OWI Blood Tests	3,780	240 tests @ \$15.75 each
Post-Employment Health Plan - Labor	9,000	75 @ \$120 each
Employee Drug Tests	1,875	75 @ \$25 each
Physical Examination - New Applicants	0	
Testing and Assessment Centers	1,000	
Psychological Exams - New Applicants	0	
MEG Drug Unit	5,000	
Jail Expense, Etc.	500	
Towing Impounded Vehicles	4,000	Revenue collected from towed vehicle Acct #462100
ProPhoenix CAD, RMS, Mobile Software	35,525	Increased \$17,155 - responsible for full year of maintenance
WIJIS Gateway Software Support	825	New - WIJIS Gateway maintenance costs
Humane Society Animal Care Agreement	8,000	
DTN Weather System	0	
Mobile Data Access Fee	9,600	16 Verizon Wireless air cards for MDC mobile software
Microfilm Reader Maintenance Agreement	0	3 yrs of maintenance costs included in 2009 upgrade
Copy Machine Maintenance Agreement	3,100	
FAX Machine Maintenance Agreement	625	Increased \$50
Computer Repairs	4,000	
Varda and Radar Repairs	1,000	
UPS Systems Maintenance Agreement	3,400	Increased \$110
Dictation System Maintenance Agreement	7,780	
Registration Suspensions	3,450	
Wisconsin Law Enforcement Accreditation	0	
Microfilm Processing/Source Group	4,000	Cost for microfilming of 2008 department reports
On Line Data Credit Card Processing	0	Discontinued - service fee assessed by credit card vendor
Document Destruction Contract	1,400	Increased \$200
Fire Extinguisher Testing	100	Reduced \$275 - no replacement fire extinguisher's required in 2010
Fleetwood Leasing/WORD Systems	5,700	Reduced \$1,050 - replaced digital recording system in 2009
911 Cell Phone Transfer capabilities	2,325	Increased \$1,125 - 2nd transfer line required for cell calls
Sagem Morpho-Fast Touch ID Maint.	385	Increased \$20
ID Networks Livescan Fingerprint System	2,500	
APS Voice Software	0	Reduced \$1850 - no longer utilizing this software
Accurant Online Name Search Service	600	Increased \$240 - monthly fee increased \$20 per month in 2009
Alloc. Share of AS/400 Maintenance	<u>11,700</u>	
	\$148,880	

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

57700 CONTRACTUAL SERVICES (Continued):

Increases occurred in some contractual services in 2010. The Department's Records Management System, Computer Aided Dispatch, and Mobile software costs and support increased substantially, as we assumed a full year of maintenance costs following the expiration of the initial service agreement in July 2009. In addition, the Police Department began utilizing the Wisconsin Justice Information Sharing Gateway service after receiving a grant from the Office of Justice Assistance to develop the program. The WIJIS Gateway allows law enforcement agencies to access other department's record systems to share information. With the increase in ProPhoenix CAD/RMS/Mobile and WIJIS maintenance costs, the Police Department reworked some of our existing contractual services and eliminated maintenance where appropriate. We continue to evaluate our long-term objectives and how the various contractual services are affected by them. While some costs such as maintenance on the department's computer systems are difficult to reduce, other expenses may decrease as equipment is replaced, maintenance agreements are adjusted, and we move towards storing and retrieving more information in a digital format.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	131,630	131,630	0	0	0	0	0	0	0	0	0
2010	148,880	148,880	0	0	0	0	0	0	0	0	0

59320 CRIME PREVENTION PROGRAMS:

Crime Prevention Meetings	260	
Crime Prevention Materials	1,200	Reduced \$250
Printing / Film Rental	700	
School Safety Patrol Equipment	300	
Explorers	750	
Crime Prevention Patrol	1,500	
Citizen Academy	1,500	Increased \$250
School Safety Patrol Recognition	<u>500</u>	
	\$6,710	

No increase requested in this budget category.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	6,710	6,710	0	0	0	0	0	0	0	0	0
2010	6,710	6,710	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT - SUMMARY

PATROL	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Patrol Salaries	\$2,830,596	\$2,827,881	\$0	\$0	\$0	\$0	\$0	\$2,715	\$0	\$0	\$0
Patrol Overtime	\$172,994	\$172,994	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Patrol Fringes	\$852,551	\$851,009	\$0	\$0	\$0	\$0	\$0	\$1,542	\$0	\$0	\$0
Total	\$3,856,141	\$3,851,884	\$0	\$0	\$0	\$0	\$0	\$4,257	\$0	\$0	\$0

CRIM INV	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
CI Salaries	\$467,290	\$467,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CI Overtime	\$49,983	\$49,983	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CI Fringes	\$147,439	\$147,439	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$664,712	\$664,712	\$0								

SUPPORT SVCS	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
SS Salaries	\$1,093,055	\$1,030,188	\$0	\$0	\$34,457	\$0	\$0	\$1,769	\$0	\$0	\$26,641
SS Overtime	\$45,323	\$45,323	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SS Fringes	\$237,928	\$225,755	\$0	\$0	\$6,585	\$0	\$0	\$513	\$0	\$0	\$5,075
Total	\$1,376,306	\$1,301,266	\$0	\$0	\$41,042	\$0	\$0	\$2,282	\$0	\$0	\$31,716

XING GUARD	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
CG Salaries	\$101,789	\$101,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CG Fringes	\$7,787	\$7,787	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$109,576	\$109,576	\$0								

EXPENDITURES	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Outlay	\$87,000	\$87,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$28,355	\$28,355	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$6,600	\$6,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships-Dues	\$2,030	\$2,030	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Publications	\$2,235	\$2,235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars-Training	\$31,950	\$31,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Op Supp.	\$47,250	\$47,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas & Oil	\$105,570	\$105,570	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MV Supplies	\$33,050	\$33,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$40,025	\$40,025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contr. Svcs.	\$148,880	\$148,880	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Crime Prev.	\$6,710	\$6,710	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$539,655	\$539,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$6,006,735	\$5,927,438	\$0	\$0	\$41,042	\$0	\$0	\$2,282	\$0	\$0	\$31,716
Total Other Exp.	\$539,655	\$539,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$6,546,390	\$6,467,093	\$0	\$0	\$41,042	\$0	\$0	\$0	\$0	\$0	\$31,716

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT - Revenue

	2007 Actual	2008 Adopted	2009 Budget	2010 Request
014354.435220 - Grants Training	\$11,400	\$6,000	\$6,000	\$8,000
014424.442100 - Bicycle Licenses	\$2,100	\$2,000	\$2,300	\$2,385
014514.451100 - Fines - Circuit Court	\$327	\$1,000	\$500	\$500
014514.451300 - Parking Ticket - PD	\$98,973	\$100,000	\$100,000	\$100,000
014514.451900 - Fines - Municipal Court	\$381,950	\$400,000	\$400,000	\$400,000
014624.462100 - Police Department Fees	\$16,002	\$13,044	\$15,000	\$15,000
014624.462110 - Registration Suspensions	\$4,910	\$7,500	\$6,000	\$6,000
014624.462140 - Alarm System Fines	\$9,040	\$5,140	\$8,400	\$8,400
Total	\$524,702	\$534,684	\$538,200	\$540,285

2010 Revenue projections are based on previous years' historical data.

014354.435220 - Grants / Training:

This account contains revenue received from the State of Wisconsin and Federal training grants.

014424.442100 - Bicycle Licenses

This account contains revenue received from the sale of bicycle licenses. The licenses are \$5.00 each and are sold at the police department, the annual Bike Jamboree, and the annual abandoned bike sales.

014514.451100 - Fines - Circuit Court

This account contains revenue received from fines due the City from Circuit Court cases.

014514.451300 - Parking Tickets - PD

This account contains revenue received from parking tickets issued by officers for violations other than Downtown Tier One parking ordinance enforcement.

014514.451900 - Fines Municipal Court

This account contains revenue received from the fines due the City from Municipal Court cases including all traffic tickets, municipal ordinance violation tickets, and Municipal Court warrant arrests.

014624.462100 - Police Department Fees

This account contains revenue received from towing fees, vehicle storage fees, and copies of police reports.

2010 Department Detail Information

POLICE DEPARTMENT - Revenue

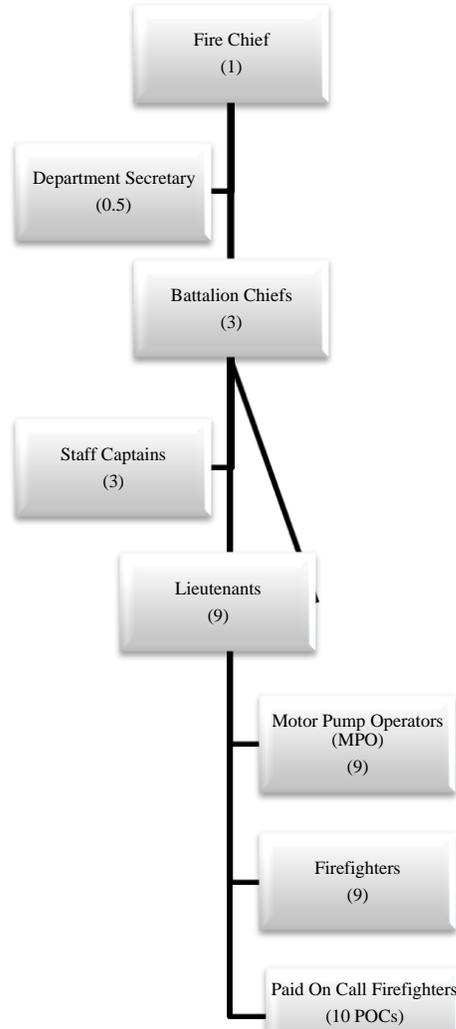
014624.462110 - Registration Suspensions

This account contains revenue received from fees charged for clearing vehicle registration suspensions for unpaid tickets.

014624.462140 - Alarm System Fines

This account contains revenue received from violation of the City's Security Alarm Ordinance. Business owners and residents who have security alarms installed in their buildings are billed \$100 for every 3rd or more negligent false alarm per year.

PUBLIC SAFETY ~ Fire Department Administration



MISSION:

Planning to Protect – focusing on the needs for quality professional services to those - who live, work, and invest or visit our community.

Acting to Save – protecting lives, property and environment from fire and harm through continuous code enforcement, education, emergency and non-emergency services.

- The Fire Department Administration includes the Fire Chief, three Operations Battalion Chiefs (B/C) and three Staff Captains. The Administration provides management of the daily activities of the fire department.
- The Fire Chief provides overall direction and coordination for the department. The Fire Chief will work with the B/Cs, Captains and firefighters, fulltime and Paid On Call (POC).
- Each B/C has administrative responsibilities in addition to the daily administration of their assigned shift. Each Captain is assigned to an area of administrative responsibility (Training/EMS, Operations/Maintenance, and Prevention) and works with that B/C. The Fire Department has a part-time secretary.

PUBLIC SAFETY ~ Fire Department Administration

The Fire Chief and Department Administration Staff:

- Evaluate department operations to ensure compliance with local, state and national laws, regulations and guidelines.
- Evaluate the department’s ability to respond effectively to fire, Emergency Medical calls and other emergency and non-emergency situations.
- Improve the efficiency and effectiveness of department operation.
- Evaluate the quality of services delivered to the citizens of West Bend.
- Plan for future department needs and seek alternate funding.
- Prepare the annual department budget, monthly reports and other documents relating to the current or future operation of the department.
- The Fire Chief is the liaison for the City to the other fire departments in Washington County. The Administration is responsible for the smooth operation of mutual aid programs with the county fire departments, Sheriff’s Department and Washington County Emergency Management.

EXPENDITURES:

Account 0152210	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	352,480	363,996	389,784	392,920
Other Expenses	26,383	24,872	24,872	17,107
Total Administrator	\$378,863	\$388,868	\$416,076	\$410,027

PERFORMANCE MEASURES / BENCHMARKS:

	2007	2008	2009	2010
ISO Rating	3*/5	3*/5	3*/5	3*/5
NFPA 1710	See Administration Appendix A			
Response Time / Station	See Administration Appendix B			

*Maintaining the City's ISO Rating of 3 is contingent on correcting deficiencies found in the 2003 ISO evaluation of the Fire Department's city operations.

ACHIEVEMENTS:

- Washington County is certified as MABAS (Mutual Aid Box Alarm System) Division 111. We have developed the Box Alarm Cards for our department and working with other Washington County departments to ensure that the MABAS is ready for implementation at the cut over date for the new Countywide radio system.
- The department has participated with Moraine Park Technical College and other Fire/EMS agencies in designing a “FireMedic” degree program.
- Battalion Chief Gerry Kudek is in his 2nd year in the Executive Fire Officer Program at the National Fire Academy.
- Battalion Chief John Spartz will attend the Managing Hazardous Materials Incidents at the National Fire Academy

PUBLIC SAFETY ~ Fire Department Administration

- The Fire Department met the required NIMS certification levels. All firefighters are certified at the IS-300 level and command staff is certified at the IS-400 level.
- Captain Jon Coutts graduated from the West Bend Area Chamber of Commerce Leadership Greater West Bend Program.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries / Fringes	Other Expenses	Total
Current Department Operations	292,338	14,837	307,175
Future Department Operations	58,468	2,967	61,435
Budget Preparation & Monitoring	11,694	593	12,287
Mutual Aid Programs	11,694	593	12,287
Special Teams Response	7,796	396	8,192
Monthly Reports	7,796	396	8,192
Grand Total	\$389,786	\$19,782	\$409,568

2010 GOALS:

- Continue integration of FireHouse Software into daily operations.
- Complete MABAS Box Card design to incorporate pre-plan and incident management information.
- Work with County Dispatch Centers to ensure that the MABAS is integrated into operations of the new countywide radio replacement system.
- Continue Paramedic Interfacility Transport service to our response areas.
- Provide the second of two in-house Intermediate to Paramedic Pilot Program classes.
- Develop an impact fee system to fund new fire stations and apparatus.
- Develop a plan to staff new fire stations.

PUBLIC SAFETY ~ Fire Department Administration

2010 Department Detail Information

FIRE ADMINISTRATION ~ Expenditures

50100 SALARIES:

Fire Chief	85,088	
Battalion Chief	73,776	
Battalion Chief	73,657	
Battalion Chief	72,929	
<u>Dept. Secretary</u>	<u>13,660</u>	975 hours
	\$319,110	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	319,110	319,110	0	0	0	0	0	0	0	0	0
2010	319,110	319,110	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2331	71,200
Fringe Rate	<u>0.1911</u>	<u>2,610</u>
		\$73,810

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	70,674	70,674	0	0	0	0	0	0	0	0	0
2010	73,810	73,810	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Centrex	1,698
Long Distance	200
<u>Internet</u>	<u>623</u>
	\$2,521

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,434	5,434	0	0	0	0	0	0	0	0	0
2010	2,521	2,521	0	0	0	0	0	0	0	0	0

51700 POSTAGE:

Postage	635
<u>Meter Maintenance</u>	<u>10</u>
	\$645

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	824	824	0	0	0	0	0	0	0	0	0
2010	645	645	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Administration

2010 Department Detail Information

FIRE ADMINISTRATION ~ Expenditures

52000 MEMBERSHIPS & DUES:

WC Fire Chiefs Assoc.	20
WI EMS Assoc.	10
WI State Fire Chiefs Assoc.	75
Badger Firemen's Assoc.	140
Int'l Assoc. of Arson Invest.	50
WI Assoc. of Arson Invest.	25
WI Assoc. of Haz Mat Resp.	15
<u>Nat'l Assoc. Emerg. Veh. Techs.</u>	<u>50</u>
	\$385

Membership to IAFC removed (\$125)

Membership to WB Sunrise Rotary removed (\$480)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,100	1,100	0	0	0	0	0	0	0	0	0
2010	385	385	0	0	0	0	0	0	0	0	0

52100 PUBLICATIONS:

Trade Publications	\$135
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	135	135	0	0	0	0	0	0	0	0	0
2010	135	135	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

WI State Fire Chiefs Convention	500
<u>Seminars</u>	<u>100</u>
	\$600

IAFC Convention removed (\$770)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,370	1,370	0	0	0	0	0	0	0	0	0
2010	600	600	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Cell Phone	118	ICMA, WILM, WITA Publ.	150
Computer & Copier Supplies	800	Printing	155
<u>Public Education @ St 1 Supplies</u>	<u>225</u>		
	\$1,448		

Removed 2010 Promotional Tests (\$450)

PUBLIC SAFETY ~ Fire Department Administration

2010 Department Detail Information

FIRE ADMINISTRATION ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES: cont'd

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,980	1,980	0	0	0	0	0	0	0	0	0
2010	1,448	1,448	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Maint. for Staff Vehicle \$750

All these vehicles are out of warranty and require more maintenance as they age.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	750	750	0	0	0	0	0	0	0	0	0
2010	750	750	0	0	0	0	0	0	0	0	0

56400 UNIFORMS:

Protective Clothing \$3,600

"Turnout gear" is replaced to meet current NFPA guidelines. 8 year cycle.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,400	5,400	0	0	0	0	0	0	0	0	0
2010	3,600	3,600	0	0	0	0	0	0	0	0	0

57700 CONTRACTURAL SERVICES:

OSHA Respirator Physicals 4,980

FireHouse Software Support 1,575

Maint. Contract Base Station (\$39.00/mo.) 468

\$7,023

Maintenance for 2 Repeaters (\$1,575) will become part of the County Radio System in 2010.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	9,278	9,278	0	0	0	0	0	0	0	0	0
2010	7,023	7,023	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Administration

2010 Department Detail Information

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$319,110	\$319,110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$73,810	\$73,810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$2,521	\$2,521	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$645	\$645	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$385	\$385	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Publications	\$135	\$135									
Seminars	\$600	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$1,448	\$1,448	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Maint.	\$750	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$3,600	\$3,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracts	\$7,023	\$7,023									
Grand Total	\$410,027	\$410,027	\$0								
Total Sal/FB	\$392,920	\$392,920	\$0								
Total Other Exp.	\$17,107	\$17,107	\$0								
Grand Total	\$410,027	\$410,027	\$0								

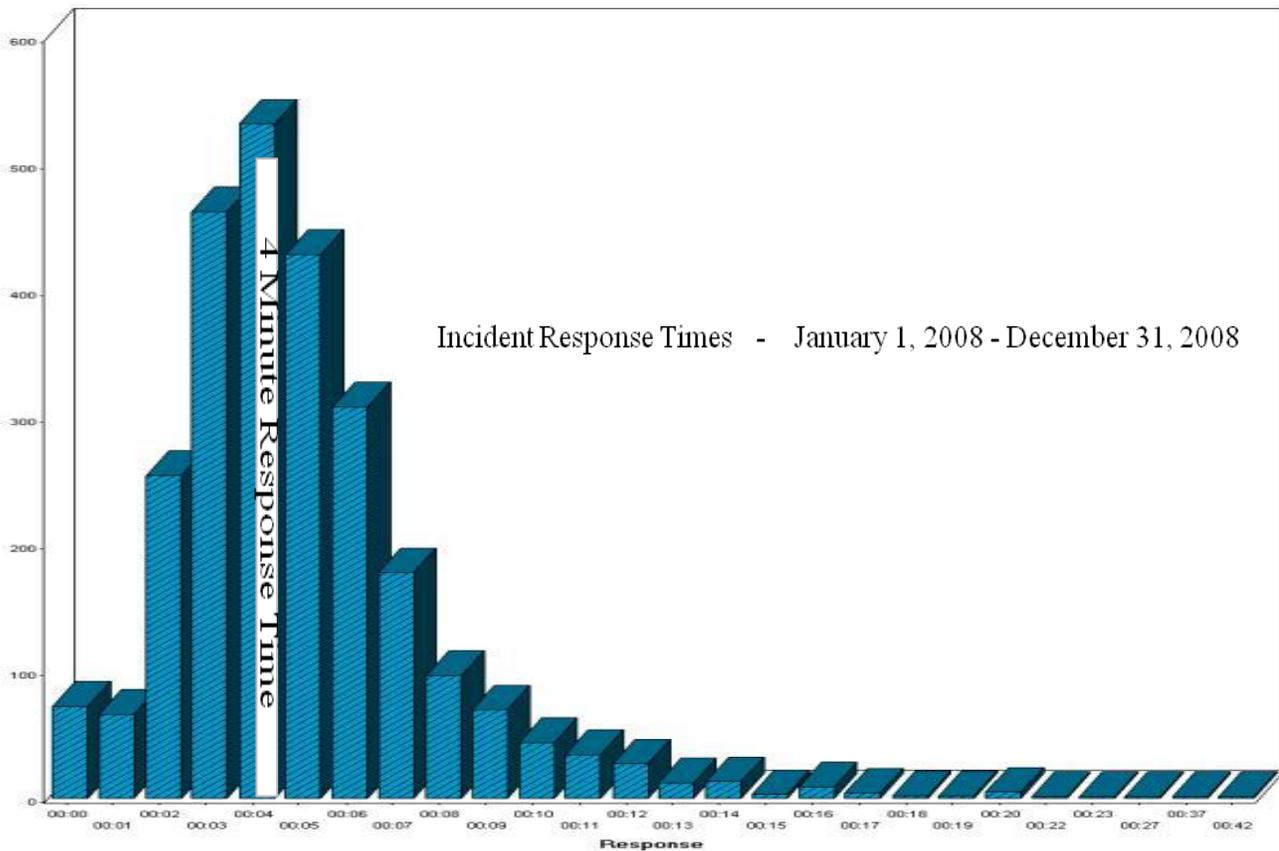
APPENDIX A ~ NFPA 1710 Compliance:

Performance Measure ~ NFPA 1710 Response Time Criteria

5.2.3.1.1 The fire department's fire suppression resources shall be deployed to provide for **the arrival of an engine company within a 4 minute response time** and/or the **initial full alarm assignment within an 8-minute response time** to **90% of the incidents** as established in Chapter 4.

There is a discrepancy in the total response number and each category of response because of some calls that are counted in each category. A fire alarm will have a 4 minute response goal for the first arriving engine company and an 8 minute response goal for the full department response. This is an example of one call with two response goals.

Fire Responses	2006	%	2007	%	2008	%
4 Minute Response	183	73%	182	67%	238	72%
8 Minute Response	12	86%	16	80%	22	58%
EMS Responses						
4 Minute Response	1279	80%	1422	79%	1518	78%
8 Minute Response	689	97%	827	98%	852	97%
Total Responses	1842		2090			



APPENDIX A ~ NFPA 1710 Compliance:

Performance Measure ~ Engine Company Staffing

NFPA 1710 recommends 4 personnel for each engine or truck company. This would be 1 lieutenant and 3 firefighters. This would be a daily minimum of 12 represented firefighters and 1 B/C for total daily staffing of 13.

Figures based on 2008 staffing experience;

There are 40 budgeted fulltime positions, divided between 3 shifts:

4 staff positions (Chief & Captains)

3 Shift Command positions (B/C)

33 operations positions (Lts, MPOs, & FF)

11,11,11 positions on the three shifts

Total Staffing Count for 2007 3,800 staff days

91,216 hours

Staff figure (3,800) divided by 365 gives daily staffing 10.40

Staff hours (91,216) divided by (365x24) gives daily staffing 10.40

Daily Staffing **10.40**

NFPA 1710 Staffing: **13.00** **(3 Fire response vehicles, 2-engines and 1-truck and 1 B/C)**

NFPA 1710 Minimum Staffing for 2nd Alarm **17.00**

PUBLIC SAFETY ~ Fire Department Suppression

- The Fire Department Suppression budget falls under the authority of the Bureau of Operations. Battalion Chief Kudek and Captain Jon Coutts provide the overall supervision of suppression items.
- Suppression items would include but not be limited to developing equipment and building specifications, ordering parts, both replacement and new, and determining future needs.
- All items in the suppression budget deal directly with fire suppression, whether actually suppressing a fire or preparing to suppress fires. Preventative maintenance is the key to preparedness.
- Captain Jon Coutts is a certified emergency vehicle technician (NAEVT). This allows him to do both repairs and preventative maintenance on both our response vehicles and equipment. Captain Coutts is the President of the National Association of Emergency Vehicle Technicians.

The Battalion Chief, Maintenance Captain, and/or Fire Fighters:

- Provide daily supervision during non emergency situations
- Provide daily supervision during emergency situations
- Assist the Chief with department efficiency evaluations
- Plan for future department needs
- Coordinate with other Bureaus and agencies
- Prepare the annual suppression budget
- Prepare monthly reports and other documents relating to the current or future operation of the department.
- Captain and/or Fire fighters perform repair or preventative maintenance
- Perform duties of Fire Chief in his absence

EXPENDITURES:

Account 0152211	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	1,844,263	1,977,095	2,055,839	2,179,452
Other Expenses	50,606	60,461	62,357	54,692
Total Suppression	\$1,894,869	\$2,037,556	\$2,118,196	\$2,234,144

ACHIEVEMENTS:

- Secured alternative funding to complete purchase Wildland/grass firefighting equipment through a grant from the Wisconsin DNR. This equipment includes coats, pants, helmets, gloves, goggles and fire fighting tool specifically designed for Wildland/grass fire fighting. It reduces the stress and exertion that firefighters encounter during these operations.
- Completed pager replacement program. Most of our personnel have newer pagers. We have several who are using older pagers that are not cost effective to repair. As these pagers develop problems, we are removing them from service. We also had a few of the newer pagers damaged and they are not able to be repaired.

PUBLIC SAFETY ~ Fire Department Suppression

ACHIEVEMENTS:

- Continued a program begun in 1997 to provide our personnel with individually tailored gear. The new gear is more comfortable and allows more natural motion of personnel. It also has a built in safety feature called a Drag Rescue Device. This DRD is built into the coat and is used for rescuing downed firefighters in the event of an emergency. Through research and discussions, we have determined that an eight year replacement schedule is necessary to comply with national standards. We are currently purchasing approximately eight sets of gear per year which allows us to meet our goal of replacing gear at the eight year mark for all personnel.
- Continued installing ceiling fans on the apparatus floor areas of our stations. We began with Station #1. In 2007 we installed fans in Station #3. We now will complete this project by installing ceiling fans in Station 2. At Stations 1 and 3 we have noticed an increase in the comfort level of the apparatus bay area, not only during the heating season, when warm air is moved to the floor area, but also in the summer by increasing the air flow in the area.
- Continued the process of completing several maintenance projects at Fire Station 2 located at 901 N. River Road. We have a severe problem with the retaining walls and driveway/pavement areas. We began the process by having a survey of the lot and a site plan drawn up. This would be completed by the City Engineering Department.
- Continued our ongoing computer upgrade/replacement program. This year we replaced laptops for the Battalion Chief in charge of Training, the laptop for the Captain in charge of maintenance, and the training room computer. This replacement schedule set up by the Information Technology Department is allowing us to stay current with technology. Programs such as our record keeping software FireHouse, require us to stay current with our 16 computers.
- Replace vehicle 433. We are in the final phase of this replacement project. Our purchasing committee created the specifications for the 75 foot quint based on manufacturer's visits, attendance at the Fire Department Instructor's Conference (FDIC) and input from the firefighters. Specifications for a new 75 foot aerial. The committee developed a Request for Proposals and Custom Fire Apparatus was awarded the contract to provide the quint. We will take delivery of the 75 foot Smeal Ariel apparatus in mid-October. The enthusiasm and hard work of the purchasing committee will provide an outstanding apparatus that will benefit the department and the community for the next 20 years.
- Upgraded three administrative offices. Outlay funding was not available for this project. Through a firefighter's contact, 4 complete office workstations were donated to the department. These workstations were installed in the 3 Battalion Chief's Offices and in the Acting Battalion Chief's work area.
- Completed a grant request for Stimulus Program Funding to remodel/renovate Station 2. The grant request addresses the areas of increased apparatus space, improved, ADA compliant bathroom areas, new sleeping quarters and training areas. The grant included repair/replacement of the retaining walls on the north and south sides of the station. We have been working with other City departments on the retaining wall project.
- Replace Brush Rig. The current brush rig is an 18 year old pickup truck that is at the weight limits of the chassis. It will be replaced with a 2009 Chevrolet 3500 crew cab pick-up truck. The new truck will allow us to carry more equipment and personnel and increase our effectiveness at brush/grass fires.

PUBLIC SAFETY ~ Fire Department Suppression

- Replace Intercept Vehicle. The 1994 Jimmy was originally the Battalion Chief's vehicle. It has been used as an Intercept vehicle for about 8 years. It has had a rust problem that was repaired in the past. The rust is returning. the new vehicle is a 2009 Chevrolet Tahoe.
- The Fire Inspector's vehicle will be retired and the Fire Inspector will use the current maintenance pickup and the Maintenance Captain will use the recently retired brush rig.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries / Fringes	Other Expenses	Total
Daily shift Operations	771,825	22,150	793,975
Emergency Operations	220,521	6,329	226,850
Budget Preparation & Maintenance	110,260	3,164	113,424
Maintenance of Apparatus, Equipment & Department Buildings	1,102,607	31,644	1,134,251
Grand Total	\$2,205,213	\$63,287	\$2,268,500

2010 GOALS:

- Continue with our turn out gear replacement program. This new gear has an advanced material for protection and long wear. It also has a different “cut” that provides more mobility and less fatigue. As old gear is replaced, we will continue to purchase this new style gear.
- Continue our office upgrade we started at Station 1. The Maintenance Captain and the Shift . Lieutenant's offices need to be remodeled.
- Continue our computer replacement/upgrade program. We are following the replacement schedule guidelines developed by the City IS Department.
- Complete the retaining wall/driveway repairs at Station 2. This project is part of the Station 2 remodel grant request. If we are not awarded a grant, we will continue to work with the Engineering Department to see this project completed and the retaining walls and driveways repaired/ upgraded.
- Replace Ambulance 1 (#1027) with a unit identical to our other ambulances. These vehicles are on a lighter chassis and have given us excellent service in the years we have had them. The ride and handling are very good on these units. As the number of calls continues to increase, this unit will be called on more to respond and transport patients. As we continue to upgrade our service, we will see a rise in inter-facility transports which will necessitate the use of the backup ambulance more frequently.
- In 2009 and 2010, Washington County will be replacing/upgrading the base stations, mobile and portable radios of all fire departments in Washington County. The replacement is a one for one exchange for all existing radios in the department. There is no cost to the City for this replacement program. We are recommending the purchase of 3 additional portable radios. The on duty Lieutenant would carry this radio during the duty day. This will provide better communications during the day in emergency and non-emergency situations.

PUBLIC SAFETY ~ Fire Department Suppression

2010 GOALS:

cont'd

- Replace the Fire Inspectors car (Vehicle 796). This is a 1995 vehicle with over 100,000 miles. It has seen heavy use and is showing its age and wear. We would like to replace it with a small SUV type vehicle. The Fire Inspector responds to all working fires as the safety officer and carries a large amount of equipment.
- Complete our upgrade and remove all unrepairable pagers from use.

PUBLIC SAFETY ~ Fire Department Suppression

2010 Department Detail Information

FIRE Suppression ~ Expenditures

50100 SALARIES:

Prevention Capt (0.2086)	7,047	10%
Training Capt	7,336	10%
Maintenance Capt	61,254	85%
Lt. Group A	113,923	75%
Lt. Group A (0.2086)	111,662	75%
Lt. Group B	279,104	75%
MPO Group B	49,684	75%
MPO Group C	50,866	75%
MPO Group D	52,964	75%
MPO Group E	158,744	75%
MPO Group F	52,816	75%
MPO Group G	53,014	75%
FF Group A	41,323	75%
FF Group B	44,515	75%
FF Group C	90,777	75%
FF Group D	50,313	75%
FF Group E	100,824	75%
FF Group F	100,923	75%
FF Group G	202,044	75%
FF Group H	101,171	75%
POCS	21,287	75%
Overtime	<u>53,487</u>	75%
	\$1,805,078	
Less deferral of salary increase	<u>-\$33,521</u>	
	\$1,771,557	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Other
2009	1,738,036	1,738,036	0	0	0	0	0	0	0	0	0
2010	1,771,557	1,771,557	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2331	388,131
	0.2186	25,950
POC	0.0765	<u>1,628</u>
		\$415,709
Less deferral of salary increase		<u>-7814</u>
		\$407,895

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Other
2009	381,668	381,668	0	0	0	0	0	0	0	0	0
2010	407,895	407,895	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Suppression

2010 Department Detail Information

FIRE Suppression ~ Expenditures

52200 SEMINARS & TRAINING:

Emergency Vehicle Technician (EVT) certifications for apparatus maintenance, maintenance and repair of fire pumps, valves and vehicle electronics. Seminars include information on writing bid specifications.

EVT certification \$2,700

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,000	3,000	0	0	0	0	0	0	0	0	0
2010	2,700	2,700	0	0	0	0	0	0	0	0	0

53500 OFFICE & OPERATING SUPPLIES:

Cell phone 768
 Computer & printer supplies 650
 Misc. office supplies 525
 Printing 62
 \$2,005

\$150 reduction in cellphone costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,987	1,987	0	0	0	0	0	0	0	0	0
2010	2,005	2,005	0	0	0	0	0	0	0	0	0

54200 SMALL TOOLS

Purchase and replace firefighting handtools, tools for the Department Mechanic, testing equipment and meters.

\$2,280

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,400	2,400	0	0	0	0	0	0	0	0	0
2010	2,280	2,280	0	0	0	0	0	0	0	0	0

54300 GAS & OIL

1907 gallons diesel @ \$3.45/gallon 6,579
 2,444 gallons unleaded @\$3.06/gallon 7,478
 \$14,057

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	19,057	19,057	0	0	0	0	0	0	0	0	0
2010	14,057	14,057	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Suppression

2010 Department Detail Information

FIRE Suppression ~ Expenditures

55600 EQUIPMENT MAINTENANCE

General repairs and maintenance for fire and EMS apparatus and equipment.
Account covers pager repair costs also.

\$27,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	27,250	27,250	0	0	0	0	0	0	0	0	0
2010	27,500	27,500	0	0	0	0	0	0	0	0	0

56400 UNIFORMS

Protective clothing for all department members. Items are replaced to maintain current safety requirements. Our current standard is to replace equipment on an 8 year cycle.

\$6,150

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,600	7,600	0	0	0	0	0	0	0	0	0
2010	6,150	6,150	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Suppression

2010 Department Detail Information

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$1,771,557	\$1,771,557	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$407,895	\$407,895	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$2,700	\$2,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$2,005	\$2,005	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Tools	\$2,280	\$2,280									
Gas & Oil	\$14,057	\$14,057	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Maint.	\$27,500	\$27,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$6,150	\$6,150									
Grand Total	\$2,234,144	\$2,234,144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$2,179,452	\$2,179,452	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$54,692	\$54,692	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$2,234,144	\$2,234,144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

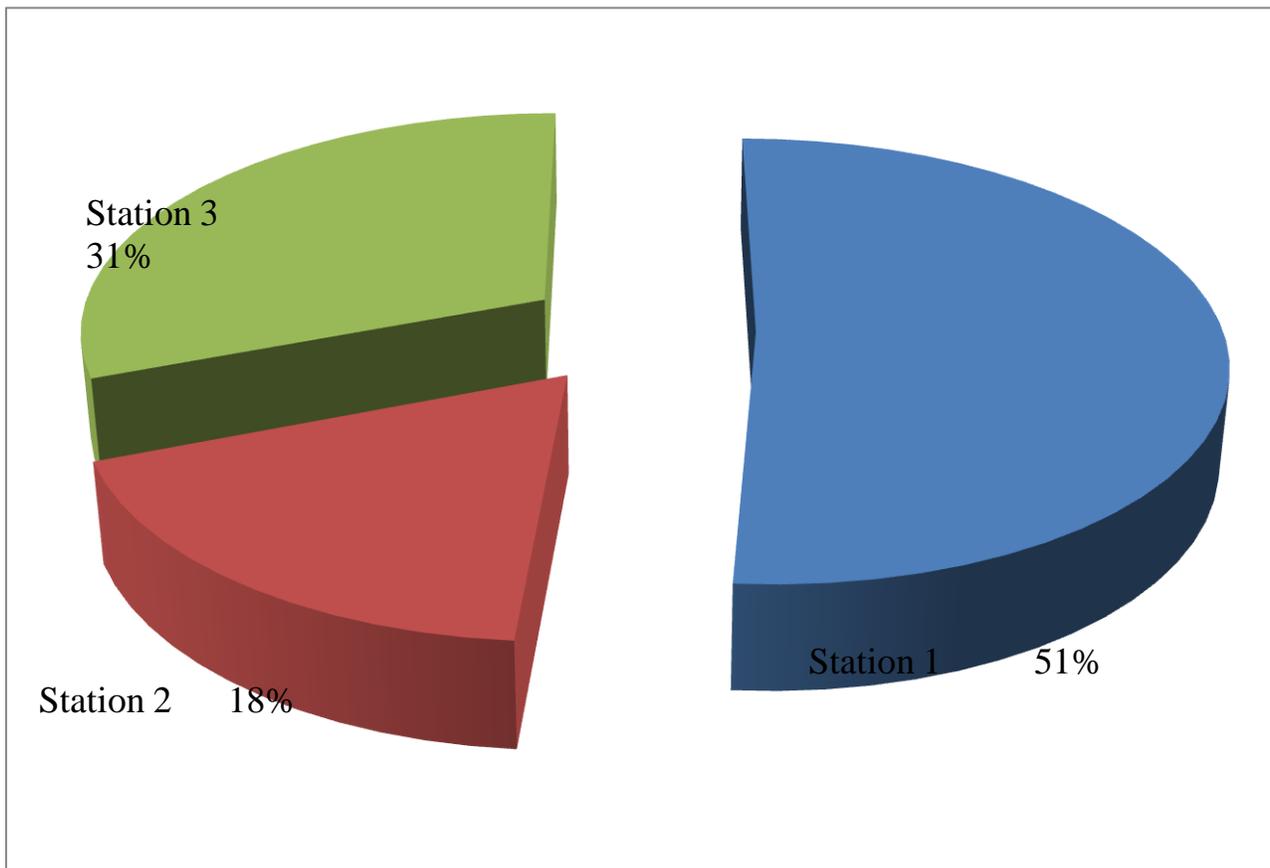
APPENDIX ~ A

Call / Response Data

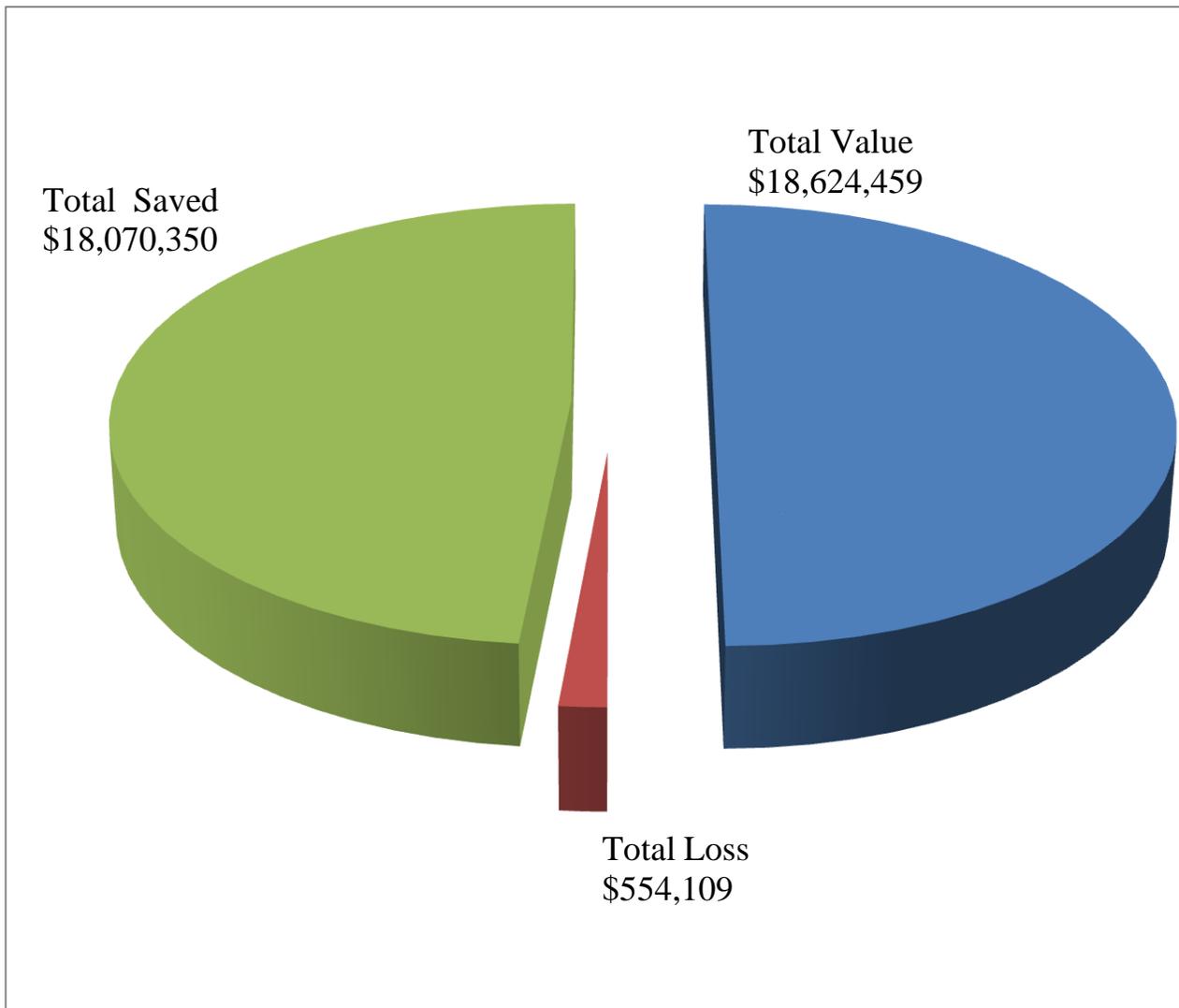
NFIRS Fire Incidents

	Fires	Hazardous Conditions	Service Call/ Misc. Good Intent	False Alarms	Other
2009 (est)	64	80	110	145	30
2008	79	100	105	184	32
2007	74	81	107	144	41
2006	62	65	102	108	37

Calls by Station / Response District



APPENDIX A ~ 2008 Fire Loss Data



PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

- Forwards the mission by conducting regular fire inspections of all public, mercantile and commercial buildings within the jurisdiction of the fire department as required by the State of Wisconsin. Inspections are conducted in the City of West Bend and sections of the Towns of Barton and West Bend.
- Performs building and site plan reviews to insure fire protection requirements are met.
- Reviews and consults with builders and architects prior to and during construction.
- Inspects all fire protection and alarm components upon installation of a system within a building.
- Acts as an agent of the State of WI, Department of Commerce, Petroleum and Tanks Division by conducting reviews, inspections, and testing of all underground and aboveground storage tanks within the fire department's jurisdiction.
- Issue annual permits for fire alarm monitoring, commercial kitchen hood fire suppression systems, and fire sprinkler systems.
- Conducts and assists with investigations of fires within the fire department's jurisdiction.
- Prepares pre-plans for high risk occupancies within our response area.
- Conducts fire prevention education for members of the community;
 - Fire Prevention Month / Week Activities
 - Juvenile Fire Starters Program
 - Community Events Public Education Presentations

EXPENDITURES:

Account 0152330	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries & Fringe Benefits	134,345.00	139,009.00	143,597.00	150,329.00
Other Expenses	4,140.00	4,140.00	4,110.00	4,170.00
Total Prevention	\$138,485.00	\$143,149.00	\$147,707.00	\$154,499.00

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

PERFORMANCE MEASUREMENTS / BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Inspections				
Fire Inspections-Semi-Annual	2,556	2,617	2,619	2,625
Fire Inspections-Annual	386	418	426	430
Fire Inspections-Reinspections	62	41	28	30
Fire Inspections-Compliance Cards	102	139	95	75
Permits				
Garage	13	13	13	N/A
Monitoring	13	12	13	12
Alarm	98	100	108	116
Smoke & Heat Detectors	13	14	13	8
smoke detectors	246	233	406	86
heat detectors	38	37	19	20
Fire Suppression Sprinkler	10	18	20	10
Fire Suppression Hood System	12	11	2	6
Hazardous Chemical	3	3	3	N/A
Permanent L.P.	0	1	0	1
Temp. L.P.	6	8	6	6
Open Burning	5	5	5	5
Tent	19	19	13	16
Novelty Fireworks	0	0	0	0
Regulated Fireworks	2	1	1	1
UST/AST Program*				
AST Install	2	4	5	3
UST Install	8	1	1	1
AST Removal	0	0	2	0
UST Removal	6	2	2	1
UST Abandoned	0	0	0	0
AST Annual Inspection	50	50	68	50
UST Annual Inspection	13	13	12	13
UST/AST Total Hours	79	71	147	129

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

PERFORMANCE MEASUREMENTS / BENCHMARK cont'd.

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Other Inspection Activities				
Site Plans plus revisions reviewed	53	26	18	19
Concept Plans plus revisions reviewed	10	1	5	4
Preliminary Plot Plans plus revisions reviewed	2	1	0	0
Final Plot Plans plus revisions reviewed	4	1	0	0
Hydrant Layout plans reviewed	6	2	1	0
Sprinkler system acceptance test & inspection	26	13	22	15
Fire Alarm system acceptance test & inspection	7	7	11	12
Hood system inspection & trip testing	6	10	3	4
Fire Alarm plans reviewed	8	11	13	8
False Alarm warning letters sent	10	14	10	10
False Alarm Charges	0	0	2	0
Fire Drills Witnessed**	11	2	3	12

** The State regulations have changed and schools are no longer required to have fire drills witnessed by the Fire Department.

ACHIEVEMENTS:

- Met with designers and architects on proposed new buildings and renovation projects prior to final drawing submissions. Early involvement of the Prevention Bureau has been beneficial to all parties involved in the process.
- Completed semi annual and annual fire inspections of all commercial occupancies within the fire department's jurisdiction in the City of West Bend, Town of West Bend and Town of Barton as required per the Wisconsin Department of Commerce.
- Issued permits as required by city ordinance. Conducted compliance inspections as required.
- Reviewed plans for new development within the City of West Bend Fire Department's jurisdictional area for compliance with national, state and local fire codes regarding building access, water supply for fire fighting purposes, and building clearances.
- Reviewed new building plans for compliance of fire protection systems. Plan reviews are followed up with inspections to insure the plan specifications were met by the contractor.
- Completed annual inspections of AST/UST locations. Reviewed plans for all installation and removal of underground storage tanks, site inspections and reporting to the Department of Commerce.
- Answered questions from members of the public regarding any fire prevention issue or code.
- Conducted Juvenile Fire Setter Interventions to assess the child's potential for continued fire setting.
- Assisted with fire investigations for cause and origin determination.
- Organized and assisted with the annual Fire Prevention Week activities including the fire department open house and school visits.
- Oversaw adoption of the new fire prevention by the Council in October of 2008.

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

ACHIEVEMENTS:

- Conducted preplanning of hazardous occupancies within the West Bend Fire Department's jurisdiction to assist fire suppression personnel in the event there would be a fire on the premises.
- Followed up with building owners after all false alarms or sprinkler system activations.
- Answered questions from members of the public regarding any fire prevention issue or code.
- Conducted Juvenile Fire Setter Interventions to assess the child's potential for continued fire setting. Program involves interviewing the child and parents/guardian to determine if the past actions can be corrected with fire safety education or a referral for profession interdiction.
- Assisted with fire investigations for cause and origin determination.
- Organized and assisted with the annual Fire Prevention Week activities including the fire department open house and school visits.

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Fire Prevention Inspections	106,734	2,961	109,695
Plan Review	3,307	92	3,399
UST / AST	3,909	108	4,017
Permits	1,503	42	1,545
Budget Preparation & Maintenance	7,516	209	7,725
Other Administrative	27,360	758	28,118
Grand Total	\$150,329	\$4,170	\$154,499

2010 GOALS:

- Complete all semi annual and annual inspections for business and commercial occupancies within the City of West Bend and jurisdictional areas in the Towns of West Bend and Barton as required by the WI Department of Commerce.
- Complete annual inspections of all underground and aboveground regulated storage tanks within the fire department's jurisdiction.
- Continue to monitor fire inspector performance with a Quality Assurance Program.
- Continue notification of code compliance by occupants with the Corrected Violations Card.
- Improve the Bureau's ability to complete follow up inspections for serious code violations. Time restraints have reduced the ability of fire inspectors to complete follow up on serious fire code violations that can not be recorded as in compliance with a violation notice card.
- Continue updates to the Preplanning and Map Book Program

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

2010 GOALS: cont'd.

- Organize the preplan data with computer software. Firehouse is the software the department has been using to manage the records of the occupancies within the city. This software has been set up to be accessed by department members so the history of a building is available. Firehouse has released new software that is easier to use in the field. A grant has been applied for to cover the costs of the software.
- Update the computers and printers used in the field with the Firehouse software. Currently, the fire prevention bureau is using tablet computers to record fire inspections. The computers can also be used in the field for preplan data collection. The tablets have become limited and we have had problems with maintenance. A grant has been applied for new computers to replace the current equipment.
- Integrate the preplan program with the City's wireless infrastructure. This will be dependent on completion of the wireless infrastructure and in cooperation with the GIS and Information Systems departments.
- The fire prevention bureau will conduct training for the department's fire inspectors on the requirements of the new Fire Code. Education efforts for the public will include literature explaining the new code requirements.
- The Bureau will continue with its Public Education Efforts. These efforts will include working with the Fire Prevention Week Open House, as well as, educating contractors, builders and the general public on matters of fire safety through associations and trade shows.
- Continue to administer the Juvenile Fire Setters program. Monitor the number of juveniles using the program to determine if growth requires additional resources.
- Complete all reviews for building fire systems and site plans. Continue to meet with builders and architects for preconstruction exchange of information.

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

2010 Department Detail Information

FIRE Prevention ~ Expenditures

50100 SALARIES:

Prevention Captain (0.2086)	52,849	75%
MPO Group A (Inspection)	<u>70,686</u>	100%
	\$123,535	
Less deferral of salary to 7/1/10	<u>-\$2,763</u>	
	\$120,772	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	118,010	118,010	0	0	0	0	0	0	0	0	0
2010	120,772	120,772	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2186	11,553
	0.2331	<u>16,477</u>
		\$28,030
Less deferral of salary to 7/1/10		<u>-\$644</u>
		\$27,386

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	25,587	25,587	0	0	0	0	0	0	0	0	0
2010	27,386	27,386	0	0	0	0	0	0	0	0	0

52000 MEMBERSHIPS & DUES:

(NFPA) National Fire Protection Assoc.	150
National Fire Sprinkler Code	85
WI Tank Systems Inspection Cert.	150
IAAI WI Arson Investigators Chapter	15
WI Fire Inspectors Assoc. Area 5	75
<u>WI Fire Inspectors Assoc.</u>	<u>105</u>
	\$580

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	580	580	0	0	0	0	0	0	0	0	0
2010	580	580	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

2010 Department Detail Information

FIRE Prevention ~ Expenditures cont'd

52100 PUBLICATIONS:

NFPA Code Updates \$850

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	790	790	0	0	0	0	0	0	0	0	0
2010	850	850	0	0	0	0	0	0	0	0	0

52200 SEMINARS & TRAINING:

Code Enforcement & Tank Inspector Cert. \$1,026

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,140	1,140	0	0	0	0	0	0	0	0	0
2010	1,026	1,026	0	0	0	0	0	0	0	0	0

53500 OFFICE & OPERATING SUPPLIES:

Cell phone	518
Computer, Copier & FAX supplies	300
Misc. Office Supleis	95
Misc. Fire Equipment	100
Forms Printing	330
Photo Processing	125
NFPA (Fire Prevention Week Banners)	150
	<u>\$1,618</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,600	1,600	0	0	0	0	0	0	0	0	0
2010	1,618	1,618	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

2010 Department Detail Information

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$120,772	\$120,772	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$27,386	\$27,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$580	\$580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Publications	\$850	\$850									
Seminars	\$1,026	\$1,026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$1,618	\$1,618	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$152,232	\$152,232	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$148,158	\$148,158	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$4,074	\$4,074	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$152,232	\$152,232	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC SAFETY ~ Fire Department Training Bureau

- The Fire Department Training Bureau consists of Battalion Chief Todd Van Langen and Staff Captain Donald Peil.
- The responsibility of the Training Bureau is to provide current quality training to career fire/ EMS personnel and Paid On Call [POC] firefighters.
- The Training Bureau is also charged with the delivery of public education.
- The overall Training Bureau activities are the responsibility of the Battalion Chief. The planning, scheduling, and delivery of the training are the responsibility of the Training Captain.
- The Training Captain may also delegate training exercises to line Lieutenants who can then train with their company at their respective fire station or designated training ground.
- Public education programs are taught by the training Captain and/or shift personnel. These public education programs range from fire safety training to emergency medical care procedures.

The Training Battalion Chief and Staff Captain:

- Stress the importance of personal safety at all times.
- Research training information and deliver quality current training programs.
- Provide consistent training that links to department policies and procedures.
- Provide training that strengthens the skills needed to perform effectively at emergency scenes.
- Coordinate and implement effective programs for the motor pump operator promotional process.
- Coordinate and implement a mentoring program for the lieutenant promotional process.
- Organize and prepare live house burns for real fire scenario training
- Coordinate fire critique sessions after a working fire to ensure tactics and operations reflect department guidelines.
- Coordinate bi-monthly special teams training (Hazardous Materials and Dive Rescue) for county wide teams and support department representatives who participate on these teams.
- Deliver customer service centered quality public education programs.
- Provide opportunities for students enrolled in the EMT Basic and EMT-I course to complete their required patient contacts on emergency responses by providing on shift preceptors.
- Provide job shadow opportunities to area high school students interested in a fire service career.
- Provide the Fire Chief with annual budget requests, monthly reports, and other communiqués on bureau activities.
- Promote continuing self education by providing opportunities for outside education.
- Participate in research of new equipment and implement field testing of equipment, thermal imaging camera, nozzles, self contained breathing apparatus, fire hose, etc...

PUBLIC SAFETY ~ Fire Department Training Bureau

EXPENDITURES:

Account 0152213	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	292,537	304,480	312,989	324,695
Other Expenses	17,825	17,825	17,825	16,760
Total Suppression	\$310,362	\$322,305	\$330,814	\$341,455

PERFORMANCE MEASURES / BENCHMARKS:

	2006	2007	2008*	2009* Estimate
Fireground Training (Hours)	4553	5313	2580	3200
EMS Training (Hours)	2747	2760	7493	9300
Public Education (Hours)	828	550	1702	1450

*Includes Paramedic training for IV-Techs in 2008, and the Transition Paramedic class in 2008 and 2009

ACHIEVEMENTS:

- Four fire department EMT-IV Techs completed the paramedic class at Moraine Park Technical College and were certified as National Registry Paramedics (NREMT-P).
- Nine fire department EMT-I 99s began Moraine Park Technical College’s first EMT-Intermediate to Paramedic Pilot Program class.
- Coordinated clinical training at area hospitals and ride-along training with the Oshkosh Fire Department and West Allis Fire Department paramedics.
- Completed required Federal, State, and local fire and EMS training. Certain classes are conducted on an annual basis to meet these requirements. These classes include:
 - Hazardous Materials
 - Weapons of Mass Destruction
 - Incident Command System
 - Firefighter Accountability System
 - Disaster Plan Review
 - Self Contained Breathing Apparatus (SCBA)
 - Blood Borne / Airborne Pathogens
 - Defibrillation / CPR training
- Career and POC firefighters continue to achieve National Incident Management System [NIMS] certification training developed by the Federal Emergency Response Agency [FEMA]. NIMS trainings were developed so responders from different jurisdictions are able to work together efficiently when responding to emergencies and disasters. This system emphasizes a unified approach to incident management, standard command and management structures, and mutual aid and resource management.
- The Training Bureau continued to be very active in developing and coordinating training sessions with the Washington County Dive, Hazardous Materials, and Fire Investigation teams. Members of our department are active on these various teams.
- In 2007-2008 the Training Bureau continued a daily training module using the Firehouse software program titled Street of the Day, Protocol of the Day, and ECG of the Day. At morning quarters fire personnel go to this training module and review these materials, finding the streets on the map, interpreting cardiac rhythms, and reviewing protocols.

PUBLIC SAFETY ~ Fire Department Training Bureau

ACHIEVEMENTS: cont'd.

- Continued Job Shadow/Mentorship Program. In 2008-2009 our department provided opportunities for high school students to observe the day to day job experience of a firefighter. This is a unique program offered to qualified students who show an interest in a fire service career.
- Our department provided approximately 100 hours in ride along opportunities to EMT's from other fire departments in 2009. It is a requirement in the process of obtaining full licensure that a certain amount of patient contacts are made by performing these ride alongs with experienced licensed EMTs who are observing and proctoring their skills. Our personnel worked with students from Waukesha and Moraine Park Technical Colleges.
- Continued community safety education: Public fire safety programs, Community Based Residential Facility [CBRF] fire safety training, Public Access Defibrillation (PAD) training, CPR, and First Aid training. We continue to receive many requests throughout the year for emergency and safety training. Fire personnel also participate in several specific programs throughout the year promoting safety.
- In 2009 fire/EMS personnel trained with the lifeguards at Regner Park using several swimming emergency scenarios to coordinate their efforts at finding and treating victims of a water emergency.
- In 2009 fire department personnel participated in the National Stand-Down for Firefighter Safety Day. This is an event meant to raise the level of awareness of firefighter safety and call attention to the unacceptable number of Line of Duty Deaths [LODD] and injuries that occur each year.
- Throughout the past year we have worked with area businesses, schools, churches, etc... who are involved with the Public Access Defibrillation [PAD] program to get their defibrillators reprogrammed to the current American Heart Association 2005 guidelines. When these facilities would schedule a CPR refresher class Captain Peil would reprogram their defibrillators to the current guidelines using a computer software program.

PUBLIC SAFETY ~ Fire Department Training Bureau

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Daily Shift Operations	\$113,643	\$5,866	\$119,509
Emergency Operations	\$32,470	\$1,676	\$34,146
Budget Preparation & Maintenance	\$16,235	\$838	\$17,073
Oversee Department Training	\$81,174	\$4,190	\$85,364
Coordinate Public Education Programs	\$48,703	\$2,514	\$51,217
Maintains Training Records	\$32,470	\$1,676	\$34,146
Grand Total	\$324,695	\$16,760	\$341,455

2010 GOALS:

- Integrate safety in all aspects of our training and participate in the annual IAFC Fire/EMS Safety, Health, and Survival Week.
- Continue to provide the knowledge and skills needed to perform the job of a firefighter/EMS responder in a safe and efficient manner through coordinated effective training/learning situations.
- Continue to provide and promote opportunities for outside education to our fire/EMS personnel.
- Complete the first fire department EMT-Intermediate to Paramedic Pilot Transition Class. There are 9 firefighters enrolled in this class.
- Begin the second EMT-Intermediate to Paramedic Pilot Transition Class. There are 9 firefighters enrolled in this class.
- Develop a scheduled competency based program through our FireHouse software program for driving and operation of all apparatus for qualified fire personnel.
- Continue to provide support and training for the special operations teams made up of fire personnel from Washington County Fire Departments.
- Continue to provide quality fire prevention and safety education programs to the public.
- Continue to provide quality customer service through Fire/EMS responses.
- Continue to provide opportunities to educate the public about the nature of our services.

PUBLIC SAFETY ~ Fire Department Training Bureau

2010 Department Detail Information

FIRE TRAINING ~ Expenditures:

50100 SALARIES:

Prevention Capt (0.2086)	10,570	15%
Training Capt	62,359	85%
Maintenance Capt	3,603	5%
Lt. Group A	12,152	8%
Lt. Group A (0.2086)	11,911	8%
Lt. Group B	29,771	8%
MPO Group B	5,300	8%
MPO Group C	5,426	8%
MPO Group D	5,650	8%
MPO Group E	16,933	8%
MPO Group F	5,634	8%
MPO Group G	5,655	8%
FF Group A	4,408	8%
FF Group B	4,748	8%
FF Group C	9,683	8%
FF Group D	5,367	8%
FF Group E	10,755	8%
FF Group F	10,765	8%
FF Group G	21,551	8%
FF Group 4	10,792	8%
POCS	7,096	25%
Overtime	<u>5,705</u>	8%
	\$265,834	
Less deferral of salary increase	<u>-\$4,303</u>	
	\$261,531	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	257,228	257,228	0	0	0	0	0	0	0	0	0
2010	261,531	261,531	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2331	55,072
	0.2186	4,914
POC	0.0765	<u>543</u>
		\$60,529
Less deferral of salary increase		<u>-\$1,003</u>
		\$59,526

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	55,761	55,761	0	0	0	0	0	0	0	0	0
2010	59,526	59,526	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Training Bureau

2010 Department Detail Information

5200 MEMBERSHIPS & DUES:

IAFC	Intl. Assoc. of Fire Chiefs	305	
IAFTI	Intl. Assoc. Fire Trng. Instructors	80	
IAAI	Intl. Assoc. of Arson Investigators	45	
	WI Fire Service Instructors	80	4 Instructors
	WI Fire Investigators	35	
	WC Fire Investigators Assoc.	30	
	WC Training Officers Assoc.	10	
	<u>WI Council of Safety</u>	<u>50</u>	

\$635

\$110 for IAFC Section memberships. 1 IAFC membership with these sections was eliminated from the Administration account.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	525	525	0	0	0	0	0	0	0	0	0
2010	635	635	0	0	0	0	0	0	0	0	0

52200 SEMINARS & TRAINING:

Meets contractual obligations for training outside the department.

\$10,750

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	12,000	12,000	0	0	0	0	0	0	0	0	0
2010	10,750	10,750	0	0	0	0	0	0	0	0	0

53500 OFFICE & OPERATING SUPPLIES:

	Cell phone	509
	Computer, Copier & FAX Supplies	750
IFSTA	Intl. Fire Service Trng. Assoc.	300
	Training Aids & manuals	925
	Fire Training Equipment	75
	EMS Training supplies	200
	Public Ed. Events at fire stations	150
	Fire Safety Trailer supplies	250
	Trng. Room furniture / supplies	150
	Printing	150
	<u>Camera supplies</u>	<u>25</u>

\$3,484

PUBLIC SAFETY ~ Fire Department Training Bureau

2010 Department Detail Information

53500 OFFICE & OPERATING SUPPLIES:

\$3,484

Removed batteries for tablet computers (\$800)

Moved TB Testing Supplies to Rescue Operating supplies Account (\$375)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,650	4,650	0	0	0	0	0	0	0	0	0
2010	3,484	3,484	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Maintenance, repair and parts replacement for training audio / visual equipment and computer equipment used for distance learning system

\$650

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	650	650	0	0	0	0	0	0	0	0	0
2010	650	650	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Training Bureau

2010 Department Detail Information

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$261,531	\$261,531	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$59,526	\$59,526	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$635	\$635	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$10,750	\$10,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$3,484	\$3,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Maint.	\$650	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$336,576	\$336,576	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$321,057	\$321,057	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$15,519	\$15,519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$336,576	\$336,576	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC SAFETY ~ Fire Department Emergency Medical Services Bureau

- The Fire Department Emergency Medical Services (EMS) Bureau includes Battalion Chief Todd Van Langen and Staff Captain Don Peil.
- The B/C oversees our EMS Operations
- The Captain is responsible for EMS training, procedure compliance and quality assurance.
- The responsibility of the EMS Bureau is the effective and efficient delivery of emergency medical response.
- The Bureau provides our EMS personnel with the equipment, guidelines and protocols for effective patient treatment.
- Our EMS Advisory Committee includes two representatives from each shift, the EMS B/C and the EMS Captain.

The EMS Battalion Chief and Staff Captain:

- Provide current protocols and guidelines for treatment of patients and response to emergency situations.
- Administer the ALS Intercept Program. This program provides Advanced Life Support interventions for surrounding communities.
- Provide feedback to EMS personnel on their skills level by using the reporting capabilities in Firehouse Software (IV starts, intubations, etc...)
- Review EMS reports in the FireHouse software program for the purpose of continuous quality improvement for our personnel.
- Participate in the EMS Advisory Committee to obtain feedback from the personnel in the field and be a sounding board for current treatments and research.
- Research new equipment and supplies for providing the best possible patient care. Arrange for field testing of equipment and providing a process for feedback on equipment field performance.
- Maintain sufficient amount of emergency medical supplies and implement a system for ordering, inventorying, and tracking supplies and medications with expiration dates.
- Coordinate and schedule the monthly Intercept and Defibrillation reviews conducted by our Medical Control Physician.
- Provide feedback from patients by providing a Quality Assurance Questionnaire.

EXPENDITURES:

Account 0152213	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	427,184	433,408	466,906	480,676
Other Expenses	42,792	46,878	63,342	62,371
Total EMS	\$469,976	\$480,286	\$530,248	\$543,047

PERFORMANCE MEASUREMENTS / BENCHMARKS:

	2006 Actual	2007 Actual	2008	2009 (Est)
Emergency Medical Responses	1745	1,987	2,149	2,100
Intercept Responses	121	119	122	120

Patient Survey Cards - The survey cards continue to be sent out, but on a less frequent schedule. All returned cards have rated the service as very good to excellent.

PUBLIC SAFETY ~ Fire Department Emergency Medical Services Bureau

ACHIEVEMENTS:

- Implemented an Interfacility Transport Service at the Paramedic level for St. Joseph's Hospital and surrounding medical clinics and skilled nursing centers.
- Developed a Pilot Class with MPTC and WI Department of Health and Family Services for the Intermediate Transition to Paramedic Certification. the first class began in August, 2008 and was completed in May, 2009. The second class will begin in August, 2009 and be completed in May, 2010.
- Developed and currently implementing a Continuous Quality Insurance Program for our upcoming paramedic program. Advancing to this level includes additional skills and 18 new medications that we can administer. A good CQI program is important for ensuring the delivery of the best possible care.
- EMS Bureau continues to support the statewide trauma system by keeping abreast of current protocol/guideline changes and implementation. B/C Van Langen serves on committee's of the Southeastern Regional Trauma Advisory Council (SERTAC) www.sertac-wi.org
- Completed EMT refresher training for the purpose of maintaining current license requirement status to perform emergency medical treatment/skills in Wisconsin.
- Began the process for a quality assurance program with the Emergency Department at St. Joseph's Hospital.
- Purchase replacement ambulance for ambulance A-12
- Began use of EZ-IO interosseous medication perfusion device

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Daily Shift Operations	170,274	23,462	193,736
Emergency Operations	48,650	6,704	55,354
Budget Preparation & Maintenance	24,325	3,352	27,677
Quality Assurance Programs	97,299	13,407	110,706
Advancing Level of Practice	97,299	13,407	110,706
Associated Committee Work	48,649	6,703	55,352
Grand Total:	\$486,496	\$67,035	\$553,531

2010 GOALS:

- Assist with the coordination and implementation of the second half of our Transitional Paramedic program for our department.
- Continue to develop our interfacility transport program using our paramedic capabilities to increase the level of service offered our patient base.
- Continue to provide efficient and effective emergency medical response by continued training and updating of medical protocols to reflect changes in treatments.
- Continue to provide Advance Life Support Intercepts for surrounding communities at the paramedic skills level.
- Continue to support the development of a State Trauma Care System by active participation toward this goal. We will remain active in our Southeastern Regional Trauma Advisory Council (SERTAC).
- Revise EMS Protocol Book.
- Develop a peer group Run Report Quality Control System.
- Purchase replacement heart monitors/defibrillators with ability to perform cardiac pacing and cardioversion.

PUBLIC SAFETY ~ Fire Department Emergency Medical Services Bureau

2010 Department Detail Information

FIRE RESCUE ~ Expenditures:

50100 Salaries:

Training Capt	3,668	5%
Maintenance Capt	7,206	10%
Lt. Group A	25,822	17%
Lt. Group A (0.2086)	25,310	17%
Lt. Group B	63,264	17%
MPO Group B	11,262	17%
MPO Group C	11,530	17%
MPO Group D	12,005	17%
MPO Group E	35,982	17%
MPO Group F	11,972	17%
MPO Group G	12,016	17%
FF Group A	9,366	17%
FF Group B	10,090	17%
FF Group C	20,576	17%
FF Group D	11,404	17%
FF Group E	22,853	17%
FF Group F	22,876	17%
FF Group G	45,797	17%
FF Group H	22,932	17%
Overtime	<u>12,124</u>	17%
	\$398,055	
Less deferral of salary increase	<u>-\$7,947</u>	
	\$390,108	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	382,163	382,163	0	0	0	0	0	0	0	0	0
2010	390,108	390,108	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2331	86,887
	0.2186	<u>5,533</u>
		\$92,420
Less deferral of salary increase		<u>-\$1,852</u>
		\$90,568

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	84,743	84,743	0	0	0	0	0	0	0	0	0
2010	90,568	90,568	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY - Fire Department Emergency Medical Services Bureau

2010 Department Detail Information

FIRE RESCUE ~ Expenditures

52000 MEMBERSHIPS & DUES:

WI EMS Assoc.	350
WI EMS Hotsheets	75
	<u>\$425</u>

The WI EMS Assoc. provides consulting and support services on EMS issues. There is also a members buying group for EMS supplies and medications.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	425	425	0	0	0	0	0	0	0	0	0
2010	425	425	0	0	0	0	0	0	0	0	0

52200 SEMINARS & TRAINING:

PSOW Paramedic Services of WI	235
IAFF EMS Conference	425
IAFC Fire-Rescue Med conference	385
	<u>1,045</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,100	1,100	0	0	0	0	0	0	0	0	0
2010	1,045	1,045	0	0	0	0	0	0	0	0	0

53500 OFFICE & OPERATING SUPPLIES:

Cell phone	286
Computer, Copier & FAX supplies	550
Camera supplies	50
Printing & reproductions	850
CLIA Laboratory User Fee	150
Medical equipment and supplies	1,400
Equipment repair	150
Events at fire stations	150
Misc. hardware & supplies	500
WI EMS	75
Training manuals & equipment	325
TB Testing supplies	725
	<u>\$5,211</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,800	4,800	0	0	0	0	0	0	0	0	0
2010	5,211	5,211	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Emergency Medical Services Bureau

2010 Department Detail Information

FIRE RESCUE ~ Expenditures

53500 OFFICE & OPERATING SUPPLIES:

\$375 TB Testing supplies moved from Training Account

54300 GAS & OIL:

3,830 gallons diesel @ \$3.45/gallon \$ 13,215

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	16,018	16,018	0	0	0	0	0	0	0	0	0
2010	13,215	13,215	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

General repairs and maintenance for EMS apparatus and equipment. All of our EMS apparatus are out of the warranty period.

\$7,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,000	7,000	0	0	0	0	0	0	0	0	0
2010	7,000	7,000	0	0	0	0	0	0	0	0	0

57700 CONTRACTURAL SERVICES:

Maint. contract for defibrillators \$3,975

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,775	3,775	0	0	0	0	0	0	0	0	0
2010	3,975	3,975	0	0	0	0	0	0	0	0	0

59500 ADMINISTRATION & SPECIAL PURPOSE:

Costs for ambulance supplies not covered by the hospital exchange program. These costs are billed to our patients.

\$31,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	31,500	31,500	0	0	0	0	0	0	0	0	0
2010	31,500	31,500	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Emergency Medical Services Bureau

2010 Department Detail Information

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$390,108	\$390,108	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$90,568	\$90,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$425	\$425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$1,045	\$1,045									
Supplies	\$5,211	\$5,211	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas & Oil	\$13,215	\$13,215	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Maint.	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracts	\$3,975	\$3,975	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin. Special	\$31,500	\$31,500									
Grand Total	\$543,047	\$543,047	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$480,676	\$480,676	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$62,371	\$62,371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$543,047	\$543,047	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC SAFETY ~ Fire Dispatch

2010 Department Detail Information

FIRE DISPATCH ~ Expenditures

Account 01523111	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	24,913	24,913	24,913	31,732
Other Expenses	0	0	0	0
Total EMS	\$24,913	\$24,913	\$24,913	\$31,732

BUDGET SUMMARY & HIGHLIGHTS

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Receive & Dispatch Alarms	17,765	0	19,040
Monitor Units Radio Traffic	8,880	0	9,518
Mutual Aid Resource CAD Program	2,961	0	3,174
Grand Total	\$29,606	\$0	\$31,732

PUBLIC SAFETY ~ Fire Department Dispatch

2010 Department Detail Information

FIRE DISPATCH ~ Expenditures

50100 SALARIES:

Dispatchers 25,046
\$25,046

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	24,913	24,913	0	0	0	0	0	0	0	0	0
2010	25,046	25,046	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate 19.11% \$4,786

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,661	4,661	0	0	0	0	0	0	0	0	0
2010	4,786	4,786	0	0	0	0	0	0	0	0	0

2010 Department Detail Information

2010 Totals	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$25,046	\$25,046	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$4,786	\$4,786	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$29,832	\$29,832	\$0								

PUBLIC SAFETY ~ Fire Department Revenues

2010 Department Detail Information

	2007 Actual	2008 Actual	2009 Adopted	2010 Est.
014734.473210 WI VTAE Fire Dept. Training	3,613	5,725	4,225	4,225
014344.434200 Fire Insurance Tax	93,298	94,880	90,107	94,880
014624.462140 False Alarm Assessments	1,700	1,700	1,700	1,700
014624.462200 Fire Department Fees	15,803	13,959	23,257	21,417
014624.462300 Ambulance Fees	654,814	664,821	681,009	721,932
014734.473220 Local Fire Protection Service	391,044	386,603	420,844	410,844
Total Revenue				\$1,254,998

014734.473210 WI VTAE Fire Department Training **Grand Total** **\$4,225**

Funds for teaching classes given through MPTC. This total will vary from year to year based on the number of classes offered by MPTC that require a fire department member as an instructor.

014344.434200 FIRE INSURANCE TAX **Grand Total** **\$94,880**

2% Fire Insurance Dues from the State. The toals come from the Department of Commerce which administers the program. The dues are paid for the previous year. DOC has projected a decrease in the funds paid out in 2008, because of a decrease in Fire Dues paid by insurance groups, prior year adjustments and an increase in the amount allotted to DOC to administer the program. To qualify for the 2% dues payment, the Fire Department must complete the annual and semi-annual fire prevention inspections within its' jurisdiction. 2% funds are paid to the City of West Bend, the Town of Barton and the Town of West Bend. We receive a percentage of the payments made to the Towns based on the percent of the Towns we cover by contract.

	2006	2007	2008	2009
City of West Bend	\$73,075	\$78,383	\$73,049	\$72,899
Town of West Bend	\$12,859	\$14,038	\$12,395	\$12,534
Town of Barton	<u>\$ 4,550</u>	<u>\$4,940</u>	<u>\$4,549</u>	<u>\$4,674</u>
	\$90,484	\$97,361	\$89,993	\$90,107

014624.462140 FALSE ALARM ASSESSMENTS **Grand Total:** **\$1,700**

Funds from the 2nd non-excused false fire alarm. The fee is \$850.00 and we estimate 2 false alarm assessments.

014624.462200 FIRE DEPARTMENT FEES **Grand Total:** **\$21,417**

Fees collected for tank inspection, permits and special classes. In 2010, 23 annual waste oil inspections will be eliminated by the DOC. (-\$1,840)

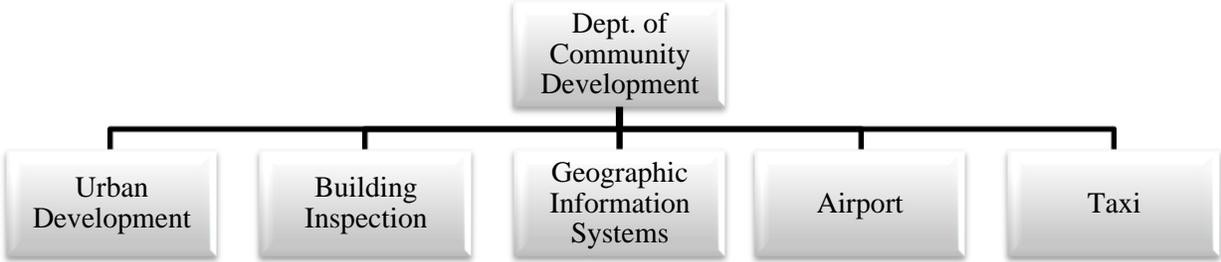
014624.462300 AMBULANCE FEES **Grand Total:** **\$721,932**

Ambulance fee revenue is computed from the 2008 net ambulance revenue figure. For 2009 we anticipate an 8% increase in ambulance fees. We estimate a 3% increase in the number of calls.

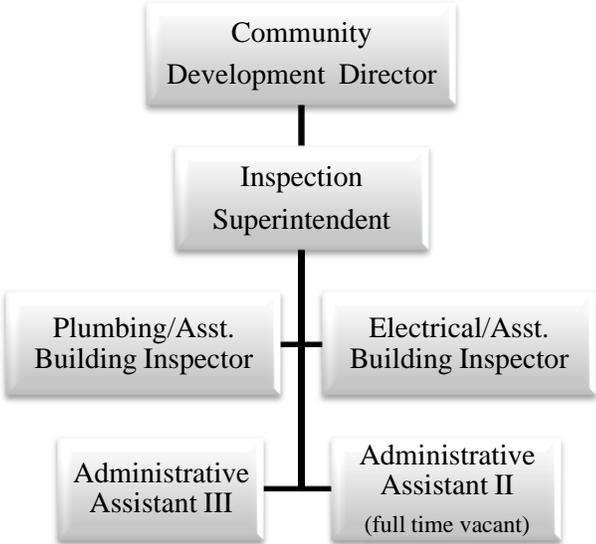
014734.473220 LOCAL FIRE PROTECTION **Grand Total:** **\$410,844**

The annual contracted fee for fire protection in the Towns of Barton and West Bend.

PUBLIC SAFETY ~ Building Inspection



The Department of Community Development includes the Office of Building Inspection. By integrating Building Inspection with City Planning, project review, permit issuance and final occupancy of building projects is closely coordinated.



MISSION:

The mission of the Office of Building Inspection includes the administration and enforcement of health and sanitation, building, plumbing, electrical, and erosion control codes. Enforcement of these ordinances is through the implementation of an inspection program in each phase of building construction. Inspections dealing with sewer hook-ups, footings, foundation, electrical service, framing, rough electrical, plumbing and energy are done prior to occupancy.

- Work closely with homeowners, contractors, architects and developers so that City building and development codes are clearly explained and inspections and complaints are handled in a timely fashion.
- Work as an agent of the State reviewing all plans for compliance for projects where plans are required prior to the issuance of permits.
- Issue building, electrical, plumbing and heating and air conditioning permits for all work in the City.
- Monitor all permits issued and perform inspections as requested and on a follow up basis for those not requested.
- Licenses all Electrical Contractors after meeting State and local requirements.

PUBLIC SAFETY ~ Building Inspection

EXPENDITURES:

	2007	2008	2009	2010
Account 0152410	Actual	Actual	Adopted	Request
Salaries and Fringe Benefits	\$259,101	\$252,515	\$266,929	\$252,149
Other Expenses	\$19,521	\$17,814	\$19,360	\$16,015
Total Building Inspection	\$278,622	\$270,329	\$286,289	\$268,164

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005	2006	2007	2008	2009
	Actual	Actual	Actual	Actual	Estimated
Total Permits Issued	3,807	3,183	3,000	2,665	2,320
% of permits Issued within 3 days	99.5%	99.5%	99.5%	99.5%	99.5%
% of permits Issued within 10 work days	100%	100%	100%	100%	100%
# of Inspections	6,256	5,450	5,303	4,598	3,680
Average time per inspection	30 min	45 min	45 min	45 min	45 min
Total cost of Construction	\$84,686,284	\$46,466,597	\$91,071,824	\$58,567,463	\$30,000,000

ACHIEVEMENTS:

- The permitting, inspection and approval of nearly \$ 58.6 million in construction value in 2008.
- Issued 2,665 permits and conducted 4,598 inspections in 2008.
- Responded to 78 citizen complaints in 2008.
- Maintained our Insurance Service Organization (ISO) rating at 3. ISO is a private firm that evaluates the Building Inspection office along with the City Fire Department. The rating scale is a 1 to 10 level with 1 being the highest score.
- Building and Electrical inspectors completed certification for inspection of 1 and 2 family plumbing inspections.
- The Building Inspector has been working with City Attorney, Police, and Public Works to abate a major recurring junk issue.
- Upgraded office plan review area. Purchased additional items requested by staff to make this task more efficient and uniform.
- Developed a training seminar to qualify local builders for required State Licensing. Presented this seminar in spring 2009 through the West Bend Builders Association.
- Worked with the Sewer Utility to formulate an acceptable solution regulating the discharge of grease from commercial cooking facilities.
- Implemented a pre-construction conference program on commercial projects prior to issuing permits to establish basic goals of both the builder and the Inspection Office resulting in a more coordinated

PUBLIC SAFETY ~ Building Inspection

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
- Permit Issuance	\$38,926	\$2,899	\$41,825
- Plan Review	\$13,185	\$982	\$14,167
- Inspections	\$121,800	\$9,072	\$130,872
- Administrative/clerical	\$28,253	\$2,104	\$30,357
- Customer assistance/information	\$48,971	\$3,648	\$52,619
Grand Total	\$251,135	\$18,705	\$269,840

Notes:

- Budget amounts for the Building Inspection's Office also accounted for in the Water budget.

2010 GOALS:

- Because West Bend is an “Agent Municipality” we are required by the Wisconsin Department of Commerce to provide a certain level of local services. It is the Office’s goal to maintain this level of service.
- Maintain a qualified staff of certified inspectors for the uniform dwelling code, commercial building, plumbing and electrical areas. Provide additional training opportunities for the administrative staff on State of Wisconsin Dept. of Commerce procedures.
- Continue implementation of the MUNIS permitting system (project started in 2008), including the investigation of the possibility of computerized on-line permitting.
- Process permits in a timely manner, particularly basic permits such as decks, roof replacements, residential renovations and water softeners. Complete revision of shed/garage handout.
- Conduct inspections in a timely manner in order to permit occupancy of building premises.
- Educate the public through the use of handout materials, information posted on the City’s website, and briefings to the West Bend Builders Association on current code requirements.
- Continue to update codes and regulations to reflect changing technologies in building materials and current code practices.
- Continue to provide continuing education opportunities with local builders through our association with the West Bend Builders Association.
- Develop a methodology for the 2013 implementation of State Licensing of all Electricians.

PUBLIC SAFETY ~ Building Inspection

2010 Department Detail Information

BUILDING INSPECTION ~ Expenditures

50100 SALARIES:

Superintendent	58,903	
Plbng/Bldg Insp	50,851	
Building Insp. Asst.	53,649	
Admin Asst III	41,612	
Admin Asst II	<u>7,461</u>	Full-time position eliminated
	\$212,476	

Superinten	\$58,903	\$58,903	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Plbng/Bldg	\$50,851	\$50,673	\$0	\$178	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Insp.	\$53,649	\$53,649	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin. III	\$41,612	\$41,009	\$566	\$37	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin. II	\$7,461	\$7,461	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$212,476	\$211,695	\$566	\$215	\$0	\$0	\$0	\$0	\$0	\$0	\$0

20% of Urban Development Admin Asst II transferred to accommodate position that was eliminated.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	231,026	224,858	532	0	0	5,635	0	0	0	0	0
2010	212,476	211,695	566	215	0	0	0	0	0	0	0

50200 FRINGES:

Fringe benefit rate at 19.11%

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	43,225	42,071	100	0	0	1,054	0	0	0	0	0
2010	40,604	40,455	109	40	0	0	0	0	0	0	0

51600 TELEPHONE:

Internet	452
Centrex	487
Long Distance	140
Nextel Radios	<u>1,036</u>
	\$2,115

Nextel Radio decrease based on actual cost.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,168	3,168	0	0	0	0	0	0	0	0	0
2010	2,115	2,115	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Building Inspection

2010 Department Detail Information

BUILDING INSPECTION ~ Expenditures

51700 POSTAGE:

Mail Cost (\$225/qtr)	900
Service (\$30/qtr)	120
Meter Maintenance	<u>11</u>
	\$1,031

\$.02 first-class postage increase. Meter maintenance decrease based on actual cost.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,027	1,027	0	0	0	0	0	0	0	0	0
2010	1,031	1,031	0	0	0	0	0	0	0	0	0

52000 MEMBERSHIPS:

IAEI (International Association of Electrical Inspectors) (2)	200
ICC (International Code Council) (1)	100
Electrical Inspectors of SE Wisconsin Membership (2)	30
Plumbing Inspector of SE Wisconsin Membership (1)	40
Building Inspector of SE Wisconsin Membership (1)	<u>50</u>
	\$420

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	400	400	0	0	0	0	0	0	0	0	0
2010	420	420	0	0	0	0	0	0	0	0	0

52100 PUBLICATIONS:

This subaccount varies each year on State requirements. 2008 was a "Code change" year which required numerous publications. 2009 maintained codes and ADA requirements. 2010 requires updates only.

Building Code updates	\$190
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	460	460	0	0	0	0	0	0	0	0	0
2010	190	190	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Building Inspection

2010 Department Detail Information

BUILDING INSPECTION ~ Expenditures

52200 SEMINARS AND TRAINING:

Manadatory conferences & continued education for Inspectors to complete City inspections.

Certificate Categories consist of: Commercial - Building, Electric, Plumblng

Master - Electrician, Plumber

UDC - Construction, Electric, Plumbing, HVAC

Certificate Renewals vary each year: Commercial - Building (2), Electric (1)

Master - Electrician (1)

UDC - Construction (3), Electric (2), Plumbing, HVAC (3)

Plumbing Inspectors Conference	430
Electrical Inspectors Conference	523
Building Inspectors Conference	180
Certification Continuing Education; Chalifoux; 7 Categories	400
Certification Continuing Education; Ehlers; 7 Categories	600
Certification Continuing Education; Soldner; 7 Categories	500
Certification Continuing Education; (Government Adm.)	200
Certification Renewals (Chalifoux, Ehlers, Soldner)	<u>530</u>
	\$3,363

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,540	3,540	0	0	0	0	0	0	0	0	0
2010	3,363	3,363	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

UDC Seals (used for SF & TF) (15 @ \$30 ea.)	450
Labels/Building Permits (colored display cards, stop work orders, etc.)	690
House Frames & Tiles	650
Water Heater/Softener/Furnance/Air Conditioning notices	100
Forms, Supplies, Stationery, Computer Supplies, etc.	<u>1,600</u>
	\$3,490

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,690	3,684	6	0	0	0	0	0	0	0	0
2010	3,490	3,484	6	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Building Inspection

2010 Department Detail Information

BUILDING INSPECTION ~ Expenditures

54200 SMALL TOOLS AND IMPLEMENTS:

Nextel batteries (2)	90
Misc. replacement tools	50
Safety equipment (eye & hearing protection, traffic cones)	<u>0</u>
	\$140

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	350	350	0	0	0	0	0	0	0	0	0
2010	140	140	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL

Office vehicles - \$3.06/gallon (approx. 1200 gallons)	\$3,672
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,632	4,632	0	0	0	0	0	0	0	0	0
2010	3,672	3,672	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE

Savin 2527 copier maintenance agreement	600
Vehicle Maintenance	<u>1,000</u>
	\$1,600

Copier replacement in near term (purchased in 2003).

Additional maintenance required on older vehicles - 1999 Cavalier (93,297 miles); 2000 Grand Prix (89,552 miles);

2000 Ranger (58,814 miles). Average miles per year: Cavalier (8,200); Grand Prix (5,200); Ranger (8,814).

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,100	2,098	2	0	0	0	0	0	0	0	0
2010	1,600	1,599	1	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Building Inspection

2010 Department Detail Information

BUILDING INSPECTION ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$212,476	\$211,695	\$566	\$215	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$40,604	40,455	108	40	0	0	0	0	0	0	0
Telephone	\$2,115	\$2,115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Postage	\$1,031	\$1,031	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$420	\$420	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Publications	\$190	\$190	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Seminars	\$3,363	\$3,363	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$3,490	\$3,484	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Tools	\$140	\$140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas & Oil	\$3,672	\$3,672	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Equipment Maint	\$1,600	\$1,599	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Grand Total	\$269,101	\$268,164	\$680	\$256	\$0						
Total Sal/FB	\$253,080	\$252,149	\$674	\$256	\$0						
Total Other Exp.	\$16,021	\$16,015	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$269,101	\$268,164	\$680	\$256	\$0						

PUBLIC SAFETY ~ Building Inspection

2010 Department Detail Information

BUILDING INSPECTION ~ Revenue

	2007 Actual	2008 Actual	2009 Adopted	2010 Proposed
Licenses	\$ 21,200	\$ 21,200	\$ 18,000	\$ 21,195
Building Permits & Inspect Fee	\$ 606,801	\$ 587,500	\$ 587,500	\$ 446,885
Zoning Permits & Fees	\$ 16,722	\$ 17,500	\$ 14,000	\$ 17,600
General Government	\$ 1,090	\$ 1,000	\$ 1,000	\$ 670
Total Building Inspection	\$ 645,813	\$ 627,200	\$ 620,500	\$ 486,350

	Adopted Budget 2009	Proposed Revenue 2010
Account 014414 ~ Licenses		
014444.444200 ~ Sign	\$ 12,000	\$ 13,360
014414.441240 ~ Elec Cont & Indus Plant	\$ 6,000	\$ 7,835
Account 014434 ~ Bldg Permits & Inspect Fees		
443100 ~ Building	\$ 302,000	\$ 225,000
443200 ~ Electrical	\$ 60,000	\$ 50,000
443300 ~ Plumbing	\$ 95,000	\$ 70,000
443400 ~ State Building	\$ 2,500	\$ 1,000
443500 ~ Erosion Control	\$ 25,000	\$ 21,500
443600 ~ Occupancy	\$ 13,000	\$ 10,000
443700 ~ Heating	\$ 60,000	\$ 48,000
443800 ~ Moving	\$ 500	\$ 500
443900 ~ Insp. Plan Examination	\$ 29,500	\$ 20,885
Account 014444 ~ Zoning Permits & Fees		
Conditional Use - Major	\$ 900	\$ 1,000
Conditional Use - Other	\$ 2,000	\$ 2,000
Conditional Use - Annual	\$ 400	\$ 400
Zoning Permit	\$ 7,500	\$ 7,500
Zoning Verification	\$ 500	\$ 500
Zoning Variance	\$ 2,000	\$ 2,000
Zoning Admendment	\$ 4,000	\$ 4,000
Floodplain Determination	\$ 200	\$ 200
Account 014614 ~ General Government		
461500 ~ Copies/House # & Frames	\$ 1,000	\$ 670

¹ Local Electric licenses will no longer be required - State issue as of April 2013.

PUBLIC SAFETY ~ Weights Measures

MISSION:

- Compliance with State Statute 98.04(2) by contracting with the Department of Agriculture Trade and Consumer Protection to enforce weights and measures standards within the City.
- Issue permits and recover costs from persons receiving services under the weights and measures programs.
- Report complaints or violations to the Department of Agriculture.
- Review annual report from Department of Agriculture to verify persons served and number of devices.
- Contact Department of Agriculture regarding business or device changes.

EXPENDITURES:

Account 0152411	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries & Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$10,800.00	\$10,800.00	\$10,800.00	\$10,800.00
Total Weights & Measures	\$10,800.00	\$10,800.00	\$10,800.00	\$10,800.00

GOALS:

- Work with Department of Agriculture to update list of businesses operating timing devices and scanners

PUBLIC SAFETY ~ Weights Measures

2010 Department Detail Information

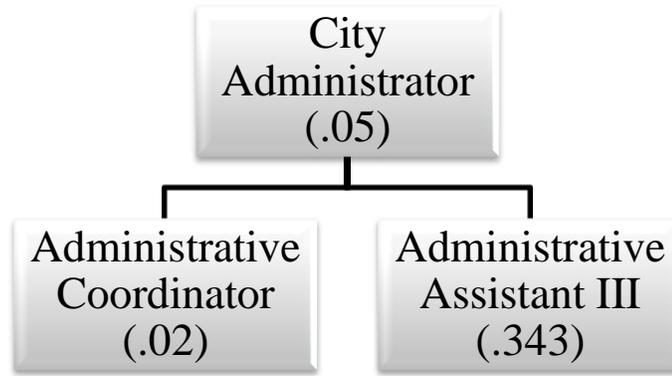
WEIGHTS AND MEASURES ~ Expenditures

57700 CONTRACTUAL SERVICES: 10,800

Funds contractual services from the Department of Agriculture for the inspection of weighing and measuring devices within the city.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	10,800	0	0	0	0	0	0	0	0	0	0
2010	10,800	0	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY - Emergency Government



MISSION:

The City of West Bend Emergency Government's mission is to minimize loss of life and personal injury, damage to property and the environment from disasters that affect the city and our citizens. This is accomplished through a continuing program of outreach, coordination, planning, training and exercising, for "all hazards" and for all four phases of management-mitigation, preparedness, response and recovery.

- The City Administrator also serves as the Director of Emergency Government.
- Coordinate mitigation, preparedness, response, and recovery operations for the City.
- Annual review and revision of the City's Emergency Operations Plan to maintain compliance with federal, state and local guidelines.
- Maintain the Emergency Operations Center (EOC) in a state of readiness and in compliance with local, state, and federal guidelines for emergencies and other disasters.
- Coordinate and monitor training for City staff on city emergency operations in time of disaster.
- Coordinate and conduct the development and execution of tests, drills and exercises of the emergency management system.
- Support the City's Emergency Organization in response to and recovery from actual emergencies and disasters.
- Conduct other training for city employees: CPR/AED, First Aid.
- Conduct CERT (Community Emergency Response Training) classes for city residents to better prepare them on what they can do for themselves and their family in the event of an emergency or disaster.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0152510				
Salaries and Fringe Benefits	\$22,952.49	\$21,138.11	\$16,164.00	\$16,043
Other Expenses	\$4,805.42	\$4,882.58	\$4,760.00	\$4,173
Total Administrator	\$27,757.91	\$26,020.69	\$20,924.00	\$20,216

PUBLIC SAFETY ~ Emergency Government

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Est.
# of hours spent on special events	30	59	40	35	45
# of training hours	928	620	709	725	722
# of employees trained	62	82	154	120	97
# of CPR/AED/FA classes conducted	5	5	5	8	12
# of CPR/AED/FA students	27	34	23	73	97
# hours related to Citizen Corps/VOAD meeting	152	161	189	180	132
# CERT classes conducted	2	3	0	2	0
# CERT classes graduates	30	49	0	30	0

Note: CPR/AED/FA is Cardio-Pulmonary Resuscitation/Automatic External Defibrillator/First Aid. CERT is Community Emergency Response Team Training (21 hour class).

ACHIEVEMENTS:

- Administrative Assistant III taught twelve CPR/AED/FA classes – 97 students; (1) Sewer Utility Intern, (63) City employees, and (33) Park & Rec. summer staff.
- Administrative Assistant III conducted a Severe Weather Poster Contest for City of West Bend public and private elementary schools grades 3rd thru 4th in April. Four private schools participated for a total of 115 students. First thru fourth place prize winners were chosen at each grade level and won donated items such as savings bonds, weather radios, first aid kits and flashlights.
- Administrative Assistant III attended training held by Wisconsin Emergency Management(WEM) entitled “Substantial Damage Estimation Process” Workshop.
- Administrative Assistant III attended monthly V.O.A.D. (Voluntary Agencies Active in Disaster) meetings representing the City of West Bend. Currently there are 15 organizations in VOAD. Administrative Assistant III currently serves as Chair of this committee. VOAD was formed in 2003 to provide planned and coordinated emergency and disaster response support in Washington County. The represented voluntary organizations and governmental agencies work together to:
 - Support the public safety and well-being of Washington County
 - Create an organized plan of response for all forms of emergencies in Wash. Co., involving volunteers
 - Work with first responders and emergency government
 - Raise public awareness of disaster preparedness throughout the county
 - Organize and involve individual citizen volunteers
 - Work with neighboring county VOAD and Citizen Corps organizations to lend mutual aid
- Administrative Assistant III serves as Chair of the Citizen Corps of Washington County Committee. Citizen Corps is a network of volunteer organizations that tap into the skills of the citizen/volunteers to help train/prepare for and respond to emergencies.

PUBLIC SAFETY ~ Emergency Government

ACHIEVEMENTS (continued):

- Administrative Assistant III completed FEMA independent study courses: IS-003 , (Radiological Emergency Management), IS-005.A (An Introduction to Hazardous Materials), IS-007 (A Citizen’s Guide to Disaster Assistance), IS-111 (Livestock in Disaster), IS-130 (Exercise Evaluation and Improvement Planning), IS-139 (Exercise Design), IS-208 (State Disaster Management), IS-253 (Coordinating Environmental & Historic Preservation Compliance), IS-279 (Retrofitting Flood Prone Residential Structures), ICS-300 (Intermediate ICS for Expanding Incidents), IS-340 (Hazardous Materials Prevention), IS-346 (Hazardous Materials for Medical Personnel), ICS-400 (Advanced ICS for Complex Incidents), IS-630 (Introduction to the Public Assistance Process), IS-632 (Intro to Debris Operations in FEMA’s Public Assistance Program), IS-702 (NIMS Public Information Systems).
- Conducted a Preparedness Fair for the public in September at City Hall with participation from Citizen Corps of Washington County, Washington County Health Dept., Humane Society, Civil Air Patrol, Washington County Emergency Management, and the American Red Cross. The preparedness fair targeted seniors and those who care for them.
- Worked with FEMA representatives regarding the February Snowstorm and the June Flooding event to receive reimbursement of costs incurred from those declared disasters.
- Hosted a demonstration of 3n Global emergency notification system with representatives from Police, Fire, GIS, Administration and Public Works.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Management/Supervision	\$2,296	\$259	\$2,555
Budget Preparation and Monitoring	\$157	\$17	\$174
Citizen Corps	\$2,491	\$280	\$2,771
Emergency Warning System	\$818	\$2,463	\$3,281
CERT	\$393	\$44	\$437
COOP/COG	\$4,320	\$485	\$4,806
CPR/AED/First Aid	\$486	\$55	\$541
Emergency Operations Plan (EOP)	\$3,841	\$432	\$4,272
Public Relations/Special Events	\$836	\$94	\$930
VOAD	\$404	\$45	\$450
Grand Total	\$16,043	\$4,173	\$20,216

PUBLIC SAFETY ~ Emergency Government

2010 GOALS:

- Establish a secondary EOC with equipment and make operational when needed.
- Continue monthly/seasonal program West Bend C.A.R.E.S. (Community Awareness and Response to Emergency Situations) on Community TV.
- Update the City's Emergency Operations Plan (EOP) for NIMS (National Incident Management System) compliance.
- Encourage NIMS and FEMA independent training for various departments.
- Continue to serve as Chairperson for the Washington County V.O.A.D. (Voluntary Organizations Active in Disaster) committee.
- Continue to serve on the All Hazards Planning Coalition of Washington County as a representative of the City of West Bend.
- Continue to serve as Chairperson for the Citizens Corps of Washington County committee.
- Conduct two CERT (Community Emergency Response Team) classes for employees and the general public annually providing that funding is available.
- Conduct mandatory CPR/AED recertification for city employees as needed.
- Conduct 4 AED/CPR/First Aid classes for city employees and their spouses, along with associated volunteer groups.
- Conduct a "Severe Weather Poster Contest" for 3rd and 4th graders of the five West Bend elementary schools in April.
- Submit safety or emergency preparedness articles to be published in the City's monthly electronic newsletter "Just Around The Bend".
- Increase our outreach to citizens by providing brochures and handouts to interested groups or organizations as well as placing brochures and handouts at the Library and in the Clerk/Finance areas of City Hall.
- Increase outreach effort of public education for emergency preparedness.
- Implement a public education plan and program for targeted groups such as general public, elderly, school-age children, special needs groups, and faith based communities, etc.
- Survey residents to measure the success of the outreach efforts annually.

PUBLIC SAFETY ~ Emergency Government

2010 Department Detail Information

EMERGENCY GOVERNMENT ~ Expenditures

50100 SALARIES:

City Administrator	5,133
Administrative Coordinator	1,300
Admin. Assistant III	<u>12,925</u>
	\$19,358

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	21,228	16,066	3,188	1,974	0	0	0	0	0	0	0
2010	19,358	13,469	2,985	2,904	0	0	0	0	0	0	0

50200 FRINGES:

Fringe benefit rate at 19.11% \$3,699

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,929	2,974	590	365	0	0	0	0	0	0	0
2010	3,699	2,574	570	555	0	0	0	0	0	0	0

51600 TELEPHONE:

Proportionate Share of Admin Expenses	72
Pager	<u>0</u>
	72

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	175	123	26	26	0	0	0	0	0	0	0
2010	72	50	11	11	0	0	0	0	0	0	0

51700 POSTAGE:

Proportionate Share of Admin: Postage	6
Prop. Share of Admin. Mail Service	3
Prop. Share of Admin: Meter Main.	<u>0</u>
	9

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	9	7	1	1	0	0	0	0	0	0	0
2010	9	7	1	1	0	0	0	0	0	0	0

52000 MEMBERSHIPS:

WEMA	20	(\$5 increase)
Prop. Share of Admin Expenses	<u>136</u>	(Slight increase)
	\$156	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	148	104	22	22	0	0	0	0	0	0	0
2010	156	109	24	23	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Emergency Government

2010 Department Detail Information

EMERGENCY GOVERNMENT ~ Expenditures

52200 SEMINARS AND TRAINING:

Alloc from Admin Budget inc. Gas/Oil	123
Governor's Conf. on Emer. Mgmt.	100
Misc Mileage/Other State Courses	<u>50</u>
	\$273

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	779	545	117	117	0	0	0	0	0	0	0
2010	273	191	41	41	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Paper	150	
Copier	163	
Alloc. From Admin. Budget	67	
Newsletter (from Admin. Budget)	0	(Newsletter is now electronic only)
Other Misc. Supplies	170	
Security Supplies	250	
Training Supplies	<u>300</u>	
	\$1,100	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,375	963	206	206	0	0	0	0	0	0	0
2010	1,100	770	164	165	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Annual Siren Maintenance	2,640	(New company)
DTN/Meteorlogix	0	(Discontinued in 2009)
WE Energies	350	(Slight increase based on history)
Other Maintenance	<u>1,360</u>	
	\$4,350	

As the siren system ages, more costs are incurred for repairs and updates that are not covered during annual inspection.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,308	3,016	646	646	0	0	0	0	0	0	0
2010	4,350	3,046	652	652	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Emergency Government

2010 Department Detail Information

EMERGENCY GOVERNMENT ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$19,358	\$13,469	\$2,985	\$2,904	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$3,699	\$2,574	\$570	\$555	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$72	\$50	\$11	\$11	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$9	\$7	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$156	\$109	\$24	\$23	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$273	\$191	\$41	\$41	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$1,100	\$770	\$164	\$165	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Main.	\$4,350	\$3,046	\$652	\$652	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$29,017	\$20,216	\$4,449	\$4,351	\$0						
Total Sal/FB	\$23,057	\$16,043	\$3,556	\$3,459	\$0						
Total Other Exp.	\$5,960	\$4,173	\$893	\$893	\$0						
Grand Total	\$29,017	\$20,216	\$4,449	\$4,351	\$0						

PUBLIC SAFETY ~ Police Department

2010 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

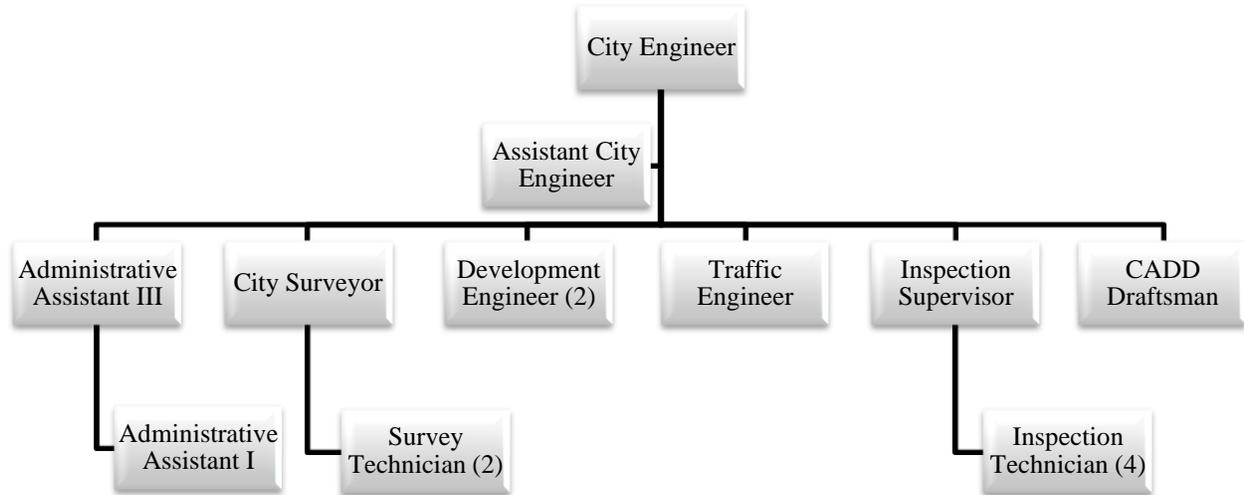
01526102.57700 EMERGENCY COMMUNICATIONS - 911

911 Maintenance Agreement	10,500	Increased \$3,500 to reflect actual costs
Radio Maintenance Agreement	16,000	Reduced \$5,000 to reflect actual costs
Batteries for Radios	2,500	
Antennas for Portable Radios	300	
Repairs not covered by maint. agreements	<u>1,000</u>	
	\$30,300	

Reduced \$1,500. The Police Department's expenses in this budget category will be directly affected when we begin operation under the "county-wide" radio system. According to the Sheriff's Department, maintenance costs for the West Bend PSAP have been "built into" the original purchase of the system for one year. Depending on when we come "on-line" our radio maintenance costs may be substantially less than the \$16,000 annotated above. The 911 maintenance agreement costs will be necessary regardless of when/if we begin operation under the county-wide radio system. We will have some expenses associated with the county-wide radio project such as replacement batteries and antennas for our new portable radios. If our maintenance costs are reduced in 2010 because of the county-wide radio system, we need to anticipate them increasing noticeably in 2011 as we assume sole responsibility for yearly maintenance costs.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2009	31,800	31,800	0	0	0	0	0	0	0	0	0
2010	30,300	30,300	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department



MISSION:

The primary mission of the City Engineer’s Office is to enhance the quality of life for our citizens by designing, constructing, and maintaining the City’s infrastructure in a safe and efficient manner consistent with sound judgment, good engineering practices, and the desire of our citizens while keeping an eye towards the future. Our primary functions are to:

- Design, prepare specifications, coordinate, survey, inspect and administer public contracts
- Collect, distribute and maintain records of infrastructure
 - Street Inventory
 - WISLR ~ Pavement Condition Ratings
 - GASB-34 ~ Type, Quantity & Value of Infrastructure
 - Sanitary, Storm & Water Asbuilts
- Review, design, and inspect construction of public improvements in private developments and subdivisions
- Review plans for private developments (storm water management, plats, grading plans, CSM’s, site plans, concept plans)
- Grant permits for and inspect construction and reconstruction of sidewalks, driveway approaches and curb & gutters
- Administer, survey and maintain records for Pilgrim’s Rest Cemetery
- Participate as a voting member of the Plan Commission (City Engineer)
- Review and make traffic control recommendations to Safety Commission
- Inspect existing bridges and dams
- Control traffic signals: construct, maintain software, coordinate timing and assist in maintenance
- Prepare Special Assessment Reports
- Maintain City Streets and Infrastructure (storm, sanitary and water)

EXPENDITURES:

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Request
Account 01531202					
Salaries & Fringe Benefits	\$465,909.08	\$398,994.42	\$488,227.84	\$323,754.00	\$335,146
Other Expenses	\$28,343.67	\$26,221.91	\$37,307.74	\$22,860.00	\$22,184
Total Engineering	\$494,252.75	\$425,216.33	\$525,535.58	\$346,614.00	\$357,330

PUBLIC WORKS ENGINEERING ~ Engineering Department

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of Public Construction Contracts Awarded	14	14	13	15	15	17
Total Contract \$ Awarded	\$3,017,800	\$7,500,163	\$4,201,000	\$2,442,616	\$4,542,600	\$4,800,000
Roadways Added To The City (Miles)	2.83	4.83	4.67	3.85	1.18	0.2
Streets Reconstructed (Lineal Foot)	1,375	1,100	2,380	3,767	1,820	3,688
Street Pavement Seal Coated (Square Yards)	11,000	13,580	23,900	23,750	19,100	0
Asphalt Pavement Overlaid (Square Yards)	0	33,729	13,970	8,770	34,760	15,000
Street Pavement Crack Sealed (Square Yards)	112,000	227,000	110,000	94,000	152,000	90,000
PASER Rating Of Streets	6.06	5.97	6.14	6.14	5.65	5.65
Sanitary Sewer Main Installed New, Relaid, Or Relined (Lineal Foot)	7,808	4,438	6,567	1,920	2,098	3,575
Water Main Relay (Lineal Foot)	1,650	3,724	0	6,482	2,050	2,060
New Water Main Installed (Lineal Foot)	6,594	6,340	8,302	1,920	3,050	1,355
New Storm Sewer Main Installed (Lineal Foot)		6,060	5,114	1536	3,317	4757
Storm Sewer Structures Repaired Or Replaced	45	131	48	105	148	127
Sanitary Sewer Structures Installed/Repaired/Replaced	72	62	32	76	43	46
Development/Subdivision Plan Approvals	9	3	5	3	0	3
Development/Subdivision Submittal To Review	26	34	11	22	13	15
Average Days To Development/Subdivision Plan Approval	144	175	117	61	56	60
# Of Subdivisions/Private Developments Under Construction	10	10	13	9	8	8
# Of Inspection Hours Private Development	3,110	1,362	1,444	1,018	240	500
# Of Inspection Hours City Contracts	6,000	7,653	11,601	7,157	6,239	7,200
# Of Review Hours – TIA, Concept; Site, Prelim & Final Plat; CSM; XCMS, Annex	715	1,194	736	369	319	400
# Of Reviews – TIA, Concept; Site, Prelim & Final Plat; CSM; XCMS, Annex	84	72	74	75	42	50
# Of Storm Water Management Plan (SWMP) Approvals	9	7	10	6	3	6
Average Days From SWMP Submittal To Review	22	13	15	18	10	15
Average Days To SWMP Approval	211	57	93	58	54	60
# Of Curb Cut, Driveway Approach, Sidewalk Permits	188	208	147	147	127	90
# Of ADA Ramps Installed	68	134	84	89	49	60
Sidewalk Replaced City Contract (Sq Ft)	6,492	6,468	12,768	8,531	22,425	20,650
# Of Properties With Sidewalk Replaced City Contract	72	110	53	124	157	92

PUBLIC WORKS ENGINEERING ~ Engineering Department

ACHIEVEMENTS:

- 20 Construction Projects Awarded:
 - Pavement Maintenance Projects: Storm, Sanitary and Street Repairs; Overlays; Crack & Joint Sealing; Catch Basin Repairs at Various Locations; Asphaltic Concrete Pavement Repairs (winter damage)
 - Water Main Projects: 7th Avenue Water Main Replacement; CTH G Water Main Construction
 - Sanitary Sewer Projects: Chestnut Street (7up) Siphon; 5th & Maple Sanitary Relief
 - TIF Projects: Veterans Avenue Reconstruction (Grant), Depot Rehabilitation (Grant); Auxiliary Court Building Demolition; Hron Road Extension
 - Sidewalk Projects: Sidewalk Replacement at Various Locations (2009); Barton Ave. Brick Paver & Sidewalk Replacement, Decorative Crosswalks Downtown
 - Reconstruction Projects: Decorah Hills Park Pond Construction & Highland View Drive Reconstruction; 18th Avenue Reconstruction, Oak to Chestnut; Highland View Drive Reconstruction, Silverbrook to Decorah Hills Park.
 - Miscellaneous Projects: Walnut Street Parking Lot Reconstruction
- Special Assessment Reports:
 - River Rd. & Lang St. Reconstruction – Pending (dependent on TIF 7 cash flow)
 - Sand Drive Street & Storm Construction – Final Resolution Approved
 - Water St. & Wisconsin St. Reconstruction – Pending (dependent on TIF 5 cash flow)
 - Veterans Avenue Reconstruction – Pending (dependent on TIF 9 cash flow)
 - Hron Road Extension – Pending: No Resolutions - collect on annexation
 - CTH G Water Main Extension – Final Resolution Approved
- Sidewalk Orders/Special Charges:
 - Orders: 18th Avenue Reconstruction; Highland View Drive Reconstruction; Sidewalk Replacement at Various Locations; Decorah Hills Pond
 - Pending Charges: Decorah Hills Pond
 - Charges Issued: Salisbury Road Reconstruction; 7th Avenue & Cabrini Circle Water Main; Sidewalk Remove & Replace (2008); Barton Avenue Brick Paver & Sidewalk Replacement; Sand Drive Reconstruction
- Completed Design of 18th Avenue Reconstruction and Highland View Drive Reconstruction
- Began Design of Maple Street Reconstruction
- Flowage Easements Trenton Road Bridge Continued
- Continued Design of Pedestrian/Bicycle Underpass and Approaches
- Completed annual report for City Wide DNR Storm Water Permit, participated in County SWM/EC Ordinance revisions, completed mapping, Completed Storm Water Quality Analysis for city system (20% TSS Removal), completed revision to City SWM Code, completed Plumbing Code changes, completed initial illicit discharge screening, assisted with City EC Code changes.
- Awarded seven(7) Quotes: Curb Ramp Painting; Wood Deck Repairs South Pedestrian Bridge; Storm damage Progress Drive; 7-UP Siphon Soil Borings; Industrial Park South Pond Dredge Sediment Testing; Water Utility Concrete Repairs; Concrete Repairs at Various locations.
- Assisted Sewer Utility with Concrete Restoration Contract @ WWTP

ACHIEVEMENTS (CONTINUED):

- PASER Ratings of ½ of city, WISLR Reports completed
- Washington Street Reconstruction, Service Drive to Wisconsin Street – Assisted in plan development & right of way acquisition
- Standard Specifications for Public Works Construction Revisions
- Recommended Acceptance of Improvements in 4 subdivisions/Private Developments (West Bend Highlands #2, Rivers Edge, Wiesner Addition, West Bend Mutual Insurance)
- Continued attributing storm Asbuilts in GIS environment
- Implemented DOT VRS-GPS Survey Station & Conversions
- Well #14: Preliminary design of Sanitary & Water Extension; Wetland Delineation; Assisted with Street Alignment
- Completed design of Auxiliary Court Water Main
- Continued design and construction work in TIF #11
- Completed design of Highlandview Drive Reconstruction
- Northwest Interceptor: Completed final alignment based on field verified wetland locations, began work on relocation order
- Began design of Pond Dredging in South Industrial Park; 18th, Decorah to Oak; Schmidt Road Culvert Repair
- Worked on design of Quaas Riverwalk II; Fire Station #2 Retaining Walls/Parking Lot; Rolfs Park Parking Lot/Dog Park; Sunflower Lateral Repair; Downtown Landscape Bed Removal
- Complete designs for Depot Driveways; 17th Storm Reline; Curb Ramp Painting; Municipal Garage Yard Map
- Grant Applications:
 - STAGE 1: Nine (9) projects in various categories:
 - Barton & Main Intersection Improvements
 - Overlays of Indiana Ave., Jefferson St., Park Ave., 7th Ave., and Vine St.
 - Vine Street Path Extension
 - Indiana & Washington Traffic Signal Replacement
 - 18th & Washington Double Left Turn Lane.
 - STAGE 2: Seven (7) STP-U Stimulus Grants:
 - Overlays of Decorah Road, 7th Ave., Indiana Ave, Vine St., Park Ave., and Jefferson St;
 - Trenton Road and Bridge Construction.
 - Three (3) TE Stimulus Grants:
 - River Road/CTH G Path
 - Vine Street Path Extension
 - East Industrial Park Sidewalk Construction

PUBLIC WORKS ENGINEERING ~ Engineering Department

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries & Fringes	Other Expenses	Total
Design, Drafting, Specifications, Project Management, Payments, Plan Reviews (designed by others)	87,328	5,281	92,609
Public Projects Inspection, Record Keeping, Field Data Collection, Construction Problem Solving	67,022	4,053	71,075
Survey Functions	38,814	2,347	41,161
Site Plans, CSM's, Plats, etc. Reviews for DCD (100% GF)	15,163	917	16,080
Public Infrastructure Reviews (55.3% GF)	414	25	439
Storm Water Management Plan Reviews (100% GF)	3,285	199	3,484
Private Development Inspection and Acceptance (55.3% GF)	5,404	327	5,731
Miscellaneous: (Customer Service, Budget, 5 year Plans, Supervision, Personnel Issues) [Admin Functions]	37,971	2,296	40,267
Easement and Right of Way Acquisition	492	30	522
Computer & Equipment Maintenance	10,003	605	10,608
As-Builts & Infrastructure Data Collection and Recordkeeping	7,956	481	8,437
Traffic Issues (100% GF)	28,308	1,712	30,019
Standard Specification Rewrite	2,107	127	2,234
City Wide DNR Permit Tasks	7,984	483	8,467
Training	4,595	278	4,873
Grand Total	316,846	19,160	336,006

Notes:

- Budget amounts for the Engineering Department also accounted for in Capital Projects, Sewer, Water TIF Districts Budgets.

2010 GOALS:

- Reconstruction of 18th Avenue, Decorah Road to Oak Street (Street and Water Main Relay)
- 2010 Pavement Maintenance Program
- 2010 Sidewalk and Brick Paver Removal and Replacement, New Sidewalk Construction (Barton Avenue, Skyline to Rainbow Lake Lane and Decorah Road, east of CTH G)
- Decorative Crosswalk Replacements Downtown
- City Wide Storm Water Discharge Permit Tasks: Pollutant analysis (software) to continue to 40%, outfall testing, code revisions; develop plan to reach 40% pollutant removal;
- Complete PASER Ratings of ½ of City
- Begin Design & Right of Way Acquisition for: Indiana/Sand, Eastern to Decorah; 18th Avenue, Decorah to Paradise; and Decorah Road, 18th to HWY 45.
- Northwest Interceptor: Relocation order, begin easement acquisition
- Southwest Interceptor Relief Pipe Design & Construction
- Sewer and Water Extensions to new well site (Horlamus – CTH NN)
- Water Tower Grading for Water Utility
- Pedestrian Underpass: DOT & DNR plan approvals
- South Industrial Park Pond Dredging (Ponds A & C) - Construction
- Begin design of Balsam Place Reconstruction
- Dredge retention pond D in South Industrial Park (Design)
- Water Quality Control projects to meet DNR Total Suspended Solids Removed requirements
- TIF #3: Trenton Road & Trenton Road Bridge Construction (Enterprise to CTH I)
- TIF #5: Willow Driveway Extension
- TIF #8: Sewer and Water Extensions
- TIF #9: Assist in Riverwalk Improvements design and Covered Pedestrian Bridge Redesign; Auxiliary Court Water Main; Grading & Contaminated Soil Removal (Klein Building); Design of Auxiliary Court Infrastructure Improvements
- TIF #10: Riverbend and Rivershores Drive Utilities and Street Construction
- TIF #11: Rail Place Construction
- TIF #12: Overlay of Water Street, east (and possibly west) of Indiana;
- Stimulus Street Overlays: DOT Paperwork, plans, specs & estimates
- Stimulus Streets: Storm & Sanitary Structure & pipe repairs
- Decorah Road Water Main Replacement (18th to Main Street)
- Jefferson Street Water Main Replacement (Greet Tree to Main Street)

PUBLIC WORKS ENGINEERING ~ Engineering Department

2010 Department Detail Information

ENGINEERING ~ Expenditures

50100 SALARIES:

City Engineer	86,483	
Assistant City Engineer	66,307	
Civil Engineer II -- 2	113,654	1-58,550/1-55,104
Civil Engineer I	56,177	
City Surveyor	56,573	
Engineering Technician IV	55,203	
Engineering Technician III -- 3	160,806	3-53,602
Engineering Technician II -- 3	137,094	3-45,698
Engineering Technician II - Partial Yr.	356	
Administrative Assistant III	37,733	
Administrative Assistant I (30 hrs/wk)	22,667	(Decrease position from full to part time)
Tech Longevity	3,200	
Tech Overtime	<u>4,985</u>	
	\$801,238	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	821,531	272,723	91,190	88,725	0	0	237,448	131,445	0	0	0
2010	801,238	266,011	120,186	124,993	0	0	161,850	128,198	0	0	0

50200 FRINGES:

Fringe benefit rate at 19.11%

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	153,708	51,031	17,062	16,601	0	0	44,422	24,593	0	0	0
2010	153,117	50,835	22,967	23,886	0	0	30,930	24,499	0	0	0

51600 TELEPHONE:

Centrex	1848
Long Distance	200
Internet	1257
Cell Phone	<u>1972</u>
	\$5,277

(Decreased total budget for 2010 -- Internet +\$29, Centrex -\$100, long distance -\$50)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	6,801	2,258	755	735	0	0	1,965	1,088	0	0	0
2010	5,277	1,752	792	823	0	0	1,066	844	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2010 Department Detail Information

ENGINEERING ~ Expenditures

51700 POSTAGE:

Postage	2475 (Increase in postage rates.)
UPS	400
Mail Service & supplies	<u>490</u>
	\$3,365

Decreased # of mail pieces from 2009, added UPS line item

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,500	1,162	389	378	0	0	1,012	560	0	0	0
2010	3,365	1,117	505	525	0	0	680	538	0	0	0

52000 MEMBERSHIPS:

American Public Works Association	135 (Now share membership w/DPW)
Institute of Transportation Engineers	270
Wisconsin Society of Land Surveyors	<u>275</u>
	\$680

Decreased APWA member cost and eliminated NSPE membership

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,055	350	117	114	0	0	305	169	0	0	0
2010	680	226	102	106	0	0	137	109	0	0	0

52100 PUBLICATIONS:

State Sewer & Water Specification Updates	150
State Standard Specification Updates	<u>250</u>
	400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	400	148	40	40	0	0	112	64	0	0	0
2010	400	133	60	62	0	0	81	64	0	0	0

52200 SEMINARS AND TRAINING:

Wisconsin Land Surveyor's Institute	600
Public Works Construction Inspection	200
Wisconsin Asphalt Pavers Association Seminar	100
Land Development Desktop Training	395
Continuing Education for PE's	<u>0</u>
	\$1,295

Remove Conc Pvmt Assoc -\$200, Remove EC -\$500, decrease PW Const Insp -\$300,
Add Contin Ed for PE's +\$800

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,700	1,228	411	400	0	0	1,069	592	0	0	0
2010	1,295	430	194	202	0	0	262	207	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2010 Department Detail Information

ENGINEERING ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Supplies for Engineering Copier & Plotter	1,550
Office Copier Paper & Toner	2,021
Computer Battery Backups & Supplies	450
Inspection Safety & Testing Supplies & Equipment	1,260
Survey Supplies	1,000
Miscellaneous Office Supplies	725
Contract & Filing Supplies	225
Stationery & Envelopes	575
Forms & Specs Printed at Washington County	<u>500</u>
	8,306

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	8,932	2,965	991	965	0	0	2,581	1,429	0	0	0
2010	8,306	2,758	1,246	1,296	0	0	1,678	1,329	0	0	0

54300 GAS AND OIL:

Gasoline 2850 gallons @ \$3.06	8,721
CNG 350 units @ \$1.86	<u>650</u>
	9,371

Decrease Gasoline quantity by 400 gallons, increase CNG quantity by 100 units

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	14,554	4,832	1,615	1,572	0	0	4,206	2,329	0	0	0
2010	9,371	3,113	1,406	1,462	0	0	1,893	1,499	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2010 Department Detail Information

ENGINEERING ~ Expenditures

55600 EQUIPMENT MAINTENANCE:

Survey Equipment Repairs	1,000		
Survey Equipment Licenses & Support	5,500	TSC2 Data Collector Support;	1200
		S6 Total Station Support;	1000
		R8 GPS Rover Support;	1050
		Trimble Geomatics Office Support;	700
		WI-CORS NET GPS Rover License;	500
		Pathfinder Office (2 yr license);	400
		Mapping GPS Hardware Support*;	350
		Terra Sync Pro Support*.	300
		* For Map Grade GPS (2009 purchase)	
Gas Detectors	300		
Photocopier	850		
Engineering Copier	1,500		
Fax Machine	125		
Software Maintenance Updates	9,700	AutoCad \$6,900; Timeslips \$300;	
		ARCVIEW GIS Software Maintenance \$2,500	
As Needed Repairs	1,200		
Computer Equipment	1,000		
Microfilm Reader/Printer	820	(NEW - Moved from Clerk's Budget.)	
Vehicle Maintenance	2,800		
	<u>24,795</u>		

Survey E&S increased, removed plotter maintenance & decreased copier maintenance to compensate.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	24,795	8,232	2,752	2,678	0	0	7,166	3,967	0	0	0
2010	24,795	8,232	3,719	3,868	0	0	5,009	3,967	0	0	0

57700 CONTRACTUAL SERVICES:

Asphalt Sample Testing for Private Development 8 samples @ \$175 each

Testing price increased.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,700	1,700	0	0	0	0	0	0	0	0	0
2010	1,400	1,400	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2010 Department Detail Information

ENGINEERING DEPARTMENT ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$801,238	\$266,011	\$120,186	\$124,993	\$0	\$0	\$161,850	\$128,198	\$0	\$0	\$0
Fringes	\$153,117	\$50,835	\$22,967	\$23,886	\$0	\$0	\$30,930	\$24,499	\$0	\$0	\$0
Telephone	\$5,277	\$1,752	\$792	\$823	\$0	\$0	\$1,066	\$844	\$0	\$0	\$0
Postage	\$3,365	\$1,117	\$505	\$525	\$0	\$0	\$680	\$538	\$0	\$0	\$0
Memberships	\$680	\$226	\$102	\$106	\$0	\$0	\$137	\$109	\$0	\$0	\$0
Publications	\$400	\$133	\$60	\$62	\$0	\$0	\$81	\$64	\$0	\$0	\$0
Seminars	\$1,295	\$430	\$194	\$202	\$0	\$0	\$262	\$207	\$0	\$0	\$0
Supplies	\$8,306	\$2,758	\$1,246	\$1,296	\$0	\$0	\$1,678	\$1,329	\$0	\$0	\$0
Gas & Oil	\$9,371	\$3,113	\$1,406	\$1,462	\$0	\$0	\$1,893	\$1,499	\$0	\$0	\$0
Equipt Maint	\$24,795	\$8,232	\$3,719	\$3,868	\$0	\$0	\$5,009	\$3,967	\$0	\$0	\$0
Contractual Ser	\$1,400	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$1,009,244	\$336,006	\$151,177	\$157,224	\$0	\$0	\$203,584	\$161,255	\$0	\$0	\$0
Total Sal/FB	\$954,355	\$316,846	\$143,153	\$148,879	\$0	\$0	\$192,780	\$152,697	\$0	\$0	\$0
Total Other Exp	\$54,889	\$19,160	\$8,023	\$8,344	\$0	\$0	\$10,805	\$8,558	\$0	\$0	\$0
Grand Total	\$1,009,244	\$336,006	\$151,177	\$157,224	\$0	\$0	\$203,584	\$161,255	\$0	\$0	\$0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2010 Department Detail Information

ENGINEERING DEPARTMENT ~ Revenue

	2006 Actual	2007 Actual	2008 Actual	2009 Adopted	2010 Request
014494.449100 Sidewalk Permits	12,640.00	11,155.00	9,640.00	9,500.00	9,640.00
014494.449200 Storm Water Management Permits	4,757.22	2,542.36	1,761.31	2,967.00	4,000.00
014494.449500 Engineering Inspection Fees	45,576.40	34,000.60	7,047.04	46,555.00	51,955.00
014494.449600 Engineering Plan Handling Fees	8,520.00	4,740.00	5,580.00	5,600.00	4,800.00
014614.461600 Engineering Copy Revenue	147.50	339.35	377.00	300.00	300.00
014654.465400 Cemetery Site and Admin Services	0.00	500.00	0.00	250.00	250.00
014684.468230 Engineering Plan Review Fees	3,237.90	340.03	631.30	1,780.00	1,500.00

014494.449100 SIDEWALK PERMITS **Grand Total** **\$9,640**
 Estimating 75 @ \$100, 16 @ \$65, and 22 @ \$50

014494.449200 STORM WATER MANAGEMENT PERMITS **Grand Total** **\$4,000**
 Estimating 10 permits @ \$50 (permit fee) = \$500; 10 permits (review fee) @ \$350 = \$3,500

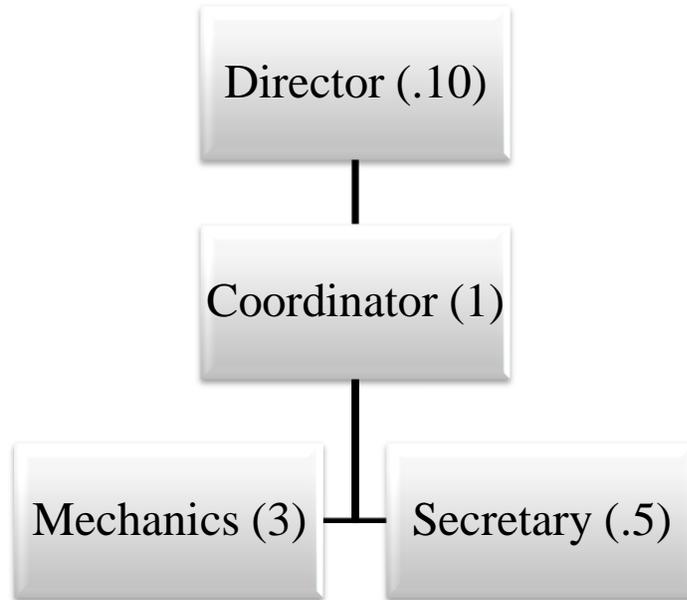
014494.449500 ENGINEERING INSPECTION FEES **Grand Total** **\$51,955**
 Clean up inspection of 3 subdivisions 80/hrs x \$66 = \$5,280; Build two small subdivisions assume 560 hours of inspection x \$66 = \$36,960. Eng Veh charges (56+560 hrs) x 12.66 = \$7800. Includes next phase of Creekside and the start of Knuth subdivision plus public const on comm/institutional devs (Badger, Harris Bank, etc.)

014494.449600 ENGINEERING PLAN HANDLING FEES **Grand Total** **\$4,800**
 Reviewing upcoming projects and history of sales we anticipate selling at various prices, and mailing (\$10.00 each) approximately 65% of those contracts.
 Fewer city projects expected for 2010 due to economy, plus TIF projects likely to be minimal.

014614.461600 ENGINEERING COPY REVENUE **Grand Total** **\$300**
 With the capability and use of emailing, our plan copier is not utilized nearly as much by the public thus we anticipate a continued decline in revenue.

014654.465400 CEMETERY SITE AND ADMIN SERVICES **Grand Total** **\$250**
 Anticipate one grave opening survey at \$250.00 each

014684.468230 ENGINEERING PLAN REVIEW FEES **Grand Total** **\$1,500**
 Estimating 3 reviews @ \$100 (permit fee) = \$ 300; 3 reviews @ \$400 (review fee) = \$1,200



MISSION:

The Vehicle Maintenance Department endeavors to repair and maintain equipment for all Departments in order for the City to continue to provide reliable service in all areas.

- Responds to daily requests for service as well as emergency response after regular working hours, for all City departments.
- Maintains detailed equipment maintenance records for all of the equipment owned by the City as well as an inventory of spare parts and a software system that is used to apportion costs to the individual departments.
- Administers the needs of each department for fuel supplies and the accompanying administrative billing for each user as well as state and federal refunds for taxes on fuel.

EXPENDITURES:

Account 0153230	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$219,425.47	\$240,090.56	\$234,636.00	\$233,195
Other Expenses	\$11,618.18	\$19,794.41	\$15,992.00	\$13,913
Total Vehicle Maintenance	\$231,043.65	\$259,884.97	\$250,628.00	\$247,109

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of Repair Orders Per Year	4787	4849	4722	5267	4900
# of Hours Booked	4449	5254	5091	5459	5200
Percentage of Productivity	86%	92%	95%	97%	98%

NOTES:

- Number of hours booked refers to the total accumulative hours it takes to repair a vehicle.
- Percentage of productivity refers to the hours booked verses the hours that are actually available.

ACHIEVEMENTS:

- Assist with information in relation to countywide communication system
- Replaced two oil pumps and the parts department computer, enabling us to perform the job in a more efficient and cost effective manner.
- Increased Efficiency from 95% to 97% in mechanic productivity.

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Super., Planning & Coordination	\$61,843	\$3,890	\$65,733
Administrative Support	\$11,566	\$843	\$12,410
Mechanics Support- Adm.	\$0	\$36	\$36
Mechanics Support - Airport	\$4,804	\$100	\$4,904
Mechanics Support - Assessors	\$0	\$22	\$22
Mechanics Support - Bld. Maint.	\$0	\$67	\$67
Mechanics Support - Com. Dev.	\$1,586	\$11	\$1,597
Mechanics Support - Engineering	\$3,195	\$211	\$3,406
Mechanics Support - Fire	\$6,390	\$454	\$6,843
Mechanics Support - Inspection	\$0	\$92	\$92
Mechanics Support - Parks	\$17,583	\$1,144	\$18,727
Mechanics Support - Police	\$15,974	\$1,337	\$17,311
Mechanics Support - Recycling	\$4,780	\$166	\$4,946
Mechanics Support - Sanitation	\$23,972	\$1,163	\$25,136
Mechanics Support - Sewer	\$0	\$68	\$68
Mechanics Support - Streets	\$54,334	\$3,036	\$57,370
Mechanics Support - VM	\$11,193	\$552	\$11,746
Mechanics Support-VM	\$4,780	\$7	\$4,787
Mechanics Support - Water	\$11,193	\$714	\$11,907
Grand Total	\$233,195	\$13,913	\$247,108

Notes:

Supervisor, Planning and Coordination breakdown of time: 7% is spent towards supervision, planning & coordination, interdepartmental coordination, supervision of employees/ policy implementation; 3% equipment maintenance; 3% planning, project management, operation overview; 1% employee training; 1% meetings; 2% is spent towards fuel accounting; 57% is spent on daily assignments, generating RO's, coordination, budget preparation; 5% is spent on reports, misc. correspondence, and documents; 3% equipment specifications; 4%, inventory (year end); 3% timesheets; and 11% is spent vacation/holidays.

Administrative Support breakdown of time: 53% is spent maintaining fleet software – repair order entry and fuel reporting; 6% is spent on administrative support, 1% is spent in meetings, 1% is spent on employee training, 12% is spent on reporting, miscellaneous correspondence and documentations, 8% is spent on inventory; 9% is spent filing repair orders, bills, etc.; 3% is spent on errands – mail to City Hall, dropping/picking up vehicles and/or parts; 1% is spent on timesheets and 6% is spent vacation/holidays.

2010 GOALS:

- Replacement of shop air compressors, and shop truck.
- Increase mechanic efficiency hours to 98%.

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

2010 Department Detail Information

VEHICLE MAINTENANCE ~ Expenditures

50100 SALARIES:

Director (50 hrs)	2,073
VM Coordinator	52,880
Secretary (1,300 hrs)	13,000
3 Union Mechanics	136,469
Lead Man Pay	1,163
Mech. Over-time	12,008
Longevity Pay	978
Longevity Over-time	<u>81</u>
	218,652

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	229,926	206,703	20,142	920	0	0	2,161	0	0	0	0
2010	218,652	195,781	20,138	1,356	0	0	1,378	0	0	0	0

50200 FRINGES:

Fringe Benefit Rate 19.11%

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	43,019	38,674	3,768	172	0	0	404	0	0	0	0
2010	41,784	37,414	3,848	259	0	0	263	0	0	0	0

51600 TELEPHONE:

Centrex	98
Long Distance	150
Cell Phones	<u>378</u>
	626

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	936	841	82	4	0	0	9	0	0	0	0
2010	626	561	57	4	0	0	4	0	0	0	0

51700 POSTAGE:

Postage	23
Mail Service	2
Meter Maintenance	<u>0</u>
	25

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	25	22	2	0	0	0	0	0	0	0	0
2010	25	22	2	0	0	0	0	0	0	0	0

52000 MEMBERSHIP AND DUES:

Individual APWA membership	122
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	122	110	11	0	0	0	1	0	0	0	0
2010	122	110	11	0	0	0	1	0	0	0	0

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

2010 Department Detail Information

VEHICLE MAINTENANCE ~ Expenditures

52200 SEMINARS AND TRAINING:

VM Coordinator	234
Mechanics	<u>369</u>
	603

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,723	1,549	151	7	0	0	16	0	0	0	0
2010	603	540	56	4	0	0	4	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies	884
Office Supplies	230
Office Equipment Maintenance	<u>348</u>
	1,462

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,499	1,348	131	6	0	0	14	0	0	0	0
2010	1,462	1,309	135	9	0	0	9	0	0	0	0

54200 SMALL TOOLS:

Mech. Tool Allowance 600 times 3	1,800
Shop Tools	<u>1,004</u>
	2,804

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,091	2,779	271	12	0	0	29	0	0	0	0
2010	2,804	2,511	258	17	0	0	18	0	0	0	0

54300 GAS AND OIL:

Unleaded fuel and oil for vehicles 1,774 (Approx. 580 gallons at \$3.06)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,316	2,082	203	9	0	0	22	0	0	0	0
2010	1,774	1,588	163	12	0	0	10	0	0	0	0

54500 MOTOR VEHICLE SUPPLIES:

1,657

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,657	1,490	145	7	0	0	16	0	0	0	0
2010	1,657	1,484	153	10	0	0	10	0	0	0	0

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

2010 Department Detail Information

VEHICLE MAINTENANCE ~ Expenditures

57000 CONTRACTUAL SERVICES

CFA (Equipment Software Program)	1,495
Internet	245
Hoist Inspections	600
Shop Tool Repair/Maintenance	750
Generator Service/Inspections	350
Fire Extinguisher Inspection/Main.	100
Garage Door Repairs	200
Equipment/ Building Maintenance	2,000
Misc Services	<u>725</u>
	6,465

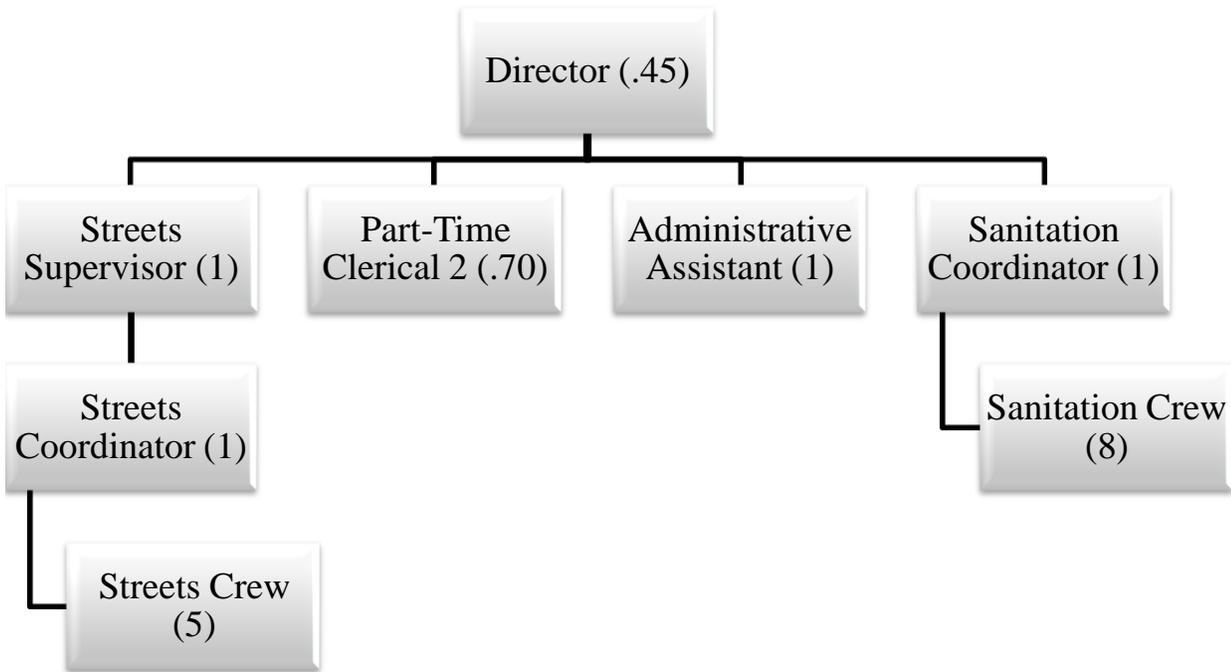
	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	6,420	5,772	562	26	0	0	60	0	0	0	0
2010	6,465	5,789	596	40	0	0	41	0	0	0	0

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

2010 Department Detail Information

VEHICLE MAINTENANCE ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	218,652	195,781	20,138	1,356	0	0	1,378	0	0	0	0
Fringes	41,784	37,414	3,848	259	0	0	263	0	0	0	0
Telephone	626	561	57	4	0	0	4	0	0	0	0
Postage	25	22	2	0	0	0	0	0	0	0	0
Memberships	122	110	11	0	0	0	1	0	0	0	0
Seminars	603	540	56	4	0	0	4	0	0	0	0
Supplies	1,462	1,309	135	9	0	0	9	0	0	0	0
Sm. Tools	2,804	2,511	258	17	0	0	18	0	0	0	0
Gas & Oil	1,774	1,588	163	12	0	0	10	0	0	0	0
VM Supplies	1,657	1,484	153	10	0	0	10	0	0	0	0
Cont. Services	6,465	5,789	596	40	0	0	41	0	0	0	0
Grand Total	275,974	247,108	25,417	1,712	0	0	1,738	0	0	0	0
Total Sal/FB	260,436	233,195	23,986	1,615	0	0	1,641	0	0	0	0
Total Other Exp.	15,538	13,913	1,430	97	0	0	97	0	0	0	0
Grand Total	275,974	247,109	25,417	1,712	0	0	1,738	0	0	0	0



MISSION:

The Public Works Department maintains Streets, Storm Sewers, Street Lighting, Solid Waste, and Traffic Control Signage to provide for efficient and safe use of the facilities we are responsible for.

- The Public Works Administration personnel provide the daily support to the Street and Sanitation Divisions of which the major areas of responsibilities include but are not limited to Storm Sewers, Signs and Signals, Snow and Ice Control, Refuse Collection and Recycling, Street Sweeping, Leaf and Brush Collection.
- Evaluate programs and departmental functions on a daily as well as long term basis to expend funds efficiently and provide an acceptable level of service.
- Responsible for the management of the annual budget including the preparation and submission of the necessary documents to the City Administrator.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0153110				
Salaries and Fringe Benefits	\$219,437.00	\$200,568.00	\$197,529.00	\$163,004.00
Other Expenses	\$16,618.00	\$19,927.00	\$16,169.00	\$13,155.00
Total Administration	\$236,055.00	\$220,495.00	\$213,698.00	\$176,159.00

PUBLIC WORKS ~ Administration

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Garbage Carts Sold	627	541	426	302
Street Opening Permits Issued	227	236	243	247
Diggers Hotline Location Requests	3,855	4,307	3,516	3,893
Requests for Service	305	480	729	472

ACHIEVEMENTS:

- Continued implementation of refuse cart program which is intended to have every household/unit have a cart to place curbside.
- The City of West Bend continues to participate in a regional Public Works Mutual Aid agreement and has participated in the efforts to promote statewide mutual aid legislation.
- The Public Works Department has started the process of developing a Debris Management Plan which will be used for Disaster Mitigation.

PUBLIC WORKS ~ Administration

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$16,920.00	\$1,213.00	\$18,133.00
Budget Preparation	\$4,525.00	\$325.00	\$4,850.00
Planning/Project Management	\$20,820.00	\$1,565.00	\$22,385.00
Policy Implementation	\$1,548.00	\$111.00	\$1,659.00
Interdepartmental Coordination	\$5,288.00	\$378.00	\$5,666.00
Operational Review	\$8,602.00	\$617.00	\$9,219.00
Daily Assignments	\$5,846.00	\$419.00	\$6,265.00
DPW Construction projects	\$2,598.00	\$259.00	\$2,857.00
Consulting with other depts	\$2,276.00	\$164.00	\$2,440.00
Employee Training	\$3,341.00	\$1,039.00	\$4,380.00
Equipment Purchases	\$3,896.00	\$279.00	\$4,175.00
Monitor Recycling Program	\$4,553.00	\$326.00	\$4,879.00
Monitor Landfill	\$2,429.00	\$174.00	\$2,603.00
Record Keeping and Statistics	\$22,602.00	\$1,618.00	\$24,220.00
Public Relations	\$21,881.00	\$2,095.00	\$23,976.00
Street Opening Permits	\$4,597.00	\$329.00	\$4,926.00
Employee Recordkeeping/Payroll	\$5,836.00	\$418.00	\$6,254.00
Public Works Inventory	\$10,122.00	\$724.00	\$10,846.00
Garbage Cart Program	\$9,039.00	\$648.00	\$9,687.00
Grant Preparation	\$1,013.00	\$72.00	\$1,085.00
Accounts Payable	\$5,272.00	\$378.00	\$5,650.00
Grand Total	\$163,005.00	\$13,152.00	\$176,157.00

2010 GOALS:

- Continue implementation of refuse cart program.
- Continue Cityworks software implementation into public works activities.
- Continued implementation of Routesmart to increase efficiency of the snowplow and refuse collection routes.

PUBLIC WORKS ~ Administration

2010 Department Detail Information

PUBLIC WORKS ADMINISTRATION~ Expenditures

50100 SALARIES:

All salaries listed are at 2009 levels. Director's time is included in Public Works, Vehicle Maintenance, and Water.

Director		12,551
Streets Supervisor	2080 Hours	63,648
Administrative Assistant II	1830 Hours	37,570
Secretary	1281 Hours	15,961
Secretary	458 Hours	<u>7,122</u>
		\$136,852

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	169,672	169,672	0	0	0	0	0	0	0	0	0
2010	136,852	136,852	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Benefit rate is 19.11%.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	27,857	27,857	0	0	0	0	0	0	0	0	0
2010	26,152	26,152	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Centrex		985
Long Distance		97
Intersection phone service		271
Cell Phone		<u>4,424</u>
		\$5,777

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	6,982	6,982	0	0	0	0	0	0	0	0	0
2010	5,777	5,777	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Administration

51700 POSTAGE:

Postage	419
Mail Service	65
Meter Maintenance	<u>42</u>
	\$526

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	743	743	0	0	0	0	0	0	0	0	0
2010	526	526	0	0	0	0	0	0	0	0	0

52000 MEMBERSHIP AND DUES:

American Public Works Association Membership	\$147
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	240	240	0	0	0	0	0	0	0	0	0
2010	147	147	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

Training in street maintenance, snow and ice control, signal lights and supervision.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,600	1,600	0	0	0	0	0	0	0	0	0
2010	800	800	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies	442
Fax machine, folding machine, large printer	838
Miscellaneous supplies	150
Stationery, envelopes, paper	200
Miscellaneous form production	<u>180</u>
	\$1,810

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,011	2,011	0	0	0	0	0	0	0	0	0
2010	1,810	1,810	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Administration

57700 CONTRACTUAL SERVICES:

Communication Repair	500
Paging Service	125
Office Space Rental at Water Utility	3,083
Internet	387
	<u>387</u>
	\$4,095

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,593	4,593	0	0	0	0	0	0	0	0	0
2010	4,095	4,095	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Administration

2010 Department Detail Information

PUBLIC WORKS ADMINISTRATION ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$136,852	\$136,852	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$26,152	\$26,152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$5,777	\$5,777	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$526	\$526	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$147	\$147	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$1,810	\$1,810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$4,095	\$4,095	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$176,159	\$176,159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$163,004	\$163,004	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$13,155	\$13,155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$176,159	\$176,159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Streets & Related Facilities

EXPENDITURES:

Account 0153310	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$830,892.00	\$986,642.00	\$829,877.00	\$733,886.00
Other Expenses	\$1,485.00	\$4,950.00	\$4,980.00	\$4,980.00
Total Streets & Related Facilities	\$832,377.00	\$991,592.00	\$834,857.00	\$738,866.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Amount of Overtime	2,260	4,174	5,477	3,030
8005-Snow & Ice Control/Plowing/Salting	1,203	3,577	5,079	2,458
8008-Sanitation Collection/Household Refuse	272	129	101	70
All other Work Orders	785	468	297	502

ACHIEVEMENTS:

- Maintained 147 center lane miles of streets. Maintenance includes patching, repair of asphalt and concrete streets, snow and ice control, leaf collection, street sweeping, traffic control painting, labor to repair signal lights.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8001-Equipment Maintenance	\$1,594.00	\$0.00	\$1,594.00
8002-Street Maintenance/Patching	\$47,917.00	\$0.00	\$47,917.00
8003-Alley Maintenance/Patching/Plowing	\$690.00	\$0.00	\$690.00
8004-Street Cleaning/Dead Animals/Sweeping	\$667.00	\$0.00	\$667.00
8005-Snow & Ice Control/Plowing/Salting	\$242,310.00	\$0.00	\$242,310.00
8006-Signs/Installation/Repair/Removal	\$26,427.00	\$0.00	\$26,427.00
8007-Storm Sewer/Cleaning/Repair	\$74,371.00	\$0.00	\$74,371.00
8008-Sanitation Collection/Household Refuse	\$201,463.00	\$0.00	\$201,463.00
8009-Yard & Building Maintenance	\$16,480.00	\$0.00	\$16,480.00
8011-Refuse Collection/Parks/Downtown	\$3,659.00	\$0.00	\$3,659.00
8013-Signal Repair & Maintenance/Controls	\$11,355.00	\$0.00	\$11,355.00
8014-Line Striping/Painting Crosswalks	\$0.00	\$0.00	\$0.00
8023-Dam Maintenance	\$104.00	\$0.00	\$104.00

PUBLIC WORKS ~ Streets & Related Facilities

8024-Airport Maintenance	\$23.00	\$0.00	\$23.00
8025-Street Lights/Maintenance	\$2,688.00	\$0.00	\$2,688.00
8062-Repair/Maintenance to Landfill Property	\$19,580.00	\$0.00	\$19,580.00
8063-Labor for Street Opening Permits	\$1,149.00	\$0.00	\$1,149.00
8064-Snow Plowing & Removal Downtown	\$6,710.00	\$0.00	\$6,710.00
8066-Seminar & Workshop Attendance	\$5,258.00	\$0.00	\$5,258.00
8069-Airport Plowing	\$0.00	\$0.00	\$0.00
8097- Labor for 2nd Night Plowing	\$12,255.00	\$0.00	\$12,255.00
8127-Sidewalk & Bridge Shoveling	\$12,580.00	\$0.00	\$12,580.00
8203-Work done at Barton Dam	\$3,157.00	\$0.00	\$3,157.00
8228-Grinding Non-Residential Brush	\$1,332.00	\$0.00	\$1,332.00
8244-Bridge Work	\$0.00	\$0.00	\$0.00
8245-Graffiti Cleaning	\$381.00	\$0.00	\$381.00
8293-CDL Drug & Alcohol Testing	\$124.00	\$0.00	\$124.00
8304-Street Sweeping	\$11,098.00	\$0.00	\$11,098.00
8454-Parades and Special Events	\$2,867.00	\$0.00	\$2,867.00
8455-Building Maintenance Janitorial Work	\$922.00	\$0.00	\$922.00
8504-Winter Maintenance at City Hall	\$887.00	\$0.00	\$887.00
8564-Equipment Maintenance –Snow Eq.	\$7,265.00	\$0.00	\$7,265.00
8565-Equipment Maintenance - Sanitation	\$2,492.00	\$0.00	\$2,492.00
8567-Janitorial Work Sanitation	\$1,702.00	\$0.00	\$1,702.00
8568-Sand Boxes	\$1,390.00	\$0.00	\$1,390.00
8589-Work on Salt Dome	\$1,336.00	\$0.00	\$1,336.00
8591-Equipment Maintenance Street Sweep.	\$2,090.00	\$0.00	\$2,090.00
*Accident Work Orders	\$9,559.00	\$0.00	\$9,559.00
Contracted Work	\$0.00	\$4,980.00	\$4,980.00
Grand Total	\$733,885.00	\$4,980.00	\$738,865.00

NOTES:

*Accident Work Orders-An estimated \$11,133.00 will be charged out according to historical averages.

2010 GOALS:

- Continued review of all areas to maximize efficiency of labor investment.

2010 Department Detail Information

STREETS AND RELATED FACILITIES~ Expenditures

50100 SALARIES:

8 Laborers	189,530
Progressive Employees	160,967
Streets Coordinator	49,754
Sanitation Coordinator	44,970
Weekend Duty	15,444
Leadman (4)	4,160
Landfill Labor	18,944
Overtime	98,883
Leadman Overtime	740
Other Dept Labor	9,872
Seasonal (3)	11,364
Streets Part-Time	8,475
Longevity Pay	4,260
Longevity Overtime Pay	687
Pay Rate Difference	<u>0</u>
	\$618,050

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	701,554	701,554	0	0	0	0	0	0	0	0	0
2010	618,050	618,050	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Benefit rate is 19.11% for Full Time Employees and 7.65% for Part-Time Employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	129,067	129,067	0	0	0	0	0	0	0	0	0
2010	115,836	115,836	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Temporary Service labor for Sanitation Division	4,980
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,980	4,980	0	0	0	0	0	0	0	0	0
2010	4,980	4,980	0	0	0	0	0	0	0	0	0

2010 Department Detail Information

STREETS AND RELATED FACILITIES ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$618,050	\$618,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$115,836	\$115,836	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$4,980	\$4,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$738,866	\$738,866	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$733,886	\$733,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$4,980	\$4,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$738,866	\$738,866	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Street Maintenance

EXPENDITURES:

Account 0153320	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$159,849.00	\$268,463.00	\$183,676.00	\$159,876.00
Total Street Maintenance	\$159,849.00	\$268,463.00	\$183,676.00	\$159,876.00

NOTES:

- Labor costs associated with Street Maintenance is included in the Streets and Related Facilities 01533101.

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Gallons of Fuel Used	16,720	27,823	33,184	25,000
Equipment Maintenance Costs	\$38,835	\$57,740	\$104,212	\$43,000
Contracted Repairs to Equipment	\$10,909	\$13,661	\$35,886	\$10,000
Diggers Hotline Location Requests	3,855	4,307	3,516	3,893

ACHIEVEMENTS:

- Maintained 147 center lane miles of streets. Maintenance includes patching, minor repair of asphalt and concrete streets in areas that need attention that were unanticipated.
- Encouraged fuel conservation and price awareness with employees.
- Continued attention to preventative maintenance, repair cost analysis and timely requests for equipment replacement.
- Continued utilization of outside repair vendors as needed.

PUBLIC WORKS ~ Street Maintenance

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8001-Equipment Maintenance	\$0.00	\$4,839.00	\$4,839.00
8002-Street Maintenance/Patching	\$0.00	\$145,489.00	\$145,489.00
8003-Alley Maintenance/Patching	\$0.00	\$2,094.00	\$2,094.00
8063-Street Opening Permits	\$0.00	\$3,488.00	\$3,488.00
8244-Bridge Work	\$0.00	\$0.00	\$0.00
8245-Graffiti Cleaning	\$0.00	\$1,165.00	\$1,165.00
8455-Janitorial Work	\$0.00	\$2,801.00	\$2,801.00
Grand Total	\$0.00	\$159,875.00	\$159,875.00

2010 GOALS:

- Continued review of opportunities to reduce fuel consumption.
- Monitor preventative maintenance on equipment to ensure maximum effectiveness.

2010 Department Detail Information

STREET MAINTENANCE~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Gravel, Stone, Sand	2,320
Cold Patch	2,500
Small Hand Tools	800
Blacktop Repair Materials	4,100
Concrete Ready-mix	1,600
Slurry Mix	1,600
Miscellaneous Supplies	<u>2,600</u>
(Hardware, Paint, Floor Dry, Lumber)	\$15,520

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	15,520	15,520	0	0	0	0	0	0	0	0	0
2010	15,520	15,520	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL:

9,243 Gallons of Unleaded at	\$3.06	28,284
15,272 Gallons of Diesel at	\$3.25	49,634
1,300 Gallons of CNG at	\$1.86	<u>2,418</u>
		\$80,336

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	104,136	104,136	0	0	0	0	0	0	0	0	0
2010	80,336	80,336	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	43,000	43,000	0	0	0	0	0	0	0	0	0
2010	43,000	43,000	0	0	0	0	0	0	0	0	0

56400 UNIFORMS:

Safety Glasses 12 at \$9.00 each	108
Safety Vests 15 at \$10.00 each	150
Safety Shirts 40 at \$9.00 each	260
Gloves 144 at \$3.00 each	332
First Aid Equipment and CPR Equipment	220
Rain Gear	<u>450</u>
	\$1,520

PUBLIC WORKS ~ Street Maintenance

56400 UNIFORMS (continued):

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,520	1,520	0	0	0	0	0	0	0	0	0
2010	1,520	1,520	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Rental of Equipment	1,800
Repairs to Equipment	6,930
Contracted Shoulder Work	5,540
Miscellaneous Asphalt Repairs	4,530
CDL Testing	<u>700</u>
	\$19,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	19,500	19,500	0	0	0	0	0	0	0	0	0
2010	19,500	19,500	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Street Maintenance

2010 Department Detail Information

STREET MAINTENANCE ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Supplies	\$15,520	\$15,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas and Oil	\$80,336	\$80,336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Mainten.	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$1,520	\$1,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$19,500	\$19,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$159,876	\$159,876	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$159,876	\$159,876	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$159,876	\$159,876	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Snow & Ice Control

EXPENDITURES:

Account 0153311	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$469,497.00	\$643,364.00	\$353,855.00	\$421,000.00
Total Snow and Ice Control	\$469,497.00	\$643,364.00	\$353,855.00	\$421,000.00

NOTES:

- Labor and equipment costs associated with Snow and Ice Control are included in Streets and Related Facilities 01533101 and Street Maintenance 01533202 accounts, respectively.

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Number of Plowing Events	15	29	40	30
Number of Saltings	40	59	73	60
Amount of Salt used (tons)	7,502	10,704	11,352	7,000
Contractor Assistance	12	21	26	20

NOTES:

- Complete Plowing is usually done twice each snow event.
- Statistical information relates to a snow season of November through April.

ACHIEVEMENTS:

- This past Winter season we plowed on 40 occasions.
- De-icing was performed a total of 73 times.

PUBLIC WORKS ~ Snow & Ice Control

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8005-Snow & Ice Control/Plowing	\$0.00	\$359,705.00	\$359,705.00
8064-Snow Plowing Downtown	\$0.00	\$9,961.00	\$9,961.00
8097-2nd Night Plowing	\$0.00	\$18,193.00	\$18,193.00
8127-Sidewalk & Bridge Shoveling	\$0.00	\$18,674.00	\$18,674.00
8504-Winter Maintenance City Hall	\$0.00	\$1,317.00	\$1,317.00
8564-Snow Equipment Maintenance	\$0.00	\$10,786.00	\$10,786.00
8568-Sand Boxes	\$0.00	\$2,064.00	\$2,064.00
Energy Costs for Salt Dome	\$0.00	\$300.00	\$300.00
Grand Total	\$0.00	\$421,000.00	\$421,000.00

2010 GOALS:

- Implementation of Routesmart for snowplow routes to increase efficiency of operations.

PUBLIC WORKS ~ Snow & Ice Control

2010 Department Detail Information

SNOW AND ICE CONTROL~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Salt ~ 6876 Tons @ 57.15/ton	380,433
Torpedo Sand~300 Tons @ \$4.00/ton	1,200
Materials for Sand Boxes ~ 30 @ \$30.00	<u>900</u>
	\$382,533

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	314,915	314,915	0	0	0	0	0	0	0	0	0
2010	382,533	382,533	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER FOR SALT DOME:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	300	300	0	0	0	0	0	0	0	0	0
2010	300	300	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Contractor Assistance and/or Equipment Rental	5,663
Cul de Sac, Alleys, Gehl Parking Lot, Downtown Plowing and Hauling	18,509
Contractor Snow Hauling Assistance	11,370
Routesmart Software Maintenance	<u>2,625</u>
	\$38,167

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	38,640	38,640	0	0	0	0	0	0	0	0	0
2010	38,167	38,167	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Snow & Ice Control

2010 Department Detail Information

SNOW AND ICE CONTROL ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Supplies	\$382,533	\$382,533	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light & Power	\$300	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$38,167	\$38,167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$421,000	\$421,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$421,000	\$421,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$421,000	\$421,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Traffic Control

EXPENDITURES:

Account 0153330	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$79,108.00	\$69,698.00	\$74,955.00	\$66,352.00
Total Traffic Control	\$79,108.00	\$69,698.00	\$74,955.00	\$66,352.00

NOTES:

- **Labor and equipment costs associated with Traffic Control are included in Streets and Related Facilities 01533101 and Street Maintenance 01533202 accounts, respectively.**

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Number of Signs replaced	50	236	264	250
Number of New Signs installed per Common Council Resolutions	93	131	115	100
Repairs to Signs	40	24	27	30
Traffic Line Painting (linear feet)	138,000	141,000	141,000	144,000
Signs for New Subdivisions	48	36	11	10
Crosswalks Painted	90	97	97	97

ACHIEVEMENTS:

- Provided standard traffic signage, signals, and street markings according to the MUTCD (Manual on Uniform Traffic Control Devices - Federal) and State uniform traffic control standards and accepted practices. The City maintains a system of approximately 7,450 traffic signs and 24 signalized intersections.
- Inspected and cleaned signals at every signalized intersection.
- Completed epoxy painting on 18th Ave between Park and Jefferson, on Washington St from 18th Ave to Scenic Dr and intersections of Decorah Rd and Indiana Ave and Decorah Rd and River Rd.

PUBLIC WORKS ~ Traffic Control

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8006-Sign Installation/Repair	\$0.00	\$19,909.00	\$19,909.00
8013-Signal Repair/Maintenance	\$0.00	\$8,554.00	\$8,554.00
8025-Street Light Maintenance	\$0.00	\$2,025.00	\$2,025.00
8454-Signage for Parades/Events	\$0.00	\$2,160.00	\$2,160.00
Light and Power	\$0.00	\$10,703.00	\$10,703.00
Contracted Traffic Painting	\$0.00	\$23,000.00	\$23,000.00
Grand Total	\$0.00	\$66,352.00	\$66,352.00

2010 GOALS:

- Continue to review traffic street painting to reduce expenditures where possible.
- Epoxy Painting of Main St from Beech St to Barton Ave.

2010 Department Detail Information

TRAFFIC CONTROL~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Flasher Barricade Batteries ~ 221 @ \$6.84 each	1,114
Flasher Barricade Complete ~ 36 @ \$70.00 each	1,857
Traffic Control Signs	10,284
Traffic Signal Supplies	3,647
Traffic Cones	862
Miscellaneous Supplies	<u>1,138</u>
	\$18,902

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	25,652	25,652	0	0	0	0	0	0	0	0	0
2010	18,902	18,902	0	0	0	0	0	0	0	0	0

55600 SIGNAL MAINTENANCE:

This account is for the maintenance of the signal controllers.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,000	4,000	0	0	0	0	0	0	0	0	0
2010	3,400	3,400	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER FOR TRAFFIC SIGNALS:

This account is for the light and power for signalized intersections.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	10,956	10,956	0	0	0	0	0	0	0	0	0
2010	10,703	10,703	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Contractual Monitor Testing	4,395
Cityworks Site License Contributions	852
Contracting of Traffic Painting	23,000
Signal Light Traffic Control Assistance	<u>5,000</u>
	\$33,247

PUBLIC WORKS ~ Traffic Control

57700 CONTRACTUAL SERVICES (cont'd):

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	34,247	34,247	0	0	0	0	0	0	0	0	0
2010	33,247	33,247	0	0	0	0	0	0	0	0	0

59500 ADMIN./SPECIAL PURPOSE:

This account is for payment to contractors for repair of traffic signals when reimbursement is received from the City's insurance carrier.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	100	100	0	0	0	0	0	0	0	0	0
2010	100	100	0	0	0	0	0	0	0	0	0

2010 Department Detail Information

TRAFFIC CONTROL~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Supplies	\$18,902	\$18,902	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Signal Mainten.	\$3,400	\$3,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light and Power	\$10,703	\$10,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$33,247	\$33,247	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin./Special	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$66,352	\$66,352	\$0								
Total Sal/FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$66,352	\$66,352	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$66,352	\$66,352	\$0								

PUBLIC WORKS ~ Street Lighting

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0153420				
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$651,732.00	\$698,393.00	\$727,636.00	\$726,040.00
Total Street Lighting	\$651,732.00	\$698,393.00	\$727,636.00	\$726,040.00

NOTES:

- Labor and equipment costs associated with Street Lighting are included in the Streets and Related Facilities 01533101 and Street Maintenance 01533202 accounts, respectively.
- Expenses include maintenance of the following city owned street lights;
 - 150 Decorative downtown street lights
 - 34 Decorative downtown parking lot lights
 - 32 Riverwalk street lights
 - 45 Decorative street lights on Barton Ave

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Calls made to We-Energies	152	57	76	80

ACHIEVEMENTS:

- Provided adequate lighting for traffic and personal safety throughout the city.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Energy for Street Lights	\$0.00	\$723,140	\$723,140
8025-Street Light Maintenance	\$0.00	\$2,900	\$2,900
Grand Total	\$0.00	\$726,040	\$726,040

PUBLIC WORKS ~ Street Lighting

2010 Department Detail Information

STREET LIGHTING~ Expenditures

55600 EQUIPMENT MAINTENANCE:

Equipment maintenance for street lights owned by the City.
 Decrease is offset by an increase in 56900 Light and Power acct.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,570	4,570	0	0	0	0	0	0	0	0	0
2010	1,000	1,000	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER:

Proposed budgeted amount is based on 2008 actual plus 2009 and 2010 proposed installations and an estimated 3% increase in energy costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	722,066	722,066	0	0	0	0	0	0	0	0	0
2010	723,140	723,140	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Contracted services for repair of City owned street lights.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	900	900	0	0	0	0	0	0	0	0	0
2010	1,800	1,800	0	0	0	0	0	0	0	0	0

59500 ADMIN./SPECIAL PURPOSE:

Contracted services for repair of City owned street lights when reimbursement is received from the City's insurance carrier.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	100	100	0	0	0	0	0	0	0	0	0
2010	100	100	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Street Lighting

2010 Department Detail Information

STREET LIGHTING ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Equip. Mainten.	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light and Power	\$723,140	\$723,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$1,800	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin./Special	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$726,040	\$726,040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$726,040	\$726,040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$726,040	\$726,040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Storm Sewers

EXPENDITURES:

Account 0153440	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$39,184.00	\$43,212.00	\$41,809.00	\$19,809.00
Total Storm Sewer	\$39,184.00	\$43,212.00	\$41,809.00	\$19,809.00

NOTES:

- Labor and equipment costs associated with Storm Sewers are included in Streets and Related Facilities 01533101 and Street Maintenance 01533202 accounts, respectively.

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of Catch Basins & Manhole Repairs	32	28	21	25
Diggers Hotline Location Requests	3,855	4,307	3,516	3,893
# of Catch Basins and Manhole Cleaned & Inspected	867	836	523	500

ACHIEVEMENTS:

- Provided adequate and functional drainage facilities to accommodate drainage of rain and melting snow from various areas within the city.
- Conducted annual scheduled maintenance operations of the Barton and West Bend Company dams to maintain operability of the gates.
- A total of 3,267 hours were spent in the area of Storm Sewer maintenance.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8007-Storm Sewer Cleaning/Repair	\$0.00	\$18,978.00	\$18,978.00
8023-Dam Maintenance	\$0.00	\$26.00	\$26.00
8203-Work done at Barton Dam	\$0.00	\$805.00	\$805.00
Contracted Catch Basin Repair Work	\$0.00	\$0.00	\$0.00
Grand Total	\$0.00	\$19,809.00	\$19,809.00

2010 GOALS:

- Increase the amount of catch basin/manhole cleaning to approximately 1,000/year.

2010 Department Detail Information

STORM SEWERS~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Catch Basin Frame and Grates	500
Pre-Cast Basins	300
Catch Basin Adjusting Rings	500
Miscellaneous Supplies	500
Gravel, Sand, Stone, and Slurry	2,150
Cement-6 Bag Mix-8 Yds @ 100.00/yd	800
Pipe and Couplings	1,000
Curb and Gutter Replacement	5,297
Bridges, Culverts and Dam	1,700
Erosion Control Materials	400
Cityworks Site License Contributions	853
	<u> </u>
	\$14,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	14,000	14,000	0	0	0	0	0	0	0	0	0
2010	14,000	14,000	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER:

Power costs for Barton Dam.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	209	209	0	0	0	0	0	0	0	0	0
2010	209	209	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

T.V./Cleaning of Storm Sewers	5,000
Maintenance of Air Monitors	600
Catch Basin Replacement	0 Moved to Cap. Projects
	<u> </u>
	\$5,600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	27,600	27,600	0	0	0	0	0	0	0	0	0
2010	5,600	5,600	0	0	0	0	0	0	0	0	0

2010 Department Detail Information

STORM SEWERS ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Supplies	\$14,000	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light and Power	\$209	\$209	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$5,600	\$5,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$19,809	\$19,809	\$0								
Total Sal/FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$19,809	\$19,809	\$0								
Grand Total	\$19,809	\$19,809	\$0								

PUBLIC WORKS ~ Sanitation

EXPENDITURES:

Account 0153620	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$80,768.00	\$111,235.00	\$83,001.00	\$71,931.00
Total Sanitation	\$80,768.00	\$111,235.00	\$83,001.00	\$71,931.00

NOTES:

- Labor costs associated with Sanitation are included in Streets and Related Facilities 01533101.

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Gallons of Fuel Used	18,440	15,506	17,929	17,291
Equipment Maintenance Costs	\$31,581	\$56,060	\$77,262	\$32,256
Contracted Repairs to Equipment	\$8,152	\$6,908	\$28,661	\$7,000

Note: Benchmarks include Sanitation and Recycling.

ACHIEVEMENTS:

- Provided equipment and supplies for the weekly curbside collection of refuse.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8008-Refuse Collection	\$0.00	\$70,236.00	\$70,236.00
8565-Equipment Maintenance	\$0.00	\$869.00	\$869.00
8004-Street Cleaning/Dead Animals	\$0.00	\$232.00	\$232.00
8567-Janitorial Work-Building Maint	\$0.00	\$594.00	\$594.00
Grand Total	\$0.00	\$71,929.00	\$71,929.00

2010 GOALS:

- Continue to progress with the implementation of Routesmart software to increase efficiencies of operations.

2010 Department Detail Information

SANITATION~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Miscellaneous supply items such as batteries, gloves, replacing damaged garbage cans.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,500	1,500	0	0	0	0	0	0	0	0	0
2010	1,500	1,500	0	0	0	0	0	0	0	0	0

54200 SMALL TOOLS AND IMPLEMENTS:

Brooms, shovels, forks, rakes, etc.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	500	500	0	0	0	0	0	0	0	0	0
2010	500	500	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL:

1,500 Gallons of Unleaded at	\$3.06	4,590
9,400 Gallons of Diesel at	\$3.25	<u>30,550</u>
		\$35,140

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	46,210	46,210	0	0	0	0	0	0	0	0	0
2010	35,140	35,140	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Equipment maintenance for Sanitation Division vehicles and equipment.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	28,601	28,601	0	0	0	0	0	0	0	0	0
2010	28,601	28,601	0	0	0	0	0	0	0	0	0

56400 UNIFORMS:

Safety related equipment and supplies.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,000	3,000	0	0	0	0	0	0	0	0	0
2010	3,000	3,000	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Sanitation

57700 CONTRACTUAL SERVICES:

Repair of Sanitation Vehicles and Equipment	2,700
CDL Drug Testing	<u>490</u>
	\$3,190

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,190	3,190	0	0	0	0	0	0	0	0	0
2010	3,190	3,190	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Sanitation

2010 Department Detail Information

SANITATION ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Supplies	\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tools and Imple.	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas and Oil	\$35,140	\$35,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Mainten.	\$28,601	\$28,601	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$3,190	\$3,190	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$71,931	\$71,931	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$71,931	\$71,931	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$71,931	\$71,931	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Recycling

EXPENDITURES:

Account 0153631	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$147,516.00	\$175,197.00	\$168,696.00	\$181,323.00
Other Expenses	\$346,867.00	\$413,420.00	\$422,911.00	\$405,881.00
Total Recycling	\$494,383.00	\$588,617.00	\$591,607.00	\$587,204.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Recycling Collected (lbs)	6,748,215	6,393,240	6,381,140	6,457,531
Average Amount Collected per week per home (lbs)	13.85	13.01	12.86	12.92
Cost Avoidance	\$124,907	\$123,033	\$133,781	\$127,548
Leaves Collected (lbs)	2,202,060	2,057,435	2,997,945	2,419,147
Brush Collected (lbs)	1,061,766	1,331,311	1,064,708	1,152,595
Revenue from Drop-off Site	\$20,228	\$19,958	\$18,758	\$16,276
Number of Households for Recycling Collection	9,372	9,452	9,545	9,605

ACHIEVEMENTS:

- Provided recycling service for buildings with up to 3 residential units, curbside collection of brush from April thru October, leaf collection in October and November, and maintained drop-off center for brush and yard waste.
- Visited 5% of commercial and industrial businesses for inspection and education purposes.

PUBLIC WORKS ~ Recycling

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8155-Oil Recycling	\$7,634.00	\$1,761.00	\$9,395.00
8156-Brush collection	\$22,223.00	\$5,126.00	\$27,349.00
8157-Leaf Collection	\$67,394.00	\$15,545.00	\$82,939.00
8158-Organics	\$40,190.00	\$9,270.00	\$49,460.00
8159-Grinding Brush	\$1,376.00	\$317.00	\$1,693.00
8228-Grinding Non-Residential	\$1,102.00	\$254.00	\$1,356.00
8566-Equipment Maintenance	\$2,068.00	\$477.00	\$2,545.00
Recycling Contracted Services	\$0.00	\$364,057.00	\$364,057.00
Recycling Collection	\$39,336.00	\$9,074.00	\$48,410.00
Grand Total	\$181,322.00	\$405,882.00	\$587,204.00

Notes:

Increase or decrease in the pounds of leaves collected each year is directly related to rainfall.

2010 GOALS:

- Continue increase in recycling tonnage through education efforts.
- Provide inspections of multi-family as well as commercial and industrial buildings amounting to 5% of these types of facilities each year.

2010 Department Detail Information

RECYCLING~ Expenditures

50100 SALARIES:

Sanitation Coordinator	200 hours	4,774
Administrative Assistant II	250 hours	5,133
Secretary	175 hours	2,181
Secretary	62 hours	964
Laborers	5423 hours	119,794
Organics Attendant	780 hours	13,286
PT Organics	750 hours	<u>6,750</u>
		\$152,881

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	143,131	143,131	0	0	0	0	0	0	0	0	0
2010	152,881	152,881	0	0	0	0	0	0	0	0	0

50200 FRINGE BENEFITS:

Fringe Benefit rate of 19.11% for full-time employees and 7.65% for part-time employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	25,565	25,565	0	0	0	0	0	0	0	0	0
2010	28,442	28,442	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Phone service in the recycling and organics hut.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	271	271	0	0	0	0	0	0	0	0	0
2010	271	271	0	0	0	0	0	0	0	0	0

52100 PUBLICATIONS:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	200	200	0	0	0	0	0	0	0	0	0
2010	200	200	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Supplies for displays and printing of recycling brochures.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	150	150	0	0	0	0	0	0	0	0	0
2010	150	150	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Recycling

54300 GAS AND OIL:

4,100 Gallons of Unleaded at	\$3.06	12,546
6,100 Gallons of Diesel at	\$3.25	<u>19,825</u>
		\$32,371

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	42,056	42,056	0	0	0	0	0	0	0	0	0
2010	32,371	32,371	0	0	0	0	0	0	0	0	0

54500 MOTOR VEHICLES SUPPLIES:

Repair and maintenance supplies for the wood grinder and organics trucks.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,743	4,743	0	0	0	0	0	0	0	0	0
2010	4,743	4,743	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Repairs to recycling equipment and temporary labor for fall leaf pickup.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,500	1,500	0	0	0	0	0	0	0	0	0
2010	799	799	0	0	0	0	0	0	0	0	0

59500 ADMIN./SPECIAL PURPOSE:

Veolia Services Weekly Recycling Collection	344,057
Purchased Printing Services-recycling literature	1,190
Public Relations-Items for hand-out	1,000
Purchase of Bins	1,100
Fuel Surcharge	<u>20,000</u>
	\$367,347

Weekly curbside recycling figures are based on an estimated increase of 5 new homes per month. As of 1/1/09, 9,545 homes were collected with an estimated 9665 homes to be collected by the end of 2010. Increase is due to an estimated 3% increase in 2009 recycling rate of \$2.92 and the added number of homes for 2010. Increase is offset by decrease in 01533112.53500 Snow and Ice Control.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	373,991	373,991	0	0	0	0	0	0	0	0	0
2010	367,347	367,347	0	0	0	0	0	0	0	0	0

2010 Department Detail Information

RECYCLING ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$152,881	\$152,881	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringe Benefits	\$28,442	\$28,442	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$271	\$271	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Publications	\$200	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office/Operating	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas and Oil	\$32,371	\$32,371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Veh. Supp.	\$4,743	\$4,743	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$799	\$799	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin/Spec. Pur.	\$367,347	\$367,347	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$587,204	\$587,204	\$0								
Total Sal/FB	\$181,323	\$181,323	\$0								
Total Other Exp.	\$405,881	\$405,881	\$0								
Grand Total	\$587,204	\$587,204	\$0								

PUBLIC WORKS ~ Sanitary Landfill

EXPENDITURES:

Account 0153630	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$318,911.00	\$379,220.00	\$392,261.00	\$447,713.00
Total Sanitary Landfill	\$318,911.00	\$379,220.00	\$392,261.00	\$447,713.00

NOTES:

- **Labor and equipment costs associated with Sanitary Landfill are included in Streets and Related Facilities 01533101 and Sanitation 01536202.**

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Street Sweepings Collected (lbs)	730,180	466,260	580,540	532,032
Refuse Collection (lbs)	14,307,080	15,196,994	15,028,400	15,028,400
Garbage Carts sold	627	541	426	302

ACHIEVEMENTS:

- Completed project of changing all dumpsters over to carts for multi-family units collected by the City.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Light and Power at the Landfill	\$0.00	\$7,664.00	\$7,664.00
8008-Refuse Collection	\$0.00	\$368,803.00	\$368,803.00
8011-Refuse Collection/Parks/Dwtn	\$0.00	\$6,697.00	\$6,697.00
8062-Landfill Maintenance	\$0.00	\$35,844.00	\$35,844.00
8304-Street Sweeping	\$0.00	\$20,316.00	\$20,316.00
8565-Equipment Maintenance	\$0.00	\$4,562.00	\$4,562.00
8591-Equipment Maint/Sweeper	\$0.00	\$3,825.00	\$3,825.00
Grand Total	\$0.00	\$447,712.00	\$447,712.00

2010 GOALS:

- Encourage recycling to reduce refuse collection.
- Use routing software to review refuse collection route efficiencies.

2010 Department Detail Information

SANITATION~ Expenditures

51600 TELEPHONE:

Four phone lines at the Landfill: 5076, 5077, 5172, 5072 (Abel Farm)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	926	926	0	0	0	0	0	0	0	0	0
2010	637	637	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Miscellaneous supplies for landfill operations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,600	2,600	0	0	0	0	0	0	0	0	0
2010	2,600	2,600	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER:

Electric and natural gas charges for gas control and groundwater extraction.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,664	7,664	0	0	0	0	0	0	0	0	0
2010	7,664	7,664	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Estimated tons collected is 7,611 at \$52.45/ton	399,197
Fuel Surcharge	19,299
Compactor-Monthly Rental	4,800
Street Sweepings-320.5 tons at \$24.48	7,846
Street Sweepings-Pulls of container-21 pulls at \$145.00	3,045
Routesmart Software Maintenance	<u>2,625</u>
	\$436,812

Increase is due to an expected increase of 3% in the price per ton disposal fee and an increase in the monthly compactor rental and increase in price per ton for street sweepings. Increase is offset by decrease in 1533112.53500 Snow and Ice Control .

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	381,071	381,071	0	0	0	0	0	0	0	0	0
2010	436,812	436,812	0	0	0	0	0	0	0	0	0

2010 Department Detail Information

SANITARY LANDFILL ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Telephone	\$637	\$637	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$2,600	\$2,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light and Power	\$7,664	\$7,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$436,812	\$436,812	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$447,713	\$447,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$447,713	\$447,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$447,713	\$447,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Revenue

	2007 Actual	2008 Actual	2009 Budget	2010 Request
014354.435400 Recycling Assistance	\$129,631.00	\$163,913.00	\$163,913.00	\$157,679.00
014494.449300 Treated Groundwater Discharge	\$400.00	\$0.00	\$400.00	\$400.00
014634.463110 Snow and Ice Control	\$7,068.00	\$3,718.00	\$5,073.00	\$5,073.00
014684.468430 Erosion Control Services	\$0.00	\$0.00	\$2,400.00	\$2,400.00
014434.443910 Street Opening Permits	\$19,985.00	\$24,575.00	\$23,960.00	\$24,940.00
014634.463120 Sale of Materials and Supplies-Streets	\$11,667.00	\$10,268.17	\$19,100.00	\$19,100.00
014644.464300 Sale of Materials and Supplies-Sanitation	\$5,240.00	\$4,841.00	\$14,100.00	\$14,100.00
014644.464500 Grinder Revenue	\$9,841.00	\$4,724.00	\$8,113.00	\$5,000.00
014844.484100 Insurance Revenue	\$66,233.00	\$10,000.00	\$10,000.00	\$10,000.00
014834.483200 Sale of Materials/Scrap	\$16,742.18	\$19,059.00	\$17,047.00	\$17,047.00

014354.435400 RECYCLING ASSISTANCE Grand Total \$157,679.00

Amount received from State Recycling Grant.

014494.449300 TREATED GROUNDWATER DISCHARGE PERMITS Grand Total \$400.00

Permit fee of \$100.00

014634.463110 SNOW AND ICE CONTROL Grand Total \$5,073.00

Revenue received from unshoveled or icy sidewalks throughout the City.

014684.468430 EROSION CONTROL SERVICES Grand Total \$2,400.00

When directed by Inspector, the Department provides erosion control to construction sites or wherever necessary, and the appropriate party is invoiced.

014434.443910 STREET OPENING PERMITS Grand Total \$24,940.00

The street opening permit fee for Gas, Electric and Cable is \$90.00 per permit. Sewer and Water permit fee is \$35.00 per permit. Individual permit fee is \$205.00 per permit.

014634.463120 SALE OF MATERIALS AND SERVICES - STREETS Grand Total \$19,100.00

Revenue received from the sale of materials and services from billable accidents and other tasks performed by the Street Department.

PUBLIC WORKS ~ Revenue

014644.464300 SALE OF MATERIALS AND SERVICES - SANITATION
Grand Total \$14,100.00

Revenue received from the sale of materials and services from billable accidents and other tasks performed by the Sanitation Department. This also includes revenue from the shipping and handling of the sale of carts.

014644.464500 GRINDER REVENUE
Grand Total \$5,914.00

Revenue from the use of the Wood Grinder for materials not collected by the City.
Reduction of revenue is due to the decrease in the amount of materials brought in by Veolia.

014844.484100 INSURANCE REVENUE
Grand Total \$10,000.00

Revenue received from traffic signal and street light accidents submitted to the City's insurance carrier.

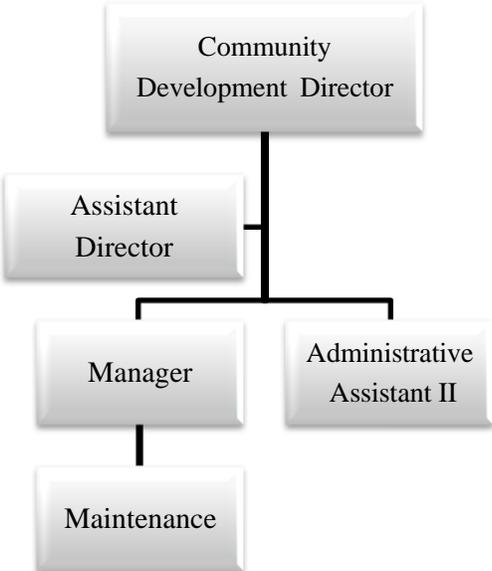
014834.483200 SALE OF MATERIALS/SCRAP
Grand Total \$17,047.00

Revenue from the sale of waste oil and scrap metal.

PUBLIC WORKS and ENGINEERING ~ AIRPORT



The Department of Community Development manages and operates the West Bend Municipal Airport which serves the area business community and local airplane owners.



MISSION:

The mission of the West Bend Municipal Airport is to provide a full service aviation facility for business and general use aircraft.

- Classified by the State of Wisconsin as a Transport/Corporate Airport intended to serve corporate jets as well as general aviation aircraft.
- Comprised of two cross-wind runways, the longest being 4500 feet in length and the other 3900 feet.
- Served by a Fixed Based Operator (West Bend Air) who is required to provide fuel, maintenance services and hangar space for the general public.
- Guided by an Airport Commission which is comprised of community members familiar with aviation operations and an Airport Manager who oversees day-to-day activities on-site.
- To the extent practical, have the revenue generated at the airport (hangar leases, fuel flowage taxes, ramp fees, etc.) cover the expenses incurred to operate the facility. (Note: According to Federal Aviation Administration regulations, all airport generated revenues must be spent on airport operations and cannot be reallocated to other functions.)

PUBLIC WORKS and ENGINEERING ~ AIRPORT

EXPENDITURES:

Account 0153510	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$29,502	\$34,968	\$37,135	\$38,618
Other Expenses	\$13,626	\$44,752	\$48,772	\$46,635
Total Airport	\$43,128	\$79,720	\$85,907	\$85,253

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of hours of airport administration ¹	166	245	264	450	450
# of hours of airport operational services	548	550	671	655	600
cutting)	585	245	549	637	600
Est. Aircraft operations (# of take offs & landings)	56,000	56,000	56,000	56,000	56,000

¹ includes basic general fund operations (e.g. maintenance) and capital project time (e.g. expansion).

ACHIEVEMENTS:

- Maintained basic/operational activities for runway, taxiway and apron areas; navigational aids, and airplane hangars.
- Completed annual tree and brush removal.
- Met with State and Federal officials on various occasions regarding the airport expansion project.
- Provide staff support to the Airport Commission.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
DCD Airport Management	\$12,436	\$373	\$12,809
Daily Airport Operations	\$10,143	\$37,943	\$48,086
Maintenance services (snowplow & grass cutting)	\$8,981	\$9,691	\$18,672
Administrative duties	\$6,908	\$141	\$7,049
Grand Total	\$38,469	\$48,148	\$86,617

2010 GOALS:

- Maintain basic operational activities including runway, taxiway and apron areas, navigational aids, and airplane hangar areas.
- Provide staff support to the Airport Commission including agenda preparation, meeting minutes, follow-up and policy guidance.
- Maintain an effective and cooperative relationship with the Wisconsin Bureau of Aeronautics, the U.S. Federal Aviation Administration, and the U.S. Army National Guard unit.
- Continue to promote the airport expansion project in cooperation with federal, state and local officials by participating in the completion of the environmental impact statement.

PUBLIC WORKS and ENGINEERING ~ AIRPORT

2010 Department Detail Information

AIRPORT ~ Expenditures

50100 SALARIES:

Director	10,366
Asst. Director	128
Manager	8,559
Admin. Assistant II	5,829
Grounds Maintenance	8,343
	<u>33,225</u>
	\$33,225

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	32,038	32,038	0	0	0	0	0	0	0	0	0
2010	33,225	33,225	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe benefit rate at 19.11% for Director, Manager and Adm. Asst. 7.65% for Grounds Maintenance

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,097	5,097	0	0	0	0	0	0	0	0	0
2010	\$5,393	5,393	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Prop. share of UD Phone	39
WI Pro (replaced Metrologic)	0
AWOS	420
Localizer	404
Internet (WSI Pro & Manager)	315
Cell Phone (personal to City package)	150
	<u>1,328</u>
	\$1,328

WSI Pro (weather computer) replaced Metrologic system resulting in telephone line dropped. New system uses internet which is billed via WB Air. If WB Air notices a higher cost, the internet cost could increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,713	1,713	0	0	0	0	0	0	0	0	0
2010	1,328	1,328	0	0	0	0	0	0	0	0	0

51700 POSTAGE:

Prop. share of UD Postage	24
Postage	9
Mail Service	8
Meter Maintenance	3
	<u>44</u>
	\$44

Actual costs defer postal increase

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	78	78	0	0	0	0	0	0	0	0	0
2010	44	44	0	0	0	0	0	0	0	0	0

PUBLIC WORKS and ENGINEERING ~ AIRPORT

2010 Department Detail Information

AIRPORT ~ Expenditures

52000 MEMBERSHIPS AND DUES:

Prop. share of UD Memberships and Publications	57
Wisconsin Aviation membership (Manager)	75
	<u>132</u>
	\$132

Funds removed from Seminars and Training and Operating Supplies.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	0	0	0	0	0	0	0	0	0	0	0
2010	132	132	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

Prop. share of UD Expenses	40
Wisconsin Aviation conference (Manager)	65
Aviation meetings in Madison (BOA)	165
WI Rapids fall conference (BOA)	100
	<u>370</u>
	\$370

WA membership removed from Seminars and Training.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	890	890	0	0	0	0	0	0	0	0	0
2010	370	370	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Prop. share of UD Expenses	81
Office/Computer Supplies	250
DNR WPDES Permit/Stormwater fees	230
Grass seed, weed killer, topsoil, etc	150
Paint, tools, misc hardware supplies, etc.	150
Sand/Fertilizer for de-icing	3,030
	<u>3,891</u>
	\$3,891

Prop. share of UD Memberships and Publications removed.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,089	4,089	0	0	0	0	0	0	0	0	0
2010	3,891	3,891	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL:

Prop. share of UD Expenses	28
DIESEL-mower, dump truck, tractor (1185 @ \$3.25/gal)	3,847
UNLEADED-truck (60 gals @ \$3.06/gal)	182
	<u>4,056</u>
	\$4,056

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,416	5,416	0	0	0	0	0	0	0	0	0
2010	4,056	4,056	0	0	0	0	0	0	0	0	0

PUBLIC WORKS and ENGINEERING ~ AIRPORT

2010 Department Detail Information

AIRPORT ~ Expenditures

55600 EQUIPMENT MAINTENANCE

Prop. share of UD Expenses	39
Vehicle Maintenance (mower, truck, plow truck, tractor)	2,500
Maintenance of electrical gates (2)	400
Maintenance & electrical repair of lights & bulbs	3,350
Windsock/parts	200
Incidentals	100
	<u>\$6,589</u>

Budget based on Holland tractor assuming no further expense. Normal maintenance on plow truck retained from DPW in 2009. Allowance of one service call for repairs on fence issues.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	6,694	6,694	0	0	0	0	0	0	0	0	0
2010	6,589	6,589	0	0	0	0	0	0	0	0	0

56900 Light and Power

Localizer	1,600
Vault (runway, taxi runway, street lights, Gate 7)	9,750
ADF/NDB	220
Beacon	550
Fence gate (1)	150
Storage hangar	800
	<u>\$13,070</u>

Increase of 3.6% for electrical based on actual usage.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	12,736	12,736	0	0	0	0	0	0	0	0	0
2010	13,070	13,070	0	0	0	0	0	0	0	0	0

57700 Contractual Services

Localizer & Radio Beacon/NDB	13,235
Automated Weather Observing System Contract	1,220
Manager's office lease	2,400
WSI Pro - Aviation Sentry Weather Briefing System	300
	<u>\$17,155</u>

AWOS: 5-year contract - \$6,100 paid by WDOT, 80% State funded, 20% sponsor funded.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	17,156	17,156	0	0	0	0	0	0	0	0	0
2010	17,155	17,155	0	0	0	0	0	0	0	0	0

PUBLIC WORKS and ENGINEERING ~ AIRPORT

2010 Department Detail Information

AIRPORT ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$33,225	\$33,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$5,393	\$5,393	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$1,328	\$1,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$44	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$132	\$132	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$370	\$370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$3,891	\$3,891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas & Oil	\$4,056	\$4,056	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Maint	\$6,589	\$6,589	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light & Power	\$13,070	\$13,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual	\$17,155	\$17,155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$85,253	\$85,253	\$0								
Total Sal/FB	\$38,618	\$38,618	\$0								
Total Other Exp.	\$46,635	\$46,635	\$0								
Grand Total	\$85,253	\$85,253	\$0								

PUBLIC WORKS and ENGINEERING ~ Airport

2010 Department Detail Information

AIRPORT ~ Revenue

	2007 Actual	2008 Adopted	2009 Adopted	2010 Estimated
Airport Revenue	\$48,920	\$48,532	\$41,602	\$41,602
Rent of Airport Property	\$33,480	\$37,020	\$53,145	\$46,339
Total Airport	\$82,400	\$85,552	\$94,747	\$87,941

014634.463400 - Airport Revenue

Hanger Leases	T-hanger .08/sq. ft; Commercial	\$32,482
Tie-Down Rentals	.40/sq. ft. (\$225.00 ea.)	\$0
AV Fuel Tax	.07/gallon	\$3,320
Jet Fuel Tax	.08/gallon	\$5,200
Ramp Fees	Light Twins: \$5; Cabin \$7; Overnight	\$600

Negotiation of fee increase to Airport Commission.

014824.482400 - Rent of Airport Property

National Guard	Facility charge	\$22,789
Agricultural Land Rental	35 acres – N. Oak Road	\$1,750
House Rental	3901 E. Washington Street	\$5,100
U.S. Cellular	Tower lease	\$16,700

National Guard contract (40-year agreement)

Agricultural Land Rental contract (2006 Rates & Charges Survey) - \$35 to \$50 per acre

U.S. Cellular contract increased from \$16,000

HEALTH AND SOCIAL SERVICES ~ UWWC

MISSION:

The UWWC budget funds the City portion of the UWWC facility maintenance and improvements as agreed upon by the UW Board of Regents, Washington County and the City of West Bend.

- UWWC Board prepares and manages the annual UWWC facility budget.
- UWWC Board makes recommendations for capital projects requested by the University Staff.

EXPENDITURES:

Account 0155130	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringes	0	0	0	0
Other Expenses	35,139	41,609	41,784	43,959
Total UWWC	35,139	41,609	41,784	43,959

NOTES:

- The City funds 26% of the total UWWC facility budget.
- Funds for outlay/projects are budgeted in the capital projects fund.

ACHIEVEMENTS:

- Reviewed facility needs with facility manager and maintenance supervisor.
- Prioritized and recommended projects for inclusion in the proposed annual budget.
- As a member of UWWC Board, discussed maintenance issues and controlled budget spending.
- Reviewed Construction of Third Floor Engineering area and music area renovation monthly.

GOALS:

- Work within budget guidelines to adequately maintain the UWWC Facility.

HEALTH AND SOCIAL SERVICES ~ UWWC

2010 Department Detail Information

UWWC ~ Expenditures

55000 BUILDING MAINTENANCE:

Funds routine maintenance and repair of the UWWC facility.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	\$9,672	\$9,672	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2010	\$10,452	\$10,452	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

57700 CONTRACTUAL SERVICES:

Funds contractual maintenance such as elevators, HVAC, waste/recycling removal, fire alarm maintenance, kitchen hood inspections, maintenance software support.

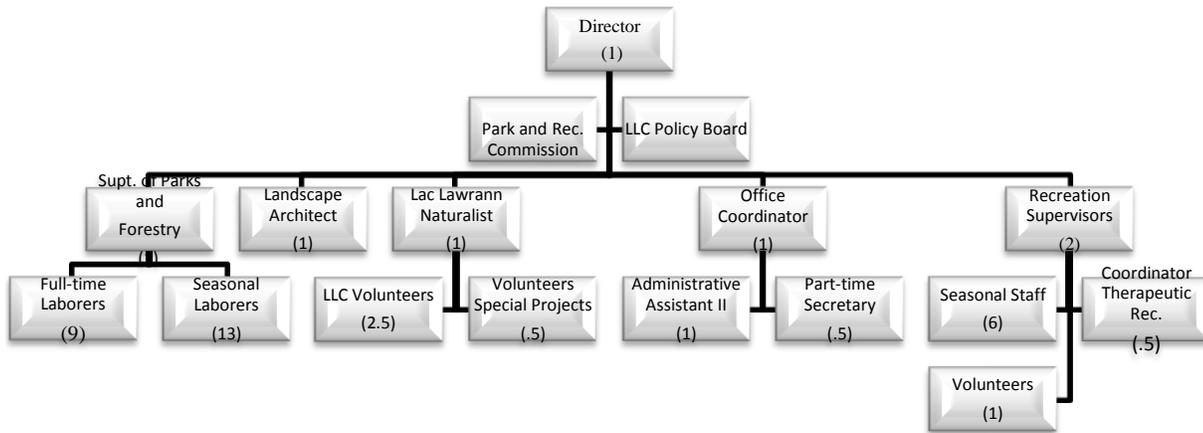
	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	\$14,562	\$14,562	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2010	\$15,983	\$15,983	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

57900 INSURANCE:

Covers insurance expenses through Washington County

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2009	\$17,550	\$17,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2010	\$17,524	\$17,524	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CULTURE AND RECREATION ~ Administration



MISSION:

Provide and maintain essential, quality and affordable parks, recreation and forestry facilities and services for the community.

- The Park, Recreation and Forestry Director is responsible for leading and supervising the overall vision and direction of the Department, and is responsible for acquiring and developing new and existing park land and facilities and working closely with community groups to help provide important park and recreation services.
- The Landscape Architect is responsible for the planning and construction of new and existing park and forestry development including securing grants and donations, developing plans and budgets for projects, preparing contracts, supervising construction activities, and working with community support groups.
- The Front Office Staff is responsible for, but is not limited to: handling and/or directing all incoming phone calls and customer service; updating all class registration information and facility rental information POS (ticket sale) data into Rec Trac software; registering and receiving payments for class participants; reserving and receiving payments for all rental facilities, athletic fields and courts; setting-up and revising of tri-annual forty-page activities booklets; reconciling daily beach deposits and offering support to the Department.
- The Front Office Staff is responsible for maintaining Department financial records including invoicing, deposits, general ledger accounts, budgets, inventory, grant reimbursements, donations, payroll and maintaining employee files.
- The Front Office Staff is responsible for preparing agendas and attending all Park and Recreation Commission meetings and Lac Lawrann Wildlife and Conservancy Policy Committee meetings and maintaining records for these meetings.
- The Front Office Staff is responsible for coordinating the cleaning of all park facilities and restrooms and handling weed and tree complaints that are reported to the Department.

CULTURE AND RECREATION ~ Administration

EXPENDITURES:

Account 0155310	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$237,652	\$235,254	\$190,245	\$191,208
Other Expenses	\$45,556	\$43,320	\$40,466	\$34,592
Total Administration	\$283,208	\$278,574	\$230,711	\$225,800

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of Donations Accepted	32	39	26	20
Dollar Amount of Donations Accepted	\$163,046	\$387,081	\$257,421	\$100,000
# of Contracts Developed	9	7	7	8
# of Projects Constructed	6	5	7	8
# of Grants Gov/Foundations Applied For	1/6	1/3	0/0	2/0
#of Grants - Gov/Foundations Received	1/6	2/2	0/0	2/0
Dollar Amount of Grants Received	\$185,000	\$165,000	\$196,395	\$23,000
# of Participants Entered into Rectrac	3,512	3,580	3,775	3,775
# of Discount Tickets Sold	3,553	3,487	2,611	100
Dollar Amount of Discount Tickets Sold	\$75,796	\$76,390	\$53,202	\$875
# of Facilities/Fields Rented	1,923	1,893	1,774	1,774
# of Times Buildings/Restrooms Cleaned	1,345	1,395	1,395	1,395
# of Weed/Tree Complaints Handled	117	211	168	200
# of Meetings Attended (Support/Minutes)	35	37	35	35
# of Community Meetings Attended	60	60	60	60

CULTURE AND RECREATION ~ Administration

ACHIEVEMENTS:

- Completed 2009 Tree Surety construction.
- Completed Prairie Meadow and Forest View tree plantings.
- Completed the LLC Nature Center Financial Feasibility Study.
- Worked with K9 Friends to begin developing a Dog Park.
- Continued to meet and exceed Department Revenue goals.
- Continued to meet with Boys and Girls Club and YMCA.
- Installed Skate Park at Barton Park.
- Developed EAB Response Plan.
- Completed renovation of Riverside Park Building (floor, restrooms and kitchen).
- Sold swim passes for Regner Park Beach in the office.
- Completed Lac Lawrann Farmstead Master Plan.
- Completed construction documents for Decorah Hills Park Trail Rehabilitation.
- Received Southeast WI Watershed Mini-grant for prairie planting at Rolfs Park.
- Completed construction documents for Quaas Creek Park Riverwalk Phase II.
- Completed Trails Brochure revisions and printing.
- Completed Celebration Tree and Bench brochure and printing.
- Completed West Bend Friends of Parks and Recreation sponsorship brochure.
- Continued to update Cityworks program to efficiently process work orders.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditure by Function:	Salaries/Fringes	Other Expenses	Total
Staff Development	\$15,297	\$346	\$15,643
Site Visits	\$7,648	\$346	\$7,994
Park Development Projects	\$22,945	\$1,730	\$24,675
Private Fundraising/Park Projects	\$1,912	\$692	\$2,604
Forestry Development Projects	\$21,033	\$692	\$21,725
Incoming Calls, Counter, E-mail	\$15,297	\$346	\$15,643
Registrations and Reservations	\$13,385	\$3,113	\$16,498
Activities Booklet	\$13,385	\$5,881	\$19,265
Updating Rec Trac Database	\$5,736	\$0	\$5,736
Special Projects	\$5,736	\$1,384	\$7,120
Updating Policies/Procedures	\$1,912	\$0	\$1,912
Purchasing, Filing, Equipment Maintenance	\$3,824	\$346	\$4,170
Agenda, Meetings & Minute Prep	\$21,033	\$692	\$21,725
Department Accounting Functions	\$28,681	\$692	\$29,373
Facility Cleaning Supervision	\$3,824	\$0	\$3,824
Weed/Tree Complaint Management	\$1,912	\$346	\$2,258
Contract Preparation	\$3,824	\$1,038	\$4,862
Assist Department/City Departments	\$3,824	\$346	\$4,170
Department Supplies/Expense	\$0	\$16,604	\$16,604
Grand Total	\$191,208	\$34,592	\$225,800

2010 Goals:

- Complete Decorah Hills Park Trail Rehabilitation Construction.
- Complete construction of Phase II of Quaas Creek Park Riverwalk.
- Complete Rolfs Park Conceptual Site Plan and Construct West Bend Dog Park.
- Revise and update Park, Recreation and Forestry website.
- Complete construction for Splash Pad at Regner Park.
- Revise and update 18th Avenue Street Tree Demonstration information.
- Complete plant list for Downtown West Bend Streetscape Plan.
- Continue with on-line registration for recreation programs.
- Phase out hard-copy Activity Booklet.
- Provide Recreation Booklet on-line, phase out hard-copy Activity Booklet.
- Complete plans for support building at Lac Lawrann.
- Begin Mutual Mall room improvements.
- Develop Concept Plan for Regner building renovations.
- Continue to build partnerships through the West Bend Friends of Parks and Recreation.

CULTURE AND RECREATION ~ Administration

2010 Department Detail Information

ADMINISTRATION ~ Expenditures

50100 SALARIES:

Director	73,225	15% of \$73,225 to PT, 1% to TIF
Landscape Architect	48,000	75% of \$48,000 to Park Trust
Office Coordinator	47,300	2% of \$47,300 to PT, 05% to TIF
Administrative Assistant	<u>40,904</u>	
	209,429	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	202,728	154,340	0	0	0	0	930	47,458	0	0	0
2010	209,429	160,531	0	0	0	0	969	47,930	0	0	0

50200 FRINGES:

Fringe Benefit rate at 19.11%.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	37,930	28,877	0	0	0	0	174	8,879	0	0	0
2010	40,022	30,677	0	0	0	0	185	9,160	0	0	0

51600 TELEPHONE:

Office Phones	2,820	75% of \$250 to Park Trust for LA
Cellular Phones	1,036	75% of \$250 to Park Trust for LA
Pagers	600	
Internet Service	<u>715</u>	
	5,171	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	6,989	6,414	0	0	0	0	0	575	0	0	0
2010	5,171	4,880	0	0	0	0	0	291	0	0	0

CULTURE AND RECREATION ~ Administration

2010 Department Detail Information

ADMINISTRATION ~ Expenditures

51700 POSTAGE:

Mail	1,530
Mail Service	330
Maintenance	<u>180</u>
	2,040

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,260	2,260	0	0	0	0	0	0	0	0	0
2010	2,040	2,040	0	0	0	0	0	0	0	0	0

52000 MEMBERSHIPS AND DUES:

ASCAP	305
Volunteer Center of Washington County	155
National Arbor Day Foundation	15
Southeast Park and Recreation Council	25
National Recreation and Park Association	335
USA Gymnastics	0
Wisconsin Park and Recreation Association	750 75% of \$115 to Park Trust for LA
American Society of Landscape Architects	<u>397 75% of \$397 to Park Trust for LA</u>
	1,982

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,332	1,933	0	0	0	0	0	399	0	0	0
2010	1,982	1,598	0	0	0	0	0	384	0	0	0

52200 SEMINARS AND TRAINING:

State Conference and Workshops	845 75% of \$466 to Park Trust for LA
Computer and/or Management Training	100
Recreation Section Workshop	200
Support Staff Training	<u>60</u>
	1,205

CULTURE AND RECREATION ~ Administration

2010 Department Detail Information

ADMINISTRATION ~ Expenditures

52200 SEMINARS AND TRAINING (continued):

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,017	3,504	0	0	0	0	0	513	0	0	0
2010	1,205	1,069	0	0	0	0	0	136	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Paper	938	75% of \$50 to Park Trust for LA
Copy Machine Supplies	193	75% of \$35 to Park Trust for LA
General Office and Computer Supplies	1,466	75% of \$200 to Park Trust for LA
Tectonics Color Laser Costs	<u>575</u>	75% of \$575 to Park Trust for LA
	3,172	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,136	2,555	0	0	0	0	0	581	0	0	0
2010	3,172	2,520	0	0	0	0	0	652	0	0	0

54300 GAS AND OIL:

440 Gallons at \$3.06/gallon. LA used 98 gallons in 2008, leaving her position in early July.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,930	1,390	0	0	0	0	0	540	0	0	0
2010	1,336	962	0	0	0	0	0	374	0	0	0

54500 MOTOR VEHICLE SUPPLIES:

General repairs and maintenance for vehicles used by Administration.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	600	430	0	0	0	0	0	170	0	0	0
2010	600	430	0	0	0	0	0	170	0	0	0

55500 CREDIT CARD EXPENSE:

Department accepts credit card payments for class registrations and facility reservations.

Receipts for 2008 totaled \$68,932.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,626	2,626	0	0	0	0	0	0	0	0	0
2010	2,376	2,376	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Administration

2010 Department Detail Information

ADMINISTRATION ~ Expenditures

55600 EQUIPMENT MAINTENANCE:

Auto Cad Annual Maintenance Contract	946	75% of \$946 to Park Trust for LA
ESRI - GIS Software Maintenance	1,200	
Cityworks Maintenance Contract	4,035	75% of \$397 to Park Trust for LA
RecTrac Software Maintenance Support	1,380	
WebTrac Software Maintenance Support	1,608	
Copy Machine Copies	850	75% of \$100 to Park Trust for LA
Copy Machine Maintenance Agreement	<u>66</u>	
	10,085	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	8,237	7,304	0	0	0	0	53	970	0	0	0
2010	10,085	8,768	0	0	0	0	65	1,253	0	0	0

57700 CONTRACTUAL SERVICES: 4,000

Includes preparation, printing, promotion and distribution of Activity Booklets.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,700	5,700	0	0	0	0	0	0	0	0	0
2010	4,000	4,000	0	0	0	0	0	0	0	0	0

59500 ADMINISTRATION/SPECIAL PURPOSE:

Memorial Day Ceremonies	650
Flag Display Contract	4,500
Volunteer Appreciation	400
Work Permits	50
Random Drug Testing	<u>350</u>
	5,950

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	75	Cap. Proj.	IS	Cable	Other
2009	6,350	6,350	0	0	0	0	0	0	0	0	0
2010	5,950	5,950	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Administration

2010 Department Detail Information

ADMINISTRATION ~ Expenditures

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Cable
Salaries	\$209,429	\$160,531	\$0	\$0	\$0	\$0	\$969	\$47,930	\$0	\$0	\$0
Fringes	\$40,022	\$30,677	\$0	\$0	\$0	\$0	\$185	\$9,160	\$0	\$0	\$0
Telephone	\$5,171	\$4,880	\$0	\$0	\$0	\$0	\$0	\$291	\$0	\$0	\$0
Postage	\$2,040	\$2,040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$1,982	\$1,598	\$0	\$0	\$0	\$0	\$0	\$384	\$0	\$0	\$0
Seminars	\$1,205	\$1,069	\$0	\$0	\$0	\$0	\$0	\$136	\$0	\$0	\$0
Supplies	\$3,172	\$2,520	\$0	\$0	\$0	\$0	\$0	\$652	\$0	\$0	\$0
Gas & Oil	\$1,336	\$962	\$0	\$0	\$0	\$0	\$0	\$374	\$0	\$0	\$0
MV Supplies	\$600	\$430	\$0	\$0	\$0	\$0	\$0	\$170	\$0	\$0	\$0
Credit Card	\$2,376	\$2,376	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip Maint	\$10,085	\$8,768	\$0	\$0	\$0	\$0	\$65	\$1,253	\$0	\$0	\$0
Contractual	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adm/Sp	\$5,950	\$5,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$287,368	\$225,800	\$0	\$0	\$0	\$0	\$1,218	\$60,350	\$0	\$0	\$0
Total Sal/FB	\$249,451	\$191,208	\$0	\$0	\$0	\$0	\$1,154	\$57,090	\$0	\$0	\$0
Total Other Exp.	\$37,917	\$34,592	\$0	\$0	\$0	\$0	\$65	\$3,260	\$0	\$0	\$0
Grand Total	\$287,368	\$225,800	\$0	\$0	\$0	\$0	\$1,218	\$60,350	\$0	\$0	\$0

CULTURE AND RECREATION ~ Swimming

MISSION:

- The Recreation Division conducts a wide variety of recreational activities within seven program categories: Aquatics, Performing & Visual Arts, Sports, Fitness & Leisure Education, Playgrounds, Special Events and Therapeutic Recreation.
- To become safe and self-sufficient in and around the water.
- To provide basic fundamentals of swimming through the provision of a progressive swim instruction format that emphasizes achievement and allows a smooth transition between levels of instruction.
- To provide recreational swimming opportunities.

EXPENDITURES:

Account 0155420	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$71,543	\$74,077	\$79,235	\$79,327
Other Expenses	\$5,499	\$6,339	\$5,600	\$5,600
Total Swimming	\$77,042	\$80,416	\$84,835	\$84,927

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
<i># of Programs Offered</i>				
Fall	15	15	15	15
Winter	15	15	15	15
Spring	15	15	15	15
Summer	81	139	139	139
<i>Participation</i>				
Lifeguard Training	10	10	10	10
Beach Attendance	17,132	15,810	16,827	16,704
Lesson Participants	1,055	1,022	1,075	1,080

CULTURE AND RECREATION ~ Swimming

ACHIEVEMENTS:

- Oversaw and maintained Regner Park Beach.
- Moved the Regner Park Beach afternoon swim lesson program to the evening at the High School pool.
- Developed and implemented standardized safety and training systems.
- Maintained and updated Regner Bathhouse amenities.
- Certified 14 lifeguards.
- Certified four water safety instructors.
- Exceeded revenue projections.
- Sold pre-season swim passes at a discounted price.
- Conducted joint training between the Fire Department and Regner Park Beach staff.
- Purchased new first aid cabinet and kayak.
- Purchased a new diving platform with slide.
- Research, analyzed and compared other beach operations.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Staff Training and Development	\$1,587	\$0	\$1,587
Supervision	\$7,139	\$0	\$7,139
Planning and Programming	\$7,139	\$2,688	\$9,827
Community Interaction/Marketing	\$2,380	\$0	\$2,380
Instruction and Activities	\$61,082	\$2,912	\$63,994
Grand Total	\$79,327	\$5,600	\$84,927

2010 GOALS:

- Consolidate or eliminate under-used classes and/or class times.
- Continue swimming instruction courses at a variety of levels during which every effort is made to reach the student by conventional or creative teaching methods so that he/she can understand, excel, and ultimately pass the swimming class.
- Maintain revenues and attendance, and appropriately manage expenditures at Regner Beach and within the Aquatics operations.
- Develop, maintain, and expand cooperative-use agreements with community government and non-government agencies for program and facility provision.
- Educate the community and increase public awareness of the need for an updated or new outdoor aquatics facility and promote project fundraising.
- Have an outside agency conduct a private audit on the beach operations.
- Assist with the splashpad development and construction.
- Work with the West Bend School District on the closing of Badger pool.

CULTURE AND RECREATION ~ Swimming

2010 Department Detail Information

SWIMMING ~ Expenditures

50100 SALARIES: \$72,061

Notes:

Recreation Supervisor	<u>15,301</u>	Swim Instruction ~ Summer	
<i>Sub-Total</i>	15,301	<i>Sub-Total</i>	11,717
Head Lifeguard	4,906	Swim Instruction ~ Fall	
Asst. H.G.	10,725	<i>Sub-Total</i>	1,007
Lifeguard	<u>23,091</u>	Swim Instruction ~ Winter	
<i>Sub-Total</i>	38,722	<i>Sub-Total</i>	1,007
Attendant	<u>2,700</u>	Swim Instruction ~ Spring	
<i>Sub-Total</i>	2,700	<i>Sub-Total</i>	1,007
Lifeguard Training	<u>600</u>		
<i>Sub-Total</i>	600		

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	71,296	71,296	0	0	0	0	0	0	0	0	0
2010	72,061	72,061	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Benefit rate at 19.11% for full-time employees and 7.65% for part-time employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,062	7,062	0	0	0	0	0	0	0	0	0
2010	7,266	7,266	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Swimming

2010 Department Detail Information

SWIMMING ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Swim Passes (Cards, Yearly Stickers, Printing)	800
Wrist Bands	900
First Aid Supplies	900
Ropes, Buoys, Fins, Masks, Lanyards	500
Office Supplies	<u>300</u>
	3,400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,400	3,400	0	0	0	0	0	0	0	0	0
2010	3,400	3,400	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE: 600

Maintenance for megaphones, radios and water tests.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	600	600	0	0	0	0	0	0	0	0	0
2010	600	600	0	0	0	0	0	0	0	0	0

56400 UNIFORMS AND EQUIPMENT:

Lifeguard and Swim Instructor Uniforms	800
Lifeguard and Swim Instructor Equipment	<u>800</u>
	1,600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,600	1,600	0	0	0	0	0	0	0	0	0
2010	1,600	1,600	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Swimming

SWIMMING ~ Expenditures

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$72,061	\$72,061	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$7,266	\$7,266	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$3,400	\$3,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip Maint	\$600	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$1,600	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$84,927	\$84,927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$79,327	\$79,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other E	\$5,600	\$5,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$84,927	\$84,927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CULTURE AND RECREATION ~ Summer

MISSION:

- The Recreation Division conducts a wide variety of recreational activities within seven program categories: Aquatics, Performing & Visual Arts, Sports, Fitness & Leisure Education, Playgrounds, Special Events and Therapeutic Recreation.
- To promote and provide an outlet for active, healthy and meaningful lifestyles.
- To enhance quality of life through participation in recreation.
- To provide grass roots programming for all ages.
- To teach life time sports and recreation skills.
- To advance the public's knowledge of the benefits of recreation.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0155420				
Salaries and Fringe Benefits	\$91,646	\$95,760	\$93,051	\$92,983
Other Expenses	\$26,854	\$27,462	\$24,920	\$22,886
Total Summer Recreation	\$118,500	\$123,222	\$117,971	\$115,869

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
<i># of Programs Offered</i>				
Performing & Visual Arts	18	21	22	23
Sports	80	83	83	85
Fitness and Leisure Education	17	19	20	21
Playgrounds	6	6	7	6
Special Events	13	13	10	10
<i>Participation</i>				
Performing & Visual Arts	168	170	175	178
Sports	1,081	1,087	1,100	1,125
Fitness and Leisure Education	112	115	120	124
Playgrounds	180	188	400	375
Special Events	11,300	12,250	13,000	13,500

CULTURE AND RECREATION ~ Summer

ACHIEVEMENTS:

- Worked in partnership with UW-Extension - Washington County Health, successfully presented a continual series of "active hands-on" healthy living and nutritional information segments at neighborhood playground sites.
- Over 150 volunteers from the Friends of West Bend Parks and Recreation, Police Explorers Club, Jam for Kids, the Volunteer Center, Spotlight Productions, Jaycees, Sunrise Rotary and the Troupe Booster Club assisted with the several special events, activities and projects.
- Conducted a special event theatre trip to see "Mary Poppins" in cooperation with Westbury Bank and Spotlight Productions Community Theatre.
- Established a new partnership with 4-H to provide additional activities and experiences at selected playground program sites.
- A Latino Community Outreach Initiative was developed in cooperation with UW-Extension, 4-H and Casa Guadalupe was expanded.
- Partnered with the area Chamber of Commerce to provide an information booth at the Home and Garden show.
- Improved and expanded the youth fishing program.
- Developed a new partnership with Westbury Bank to sponsor the 4th of July fireworks.
- Partnered with Glacier Hills Credit Union to offer three free "Family Fun Flicks" in Regner Park.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
Staff Training and Development	\$4,649	\$458	\$5,107
Supervision	\$13,018	\$0	\$13,018
Planning and Programming	\$16,737	\$0	\$16,737
Community Interaction/Marketing	\$12,088	\$0	\$12,088
Instruction and Officiating	\$46,491	\$5,264	\$51,755
Entertainment and Contractual	\$0	\$12,587	\$12,587
Vehicle Maintenance	\$0	\$4,577	\$4,577
Grand Total	\$92,983	\$22,886	\$115,869

2010 GOALS:

- Increase offerings, awareness, and attendance at Special Events and activities.
- Present updated and community-need driven programming and special events.
- Consolidate or eliminate under-used programs and activities.
- Work closely with community organizations to provide top-notch activities and entertainment for a well-rounded Fourth of July celebration, and also to develop and provide low-cost or no-cost special events and activities to the community.
- Enhance the scope and variety of social and cultural experiences at neighborhood playgrounds.

CULTURE AND RECREATION ~ Summer

2010 Department Detail Information

SUMMER ~ Expenditures

50100 SALARIES:

Notes: Increase in seasonal salary due to minimum wage increase (moved money from supplies)

Recreation Supervisors	44,481	Fitness & Leisure Education:	
<i>Sub-Total</i>	44,481	Archery	760
Morning Coordinator	2,475	Fishing	864
		Canoe Instruction	<u>200</u>
		<i>Sub-Total</i>	1,824
Performing & Visual Arts:		Playgrounds:	
Arts & Crafts	640	Coordinator	2,475
Pee Wee Arts & Crafts	384	Leaders	<u>9,035</u>
Song & Dance	1,280	<i>Sub-Total</i>	11,510
Ballet, Tap & Jazz	1,472		
Sing/Dance for Theatre	<u>216</u>	Special Events:	
<i>Sub-Total</i>	3,992	Movie in the Park	288
Sports:		WB Geocache Bash	0
Baseball	3,584	Summer Wrap-up	132
Soccer	2,688	Memorial Day	0
Sporties 4 Shorties	2,688	<u>July 4th</u>	<u>912</u>
Tennis	3,072	<i>Sub-Total</i>	1,332
Volleyball	1,344		
Basketball	640	Total:	81,640
Kickball League	<u>2,010</u>		
<i>Sub-Total</i>	16,026		

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	80,184	80,184	0	0	0	0	0	0	0	0	0
2010	81,640	81,640	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Summer

2010 Department Detail Information

SUMMER ~ Expenditures

50200 FRINGES:

Fringe Benefit rate at 19.11% for full-time employees and 7.65% for part-time employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	10,867	10,867	0	0	0	0	0	0	0	0	0
2010	11,343	11,343	0	0	0	0	0	0	0	0	0

53550 OFFICE AND OPERATING SUPPLIES:

Arts and Crafts	200
Pee Wee Arts and Crafts	125
Song and Dance	150
Ballet, Tap & Jazz	350
Sing/Dance for Theatre	100
Playgrounds	1,000
Staff Training	200
Instructor Trainee	<u>100</u>
	2,225

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,875	3,875	0	0	0	0	0	0	0	0	0
2010	2,225	2,225	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL:

Gasoline - 633 gallons @ \$3.06 per gallon 1,936

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,445	2,445	0	0	0	0	0	0	0	0	0
2010	1,936	1,936	0	0	0	0	0	0	0	0	0

54500 MOTOR VEHICLE SUPPLIES: 1,000

	Total	Gen. Fund	Water		Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,500	1,500	0		0	0	0	0	0	0	0
2010	1,000	1,000	0		0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Summer

2010 Department Detail Information

SUMMER ~ Expenditures

56400 - UNIFORMS AND EQUIPMENT:

Baseball	150
Soccer	100
Sporties 4 Shorties	100
Tennis	150
Volleyball	100
Basketball	100
Kickball	250
Archery	500
Fishing	100
Canoe Instruction	50
Staff Shirts	<u>825</u>
	2,425

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,600	2,600	0	0	0	0	0	0	0	0	0
2010	2,425	2,425	0	0	0	0	0	0	0	0	0

59200 ENTERTAINMENT:

Independence Day Fireworks	12,000
Independence Day Entertainment and Equipment	2,100
Movie in the Park	100
Summer Wrap-up	<u>100</u>
	14,300

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,500	13,500	0	0	0	0	0	0	0	0	0
2010	14,300	14,300	0	0	0	0	0	0	0	0	0

59500 ADMIN/SPECIAL PURPOSE:

Field trip scheduled during the summer.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,000	1,000	0	0	0	0	0	0	0	0	0
2010	1,000	1,000	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Summer

2010 Department Detail Information

SUMMER ~ Expenditures

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$81,640	\$81,640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$11,343	\$11,343	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$2,225	\$2,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas & Oil	\$1,936	\$1,936	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MV Supplies	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$2,425	\$2,425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Entertainment	\$14,300	\$14,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin/SP	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$115,869	\$115,869	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$92,983	\$92,983	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$22,886	\$22,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$115,869	\$115,869	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CULTURE AND RECREATION ~ School Year

MISSION:

- The Recreation Division conducts a wide variety of recreational activities within the following program classifications: Sports, Arts, Fitness, Leisure and Enrichment, Special Events, Therapeutic Recreation, and Special Olympics.
- Promote and provide an outlet for active, healthy and quality lifestyles.
- Enhance quality of life through participation in, and/or enjoyment of recreation.
- Advance the public's knowledge of the benefits of recreation.
- Incorporate travel as a necessary means for the provision of wholesome, challenging, educational, and rewarding experiences.
- Create experiences born from participation and involvement by the individual.
- Present opportunities that intensify the natural functions of play while offering the richest possible experiences of sensation, creation, socialization, and physical development.
- Provide vital outdoor recreation centers for neighborhoods throughout the community.
- Present opportunities for youth to participate in a social, arts, or sports-related event away from home in such a way that it emphasizes culture, recreation, and/or education.
- Foster team-building skills, sportsmanship, and a positive self-image among the participants.

EXPENDITURES:

Account 0155440	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$98,939	\$105,708	\$99,251	\$100,694
Other Expenses	\$7,819	\$12,903	\$8,780	\$5,575
Total School Year	\$106,758	\$118,611	\$108,031	\$106,269

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
<i># of Programs Offered</i>				
Sports Instruction and Fitness	89	91	96	98
Arts Instruction/Activities	20	24	27	29
Enrichment	33	37	70	45
Therapeutic Disciplines	15	15	15	15
Special Events	7	8	8	8
<i>Participation</i>				
Sports Instruction and Fitness	1,650	1,715	1,780	1,788
Arts Instruction and Activities	200	200	215	220
Enrichment	680	779	780	783
Therapeutic Disciplines	180	180	180	180
Special Events	2,000	2,300	2,300	2,350

CULTURE AND RECREATION ~ School Year

ACHIEVEMENTS:

- The Therapeutic Recreation Program and Special Olympics was entirely supported by Jam for Kids, Inc. This on-going support has been in existence for 32 years.
- The Programs Activities Booklet was available and distributed to the community in both hard-copy and on-line and upgraded its look and marketability.
- The on-line newsletter established in 2006 now reaches over 1,400 community families each month.
- "West Bend Friends of Park and Recreation" (a non-profit group dedicated to promote, preserve and enhance parks and recreation) continued activities including participation in the "Adopt a Trail" program, and German Night.
- Over 140 volunteers from Jam for Kids, the West Bend Jaycees, the West Bend Lions Club, Spotlight Productions, and the Troupe Booster Club (non-profit organizations that support Recreation Division activities) assisted with and oversaw Recreation Department special events including: Jam for Kids, Song and Dance, Easter Egg Hunts (AM and PM), Halloween Spooktacular and the Recreation Department Spring Performance Recital.
- In cooperation with the West Bend Chamber of Commerce and West Bend Tourism, a new trails information and routes of special interest brochure was developed and distributed.
- Participated in the development of a county-wide leadership initiative (Healthy People Project) that is identifying and coordinating resources, needs and programs targeting obesity, nutrition and activity. The leadership team is comprised of public and private organization members.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
Staff Training and Development	\$4,028	\$0	\$4,028
Supervision	\$17,118	\$0	\$17,118
Planning and Programming	\$13,090	\$3,345	\$16,435
Community Interaction/Marketing	\$12,083	\$0	\$12,083
Instruction and Officiating	\$54,375	\$1,171	\$55,545
Entertainment and Contractual	\$0	\$1,059	\$1,059
Grand Total	\$100,694	\$5,575	\$106,269

2010 GOALS:

- Increase offerings for youth and adults, increase awareness, involvement and attendance at programs, special events and activities.
- Pursue, develop, maintain, and expand cooperative-use agreements with school community, government and non-government organizations for program and facility provision.
- Present updated and community-need driven programming and special events.
- Consolidate or eliminate under-used programs and activities.

CULTURE AND RECREATION ~ School Year

2010 Department Detail Information

SCHOOL YEAR RECREATION ~ Expenditures

50100 SALARIES:

Notes: Increase in seasonal salary due to minimum wage increase (moved money from supplies)

Recreation Supervisor (s)	<u>44,481</u>	Basketball Coordinator	1,733
<i>Sub-Total</i>	44,481	BB Referees	5,760
		BB Scorekeepers	1,120
Performing & Visual Arts:		HS BB Coordinator	462
Pee Wee Arts & Crafts	384	HS BB Referees	1,728
Ballet, Tap & Jazz	3,840	HS BB Scorekeepers	<u>336</u>
Song and Dance	1,344	<i>Sub-Total</i>	33,325
Music, Rhythm, Dance	<u>1,000</u>		
<i>Sub-Total</i>	6,568		
		Fitness & Leisure Education:	
Sports:		Judo	3,469
Gymnastics Coordinator	1,892		
Gym. (summer)	2,688	Special Events:	
Jr. Gym. (Summer)	1,792	Free Throw Contest	192
Tiny Tot Gym (Summer)	1,344	Halloween Spooktacular	192
Gym. (Fall)	2,688	Easter Egg Hunt	192
Jr. Gym. (Fall)	1,152	Step on the Trails	0
Tiny Tot Gym (Fall)	480	Fishing Clinic	96
Football Coordinator	990	Dance Recital	<u>288</u>
Volleyball Coordinator	3,285	<i>Sub-Total</i>	960
VB Women's Referees	4,250		
VB Men's Referees	1,625	Total	88,803

50100 SALARIES:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	85,943	85,943	0	0	0	0	0	0	0	0	0
2010	88,803	88,803	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Benefit rate at 19.11% for full-time employees and 7.65% for part-time employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	11,308	11,308	0	0	0	0	0	0	0	0	0
2010	11,891	11,891	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ School Year

2010 Department Detail Information

SCHOOL YEAR ~ Expenditures

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
School Year	\$88,803	\$88,803	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$11,891	\$11,891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$850	\$850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$3,500	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Entertainment	\$1,225	\$1,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$106,269	\$106,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$100,694	\$100,694	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp	\$5,575	\$5,575	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$106,269	\$106,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CULTURE AND RECREATION ~ Public Areas

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0155210				
Salaries and Fringe Benefits	\$557,122	\$611,804	\$625,790	\$625,534
Other Expenses	\$332,706	\$388,840	\$327,805	\$310,150
Total Administrator	\$889,828	\$1,000,644	\$953,595	\$935,684

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of Acres of Park and Open Space	1,232	1,232	1,267	1,267
# of Miles of Riverwalk	4.5	4.5	4.9	4.9
# of Locations Boom Mowed/Road Shoulders Maintained	27	28	30	30
# of Locations in Mowing Contract	22	22	24	24
# of Non-Park/Open Space Property	32	32	34	35
# of Snow Removal Miles	9.2	9.2	9.3	12.4
# of Snow Removal Acres	7.3	7.3	7.3	7.7
# of Contracts Developed/Managed	3	4	6	6
# of Athletic Fields Prepped	395	400	420	420
# of Athletic Fields Rented	360	370	390	390
# of Special Events	26	28	30	30
# of Police Reports	15	22	41	16
# of Irrigation Systems	4	4	4	4
# of Softball Diamonds	7	7	7	7
# of Sandlot Ball Diamonds	7	7	7	7
# of Football/Soccer Fields Prepped	6/3	6/4	6/2	6/2
# of Adult Baseball Fields	1	1	1	1
# of Sand Volleyball Courts	5	5	5	5
# of Tennis Courts	9	9	9	9
# of Canoe Launches	4	4	4	4
# of Playground Apparatus	18	18	19	20
# of Picnic Shelters/Rentals	6	6	6	6
# of Indoor Buildings/Rentals	4	4	4	4
# of Restroom Facilities	10	10	10	10
# of Parking Lots	14	14	14	16
# of Certified Arborists	3	3	3	4
# of Certified Pesticide Applicators	5	5	5	6

CULTURE AND RECREATION ~ Public Areas

ACHIEVEMENTS:

- Successfully pruned the equivalent of two aldermatic districts.
- Completed sixth year of tree removals without the assistance of an outside contractor.
- Coordinated and implemented planting of tree surety, nursery, park, memorial, and street trees.
- Continued to conduct applications of plant growth regulators in an attempt to improve the health of several struggling street trees.
- Applied for and received an Urban Forestry Grant for a Forestry Master Plan and Emerald Ash Borer.
- Recieved the Tree City USA Award for the 25th year and the Growth Award for the 9th time.
- Reviewed and updated the Department's Standard Operating Procedure for storm/emergency response.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
<i>Public Areas Maintenance</i>			
General Maintenance	\$62,553	\$120,958	\$183,512
Assisting Other Departments	\$3,128	\$4,652	\$7,780
Vandalism	\$25,021	\$620	\$25,642
Mowing	\$31,277	\$24,812	\$56,089
Trimming, General Property Prep	\$18,766	\$3,101	\$21,868
<i>Public Areas Maintenance</i>			
Playgrounds/Courts	\$12,511	\$6,203	\$18,714
Spraying, Pesticides	\$6,255	\$15,507	\$21,763
Utility Maintenance/Property Amenities	\$6,255	\$6,203	\$12,458
Swim Pond/Ice Rink	\$12,511	\$12,406	\$24,917
Special Events	\$12,511	\$6,203	\$18,714
Renovation/Construction	\$43,787	\$6,203	\$49,990
Road Shoulders	\$6,255	\$4,652	\$10,908
Vehicle Maintenance	\$31,277	\$31,015	\$62,292
Snow Removal, Parks & Public Property	\$25,021	\$31,015	\$56,036

CULTURE AND RECREATION ~ Public Areas

BUDGET SUMMARY AND HIGHLIGHTS: continued

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
<i>Forestry</i>			
Service Requests, Citizen Requests	\$25,021	\$2,171	\$27,192
Pruning	\$31,277	\$310	\$31,587
Planting	\$25,021	\$930	\$25,952
Watering	\$6,255	\$620	\$6,876
Removals	\$31,277	\$620	\$31,897
Stumping	\$18,766	\$310	\$19,076
Gypsy Moth	\$6,255	\$310	\$6,565
Tree Nursery	\$6,255	\$310	\$6,565
Urban Forestry Grant	\$6,255	\$0	\$6,255
Horticultural Maintenance	\$62,553	\$2,791	\$65,345
Downtown Maintenance	\$12,511	\$2,481	\$14,992
Athletic Field Maintenance	\$84,447	\$4,032	\$88,479
Building Maintenance	\$12,511	\$21,710	\$34,221
Grand Total	\$625,534	\$310,150	\$935,684

2010 GOALS:

- Continue all tree removals without the assistance of an outside contractor.
- Continue to work together and increase cooperation with Community groups.
- Continue the use of Plant Growth Regulators.
- Maintain annual Gypsy Moth surveys.
- Continue with monitoring the Emerald Ash Borer.
- Conduct annual maintenance within two districts.
- Apply for Tree City USA Award and Tree City USA Growth Award.
- Review all maintenance and management operating procedures.
- Review and make recommendations for the City of West Bend, Standard Specifications for Public Works Construction.
- Continue the tree harvesting from the tree nursery.
- Continued use of Cityworks and GIS programs.
- Manage the uncontrollable aspects of our environment.
- Maintain the Invasive Species control program.
- Inspect, review, and update all property signage regarding ordinances and policies, and update all handicap parking signs and locations.
- Continue with Arborist Certification program.
- Continue to update preventive maintenance programs for vehicles.

CULTURE AND RECREATION ~ Public Areas

PUBLIC AREAS ~ Expenditures

50100 SALARIES:

Superintendent of Parks:	56,808	Seasonal Laborers:	
Forester	45,058	Ball Diamonds	<u>12,850</u>
<i>Crew Leader</i>	1,040		12,850
Horticulturist (2)	89,993		
<i>Crew Leader</i>	726	Ball Diamonds	3,297
Turf Specialist	45,058	Forestry	3,957
<i>Crew Leader</i>	200	Grounds Maintenance	3,297
Laborer/Mechanic	45,306	Grounds Maintenance	3,427
<i>Crew Leader</i>	1,040	Grounds Maintenance	3,557
Parks	45,135	Horticulture	2,747
<i>Crew Leader</i>	200	Horticulture	2,877
Laborer (2)	90,269	Horticulture	3,007
<i>Crew Leader (2)</i>	245	Forestry	2,747
Laborer/Projects	45,135	Forestry	2,877
<i>Crew Leader</i>	<u>75</u>	Forestry	3,007
<i>Sub-total</i>	466,288	Custodian PT	<u>2,964</u>
		<i>Sub-total</i>	37,761
		Total	516,899

CULTURE AND RECREATION ~ Public Areas

2010 Department Detail Information

PUBLIC AREAS ~ Expenditures

50100 SALARIES:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	516,073	512,911	0	0	0	0	1,481	1,681	0	0	0
2010	516,899	513,673	0	0	0	0	1,511	1,715	0	0	0

50110 OVERTIME SALARIES:

Forester	1,683	Laborer	1,677
Parks	1,683	Laborer/Projects	1,677
Horticulturist	1,685	Laborer	1,632
Turf Specialist	1,677	Add. Horticulturist	<u>1,685</u>
Laborer/Mechanic	1,685	Total	15,084

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	18,309	18,309	0	0	0	0	0	0	0	0	0
2010	15,084	15,084	0	0	0	0	0	0	0	0	0

50200 FRINGE BENEFITS:

Fringe Benefit rate at 19.11% for full-time employees and 7.65% for part-time employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	92,986	92,456	0	0	0	0	241	289	0	0	0
2010	97,335	96,777	0	0	0	0	253	304	0	0	0

52000 MEMBERSHIPS AND DUES:

International Society of Arborists	440
Wisconsin Arborists Association	200
Wisconsin Sports Turf Managers Association	<u>0</u>
	640

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	675	673	0	0	0	0	2	0	0	0	0
2010	640	638	0	0	0	0	2	0	0	0	0

CULTURE AND RECREATION ~ Public Areas

2010 Department Detail Information

PUBLIC AREAS ~ Expenditures

52200 SEMINARS AND TRAINING:

Wisconsin Arborist Association Conference	516
Park Section Workshop	250
Park Laborers Training	<u>100</u>
	866

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,735	1,731	0	0	0	0	4	0	0	0	0
2010	866	864	0	0	0	0	2	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Landscape Materials	5,959
Athletic Field Supplies	15,677
Construction Materials	2,460
Pesticides	7,008
Recreation Supplies	1,000
Portable Restroom Rentals	1,431
Swim Pond Management	5,304
Grounds Maintenance	3,960
Grounds Maintenance Supplies	5,338
Vandalism Repair	3,000
Hardware	2,200
Lumber and Steel	2,800
Paints and Stains	1,500
Signs	450
Welding Supplies	500
Miscellaneous	<u>190</u>
	58,777

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	61,871	61,871	0	0	0	0	0	0	0	0	0
2010	58,777	58,777	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Public Areas

2010 Department Detail Information

PUBLIC AREAS ~ Expenditures

54200 SMALL TOOLS AND IMPLEMENTS: 2,100

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,100	2,095	0	0	0	0	5	0	0	0	0
2010	2,100	2,095	0	0	0	0	5	0	0	0	0

54300 GAS AND OIL:

Diesel	2,143 gallons at	\$3.25					6,965				
Unleaded	6,312 gallons at	\$3.06					19,315				
Nat. Gas	321 gallons at	\$1.86					<u>597</u>				
							26,877				

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	34,419	34,419	0	0	0	0	0	0	0	0	0
2010	26,877	26,877	0	0	0	0	0	0	0	0	0

54500 MOTOR VEHICLE SUPPLIES: 27,910

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	28,860	28,860	0	0	0	0	0	0	0	0	0
2010	27,910	27,910	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Park Furniture							4,390				
Recreational Apparatus and Equipment							1,764				
Electrical Apparatus							1,899				
Fencing and Barriers							500				
Plumbing and Irrigation							1,875				
Equipment Rentals							700				
Regner Park Well Maintenance							<u>1,400</u>				
							12,528				

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	12,528	12,528	0	0	0	0	0	0	0	0	0
2010	12,528	12,528	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Public Areas

2010 Department Detail Information

PUBLIC AREAS ~ Expenditures

56400 SAFETY EQUIPMENT/UNIFORMS:

Staff Uniforms	490
Safety Equipment	1,500
First Aid Supplies	850
Biohazard Medical Supplies	<u>450</u>
	3,290

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,290	3,282	0	0	0	0	8	0	0	0	0
2010	3,290	3,282	0	0	0	0	8	0	0	0	0

56800 FUEL-HEATING:

Riverside Park	4,855
Regner Park (Park Workshop)	19,445
Quaas Creek	1,206
Lac Lawrann	<u>1,313</u>
	26,819

Natural Gas Usage at Workshops, and Riverside (\$26,433 spent in 2008)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	19,843	19,843	0	0	0	0	0	0	0	0	0
2010	26,819	26,819	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER:

Riverside Park	1,306
Regner Park	17,704
Quaas Creek	14,000
Lac Lawrann	1,789
Royal Oaks Park	160
Decorah Halls Park	625
Barton Park	1,040
Muenk Park	255
Wingate Park	764
Veterans Avenue	1,918

CULTURE AND RECREATION ~ Public Areas

2010 Department Detail Information

PUBLIC AREAS ~ Expenditures

56900 LIGHT AND POWER CONTINUED:

Ziegler Park	1,198
Forest View Park	175
Kuester Parking Lot	3,373
Prairie Drive	31
Riverwalk	<u>6,083</u>
	50,421

Electricity at various park buildings/locations (\$50,175 spent in 2008)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	48,144	48,144	0	0	0	0	0	0	0	0	0
2010	50,421	50,421	0	0	0	0	0	0	0	0	0

57000 WATER:

Riverside Park	1,292
Regner Park	7,638
Quaas Creek	7,937
Barton Park	1,182
Ziegler Park	282
Wingate Park	146
Forest View Park	406
Continental Drive	2,823
Downtown	272
Portable Hose Meter	280
Kenny Park	662
WBBC Landscape Bed	<u>134</u>
	23,054

Water at various park buildings/locations and athletic fields (\$20,201/water, \$2,853/sewer in 2008)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	23,285	23,285	0	0	0	0	0	0	0	0	0
2010	23,054	23,054	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Public Areas

2010 Department Detail Information

PUBLIC AREAS ~ Expenditures

57700 CONTRACTUAL SERVICES:

Three percent increase in all contracts

Maintenance ~ Downtown and Riverwalk	50,912
Mowing Contract ~ Special Areas	7,805
Weed Cutting	2,122
Facility Cleaning	<u>15,547</u>
	76,386

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	90,574	90,574	0	0	0	0	0	0	0	0	0
2010	76,386	76,386	0	0	0	0	0	0	0	0	0

59500 ADMINISTRATION/SPECIAL PURPOSE:

500

Striping and crack filling

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	500	500	0	0	0	0	0	0	0	0	0
2010	500	500	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Public Areas

2010 Department Detail Information

PUBLIC AREAS ~ Expenditures

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$516,899	\$513,673	\$0	\$0	\$0	\$0	\$1,511	\$1,715	\$0	\$0	\$0
OT Salaries	\$15,084	\$15,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$97,335	\$96,777	\$0	\$0	\$0	\$0	\$253	\$304	\$0	\$0	\$0
Memberships	\$640	\$638	\$0	\$0	\$0	\$0	\$2	\$0	\$0	\$0	\$0
Seminars	\$866	\$864	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$58,779	\$58,777	\$0	\$0	\$0	\$0	\$2	\$0	\$0	\$0	\$0
Small Tools	\$2,100	\$2,095	\$0	\$0	\$0	\$0	\$5	\$0	\$0	\$0	\$0
Gas/Oil	\$26,877	\$26,877	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MV Supplies	\$27,910	\$27,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Maint.	\$12,528	\$12,528	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$3,290	\$3,282	\$0	\$0	\$0	\$0	\$8	\$0	\$0	\$0	\$0
Fuel/Heating	\$26,819	\$26,819	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light/Power	\$50,421	\$50,421	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$23,054	\$23,054	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual	\$76,386	\$76,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adm/SP	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$939,487	\$935,684	\$0	\$0	\$0	\$0	\$1,781	\$2,019	\$0	\$0	\$0
Total Sal/FB	\$629,318	\$625,534	\$0	\$0	\$0	\$0	\$1,511	\$1,715	\$0	\$0	\$0
Total Other Ex	\$310,170	\$310,150	\$0	\$0	\$0	\$0	\$18	\$0	\$0	\$0	\$0
Grand Total	\$939,487	\$935,684	\$0	\$0	\$0	\$0	\$3,580	\$4,037	\$0	\$0	\$0

CULTURE AND RECREATION ~ Revenue

PARK, RECREATION AND FORESTRY ~ REVENUE

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
014524.452300 Damages	\$6,093	\$31,066	\$4,195	\$6,093
014674.467300 Swimming	\$56,177	\$54,845	\$51,780	\$55,920
014674.467430 Discount Ticket Sales	\$2,722	\$1,701	\$2,900	\$0
014674.467410 Summer Recreation	\$29,793	\$31,611	\$26,452	\$26,491
014674.467420 School Year Recreation	\$56,142	\$55,890	\$55,054	\$55,815
0146774.467440 Facility Rental	\$26,861	\$24,271	\$25,809	\$30,383
014644.464400 Weed Cutting	\$5,195	\$8,965	\$5,610	\$7,140
014684.468240 Contract Copy Fees	\$1,130	\$522	\$704	\$704
014684.468210 Lac Lawrann	\$4,270	\$3,863	\$5,100	\$5,100
14854.458330 Fireworks Donation	\$12,000	\$12,054	\$12,000	\$12,000
Total Revenue	\$200,383	\$224,788	\$189,604	\$199,646

014524.452300 DAMAGES **Total \$6,093**

Damage revenue stems from fees collected for restitution of damage to park property and trees.

014674.467300 SWIMMING **Total \$55,920**

	<u>Fee</u>	<u>Participation</u>	<u>Total</u>
Swimming (Winter)	18	85	1,530
Swimming (Spring)	16	85	1,360
Swimming (Summer)	18	800	14,400
Swimming (Fall)	18	85	1,530
Lifeguard Training	110	10	1,100
Beach Admissions			33,000
Concession Sales			3,000

Beach Daily Admission

Age 2 and Younger ~ Free; Ages 3-15 ~ \$2.00; Ages 16 and Older ~ \$3.00

Beach Seasonal Swim Pass Individual:

Ages 3-15 ~ \$14 Res. \$21 Non-Res.; Ages 16 and Older ~ \$21 Res. \$31.50 Non-Res.

Family Seasonal Swim Pass:

Resident - \$48; Non-resident - \$72

Concessions

1 case = 50 packets

1 packet = \$3.00

20 cases per season = 1,000

1,000 cases x \$3.00 = \$3,000

CULTURE AND RECREATION ~ Revenue

PARK, RECREATION AND FORESTRY ~ REVENUE

014674.467410 SUMMER RECREATION Total \$26,491

	<u>Fee</u>	<u>Participation</u>	<u>Total</u>
Arts and Crafts	18	25	450
Pee Wee Arts and Crafts	18	40	720
Ballet, Tap & Jazz	18	60	1,080
Song and Dance	30	30	900
Singing/Dancing for Theatre	18	20	360
Baseball	18	265	4,770
Soccer	18	140	2,520
Sporties 4 Shorties	18	120	2,160
Tennis	18	300	5,400
Volleyball	18	120	2,160
Basketball	18	50	900
Kickball League	250	10	2,500
Archery	24	50	1,200
Fishing	24	25	600
Canoeing	24	20	480
Self Defense	varies	varies	291

014674.467420 SCHOOL YEAR RECREATION Total \$55,815

Pee Wee Arts and Crafts	18	75	1,350
Ballet, Tap & Jazz	60	90	5,400
Song and Dance	30	20	600
Gymnastics (SY)	24	120	2,880
Jr. Gymnastics (SY)	18	80	1,440
Tiny Tot Gymnastics (SY)	18	180	3,240
Gymnastics (Summer)	28	80	2,240
Jr. Gymnastics (Summer)	18	55	990
Tiny Tot Gymnastics (Summer)	18	75	1,350
Adult Football (Team)	200	14	2,800
Volleyball League (Team)	360	32	11,520
Basketball League (Team)	525	21	11,025
HS Basketball League (Team)	200	10	2,000

CULTURE AND RECREATION ~ Revenue

PARK, RECREATION AND FORESTRY ~ REVENUE

Judo - Adult	60	20	1,200
Judo - Youth	40	16	640
Self Defense	varies	varies	3,200
Yoga	varies	varies	100
Music, Rhythm & Dance	18	80	1,440
Painted Ceramics			250
Acrylic Painting			100
Ballroom Dance			250
Contracted Programs			1,800

014674.467440 FACILITY RENTAL Total \$30,383

Barton Park Shelter	55	11	605
Regner Park Band Stand	55	11	605
Regner Park Beverage Stand	75	2	150
Regner Park Lunch Stand	75	9	675
Regner Park Camp Lodge	110	54	5,940
Regner Centennial Shelter	75	32	2,400
Riverside Park Pavilion	110	117	12,870
Quaas Creek Community Building	100	19	1,900
Old Settler's Park	30	2	60
Picnic Groves	20	25	500
Softball Fields	5	551	2,755
Baseball Fields	5	121	605
Volleyball Courts	5	86	430
Tennis Courts			0
Soccer Fields			63
Basketball Courts			0
Tables			210
Permits			615

014644.464400 WEED CUTTING Total \$7,140

Weed cutting on private property that is in violation of Ordinance (three year average).

014684.468240 CONTRACT COPY FEES Total \$704

Copy fees collected for the printing of various contracts throughout the year.

CULTURE AND RECREATION ~ Revenue

PARK, RECREATION AND FORESTRY ~ REVENUE

014684.468210 LAC LAWRANN CONSERVANCY **Total** **\$5,100**

	<u>Fee</u>	<u>Participation</u>	<u>Total</u>
Junior Naturalist Camp	22	50	1,100
Adventure Camp	35	10	350
Preschool Adventure	11	40	440
Group/school trips - spring	2	500	1,000
Group/school trips - fall	2	400	800
Adult Education Trip	25	20	500
Public Programs - summer	5	100	500
Public Programs - school year	5	82	410

014684.485330 FIREWORKS DONATION **Total** **\$12,000**

Fireworks donation given by Westbury Bank.

CULTURE AND RECREATION ~ Tourism

MISSION:

The mission is to use the room tax funding to not only increase the community's tourism revenues in the short term, but to set a direction for future tourism growth.

EXPENDITURES:

Account 0156710	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	0.00	0.00	0.00	\$0.00
Other Expenses	35,000.00	35,000.00	137,623.00	\$127,327.00
Total Tourism	35,000.00	35,000.00	137,623.00	\$127,327.00

ACHIEVEMENTS:

- Received a Joint Effort Marketing (JEM) grant from the Wisconsin Department of Tourism for \$9,362 to promote West Bend Geocaching. This is the third tourism grant received by the WBA Chamber in the past three years for a total of \$60,002.
- Held the second annual West Bend Geocaching Cache Ba\$h. Over 1,000 tourists from all over Wisconsin, plus eighteen other states and Canada participated. Over 400 people attended the Friday evening "Meet and Greet" hosted by the Chamber, Historical Museum and Museum of Wisconsin Art.
- Continue to develop a photo library (currently over 2,400) of the community taken by 510 students from the two West Bend High Schools. This project is a joint effort between the Chamber, High School and Museum of Wisconsin Art. The pictures are displayed on the Chamber website www.wbachamber.org and the best 36 photos were displayed at the Museum of Wisconsin Art during the month of May.
- Developed a multi-faceted marketing plan to attract year-round visitors with the assistance of our marketing firm Pilch & Barnet, who specializes in destination marketing.
- Purchased 3.1 million banner advertising impressions on Geocaching.com for the geocaching event.
- Sponsor for both Germanfest and Kettle Moraine Jazz Festival.
- Produced a new West Bend city map that is being distributed to tourists, travel agents, tour operators and visitors.
- Designed a new ad for the West Bend trails system and advertised in the quarterly Silent Sports magazine.
- Produced the West Bend Walks brochure "Routes of Special Interest".
- Hosted a tourism information booth, in cooperation with the Parks, Rec. and Forestry Dept. at the Kettle Moraine Jazz Festival. Distributed city maps, community brochures and other visitor information.
- Through the Chamber "Leadership" program, added the third "Welcome to West Bend" highway sign.

CULTURE AND RECREATION ~ Tourism

ACHIEVEMENTS (cont.):

- Participated in a cooperative destination direct mail program that promoted travel to West Bend. The result was nearly 600 requests for additional information.
- Created a TV advertising campaign promoting West Bend and the \$1,000 Cache Ba\$h@ that aired in the Green Bay, Milwaukee and Fox Valley markets. Over 130, thirty-second spots were shown on Fox television. The spots received a reach of 48.5% of the market in Milwaukee at a frequency of 2.9 views per person and a 50.2% reach and 3.2 frequency in the Fox Valley/Green Bay markets.
- Participated in the Governor's Conference on Tourism.
- Continued the promotion and operation of the "Wisconsin Frame of Mind" and "History in the Making" travel packages.
- Renewed membership in the Washington County CBV and purchased an ad to promote the community.
- Maintained the West Bend geocaching website: westbendgeocaching.com.
- Promoted West Bend tourism in the Milwaukee Journal/Sentinel Interactive and Wistravel e-newsletter creating 168,000 email impressions.
- Ongoing development of Chamber website including a tourism component that promotes lodging, dining, arts, entertainment, shopping, sports, and recreation, and provides online maps of the city, county and trail system.
- Mailed brochures to over 1,000 tourists interested in visiting area attractions.
- Retained our membership in "Circle Wisconsin", the statewide destination marketing motorcoach organization, and are featured in three of their tour package travel itineraries.
- Ongoing collection of information for our tourism database from people that have requested tourism brochures; to be used for future promotional mailings.
- Developed banner ads that raon the Yahoo Network, creating 153,000 impressions.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Marketing	\$0	\$127,327	\$127,327
Grand Total	\$0	\$127,327	\$127,327

2010 GOALS:

- Continue to execute the comprehensive tourism marketing plan developed in 2009.
- Request a JEM grant from the Wisconsin Department of Tourism to continued the development and growth of the annual geocaching Cache Ba\$h with the objective of maintaining "mega status" and attracting 1,500 attendees to the 2010 event.

CULTURE AND RECREATION ~ Forestry

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 0156110				
Salaries and Fringe Benefits	\$0	\$0	\$0	\$0
Other Expenses	\$32,714	\$38,911	\$20,528	\$20,528
Total Administrator	\$32,714	\$38,911	\$20,528	\$20,528

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of Memorial Trees Planted	2	1	2	6
# of Reimbursement Trees	12	12	12	10
# of Street Trees Established	112	215	107	174
# of Tree Surety Trees Established	455	62	114	84
# of Park Trees Established	27	32	77	53
# of Public Trees Established	0	33	0	0
# of Nursery Trees Established	120	0	0	0
# of Gypsy Moth Acres Sprayed	0	0	0	139
# of Street Trees/Stumps Removed	137	134	125	140
# of Trees & Stumps Removed	20	12	10	12
# of Trees Pruned	2,600	2,500	2,600	3,016
# of Roots Pruned	4	5	5	5
# of Service Requests Completed	192	399	425	450
# of Police Reports	18	10	12	20
# of Grants Applied For/Received	1/0	0/0	0/0	1/1
Dollar Amount of Grants Received	\$0	\$0	\$0	\$7,000

ACHIEVEMENTS:

- Successfully pruned the equivalent of two aldermanic districts.
- Completed fifth year of tree removals without the assistance of an outside contractor.
- Coordinated and implemented planting of Tree Surety, nursery, park, memorial and street trees.
- Continued to conduct applications of plant growth regulators in an attempt to improve the health of several struggling street trees.
- Host to the Wisconsin Arborist Association Summer Conference.
- Received the Tree City USA award for the 24th year and the Growth award for the 9th time.
- Reviewed and updated the Department's Standard Operating Procedure for storm/emergency response.

CULTURE AND RECREATION ~ Forestry

ACHIEVEMENTS (continued):

- Continued to utilize the Cityworks work order management program with all aspects of our forestry operation.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
Service Requests, Citizen Requests	\$0	\$1,232	\$1,232
Pruning	\$0	\$2,258	\$2,258
Planting	\$0	\$9,238	\$9,238
Watering	\$0	\$411	\$411
Removals	\$0	\$1,848	\$1,848
Stumping	\$0	\$1,437	\$1,437
Gypsy Moth	\$0	\$205	\$205
Tree Nursery	\$0	\$2,874	\$2,874
Urban Forestry Grant	\$0	\$205	\$205
Tree Surety	\$0	\$205	\$205
General Maintenance	\$0	\$616	\$616
Grand Total	\$0	\$20,528	\$20,528

2010 GOALS:

- Continue all tree removals without the assistance of an outside contractor.
- Continue to work together and increase cooperation with Community groups.
- Continue the use of Plant Growth Regulators.
- Maintain annual Gypsy Moth surveys.
- Continue with monitoring the Emerald Ash Borer.
- Conduct annual maintenance within two districts.
- Apply for Tree City USA award and the Tree City USA Growth award.
- Review all maintenance and management operating procedures.
- Review and make recommendations for the City of West Bend, Standard Specifications for Public Works Construction.
- Continue the tree harvesting from the tree nursery.
- Implement Cityworks into other areas of Park management.
- Manage the uncontrollable aspects of our environment.

CULTURE AND RECREATION ~ Forestry

2010 Department Detail Information

FORESTRY ~ Expenditures

53500 OFFICE AND OPERATION SUPPLIES:

Stumping	2,740	Soil, seed and mulch
Tree Planting Program	4,000	100 trees @ \$40 each
Tree Stakes and Strapping	300	
Pull and Climbing Rope	450	
Street Tree Reimbursement Program	1,000	20 trees @ \$50 each
Trees and Shrubs for Parks and Other Public Places	7,046	
Bucket Truck Harness/Accessories	1,000	
Hand Tools	501	
Miscellaneous	<u>680</u>	Slings, D-rings, Saddle Equip. etc.
	17,717	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	18,171	18,171	0	0	0	0	0	0	0	0	0
2010	17,717	17,717	0	0	0	0	0	0	0	0	0

54200 SMALL TOOLS AND IMPLEMENTS: 811

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	811	811	0	0	0	0	0	0	0	0	0
2010	811	811	0	0	0	0	0	0	0	0	0

57700 CONTRACTURAL SERVICES: 2,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,000	2,000	0	0	0	0	0	0	0	0	0
2010	2,000	2,000	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Forestry

2010 Department Detail Information

FORESTRY ~ Expenditures

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Supplies	\$17,717	\$17,717	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Tools	\$811	\$811	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$20,528	\$20,528	\$0								
Total Sal/FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Ex	\$20,528	\$20,528	\$0								
Grand Total	\$20,528	\$20,528	\$0								

CULTURE AND RECREATION ~ Lac Lawrann Conservancy

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Account 01561202				
Salaries and Fringe Benefits	\$54,661	\$57,867	\$57,652	\$57,845
Other Expenses	\$4,909	\$6,125	\$5,923	\$5,923
Total Administrator	\$59,570	\$63,992	\$63,575	\$63,768

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
# of Public Programs Offered	39	39	34	35
# of Schools/groups attending programs	22	20	20	18
# of Participants (public and school)	1,117	1,123	1,150	1,150
\$ amount of Revenue from Programs	\$3,702	\$4,270	\$5,100	\$5,100
# of Volunteer Hours Recorded	4,807	4,800	4,800	5,000
# of Volunteer - Invasive Plant Controls	80	85	100	100
# of Adopt-A-Trail Sections Adopted	30	34	39	39

Notes:

- Volunteer hours are calculated by the Independent Sector to be \$20.25 per hour in 2008 and in Wisconsin valued at \$17.21 for the year 2007.

ACHIEVEMENTS:

- Worked with volunteers and Friends of Lac Lawrann Conservancy on fundraising through special events (Wildflower/Perennial Sale and This Old Barn) and grant administration.
- All Adopt-a-Trail sections have been adopted.
- Worked with the Engineering Department on educational programs for the NR151 and NR216 stormwater management permits.
- Worked with the West Bend Chamber to highlight West Bend Parks in the first annual West Bend Cache Ba\$h.
- Partnered with Riveredge Nature Center to offer Riveredge Speaks Out in cooperation with the Friends of Lac Lawrann Conservancy to add greater credibility to our site and programs as well as offer more adult education programs.
- Partnered with Special Education teachers at the High School to do park improvements.

CULTURE AND RECREATION ~ Lac Lawrann Conservancy

EXPENDITURES:

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
Publicity	\$6,363	\$1,658	\$8,021
Training	\$4,628	\$533	\$5,161
Parks (other than LLC)	\$4,049	\$474	\$4,523
Volunteers	\$10,412	\$533	\$10,945
Friends of LLC	\$9,255	\$0	\$9,255
Property Management	\$4,628	\$1,718	\$6,345
Donations/Grants	\$1,157	\$0	\$1,157
Program Development	\$11,569	\$888	\$12,457
Program Administration	\$5,784	\$118	\$5,903
Grand Total	\$57,845	\$5,923	\$63,768

2010 GOALS:

- Assist Friends of LLC in Capital Fundraising Campaign.
- Develop 6th grade Glaciation Program for a West Bend School District, Lac Lawrann, Riveredge partnership.
- Meet with Nova Services coordinator to better coordinate long range project plans in parks.
- Work with at least three groups to do major projects in the parks.
- Assist in implementing a Regner Park 75th Anniversary Celebration.

CULTURE AND RECREATION ~ Lac Lawrann Conservancy

2010 Department Detail Information

LAC LAWRANN ~ Expenditures

50100 SALARIES:

Wage is for Conservancy Naturalist position.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	48,565	48,565	0	0	0	0	0	0	0	0	0
2010	48,565	48,565	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Benefit rate at 19.11%.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	9,087	9,087	0	0	0	0	0	0	0	0	0
2010	9,280	9,280	0	0	0	0	0	0	0	0	0

51700 POSTAGE:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	262	262	0	0	0	0	0	0	0	0	0
2010	262	262	0	0	0	0	0	0	0	0	0

52000 MEMBERSHIP AND DUES:

Membership includes Wisconsin Association of Environmental Educators.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	60	60	0	0	0	0	0	0	0	0	0
2010	60	60	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

WAEF Fall Workshop	170
Volunteer Coordinators Association	<u>145</u>
	315

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	525	525	0	0	0	0	0	0	0	0	0
2010	315	315	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Lac Lawrann Conservancy

2010 Department Detail Information

LAC LAWRANN ~ Expenditures

53500 OFFICE AND OPERATING:

Junior Naturalist Camp	300
Outdoor Survival/Outdoor Skills*	0 * Friends will financially Support
Public Programs	120
Preschool Programming	45
Night Hikes	20
School Programs	80
Scout Programs	15
Environmental Trip (tickets, gas, parking, etc.)	200
Outreach (Celebrate Families, Earth Day, etc.)	50
Taxidermy (animal mounts)*	0 * Friends will financially Support
Research Materials (slides, videos, books)	0 * Friends will financially Support
Computer Supplies (toner, cd's)	15
Envelopes (inventory account)	0
Fire Permit	70
Printing (newsletter, program schedules)	1,688
Portable Restrooms	<u>1,088</u>
	3,691

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,786	3,786	0	0	0	0	0	0	0	0	0
2010	3,691	3,691	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Nature Center	50
Grounds	375
Small Tools	<u>100</u>
	525

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	525	525	0	0	0	0	0	0	0	0	0
2010	525	525	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Lac Lawrann Conservancy

2010 Department Detail Information

LAC LAWRANN ~ Expenditures

56400 SAFETY EQUIPMENT/UNIFORMS:

Safety Equipment	75
Display Cases	<u>50</u>
	125

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	125	125	0	0	0	0	0	0	0	0	0
2010	125	125	0	0	0	0	0	0	0	0	0

59500 ADMIN/SPECIAL PURPOSE:

Volunteer Training	75
Volunteer Appreciation	275
Adopt-A-Trail	395
Tour Guest Honorarium	<u>200</u>
	945

	Total	Gen. Fund	Water		Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	945	945	0		0	0	0	0	0	0	0
2010	945	945	0		0	0	0	0	0	0	0

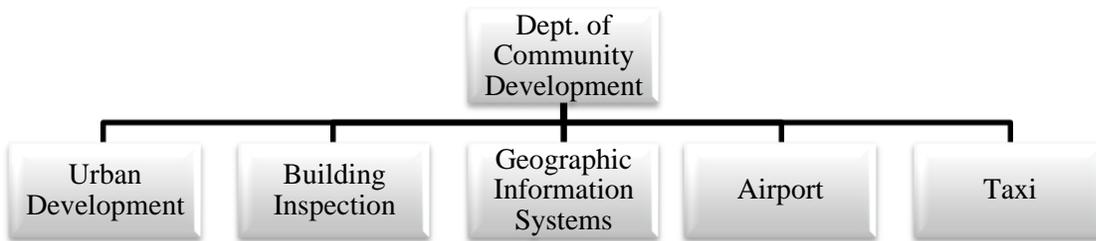
CULTURE AND RECREATION ~ Lac Lawrann Conservancy

2010 Department Detail Information

LAC LAWRANN ~ Expenditures

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$48,565	\$48,565	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$9,280	\$9,280	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$262	\$262	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$60	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$315	\$315	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$3,691	\$3,691	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip Maint	\$525	\$525	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$125	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin/SP	\$945	\$945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$63,768	\$63,768	\$0								
Total Sal/FB	\$57,845	\$57,845	\$0								
Total Other E	\$5,923	\$5,923	\$0								
Grand Total	\$63,768	\$63,768	\$0								

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT



The mission of the Urban Development program of the Department of Community Development is to plan, develop and enhance the quality of life of the City of West Bend. To this end, this program undertakes both short-range and long-range City planning, the redevelopment of the downtown, the promotion of business parks and sites and provide the general public with assistance and information on development activities in the City.



ECONOMIC & COMMUNITY DEVELOPMENT

To provide direct support to the development and business community in the planning, marketing and development of business parks, sites, tax increment districts, and downtown redevelopment projects. Includes working closely with the West Bend Economic Development Corporation, the Downtown West Bend Association, the West Bend Area Chamber of Commerce, the West Bend Redevelopment Authority, and the commercial real estate industry.

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

CITY PLANNING

To provide concise and thorough planning and development information to the general public, as well as planning expertise to the City Council, City Plan Commission and other boards and commissions of the City.

Short Range:

- Day to day operations
 - Receive inquiries by telephone, e-mail or at the counter. (e.g. zoning questions; appraiser, realtor, and attorney inquiries; requests to view DCD files; general Planning and Community Development inquiries).
 - Receives submissions including: land development, plat of survey, certified survey map, erosion control, annexations, site plans, zoning amendments.
- Preparation and attendance of Plan Commission monthly meetings and City Council to consider Zoning Amendments, Conditional Use Permits, Concept Plans, Site Plans, Annexations, Certified Survey Maps, Extra-territorial Land Divisions and City Preliminary and Final Plats.
- Responds to inquiries for zoning interpretations, floodplain & wetland.
- Inspects site plans for compliance, erosion control and signs.
- Enforces Plan Commission and Common Council approvals.

Long Range:

- 2020 Comprehensive Plan Maintenance
- Master Planning (e.g. water and sewer, park and open space, transportation)

EXPENDITURES:

Geographic Information Systems removed in 2010. New fund created.

Account 0156310	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$198,735	\$160,911	\$170,445	\$128,079
Other Expenses	\$8,226	\$9,219	\$9,154	\$4,564
Total Community Development	\$206,961	\$170,130	\$179,599	\$132,643

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of Plan Commission meetings	13	12	12	12	12
# of Plats and CSM reviews ¹	47	34	28	13	16
# of Site and Concept Plan reviews ¹	38	38	23	18	24
# of Zoning and Conditional Use reviews ¹	12	13	10	10	16
# of General Public Inquiries	652	847	746	1,006	780

¹ dependent upon economic trend (e.g. interest rate) movement and City development policies.

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

ACHIEVEMENTS:

- Reviewed and coordinated 16 site plans, 2 subdivision plats (preliminary and final), 2 concept plans, 11 certified survey maps, 1 zoning amendment, 2 annexations and 9 conditional use permits, and associated development agreements.
- Reviewed and coordinated 58 erosion control inspections and issued 71 sign permits.
- Handled 1,006 general public inquiries; 139 inquiries were related to instructional use of Paragon.
- Maintained the City's 2020 Comprehensive Plan.
- Continued in conjunction with the West Bend Redevelopment Authority, the acquisition, environmental clean up and sale of land in tax increment districts #5 and #9 in the downtown area.
- Coordinated development activities with Riverbend Development, LLC, in the implementation of the River Shores redevelopment project (tax increment district #10).
- Assisted in the implementation of Tax Increment District # 12 (Gehl Company).
- Created, in cooperation with the Downtown West Bend Association and the West Bend Area Chamber of Commerce, a web based commercial and industrial site search application (Insite).
- Attended 12 West Bend Economic Development Corporation Board meetings, and 26 Downtown West Bend Association Board and Committee meetings.
- Attended 9 West Bend EDC – TIF's #5, #9 and #10 Committee meetings.

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
- Public contacts	\$42,918	\$46	\$42,964
- Preparation and attendance of meetings	\$41,774	\$642	\$42,416
- Inquiries	\$12,367	\$198	\$12,565
- Inspections	\$7,482	\$421	\$7,903
- Enforcement of approvals	\$6,091	\$102	\$6,193
City Planning Short Range	\$110,632	\$1,409	\$112,041
- 2020 Plan Maintenance	\$8,843	\$790	\$9,633
- Master Planning	\$2,032	\$234	\$2,266
City Planning Long Range	\$10,875	\$1,024	\$11,899
- Public contacts	\$1,479	\$148	\$1,627
- Preparation and attendance of meetings	\$2,777	\$148	\$2,925
- Manage redevelopment projects	\$4,954	\$364	\$5,318
- Miscellaneous development	\$739	\$364	\$1,103
Economic & Community Development	\$9,949	\$1,024	\$10,973
- Public contacts	\$275	\$136	\$411
- Integration with other departments	\$48	\$290	\$338
- Coordinate & manage GIS Operations	\$227	\$0	\$227
- GIS data development & maintenance	\$14	\$409	\$423
- Project and application development	\$12	\$909	\$921
Geographic Information Systems	\$576	\$1,744	\$2,320
- Inspection Management	\$879	\$0	\$879
Building Inspection	\$879	\$0	\$879
Airport	\$0	\$0	\$0
Taxi	\$0	\$0	\$0
Grand Total	\$132,911	\$5,201	\$138,112

Notes:

- Department of Community Development supports the Building Inspection, Airport and Taxi programs. Those expenses are reflected in those respective budgets.

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

2010 GOALS:

- Continue to provide to the general public (an estimated 800 inquiries), information on development projects, departmental and City Code requirements and citizen complaints.
- Provide accurate and thorough information to the general public, neighborhood groups and citizens about land development activities particularly specific project impacts.
- Provide a timely and responsive development project review and approval process with developers in regards to subdivision plats, CSM's, grading plans, site plans, annexations, concept plans and zoning interpretations.
- Continue the effort started in 2003 of communicating with the development community using the City's internet site, including permit and plan approval, and the development process survey form (feedback program).
- Continue the implementation of TIF #12 - Gehl Company expansion.
- Continue the implementation (including the marketing and sale of land), of the project plans for tax increment districts #5, #9 and #10 in the downtown area; assisting the Downtown West Bend Association with its "Main Street" and "BID" programs.
- Coordinate the implementation of tax increment district #11, the River Road Industrial Park, in conjunction with River Road Development, LLC.
- Continue to assist local and regional commercial real estate companies in the marketing of the West Bend Corporate Center and the Wingate Creek Business Center.
- Expand the general public's access to and use of the PARAGON GIS program, and the use of Insite, the City's web based Commercial and Industrial site search application.
- Support implementation efforts of the City's new financial software to efficiently enter location-based data and provide for subsequent GIS integration.

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

ANTICIPATED 2010 CITY GROWTH:

The revenue projections for 2010 associated with offices of City Planning and Building Inspection are based upon the following assumptions:

- Insofar as West Bend's local economy is intricately tied to Milwaukee's regional economy (which in turn is tied national mid-west trends), business activities, particularly land development activities, are expected to show only a modest positive change from 2009. Numerous national outlooks predict a scenario where the high growth in real estate that characterized 2002-2006 will not return for many years if at all.
- Total annual construction value for the City is the basis for estimating annual permit revenue for the offices of City Planning and Building Inspection. From 2000-2008, total construction value (as taken from building permits) has averaged \$ 58,000,000. However, year 2009 values are expected in the range of \$25-30 million, about one-half of previous years. Only a modest increase for 2010 can be expected.
- The percentage of permit revenue generated from new residential development (historically approximately 45%) is projected to be similar to 2009. Permit revenue generated from residential projects in the last three years is substantially down from the period 2000-2005. This is due primarily to local economic conditions such as home foreclosures, interest rate fluctuations and more conservative lending practices.
- We do not anticipate any significant level of new subdivision developments in 2010 given the existing surplus of vacant single and two-family lots (329 as of June 30th), thereby restricting any growth in platting revenue. While new construction is down, permit revenue for residential alterations and additions in 2009 remains healthy.
- The percentage of revenue generated from commercial and industrial growth is expected to be modest continuing a trend started in 2009. The value of commercial and industrial building construction (\$20 million annual average since 2000) is expected to be similar to 2009, although less than previous years. Another factor in constraining the growth of commercial development (aside from regional and national trends) is the significant "built-out" nature of commercial sites in West Bend (e.g. Paradise Drive). Fewer good sites constricts this growth.
- Industrial expansions are anticipated in TIF's 3, 7 and 11 while commercial expansions are anticipated in TIF's 4, 5, 9 and 10, along Paradise Drive and West and East Washington Street. New construction revenue is anticipated to be modest with commercial and industrial

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

2010 Department Detail Information

URBAN DEVELOPMENT ~ Expenditures

50100 SALARIES:

Geographic Information Systems removed from budget.

Director	85,320	Asst. Planner	47,851
Asst. Director	64,219	Admin. Asst. II	37,927
Com. Dev. Planner	54,559	Admin. Asst. II	<u>29,842</u>
Zoning Admin.	52,007		371,725

20% of Urban Development Admin Asst II transferred to Building Inspection.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	544,522	143,581	48,276	37,926	0	6,764	220,460	71,812	38	38	15,628
2010	371,725	107,530	15,251	16,839	0	6,939	204,219	4,623	0	0	16,324

50200 FRINGES:

Geographic Information Systems removed from budget.

Fringe benefit rate at 19.11% \$71,037

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	101,880	26,864	9,032	7,096	0	1,266	41,248	13,436	7	7	2,924
2010	71,037	20,549	2,914	3,218	0	1,326	39,026	883	0	0	3,120

51600 TELEPHONE:

Geographic Information Systems removed from budget.

Internet	738
Centrex	678
Long Distance	79
Fax	<u>18</u>
	\$1,513

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,070	1,123	381	293	0	50	1,509	611	0	0	103
2010	1,513	645	141	109	0	19	561	0	0	0	38

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

2010 Department Detail Information

URBAN DEVELOPMENT ~ Expenditures

51700 POSTAGE:

Geographic Information Systems removed from budget.

Postage	825
Mail Service	100
Meter Maintenance	<u>10</u>
	\$935

\$.02 first-class postage increase. Meter maintenance decrease based on actual cost.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,120	309	105	81	0	14	415	168	0	0	28
2010	935	398	87	67	0	12	347	0	0	0	24

52000 MEMBERSHIPS:

Geographic Information Systems removed from budget (formerly in Capital Projects).

American Planning Association	285
Transportation Development Association (TDA)	235
Wisconsin Economic Development Association	242
International Economic Development Association	<u>365</u>
	\$1,127

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,105	305	103	80	0	14	410	166	0	0	28
2010	1,127	480	105	81	0	14	418	0	0	0	28

52100 PUBLICATIONS:

Geographic Information Systems removed from budget (formerly in Capital Projects).

Business Journal	105
APA Zoning Practices	85
Planning Advisory Service	775
Wisconsin Manufacturing Register	<u>0</u>
	\$965

Wisconsin Manufacturing Register (2-year renewal)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,165	321	109	84	0	14	432	175	0	0	29
2010	965	411	90	69	0	12	358	0	0	0	24

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

2010 Department Detail Information

URBAN DEVELOPMENT ~ Expenditures

52200 SEMINARS AND TRAINING:

Geographic Information Systems removed from budget (formerly in Capital Projects).

WEDA conference	300
ISCA WI Ideas Exchange & Alliance	100
Misc. meetings & workshops (Madison, Milwaukee, etc.)	<u>240</u>
	\$640

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,600	441	150	115	0	20	593	240	0	0	40
2010	640	273	60	46	0	8	237	0	0	0	16

53500 OFFICE AND OPERATING SUPPLIES:

Geographic Information Systems removed from budget.

General office supplies	1,238
General PC/copier supplies (UPS batteries, toner, paper)	1,000
Ricoh color printer supplies (toner, paper)	<u>830</u>
	\$3,068

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,020	1,937	656	505	0	87	2,603	1,054	0	0	177
2010	3,068	1,307	287	221	0	38	1,138	0	0	0	77

54300 GAS AND OIL:

Geographic Information Systems removed from budget.

Office Vehicle - Unleaded (\$ 3.06/gal @ 180 gals)	551
Adm. Office Vehicle - Gas and Oil (\$3.06/gal @ 25 gals)	77
Office Vehicle - Maintenance	<u>299</u>
	927

Vehicle maintenance increase based on prior costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,026	283	96	74	0	13	380	154	0	0	26
2010	927	394	86	64	0	13	342	0	0	0	28

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

2010 Department Detail Information

URBAN DEVELOPMENT ~ Expenditures

55600 EQUIPMENT MAINTENANCE

Geographic Information Systems removed from budget.

Copier maintenance (Aficio MP 3350)	400
Color printer maintenance (Aficio C811DN-T2)	440
ESRI Service, ARC IMS, & Pad Contract	<u>700</u>
	\$1,540

10% increase in copier and printer maintenance contracts

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	16,070	4,434	1,503	1,157	0	199	5,959	2,414	0	0	405
2010	1,540	656	144	111	0	19	571	0	0	0	39

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

2010 Department Detail Information

URBAN DEVELOPMENT ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$371,725	\$107,530	\$15,251	\$16,839	\$0	\$6,939	\$204,219	\$4,623	\$0	\$0	\$16,324
Fringes	\$71,037	\$20,549	\$2,914	\$3,218	\$0	\$1,326	\$39,026	\$883	\$0	\$0	\$3,120
Telephone	\$1,513	\$645	\$141	\$109	\$0	\$19	\$561	\$0	\$0	\$0	\$38
Postage	\$935	\$398	\$87	\$67	\$0	\$12	\$347	\$0	\$0	\$0	\$24
Memberships	\$1,127	\$480	\$105	\$81	\$0	\$14	\$418	\$0	\$0	\$0	\$28
Publications	\$965	\$411	\$90	\$69	\$0	\$12	\$358	\$0	\$0	\$0	\$24
Seminars	\$640	\$273	\$60	\$46	\$0	\$8	\$237	\$0	\$0	\$0	\$16
Supplies	\$3,068	\$1,307	\$287	\$221	\$0	\$38	\$1,138	\$0	\$0	\$0	\$77
Gas & Oil	\$927	\$394	\$86	\$64	\$0	\$13	\$342	\$0	\$0	\$0	\$28
Equipment Maint	\$1,540	\$656	\$144	\$111	\$0	\$19	\$571	\$0	\$0	\$0	\$39
Grand Total	\$453,477	\$132,643	\$19,165	\$20,825	\$0	\$8,400	\$247,217	\$5,506	\$0	\$0	\$19,718
Total Sal/FB	\$442,762	\$128,079	\$18,165	\$20,057	\$0	\$8,265	\$243,245	\$5,506	\$0	\$0	\$19,444
Total Other Exp.	\$10,715	\$4,564	\$1,000	\$768	\$0	\$135	\$3,972	\$0	\$0	\$0	\$274
Grand Total	\$453,477	\$132,643	\$19,165	\$20,825	\$0	\$8,400	\$247,217	\$5,506	\$0	\$0	\$19,718

CONSERVATION and DEVELOPMENT ~ URBAN DEVELOPMENT

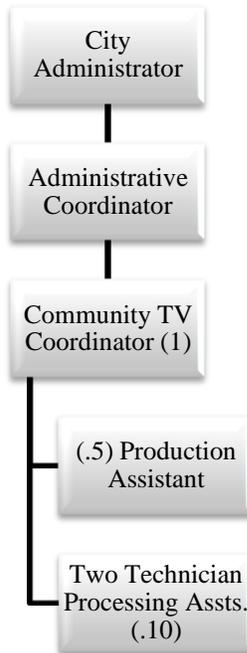
2010 Department Detail Information

URBAN DEVELOPMENT ~ Revenue

	2007 Actual	2008 Actual	2009 Adopted	2010 Proposed
014684.468410 Subdivision Fees	\$7,880	\$16,450	\$7,500	\$6,500
014684.468420 Site Plan Fees	\$10,370	\$19,600	\$12,000	\$11,500
Total DCD	\$18,250	\$36,050	\$19,500	\$18,000

	Adopted Budget 2009	Proposed Revenue 2010
Account 014684.468410 ~ Subdivision		
Certified Survey Map (average 2 lots)	\$ 1,000	\$ 1,500
Extraterritorial CSM	\$ 1,000	\$ 1,000
Concept Plan (average 3 acres)	\$ 1,600	\$ 1,600
Preliminary Plat (average 30 lots/plat)	\$ 700	\$ 700
Extraterritorial Prelim Plat (average 10 lots/plat)	\$ 1,200	\$ 500
Final Plat (average 30 lots/plat)	\$ 600	\$ 600
Extraterritorial Final Plat (10 lots/plat)	\$ 1,400	\$ 600
Account 014684.468420 ~ Site Plan Fees		
Site Plan	\$ 12,000	\$ 11,500
Reapplication	\$ -	

COMMUNITY TELEVISION



MISSION:

The primary mission of West Bend Community T.V. is to provide a means to improve communications between and among, and to otherwise serve the present and future needs of the citizens, government and private and public institutions, organizations and enterprises of the city and surrounding communities.

- Encourage the use of WBCTV’s facilities and equipment by the public for the production of programs on the public access television channels.
- Coordinate and perform television distribution center operations.
- Determine, acquire, schedule and produce local programming and productions.
- Edit and conduct post production of programs.
- Conduct live broadcasts of Common Council, Plan Commission, School Board and Voter Forum meetings.
- Train the general public in the use of studio and office equipment.
- Purchase equipment essential for the operation of the public access television channels.
- Provide assistance with and live broadcast of emergency or natural disaster information on the local channels and

EXPENDITURES:

Account 2353800	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$62,754.28	\$77,399.00	\$101,558.00	\$99,187
Other Expenses	\$48,573.00	\$180,001.00	\$155,841.00	\$231,213
Total Community TV	\$111,327.28	\$257,400.00	\$257,400.00	\$330,400

COMMUNITY TELEVISION

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2007 Actual	2008 Actual	2009 Estimated	2010 Estimated
New Programs	618	626	690	720
Studio Productions	58	56	56	60
Location Productions	161	166	180	200
Live Broadcasts	50	46*	46	46

* Reduction in the Number of Council Meetings

ACHIEVEMENTS:

- As of December 8, 2008 we are now on AT&T U-verse's PEG Platform
- Worked in cooperation with the School District, including live broadcast of the high school graduations, taping school concerts and events, assisting with promotion of events.
- E-mailed schedules and information to community members.
- Worked in cooperation with UW-Washington County, including taping of events, as another form of outreach to help them promote themselves.
- Worked with the Museum of Wisconsin Art and the Washington County Historical Society to produce programs.
- Worked with local non-profit groups to produce programs.
- Worked with City Departments to produce more programs (Parks Dept. and Community Dev.).
- Continued to use Microsoft Access Database for program records, schedules, inventory, and equipment usage.
- Increased number of public access programs.
- Assisted other City depts. with the use of the Common Council Chambers presentation equipment.

COMMUNITY TELEVISION

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Produce Local Programming	\$36,699	\$15,431	\$52,130
Edit Programs to air on WBCTV	\$24,797	\$10,426	\$35,223
Conduct Live Broadcast of Meetings	\$7,935	\$3,336	\$11,271
Scheduling and Meeting with P-T Staff	\$3,946	\$2,085	\$6,031
Weekly Program Scheduling	\$16,862	\$7,090	\$23,952
Purchase/ Maintain Equipment	\$4,959	\$2,085	\$7,045
Budget Preparation and Monitoring	\$2,976	\$1,251	\$4,227
Health Insurance	\$0	\$0	\$17,842
Policy Premiums	\$0	\$0	\$3,683
Grand Total	\$99,188	\$41,705	\$161,404

2010 GOALS:

- Inform citizens of availability of WBCTV Channels
- Increase number of programs produced
- Increase programs about city government functions
- Work with schools and UWWC to produce more programs.
- Increase reliability of playback operations.
- Acquire new equipment for public access use.
- Increase public access use.
- Explore Webcasting for City Meetings

COMMUNITY TELEVISION

2009 Department Detail Information

WBCTV~ Expenditures

50100 SALARIES:

Coordinator	46,743
Production Assistant	11,679
Tech. Asst. 1	3,073
Tech. Asst. 2	500
Admin. Office	9,782
Clerk Office	1,384
Council	456
Mayor	116
Information Systems	4,747
Finance Dept.	3,003
Atty/HR	1,729
Payroll	264
GIS	42
Elections	184
	<u>184</u>
	\$83,702

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	78,822	0	0	0	0	0	0	0	0	78,822	0
2010	83,702	0	0	0	0	0	0	0	0	83,702	0

50200 FRINGES:

Fringe benefit rate at 18.51%. For full time, 7.65% for Part-Time employees and elected officials

FT \$15,168 PT \$317

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	14,226	0	0	0	0	0	0	0	0	14,226	0
2010	15,485	0	0	0	0	0	0	0	0	15,485	0

50300 ADMINISTRATIVE EXPENSES

Administrator	162	Mayor	16
Atty/HR	157	Payroll	30
Clerk	114	Finance	266
Council	160	GIS	5
Elections	75	IS	<u>1,908</u>
			2,893

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,783	0	0	0	0	0	0	0	0	4,783	0
2010	2,893	0	0	0	0	0	0	0	0	2,893	0

COMMUNITY TELEVISION

2010 Department Detail Information

WBCTV ~ Expenditures

51600 TELEPHONE:

Centrex	230
Long Distance	8
Internet	54
Fax	<u>0</u>
	\$292

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	405	0	0	0	0	0	0	0	0	405	0
2010	292	0	0	0	0	0	0	0	0	292	0

51700 POSTAGE:

Postage	95
Mail Service	4
Meter Maintenance	<u>2</u>
	\$101

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	100	0	0	0	0	0	0	0	0	100	0
2010	101	0	0	0	0	0	0	0	0	101	0

52000 MEMBERSHIPS:

WAPC	295
Alliance For Community Media	<u>100</u>
	\$395

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	395	0	0	0	0	0	0	0	0	395	0
2010	395	0	0	0	0	0	0	0	0	395	0

52200 SEMINARS AND TRAINING:

WAPC Conferences	200
Mileage for Seminars, Training,	<u>134</u>
	\$334

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	500	0	0	0	0	0	0	0	0	500	0
2010	334	0	0	0	0	0	0	0	0	334	0

COMMUNITY TELEVISION

2010 Department Detail Information

WBCTV ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

DVD's Labels and Videotapes	1000
Batteries	450
Misc. video supplies	180
Faxes	20
Copy Machine Charges	35
Office Supplies	130
Other Small video equipment	2031
Granicus Web Streaming (See Appendix A for more detail)	<u>5775</u> New
	\$9,621

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,000	0	0	0	0	0	0	0	0	5,000	0
2010	9,621	0	0	0	0	0	0	0	0	9,621	0

55600 EQUIPMENT MAINTENANCE

Service Maintenance Agmt w/ AVI for Video and Presentation Equipt.	6580	Removed VCR's
Maintenance Agmt w/ CDP for A/C Unit in Editing Rm.	625	
Other Equipment Repairs	<u>2795</u>	
	\$10,000	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	15,000	0	0	0	0	0	0	0	0	15,000	0
2010	10,000	0	0	0	0	0	0	0	0	10,000	0

57700 CONTRACTUAL SERVICES

Rental of Space at City Hall

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	19,315	0	0	0	0	0	0	0	0	19,315	0
2010	17,761	0	0	0	0	0	0	0	0	17,761	0

COMMUNITY TELEVISION

2010 Department Detail Information

WBCTV-Expenditures

557900 POLICY PREMIUMS

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,055	0	0	0	0	0	0	0	0	3,055	0
2009	3,683	0	0	0	0	0	0	0	0	3,683	0

5900 HEALTH INSURANCE

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,818	0	0	0	0	0	0	0	0	13,818	0
2010	17,842	0	0	0	0	0	0	0	0	17,842	0

23595002.59500 CONTINGENCY

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	54,830	0	0	0	0	0	0	0	0	54,830	0
2010	86,379		0	0	0	0	0	0	0	86,379	0

23538003.50400 OUTLAY

Video Server Based playback system	15,000.00	Necessary replacement of equipment
Replace Aavelin Magic Boxes	10,000.00	Necessary replacement of equipment
Hard Drive recorder (2) for camcorders	<u>2,000.00</u>	Discretionary: Replaces videotapes
	27,000.00	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	33,000	0	0	0	0	0	0	0	0	33,000	0
2010	27,000	0	0	0	0	0	0	0	0	27,000	0

COMMUNITY TELEVISION

2010 Department Detail Information

57700 INDEPENDENT AUDITING

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	500	0	0	0	0	0	0	0	0	500	0
2010	308	0	0	0	0	0	0	0	0	308	0

Metropolitan Area Network (MAN) ~ Expenditures

50100 SALARIES

IS Coordinator's involvement with MAN Network

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	0	0	0	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0	0	0	0

50200 FRINGE BENEFITS

Fringe Benefits for IS Coordinator

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	0	0	0	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0	0	0	0

Other Accounts ~ Expenditures

2327602 ADVANCE FROM SEWER UTILITY

Council Chambers Presentation Equipment. Increasing number of payments in 2011. Will now be paid off.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	11,220	0	0	0	0	0	0	0	0	11,220	0
2010	49,552	0	0	0	0	0	0	0	0	49,552	0

2359199.55920 INTEREST EXPENSE

Council Chambers Equipment Payment to Sewer Utility (see above).

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,431	0	0	0	0	0	0	0	0	2,431	0
2010	5,052	0	0	0	0	0	0	0	0	5,052	0

COMMUNITY TELEVISION

2010 Department Detail Information

WBCTV ~ SUMMARY

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$83,702	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83,702	\$0
Fringes	\$15,485	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,485	\$0
Administrative Expenses	\$2,893	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,893	\$0
Telephone	\$292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$292	\$0
Postage	\$101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101	\$0
Memberships	\$395	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$395	\$0
Seminars	\$334	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$334	\$0
Supplies	\$9,621	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,621	\$0
Equipment Maintenance	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0
Auditing	\$308	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$308	\$0
Contingency	\$86,379	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$86,379	\$0
Outlay	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000	\$0
Advance from Sewer utility	\$49,552	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,552	\$0
MAN Network Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MAN Network Fringes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$5,052	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,052	\$0
Contractual Services	\$17,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,761	\$0
Policy Premiums	\$3,683	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,683	\$0
Health Insurance	\$17,842	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,842	\$0
Grand Total	\$330,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330,400	\$0
Total Sal/FB	\$99,187	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99,187	\$0
Total Other Exp.	\$231,213	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$231,213	\$0
Grand Total	\$330,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330,400	\$0

COMMUNITY TELEVISION

2010 Department Detail Information

WBCTV-Revenue

	2007 Actual	2008 Actual	2009 Adopted	2010 Request
234814.481685 Interest Income	7,785	6,475	1,900	1,400
234864.486100 DVD Copying	966	407	1,000	1,000
234864.486110 Franchise Fees	285,056	327,304	254,500	328,000
TOTAL	293,807	334,186	257,400	330,400

234864.486110 Franchise Fees

AT&T received its State Issued Certificate of Franchise (SICFA) in March 2008.

Charter received its SICFA In May 2008.

Franchise fees are now received on a quarterly, rather than semi-annual basis.

Nationally people are not cutting back on their cable purchases even in the current economy.

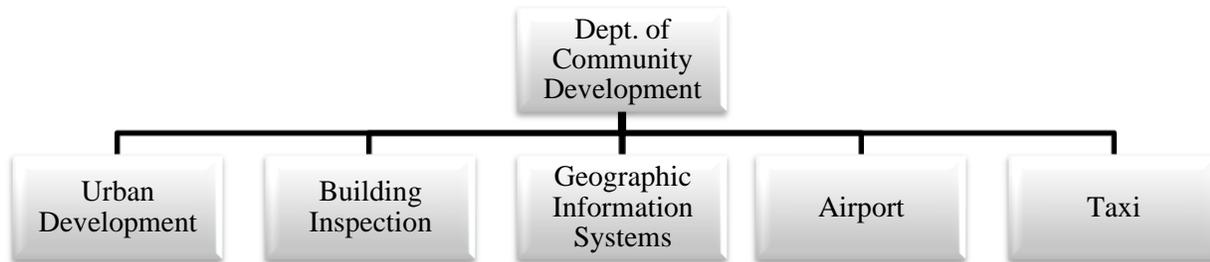
2010 Department Detail Information
APPENDIX A

One of the questions I have fielded over the last couple of years from West Bend residents is whether they could get the Common Council meetings over the Internet. There is a company called Granicus (www.granicus.com) that provides streaming services to communities across America. They primarily host videos of government meetings.

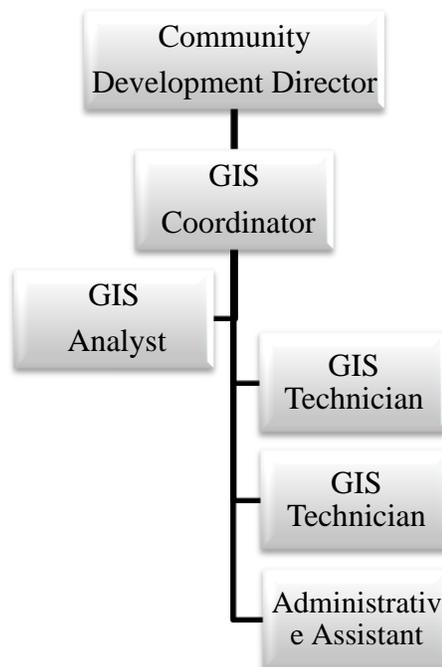
Granicus would host a webpage that would be linked to the City of West Bend's website. Viewers would be able to access a video file of West Bend Common Council and Plan Commission Meetings any time they chose. They would start at the City of West Bend website and click on a link that would take them to the Granicus website, where they can watch the video. The advantage to this is that we will not have to bear the expense of new servers and will not tie up the city's internet service. Video takes up quite a bit of bandwidth and the concern is that if enough people try to access a meeting video at the same time, then other city services might be impacted. The Granicus webpage would be styled to look like a City of West Bend web page. There are three other communities in Wisconsin that use this service: Stevens Point, Marshfield and Fitchburg.

In 2009, I budgeted \$10,000 in the Outlay account for start up costs for this. Start up costs include web page design to match our city website. Monthly costs would run about \$481.25 per month or \$5775 per year.. I have included a line in my 2010 Office and Operating Supplies (53500) budget to cover that. Part of the money to cover this comes from a reduction in the 2010 Equipment Maintenance Budget (55600). That reduction is due to a change in our Service Maintenance Agreement with AVI. Because we no longer use S-VHS VCR's to play programs on the channels, we no longer have to maintain and repair those machines. The newer equipment includes Digital Video Recorders and DVD players which do not have as many parts to wear out as the VCR's.

INTERNAL SERVICE FUND ~ Geographic Information Systems



The mission of the Geographic Information System (GIS) service program of the Department of Community Development is to leverage GIS data, output, analysis, data, and computing technology in such a manner to make the City's functions and operations more effective and more efficient.



GEOGRAPHIC INFORMATION SYSTEM

Geographic Information Systems (GIS) are a collection of computer software, hardware, spatially-oriented data, and trained staff that allow for data creation and maintenance, display, analysis, and output. The GIS services group uses these capabilities to provide a variety of services to City departments, administration, and the general public. The scope of these services include the production of digital and hard copy map sets; providing internet applications to the general public (Paragon Internet Map Services); and analyzing data using geographic properties such as adjacency, proximity, and connectivity to produce information that can be used by the City's staff to make decisions and perform business functions. The above functions require the development and maintenance of a variety of GIS datasets related to land records, tax assessment, public utilities, transportation, land development, zoning, land use, public safety responses, and facility management. The City has utilized GIS technology to aid in local government operations since 1995.

INTERNAL SERVICE FUND ~ Geographic Information Systems

EXPENDITURES:

New fund created in 2010. Separated out from Community Development.

Account 2572901	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits				\$0
Other Expenses				\$0
Total Geographic Information Systems	\$0	\$0	\$0	\$0

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
# of inquiries to Paragon - Internet Map Service	18,350	22,734	20,778	27,064	28,000
# of internal GIS software users	38	48	52	53	55
# of GIS internal projects	575	540	555	525	540
# of Published Maps	529	643	658	835	835
# total GIS data layers	N/A	N/A	N/A	448	460

ACHIEVEMENTS:

- Maintained GIS-based cadastre records and fused dataset with ownership, value, and tax assessment data from the Assessor's Office; Reconciled parcels features in GIS database to City's tax roll.
- Maintained GIS-based databases for the City's public utilities infrastructure including water distribution, sanitary sewer collection, and stormwater sewer collection/retention for Water Utility, Sewer Utility, and Public Works Department respectively; Maintained GIS-based databases for public street trees and park facilities for the Parks, Recreation and Forestry Department.
- Maintained GIS-based databases related to addresses and maintained the City's master address list; Assigned addresses for new or reconfigured building occupancies.
- Maintained a variety of other GIS-based databases including, but not limited to: streets, land use, zoning, buildings, voting districts, ADA ramps, sidewalks, surveying benchmarks, police beats, fire/ems response zones, recreation trails, targeted economic development areas, airport facilities, and special assessments.
- Provided system administration and support for the City's GIS-integrated computerized maintenance management system (CMMS) – "Cityworks"; Created recurrent process in which to update Cityworks' contact information data table directly from the Water Utility billing database.

INTERNAL SERVICE FUND ~ Geographic Information Systems

- Provided system administration and support for the City’s records management system (RMS) for the Fire Department – “Firehouse”; Updated occupancy table records in Firehouse database for Fire Department.
- Produced corporate map sets for Departments and general public including, but not limited to: Official Street Map, small format (11x17-inch) Street Map, Tax Parcel Maps, Zoning Maps, Land Use Maps, Extra-jurisdictional Territory Map, Fire/EMS Response Area Maps, Police Beat Maps, Police Reporting District Maps, Voting District Maps, Water Utility field atlas maps, Storm Sewer field atlas maps, Sanitary Sewer field atlas maps, Water System wall maps, Sanitary Sewer walls maps, Storm Sewer wall maps, and Snowplow Route Assignment maps.
- Maintained and continued to further develop external public access to City maps, data, and mapping services, including the “Paragon Internet Mapping Service”; Maintained and continued to further develop an internal “intranet” application for the access of City maps, data, and mapping services.
- Produced map documents for Planning Commission and Common Council public meetings; Generated “200-foot” notification lists for required Planning Commission and Common Council agenda items.
- Developed and maintained the legal description of the City’s corporate limits.
- Performed review of preliminary FEMA Map Modernization flood hazard map products; submitted comments.
- Reviewed Wis-DOT road classification map and submitted comments; Developed GIS-based traffic count dataset and map products ; Updated the Heavy Truck Route map.
- Assisted the Information Systems Department to implement the Permits and Inspection module of the MUNIS software suite for the Building Inspection Office; populated the Property Master data tables; developed processes for the recurrent updating of the Property Master data tables.
- Assisted the Finance Department to implement “SaMgr” - a database application that inventories Special Assessments. Developed an import file for the master Parcel data tables; developed processes for the recurrent generation of data tables for subsequent data maintenance.
- Completed a GIS inventory of street signs and supports for the Public Works Department.
- Extended the Cityworks CMMS database to encompass work order and asset inventory for street sign and support operations for the Public Works Department.
- Analyzed garbage collection routes for the Public Works Department to identify potential efficiencies available (new routes have not yet been implemented).
- Delineated contribution areas for discharge areas subject to WI-DNR WPDES city-wide

INTERNAL SERVICE FUND ~ Geographic Information Systems

- Assisted the Police Department to implement “ProPhoenix” – a replacement Computer-aided Dispatch software application; created a file for import into ProPhoenix’s database to serve as the primary address table; corrected data that was incorrectly attributed and converted from the Police Department’s previous database application.
- Developed a map atlas for Fire and Police personnel intended for in-vehicle availability; tied address locations from dispatch to map page numbers.
- Assisted the West Bend School District to analyze student locations’ walking distance proximity to schools.
- Performed software upgrades to Microsoft SQL Server 2005, ArcGIS 9.3, Cityworks 4.5, and Firehouse 7.3.15.
- Represented the City as a member of the Washington County Land Information Advisory Committee and the Wisconsin Land Information Association (WLIA) Board of Directors.
- Administered professional services contract for 2008 orthophotography project; performed quality control.
- Compiled data analysis of contributing sources and mapping support for sanitary sewer siphon issues.
- Compiled inventory of downtown light posts, benches, and landscape beds.
- Provided mapping support for various alternatives for Veterans Avenue redevelopment area.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Coordinate & manage GIS Operations	\$11,435	\$595	\$12,030
Public contact	\$6,148	\$300	\$6,448
Data development	\$19,429	\$2,749	\$22,178
Data maintenance	\$20,685	\$2,638	\$23,323
Integration with other depts & systems	\$15,240	\$2,928	\$18,168
Projects & application development	\$43,160	\$3,732	\$46,892
System administration	\$6,717	\$393	\$7,110
Grand Total	\$122,814	\$13,335	\$136,149

INTERNAL SERVICE FUND ~ Geographic Information Systems

2010 GOALS:

- Maintain GIS-based cadastre records and fuse dataset with ownership, value, and tax assessment data from the Assessor's Office; Reconcile parcels features in GIS database to City's tax roll.
- Maintain GIS-based databases for the City's public utilities infrastructure including water distribution, sanitary sewer collection, and stormwater sewer collection/retention for Water Utility, Sewer Utility, and Public Works Department respectively; Maintain GIS-based data bases for public street trees and park facilities for the Parks, Recreation and Forestry Department.
- Maintain GIS-based databases related to addresses and maintained the City's master address list; Assign addresses for new or reconfigured building occupancies.
- Maintain a variety of other GIS-based databases including, but not limited to: streets, land use, zoning, buildings, voting districts, ADA ramps, sidewalks, surveying benchmarks, police beats, fire/EMS response zones, recreation trails, targeted economic development areas, airport facilities, and special assessments.
- Provide system administration and support for the City's GIS-integrated computerized maintenance management system (CMMS) – "Cityworks".
- Fuse the various implementations of Cityworks in such a manner that City staff can initiate a service request for any City function currently inventoried within Cityworks – independent of department.
- Provide system administration and support for the City's records management system (RMS) for the Fire Department – "Firehouse"; Update occupancy table records in Firehouse database for Fire Department.
- Produce corporate map sets for Departments and general public including, but not limited to: Official Street Map, small format (11x17-inch) Street Map, Tax Parcel Maps, Zoning Maps, Land Use Maps, Extra-jurisdictional Territory Map, Fire/EMS Response Area Maps, Police Beat Maps, Police Reporting District Maps, Voting District Maps, Water Utility field atlas maps, Storm Sewer field atlas maps, Sanitary Sewer field atlas maps, Water System wall maps, Sanitary Sewer walls maps, Storm Sewer wall maps, and Snowplow Route Assignment maps.
- Maintain and continue to further develop external public access to City maps, data, and mapping services, including the "Paragon Internet Mapping Service"; Maintain and continue to further develop internet and intranet applications for the access of City maps, data, and mapping services.
- Develop an internal mapping application that allows the viewing of aerial photography of various time frames.
- Produce map documents for Planning Commission and Common Council public meetings; Generate "200-foot" notification lists for required Planning Commission and Common Council agenda items.

INTERNAL SERVICE FUND ~ Geographic Information Systems

- Reapportion voting districts based upon 2010 census data.
- Recurrent updating of the MUNIS application's Property Master data tables; recurrent generation of an import file for SaMgr's parcel tables; recurrent generation of an import file for police department's ProPhoenix database for primary address table.
- Update the zoning dataset to accommodate recent remapping efforts by WI-DNR (wetlands) and FEMA (flood hazard areas).
- Extend the Cityworks CMMS application to encompass work order and asset inventory for items/activities within the Water Utility facilities (pump houses, tanks, etc.).
- Extend the Cityworks CMMS application to encompass work order and asset inventory for items/activities within the Sewer Utility Treatment Plant.
- Link digital CCTV images/videos to related sanitary sewer pipe segments and enable viewing by sewer, public works, and engineering staff.
- Analyze snow plowing and salting routes of the Public Works Department to identify potential efficiencies available.
- Develop GIS-based dataset of public easements.
- Compile a GIS-based inventory of Airport-related facilities and assets.
- Implement ArcGIS Server software for external/internal mapping and analysis applications.

INTERNAL SERVICE FUND ~ Geographic Information Systems

2010 Department Detail Information

GEOGRAPHIC INFORMATION SYSTEMS ~ Expenditures

50100 SALARIES:

Costs formerly in Urban Development budget and Capital Projects.

GIS Coordinator	54,018	GIS Technician	43,531
GIS Analyst	46,654	GIS Technician	<u>40,376</u>
			\$ 184,579

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	180,610	30,803	33,330	21,427	0	0	23,163	71,812	38	38	0
2010	184,579	0	35,427	30,502	0	0	25,573	92,999	37	42	0

50200 FRINGES:

Costs formerly in Urban Development budget and Capital Projects.

Fringe benefit rate at 19.11% \$35,273

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	33,792	5,763	6,236	4,009	0	0	4,334	13,436	7	7	0
2010	35,273	0	6,770	5,829	0	0	4,887	17,772	7	8	0

51600 TELEPHONE:

Costs formerly in Urban Development budget and Capital Projects.

Internet	354
Centrex	519
Long Distance	60
Fax	<u>7</u>
	\$940

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	611	0	0	0	0	0	0	401	0	0	210
2010	940	0	179	154	0	0	133	473	0	0	0

51700 POSTAGE:

Costs formerly in Urban Development budget and Capital Projects.

Postage	70
Mail Service	20
Meter Maintenance	<u>5</u>
	\$95

INTERNAL SERVICE FUND ~ Geographic Information Systems

2010 Department Detail Information

GEOGRAPHIC INFORMATION SYSTEMS ~ Expenditures

51700 POSTAGE (cont.):

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	168	0	0	0	0	0	0	110	0	0	58
2010	95	0	18	16	0	0	13	48	0	0	0

52000 MEMBERSHIPS:

Costs formerly in Capital Projects.

Wisconsin Land Information Association (2)	200
URISA (1)	<u>190</u>
	\$390

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	556	0	0	0	0	0	0	365	0	0	191
2010	390	0	74	64	0	0	55	197	0	0	0

52100 PUBLICATIONS:

Costs formerly in Capital Projects.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	175	0	0	0	0	0	0	115	0	0	60
2010	0	0	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

Costs formerly in Capital Projects.

GIS - related training/seminars/conferences	2010
Local/Wisconsin GIS user group meetings	750
Wisconsin Land Information Association	<u>750</u>
	\$3,510

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,260	0	0	0	0	0	0	4,763	0	0	2,497
2010	3,510	0	669	577	0	0	496	1,767	0	1	0

INTERNAL SERVICE FUND ~ Geographic Information Systems

2010 Department Detail Information

GEOGRAPHIC INFORMATION SYSTEMS ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Costs formerly in Urban Development budget and Capital Projects.

General office supplies	733
General PC/copier supplies (USB batteries, toner, paper)	500
Ricoh color printer supplies (toner, paper)	830
Copy/Fax Charges (Wash Cnty, Clerks)	200
Plotter Supplies (paper, ink, etc.)	1000
Specific Reproduction Projects - Tax Key Maps (5 sets)	<u>500</u>
	\$3,763

Decrease in Washington County fax charges

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,054	0	0	0	0	0	0	691	0	0	363
2010	3,763	0	718	618	0	0	531	1,894	1	1	0

54300 GAS AND OIL:

Costs formerly in Urban Development budget and Capital Projects.

Office Vehicle - Unleaded (\$ 3.61/gal @ 30 gals)	108
Adm. Office Vehicle - Gas and Oil (\$3.61/gal @ 5 gals)	19
Office Vehicle - Maintenance	<u>18</u>
	\$145

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	154	0	0	0	0	0	0	101	0	0	53
2010	145	0	28	24	0	0	20	73	0	0	0

55600 EQUIPMENT MAINTENANCE

Costs formerly in Urban Development budget and Capital Projects.

Copier maintenance (Aficio MP 3350)	200
Color printer maintenance (Aficio C811DN-T2)	220
ESRI Software maintenance	13600
HP Plotter maintenance contract	<u>675</u>
	\$14,695

10% increase in copier and printer maintenance contracts

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,414	0	0	0	0	0	0	1,584	0	0	830
2010	14,695	0	2,802	2,413	0	0	2,075	7,399	3	3	0

INTERNAL SERVICE FUND ~ Geographic Information Systems

2010 Department Detail Information

GEOGRAPHIC INFORMATION SYSTEMS ~ Expenditures

57900 RISK MANAGEMENT:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	0	0	0	0	0	0	0	0	0	0	0
2010	62	0	5	26	0	0	0	31	0	0	0

58000 HEALTH INSURANCE:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	0	0	0	0	0	0	0	0	0	0	0
2010	30,536	0	530	2,603	0	0	0	27,403	0	0	0

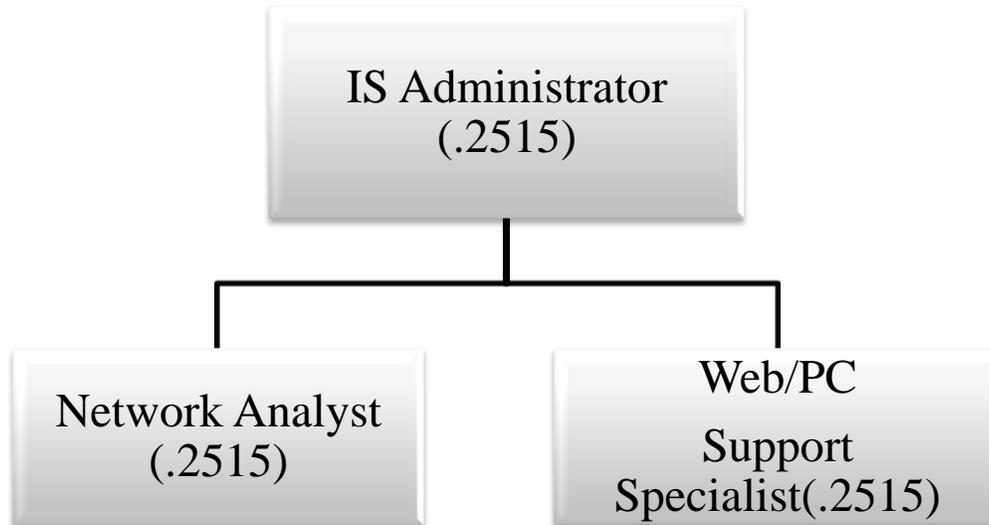
INTERNAL SERVICE FUND ~ Geographic Information Systems

2010 Department Detail Information

GEOGRAPHIC INFORMATION SYSTEMS ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$184,579	\$0	\$35,427	\$30,502	\$0	\$0	\$25,573	\$92,999	\$37	\$42	\$0
Fringes	\$35,273	\$0	\$6,770	\$5,829	\$0	\$0	\$4,887	\$17,772	\$7	\$8	\$0
Telephone	\$940	\$0	\$179	\$154	\$0	\$0	\$133	\$473	\$0	\$0	\$0
Postage	\$95	\$0	\$18	\$16	\$0	\$0	\$13	\$48	\$0	\$0	\$0
Memberships	\$390	\$0	\$74	\$64	\$0	\$0	\$55	\$197	\$0	\$0	\$0
Publications	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$3,510	\$0	\$669	\$577	\$0	\$0	\$496	\$1,767	\$0	\$1	\$0
Supplies	\$3,763	\$0	\$718	\$618	\$0	\$0	\$531	\$1,894	\$1	\$1	\$0
Gas & Oil	\$145	\$0	\$28	\$24	\$0	\$0	\$20	\$73	\$0	\$0	\$0
Equipment Maint	\$14,695	\$0	\$2,802	\$2,413	\$0	\$0	\$2,075	\$7,399	\$3	\$3	\$0
Risk Mgmt.	\$62	\$0	\$5	\$26	\$0	\$0	\$0	\$31	\$0	\$0	\$0
Health Ins.	\$30,536	\$0	\$530	\$2,603	\$0	\$0	\$0	\$27,403	\$0	\$0	\$0
Grand Total	\$273,988	\$0	\$47,220	\$42,826	\$0	\$0	\$33,783	\$150,056	\$48	\$55	\$0
Total Sal/FB	\$219,852	\$0	\$42,197	\$36,331	\$0	\$0	\$30,460	\$110,771	\$44	\$50	\$0
Total Other Exp.	\$54,136	\$0	\$5,023	\$6,495	\$0	\$0	\$3,323	\$39,285	\$4	\$5	\$0
Grand Total	\$273,988	\$0	\$47,220	\$42,826	\$0	\$0	\$33,783	\$150,056	\$48	\$55	\$0

INTERNAL SERVICE FUND ~ Information Systems



MISSION:

The primary mission of the Information Services Department is to provide information technology to City departments. The essential functions that encompass this effort include:

- Server and network infrastructure procurement, installation, operation and maintenance.
- AS400 operations for assessor.
- Purchase, install and maintain client computers for all departments.
- Maintain Internet web site.
- Monitor spam filter and insure that the antispyware and antivirus software is operating correctly.
- Assist in the evaluation, purchase, installation and maintenance of software for City departments.

EXPENDITURES:

	2007 Actual	2008 Actual	2009 Adopted	2010 Requested
Account 51433				
Salaries and Fringe Benefits	\$63,207.15	\$87,037.61	\$46,877.00	\$48,740
Other Expenses	\$87,495.53	\$87,724.08	\$141,825.00	\$128,137
Total IS	\$150,702.68	\$174,761.69	\$188,702.00	\$176,876

INTERNAL SERVICE FUND ~ Information Systems

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Unscheduled Server downtime – primary servers	0.03%	0.03%	0.03%	0.02%
Unscheduled Server downtime – internet/web servers	0.05%	0.03%	0.04%	0.03%
Unscheduled AS/400 downtime	0.10%	0.10%	0.10%	0.05%
Troubleshooting requests	655	864	897	950
% troubleshooting requests completed in 2 hours	53%	65%	64%	70%
Number of new client PCs installed	40	42	43	34
Number of older client PCs moved to other users	23	28	32	25
Number of client PCs	184	197	206	207
Number of servers (including AS/400)	14	14	19	20

Note: 365 days/year x 24 hours/day = 8,760 hours/year. 0.1% downtime equals 8.7 hours.

ACHIEVEMENTS:

- Upgraded Internet service from 1.5Mbps to 4.5Mbps.
- Finished upgrade of client PCs to Office 2007. Missed a few.
- Upgraded servers to version 11D of Backup Exec software.
- Assisted with the implementation of the MUNIS Permits and Code Enforcement module. Actual installation was January 2, 2009 for the Permits portion. Code Enforcement will be done 3rd quarter of 2009.
- Assisted Police with the installation of the Pro Phoenix application.
- Installed new PCs and printers for various departments.
- Had a new air conditioner installed in the computer room. Old unit was repaired and is now a backup.
- Continued monitoring client PCs for current versions of antivirus and antispam software.
- Virtualized 12 servers to three physical servers. Added 1.5TB of storage. Upgraded to Microsoft Exchange 2007. Completed in 2009.

INTERNAL SERVICE FUND ~ Information Systems

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Servers and Infrastructure	\$13,154	\$37,132	\$50,286
AS400 operations	\$2,463	\$10,035	\$12,498
Client PCs	\$18,319	\$56,536	\$74,855
Web site	\$4,869	\$3,465	\$8,334
Spam and spyware	\$953	\$667	\$1,620
Software	\$4,556	\$18,484	\$23,040
Administrative duties	\$4,870	\$5,437	\$10,307
Miscellaneous IS duties (Tasks not included in the above categories)	\$3,121	\$2,281	\$5,402
Grand Total	\$52,305	\$134,037	\$186,342

2010 GOALS:

- Refresh the look of the city's website and expand its capabilities for the customers.
- Upgrade servers to Windows Server 2008.
- Install VOIP telephone system.
- Plan and install Devnet software for assessor.
- Assist Parks with Webtrac software.
- Install new UPS system in computer room.

INTERNAL SERVICE FUND ~ Information Systems

2010 Department Detail Information

INFORMATION SYSTEMS ~ Expenditures

50100 SALARIES:

IS Administrator	67,290	
Network Analyst	53,295	
Web / PC Support Analyst	44,000	2009 8 months budgeted
Attorney's Office	136	
City Administrator's Office	8,497	(Includes Website Maintenance)
Clerk's Office	389	
Community Development	0	
GIS	37	
Elections	51	
Payroll	203	
Finance Dept.	2,706	
Human Resources Dept.	868	
Mayor	21	
City Council	<u>82</u>	
	177,575	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	161,777		24,501	11,514			14,700		39,517	4,247	67,297
2010	177,575		27,384	12,869			16,430		40,930	4,747	75,215

50200 FRINGES:

Fringe benefit rate at 19.11% for full-time employees and 7.65% for Mayor and Council.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	30,234		4,583	2,154			2,749		7,360	794	12,594
2010	33,905		5,228	2,458			3,136		7,810	906	14,368

INTERNAL SERVICE FUND ~ Information Systems

2010 Department Detail Information

50300 ADMINISTRATIVE EXPENSES:

Expenditures for Administrator's Office, City Clerk's Office, Council, Finance Department, Mayor, Payroll and Personnel.

Administrator

16	Telephone	30	
17	Postage	4	
20	Membership and Dues	55	
22	Seminars and Training	50	
35	Supplies	27	
43	Gas & Oil	11	
95	Sp Purpose	0	Total 177

Attorney / Human Resources

16	Telephone	7	
17	Postage	4	
20	Membership and Dues	5	
21	Publications	16	
22	Seminars and Training	8	
35	Supplies	5	
43	Gas & Oil	2	
77	Contractual Services	59	
95	Sp Purpose	104	Total 210

Clerk

16	Telephone	2	
17	Postage	2	
20	Memberships	1	
21	Publications	0	
22	Seminars and Training	4	
35	Supplies	3	
56	Equip. Maint.	2	
77	Contractual Services	11	Total 25

Council

20	Memberships	28	
22	Seminars and Training	1	
35	Supplies	0	Total 29

INTERNAL SERVICE FUND ~ Information Systems

2010 Department Detail Information

Finance

16	Telephone	12	
17	Postage	112	
20	Memberships	4	
21	Publications	2	
22	Seminars and Training	8	
35	Supplies	37	
56	Equip. Maint.	4	
77	Contractual Services	48	227
		Total	

Elections

17	Postage	9	
35	Supplies	7	
56	Equip. Maint.	4	
77	Contractual Services	0	20
		Total	

GIS

22	Seminars and Training	0	
35	Supplies	1	
56	Equip. Maint.	3	4
		Total	

Mayor

16	Telephone	1	
17	Postage	1	
22	Seminars and Training	1	
35	Supplies	2	
43	Gas & Oil	0	
92	Entertainment	0	
95	Sp Purpose	0	
		Total	5

Payroll

35	Supplies	19	19
		Total	717

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	935	0	144	67	0	0	86	0	613	25	0
2010	717	0	134	62	0	0	79	0	419	23	0

51600 TELEPHONE:

Centrex	2096
Long Distance	240
Internet	556
Fax	10
	<u>10</u>
	\$2,902

INTERNAL SERVICE FUND ~ Information Systems

2010 Department Detail Information

51600 TELEPHONE (cont.):

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,723	0	858	403	0	0	515	0	3,797	149	0
2010	2,902	0	435	205	0	0	261	0	1,925	75	0

51700 POSTAGE:

Postage	150
Mail Service	5
Meter Maintenance	<u>2</u>
	\$157

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	207	0	31	15	0	0	19	0	137	5	0
2010	157	0	24	11	0	0	14	0	104	4	0

52000 MEMBERSHIPS:

Govt. Information Processing Association of Wisconsin (GIPAW)	75
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	75	0	11	5	0	0	7	0	50	2	0
2010	75	0	11	5	0	0	7	0	50	2	0

52100 PUBLICATIONS:

PC Magazine	40
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	40	0	6	3	0	0	4	0	27	1	0
2010	40	0	6	3	0	0	4	0	27	1	0

52200 SEMINARS AND TRAINING:

2 5-day classes	1800
2 3-day classes	<u>600</u>
	\$2,400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	8,000	0	1,200	564	0	0	720	0	5,308	208	0
2010	2,400	0	360	169	0	0	216	0	1,592	62	0

INTERNAL SERVICE FUND ~ Information Systems

2010 Department Detail Information

53500 OFFICE AND OPERATING SUPPLIES:

Ribbons/Ink/Toner	1000
Pens, Legal Pads, Calculator Tapes, etc.	150
Computer Supplies and Parts	1350
Books/Publications	400
Domain name renewals	200
Magnetic Media	1330
Paper - Copier and Printer	1400
	<u>\$5,830</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,540	0	2,031	955	0	0	1,219	0	8,984	352	0
2010	5,830	0	875	411	0	0	525	0	3,868	152	0

54300 GAS AND OIL:

Proportionate share of city vehicle and personal vehicle mileage charges. \$400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	800	0	120	56	0	0	72	0	531	21	0
2010	400	0	60	28	0	0	36	0	265	11	0

55600 EQUIPMENT MAINTENANCE:

	Direct Charges		
	Water	Sewer	IS
McAfee Antivirus	360	100	3540
Veritas BackupExec			4000
IPSwitch WhatsUP Gold			1000
Fortigate			4000
Fortianalyzer			400
LAN Server Warranties			6000
Microsoft Enterprise Agreement	2373	659	26075
Laserfiche Maintenance	700	350	5450
Core Switch Maintenance			8500
Shavlik Patch Management			2400
VoIP Support			4500
Track-IT Help Desk			1400
Webroot SpySweeper			0
VMWare			4000
Mail Foundry			4000
AS400 Hardware Maintenance			0
	<u>\$3,073</u>	<u>\$1,009</u>	<u>\$71,725</u>

INTERNAL SERVICE FUND ~ Information Systems

2010 Department Detail Information

55600 EQUIPMENT MAINTENANCE (cont.):

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	72,757	0	13,834	4,374	0	0	4,739	0	48,938	872	0
2010	75,807	0	14,147	4,712	0	0	6,016	0	50,078	854	0

Note: For 2009, Water and Sewer totals equal (IS total * allocation %) + direct charges.

57700 CONTRACTUAL SERVICES:

	<u>MUNIS</u>	<u>IS</u>
PC, Server and Network Consulting Services		15000
SPSI AS400 peripheral consulting / support services		3800
AS400 Software Maintenance		0
MUNIS Software Maintenance	37000	
	<u>\$37,000</u>	<u>\$18,800</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	63,800	0	8,845	5,179	0	0	6,800	0	42,054	923	0
2010	55,800	0	7,645	4,615	0	0	6,080	0	36,746	715	0

Note: Separate allocations for MUNIS and IS. Totals above are the combination of the two.

57900 RISK MANAGEMENT:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,677	0	0	0	0	0	0	0	1,677	0	0
2010	2,674	0	276	156	0	0	236	135	1,850	21	0

59000 HEALTH INSURANCE:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	30,707	0	0	0	0	0	0	1,045	29,662	0	0
2010	44,388	0	4,449	2,516	0	0	3,800	2,117	31,164	342	0

59500 ADMIN/SPECIAL PURPOSE:

Copier Costs	<u>50</u>
	\$50

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	50	0	1	1	0	0	1	0	47	0	0
2010	50	0	1	1	0	0	1	0	47	0	0

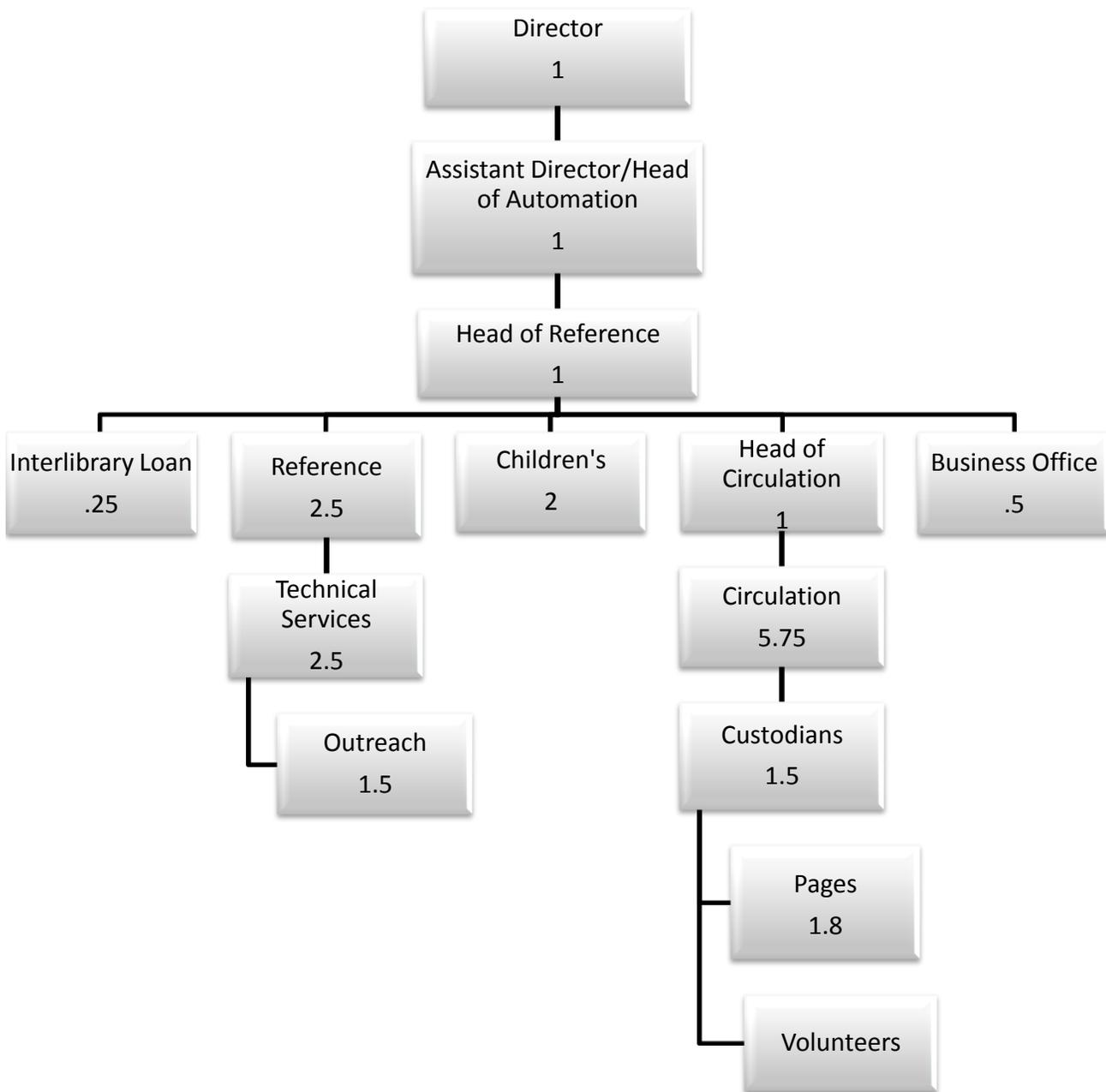
INTERNAL SERVICE FUND ~ Information Systems

2010 Department Summary Information

INFORMATION SYSTEMS ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$177,575	\$0	\$27,384	\$12,869	\$0	\$0	\$16,430	\$0	\$40,930	\$4,747	\$75,215
Fringes	\$33,905	\$0	\$5,228	\$2,458	\$0	\$0	\$3,136	\$0	\$7,810	\$906	\$14,368
Adm Genl Exp	\$717	\$0	\$134	\$62	\$0	\$0	\$79	\$0	\$419	\$23	\$0
Telephone	\$2,902	\$0	\$435	\$205	\$0	\$0	\$261	\$0	\$1,925	\$75	\$0
Postage	\$157	\$0	\$24	\$11	\$0	\$0	\$14	\$0	\$104	\$4	\$0
Memberships	\$75	\$0	\$11	\$5	\$0	\$0	\$7	\$0	\$50	\$2	\$0
Publications	\$40	\$0	\$6	\$3	\$0	\$0	\$4	\$0	\$27	\$1	\$0
Seminars	\$2,400	\$0	\$360	\$169	\$0	\$0	\$216	\$0	\$1,592	\$62	\$0
Supplies	\$5,830	\$0	\$875	\$411	\$0	\$0	\$525	\$0	\$3,868	\$152	\$0
Gas & Oil	\$400	\$0	\$60	\$28	\$0	\$0	\$36	\$0	\$265	\$11	\$0
Equip Maint	\$75,807	\$0	\$14,147	\$4,712	\$0	\$0	\$6,016	\$0	\$50,078	\$854	\$0
Cont Svcs	\$55,800	\$0	\$7,645	\$4,615	\$0	\$0	\$6,080	\$0	\$36,746	\$715	\$0
Risk Mgt	\$2,674	\$0	\$276	\$156	\$0	\$0	\$236	\$135	\$1,850	\$21	\$0
Hlth Benefits	\$44,388	\$0	\$4,449	\$2,516	\$0	\$0	\$3,800	\$0	\$31,164	\$342	\$0
Sp. Purpose	\$50	\$0	\$1	\$1	\$0	\$0	\$1	\$0	\$47	\$0	\$0
Grand Total	\$402,720	\$0	\$61,034	\$28,220	\$0	\$0	\$36,841	\$0	\$176,875	\$7,915	\$89,583
Total Sal/FB	\$211,480	\$0	\$32,612	\$15,326	\$0	\$0	\$19,566	\$0	\$48,740	\$5,653	\$89,583
Total Other Exp.	\$191,240	\$0	\$28,422	\$12,894	\$0	\$0	\$17,275	\$0	\$128,137	\$2,262	\$0
Grand Total	\$402,720	\$0	\$61,034	\$28,220	\$0	\$0	\$36,841	\$0	\$176,876	\$7,915	\$89,583

CULTURE~PUBLIC LIBRARY



CULTURE~PUBLIC LIBRARY

LIBRARY MISSION STATEMENT

The West Bend Community Memorial Library will help to provide library and information services to meet the personal, educational and professional needs of the public. The library will extend services to all residents of Washington County, in cooperation with all governmental units.

Emphasis is placed on providing current, high interest materials in a variety of formats, and timely, accurate and useful information.

The library's primary purposes are:

- to provide popular materials
- to serve as a preschool door to learning
- to support the educational needs of K-12 students

Secondary purposes are:

- to provide adults with resource material for their educational pursuits
- to be community center for the people we serve

EXPENDITURES:

Account 2155115	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$362,768.62	\$388,761.00	\$383,510.00	\$411,064
Other Expenses	\$246,719.96	\$320,725.39	\$399,065.00	\$390,354
Total Library	\$609,488.58	\$709,486.39	\$782,575.00	\$801,418
LESS REVENUE	\$67,564.00	\$78,761.96	\$71,650.00	\$71,650
LESS TRANSFER FROM RESERVE				\$77,000
Total City Library Levy	\$541,924.58	\$630,724.43	\$710,925.00	\$652,768

CULTURE~PUBLIC LIBRARY

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Circulation Statistics	593,921	602,925	586,518	595,321
Adult Circulation	357,792	347,393	340,002	348,917
Adult Circulation (% of Total)	60.24%	57.63%	57.96%	58.61%
Children's Circulation	236,129	255,302	242,516	246,404
Children's Circulation (% of Total)	39.76%	42.37%	41.34%	41.39%
Circulation Statistics per FTE	31,591	32,070	31,197	31,666
FTE	18.8	18.8	18.8	18.8
Circulation Statistics per Card Holder (C.H.)	12.48	12.01	11.19	12.01
# of Card Holders	47,569	50,182	52,399	53,773
Circulation Statistics per \$1000 of Expenses	433.21	424.34	405.33	397.14
Books Added During the Year	10,330	10,459	11,336	10,574
Books Owned	170,776	171,926	174,027	173,083
Interlibrary Loan (provided to)	23,952	25,597	34,365	38,565
Interlibrary Loan (received from)	28,453	42,771	46,534	50,303
Programs	506	514	517	515
Program Attendance	14,186	15,755	15,779	15,785

ACHIEVEMENTS:

- Circulated 586,518 items during 2008 (an decrease of 2.73% over 2007). Of these materials 220,514 went to County Residents without a library.
- Received \$645,311.00 from Washington County for circulation to County residents without a library.
- Washington County's share for Capital Improvement continued at the previous year's total of \$113,971.
- Increased the total attendance (children and adult) at Children's summer programs to 2,648 (from 2,466 in 2007).
- Had more pre-kindergarten children in the summer library program than the previous year (up from 389 to 404).
- Continued providing Outreach Services to 34 facilities throughout Washington County.
- Received a \$500 LSTA grant to offset wireless costs and a \$750 grant to provide library and literacy services for Spanish speaking patrons (ESL).
- The library's meeting rooms were used for non-library events on 211 occasions, a 7.11% increase over 2007 (196 meetings).
- Hosted the AAUW's annual three day book sale in the Story Hour Room and the RiverWalk Art Fair in the parking lot.
- Represented the library at state, system, county and city levels through committee work, board membership, volunteer opportunities and membership in a service club. In total, 112 meetings attended in 2008.

CULTURE~PUBLIC LIBRARY

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Administration/Management	\$80,661	\$13,940	\$94,601
Meetings/Committees	\$10,739	\$1,895	\$12,634
Reference	\$75,958	\$55,621	\$131,579
Circulation	\$90,390	\$32,923	\$123,313
Technical Services	\$46,198	\$50,418	\$96,616
Youth Services	\$14,770	\$15,632	\$30,402
Adult Services	\$16,647	\$16,227	\$32,874
Outreach Services	\$20,514	\$11,450	\$31,964
Interlibrary Loan	\$4,196	\$362	\$4,558
Collection Development	\$26,240	\$168,135	\$194,375
Business Office	\$17,324	\$19,371	\$36,695
Programming	\$7,428	\$4,379	\$11,807
Grand Total	\$411,064	\$390,354	\$801,418

2010 GOALS:

- Increase overall circulation statistics by 1.5%.
- Enhance revenue collected for public charges for services by 1%.
- Boost the number of registered borrowers by 2%.
- Improve the number of times the meeting rooms are used by 2.5%.
- Increase the number of registered participants in the Summer Reading program by 3%.
- Initiate a Friends of the Library group.
- Receive a DOA/ LSTA grant through Mid-Wisconsin Federated Library System a fiber network to the library, moving us from 1.5 Mbps to 20Mbps.
- Increase the number of library-sponsored programs by 3%.

CULTURE~PUBLIC LIBRARY

2010 Department Detail Information

LIBRARY ~ Expenditures

50100 SALARIES:

City:		County:	
Tyree	\$73,632	Bauer	\$49,655
Chase	\$49,656	Herdeman	\$37,281
Koeller	\$40,728	Matko	\$44,147
Lade	\$48,129	Robbins	\$49,819
Becker	\$9,319	Yttri	\$17,836
Clausing	\$16,630	Griepentrog	\$16,148
Driscoll	\$10,605	Gelhaar	\$10,123
Donley	\$5,998	Jablonski	\$5,592
Hoeser	\$13,674	Recht	\$4,875
Petty	\$9,319	Ruetz	\$5,592
Schiller	\$36,615	Gundrum	\$9,320
Davister	\$22,279	Schiller	\$12,206
Wayne	\$9,106	Davister	\$22,279
	<u>\$345,690</u>	Pages	\$26,386
		Cantrell	\$36,092
System:		Larson	\$23,711
Cantrell	\$16,297	Lewis	\$16,068
		Other Bldg. Main	\$11,932
Outreach:			<u>\$399,062</u>
Larson	\$23,711		

Salaries	Total	City	County	System	Outreach
2009	775,657	328,493	407,124	17,566	22,474
2010	784,760	345,690	399,062	16,297	23,711

50200 FRINGES:

Fringe benefit rate at 19.11% for full-time employees and 7.65% for part-time employees under 600 hours.

	Total	City	County	System	Outreach
2009	135,624	55,017	73,961	2,441	4,205
2010	144,974	65,374	71,955	3,114	4,531

CULTURE~PUBLIC LIBRARY

2010 Department Detail Information

LIBRARY ~ Expenditures

51600 TELEPHONE:

Centrex	5266
Long Distance	70
Internet (wireless through Alexssa/HNET)	720
	<u> </u>
	\$6,056

	Total	City	County	System	Outreach
2009	8,690	6,690	2,000	0	0
2010	6,056	4,662	1,394	0	0

51700 POSTAGE:

Postage	\$5,500
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	Total	City	County	System	Outreach
2009	5,500	4,500	1,000	0	0
2010	5,500	4,250	1,250	0	0

52400 LIBRARY MATERIALS:

	Total	City	County	System	Outreach
2009	148,782	125,633	4,258	14,179	4,712
2010	156,507	123,393	14,328	14,928	3,858

53500 OFFICE AND OPERATING SUPPLIES:

Video Cases (replacement)	300 Book Labels	1,250
DVD Cases	850 Adult Program Supplies	200
CheckPoint DVD Sec. Cases	1,800 Anti-theft Kwik Cases (CD's)	1,500
CD album sleeves	900 Envelopes-Overdues	1,000
Audio book Cases	700 Plastic Library Cards	4,000
3M Security Strips	3,751 Book Jacket Materials	1,750
Barcodes: Patron & Item	3,500 Copy Machine Paper	5,100
Supplies-Covers	1,150 Printer Cartridges	4,000
Paper Stock-Color	1,850 Children's Program Supplies	2,500
		<u> </u>
		36,101

	Total	City	County	System	Outreach
2009	37,301	26,856	9,245	0	1,200
2010	36,101	26,198	9,200	0	703

CULTURE~PUBLIC LIBRARY

2010 Department Detail Information

LIBRARY ~ Expenditures

54300 Gas and Oil:

309.5 gallons @ \$3.26/gallon

\$1,008

	Total	City	County	System	Outreach
2009	1,300	0	0	0	1,300
2010	1,008	0	0	0	1,008

55600 Equipment Maintenance:

SIRSI Hardware/Software Maintenance	16,725
SIRSI Replacement Fund	2500
3M Self Check Hardware/Software	4120
MTM Microfilm reader printers	1712
Kyocera public Copiers (2)	1672
Ricoh staff copier	1048
3M Resensitizers	210
3M Security System	1854
Duplicator	310
Schindler Elevator	4600
	\$34,751

	Total	City	County	System	Outreach
2009	33,291	29,291	4,000	0	0
2010	34,751	30,576	4,175	0	0

56800 FUEL~HEATING:

	Total	City	County	System	Outreach
2009	24,000	18,000	6,000	0	0
2010	24,000	18,000	6,000	0	0

56900 LIGHT AND POWER:

	Total	City	County	System	Outreach
2009	39,000	30,000	9,000	0	0
2010	39,000	30,000	9,000	0	0

CULTURE~PUBLIC LIBRARY

2010 Department Detail Information

LIBRARY ~ Expenditures

57000 WATER: \$5,000

	Total	City	County	System	Outreach
2009	5,000	0	5,000	0	0
2010	5,000	0	5,000	0	0

57700 CONTRACTUAL SERVICES:

Baker & Taylor Online Access	1980
Baker & Taylor Book Leasing	1795
MWFLS DVD Lease program	2400
MWFLS Book Lease program	2450
OCLC	3385
Value Line	1170
Learning Express	4545
Novelist database	1050
Standard & Poor's Library Pkg.	1550
Bresser's Cross Index	380
Morningstar	900
Ancestry Library-Proquest	2000
WI Dept. of Admin. Teach Line	1200
Able Security/Fire Alarm Monitor	420
Baker & Taylor Book Processing	2500
Standard & Poor's Register	1600
Outreach Services-Van Lease	3300
Landscaping Services	8715
Fire Extinguisher Inspections	225
Heritage Quest-Proquest	5970
Book Bindery	2000
	\$49,535

	Total	City	County	System	Outreach
2009	63,554	51,310	12,244	0	0
2010	49,535	39,992	9,543	0	0

CULTURE~PUBLIC LIBRARY

2010 Department Detail Information

LIBRARY ~ Expenditures

57900 RISK MANAGEMENT:

	Total	City	County	System	Outreach
2009	27,865	11,957	15,908	0	0
2010	29,958	17,738	11,107	475	638

58000 HEALTH INSURANCE:

	Total	City	County	System	Outreach
2009	178,192	95,328	69,006	6,929	6,929
2010	185,518	95,545	77,231	6,371	6,371

59500 ADMIN/SPECIAL PURPOSE:

	Total	City	County	System	Outreach
2009	15,752	0	15,752	0	0
2010	15,752	0	15,752	0	0

CULTURE~PUBLIC LIBRARY

2010 Department Detail Information

LIBRARY ~ SUMMARY

2010 Totals	Grand Total	City	County	System	Outreach
Salaries	\$784,760	\$345,690	\$399,062	\$16,297	\$23,711
Fringes	\$144,974	\$65,374	\$71,955	\$3,114	\$4,531
Telephone	\$6,056	\$4,662	\$1,394	\$0	\$0
Postage	\$5,500	\$4,250	\$1,250	\$0	\$0
Library Materials	\$156,507	\$123,393	\$14,328	\$14,928	\$3,858
Supplies	\$36,101	\$26,198	\$9,200	\$0	\$703
Gas & Oil	\$1,008	\$0	\$0	\$0	\$1,008
Equipment Main.	\$34,751	\$30,576	\$4,175	\$0	\$0
Fuel/Heating	\$24,000	\$18,000	\$6,000	\$0	\$0
Light & Power	\$39,000	\$30,000	\$9,000	\$0	\$0
Water	\$5,000	\$0	\$5,000	\$0	\$0
Contractual Services	\$49,535	\$39,992	\$9,543	\$0	\$0
Risk Management	\$29,958	\$17,738	\$11,107	\$475	\$638
Health Insurance	\$185,518	\$95,545	\$77,231	\$6,371	\$6,371
Sp. Purpose	\$15,752	\$0	\$15,752	\$0	\$0
Grand Total	\$1,518,419	\$801,417	\$634,997	\$41,185	\$40,820
Total Sal/FB	\$929,734	\$411,064	\$471,017	\$19,411	\$28,242
Total Other Exp.	\$588,686	\$390,354	\$163,980	\$21,774	\$12,578
Grand Total	\$1,518,420	\$801,418	\$634,997	\$41,185	\$40,820

CULTURE~PUBLIC LIBRARY

2010 Department Detail Information

LIBRARY ~ Revenue

	2007 Budget	2008 Actual	2009 Adopted	2010 Request
264734.473860 County-Wide Library	\$645,311.00	\$621,245.00	\$634,997.00	\$634,997.00
294734.473870 WACCOOL	\$0.00	\$0.00	\$0.00	\$0.00
274734.473880 System Resource	\$36,170.00	\$41,115.00	\$41,115.00	\$41,185.00
284734.473890 Outreach Services	\$34,148.00	\$44,412.97	\$40,820.00	\$40,820.00
214674.467110 Copy Revenue	\$6,000.00	\$6,000.00	\$4,500.00	\$4,000.00
214674.467120 Book Sales	\$1,750.00	\$1,750.00	\$1,850.00	\$1,850.00
214674.467140 Library Misc Revenue	\$10,000.00	\$10,000.00	\$16,500.00	\$18,500.00
214674.467150 Summer Programs	\$300.00	\$300.00	\$300.00	\$300.00
214674.467160 Library Fines	\$42,000.00	\$42,000.00	\$47,000.00	\$47,000.00

264734.473860 COUNTY-WIDE LIBRARY Grand Total \$634,997

Amount anticipated to be received from Washington County in 2010, based on a projected circulation of 52.25% of the County circulation totals. After six months of 2009, the actual non-resident circulation for West Bend was 52.08% of the County calculations. This was \$284,904 out of \$546,754 worth of County funds. West Bend also received \$30,437 from a 5% Reserve Fund distribution that totaled \$57,553 (52.88%). This part of the County contract is paid out after the first quarterly County Library Services Board meeting. The combined circulation revenues for one-half of 2009 amount to \$315,341.

The Library also receives a single payment of \$25,000 for being the Resource Library for Washington County. This is used to offset maintaining a reference collection to provide backup reference service to the other four libraries in the county.

274734.473880 SYSTEM RESOURCE Grand Total \$41,185

Estimated amount for contract signed with the Mid-Wisconsin Federated Library System. Adjustments will be made when contract has been finalized. The \$39,060 amount is based on reduced State funding.

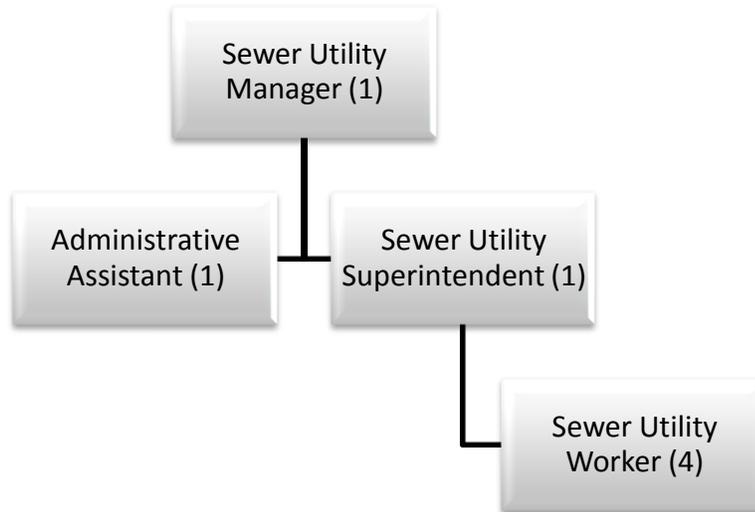
264734.473890 OUTREACH SERVICES Grand Total \$40,820

Funded by Washington County and the public libraries of Hartford, Germantown, Kewaskum and West Bend. The County pays 50% of personnel costs and 40% of actual operating expenses for Outreach.

214674.467110 COPY REVENUE Grand Total \$4,000

Average of \$79.92 per week in revenue from the two photocopiers available to the public.

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS



MISSION:

The Sewer Utility is responsible for the collection and treatment of all domestic and industrial wastewater discharged into our sanitary sewer system. The Wastewater Treatment Facility is designed to meet the standards and the needs of the West Bend area.

- The Wastewater Treatment Facility currently processes about 5 million gallons per day.
- The Collection system consists of 83,054 feet of interceptor mains and 639,318 feet of collection system mains.
- We operate two lift stations located in our sanitary sewer system.
- All our wastewater is regulated by the WSDNR and EPA through our WPDES permit 0025763-08.
- Our Pretreatment Program regulates all industrial wastes discharged into our system.

EXPENDITURES:

Account 8200 - 82800	2007 Actual	2008 Actual	2009 Actual	2010 Request
Salaries	\$96,567.00	\$100,350.00	\$103,671.00	\$106,598.00
Other Expenses	\$604,360.00	\$653,003.00	\$726,376.00	\$782,010.00
Total Treatment Plant Oper.	\$700,927.00	\$753,353.00	\$830,047.00	\$888,608.00

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

PERFORMANCE MEASUREMENT/BENCHARMARKS:

Compliance Maintenance Annual Review	2005 Actual	2006 Actual	2007 Actual	2008 Actual
(CMAR) Point Total	GPA 4.0	GPA 3.92	GPA 3.54	GPA 3.84

ACHIEVEMENTS:

- Compliance with Wisconsin Pollution Discharge Elimination System Permit (WPDES).
- Hauled 2,500,00 gallons of treated processed bio-solids (sludge).
- Compliance with Industrial Pretreatment Program (Industry).
- Implemented new Security System.
- Mercury Reduction Program continuing to be developed.
- Participated in Medicine Collection Day.

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Plant Operation	50,634.05	310,194.43	360,828.48
Process Control	50,634.05	310,194.43	360,828.48
Laboratory Services - Outsourced		82,626.29	82,626.29
Laboratory Service - House	5,329.90	2,343.08	7,672.98
Sludge Hauling		76,651.77	76,651.77
Total Treatment Plant Operations	106,598.00	782,010.00	888,608.00

2010 Goals:

- Continued Compliance with Wisconsin Pollution Discharge Elimination System (WPDES).
- Haul 2,500,000 gallons of treated processed bio-solids (sludge).
- Work with local industry on maintaining their Pretreatment Program compliance.
- Provide contract services for the surrounding communities.
- Continue to investigate outside waste streams for possible treatment (Revenue Source).
- Continue Medicine Collection Program.

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2010 Department Detail Information

TREATMENT PLANT OPERATION 08820001 -08828002 ~ Expenditures

50100 Salaries:

Superintendent	51,184
Sewer Utility Worker	35,273
Apprenticeship Program 600 Hrs.	6,000
Weekend	6,981
Holidays	895
On-Call	4,654
Weekend Duty Per Union Contract	716
Holiday On-Call Hours	895
	<u>106,598</u>

Apprenticeship Program Coordinated with Moraine Park in 2008.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	103,671			103,671							
2010	106,598			106,598							

56900 LIGHT AND POWER:

Sewer Utility 309,912

4.7 % projected increase in electric rates. Includes Building Maintenance charges. 8,575

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	330,274	0	0	330,274	0	0	0	0	0	0	0
2010	309,912	0	0	309,912	0	0	0	0	0	0	0

2010 Budget Has Been Adjusted For Actual 2009 Consumption

57700 CONTRACTUAL SERVICES ~ SLUDGE:

2,500,000 of Sludge at .025/Gallon 62,500

Fuel Cost Adjustment 8,500 (New)

71,000

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	71,000	0	0	71,000	0	0	0	0	0	0	0
2010	71,000	0	0	71,000	0	0	0	0	0	0	0

OPERATING SUPPLIES ~ Chemical for Phosphorus removal: 139,800

10% ave. Ferrous Chloride ~ 24 loads per year at 5825/load. Increase due to Steel Industry Downturn & Fuel Surcharge.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	72,800	0	0	72,800	0	0	0	0	0	0	0
2010	139,800	0	0	139,800	0	0	0	0	0	0	0

53550 OPERATING SUPPLIES ~ Chemicals for Chlorination/Dechlorination:

Sodium Bisulfate 4000 gal. @ 2.76 11,040

Sodium Hypochlorite 9760 gal. @1.78 17,372

Fuel/Freight Costs Adjustment 623 (Increase in costs)

29,035

Chemicals are used for chlorination and dechlorination May through September.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	27,024	0	0	27,024	0	0	0	0	0	0	0
2010	29,035	0	0	29,035	0	0	0	0	0	0	0

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2010 Department Detail Information

TREATMENT PLANT OPERATION 08820001 -08828002 ~ Expenditures

53550 OTHER OPERATING EXPENSES:

Pest Control \$47/Month	564
Calibrate Bottle for Gas Detector (4 @ 246 each)	984
Repair Parts Gas Detector Sensors (4 @ 169 each)	676
Two Dozen Gloves @ 15/doz., non-insulate rubber	30
Six Bottles Hand Cleaner @ 8 each	48
Ten Cases Paper Towels @ 35.00 each	350
Twelve Cases Shop Towels @ 51.00 each	612
Repair Radio	663
One Dozen Gloves #73 insulated rubber @ 5.50 each	66
One Dozen Pig Skin Gloves #28314 insulated @ 5.56 each	67
Two Dozen Pig Skin Gloves #12382 non-insulated @ 2.90 each	70
Motorola Pager Monthly Service @ 27/month	324
Disposal of Grits & Rags 63.78/ton x 285 tons	18,177 (Inc. of \$10.00/ton)
Hauling of Grits and Rags to Landfill 227.34/trip x 42 trips	9,548 (Inc. of \$14.28/trip)
Operating Supplies and Materials	1,909
Tools	1,606
Welding Supplies and Materials	621
Allocated Building Maint (Tools)	13
Allocated Vehicle Maint	17
Allocated Building Maint (Water)	802
Marking Paint	318
Zero Test Gas	321
Floor Cleaner 13.00 x 2	26
	37,812

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	34,085	0	0	34,085	0	0	0	0	0	0	0
2010	37,812	0	0	37,812	0	0	0	0	0	0	0

56400 Uniforms:

2,850

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,850	0	0	2,850	0	0	0	0	0	0	0
2010	2,850	0	0	2,850	0	0	0	0	0	0	0

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2010 Department Detail Information

TREATMENT PLANT OPERATION 08820001 -08828002 ~ Expenditures

54300 NATURAL GAS EXPENSES 83,963

4.1% projected increase in rates. Includes allocated Building Maintenance ~ 4,149.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	80,657	0	0	80,657	0	0	0	0	0	0	0
2010	83,963	0	0	83,963	0	0	0	0	0	0	0

53550 EXPENSES ~ LABORATORY

Test Back Flow Preventers - 4 @ 88.00 each	352
X-Pect First Aid - Oxygen Tank Check And Recharge	300
Laboratory Supplies/Glassware	<u>1409</u>
	2061

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	742	0	0	742	0	0	0	0	0	0	0
2010	2,061	0	0	2,061	0	0	0	0	0	0	0

5700 CONTRACTUAL SERVICES ~ LABORATORY

260 X 109.64 BOD, Suspended Solids, TKN, PO-4	28,506
365 x 30.45 D.O., PH, Temperature	11,115
52 x 21.63 Fecal Coli-Form	1,125
12 x 533.17 Metals - Monthly	6,398
4 x 867.26 ~ Quarterly Sludge	3,469
194 x 31.42 Chlorine Residual	6,095
Monthly Chloride Testing 300 x 18.05	5,415
Bio-Assay Testing 4 Chronic And 1 Acute 6 TRE	9,918
Mercury Testing	<u>3,715</u>
	75,756

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	78,701	0	0	78,701	0	0	0	0	0	0	0
2010	75,756	0	0	75,756	0	0	0	0	0	0	0

50100 SALARIES ~ TRANSPORTATION

Sewer Utility Worker 235 hrs. @ \$22.38 = 5,259

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,106	0	0	5,106	0	0	0	0	0	0	0
2010	5,259	0	0	5,259	0	0	0	0	0	0	0

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2010 Department Detail Information

TREATMENT PLANT OPERATION 08820001 -08828002 ~ Expenditures

53550 MATERIALS AND SUPPLIES ~ TRANSPORTATION:

Sewer Utility	3713
Vehicle Maintenance	12
	3,725

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,614	0	0	3,614	0	0	0	0	0	0	0
2010	3,725	0	0	3,725	0	0	0	0	0	0	0

54300 GAS AND OIL ~ TRANSPORTATION

Sewer Utility (Diesel 2370 gal \$8963 - Gas 1973 gal \$6030)	14,993
Vehicle Maintenance	7
Human Resources/Atty	22
GIS	28
Building Maintenance	163
Engineering	1,460
Mayor	5
City Administrator	14
Community Development	64
Information Services	56
	16,812

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	15,498	0	0	15,498	0	0	0	0	0	0	0
2010	16,812	0	0	16,812	0	0	0	0	0	0	0

55610 VEHICLE AND EQUIPMENT MAINTENANCE ~ TRANSPORTATION 4,025

Supplies and services provided by vendors to the Sewer Utility (front end alignments, tires, etc).

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,025	0	0	4,025	0	0	0	0	0	0	0
2010	4,025	0	0	4,025	0	0	0	0	0	0	0

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2010 Department Detail Information

TREATMENT PLANT OPERATIONS ~ SUMMARY

2010 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	106,598			106,598							
Light And Power	309,912			309,912							
Contractual Services - Sludge	71,000			71,000							
Operating Supplies - Phosphorus	139,800			139,800							
Chemicals	29,035			29,035							
Other Operating Expenses	37,812			37,812							
Uniforms	2,850			2,850							
Natural Gas	83,963			83,963							
Laboratory Supplies	2,061			2,061							
Contractual Services - Laboratory	75,756			75,756							
Transportation	5,259			5,259							
Trans. Materials And Supplies	3,725			3,725							
Gas & Oil	16,812			16,812							
Vehicle Maintenance	4,025			4,025							
Grand Total	888,608			888,608							
Total Salaries	106,598			106,598							
Total Other Expenses	782,010			782,010							
Grand Total	888,608			888,608							

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

EXPENDITURES:

Account 83310 - 83200	2007 Actual	2008 Actual	2009 Actual	2010 Request
Salaries	\$44,621.00	\$46,309.00	\$50,258.00	\$51,764.00
Other Expenses	\$127,852.00	\$148,694.00	\$162,611.00	\$121,503.00
Total Collection System Oper.	\$172,473.00	\$195,003.00	\$212,869.00	\$173,267.00

Note:

- Fringe Benefits in Administrative and General Account

PERFORMANCE MEASUREMENTS/BENCHMARKS:

Compliance Maintenance Annual Review	2005 Actual	2006 Actual	2007 Actual	2008 Actual
(CMAR) Point Total	GPA 4.0	GPA 3.92	GPA 3.54	GPA 3.84

ACHIEVEMENTS:

- Maintained 83,054 feet of interceptor mains and 639,318 feet of collection system mains.
- Approximately 10,121 of sanitary sewer mains were added to the collection system.
- Cleaned 217,262 feet of our sanitary sewer system as preventive maintenance.
- Televised 94,178 feet of sanitary sewer system.
- Televised 4,985 feet of storm sewers for Engineering Department.
- Repaired 47 sanitary sewer manholes.
- Cleaned approximately 30% of sanitary sewer system.
- Continue to inspect major interceptor mains.
- Operate two lift stations.

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Clean/TV - Sanitary System	51,764.00	28,521.00	80,285.00
Sanitary Sewer Repair - Outsource		84,255.00	84,255.00
Operate/Maintain Pumping Equipment		8,727.00	8,727
Total Collection System Operations	51,764.00	121,503.00	173,267.00

2010 CAPITOL ADDITIONS:

Capital Project	Estimated Cost	Funding Source
Repairs Sanitary Sewer Collection System	125,000.00	Collection System Replacement Fund

2010 GOALS

- Continue to clean approximately 1/4 of the sanitary sewer system. Our goal is to clean our entire system over a four year period.
- Clean and televise sanitary and storm sewer systems located in the 2010 Pavement Maintenance Program.
- Continue to inspect our sanitary sewer interceptor mains.
- Continue to inspect and repair sanitary sewer manholes (CMAR).

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

2010 Department Detail Information

SANITARY SEWER COLLECTION SYSTEM 08831001 -08832002 ~ Expenditures

50100 SALARIES:

Sewer Utility Worker (1688 Hours)	41,135
Sewer Calls (100) (Nights or Weekends)	<u>3,356</u>
	44,491

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	43,196			43,196							
2010	44,491			44,491							

53550 OTHER OPERATING EXPENSES ~ COLLECTION SYSTEM: 14,270

Manhole Frames And Covers (Road Resurface Proj.)	4,540
Manhole Frames And Covers (Street Rebuilding Proj.)	4,650
(3) Complete Manhole Structures	4,410
PVC Piping (\$3.30/LinFt)	85
Fernco Couplings	210
Slurry Backfill (44/Cu.Yd)	<u>375</u>
	14,270

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	14,270			14,270							
2010	14,270			14,270							

55610 VEHICLE AND EQUIPMENT MAINTENANCE ~ TRANSPORTATION: 14,251

Parts and services provided by outside vendors for Vactor Jet Unit and TV Unit.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,972			13,972							
2010	14,251			14,251							

57700 CONTRACTUAL SERVICES ~ COLLECTION SYSTEM

Repairs to Sanitary Sewer System	18,000
35 Manhole Repairs on Overlay Streets	50,255
Leveling Manholes	<u>16,000</u>
	84,255

Increases for all based on actual experience.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	126,255			126,255							
2010	84,255			84,255							

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

2010 Department Detail Information

SANITARY SYSTEM PUMPING 08832001 -08832002 ~ Expenditures

50100 SALARIES:

Sewer Utility Worker (325 Hours x 22.38) 7,273

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,062			7,062							
2010	7,273			7,273							

53550 OPERATING EXPENSES ~ MAINTENANCE

Lift Station, repairs and portable generator maintenance 5,002

Additional generator maintenance - previously under warranty.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,764			4,764							
2010	5,002			5,002							

56900 LIGHT AND POWER: COLLECTION SYSTEM

Increase in account reflects a 4.7% projected increase in electric rates and actual running time of TIF #11 Lift Station. 3,725

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,350			3,350							
2010	3,725			3,725							

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

2010 Department Detail Information

SANITARY SEWER COLLECTION SYSTEM ~ SUMMARY

2010 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	44,491			44,491							
Other Operating Expenses	14,270			14,270							
Vehicle Maintenance	14,251			14,251							
Contractual Services	84,255			84,255							
Salaries - Pumping Equipment	7,273			7,273							
Operate/Maintain Pumping Equip	5,002			5,002							
Light And Power Pumping Equip	3,725			3,725							
Grand Total	173,267			173,267							
Total Salaries/Fringes	51,764			51,764							
Total Other Expenses	121,503			121,503							
Grand Total	173,267			173,267							

SEWER UTILITY ~ MAINTENANCE OF TREATMENT PLANT EQUIPMENT

EXPENDITURES:

Account 83300	2007 Actual	2008 Actual	2009 Actual	2010 Request
Salaries	\$43,483.00	\$44,607.00	\$45,272.00	\$46,629.00
Other Expenses	\$74,814.00	\$83,903.00	\$99,174.00	\$99,911.00
Total Treatment Plant Oper.	\$118,297.00	\$128,510.00	\$144,446.00	\$146,540.00

PERFORMANCE MEASUREMENT/BENCHMARKS:

Compliance Maintenance Annual Review	2005 Actual	2006 Actual	2007 Actual	2008 Actual
(CMAR) Point Total	GPA 4.0	GPA 3.92	GPA 3.54	GPA 3.84

ACHIEVEMENTS:

- New Seals On Primary Effluent Pumps.

SEWER UTILITY ~ MAINTENANCE OF TREATMENT PLANT EQUIPMENT

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Maintenance of Treatment Plant Equipment	46,629.00	99,911.00	146,540
Total Treatment Plant Operations	46,629.00	99,911.00	146,540

2010 CAPITOL ADDITIONS:

Capital Project	Estimated Cost	Funding Source
Replace Utility Vehicle Kawasaki Mule	9,500.00	Plant and Equipment Replacement Fund
Bio-Solids Storage Facility	2,300,000.00	Plant and Equipment Replacement Fund
Repair Post Aeration Tank	40,000.00	Plant and Equipment Replacement Fund

2010 GOALS

- Continue to review and improve all our maintenance and preventative maintenance programs.
- Develop and implement the City Works Azteca System (Equipment Maintenance Program).
- Continue seal replacement program on all major pumping equipment.

SEWER UTILITY ~ MAINTENANCE OF TREATMENT PLANT EQUIPMENT

2010 Department Detail Information

MAINTENANCE OF TREATMENT PLANT 0883001 -08833002 ~ Expenditures

50100 SALARIES:

Sewer Utility Worker(1688 Hr)	37,780
Sewer Utility Worker(On-Call Hr)	4,654
Emergency Call-In Hrs. 125 @ 32.59	4,195
	46,629

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	45,272			45,272							
2010	46,629			46,629							

53550 OTHER OPERATING SUPPLIES:

Electrical Motor Repair	5,000	Air Compressor Parts	1,900
Plumbing Supplies	400	Packing for Pumps	525
Batteries for Switch Gear	250	Mech. Seals for Raw Sewage,	
U-Joints for Pump Drives	350	Primary Effluent and RNAS Pumps	11,000
Oil And Grease for Drive Units	7,448	Parts for Step Screens - NEW	5,155
Boiler Cleaning, Repair	7,318	Progressive Cavity Sludge Pumps	7,500
PVC Pipes	585	Wear Rings/Sleeves for Pumps	3,000
Electrical Repairs	2,016	Methane Gas System	2,235
Bags for Step Screen Compactor	8,012	Parts for Sewage Pumps	2,520
Sampler and Dehumidifier Repairs	450	Parts for Chemical Pumps	1,500
Belts, Spark Plugs, etc.	580	Metal Supplies	560
Pumps, Shafts and Pump Housings	2,024	Grit Removal System	1,575
Electric Substation/ Switch Gear Maint.	10,930	Flow Meter Main. & Calibration	4,346
Electrical Relays	465	Elec. Mon. Equip. Test/Repair	1,000
Lights	1,700	Stand-by Generators Maintenance	4,567
Elec. Repairs & Svc. Calls	5,000		99,911

Increases in various items based on experience/history.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	99,174			99,174							
2010	99,911			99,911							

SEWER UTILITY ~ MAINTENANCE OF TREATMENT PLANT EQUIPMENT

2010 Department Detail Information

MAINTENANCE OF TREATMENT PLANT EQUIPMENT ~ SUMMARY

2010 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	46,629			46,629							
Other Operating Expenses	99,911			99,911							
Grand Total	146,540			146,540							
Total Salaries	46,629			46,629							
Total Other Expenses	99,911			99,911							
Grand Total	146,540			146,540							

SEWER UTILITY ~ BUILDING AND GROUNDS MAINTENANCE

EXPENDITURES:

Account 83400	2007 Actual	2008 Actual	2009 Actual	2010 Request
Salaries	\$27,903.00	\$31,375.00	\$31,554.00	\$32,500.00
Other Expenses	\$10,795.00	\$22,437.00	\$25,224.00	\$25,224.00
Total Bldg And Ground Maint.	\$38,698.00	\$53,812.00	\$56,778.00	\$57,724.00

Note: Fringe Benefits in Administrative And General Account

PERFORMANCE MEASUREMENT/BENCHMARKS:

Compliance Maintenance Annual Review	2005 Actual	2006 Actual	2007 Actual	2008 Actual
(CMAR) Point Total	GPA 4.0	GPA 3.92	GPA 3.54	GPA 3.84

ACHIEVEMENTS:

- Continued annual inspection and maintenance of facility.

SEWER UTILITY ~ BUILDING AND GROUNDS MAINTENANCE

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Maintenance of Buildings	24,375.00	18,918.00	43,293.00
Maintenance of Grounds	8,125.00	6,306.00	14,431.00
Total Bldg And Ground Maintenance	32,500.00	25,224.00	57,724.00

2010 CAPITOL ADDITIONS:

Capital Project	Estimated Cost	Funding Source
Replace Handrailing on Post Aeration Tank	45,000.00	Replacement Fund

2010 GOALS

- Inspect all rubber roofs at Plant (Annual).
- Inspect exterior and interior of all buildings at Plant (Annual).
- Asphalt Maintenance.

SEWER UTILITY ~ BUILDING AND GROUNDS MAINTENANCE

2010 Department Detail Information

MAINTENANCE OF BUILDING AND GROUNDS 08834001 -08833002 ~ Expenditures

50100 SALARIES:

Sewer Utility Worker (1337 x 22.38)	29,924
Security System Technician(100 hrs. x 25.76)	2,576
	32,500

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	31,554			31,554							
2010	32,500			32,500							

53550 OTHER OPERATING SUPPLIES:

Inspect Fire Extinguishers (23)	2,300
Heating and Air Conditioning Services	2,500
Clean Parts Washer ~ (2) x Per Year	600
Small Engine Repair Parts	100
Lawn Mowing 295 x 22 Times Plus Fuel Surcharge	6,710
Cleaning Supplies	650
Paint Supplies	1,000
Weed Spray	250
Water Softener Salt	100
Lumber ~ Materials and Supplies	50
Materials and Supplies ~ Hein Electric	1,560
Grass Seed 25 lbs @ \$37.00 Per Bag	74
Boiler Repairs	4,452
Boiler Chemicals	1,378
Tuck Pointing	3,500
	25,224

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	25,224			25,224							
2010	25,224			25,224							

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2010 Department Detail Information

MAINTENANCE OF BUILDING AND GROUNDS ~ SUMMARY

2010 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	32,500			32,500							
Other Operating Expenses	25,224			25,224							
Grand Total	57,724			57,724							
Total Salaries	32,500			32,500							
Total Other Expenses	25,224			25,224							
Grand Total	57,724			57,724							

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION EXPENSES

EXPENDITURES:

Account 84000 - 84320	2007 Actual	2008 Actual	2009 Actual	2010 Request
Salaries	\$99,603.00	\$102,126.00	\$106,363.00	\$108,687.00
Other Expenses	\$89,510.00	\$100,810.00	\$102,340.00	\$104,680.00
Total Customer Accounting	\$189,113.00	\$202,936.00	\$208,703.00	\$213,367.00

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION EXPENSES

2009 Department Detail Information

CUSTOMER ACCOUNTING AND COLLECTION 08840001 -08842302 ~ Expenditures

50100 SALARIES COLLECTION AND ACCOUNTING: 52,114

1/2 of Water Account: 07903001.50100

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	51,696			51,696							
2010	52,114			52,114							

51700 COLLECTION AND ACCOUNTING: ~ POSTAGE 10,000

1/2 of Water Account: 07903002.51700

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	10,000			10,000							
2010	10,000			10,000							

53550 COLLECTION AND ACCOUNTING: ~ OPERATING SUPPLIES: 4,330

1/2 of Water Account: 07903002.53500

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	4,330			4,330							
2010	4,330			4,330							

55600 COLLECTION AND ACCOUNTING: ~ EQUIPMENT MAINTENANCE: 2,000

1/2 of Water Account: 07903002.55600

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	2,000			2,000							
2010	2,000			2,000							

57700 COLLECTION AND ACCOUNTING: ~ CONTRACTUAL SERVICES: 13,000

1/2 of Water Account: 07903002.57700

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	13,000			13,000							
2010	13,000			13,000							

50100 SALARIES METER READING: 23,675

1/2 of Water Account: 07900100.50100 and 0790200.50100

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	23,675			23,675							
2010	23,675			23,675							

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION EXPENSES

2010 Department Detail Information

CUSTOMER ACCOUNTING AND COLLECTION 08840001 -08842302 ~ Expenditures

53550 OPERATING SUPPLIES METER READING: 1,000

1/2 of Water Account: 0790200.53550

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	1,000			1,000							
2010	1,000			1,000							

59900 METER DEPRECIATION: 64,000

1/2 of Water Account: 07903005.55600

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	64,000			64,000							
2010	64,000			64,000							

5560 METER READING ~ EQUIPMENT MAINTENANCE: 2,150

1/2 of Water Account: 0790200.55600

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	2,150			2,150							
2010	2,150			2,150							

56400 METER READING ~ UNIFORMS: 700

1/2 of Water Account: 0790200.56400

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	700			700							
2010	700			700							

50100 SALARIES: ~ MAINTENANCE OF METERS: 32,898

1/2 of Water Account: 0767600.50100 and 07663001.50100

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	30,992			30,992							
2010	32,898			32,898							

53550 OPERATING SUPPLIES: ~ MAINTENANCE OF METERS 2,500

1/2 of Water Account: 0767600.53550 and 07663002.53550

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	2,500			2,500							
2010	2,500			2,500							

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION EXPENSES

2010 Department Detail Information

CUSTOMER ACCOUNTING AND COLLECTION 08840001 -08842302 ~ Expenditures

57700 CONTRACTUAL SERVICES ~ METERS: 5,000

1/2 of Water Account: 079663002.57700 and 0767600.57700

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	5,000			5,000							
2010	5,000			5,000							

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION

2010 Department Detail Information

CUSTOMER ACCOUNTING AND COLLECTION ~ SUMMARY

2010 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries - Collect And Acct.	52,114			52,114							
Postage - Collect And Acct.	10,000			10,000							
Operating Sup. - Collect And Acct.	4,330			4,330							
Equip. Maint. - Collect And Acct.	2,000			2,000							
Contractual - Collect And Acct.	13,000			13,000							
Salaries - Meter Reading	23,675			23,675							
Operating Sup. - Meter Reading	1,000			1,000							
Meter Depreciation	64,000			64,000							
Equip. Maint. - Meter Reading	2,150			2,150							
Uniforms Meter Reading	700			700							
Salaries - Maint. Of Meters	32,898			32,898							
Operating Sup. - Maint. Of Meters	2,500			2,500							
Contractual - Meters	5,000			5,000							
Grand Total	213,367			213,367							
Total Salaries	108,687			108,687							
Total Other Expenses	104,680			104,680							
Grand Total	213,367			213,367							

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

EXPENDITURES:

Account 85000 - 85800	2007 Actual	2008 Actual	2009 Actual	2010 Request
Salaries	395,643.00	402,303.00	374,028.00	439,817.00
Other Expenses	599,558.00	600,771.00	596,229.00	581,552.00
Total Admin And General Exp.	\$995,201.00	\$1,003,074.00	\$970,257.00	\$1,021,369.00

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expense	Total
Administrative - Sewer Utility	155,544.00	0.00	155,544.00
Administrative - City Hall Departs	284,273.00	0.00	284,273.00
Office Support	0.00	14,833.00	14,833.00
Office Materials And Supplies	0.00	26,348.00	26,348.00
Contractual Services - Outsource	0.00	40,996.00	40,996.00
Liability Insurance	0.00	49,926.00	49,926.00
Employee Pension	0.00	92,077.00	92,077.00
Health Insurance	0.00	152,319.00	152,319.00
Regulatory Comm. Ex. - Contractual	0.00	18,518.00	18,518.00
Rents	0.00	107,600.00	107,600.00
Administrative - Special Purpose	0.00	21,490.00	21,490.00
Taxes - FICA Expense	0.00	55,620.00	55,620.00
Total Admin. And General Exp.	439,817.00	579,727.00	1,019,544.00

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2010 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

50100 SALARIES:

Utility Manager 36.83 x 1688 hrs	62,169
Administrative Secretary 17.61 x 1768 hrs	31,134
	93,303

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	84,832										
2010	93,303			93,303							

50100 SALARIES ~ ADMINISTRATIVE SALARIES:

Administrator	13,592	Emergency Government	2,904
Finance	30,254	Vehicle Maintenance	1,356
Human Resources/Atty	13,565	Building Maintenance	8,683
Payroll	5,606	Elections	1,214
Engineering	136,375	Mayor	578
Clerk	7,661	Common Council	2,276
GIS	30,501	Information Services	12,869
Community Development	16,839		284,273

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	263,527			263,527							
2010	284,273			284,273							

51600 OFFICE SUPPLIES AND EXPENSE ~ TELEPHONE:

Payroll	22	Community Development	109
Administrator	35	Building Maintenance	34
Human Resources/Atty	98	Mayor	10
Finance	146	Emergency Government	11
Engineering	789	Vehicle Maintenance	7
GIS	154	Information Services	204
City Clerk	60	Sewer Utility	4,200
			5,879

Increase Due To Sewer Utility's Telephone Cost Being Added to This Account.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	3,095			3,095							
2010	5,879			5,879							

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2010 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

51700 OFFICE SUPPLIES AND EXPENSE ~ POSTAGE: 2,127

Community Development	67	Finance	1,387
Engineering	525	Mayor	6
Administrator	4	Clerk	43
Human Resources/Atty	48	Elections	223
Emergency Government	1	Information Services	11
GIS	16	Building Maintenance	1
Payroll	22		2,354

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,271			2,271							
2010	2,354			2,354							

52100 OFFICE SUPPLIES AND EXPENSE ~ PUBLICATIONS:

Payroll	68	Clerk	5
Finance	21	Community Development	69
Human Resources/Atty	421	Information Services	3
Engineering	62		
			649

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	696			696							
2010	649			649							

52200 OFFICE SUPPLIES AND EXPENSE ~ SEMINARS AND TRAINING:

DNR Certification Testing	200	Administrator	81
WVOA Meetings	200	Engineering	201
First Aid CPR	250	GIS	231
Drug Testing	200	Clerk	74
Payroll	28	Community Development	45
Human Resources/Atty	158	Emergency Government	47
Finance	106	Mayor	39
Vehicle Maintenance	3	Common Council	18
Building Maintenance	3	Information Services	169
			2,053

(Manager And Superintendent Are Required To Obtain 24 CEU Credits Every Three Years)

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2010 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,066			3,066							
2010	2,053			2,053							

53550 OFFICE MATERIALS AND EXPENSE:

Office and Computer Expense	7,800	Community Development	221
Payroll	137	Emergency Government	185
Administrator	33	Building Maintenance	2,041
Human Resources/Atty	65	Mayor	16
Finance	477	Elections	169
Engineering	1,323	Common Council	3
GIS	618	Vehicle Maintenance	9
Clerk	60	Information Services	411
			13,568

Decrease Due To Sewer Utility's Telephone Cost Being Deleted From This Account.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	17,958			17,958							
2010	13,568			13,568							

55600 OFFICE EQUIPMENT AND MAINTENANCE:

Sewer	3,000
Payroll	50
Finance	50
Engineering	3,868
Clerk	78
Elections	87
Community Development	111
GIS	2,413
Emergency Government	652
Information Services	4,524
	14,833

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	12,260			12,260							
2010	14,833			14,833							

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2010 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

57300 ADVERTISING: 320

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	320			320							
2010	320			320							

57700 CONTRACTUAL SERVICES:

												Clerk	333
												Elections	12
					5,000							Vehicle Maintenance	40
					21,000							Finance	605
					4,600							Community Development/GIS	600
					413							City Work License	3,000
					3,757							Information Services	40,996
					1,636								

Slight increases in Replacement Fund and Rate Review.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	53,160			53,160							
2010	40,996			40,996							

59100 LIABILITY INSURANCE EXPENSE: 49,926

Sewer Utility's Portion of the following Insurances: Property, Auto, Workers Compensation, General Liability, Umbrella Liability Bond, Crime, Public Officials,

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	49,514			49,514							
2010	49,926			49,926							

50200 EMPLOYEE PENSION AND BENEFITS:

													Mayor	50
					37,599								Vehicle Maintenance	259
					5,786								GIS	5,646
					174								Engineering	26,635
					1,418								Community Development	3,218
					1,072								Building Maintenance	1,763
					2,928								Information Services	2,458
					555									
					2,516									92,077

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2010 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	79,234			79,234							
2010	92,077			92,077							

50200 EMPLOYEE HOLIDAY, VACATION, SICK SALARIES: 62,241

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	59,126			59,126							
2010	62,241			62,241							

5900 HEALTH INSURANCE: 152,319

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	169,674			169,674							
2010	152,319			152,319							

57700 REGULATORY COMMISSION EXPENSE CONTRACTUAL:

NR101 Water Discharge Fee	12,000	(The Water Discharge Fee Is Determined
Information Services	2,518	From Our Effluent Discharge).
Medicine Collection 2,000 x (2)	4,000	(NEW)
	18,518	

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	18,518			18,518							
2010	18,518			18,518							

5200 MEMBERSHIP AND DUES:

Sewer - WWOA	100	Clerk	16
Sewer - DNR Certification	100	Community Development	81
Finance	56	Emergency Government	23
Payroll	34	Vehicle Maintenance	1
Administrator	67	Common Council	774
Human Resources/Atty	98	Information Systems	5
Engineering	106		1,525
GIS	64		

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,749			2,749							
2010	1,525			1,525							

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2010 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

53550 MISC SEWER UTILITY EX:

Railroad Lease	180
Street Opening Permits	1645
	1825

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	1,180			1,180							
2010	1,825			1,825							

59700 RENTS: 107,600

Account For Meter Rental (1/2 of the rate of return on the water meters 08857002.59700 and 08842202.59900)

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	107,600			107,600							
2010	107,600			107,600							

59500 ADMINISTRATIVE SPECIAL PURPOSE:

Allocated Debt City Hall	20,813
Administrator	62
Mayor	15
Mayor Entertainment	0
Information Systems	1
Human Resources/Atty	599
	21,490

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2009	24,490			24,490							
2010	21,490			21,490							

50203 FICA TAXES: 55,620

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2010 Department Detail Information

ADMINISTRATIVE AND GENERAL EXPENSE ~ SUMMARY

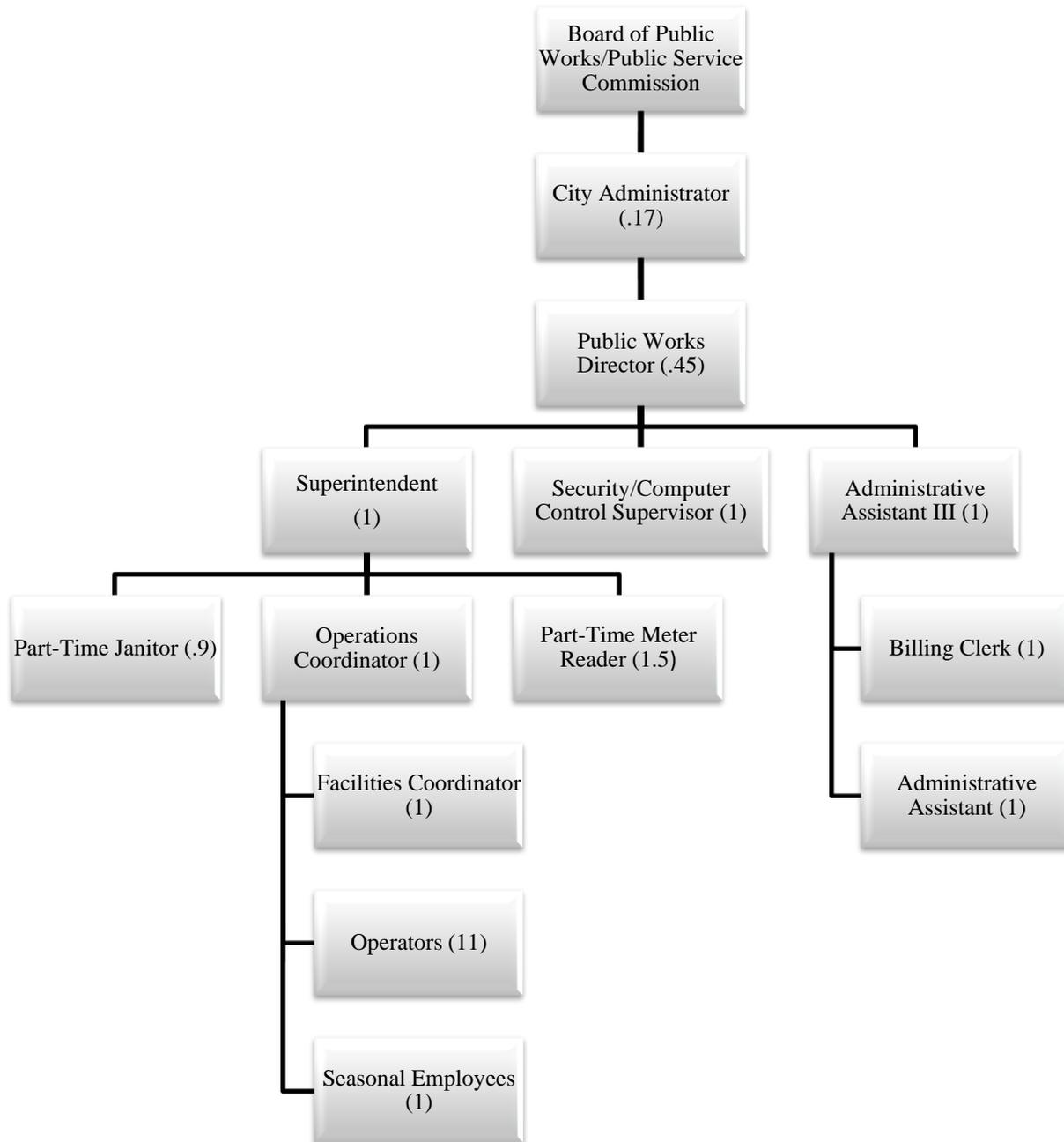
2010 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries - Sewer Utility	93,303			93,303							
Salaries - Administrative Allocated	284,273			284,273							
Telephone	5,879			5,879							
Postage	2,354			2,354							
Publications	649			649							
Seminars And Training	2,053			2,053							
Office Materials And Supplies	13,568			13,568							
Equipment Maintenance	14,833			14,833							
Advertising	320			320							
Contractual Services	40,996			40,996							
Liability Insurance	49,926			49,926							
Employee Pension And Benefits	92,077			92,077							
Holiday, Vacation, Sick Salaries	62,241			62,241							
Health Insurance	152,319			152,319							
Regulatory Commission Expense	18,518			18,518							
Membership and Dues	1,525			1,525							
Miscellaneous - Sewer Expense	1,825			1,825							
Rents	107,600			107,600							
Administrative Special Purpose	21,490			21,490							
FICA Taxes	55,620			55,620							
Grand Total	1,021,369			1,021,369							
Total Salaries	439,817			439,817							
Total Other Expenses	581,552			581,552							
Grand Total	1,021,369			1,021,369							

SEWER UTILITY ~ CAPITAL ADDITIONS

<u>CAPITAL ADDITIONS</u>	<u>2010 PROJECTION</u>	<u>FUNDING SOURCE</u>
Miscellaneous Sanitary Collection System Repairs Based On (3) Year Average	\$ 125,000.00	Collection Replacement Fund
Bio-Solids Storage Facility	\$ 2,300,000.00	Equipment Replacement Fund
Replace Existing Handrailing On Post Aeration Tank	\$ 45,000.00	Equipment Replacement Fund
Repair Existing Concrete And Seal	\$ 40,000.00	Equipment Replacement Fund
Replace Utility Vehicle - (Kawasaki Mule)	<u>\$ 9,500.00</u>	Equipment Replacement Fund
Total	\$ 2,519,500.00	

WEST BEND SEWER UTILITY - CASH FLOW

	2009 Budget	2010 Forecasted Budget
Operating Revenue:		
Metered Sales:		
Residential	2,574,700.00	2,299,300.00
Commercial	807,900.00	716,500.00
Industrial	216,200.00	222,800.00
Public Authority	118,100.00	114,900.00
Total Metered Revenue	3,716,900.00	3,353,500.00
<i>Other Operating Revenue:</i>		
Holding and Septic	1,000.00	10,000.00
Sewerage Service - Contractual	110,900.00	75,200.00
Forfeited Discounts	48,800.00	51,900.00
Outside Industrial Waste	0.00	0.00
Total Other Operating Revenue	160,700.00	137,100.00
<i>Non-Operating Revenue:</i>		
Contractor Revenue (televising)	2,000.00	2,000.00
Interest Income	360,700.00	360,700.00
Total Non-Operating Revenue	362,700.00	362,700.00
<i>Other Sources of Cash:</i>		
Replacement Fund	830,000.00	2,519,500.00
TIF Payments	0.00	0.00
Total Other Sources of Cash	830,000.00	2,519,500.00
GRAND TOTAL SOURCES OF CASH	5,070,300.00	6,372,800.00
Operating and Maintenance Expenses:	2,402,000.00	2,158,600.00
Replacement Funding:		
Equipment Replacement Fund	255,000.00	1,000,000.00
Collection Replacement Fund	575,000.00	125,000.00
Total Replacement Funding	830,000.00	1,125,000.00
Other Uses of Cash:		
Debt Service	140,600.00	151,909.00
Other Debt	0.00	0.00
Capital Expenditures	550,000.00	2,519,500.00
Total Other Uses of Cash	690,600.00	2,671,409.00
GRAND TOTAL USES OF CASH	3,922,600.00	5,955,009.00
TOTAL CASH (deficit)	1,147,700.00	417,791.00



The City of West Bend Water Utility is committed to providing a safe, reliable water supply in order to protect public health and maintain an adequate reserve supply for fire protection needs.

Our intent is to accomplish this by sound financial management in conjunction with the protection of the environment that we obtain our water supply from.

Water Utility ~ 2010 Budget

WATER UTILITY ~ Transfer to Debt Service

Transfer to Debt Service (Interfund receivables/payables and transfers.)

EXPENDITURES:

Account 07000002.55923	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ 335.47	\$ -	\$ 13,876.00	\$ 13,876.00
Total Transfer to Debt Service	\$ 335.47	\$ -	\$ 13,876.00	\$ 13,876.00

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Debt Service Payment	\$0.00	\$13,876.00	\$13,876.00
Grand Total	\$0.00	\$13,876.00	\$13,876.00

WATER UTILITY ~ Transfer to Debt Service

2010 Department Detail Information

TRANSFER TO DEBT SERVICE 07000002.55923

55923 TRANSFER TO DEBT SERVICE:

Interfund receivables/payables and transfers. 13,876
13,876

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,876	0	13,876	0	0	0	0	0	0	0	0
2010	13,876	0	13,876	0	0	0	0	0	0	0	0

WATER UTILITY ~ Source of Supply

- Routine maintenance of wells which includes annual chlorination and labor for collecting samples.
- Environmental Protection Agency (EPA) and Wisconsin Department of Natural Resources (WDNR) required analytical services for sampling at all Wells and the Airstripper.

EXPENDITURES:

Account 07601101.50100 - 07614102.57700	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$7,336.48	\$7,307.00	\$7,307.00	\$7,736.00
Other Expenses	\$160,428.02	\$47,500.00	\$32,500.00	\$32,500.00
Total Source of Supply	\$167,764.50	\$54,807.00	\$39,807.00	\$40,236.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Number of Wells Rehabilitated	1	1	2	0
Number of Water Samples Taken	83	83	95	91

ACHIEVEMENTS:

- Met the sampling requirements set forth by the WDNR and the EPA as follows:
 - VOC's - 8 samples per quarter; test for 41 separate VOCs.
 - Nitrate - 7 samples per year.
 - HaloAcetic Acids (HOA) - 4 samples per year; test for 4 HOAs.
 - Trihalomethanes (THM) - 4 samples per year; test for 4 THMs.
 - Quarterly Bac T samples of all wells.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$1,161.00	\$0.00	\$1,161.00
Sampling	\$2,827.25	\$30,250.00	\$33,077.25
Taking Pumping and Static Levels	\$2,104.00	\$250.00	\$2,354.00
Chlorination of Wells	\$1,643.75	\$2,000.00	\$3,643.75
Grand Total	\$7,736.00	\$32,500.00	\$40,236.00

NOTES:

- Fringe benefits will appear in Administrative and General Expenses.

2010 GOALS:

Meet the sampling requirements set forth by the WDNR and the EPA.
Rehab Well #7.

WATER UTILITY ~ Source of Supply

2010 Department Detail Information

SOURCE OF SUPPLY 07601102-07614102 ~ Expenditures

OPERATIONS AND EXPENSES 07601102

53550 MATERIAL AND SUPPLIES:

Miscellaneous Supplies 250
\$250

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	250	0	250	0	0	0	0	0	0	0	0
2010	250	0	250	0	0	0	0	0	0	0	0

MAINTENANCE OF WELLS 07610001 - 07614102

50100 SALARIES:

Superintendent 36 Hours 1,161
\$1,161

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,127	0	1,127	0	0	0	0	0	0	0	0
2010	1,161	0	1,161	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Operator 288 Hours 6,575
\$6,575

Increase reflects actual labor costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	6,180	0	6,180	0	0	0	0	0	0	0	0
2010	6,575	0	6,575	0	0	0	0	0	0	0	0

51700 POSTAGE:

Postage 250
\$250

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	250	0	250	0	0	0	0	0	0	0	0
2010	250	0	250	0	0	0	0	0	0	0	0

WATER UTILITY ~ Source of Supply

53550 MATERIAL AND SUPPLIES:

Chlorine 2,000
\$2,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,000	0	2,000	0	0	0	0	0	0	0	0
2010	2,000	0	2,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Sampling Costs 30,000
\$30,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	30,000	0	30,000	0	0	0	0	0	0	0	0
2010	30,000	0	30,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Pumping Expenses

- Includes the cost of electricity consumed for all pumping operations.
- Expenses for upkeep of 13 buildings.
- Pump station painting, plumbing and electrical repairs.
- Repair and/or replacement of piping and equipment associated with the actual pumping of the water.

EXPENDITURES:

Account 07620001.50100 - 07633002.57700	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$123,382.89	\$101,474.00	\$103,694.00	\$97,126.00
Other Expenses	\$301,572.45	\$255,584.00	\$264,094.00	\$271,071.00
Total Pumping	\$424,955.34	\$357,058.00	\$367,788.00	\$368,197.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Number of Pumps Rehabilitated	2	1	2	0

ACHIEVEMENTS:

- Replaced motor control centers at Well #4, #11, #13 and Airstripper.
- Replaced controls at Underground Booster Station.
- Installed air exchange system - Station #6.
- Installed new roofs - Station #9 and Station #13.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$9,028.00	\$0.00	\$9,028.00
Check Pump Stations	\$21,743.00	\$1,000.00	\$22,743.00
Grounds Upkeep	\$2,184.00	\$19,500.00	\$21,684.00
Pump Station Repairs	\$16,430.00	\$14,000.00	\$30,430.00
Maintenance of Pumping Equipment	\$47,741.00	\$38,000.00	\$85,741.00
Utility Costs	\$0.00	\$198,571.00	\$198,571.00
Grand Total	\$97,126.00	\$271,071.00	\$368,197.00

2010 GOALS:

- Rehab pumping equipment - Booster 6-1.
- Install air exchange system - Station #9.
- Plans for remodeling of Station #5.
- Replace mag meters at Airstripper.
- Rehab pumping equipment - Well #7.

WATER UTILITY ~ Pumping Expenses

2010 Department Detail Information

PUMPING EXPENSES 07620001.07633002 ~ Expenditures

FUEL FOR PUMPING 07620001 - 07623002

50100 SALARIES:

Superintendent	164 Hours	<u>5,305</u>
		\$5,305

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,150	0	5,150	0	0	0	0	0	0	0	0
2010	5,305	0	5,305	0	0	0	0	0	0	0	0

56900 LIGHT & POWER

Electricity consumed for all pumping operations	<u>186,790</u>
	\$186,790

Increase due to a 3.6% rate increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	180,300	0	180,300	0	0	0	0	0	0	0	0
2010	186,790	0	186,790	0	0	0	0	0	0	0	0

PUMPING LABOR AND EXPENSES 07624001 - 07624002

50100 SALARIES:

Water Utility Operators	600 Hours	13,225
Water Utility Coordinator	135 Hours	3,456
Water Utility Operator - Weekend Duty	192 Hours	4,243
Water Utility Coordinator - Weekend Duty	36 Hours	<u>819</u>
		\$21,743

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	21,109	0	21,109	0	0	0	0	0	0	0	0
2010	21,743	0	21,743	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Calibration of Line Meters	<u>1,000</u>
	\$1,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,000	0	1,000	0	0	0	0	0	0	0	0
2010	1,000	0	1,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Pumping Expenses

MAINTENANCE OF STRUCTURES/IMPROVEMENTS 07630001 - 07631002

50100 SALARIES - SUPERVISION:

Superintendent	115 Hours	3,723
		\$3,723

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,615	0	3,615	0	0	0	0	0	0	0	0
2010	3,723	0	3,723	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Coordinator	150 Hours	3,842
Water Utility Operators	524 Hours	12,588
		\$16,430

Increase reflects actual labor costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	14,950	0	14,950	0	0	0	0	0	0	0	0
2010	16,430	0	16,430	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Painting, electrical, plumbing and lumber supplies		4,000
		\$4,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,000	0	4,000	0	0	0	0	0	0	0	0
2010	4,000	0	4,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Major electrical repairs for pump stations		10,000
		\$10,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	10,000	0	10,000	0	0	0	0	0	0	0	0
2010	10,000	0	10,000	0	0	0	0	0	0	0	0

MAINTENANCE OF PUMPING EQUIPMENT 07633001 - 07633002

50100 SALARIES:

Water Utility Operators	1561 Hours	34,431
Water Utility Coordinator	520 Hours	13,310
		\$47,741

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	46,350	0	46,350	0	0	0	0	0	0	0	0
2010	47,741	0	47,741	0	0	0	0	0	0	0	0

WATER UTILITY ~ Pumping Expenses

51600 TELEPHONE:

Communication Line Rental 3,000
\$3,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,000	0	3,000	0	0	0	0	0	0	0	0
2010	3,000	0	3,000	0	0	0	0	0	0	0	0

53550 MATERIALS & SUPPLIES:

Batteries for Auxiliary Power Engines 1,000
 Parts - Electric Check Valve Repair 2,000
 Electrical & Control Parts for Motors 2,000
 Grease & Oil for Motors 500
 Bowl Assemblies and Columns 3,000
 Valves & Piping 2,000
 Nuts, Bolts, Wire & Couplings 1,500
 SCADA Control Equipment 6,000
 Microsoft Licenses 5,000
\$23,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	23,000	0	23,000	0	0	0	0	0	0	0	0
2010	23,000	0	23,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Service contract for standby emergency diesel generators at the Airstripper, Station 4, Station 7, Station 8, Station 9, Station 12, Municipal Garage, Water Utility and Vehicle Maintenance facility. Also includes costs for the Portable Generator. 12,000
\$12,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	12,000	0	12,000	0	0	0	0	0	0	0	0
2010	12,000	0	12,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Water Treatment Expenses

- Includes the cost of chemicals.
- Labor for recording statistical data for preparation of DNR reports.
- Maintenance of water treatment equipment.
- Maintenance of safety equipment.
- Costs for repair and/or replacement of chemical feed equipment.

EXPENDITURES:

Account 07640001.50100 - 07652002.57700	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$61,714.82	\$50,032.00	\$57,337.00	\$61,051.00
Other Expenses	\$104,900.63	\$99,464.00	\$120,300.00	\$125,995.00
Total Water Treatment	\$166,615.45	\$149,496.00	\$177,637.00	\$187,046.00

ACHIEVEMENTS:

- Replaced all chemical feed lines at stations.
- Replaced chlorine pumps at the Airstripper.
- Replaced granular activated carbon at Station #8.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$1,859.00	\$0.00	\$1,859.00
Check Chemical Dosage at Pump Stations	\$26,044.00	\$0.00	\$26,044.00
Chemical Addition	\$0.00	\$119,695.00	\$119,695.00
Maintenance of Water Treatment Equipment	\$33,148.00	\$6,300.00	\$39,448.00
Grand Total	\$61,051.00	\$125,995.00	\$187,046.00

NOTES:

- Fringe Benefits will appear in Administrative and General Expenses.

2010 GOALS:

- Replace chlorine pump at Station #8.
- Replace chlorine pump at Station #6.
- Replace chlorine analyzer at Station #9.
- Move fluoride and chlorine tanks at Station #9.

WATER UTILITY ~ Water Treatment Expenses

53550 MATERIALS & SUPPLIES:

Safety Equipment, supplies for eyewash station and
 confined space monitors 700
\$700

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	700	0	700	0	0	0	0	0	0	0	0
2010	700	0	700	0	0	0	0	0	0	0	0

MAINTENANCE OF WATER TREATMENT EQUIPMENT 07650001-07652002

50100 SALARIES - SUPERVISION:

Superintendent 19 Hours 618
\$618

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	600	0	600	0	0	0	0	0	0	0	0
2010	618	0	618	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Operators 785 Hours 17,325
 Water Utility Coordinator 563 Hours 14,420
\$31,745

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	30,820	0	30,820	0	0	0	0	0	0	0	0
2010	31,745	0	31,745	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Parts for chemical feed pumps for chlorine, hydrofluosilicic
 acid and polyphosphate addition to the water system. 5,000
\$5,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,000	0	5,000	0	0	0	0	0	0	0	0
2010	5,000	0	5,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Chemical feed pump repairs. 600
\$600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	600	0	600	0	0	0	0	0	0	0	0
2010	600	0	600	0	0	0	0	0	0	0	0

WATER UTILITY ~ Transmission and Distribution Expenses

- **Maintenance of grounds of towers and reservoirs.**
- **Electric and phone service for towers and reservoirs**
- **Cost of removing, resetting and relocating meters.**
- **Software support.**
- **Customer complaints.**
- **Mapping**
- **Maintenance of watermains, services, meters and hydrants.**

EXPENDITURES:

Account 07660001.50100 - 07677002.57700	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$595,206.64	\$398,530.00	\$398,530.00	\$417,269.00
Other Expenses	\$323,509.05	\$261,403.00	\$281,345.00	\$343,016.00
Total Transmission & Distribution	\$918,715.69	\$659,933.00	\$679,875.00	\$760,285.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Hydrants Painted	155	113	115	110
Hydrants Inspected	522	791	554	400
Diggers Tickets Located	3,855	4,307	3,426	4,000
Valves Inspected	706	896	805	600
Services Inspected	564	448	396	500
New Meters Installed	186	109	111	100
Meter Exchanges	659	650	756	600

ACHIEVEMENTS:

- Painted 10th Avenue Water Tower.
- Installed 12" Watermain - River Road.
- Painted 115 hydrants.
- Inspected 805 valves, 554 hydrants, and 396 services.
- Repaired 33 main breaks.
- Repaired 21 service leaks.
- Replaced 10 hydrants.
- Replaced 3 - 6" valves and 1 - 8" Valve.
- Cathodic Protection inspected at all towers and underground booster station.
- Inspected and cleaned Barton Water Tower and Hospital Water Tower.
- Inspected and cleaned Station 6 Reservoir and Airstripper Reservoir.
- Replaced 6" watermain - 7th Avenue (Vine Street to Hawthorn Drive), Highland View Drive (Decorah Road to Evergreen Street) and 18th Avenue (Chestnut Street to Oak Street).

WATER UTILITY ~ Transmission and Distribution Expenses

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$21,315.00	\$0.00	\$21,315.00
Grounds Upkeep	\$2,234.00	\$4,000.00	\$6,234.00
Utilities	\$0.00	\$5,588.00	\$5,588.00
Removing, Resetting and Relocating Meters	\$18,851.00	\$2,500.00	\$21,351.00
Customer Complaints	\$2,971.00	\$0.00	\$2,971.00
Mapping	\$584.00	\$37,601.00	\$38,185.00
Maintain Towers & Reservoirs	\$5,305.00	\$10,500.00	\$15,805.00
Maintain Watermain	\$191,463.00	\$187,827.00	\$379,290.00
Maintain Services	\$122,003.00	\$60,000.00	\$182,003.00
Maintain Meters	\$14,047.00	\$5,000.00	\$19,047.00
Maintain Hydrants	\$38,496.00	\$30,000.00	\$68,496.00
Grand Total	\$417,269.00	\$343,016.00	\$760,285.00

NOTES:

- Utility costs include light and power and sewer bills.
- Fringe benefits will appear in Administrative and General Expenses.

2010 GOALS:

- Paint 120 hydrants.
- Replace 5 hydrants..
- Inspect 400 hydrants, 600 valves and 400 services.
- Perform 600 Meter Exchanges.
- Complete 100 new meter installations.
- Cathodic inspection to be done on all Towers and Standpipes.
- Install 800 feet of 12" watermain on Veterans Avenue.
- Inspect and clean University Standpipe.
- Replace 6" watermain - 18th Avenue (Oak Street to Decorah Road).
- Replace existing 6" watermain with 12" watermain - Decorah Road (Main to 18th).
- Replace existing 6" watermain with 12" watermain - Jefferson Street (Greentree to Main).

WATER UTILITY ~ Transmission and Distribution Expenses

53550 MATERIAL AND SUPPLIES:

Forms and miscellaneous supplies for meter exchanges 1,000
\$1,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,000	0	1,000	0	0	0	0	0	0	0	0
2010	1,000	0	1,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Funds for software support and changes as needed. 1,500
\$1,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,500	0	1,500	0	0	0	0	0	0	0	0
2010	1,500	0	1,500	0	0	0	0	0	0	0	0

~~CUSTOMER INSTALLATION AND COMPLAINTS 07664001~~

50100 SALARIES:

Labor cost for investigating customer complaints concerning water bills.

Water Utility Operators 134 Hours 2,971
\$2,971

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,884	0	2,884	0	0	0	0	0	0	0	0
2010	2,971	0	2,971	0	0	0	0	0	0	0	0

~~MISCELLANEOUS OPERATING EXPENSES 07665101 - 07665102~~

50100 SALARIES:

Water Utility Operators 26 Hours 584
\$584

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	567	0	567	0	0	0	0	0	0	0	0
2010	584	0	584	0	0	0	0	0	0	0	0

53550 MATERIALS & SUPPLIES:

Map supplies 2,386
\$2,386

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,386	0	2,386	0	0	0	0	0	0	0	0
2010	2,386	0	2,386	0	0	0	0	0	0	0	0

WATER UTILITY ~ Transmission and Distribution Expenses

57700 CONTRACTUAL SERVICES:

Printing of system maps and backflow inspection program. 35,215
\$35,215

Increase reflects transfer of backflow inspection program costs from capital outlay to operating expenses.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,215	0	5,215	0	0	0	0	0	0	0	0
2010	35,215	0	35,215	0	0	0	0	0	0	0	0

MAINTENANCE OF DISTRIBUTION RESERVOIRS/AIRSTRIPPER 07670001 - 07672002

50100 SALARIES - SUPERVISION:

Superintendent 648 Hours 20,907
\$20,907

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	20,298	0	20,298	0	0	0	0	0	0	0	0
2010	20,907	0	20,907	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Operators 186 Hours 4,120
Water Utility Coordinator 46 Hours 1,185
\$5,305

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,150	0	5,150	0	0	0	0	0	0	0	0
2010	5,305	0	5,305	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Valves, piping and miscellaneous items 2,500
\$2,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,500	0	2,500	0	0	0	0	0	0	0	0
2010	2,500	0	2,500	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Electrical and maintenance costs and inspection of
cathodic protection. 8,000
\$8,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	8,000	0	8,000	0	0	0	0	0	0	0	0
2010	8,000	0	8,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Transmission and Distribution Expenses

MAINTENANCE OF MAINS 07673001 - 07673002

50100 SALARIES:

Water Utility Operators	5711 Hours	130,154
Water Utility Coordinator	720 Hours	18,677
Water Utility Operator Weekend Duty	176 Hours	4,011
Water Utility Coordinator Weekend Duty	32 Hours	830
Water Utility Operators Overtime	825 Hours	28,199
Water Utility Coordinator Overtime	187 Hours	7,276
Seasonal Employees	240 Hours	<u>2,316</u>
		\$191,463

Increase reflects actual labor costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	180,250	0	180,250	0	0	0	0	0	0	0	0
2010	191,463	0	191,463	0	0	0	0	0	0	0	0

51700 POSTAGE:

Postage costs.	<u>350</u>
	\$350

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	350	0	350	0	0	0	0	0	0	0	0
2010	350	0	350	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Valves, Watermains, Valve Boxes, Tees, Bends, Sleeves	15,000
Watermain Break Clamps	3,000
Cold Patch	5,000
Hydrastop Fittings	5,000
Backfill Material	75,500
Construction Signs	1,500
Chlorine for Disinfecting New Construction Watermain	<u>5,000</u>
	\$110,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	110,000	0	110,000	0	0	0	0	0	0	0	0
2010	110,000	0	110,000	0	0	0	0	0	0	0	0

56400 UNIFORMS:

Uniforms, boots, hard hats, hard hat liners, rain gear, gloves	<u>9,000</u>
	\$9,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	9,000	0	9,000	0	0	0	0	0	0	0	0
2010	9,000	0	9,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Transmission and Distribution Expenses

57700 CONTRACTUAL SERVICES:

Contracting major road repairs. 68,477
\$68,477

Increase due to cost of watermain break repairs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	45,000	0	45,000	0	0	0	0	0	0	0	0
2010	68,477	0	68,477	0	0	0	0	0	0	0	0

MAINTENANCE OF SERVICES 07675001 - 07675002

50100 SALARIES:

Water Utility Operators	4233 Hours	93,359
Water Utility Coordinator	430 Hours	11,029
Water Utility Operator Weekend Duty	176 Hours	3,881
Water Utility Coordinator Weekend Duty	32 Hours	819
Water Utility Operators Overtime	275 Hours	9,096
Water Utility Coordinator Overtime	63 Hours	2,418
Seasonal Employees	160 Hours	<u>1,401</u>
		\$122,003

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	118,450	0	118,450	0	0	0	0	0	0	0	0
2010	122,003	0	122,003	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Curb stops, copper, service boxes, couplings, corporations 12,000
 Restoration materials. 33,000
\$45,000

Increase due to cost of restoration materials.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	40,000	0	40,000	0	0	0	0	0	0	0	0
2010	45,000	0	45,000	0	0	0	0	0	0	0	0

57000 SEWER BILLS:

Payment to Sewer Utility for service freeze-ups 5,000
\$5,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,000	0	5,000	0	0	0	0	0	0	0	0
2010	5,000	0	5,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Transmission and Distribution Expenses

57700 CONTRACTUAL SERVICES:

Concrete replacement for service repairs. 10,000
\$10,000

Increase due to concrete repair costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	7,000	0	7,000	0	0	0	0	0	0	0	0
2010	10,000	0	10,000	0	0	0	0	0	0	0	0

MAINTENANCE OF METERS 07676001 - 07676002

50100 SALARIES:

Data entry time put in by the office employees for meter testing, repair and exchange records.
 Labor for meter repairs and testing.

Water Utility Operators 275 Hours 6,064
 Administrative Personnel 475 Hours 7,983
\$14,047

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,637	0	13,637	0	0	0	0	0	0	0	0
2010	14,047	0	14,047	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Chambers, gaskets and connections 1,500
\$1,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,500	0	1,500	0	0	0	0	0	0	0	0
2010	1,500	0	1,500	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Testing of large (2", 3", 4", and 6") compound meters.
 Done by a private contractor. 3,500
\$3,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,500	0	3,500	0	0	0	0	0	0	0	0
2010	3,500	0	3,500	0	0	0	0	0	0	0	0

WATER UTILITY ~ Transmission and Distribution Expenses

MAINTENANCE OF HYDRANTS 07677001 - 07677002

50100 SALARIES:

Water Utility Operators	1455 Hours	32,089
Water Utility Coordinator	140 Hours	3,605
Seasonal Employees	320 Hours	<u>2,802</u>
		\$38,496

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	37,374	0	37,374	0	0	0	0	0	0	0	0
2010	38,496	0	38,496	0	0	0	0	0	0	0	0

53550 MATERIALS AND SUPPLIES:

Flanges, heads, shafts, gaskets, bolts, seals, auxiliary valves, bread-away couplings, barrels, caps, valve seats	<u>10,000</u>
	\$10,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	10,000	0	10,000	0	0	0	0	0	0	0	0
2010	10,000	0	10,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Cost of private contractor to paint and lower fire hydrants.	<u>20,000</u>
	\$20,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	20,000	0	20,000	0	0	0	0	0	0	0	0
2010	20,000	0	20,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Maintenance of Equipment - Lab Truck Expenses

- Expenses for the maintenance of trucks and construction equipment.

EXPENDITURES:

Account 07680001.50100 - 07680002.57700	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$25,662.59	\$32,848.00	\$32,373.00	\$33,647.00
Other Expenses	\$78,236.81	\$90,978.00	\$96,166.00	\$87,033.00
Total Maint. Of Equipment	\$103,899.40	\$123,826.00	\$128,539.00	\$120,680.00

ACHIEVEMENTS:

- Replaced Vehicle #695, 3/4 Ton Pick-Up.
- Replaced Vehicle #630 - 1-Ton Low Boy.
- Replaced Simco Drilling Rig.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Fleet Maintenance	\$33,647.00	\$87,033.00	\$120,680.00
Grand Total	\$33,647.00	\$87,033.00	\$120,680.00

NOTES:

- Includes an allocation from the General City and the Vehicle Maintenance Department:
 - Salaries: \$ 20,141.00
 - Other Expenses: \$ 2,860.00
- At year end, the auditors apportion out the amounts in this account. Therefore, prior year-end balances will always be zero.
- Fringe benefits will appear in Administrative and General Expenses

WATER UTILITY ~ Maintenance of Equipment - Lab Truck Expenses

2010 Department Detail Information

MAINTENANCE OF EQUIPMENT - LAB & TRUCK 07680001 - 07680002 ~ Expenditures

50100 SALARIES:

Vehicle Maintenance Department Labor Costs	20,141
Water Utility Operators 612 Hours	<u>13,506</u>
	\$33,647

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	32,373	0	32,373	0	0	0	0	0	0	0	0
2010	33,647	0	33,647	0	0	0	0	0	0	0	0

53550 MATERIALS AND SUPPLIES:

Materials and supplies for Utility fleet maintenance	11,572
Allocation from Building Maintenance Department	12
Allocation from Vehicle Maintenance Department	<u>415</u>
	\$11,999

Increase due to cost of maintaining vehicles.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	10,069	0	10,069	0	0	0	0	0	0	0	0
2010	11,999	0	11,999	0	0	0	0	0	0	0	0

54300 GASOLINE, DIESEL AND COMPRESSED NATURAL GAS:

Gasoline	9115 Gallons @ \$ 3.06	27,892
Diesel Fuel	3170 Gallons @ \$ 3.25	10,303
Compressed Natural Gas	270 Gallons @ \$ 1.86	502
Allocated Costs from Other Departments*:		<u>1,897</u>
		\$40,594

* Administrator	14	GIS	27
Attorney\Human Resources	35	I S Department	60
Building Maintenance	131	Mayor	9
Community Development	86	Vehicle Maint.	164
Engineering	1371		

Decrease due to cost of fuel and other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	51,631	0	51,631	0	0	0	0	0	0	0	0
2010	40,594	0	40,594	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Rental of Backhoes	24,000
Repair of Water Utility equipment performed by contractors	9,904
Allocations from Vehicle Maintenance Department	<u>536</u>
	\$34,440

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	34,466	0	34,466	0	0	0	0	0	0	0	0
2010	34,440	0	34,440	0	0	0	0	0	0	0	0

WATER UTILITY ~ Customer Accounts Expense

- Labor and expenses incurred in the reading of water meters.
- Accounting and collection labor and expenses.

EXPENDITURES:

Account 07901001.50100 - 07903002.57700	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$75,006.15	\$74,397.00	\$75,371.00	\$76,499.00
Other Expenses	\$19,676.31	\$30,710.00	\$33,180.00	\$29,280.00
Total Customer Accounts	\$94,682.46	\$105,107.00	\$108,551.00	\$105,779.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Number of Bills Generated Annually	46,762	46,961	47,100	47,100
Dollar Amount of Annual Billings	4.04 million	4.1 million	4.3 million	4.3 million
Number of Bills to the Tax Roll	750	849	850	850
Dollar Amount Transferred to the Tax Roll	\$ 350,225.74	\$ 399,109.61	\$ 450,000.00	\$ 450,000.00

ACHIEVEMENTS:

- Installed 923 electronic remote transmitters

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$2,106.00	\$0.00	\$2,106.00
Reading of Water Meters	\$22,279.00	\$3,850.00	\$26,129.00
Receipting of Payments	\$23,451.30	\$0.00	\$23,451.30
Processing of Bills	\$28,662.70	\$25,430.00	\$54,092.70
Grand Total	\$76,499.00	\$29,280.00	\$105,779.00

NOTES:

- Includes an allocation from the General City:

Salaries	\$ 22,935.00
Other Expenses	\$ 2,340.00
- Fringe benefits will appear in Administrative and General Expenses.

2010 GOALS:

Continue with the installation of electronic reading devices at various locations throughout the City.

WATER UTILITY ~ Customer Accounts Expenses

2010 Department Detail Information

CUSTOMER ACCOUNTS EXPENSE 07901001 - 07903002 ~ Expenditures

METER READING EXPENSE 07901001 - 07902002

50100 SALARIES - SUPERVISION:

Superintendent	63 Hours	<u>2,106</u>
		\$2,106

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,045	0	2,045	0	0	0	0	0	0	0	0
2010	2,106	0	2,106	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Operators	225 Hours	4,962
Meter Readers	1345 Hours	<u>17,317</u>
		\$22,279

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	21,630	0	21,630	0	0	0	0	0	0	0	0
2010	22,279	0	22,279	0	0	0	0	0	0	0	0

53550 MATERIALS AND SUPPLIES:

Meter reading forms and mileage reimbursement	<u>1,000</u>
	\$1,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,000	0	1,000	0	0	0	0	0	0	0	0
2010	1,000	0	1,000	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE

Maintenance contract for hand-held meter reading devices	<u>2,150</u>
	\$2,150

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,150	0	2,150	0	0	0	0	0	0	0	0
2010	2,150	0	2,150	0	0	0	0	0	0	0	0

56400 UNIFORMS:

Uniforms for Meter Readers	<u>700</u>
	\$700

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	700	0	700	0	0	0	0	0	0	0	0
2010	700	0	700	0	0	0	0	0	0	0	0

WATER UTILITY ~ Customer Accounts Expenses

ACCOUNTING & COLLECTION LABOR & EXPENSES 07903001 - 07903002

50100 SALARIES:

Administrative Assistant III	538 Hours	11,094
Account Clerk	1040 Hours	18,085
Allocation from the Finance Department		<u>22,935</u>
		\$52,114

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	51,696	0	51,696	0	0	0	0	0	0	0	0
2010	52,114	0	52,114	0	0	0	0	0	0	0	0

51700 POSTAGE

Postage	<u>10,000</u>
	\$10,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	10,000	0	10,000	0	0	0	0	0	0	0	0
2010	10,000	0	10,000	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Customer transaction forms (water bills, labels, envelopes)	1,990
Finance Department Allocation - Bank Fees	<u>2,340</u>
	\$4,330

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,330	0	4,330	0	0	0	0	0	0	0	0
2010	4,330	0	4,330	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Equipment maintenance for folder/insertor.	<u>2,000</u>
	\$2,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,000	0	2,000	0	0	0	0	0	0	0	0
2010	2,000	0	2,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Utility Billing Software Support.	7,350
Routesmart Software Support	<u>1,750</u>
	\$9,100

Decrease due to elimination of Itron software support.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,000	0	13,000	0	0	0	0	0	0	0	0
2010	9,100	0	9,100	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

- **Water Utility administrative wages, including City Hall employees.**
- **Office supplies and expenses, including City Hall expenses**
- **Property Insurance.**
- **Employee Pensions and Benefits.**
- **Regulatory Commission Expenses.**
- **Maintenance of Office Building and Shop.**

EXPENDITURES:

Account 07920101.50100 - 07408202.52000	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$617,152.90	\$1,056,526.25	\$1,047,711.37	\$1,056,968.00
Other Expenses	\$260,280.60	\$311,378.00	\$319,269.00	\$319,100.00
Total Admin. & General	\$877,433.50	\$1,367,904.25	\$1,366,980.37	\$1,376,068.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Private Wells - Abandoned	13	6	1	5
Private Wells - Permitted	1	3	2	2

ACHIEVEMENTS:

- Finished Water System Study.
- Continuation of Groundwater Study for New Well Sites.
- Upgraded Cityworks Mapping, Service Requests and Work Orders on all computers.
- Continuation of Private Well Permitting and Abandonment Program.
- Cross Connection Inspection with Hydro Design Company for Industrial, Commercial and Public Authority Accounts in progress.
- Continuation of Water Utility Standard Operating Guidelines. Over the past 2 years we have had our Utility personnel writing operating guidelines for the various activities that are involved in our daily operations. These activities range from watermain repairs to chemical pump maintenance to locating underground facilities. Besides providing written guidelines for these activities, which should be a part of the support for our field crews, this activity is considered to be important relative to employee turnover which is going to be an issue in the near future for this Utility. There are approximately 10 - 15 employees that range in age from 54 - 56 and we expect that there will be many new employees that will need the resources of the operating guidelines.
- Continuation of Pump Station Inventory. This project has been ongoing for several years. We have finalized the information gathering phase and are starting the implementation phase, which begins with entering the data into Cityworks. We have recorded information and a picture of every asset and component in each pump station and placed the information into our computer database for easy retrieval and reference. This information is invaluable in case of fire for insurance reasons. Additionally, when we need a replacement part we simply send a supplier the information and picture for accurate ordering compared to the alternative of sending personnel out to the site and making phone calls with the detail which is more time consuming and prone to error. Prior to this project, all of our records were non-existent or recorded manually.

WATER UTILITY ~ Administrative General Expenses

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Administration	\$242,093.00	\$95,037.00	\$337,130.00
Engineering Labor	\$119,707.00	\$6,608.00	\$126,315.00
Audit Services	\$0.00	\$35,000.00	\$35,000.00
Property Insurance	\$0.00	\$11,000.00	\$11,000.00
Risk Management & WC Insurance Allocation	\$0.00	\$74,435.00	\$74,435.00
Employee Pension & Benefits	\$668,303.00	\$0.00	\$668,303.00
Public Service Commission Expense	\$0.00	\$29,800.00	\$29,800.00
Maintenance of Office & Shop	\$26,865.00	\$32,000.00	\$58,865.00
Utilities	\$0.00	\$35,220.00	\$35,220.00
Grand Total	\$1,056,968.00	\$319,100.00	\$1,376,068.00

NOTES:

- This account includes all Employee Pension and Benefits which include life insurance, health insurance, vacation, holiday and sick leave pay for water utility employees as well as a portion of the general city.
- Utility costs include light and power, fuel and heating, and sewer bills.
- Includes an allocation from the General City for salaries, health insurance & other expenses.

Salaries	\$ 292,243.00
Other Expenses	\$ 124,674.18
Health Insurance	\$ 76,785.00

2010 GOALS:

- Continue backflow inspection program for Public Authority, Commercial and Industrial Customers.
- Continue Private Well Abandonment and Permitting Program.
- Implement Design and Construction of Security System at Tower sites.
- Continue hydrology study for new well locations.
- Continue Water Utility Standard Operating Guidelines.
- Purchase land for new well.
- Design new pump station.
- Continue inventory at all pump stations.

WATER UTILITY ~ Administrative General Expenses

2010 Department Detail Information

ADMINISTRATIVE & GENERAL EXPENSES 07920101.07408202 ~ EXPENDITURES

ADMINISTRATIVE & GENERAL 07920101 - 07920102

50100 SALARIES:

Superintendent	1,253 Hours	39,103
Administrative Assistant III	832 Hours	17,139
Administrative Assistant	520 Hours	6,105
Security/Computer Control	280 Hours	7,210
Allocated Costs from Other Departments*:		<u>172,536</u>
		\$242,093

* Administrator	15,166	Emergency Gov't	2,985
Attorney/Human Resources	26,452	Finance	17,952
Building Maintenance	8,224	GIS	35,427
Clerk	9,249	IS Department	27,384
Community Development	15,251	Inspection	566
Council	4,026	Mayor	1,023
Election	1,397	Payroll	7,434

Increase due to other department wages.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	265,004	0	265,004	0	0	0	0	0	0	0	0
2010	242,093	0	242,093	0	0	0	0	0	0	0	0

0710184 - ENGINEERING LABOR:

Allocated costs for the Engineering Department	<u>119,707</u>
	\$119,707

Increase due to Engineering Department allocation.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	91,425	0	91,425	0	0	0	0	0	0	0	0
2010	119,707	0	119,707	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Cityworks Software Support	11,285
Allocation from Clerk	<u>583</u>
	\$11,868

Decrease due to lower software support costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	15,366	0	15,366	0	0	0	0	0	0	0	0
2010	11,868	0	11,868	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

OFFICE SUPPLIES AND EXPENSES 07921002

51600 TELEPHONE

Cellular Service	2,608
Internet Service	1,054
Office/Pump Station Phones	5,531
Allocated Costs from Other Departments*:	<u>1,995</u>
	\$11,188

* Administrator	35	Engineering	791
Attorney/Human Resources	166	Finance	197
Building Maintenance	34	GIS	7
Clerk	72	IS Department	435
Community Development	142	Mayor	18
Emergency Government	11	Payroll	30
		Vehicle Maint.	57

Increase due to internet costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	13,969	0	13,969	0	0	0	0	0	0	0	0
2010	11,188	0	11,188	0	0	0	0	0	0	0	0

51700 POSTAGE:

Postage Costs	100
Allocated Costs from Other Departments*:	<u>2,933</u>
	\$3,033

* Administrator	4	Finance	1,861
Attorney/Human Resources	83	GIS	18
Clerk	52	IS Department	24
Community Development	87	Mayor	11
Elections	257	Payroll	28
Emergency Government	1	Vehicle Maint.	2
Engineering	505		

Increase due to other departments allocations and postage rate increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	3,040	0	3,040	0	0	0	0	0	0	0	0
2010	3,033	0	3,033	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

52100 PUBLICATIONS:

Miscellaneous Publications	221
Allocated costs from Attorney	773
Allocated costs from Clerk	6
Allocated costs from Community Development	90
	<u>90</u>
	\$1,090

Increase due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	846	0	846	0	0	0	0	0	0	0	0
2010	1,090	0	1,090	0	0	0	0	0	0	0	0

53500 - OFFICE AND OPERATING SUPPLIES:

Copy Paper	800
Fax Machine Charges	100
Copy Machine Supplies	734
General Office Supplies	1,500
Copier Charges from City Hall	200
Allocated Costs from Other Departments*:	<u>7,082</u>
	\$10,416

* Administrator	33	Engineering	1,267
Attorney/Human Resources	116	Finance	640
Building Maintenance	2,216	GIS	718
Clerk	72	Inspection	6
Community Development	287	IS Department	1,008
Council	5	Mayor	29
Elections	194	Payroll	176
Emergency Government	184	Vehicle Maint.	131

Decrease due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	11,342	0	11,342	0	0	0	0	0	0	0	0
2010	10,416	0	10,416	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Copy Machine Maintenance Agreement	1,856
Allocated Costs from Other Departments*:	<u>21,941</u>
	\$23,797

* Clerk	80	Engineering	3,719
Community Development	144	Finance	66
Elections	100	GIS	2,802
Emergency Government	652	IS Department	14,312
		Payroll	66

Increase due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	21,076	0	21,076	0	0	0	0	0	0	0	0
2010	23,797	0	23,797	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

57500 PRINTING:

Printing as needed 625
\$625

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	625	0	625	0	0	0	0	0	0	0	0
2010	625	0	625	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Unanticipated repairs. 1,200
\$1,200

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,200	0	1,200	0	0	0	0	0	0	0	0
2010	1,200	0	1,200	0	0	0	0	0	0	0	0

OUTSIDE SERVICES EMPLOYED 07923002

57700 CONTRACTUAL SERVICES:

Audit Services 35,000
\$35,000

Increase due to audit services cost increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	30,000	0	30,000	0	0	0	0	0	0	0	0
2010	35,000	0	35,000	0	0	0	0	0	0	0	0

PROPERTY INSURANCE 07924002 - 07925002

59500 PROPERTY INSURANCE:

Property insurance. 11,000
\$11,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	11,000	0	11,000	0	0	0	0	0	0	0	0
2010	11,000	0	11,000	0	0	0	0	0	0	0	0

59500 ADMINISTRATIVE/SPECIAL PURPOSE:

Risk Management/Insurance Costs 73,113
 Allocated costs from Attorney/Human Resources 1,042
 Allocated costs from Information Services 1
 Allocated costs from Mayor 279
\$74,435

Decrease due to Risk Management/Insurance costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	75,428	0	75,428	0	0	0	0	0	0	0	0
2010	74,435	0	74,435	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

EMPLOYEE PENSIONS AND BENEFITS 07926001 - 07926202

50201 RETIREMENT FRINGE BENEFITS:

11.00% of total labor costs 133,988
\$133,988

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	126,060	0	126,060	0	0	0	0	0	0	0	0
2010	133,988	0	133,988	0	0	0	0	0	0	0	0

50205 LIFE INSURANCE BENEFITS:

.46% of total labor costs 5,603
\$5,603

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	5,471	0	5,471	0	0	0	0	0	0	0	0
2010	5,603	0	5,603	0	0	0	0	0	0	0	0

50100 VACATION, HOLIDAY AND SICK LEAVE:

Vacation 75,774
 Holiday 41,099
 Sick Leave 19,211
\$136,084

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	132,120	0	132,120	0	0	0	0	0	0	0	0
2010	136,084	0	136,084	0	0	0	0	0	0	0	0

59000 HEALTH INSURANCE BENEFITS:

Health Insurance Benefits 222,660
 Water's share of General City's health insurance. 76,785
\$299,445

Decrease due to health insurance costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	310,573	0	310,573	0	0	0	0	0	0	0	0
2010	299,445	0	299,445	0	0	0	0	0	0	0	0

REGULATORY COMMISSION EXPENSES 07928002

57700 CONTRACTUAL SERVICES

PSC expenses and audit expenses related to rate increase 25,000
\$25,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	25,000	0	25,000	0	0	0	0	0	0	0	0
2010	25,000	0	25,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

MISCELLANEOUS GENERAL EXPENSES 07930002

51700 POSTAGE:

Postage	<u>2,000</u>
	\$2,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	2,000	0	2,000	0	0	0	0	0	0	0	0
2010	2,000	0	2,000	0	0	0	0	0	0	0	0

52000 MEMBERSHIPS AND DUES:

American Waterworks Association	2,292
Wisconsin Rural Water Association	380
Allocated Costs from Other Departments*:	<u>2,075</u>
	\$4,747

* Administrator	67	Finance	74
Attorney\Human Resources	176	GIS	74
Clerk	19	IS Department	11
Community Development	105	Payroll	44
Council	1,368	Vehicle Maint.	11
Emergency Government	24		
Engineering	102		

Increase due to increase in AWWA dues and other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,193	0	4,193	0	0	0	0	0	0	0	0
2010	4,747	0	4,747	0	0	0	0	0	0	0	0

52100 PUBLICATIONS:

Publications from the American Waterworks Association	998
Allocated costs from Engineering	60
Allocated costs from Finance	29
Allocated costs from Information Services	6
Allocated costs from Payroll	<u>92</u>
	\$1,185

Decrease due to other departments allocations and cancellation of certain publications.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,995	0	1,995	0	0	0	0	0	0	0	0
2010	1,185	0	1,185	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

52200 SEMINARS AND TRAINING:

Training as required by the Dept. of Natural Resources	6,439
Allocated Costs from Other Departments*:	<u>2,043</u>
	\$8,482

* Administrator	61	Engineering	192
Attorney\Human Resources	128	Finance	140
Building Maintenance	3	GIS	669
Clerk	89	IS Department	360
Community Development	60	Mayor	77
Council	33	Payroll	36
Emergency Government	41	Vehicle Maint.	154

Decrease due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	9,570	0	9,570	0	0	0	0	0	0	0	0
2010	8,482	0	8,482	0	0	0	0	0	0	0	0

53550 MATERIALS AND SUPPLIES:

Consumer Confidence Report, misc. supplies and unanticipated end of year allocations from other depts.	<u>\$6,000</u>
	\$6,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	6,000	0	6,000	0	0	0	0	0	0	0	0
2010	6,000	0	6,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES

Drug and alcohol testing as required, unanticipated year end allocations from other departments.	2,510
Allocated costs from Building Maintenance	3,751
Allocated costs from Elections	14
Allocated costs from Finance	856
Allocated costs from Attorney/Human Resources	1,238
Allocated costs from Information Services	<u>7,645</u>
	\$16,014

Decrease due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	15,228	0	15,228	0	0	0	0	0	0	0	0
2010	16,014	0	16,014	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

MAINTENANCE OF GENERAL PLANT (Office Building & Shop) 07932001 - 07932002

50100 SALARIES:

Water Utility Operators	228 Hours	5,032
Water Utility Coordinator	40 Hours	1,030
Security/Computer Control Supervisor	480 Hours	12,360
Part-Time Janitor	845 Hours	<u>8,443</u>
		\$26,865

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	26,082	0	26,082	0	0	0	0	0	0	0	0
2010	26,865	0	26,865	0	0	0	0	0	0	0	0

53550 MATERIALS AND SUPPLIES:

Security Equipment	5,500
Building maintenance, cleaning, and first aid supplies	<u>4,500</u>
	\$10,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	10,000	0	10,000	0	0	0	0	0	0	0	0
2010	10,000	0	10,000	0	0	0	0	0	0	0	0

56800 FUEL & HEATING:

Fuel and heating costs	7,501
Allocation for City Hall Building Maintenance	<u>5,565</u>
	\$13,066

Increase due to a 4.6% rate increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	12,684	0	12,684	0	0	0	0	0	0	0	0
2010	13,066	0	13,066	0	0	0	0	0	0	0	0

56900 LIGHT & POWER:

Light and power costs	11,253
Allocation for City Hall Building Maintenance	<u>9,598</u>
	\$20,851

Increase due to a 3.6% rate increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	20,463	0	20,463	0	0	0	0	0	0	0	0
2010	20,851	0	20,851	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

57000 SEWER BILLS:

Sewer billings	420
Allocation for City Hall Building Maintenance	<u>883</u>
	\$1,303

Decrease due to City Hall building maintenance charges.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	1,444	0	1,444	0	0	0	0	0	0	0	0
2010	1,303	0	1,303	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES

Telephone system maintenance.	1,000
Heating and air conditioner maintenance.	3,000
Carpet cleaning and rug rental service.	4,000
Unanticipated building and grounds needs.	<u>14,000</u>
	\$22,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	22,000	0	22,000	0	0	0	0	0	0	0	0
2010	22,000	0	22,000	0	0	0	0	0	0	0	0

OTHER OPERATING EXPENSES 07408001 - 07408202

50203 FICA TAXES

7.65% of total labor costs	<u>93,183</u>
	\$93,183

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	90,977	0	90,977	0	0	0	0	0	0	0	0
2010	93,183	0	93,183	0	0	0	0	0	0	0	0

52000 MEMBERSHIPS AND DUES:

Public Service Commission Remainder Assessment	<u>4,800</u>
	\$4,800

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	4,800	0	4,800	0	0	0	0	0	0	0	0
2010	4,800	0	4,800	0	0	0	0	0	0	0	0

WATER UTILITY ~ Debt Repayment 2010

Long Term Direct Debt	Maturity Date	Amount
Water Revenue Bonds - 2000	2010	\$ 107,703.75
Water Revenue Bonds - 2001	2012	\$ 95,953.75
General Obligation Refunding Bonds - 2001	2010	\$ 185,235.58
General Obligation Notes - 2003	2012	\$ 20,610.44
General Obligation Notes - 2004	2014	\$ 40,678.76
Water Revenue Bonds - 2005	2020	\$ 93,255.00
Water Revenue Bonds - 2006	2021	\$ 97,573.76
Long Term Notes - 2007	2017	\$ 60,550.63
Revenue Bonds - 2008/RB 99 REFIN	2023/2019	\$ 139,136.25
Revenue Bonds - 2009	2024	\$ 96,930.00
Grand Total		\$ 937,627.92

WATER REVENUE BONDS - 2000

The proceeds of the \$860,000 Bonds were used for improvements and extensions of the City's water system.

WATER REVENUE BONDS - 2001

The proceeds of the \$745,000 Bonds were used for watermain installation on Silverbrook Drive, Highway G and River Road and replacement of lead laterals on 8th Avenue.

GENERAL OBLIGATION REFUNDING BONDS - 2001

The proceeds of the \$1,406,116 Bonds were used for water system improvements and for the purpose of refunding the 1992 Bonds and the 1995 Notes. The 1992 Bonds refunded the 1980 Bonds, 1986 Bonds, 1989 Notes, 1990 Bonds and 1991 Notes.

GENERAL OBLIGATION NOTES - 2003

The proceeds of the \$181,495 Notes were used for water system improvements. This bond issue also included the refunding of 1994 Bonds.

GENERAL OBLIGATION NOTES - 2004

The proceeds of the \$355,000 Notes were used for financing watermain replacement on Paradise Drive and Wisconsin Street.

WATER REVENUE BONDS - 2005

The proceeds of the \$1,050,000 Bonds were used to finance watermain replacement on Paradise Drive and Wisconsin Street.

WATER REVENUE BONDS - 2006

The proceeds of the \$1,075,000 Bonds were used to finance the replacement of the building at Well #7, watermain replacement on Walnut Street and watermain installation on Indiana Avenue, Veterans Avenue and South Main Street.

LONG TERM NOTES - 2007

The proceeds of the \$500,000 Notes were used to finance watermain installation on Vine Street and 7th Avenue.

REVENUE BONDS - 2008 / RB 99 REFIN

The proceeds of the \$1,010,000 Bonds were used to finance the painting of the 10th Avenue Water Tower, River Road watermain installation, Well #5 design and replacing the MCC panels at Station #11, Station #13 and the Airstripper. These bonds have a maturity date of 2023. The amount of the 1999 Revenue Bonds that was refinanced was \$440,000 and has a maturity date of 2019.

REVENUE BONDS - 2009

The proceeds of the \$1,020,000 Bonds were used to finance a replacement drilling rig, replacement of a 3/4 Ton Pick-Up, Well 14 and the replacement of watermain - 18th Avenue. These bonds have a maturity date of March 1, 2024.

WATER UTILITY ~ Property Taxes

- **Property Tax Equivalent.**

EXPENDITURES:

Account 07408102.59800	2007 Actual	2008 Actual	2009 Adopted	2010 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$514,000.00	\$566,015.00	\$634,344.00	\$589,961.00
Total Property Tax Equivalent	\$514,000.00	\$566,015.00	\$634,344.00	\$589,961.00

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Property Tax Equivalent Payment	\$0.00	\$589,961.00	\$589,961.00
Grand Total	\$0.00	\$589,961.00	\$589,961.00

NOTES:

- The tax equivalent for the Water Utility is computed as follows:
 1. Total property is utility plant in service, plant held for future use, and construction work in progress; plus materials and supplies at January 1; less plant outside corporate limits.
 2. Total taxable property is total property (step 1) multiplied time the assessment ratio (provided to the utility by the Public Service Commission each year).
 3. Net local and school tax rate is the sum of local, school and vocational tax rates, after adjustment for the state tax credit.
 4. Tax equivalent is total taxable property (step 2) multiplied times the net local and school tax rate (step 3).

WATER UTILITY ~ Property Tax Equivalent

2010 Department Detail Information

PROPERTY TAX EQUIVALENT 07408102 ~ Expenditures

59800 PROPERTY TAX EQUIVALENT:

Property tax equivalent. 589,961
\$589,961

The decrease is due to prior year amounts including Social Security Taxes and PSC Assessments that are accounted for elsewhere in the operating budget.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2009	634,344	0	634,344	0	0	0	0	0	0	0	0
2010	589,961	0	589,961	0	0	0	0	0	0	0	0

WATER UTILITY - Revenues

	2007 Actual	2008 Actual	2009 Budget	2010 Request
074014.404190 Interest Income	\$ 106,800.00	\$ 60,330.06	\$ 113,300.00	\$ 13,000.00
074044.404611 Metered Sales - Residential	\$ 2,153,408.00	\$ 2,072,881.58	\$ 2,323,006.00	\$ 2,171,176.00
074044.404612 Metered Sales - Commercial	\$ 720,094.00	\$ 669,302.58	\$ 763,900.00	\$ 693,143.00
074044.404613 Metered Sales - Industrial	\$ 204,270.00	\$ 212,125.91	\$ 228,669.00	\$ 217,110.00
074044.404620 Private Fire Protection	\$ 155,000.00	\$ 151,055.36	\$ 130,819.20	\$ 131,611.20
074044.404630 Public Fire Protection	\$ 845,000.00	\$ 856,241.90	\$ 897,400.00	\$ 889,015.00
074044.404640 Other Sales to Public Authority	\$ 120,458.00	\$ 116,508.49	\$ 120,919.00	\$ 119,950.00
074044.404700 Late Payment Penalties	\$ 44,000.00	\$ 59,818.98	\$ 58,000.00	\$ 56,900.00
074044.404710 Misc. Service Revenue	\$ 400.00	\$ 820.00	\$ 800.00	\$ 800.00
074044.404721 Rental of Water Property	\$ 114,360.00	\$ 136,244.69	\$ 142,270.00	\$ 148,892.00
074044.404741 Other Water Revenues	\$ 44,400.00	\$ 42,342.00	\$ 42,000.00	\$ 41,600.00
Estimated Cash as of 12/31			\$ 95,786.97	\$ 192,933.80
Total Revenue	\$ 4,508,190.00	\$ 4,377,671.55	\$ 4,916,870.17	\$ 4,676,131.00

074014.409190 INTEREST INCOME				\$ 13,000.00
074044.404611 METERED SALES - RESIDENTIAL				\$ 2,171,176.00
074044.404612 METERED SALES - COMMERCIAL				\$ 693,143.00
074044.404613 METERED SALES - INDUSTRIAL				\$ 217,110.00
074044.404620 PRIVATE FIRE PROTECTION				\$ 131,611.20
	Service Size	Fee	No.	Total/Quarter
	1 1/2"	\$ 15.60	8	\$ 124.80
	2"	\$ 15.60	10	\$ 156.00
	4"	\$ 48.00	52	\$ 2,496.00
	6"	\$ 99.00	168	\$ 16,632.00
	8"	\$ 156.00	73	\$ 11,388.00
	10"	\$ 234.00	5	\$ 1,170.00
	12"	\$ 312.00	3	\$ 936.00
074044.404630 PUBLIC FIRE PROTECTION				\$ 889,015.00
074044.404640 OTHER SALES TO PUBLIC AUTHORITY				\$ 119,950.00
074044.404700 LATE PAYMENT PENTALTIES				\$ 56,900.00
074044.404710 MISC. SERVICE REVENUES				\$ 800.00

WATER UTILITY - Revenues

074044.404721 RENTAL OF WATER PROPERTY \$ 148,892.00

Sprint	- 10th Avenue Tower	\$ 14,400.00
Cingular	- 10th Avenue Tower	\$ 14,800.00
US Cellular	- 10th Avenue Tower	\$ 17,400.00
Verizon	- Barton Tower	\$ 14,400.00
Nextel	- Hospital Tower	\$ 14,400.00
T-Mobile	- Hospital Tower	\$ 17,400.00
T-Mobile	- Barton Tower	\$ 18,900.00
US Cellular	- University Tower	\$ 16,700.00
Cricket Communication	- 10th Avenue Tower	\$ 17,400.00
Public Works Department	- Building Rental Expense	\$ 3,092.00

074044.404741 OTHER WATER REVENUES \$ 41,600.00

WATER UTILITY ~ 2009 Budget

2010 Department Detail Information

WATER UTILITY ~ SUMMARY

2010 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries & Fringe	\$1,750,296		\$1,750,296		\$0	\$0		\$0			
Telephone	\$14,188		\$14,188		\$0	\$0		\$0			
Postage	\$15,633		\$15,633		\$0	\$0		\$0			
Memberships	\$9,547		\$9,547		\$0	\$0		\$0			
Publications	\$2,275		\$2,275		\$0	\$0		\$0			
Seminars	\$8,482		\$8,482		\$0	\$0		\$0			
Supplies	\$373,276		\$373,276		\$0	\$0		\$0			
Gas & Oil	\$40,594		\$40,594		\$0	\$0		\$0			
Equipment Maint.	\$27,947		\$27,947		\$0	\$0		\$0			
Uniforms	\$9,700		\$9,700		\$0	\$0		\$0			
Fuel & Oil	\$24,147		\$24,147		\$0	\$0		\$0			
Light & Power	\$213,229		\$213,229		\$0	\$0		\$0			
Water	\$7,003		\$7,003		\$0	\$0		\$0			
Printing	\$625		\$625		\$0	\$0		\$0			
Contractual Serv.	\$375,914		\$375,914		\$0	\$0		\$0			
Sp. Purpose	\$85,435		\$85,435		\$0	\$0		\$0			
Debt Service	\$13,876		\$13,876								
Debt Repayment	\$937,628		\$937,628								
Property Taxes	\$589,961		\$589,961		\$0	\$0		\$0			
Capital Outlay	\$176,375		\$176,375		\$0	\$0		\$0			
Grand Total	\$4,676,131	\$0	\$4,676,131	\$0							
Total Sal/FB	\$1,750,296	\$0	\$1,750,296	\$0							
Total Other Exp.	\$2,925,835	\$0	\$2,925,835	\$0							
Grand Total	\$4,676,131	\$0	\$4,676,131	\$0							

Capital Project	Estimated Cost	Funding Source
Water Meters for Exchange Program	\$ 70,000.00	Utility Funds
Water Meters for New Installation	\$ 24,000.00	Utility Funds
Security System	\$ 25,000.00	Utility Funds
Utility Billing Upgrade	\$ 27,375.00	Utility Funds
Radio Read Meter Heads	\$ 30,000.00	Utility Funds
TOTAL UTILITY FUNDED PROJECTS	\$ 176,375.00	
Land Acquisition for New Wells	\$ 250,000.00	Borrowed Funds
Replace Watermain ~ 18 th Avenue – Oak Street to Decorah Road.	\$ 200,000.00	Borrowed Funds
TOTAL BORROWED FUNDS	\$ 450,000.00	
GRAND TOTAL	\$ 626,375.00	

ESTIMATED 2009 DEBT SERVICE LEVY

June 1, 2009

Total Debt Service for 20109 (1) \$10,565,697.81

Add:

TIF District #5 Estimated Shortfall (2)	\$561,116.72	
TIF District #7 Estimated Shortfall (2)	\$85,019.07	
TIF District #9 Estimated Shortfall (2)	<u>\$534,792.25</u>	
		+ \$1,180,928.04

Subtract:

Enterprise Funds to be Applied (1)	\$5,327,565.58	
Redemption to be Applied (3)	\$140,241.00	
Internally Allocated Debt to Utilities (3)	<u>\$34,689.00</u>	
		- <u>\$5,502,495.58</u>

Net 2009 Debt Service Levy for 2010 \$6,244,130.27

(1) See debt service spreadsheet by issue by year, including the enterprise funds' shares.

(2) See TIF Districts Debt Service spreadsheet.

(3) See redemption schedule.



Budget Changes Since Submittal:

Net 2009 Debt Service Levy for 2010 \$6,244,130

BC #38	Close out 05726113.50400 to redemption	(3,331.00)
BC #39	Close out 05726123.50400 to redemption.	(1,620.00)
BC #39	Close out 05726143.50400 to redemption.	(114.00)
BC #39	Close out 05726153.50400 to redemption.	(2,594.00)
BC #39	Close out 05726163.50400 to redemption.	(2.00)
BC #39	Close out 05726173.50400 to redemption.	(3,023.00)
BC #40	Close out 05726263.50400 to redemption.	(1,084.00)
BC #40	Close out 05726322.53500 to redemption.	(1,138.00)
BC #40	Close out 05726323.50400 to redemption.	(730.00)
BC #40	Close out 05724123.59500 to redemption.	(2,662.00)
BC #40	Close out 05722422.57700 to redemption.	(72.00)
BC #41	Close out 05726292.53500 to redemption.	(995.00)
BC #43	Remove \$944 from 05726333.50400 to redemption.	(944.00)
BC #56	TIF #5 inc. in increment from levy inc by other entities	(1,673.00)
BC #56	TIF #6/9 inc in increment from levy inc by other entities	(8,814.00)
BC #56	TIF #7 inc in increment from levy inc by other entities	(1,694.00)
BC #56	TIF #5 add increment from projected local value growth	(4,705.00)
BC #56	TIF #7 add increment from projected local value growth	(6,288.00)
BC #56	Remove \$38000 from 05726193.50400 to redemption	(38,000.00)
BC #58	Close out 05726302.53500 to redemption.	(593.00)
BC #58	TIF #6/9 funds from reserve for future debt; disc w/SB&MH	(75,000.00)
BC #61	Remove \$25000 from 05726193.50400 to redemption	(25,000.00)
BC #64	Close out 05721072.57700 to redemption.	(9,743.00)

BC #82	TIF #6/9 funds from reserve for future debt	(75,000.00)	
BC #141	Additional park fees for Quaas Creek Park debt	(31,664.00)	
BC #151	Close out 05712242.59500 & 05721133.50400 UWWC	(318.00)	
BC #155	Revised TIF #5 Levy, Clerk projections of 10/9/09	18,291.00	
BC #155	Revised TIF #7 Levy, Clerk projections of 10/9/09	(4,323.00)	
BC #155	Revised TIF #9 Levy due to TIF #6 excess increment	(11,015.00)	
BC #162	Reduction to Acct 05721053.50400 PD Exp. LTN '07	(9,691.00)	
			(303,539.00)
Debt Service Levy for 2010			\$5,940,591

GLOSSARY OF TERMS

Achievements - Goals and Objectives that are completed by a Department/Division within a particular budget year.

Accrual Basis of Accounting - Method of accounting recognizing the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

Adopted Budget - Refers to the budget amounts as originally approved by the Common Council at the beginning of the year along with any amendments that have been approved by the Council throughout the year.

Appraised Value - To make an estimate of value for the purpose of taxation.

Appropriation – An authorization made by the Common Council which permits officials to incur obligations and to expend government resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period in operating funds.

Assessed Valuation - A valuation established for real estate and certain personal property as a basis for levying property taxes.

Assets - Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events.

Audit - Prepared by an independent certified public accountant, the primary objective of an audit is to determine if the City's financial statements fairly present the City's financial position and results of operations in conformity with generally accepted accounting principals.

Bonds - A form of borrowing (debt financing) which reflects a written promise from the City to repay a specified sum of money at a specified future due date along with periodic interest paid at a specified percentage of the principal. Bonds are typically used for long-term debt to pay for specific capital expenditures. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

Budget - A financial plan for a specified period of time that matches projected revenues and planned expenditures to municipal services, goals and objectives.

Budget Message - The opening section of the budget document which provides the Common Council and the public with a general summary of the principal aspects of the budget against the background of financial experience in recent years, notes significant

changes from the current and previous fiscal years and the views and recommendations of the City Administrator.

Budget Preparation Calendar - The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

Capital - Expenditures made to acquire, reconstruct, or construct major fixed capital assets. A fixed asset is a tangible object of a long-term character which will continue to be held or used, such as land, buildings, machinery, furniture and other equipment. A capital asset usually exceeds \$1,000 in cost and has an expected useful life expectancy of at least 12 months.

Capital Improvement Program (CIP) - A capital investment strategy focusing on the current budget year and the five years thereafter. The CIP depicts a comprehensive picture of the City's capital needs and aids in budget planning identifying the expected beginning and ending date for each project, the amount to be expended in each year and the method of financing those expenditures. Capital projects often extend beyond the fiscal year in which they are approved. The City either appropriates the entire project cost in the initial fiscal year or identifies annual phases which may be approved in future years should funding be available.

Capital Project - The largely one-time cost for construction, improvement, replacement or renovation of land, structures and equipment.

Coefficient of Dispersion - As applied to an assessment-to-sale ratio distribution, a measure of dispersion in a given distribution equal to the average deviation of the ratios from the mean or median ratio divided by the mean or median ratio. It is a measurement of the quality of the assessment versus the sales, the lower the number the higher the overall quality of the assessments as a whole as they relate to the market sales. 0-9% is Excellent, 10-14% is Good, 15-20% is Fair, Above 20% is Poor and Beyond 35% is Unacceptable.

Contingency Account - A portion of the General Fund set aside for emergencies or unforeseen expenditures not budgeted for.

Debt Service - The payment of interest and principal on borrowed funds such as bonds.

Department - An organizational unit of the City that manages an operation of related operations within a functional area.

Encumbrance - The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Equalized Value - The estimate of the State of Wisconsin Department of Revenue of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

Estimated Revenue - The amount of projected revenues to be collected during the fiscal year.

Expenditures - The cost of goods received or services rendered whether payment for such goods and services has been made or not.

Fees, Licenses, and Permits - Revenues derived from the issuance of local licenses and permits including professional and occupational licenses, building permits, and other miscellaneous permits.

Full-Time Equivalent Position (FTE) - A unit for measuring staffing levels equal to one position working 40 hours per week for an entire year.

Fund - A fiscal and accounting entity with a self-balancing set of accounts recording cash and for other financial resources, together with all related liabilities and residual or equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance - The cumulative excess of revenues over expenditures in a fund at the end of a fiscal year.

Fund Equity - The excess of fund assets and resources over fund liabilities. A portion of the equity may be reserved or designated; the remainder is referred to as Fund Balance.

General Fund - The primary operating fund used to account for revenues and expenditures for regular day-to-day operations of the City.

Goal - A statement of broad directions, purpose, or intent.

Governmental Accounting Standards Board (GASB) – Board which establishes and improves standards for the state and local governmental accounting and finances reporting resulting in useful information for users of financial reports to guide and educate the public, including issuers, auditors and users of those financial reports.

Grant - A contribution by a government or other organization to support a particular function.

Infrastructure Assets - Physical assets including roads, bridges, curbs and gutters, sidewalks, drainage systems, and lighting systems installed for a common good.

Intergovernmental Revenues - Revenues from another government (State, Federal, and Local) which can be in the form of grants or shared revenues.

Internal Service Funds - Funds established to account for the financing of goods or services provided by one department or other departments within the City. Goods and services are furnished and billed at cost plus a fixed factor which is designed to cover all expenses of the funds.

Levy - To impose taxes, special assessments, or service charges for the support of City activities.

Mission Statement - A broad statement which states the activities that improve the quality of life of City of West Bend residents.

Modified Accrual Basis of Accounting - Basis of accounting to which (1) revenues are recognized in the accounting period in which they become available and measurable; and (2) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

Objectives - Specific targets for achievement which represent an interim step or progress toward a goal within a specified time span.

Operating Budget - A financial plan that presents proposed expenditures for a fiscal year and estimates of revenue to finance those expenditures.

Operating Expenditures - The expenditures which provide a financial plan for the operation of government and the provision of services for the year.

Pavement Surface Evaluation and Rating (PASER) - A state approved standard for rating streets.

Payment in Lieu of Taxes (PILOT) – Charges to an Enterprise Fund which the City would receive in property taxes if the Enterprise were a private sector operation. These groups are assessed a payment in lieu of property tax based on the value of the real property assets of the fund. Enterprise Funds which are routinely subsidized by General Fund have been forgiven this payment.

Performance Budget – A budget where expenditures are based primarily upon a measurable performance of activities and work programs rather than its line item budget entries.

Property Taxes - Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes. Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

Public Service Commission of Wisconsin (PSC) – A state utility regulating body, through which rate increases for the Water Utility are approved.

Revenue Bonds - Bonds sold to construct a project that will produce revenues pledged for the payment of related principal and interest.

Risk Management - An organized attempt to protect a government's assets against accidental loss in the most economic method.

Shared Revenue - Revenue that is levied by one governmental unit but shared usually on a predetermined basis, with another unit of government or class of governments.

Special Assessment - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service which is presumed to be of general benefit to the public and of special benefit to such properties.

Special Revenue Funds - This fund is used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

Tax Incremental District (TID) – A district created by local governments under State of Wisconsin Statutes whereby public improvement expenditures within the district are financed by the tax levy on the incremental increase in property values.

Tax Levy – The total dollar amount of taxes, special assessments, or service charges imposed by a governmental unit.

Tax Rate – The rate, usually expressed in terms of dollars per one thousand dollars of assessed valuation, at which taxes are levied against the total assessed valuation of the City. Due to changes in the total assessed valuation of the City from year to year, the tax levy change and the tax rate change will not be the same. The tax rate change reflects what impact the property owner will see in their total taxes.

ACRONYMS

ADA	Americans with Disabilities Act
BAN	Bond Anticipation Notes
BOA	Bureau of Aeronautics
CDBG	Community Development Block Grant
CIP	Capital Improvement Program
CSM	Certified Survey Map
DPW	Department of Public Works
EMS	Emergency Medical Services
FTE	Full-Time Equivalent Position
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographical Information System

G.O.	General Obligation
ICMA	International City/County Management Association
LRIP	Local Road Improvement Program
MABAS	Mutual Aid Box Alarm System
NIMS	National Incident Management System
OPEB	Other Post Employment Benefits
PASER	Pavement Surface Evaluation and Rating
PILOT	Payment In Lieu Of Taxes
PSC	Public Service Commission
RDA	Redevelopment Authority
RFP	Request For Proposal
SCADA	System Control and Data Acquisition
SRT	Special Response Team
SVRS	State Voter Registration Software
TID	Tax Incremental District
TIF	Tax Incremental Financing District
TRIP	Tax Refund Interception Program
WDNR	Wisconsin Department of Natural Resources
WDOT	Wisconsin Department of Transportation
WMCA	Wisconsin Municipal Clerks Association
WWTP	Wastewater Treatment Plant