



2009 Budget

**CITY OF WEST BEND
Wisconsin**

2009 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; David Krochalk, 2nd District;
Richard Lindbeck, 3rd District; Nick Dobberstein, 4th District;
Michael Schlotfeldt, 6th District; Terry Vrana, 7th District
Neil Narveson, 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

David Krochalk, 2nd District

April 2009

Richard Lindbeck, 3rd District

April 2010

Nick Dobberstein, 4th District

April 2009

Allen Carter, 5th District, Council President

April 2010

Michael Schlotfeldt, 6th District

April 2009

Terry Vrana, 7th District

April 2010

Neil Narveson, 8th District

April 2009



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

Terry Kiekhaefer, Director of Public Works and Water Utility Manager

James Hron, Sewer Utility Manager

**City of West Bend, Wisconsin
2009 Budget**

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Date: October 13, 2008

To: Mayor Deiss
Common Council Members

From: Dennis W. Melvin
City Administrator

Re: Year 2009 Budget

You will find attached a list of comments and highlights for each budget category. You also should have previously received a budget summary packet that includes a comparison of the actual tax levy from 2008, and the proposed 2009 tax levy, and 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 3.65% increase in the tax levy, and a 1.70% increase in non-debt expenses. This results in a .68% decrease in the equalized value tax rate, and no increase in the assessed value tax rate.

As with last year, several major items were again considered in creating a reasonable final product. Those items included (but not in priority order): (1) State levy controls; (2) the DOR Expenditure Restraint Program; (3) maintaining City services at expected levels and the resulting impact on staffing; and (4) the impact of cost/levy increases on property tax rates.

Tax Levy Controls – As you know, the City has been operating under levy limits previously imposed by the Legislature. Those limits restrict our levy growth to our percentage growth of equalized value due to new construction, plus an allowance for General Obligation debt service. For our previous levy, that allowed about \$867,000 in a levy increase, or about 4.9%. The City of West Bend has fared well because of our new construction growth compared to many other communities that have been only allowed the minimum hold harmless growth factor of 2%.

For this year's budget process I had assumed a minimum allowable levy of 2.5% based on early new construction numbers from our Assessor's Office which did not include manufacturing. In early September I moved that minimum to 3.6% due to preliminary numbers from the DOR thru the Alliance of Cities. If I recall correctly, that 3.6% put us within the top 5%-10% statewide, and very close to the top rate within the Alliance of Cities. In other words we continue to do well in terms of new construction activity relative to other communities, and

therefore positioned ourselves well above the statutory floor of 2%. As of mid-week, we have now received official notice from the DOR that our allowable levy due only to new construction activity is 3.587%. That number does not account for additional levy increases that might be possible due to our debt service structure. Those debt service numbers are currently being analyzed by Finance Director Sue Bartell and Ehlers & Associates staff to make sure that we continue to comply with the statutory controls. At our current 3.65% proposed levy increase, I expect to be substantially below the true allowable limit.

Expenditure Restraint – Under the Expenditure Restraint Program (ERP) we are allowed to increase our non-debt expenses by the rate of growth of the CPI, plus 60% of our new construction value growth rate (capped at 2%). For my purposes, I have been using a possible CPI increase of 3.5%, but that number has again been volatile due to fuel cost fluctuations. Given our new construction value growth rate of 3.587%, our growth modifier would be about 2.15% ($3.587 \times .60$), but it is capped by law at 2.0%. Therefore our allowable ERP number would be the CPI increase of 3.5% + 2.0% = 5.5%. From the summary sheet, you will note that our growth in the General Fund budget (non-debt) is 1.7%, again well below the allowable limit. As a result, we will stay within the ERP process for another year, and protect about \$866,000 for the 2010 Budget. The actual combined CPI figure plus growth modifier will be provided by the DOR about November 1. I now expect that it will be about 4.4%.

City Service Impact – This budget proposal does not anticipate any major service cuts. The biggest impact is from elimination of a full-time technician within the Engineering Department. That vacancy has forced some adjustments in duties for staff, but it has probably been less of an impact because some public projects have slowed down, and private subdivision development has been almost non-existent. Other departments will be impacted to a lesser degree due to cutbacks in part-time hours or overtime, or leaving positions temporarily vacant. At the same time, we are continuing to enhance service in the Fire Department, as we now provide paramedic services.

Property Tax Rate – In my opinion, the driving force behind this year's budget process was the tax rate. When I started the process early this year, my absolute maximum was a 2% increase in the assessed value tax rate (last year's increase was 2.05%). To put that in perspective, a 1% increase in the tax rate translates into about \$193,000 in additional taxes ($\$8.038/\$1,000 \text{ A.V.} \times 1\% = \$.08/\$1,000 \times \text{A.V.}$). By late Spring I was already shooting for <1%, and as economic conditions dramatically worsened this summer, my goal was to produce a budget with no increase in the assessed value tax rate (A.V.T.R.). With the proposal you have before you, we have accomplished that goal.

GENERAL GOVERNMENT

Council (0151110)

- Slight change in allocations due to analysis of Council, BPW and Finance meetings for 2007
- League dues 8% lower than expected
- Alliance dues decreased 25%

Mayor (0151210)

- Slight change in allocations due to analysis of Council, BPW and Finance meetings for 2007
- Fringe benefit rate continues at 7.65%
- Eliminated Sister City gift acct.
- Eliminated annual volunteer appreciation dinner

Administrator (0151411)

- Change in individual allocations after detailed review of 2007 time. TIF time tracked and reviewed annually.

Clerk

Legislative Support (0151420)

- Allocations to TIF districts reflect direct support labor and indirect support to other functions also supporting TIF
- Allocation changes due to support for election function for 2009, w/only two elections.
- Microfilm reader moved to Engineering Department since they are primary user.

Elections (0151440)

- Two less elections in 2009.
- Revised allocations, due to only two local elections for 2009.

Human Resources

Human Resources (0151430)

- Revised allocations using 2003 time study info, and current allocations of other departments.
- Budget reflects return to full-time Human Resources Analyst position.
- Office will continue to “transition” thru all of 2009.
- Some items moved from Attorney’s office budget request (Westlaw Access)
- Salary study request to Cap. Projects
- New contract for Section 125 processing.

Risk Management (0151540)

- Portions allocated based on direct dept. costs (i.e. – auto, bldgs, bonds) with other changes based on FTE.
- Several changes due to allocation changes in other depts, and open positions

Payroll (0515510)

- Added TIF #12 allocation to original budget.

Finance (051520)

- Investment earnings down by \$81,000 (-23%), and may go lower.
- Special assessment certificate revenues also affected by downturn in residential building.
- Department analyzes time annually, and adjusts allocations as needed.
- Reallocated audit costs, specifically the single audit.
- MUNIS users conference moved to Capital Projects until MUNIS system is fully implemented.
- Also decreased collection assistance costs based on history.

Assessor (0151530)

- Minor adjustments for TIF support reflecting indirect time multiplier.
- Implemented new allocation method for DOR annual mfg. fee.
- Reprogramming fee moved to Capital Projects with other computer issues.

Court Settlement (0151580)

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

Attorney (0151310)

- Continued changes to individual allocations to reflect time tracking information, greater TIF effort, and indirect time multiplier.
- TIF time tracked and reviewed annually. Will be substantial TIF 5, 9, 10 and 12 efforts in 2009.
- Some items moved to Human Resources. (Attorney as new Director)

Building Maintenance (0151610)

- Heating account increasing by 25%
- Electrical increase projected at +5% (.6900 account)
- Water increase projected at 5%, while Sewer increase is at zero.
- Energy Management Plan instituted in 2007 has produced savings in heating and electrical costs.
- Director time moved to Cap. Proj. to reflect assistance on City Hall/PD project.
- Reduced PT summer janitor assistance.

Health Insurance (0151930)

- Up 5.7% originally.
- Some changes due to allocation changes in other depts., and position vacancies.
- \$20,000 arbitrary reduction to balance budget
- Using estimated \$14, 927 per covered employee

Police (0152110-0152117)

- Some staff time moved to existing Cap. Projects accounts. (PD station project)
- Holding open a vacant position and adjusting for military leave.
- Cell phone costs reduced after review by Chief.
- Reduction in gasoline cost reflects change in volume made already for 2008.
- Two additional part-time CSO positions at 512 hours each used primarily for park patrol continue for 2009, after successful 2008 summer.

Fire (0152210-0152311)

- Some reductions due to historical review of accts.
- Reduction due to lower pay rate for new hires
- Negotiating new Fire Service contracts with Town of Barton and Town of West Bend.

Building Inspection (0152410)

- Minor allocation change to Water Utility
- Two printers moved to Capital Projects
- Some reduction due to historical review of accts.
- Inspection revenues remaining flat/down.

Weights & Measures (015200)

- Contract with State of Wisconsin. Charges to commercial establishments (revenue acct. 014414.441210) recover State fee plus City staff time/supply costs.
- Implementing revised fee to cover increased staff costs.

Emergency Government (0152510)

- Revised allocations

PUBLIC WORKS AND ENGINEERING

Vehicle Maintenance(0153230)

- Annual change in Water and Sewer allocations after review of mechanic's actual time for 2007
- Some allocation to TIF districts for costs that would be chargeable to other support departments (same as with Building Maintenance)
- No major increases/decreases.

Public Works (0153110, 0153310-0153440; 0153620-0153631)

- Elimination of balance of PW Supervisor salary
- Reduction due to new hire @ lower rate
- Substantial increase in landfill cost acct. (+\$44,000)
- Adjustments to proposed recycling stops due to slowdown in new housing construction.
- Substantial increase in recycling contract acct. (+\$49,000).
- Review of Account #01534202.56900 (electrical) to reflect history of last few years and new subdivision lists.
- Substantial increase in salt supply acct (+\$59,000).
- Large impact from gas and diesel price increase (+\$52,000).
- Substantial increases in street lighting (+\$30,000) due to increased electric rates.
- Removed 75 tons (1%) of salt @ \$42.13/ton.
- Some cuts due to historical review of accts.
- Labor for TIF districts moved out of General Fund.
- Implemented suggested 1% cuts.

Engineering (0153120)

- Time allocations completed at end of each year to reflect Time Slips project reports and allocation of administrative time.
- Vacant Engineering Tech III position eliminated.
- Revised allocations based on 9 yr. historical review of actual performance thru Time Slips.
- Microfilm reader from Clerk's office.
- Reduction in overtime allotment

Airport (0153510)

- Continued plowing by former PW employee
- Airport revenues cover most direct Airport expenditures.
- Revised allocation in DCD, moved more costs to Airport.
- New AWOS contract cost will be spread over 5 yrs.
- Broom attachment moved to Cap. Projects.
- Crack sealing/pavement work moved to Cap. Projects and consolidated w/other Engin. projects for better pricing.

CULTURE AND RECREATION

UW-WC (0155130)

- City share of maintenance costs @26%.

Tourism (0156710)

- Budget reflects room tax rate change approved by Council.
- Additional funds for Chamber of Commerce promotion, and similar promotion by Museum of Wisconsin Art.

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

- Implemented various suggested 1% cuts.
- Summer intern position eliminated.
- Eliminated PT clerk position in Admin.
- Some reductions after historical review of accts.
- New hire for LA @ lower salary rate.
- TIF support budgeted from TIF funds for Parks crew
- Brush control @ Airport has been funded in Cap. Proj. and now budgeted there.
- Reduction in PRF crew overtime.

CONSERVATION AND DEVELOPMENT

Urban Design (Community Development (0156120)

- Change in allocations percentages reflecting average of last two years (actual tracking).

OTHER

Contingency

- Funding source for non-represented salary and benefit increases (merit and step increases)
- Adjustments reflect position vacancies and allocation changes.
- Arbitrary reduction totals \$53,700.

Taxi

- Reflects discussions at BPW regarding cost of services
- Dependent on State and Federal Funding
- Levy increased slightly to \$65,785 to reflect some minor allocation changes.
- Final budget is approved in December.

IS

- Correction to Health costs attributable to IS.
- Proposed levy at \$188,703, down slightly from last year.
- Better reflects time cost and moves toward more accurate internal service fund accounting.
- Holding vacant Technician position open until May 1.
- MUNIS training moved to existing Cap. Proj. acct. until MUNIS is fully implemented.

Debt Service

- Reduction for additional redemption funds from interest earnings on borrowed funds in Capital Projects, TIF #5, TIF #7, and TIF #9. (\$126,000 +).
- Levy substantially impacted by shortfall in TIF 5, 9 and some in 7.
- Close out various amounts in Cap. Proj. accts.
- Continuing application of Library Capital Payment (\$113,000 +).

Library

- Slight increase in Library Fine money expected.
- Increase in Library costs also for health costs and risk management.
- Library levy reduced by using substantial funds from Library Fund reserve.
- Additional funding by City for Library thru Build. Maint. budget, contingency, and support departments.

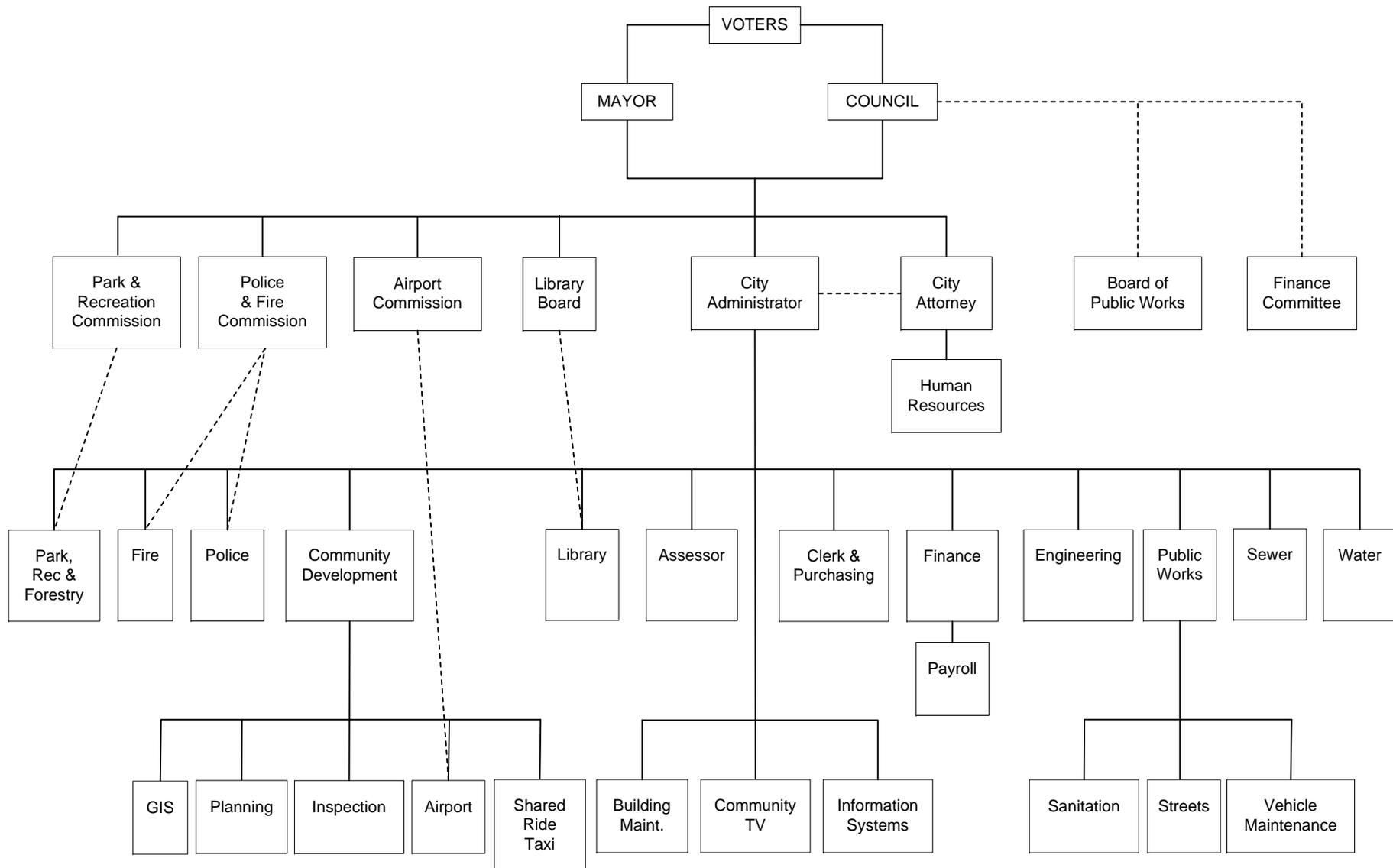
Community TV

- Self sustaining budget

Parking Authority

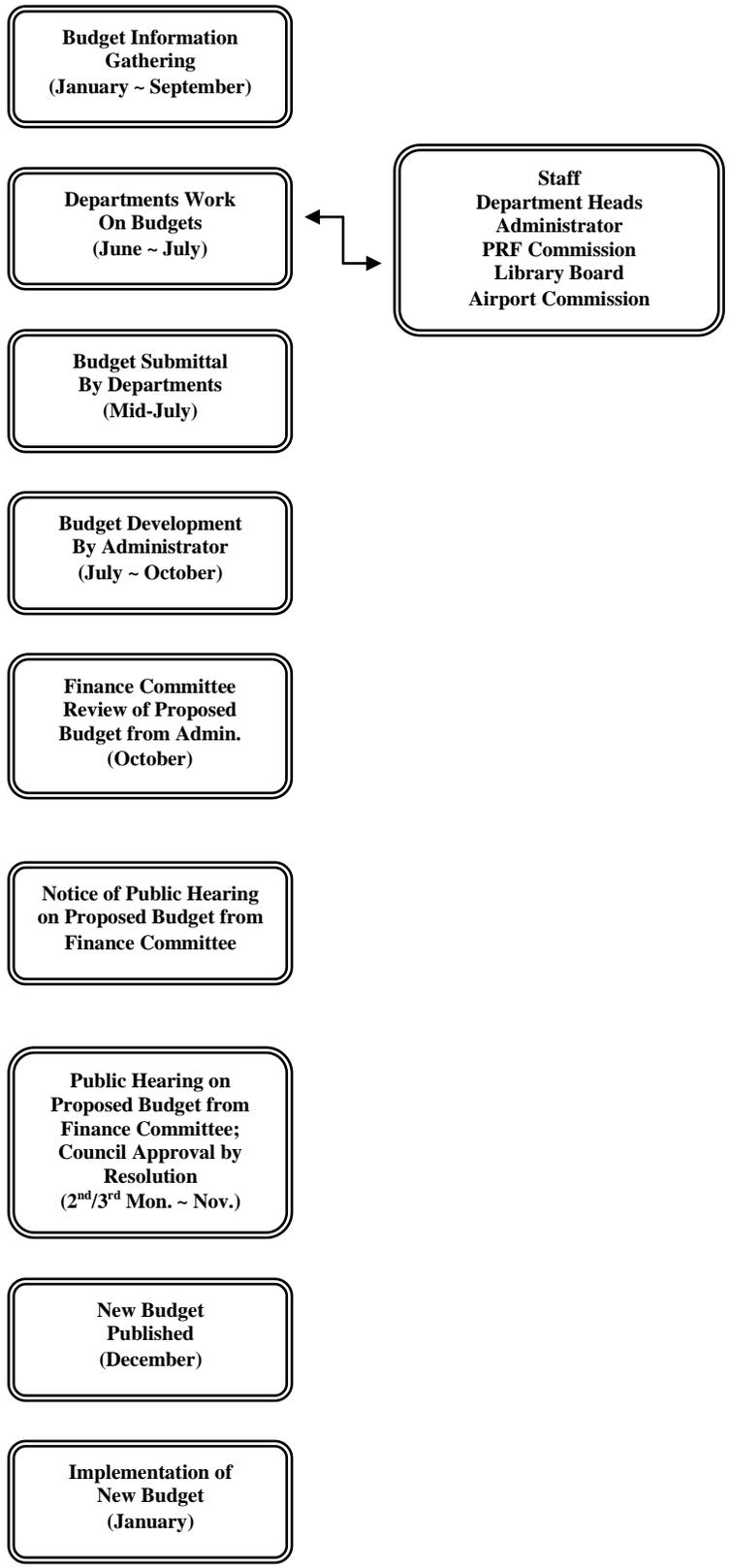
- (Budget is still a work in progress and will be distributed at a later date.)

City of WEST BEND
ORGANIZATION CHART



EXHC-8

Budget Development



2009 Budget Process Calendar

April ~

- Announcement of recycling grant/aid for following year.

May ~

- 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 for traditional line item budget.

June ~

- Board of Review convenes to determine final assessed values (excluding manufacturing).
- WRS retirement benefit rates from State.

July ~

- July 18 ~ performance based budgets due in Administrator's Office at 4:30 p.m. Capital items to be submitted separately, but simultaneously due.
- Allocated costs from each department to utilities.
- Calculation of surplus/available fund balance from previous year for following year's Capital Projects.

August ~

- Overall budget compilation to determine proposed tax rate and tax levy starting point.
- Administrator and Administrative Coordinator meet with each department heads to review budget submittals.

September ~

- Departments asked to prioritize all functions into Mandated, Necessary, and Discretionary categories for preliminary discussion in 2008.
- Administrator and Administrative Coordinator meet with each department head to review budget submittals.
- Budget reductions/changes finalized
- 3rd Week ~ DOR estimate of Shared Revenues and Expenditure Restraint Revenues.
- 4th Week ~ Estimate of Payment for Municipal Services from DOR.

October ~

- October 1st ~ Computer aid values from DOR.
- October 1st ~ Transportation Aids from DOT.
- October 13th ~ Administrator budget presentation to Finance Committee.

October (continued) ~

- October 20, 21, 22, 23 ~ Department budget reviews by Finance Committee.
- October 27 ~ 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.
- Administrator and Administrative Coordinator meet with Sewer Utility and Water Utility to review budgets.

November ~

- November 1 ~ Expenditure Restraint Program (ERP) growth limit percentage.
- November 1 ~ Final assessed values from DOR.
- November 17 ~ Public Hearing on 2009 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.
- 2009 Budgets published for department heads/public.
- Finalize Capital Projects and TIF budgets.
- Approve final Tax budget after State DOT review.

Office of the City Administrator

Date: May 22, 2008
To: All Department Heads
From: Dennis W. Melvin
Re: 2009 Budget

As all of you know, we continue to face uncertainty surrounding government and personal finance initiatives at the State level (i.e.: large state budget structural deficit, property tax exemptions), at the Local level (i.e.: levy limits, decline in new construction property value, decline in building permit revenue), and at the Citizen level (i.e.: mortgage, foreclosures, fuel price increases). Given expected revenue reductions and expenditure increases, you are asked to adhere **as closely as possible** to the following budget parameters and guidelines:

- 1) Minimal or no additional staff positions in the 2009 Budgets. Exceptions:
 - a) A new funding source(s) for 100% of salary and fringe benefit costs. (Note: even this may not be possible, depending on 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.
 - c) Previous approval from Dennis Melvin.
- 2) Minimal or no additional staff hours. This applies to overtime hours, as well as positions that are part-time. Exception:
 - 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 may not be possible, depending on Expenditure Restraint Program limitations.)
 - c) Previous approval from Dennis Melvin.
- 3) Departments should work toward zero dollar increases in their combined non-salary/fringe benefit accounts.
- 4) Departments should look at all revenue sources to determine if current fee levels are appropriately capturing projected 2009 costs.
- 5) We will provide you with 2008 General Fund approved/revised budget figures for each of your sub-accounts.
- 6) One copy of your department's Capital Outlay budget must be submitted separately from the regular budget and is due the same day as the regular budgets. Please provide as much information as possible, including pictures where appropriate and any alternate funding sources. *All Capital Outlay items must be submitted separately using the electronic form from last year.*
- 7) ***Departments must submit a separate memo addressed to Dennis Melvin showing a 1% decrease in the overall budget for your department, and which line item accounts would be affected. The 1% decrease is from 2008 funding, and includes salaries and fringes. Departments should describe what programs, projects, or functions would be sacrificed in order to implement the 1% reductions.***

- 8) ***You have received subsequent instructions and/or training on providing an Excel formatted performance/program based budget.***
- 9) Performance Based Budget Guidelines:
 - a) Performance Measurements/Benchmarks: use statistics covering a five year period, including 2008. The statistics for 2008 will be an estimated figure.
 - b) 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 2007)
 - c) Budget Summary and Highlights: Be sure the grand total equals your 2009 request (from page 1). Note any changes in your budget (increases/decreases).
 - d) Revenue: The overall document will include a section on revenue. Each department will be required to provide an estimate of revenue for 2008 in addition to their 2009 budget request. The attached document provides an area for you to fill in those numbers. This will be the only document that you will hand-write or type in your information and return a "hard copy" to Mary by July 18th.
 - e) *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.*
- 10) Begin thinking about further categorization of your performance based functions into the following areas:
 - a) Statutory/Code Requirements
 - b) Necessary
 - c) Discretionary

More detail will follow in a subsequent memo.

The overall budget document will be due in my office by 4:30 p.m. on Friday, July 18, 2008. Please provide two double-sided copies, and submit an electronic document (saved in the Excel 97-2003 Workbook format) to Mary at admincoor@ci.west-bend.wi.us.

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



Preliminary Dates for 2009 Budget Process:

July 18 ~ Budgets due in the City Administrator's Office.

October 6 ~ Budget presentation by Dennis Melvin at the Council meeting.

October 13 thru October 16 ~ Department budget reviews before the Finance Committee.

October 20 ~ Final date for department budget reviews before the Finance committee. Approval of budget by Finance Committee.

November 10/17 ~ Budget Public Hearing and approval by Common Council.

Office of the City Administrator

Date: May 22, 2008
To: All Departments
From: Mary Driscoll
Administrative Coordinator
Re: 2009 Budget Information

Please use these calculations when determining your 2008 budgets:

Postage

Please budget for a \$.01 increase for first class postage beginning in May. Remember to include meter maintenance costs in your budget ... this was added to your 2008 budget. Refer to the USPS website for any other pricing information.

Electricity and Natural Gas

It is suggested that you plan on a 4.7% increase for electricity and a 4.1% increase for natural gas. It is also suggested that you look at your account history on the WE Energies website (www.we-energies.com) also keeping in mind the City's Energy Management Plan. Future adjustments will be made as we receive information from WE Energies.

Telephone

For telephone and internet plan on budgeting the same as you did for 2008. The charges for cell phone per minute costs have dropped from \$.09/minute to \$.05/minute. Please refer to your most recent cell phone bills to determine your costs.

Sewer and Water

Sewer Utility is planning no increase in rates for 2009. Water Utility rate increases are unknown at this time. For now please project a 5% increase and 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.

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.

Salary and Fringe Benefit Rates

Refer to Nancy Wagner's January 28, 2008 memo when determining fringe benefit rates. *No one should budget for salary increases for 2009.*

If you have any questions, please feel free to contact me at 5123.



Office of the City Administrator

Date: September 3, 2008

To: Department Heads
Common Council Members
Mayor Deiss

From: Dennis W. Melvin
City Administrator

Re: Updated Calendar for Budget Process

In May you received a preliminary calendar of dates for the budget process. You will find below an update to that calendar. Please make a note of these dates on your calendars. If you have any questions, please contact myself or Mary Driscoll at 335-5123.



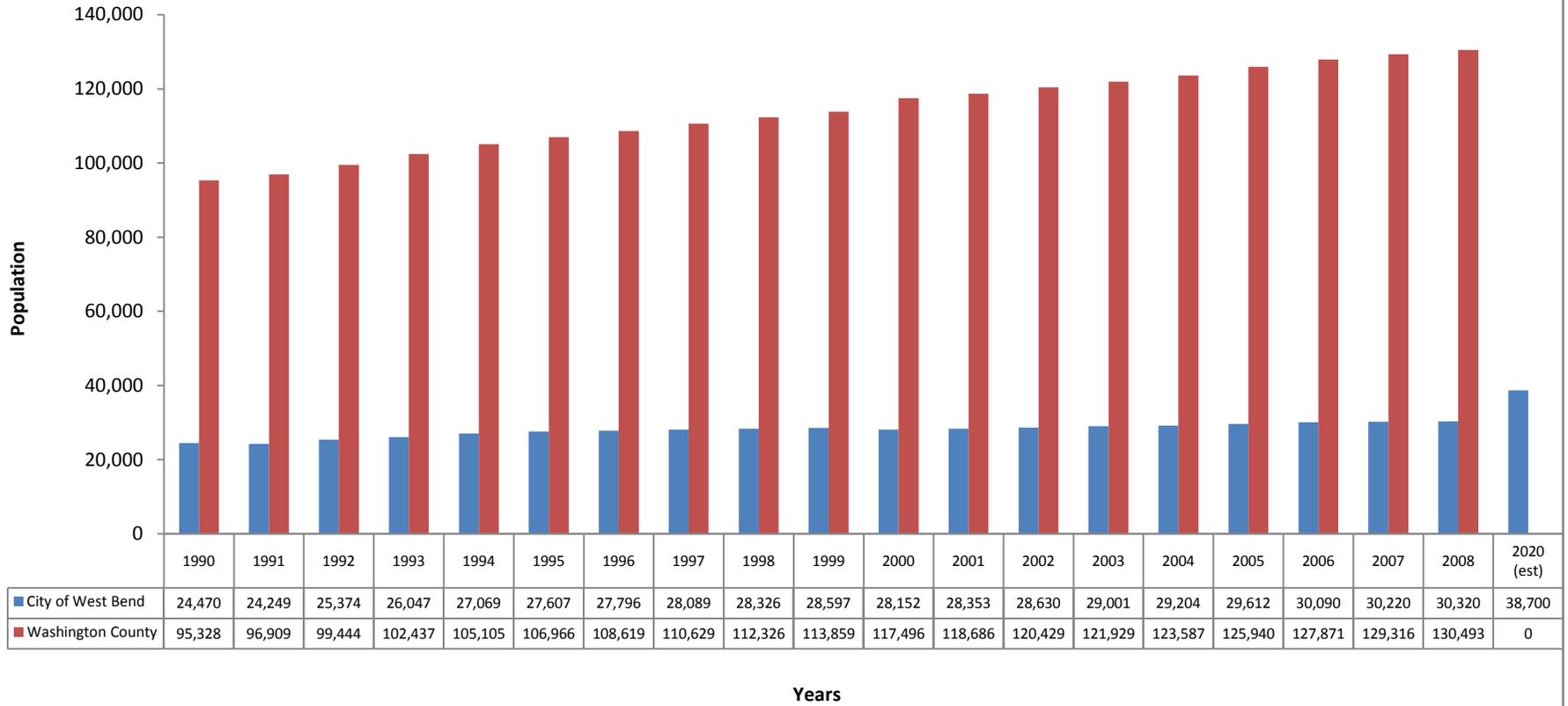
October 13: Budget Presentation by Dennis Melvin at the Council meeting.

October 20 thru 23: Department budget reviews before the Finance Committee.

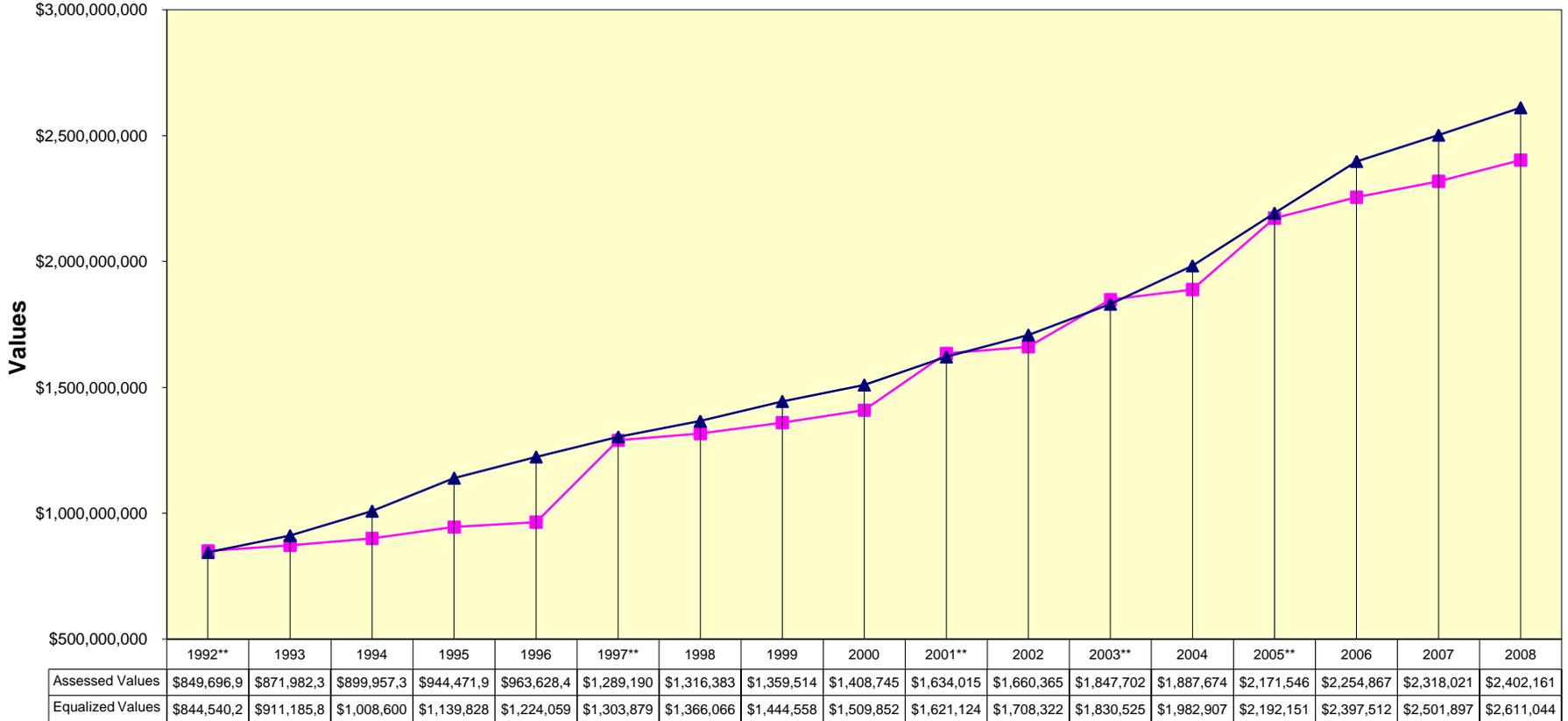
October 27: Final date for department budget reviews before the Finance Committee.
Approval of budget by Finance Committee.

November 17: Budget Public Hearing and approval by Common Council.

City of West Bend Population



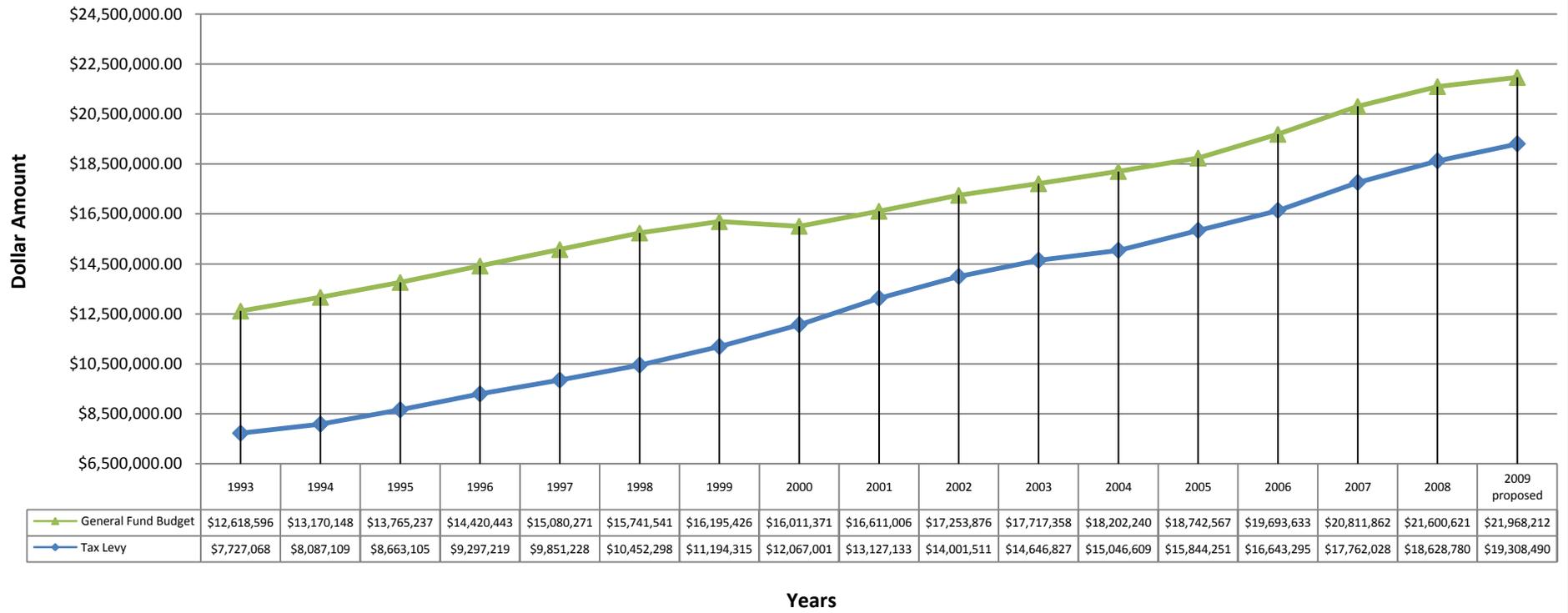
City of West Bend Historical Values



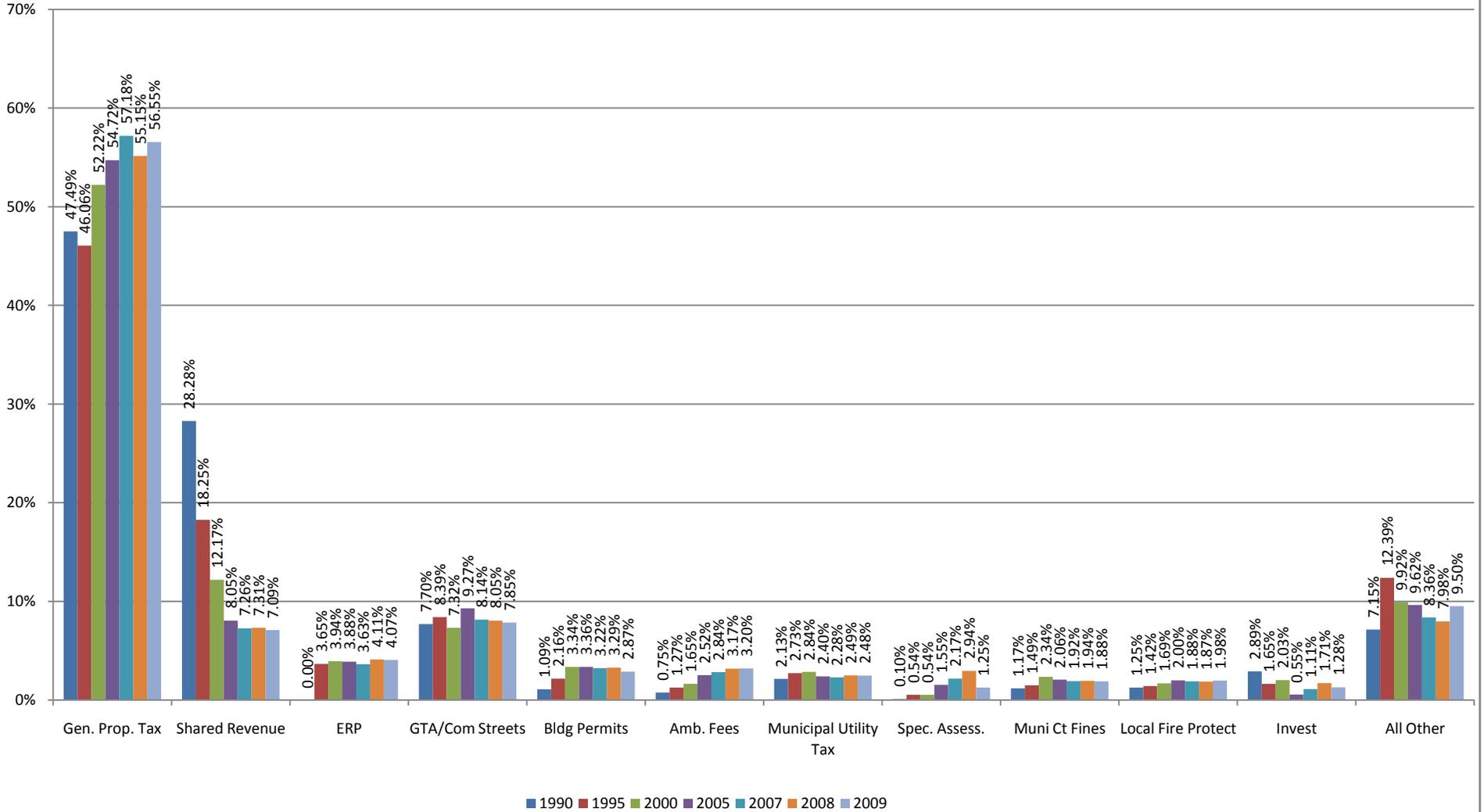
■ Assessed Values ▲ Equalized Values

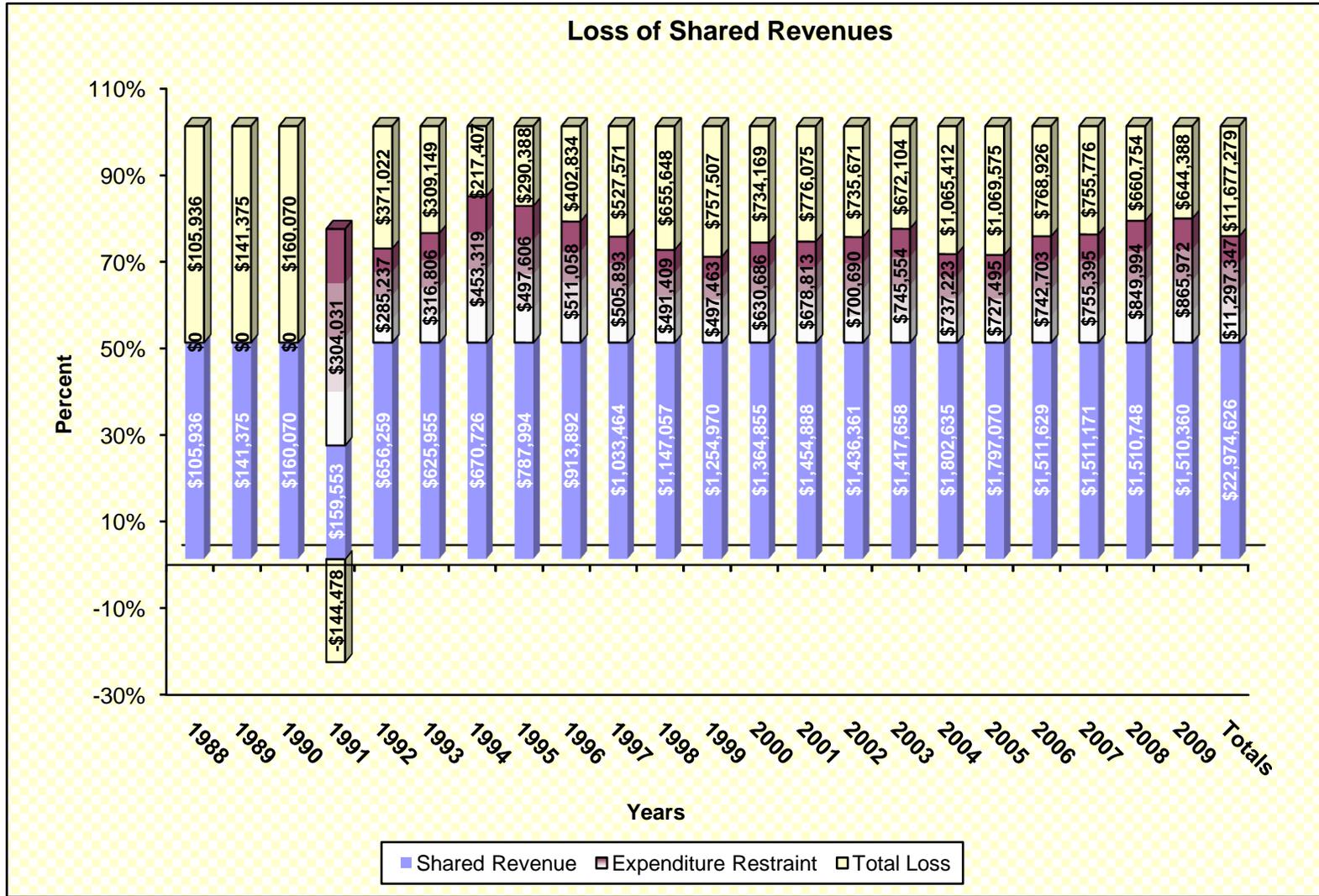
Years (**=Revalue Year)

City of West Bend Budget History

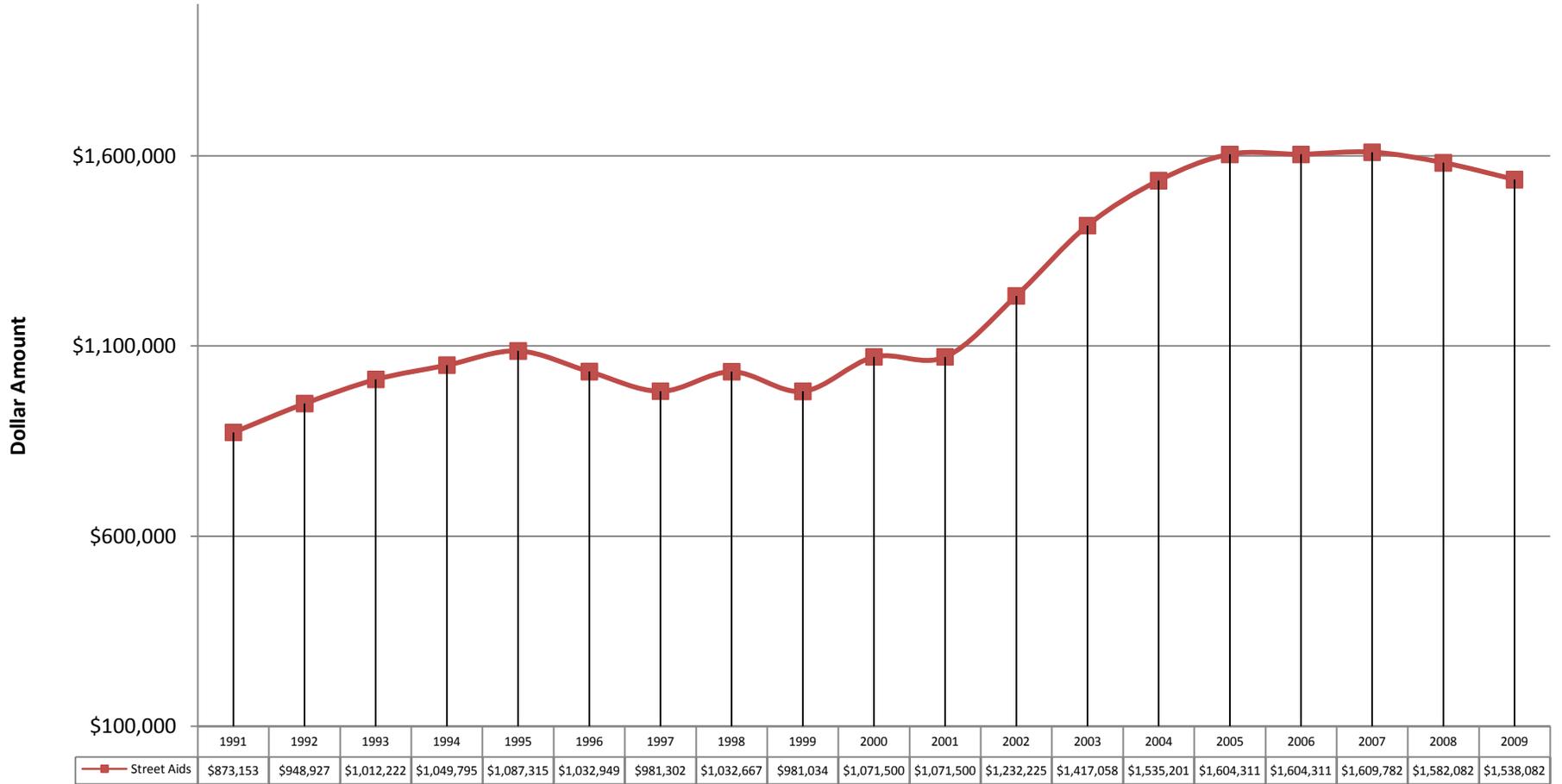


% Total Operating Revenues Largest Revenue Categories 1990-2009





City of West Bend Local Street Aids

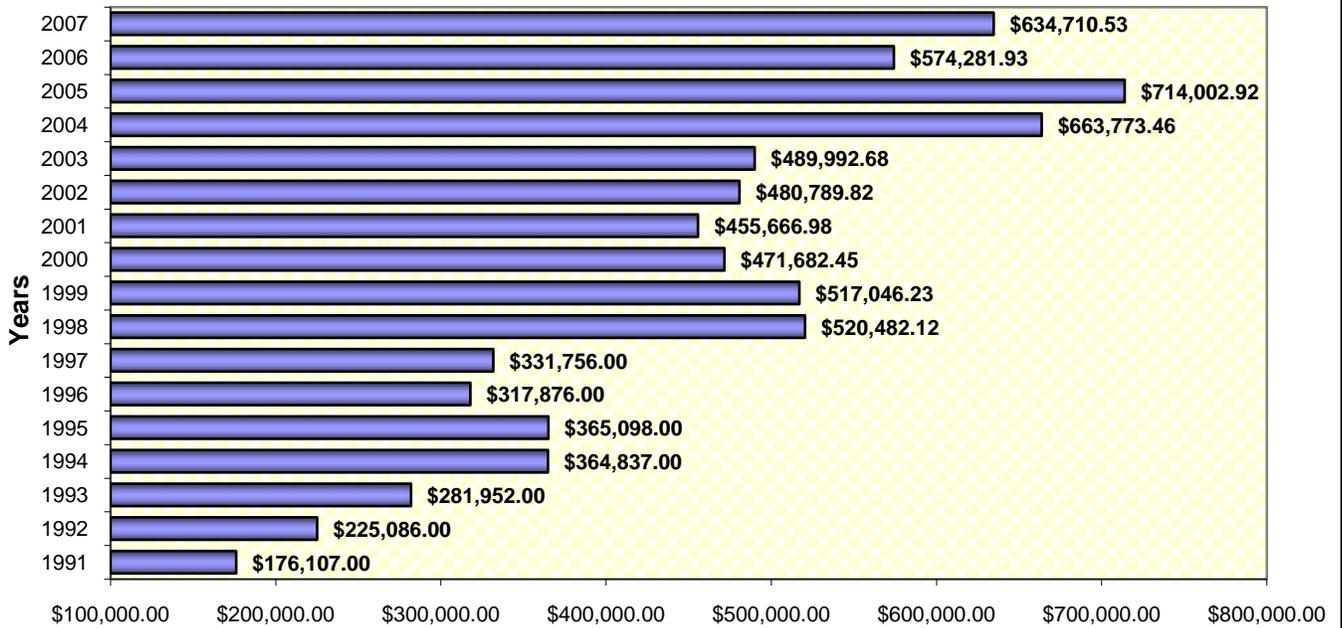


EXEC-21

City of West Bend Total Building Permits

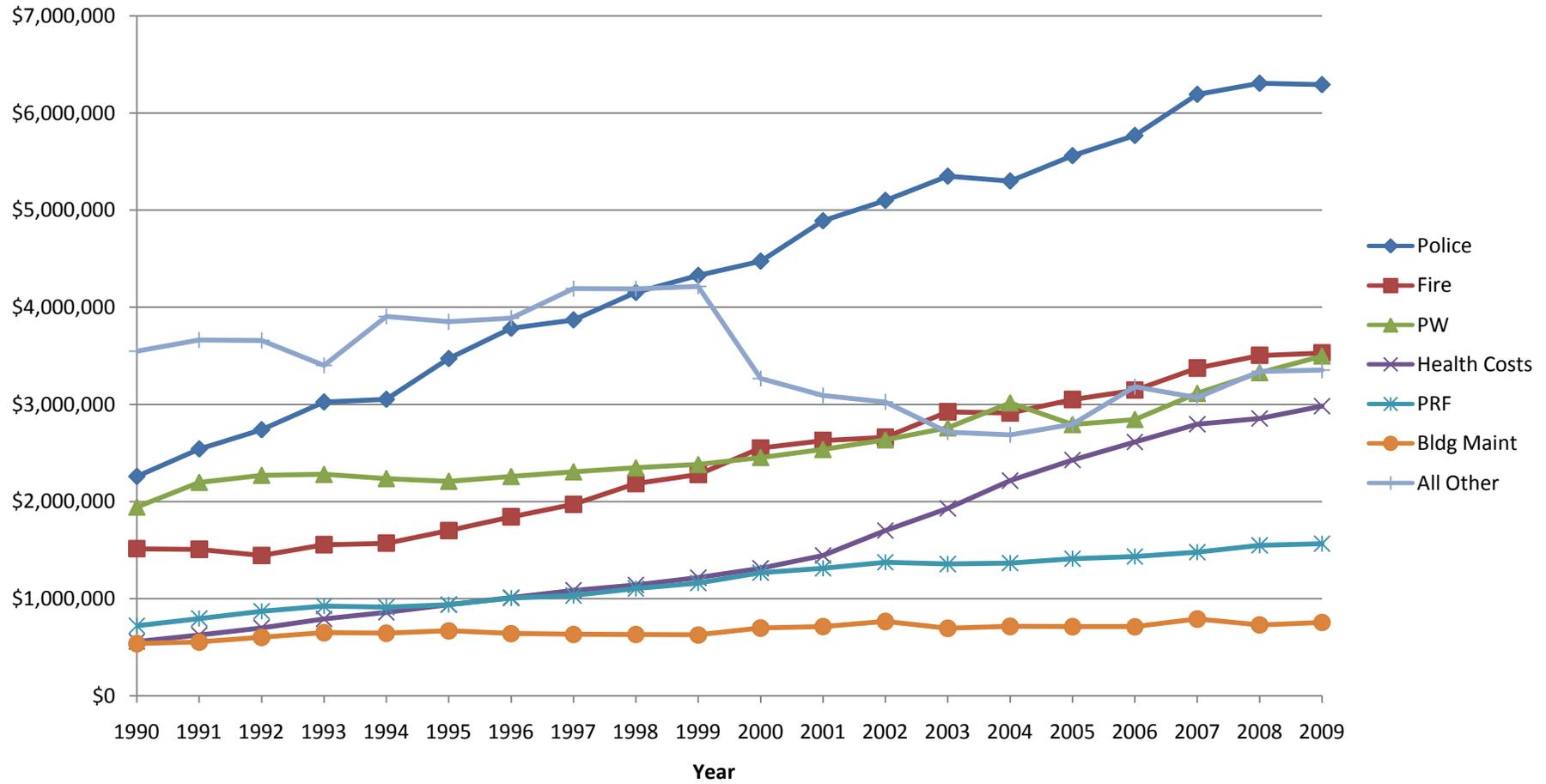


City of West Bend Permit Revenue

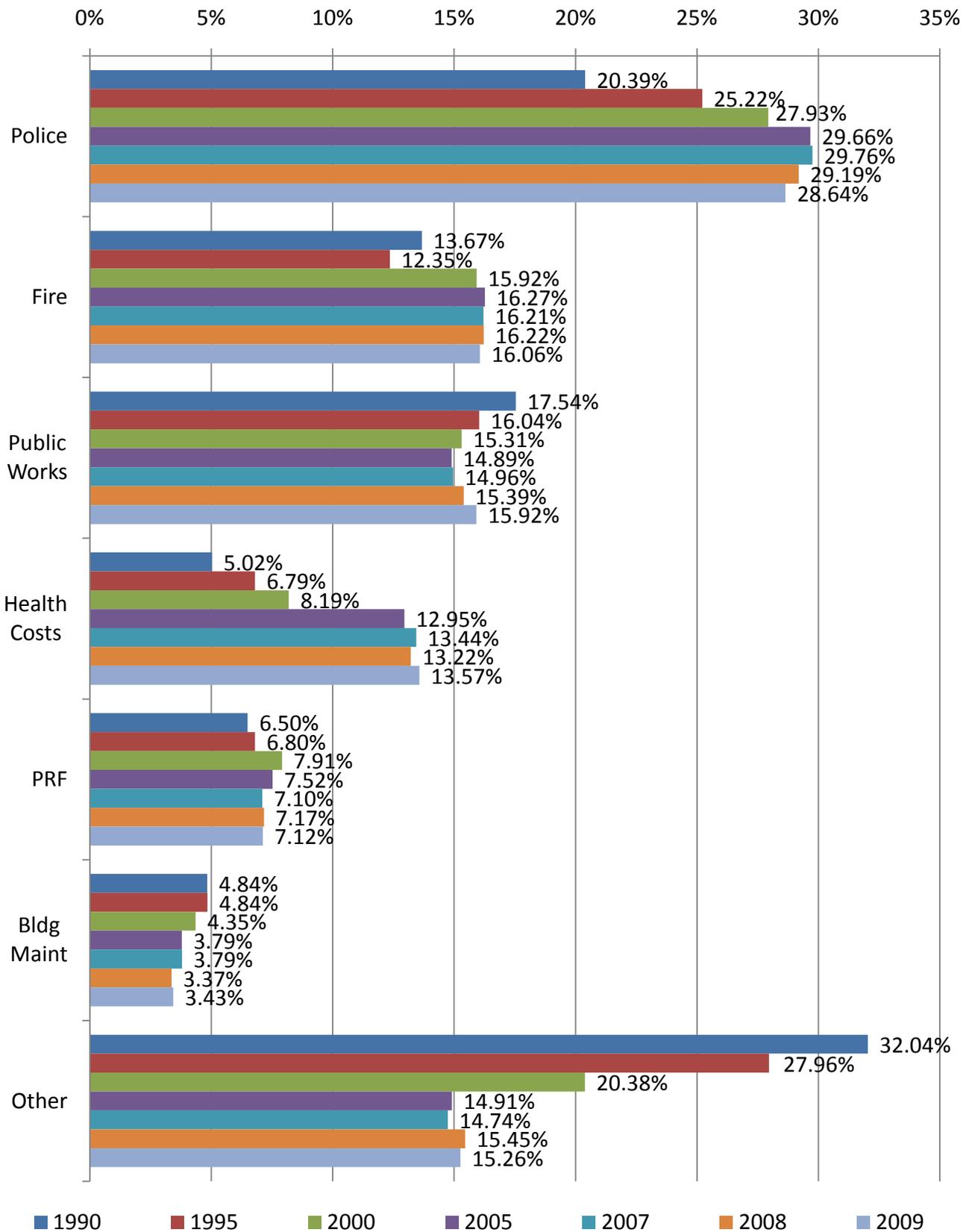


Total Operating Budget by Dept.

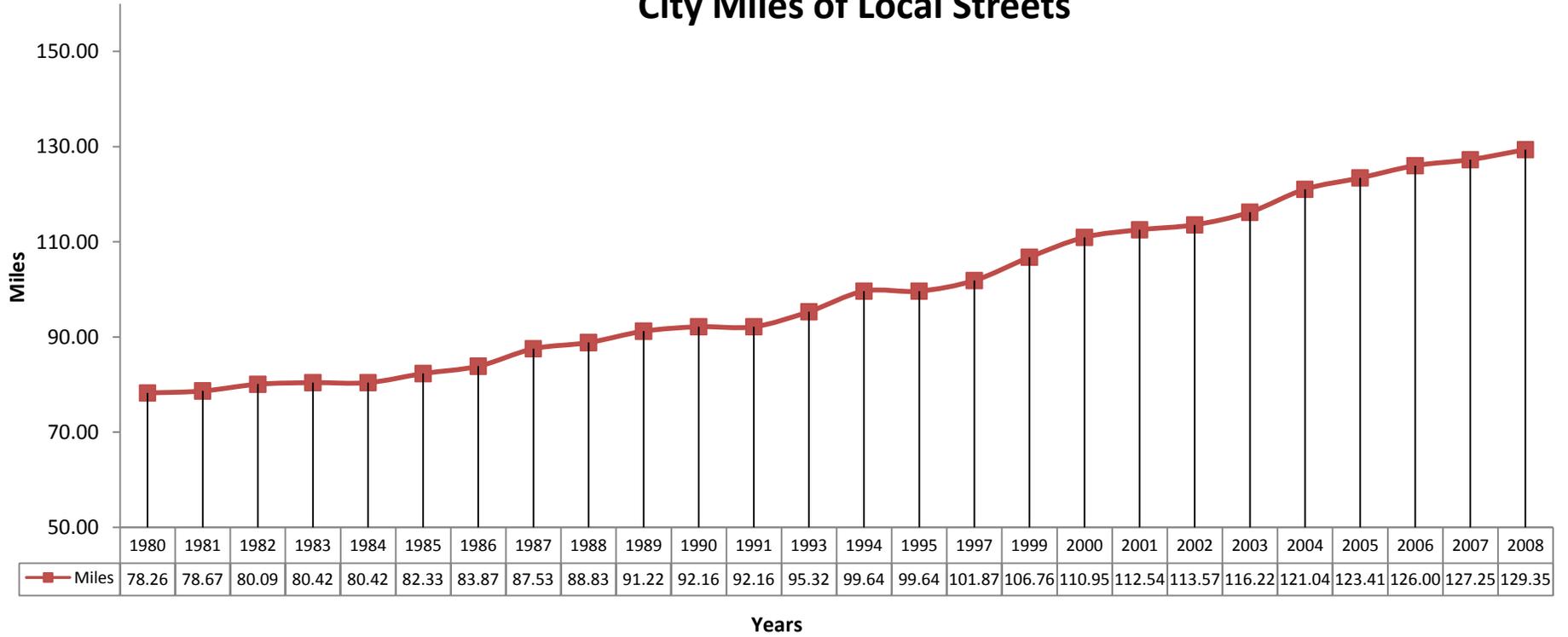
EXEC-23



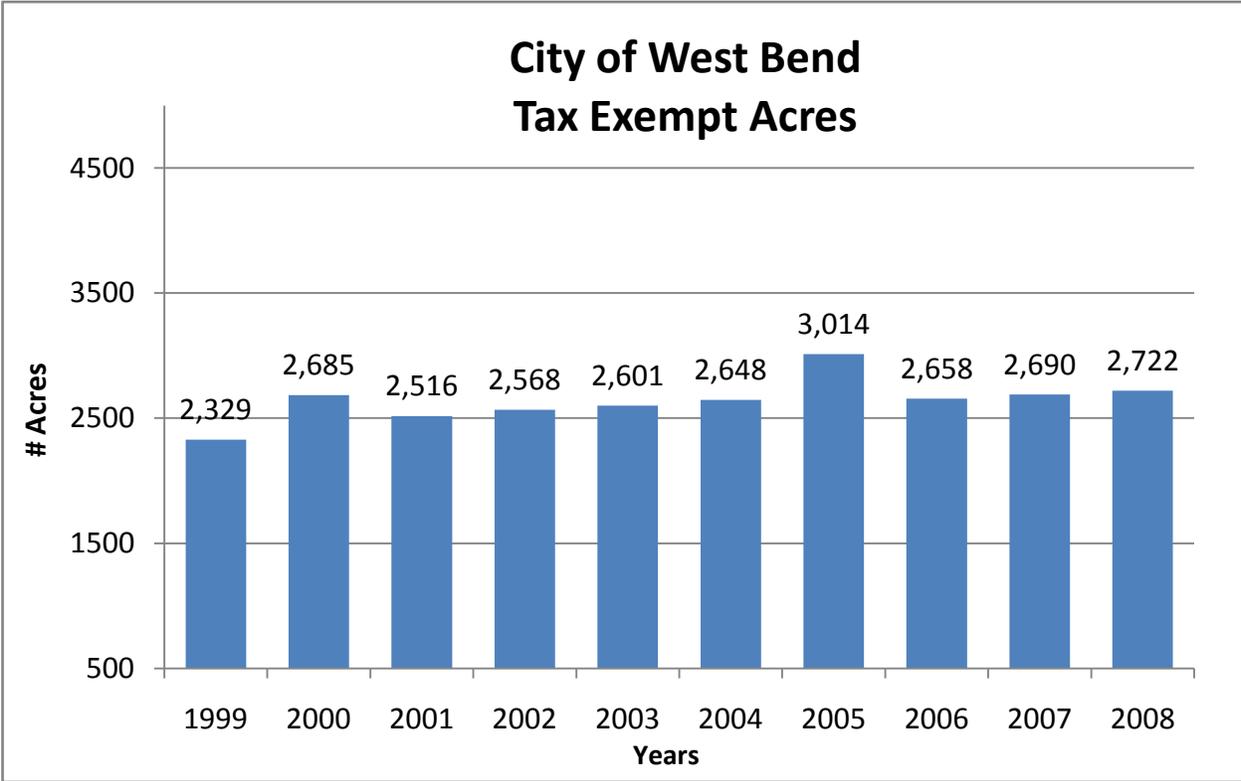
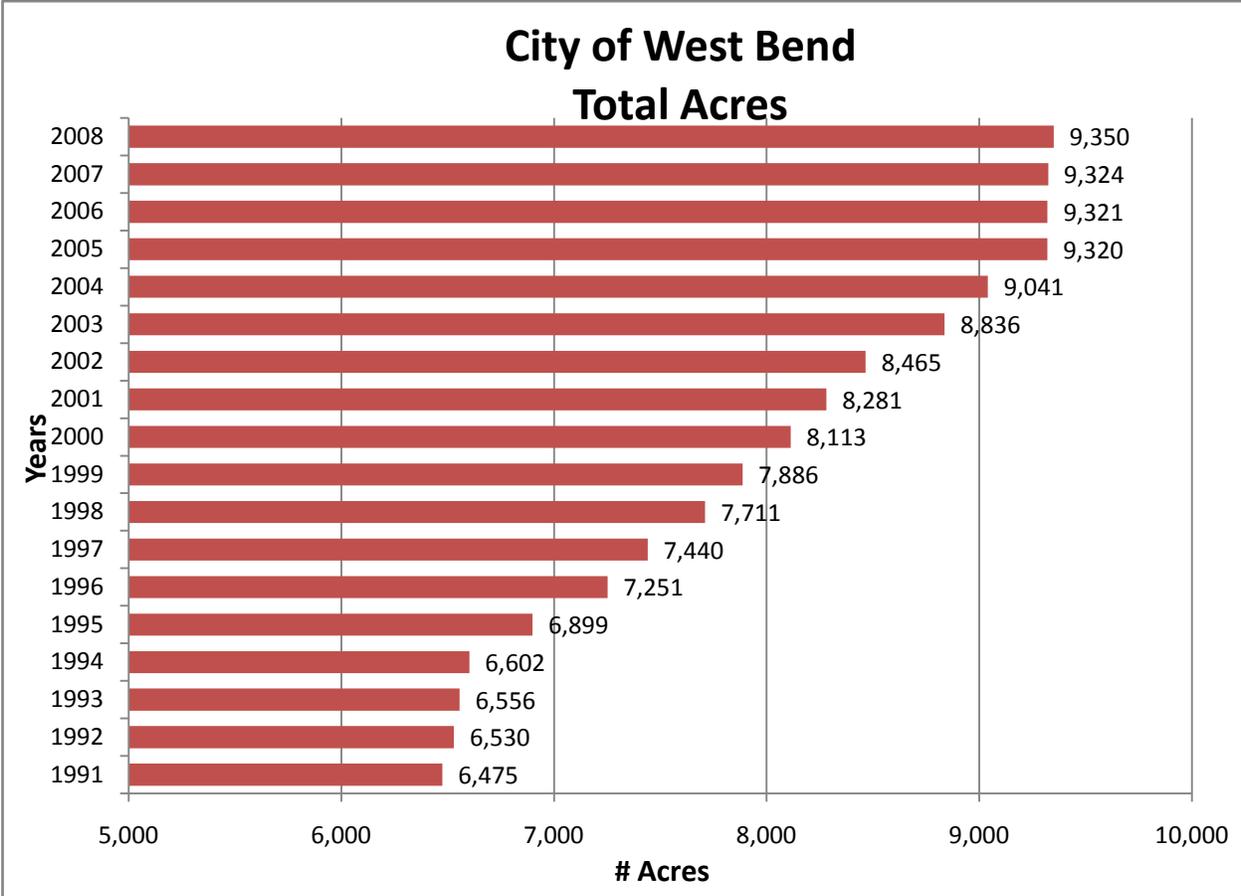
% Total Operating Budget by Dept.



City of West Bend City Miles of Local Streets

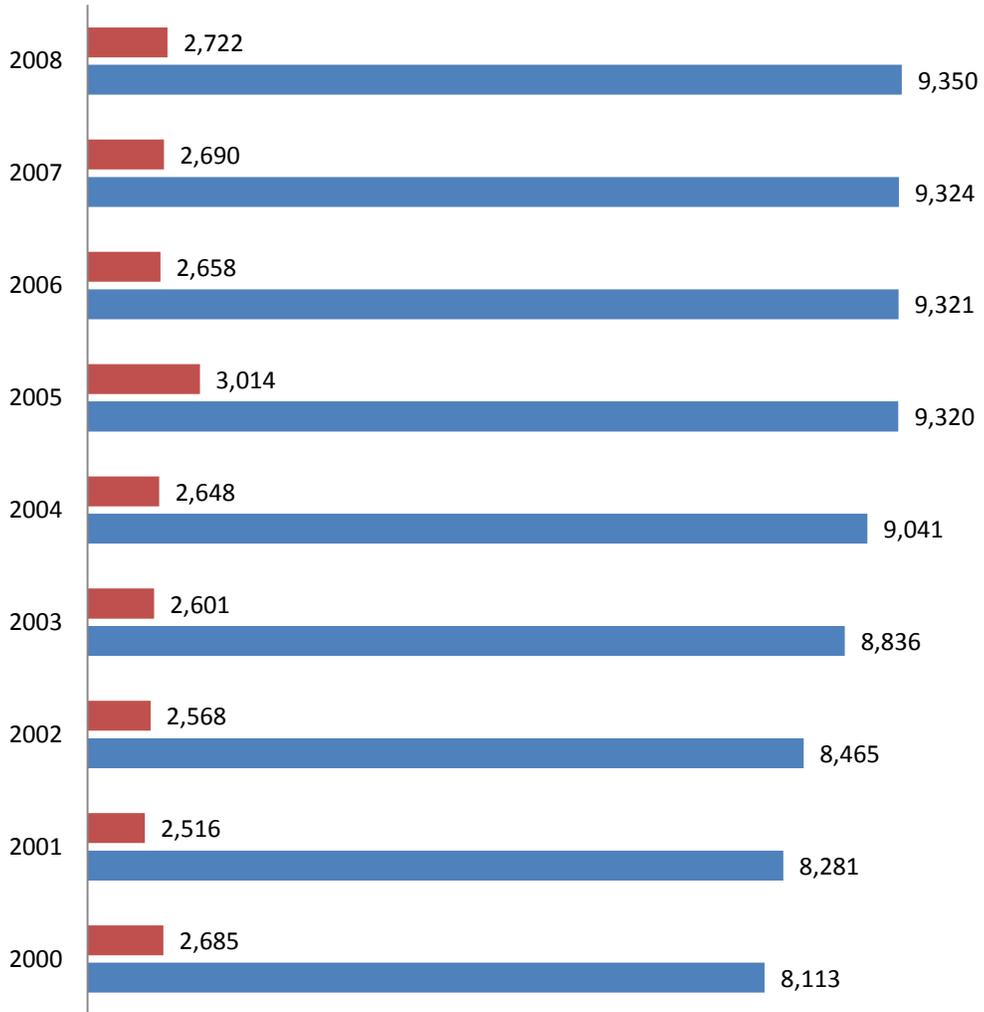


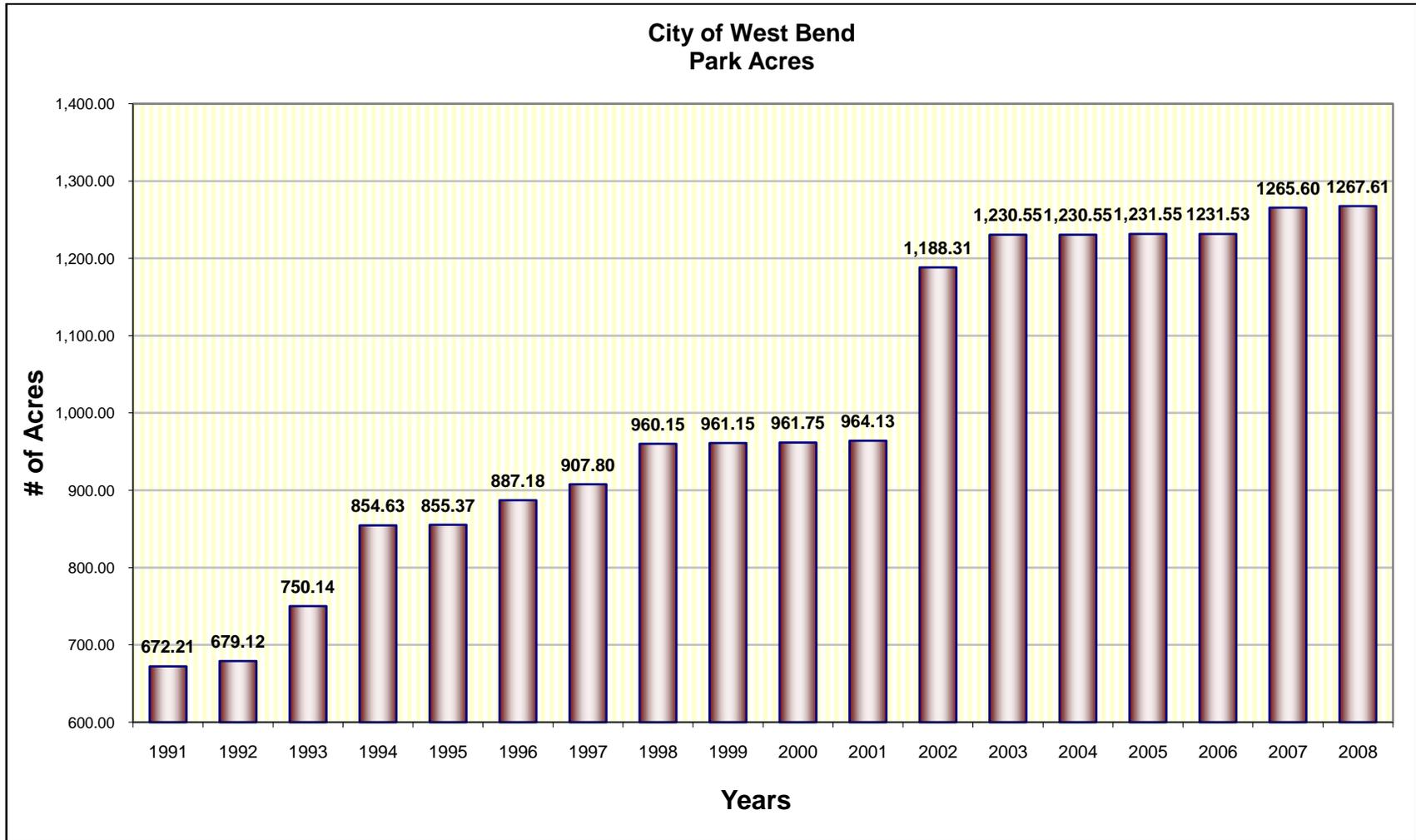
“Data obtained from State Construction Report for Streets submitted by the City Engineering Department. Data of any given year is the total of the report for the Jan 1st submission of the following year. (i.e. The “2005” data is the municipal mileage total for the Jan. 1, 2006 reporting period.)”

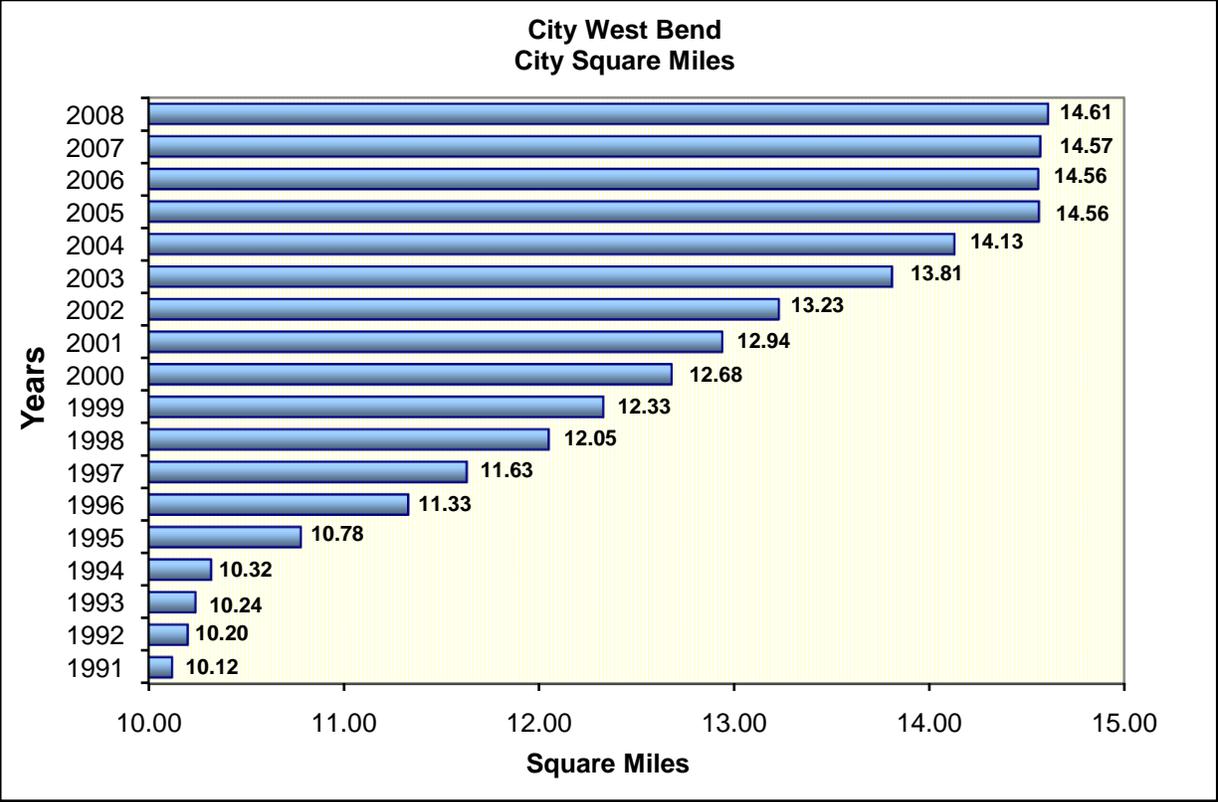


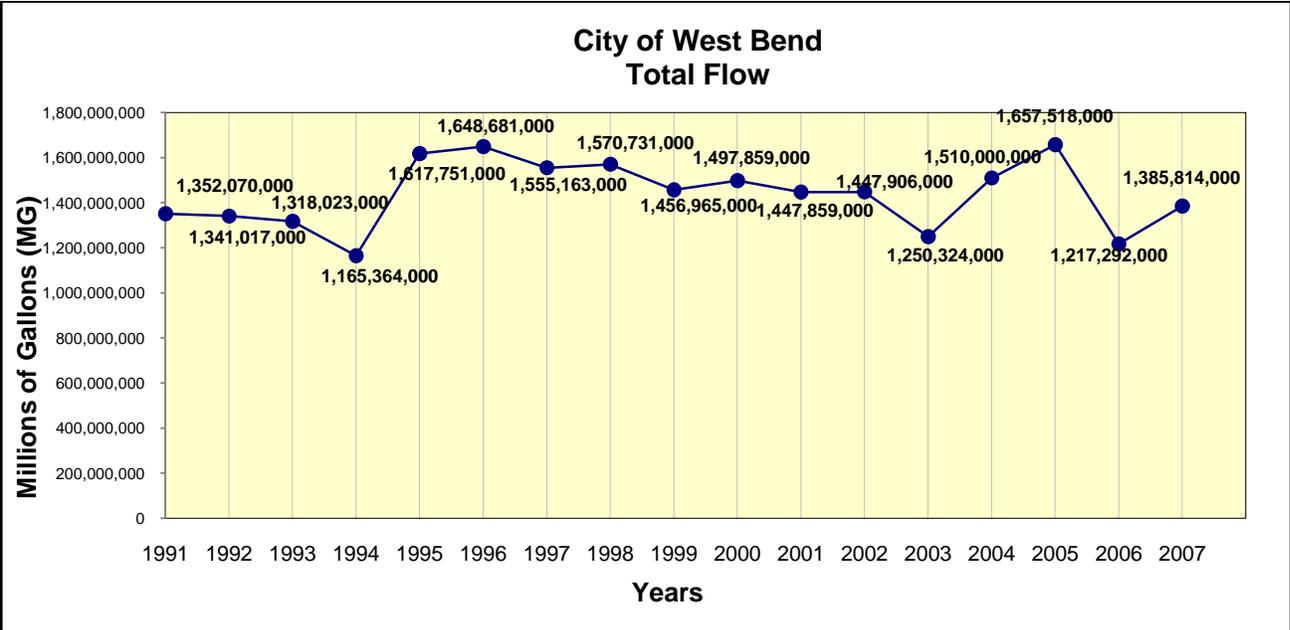
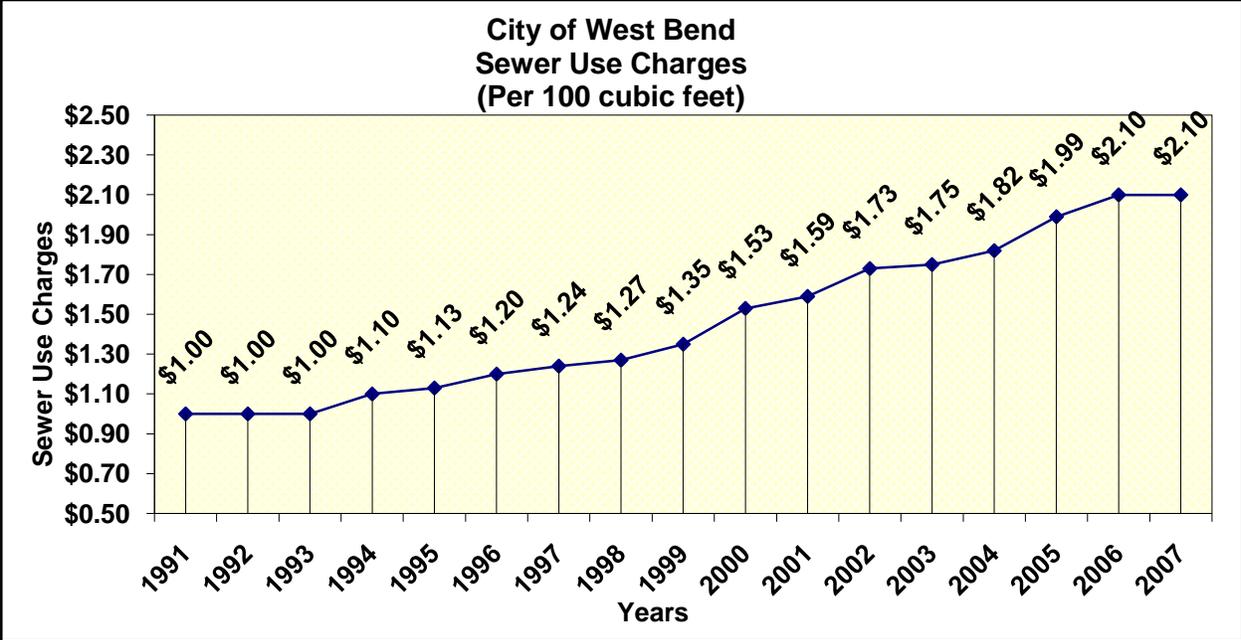
City of West Bend Total Acres vs. Tax Exempt Acres

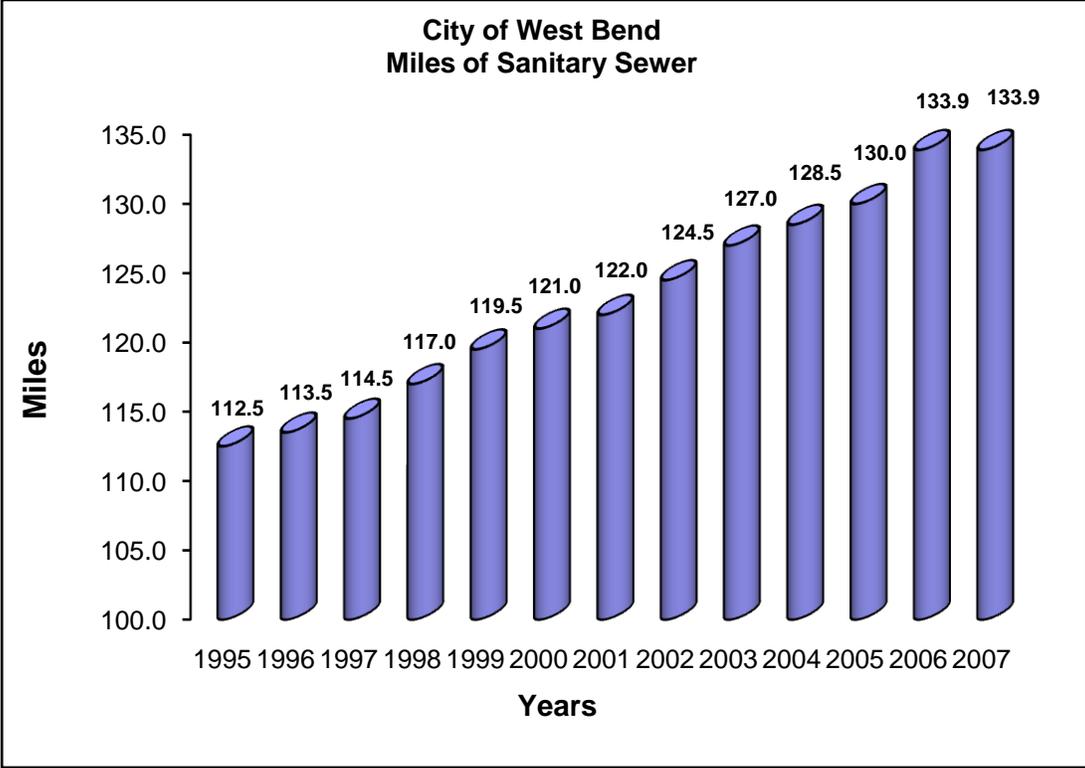
■ Tax Exempt Acres ■ Total Acres

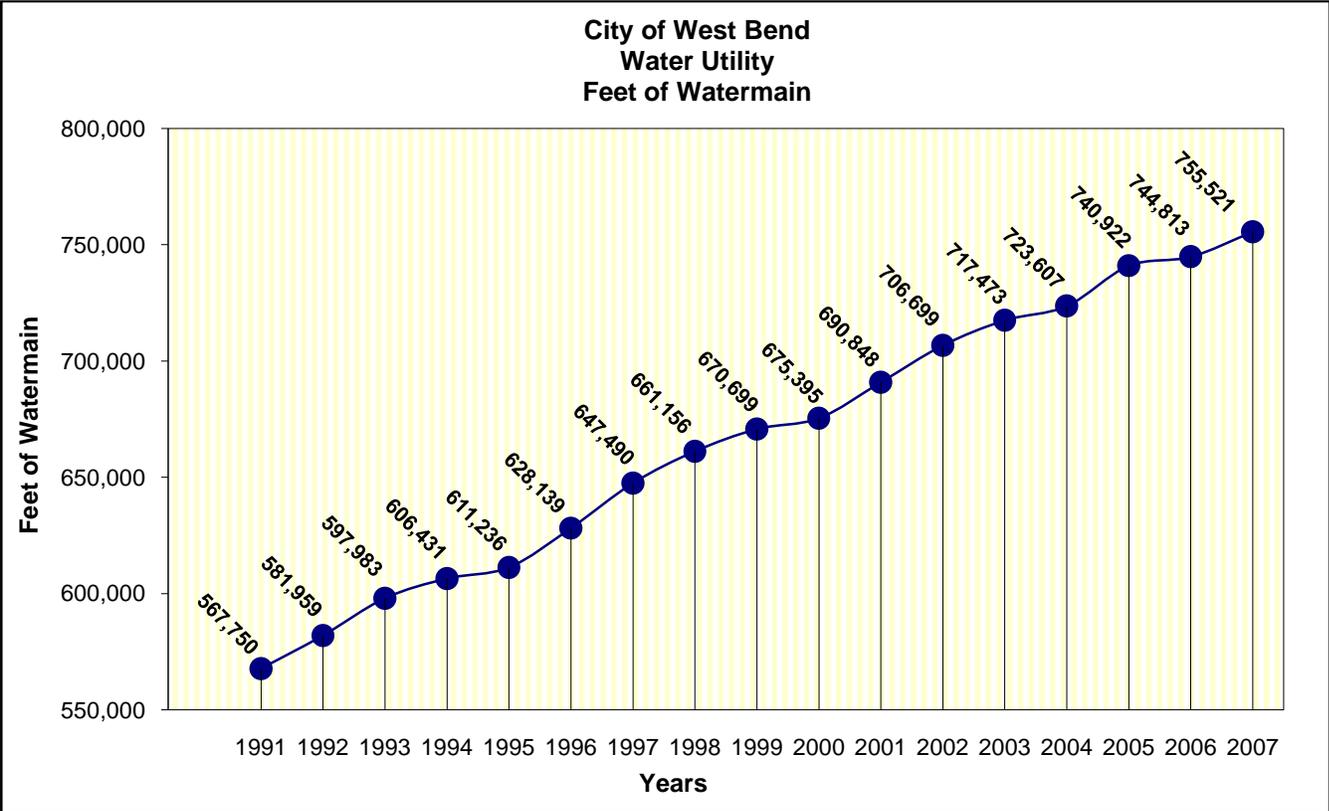
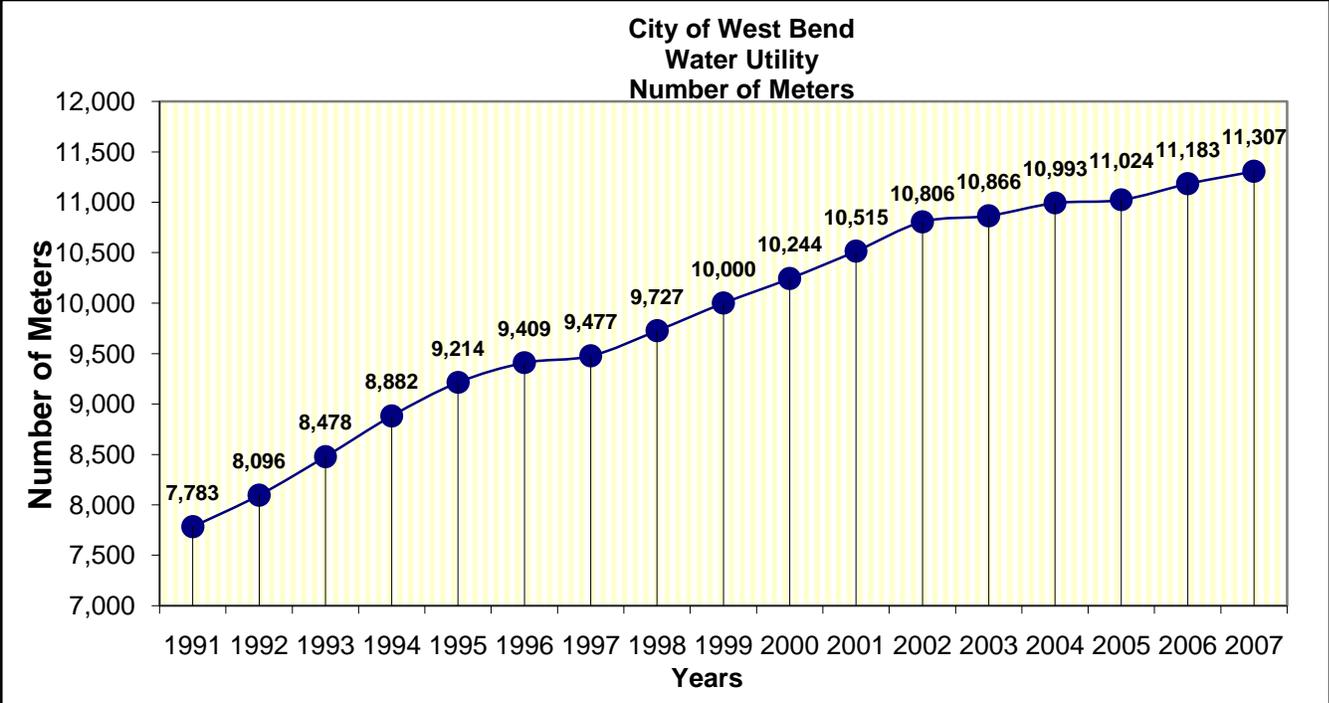




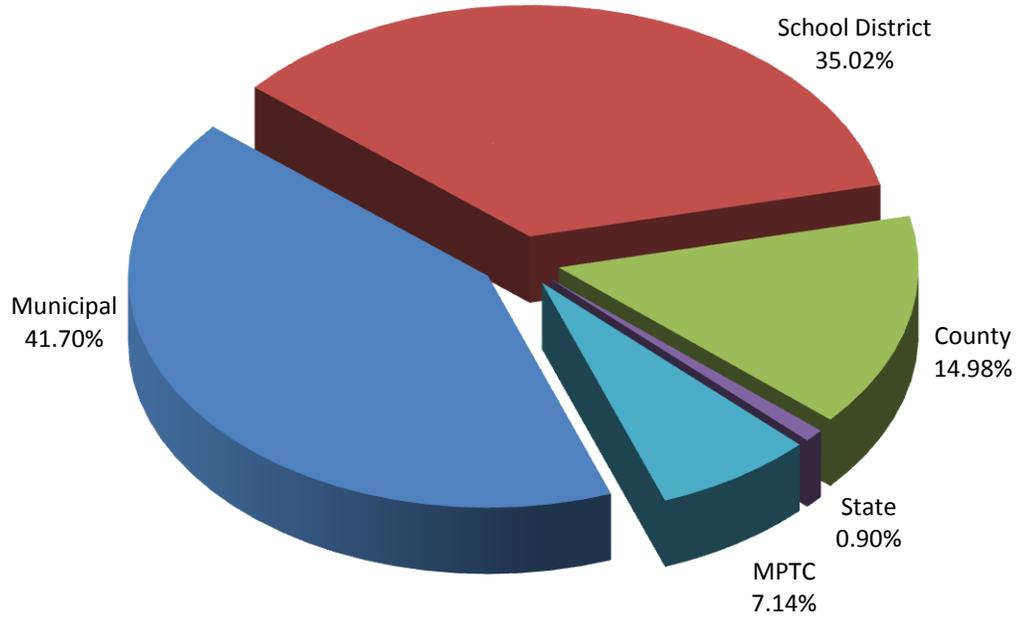




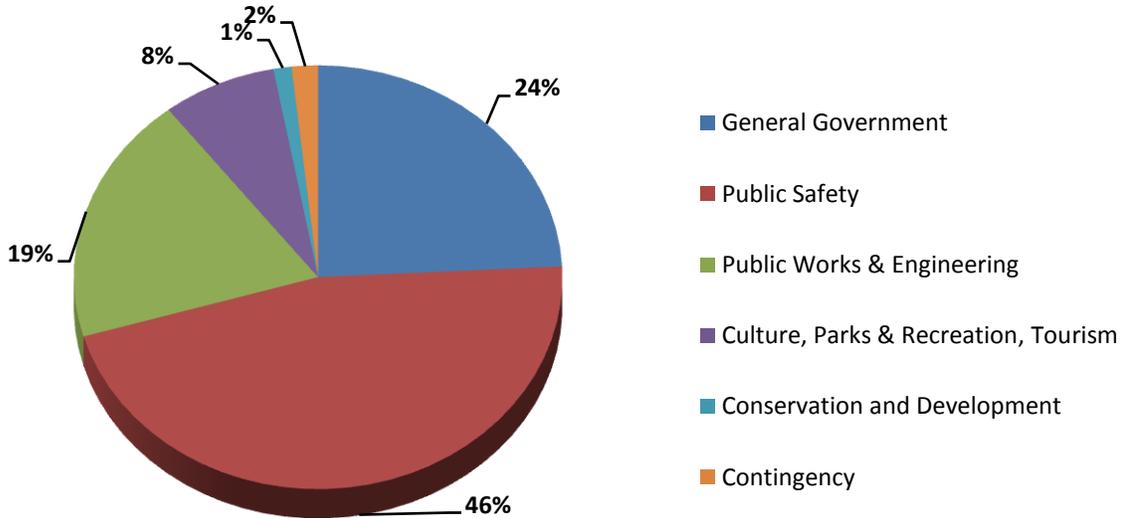




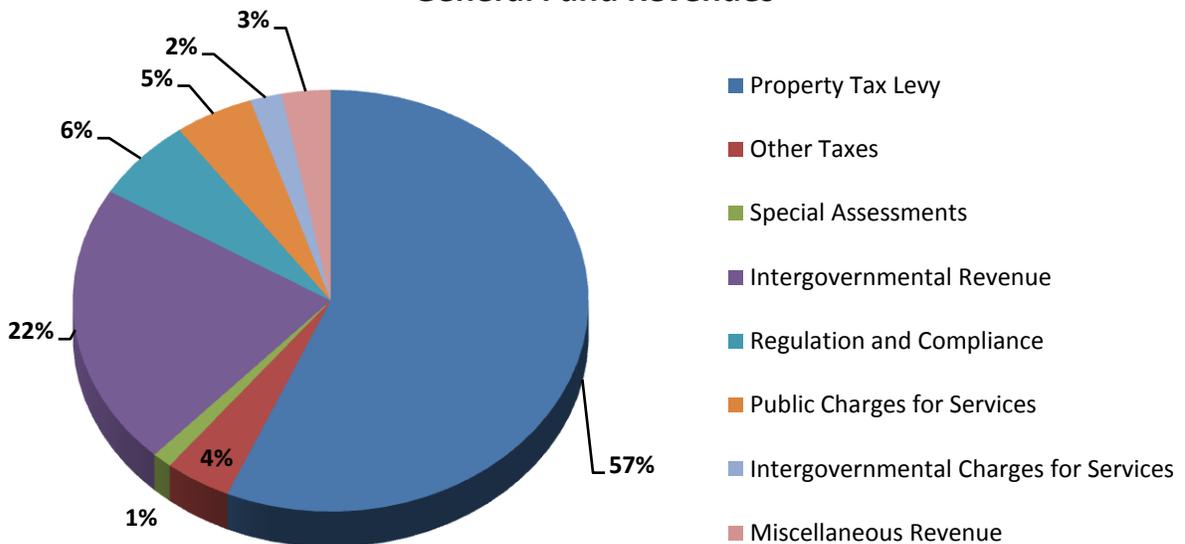
City of West Bend 2008 Tax Levies By Entity



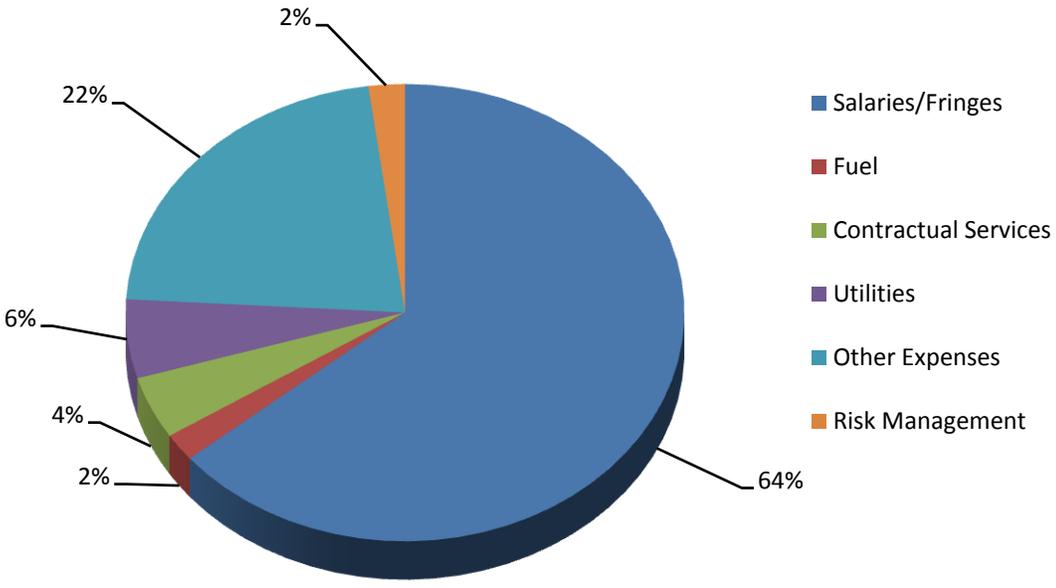
City of West Bend Summary of 2009 Proposed General Fund Expenditures



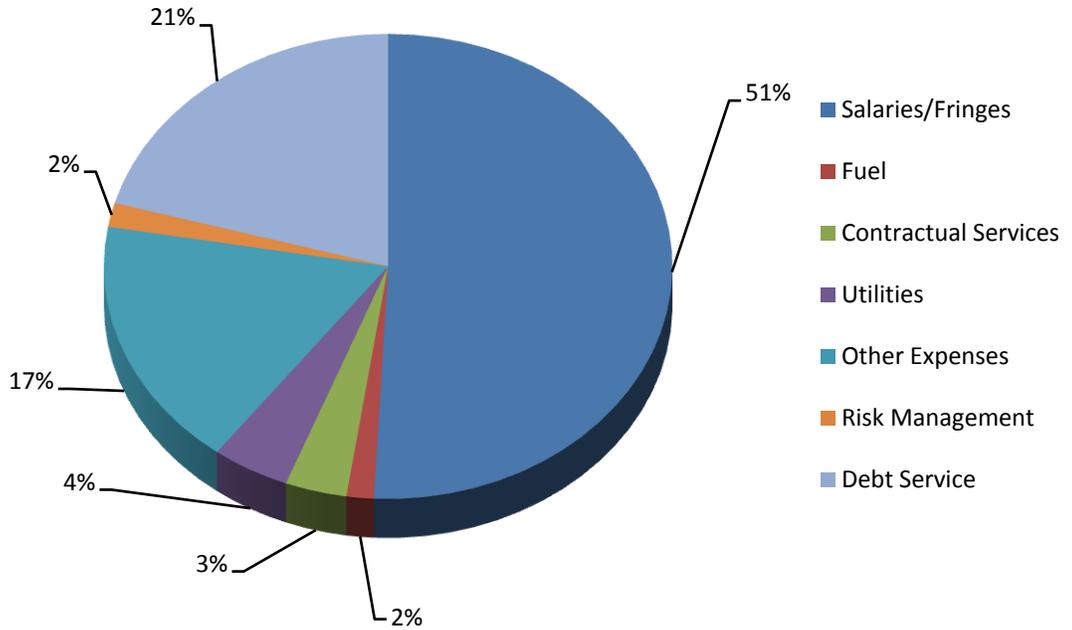
City of West Bend Summary of 2009 Proposed General Fund Revenues

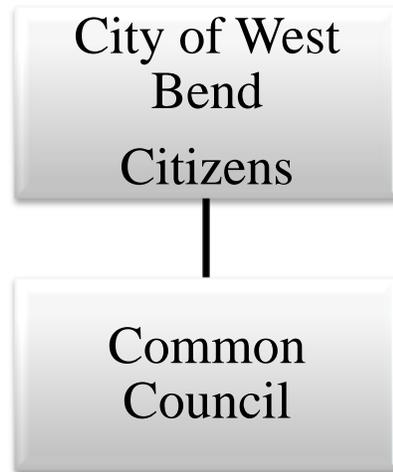


2009 General Fund Expenditures by Function



2009 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:

Account 0151110	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries & Fringe Benefits	\$27,757.00	\$24,240.00	\$22,871.00	\$22,226
Other Expenses	\$10,476.00	\$7,568.00	\$8,328.00	\$7,218
Total Election	\$38,233.00	\$31,808.00	\$31,199.00	\$29,445

PERFORMANCE MEASUREMENT/BENCH MARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
# of New Ordinances	31	23	17	21
# of Resolutions Approved	251	132	99	110
# of Meetings (BPW, Fin. Council)	123	116	101	78

ACHIEVEMENTS:

- Annexations - Approved Annexations from:
 - Town of Trenton, Knuth, NE of Clearview Dr.
 - Town of West Bend, Bauer & WB Mutual, E side of S 18th St.

GENERAL GOVERNMENT ~ Common Council

- Borrowing -
 - \$1,570,000, GO Bonds
 - \$5,340,000 GO Promissory Notes
 - \$3,935,000 GO Refunding Bonds
- Developer's Agreement-
 - Rivers Edge
 - Wiesner Addition
 - Salisbury Estates
 - Chestnut Ridge
 - Willow View Estates, Addition #2

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salary & Fringe	Other	Total
Training	\$445	\$144	\$589
Research	\$13,780	\$4,475	\$18,256
Attending Meetings	\$8,001	\$2,599	\$10,600
Grand Total	\$22,226	\$7,218	\$29,445

GOALS:

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

GENERAL GOVERNMENT ~ Common Council

2009 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
2008	\$37,725	\$21,246	\$3,595	\$3,486	\$0	\$0	\$8,734	\$0	\$117	\$547	\$0
2009	\$37,068	\$20,647	\$3,466	\$2,658	\$0	\$0	\$9,441	\$0	\$185	\$671	\$0

50200 FRINGES:

Fringe Benefit rate 7.65 \$2,836

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	\$2,886	\$1,625	\$275	\$266	\$0	\$0	\$669	\$0	\$9	\$42	\$0
2009	\$2,836	\$1,579	\$265	\$203	\$0	\$0	\$722	\$0	\$14	\$51	\$0

52000 MEMBERSHIPS AND DUES:

Memberships include: Wisconsin Alliance of Cities 4,057

League of Wisconsin Municipalities 7,035

Mid-Moraine Association 1,367

TOTAL \$12,459

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	\$14,284	\$8,045	\$1,362	\$1,320	\$0	\$0	\$3,306	\$0	\$44	\$207	\$0
2009	\$12,459	\$6,940	\$1,165	\$893	\$0	\$0	\$3,173	\$0	\$62	\$226	\$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
2008	\$300	\$170	\$29	\$27	\$0	\$0	\$69	\$0	\$1	\$4	\$0
2009	\$300	\$167	\$28	\$22	\$0	\$0	\$76	\$0	\$2	\$5	\$0

53500 OFFICE AND OPERATING SUPPLIES:

Business Cards \$120

League Manuals \$38

Name Signs \$42

\$200

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	\$200	\$113	\$19	\$18	\$0	\$0	\$46	\$0	\$1	\$3	\$0
2009	\$200	\$111	\$19	\$14	\$0	\$0	\$51	\$0	\$1	\$4	\$0

GENERAL GOVERNMENT ~ Common Council

CITY COUNCIL ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$37,068	\$20,647	\$3,466	\$2,658	\$0	\$0	\$9,441	\$0	\$185	\$671	\$0
Fringes	\$2,836	\$1,579	\$265	\$203	\$0	\$0	\$722	\$0	\$14	\$51	\$0
Memberships	\$12,459	\$6,940	\$1,165	\$893	\$0	\$0	\$3,173	\$0	\$62	\$226	\$0
Seminars	\$300	\$167	\$28	\$22	\$0	\$0	\$76	\$0	\$2	\$5	\$0
Supplies	\$200	\$111	\$19	\$14	\$0	\$0	\$51	\$0	\$1	\$4	\$0
Grand Total	\$52,863	\$29,445	\$4,943	\$3,790	\$0	\$0	\$13,464	\$0	\$264	\$957	\$0
Total Sal/FB	\$39,904	\$22,226	\$3,731	\$2,861	\$0	\$0	\$10,163	\$0	\$200	\$722	\$0
Total Other Exp	\$12,959	\$7,218	\$1,212	\$929	\$0	\$0	\$3,301	\$0	\$65	\$235	\$0
Grand Total	\$52,863	\$29,445	\$4,943	\$3,790	\$0	\$0	\$13,464	\$0	\$264	\$957	\$0

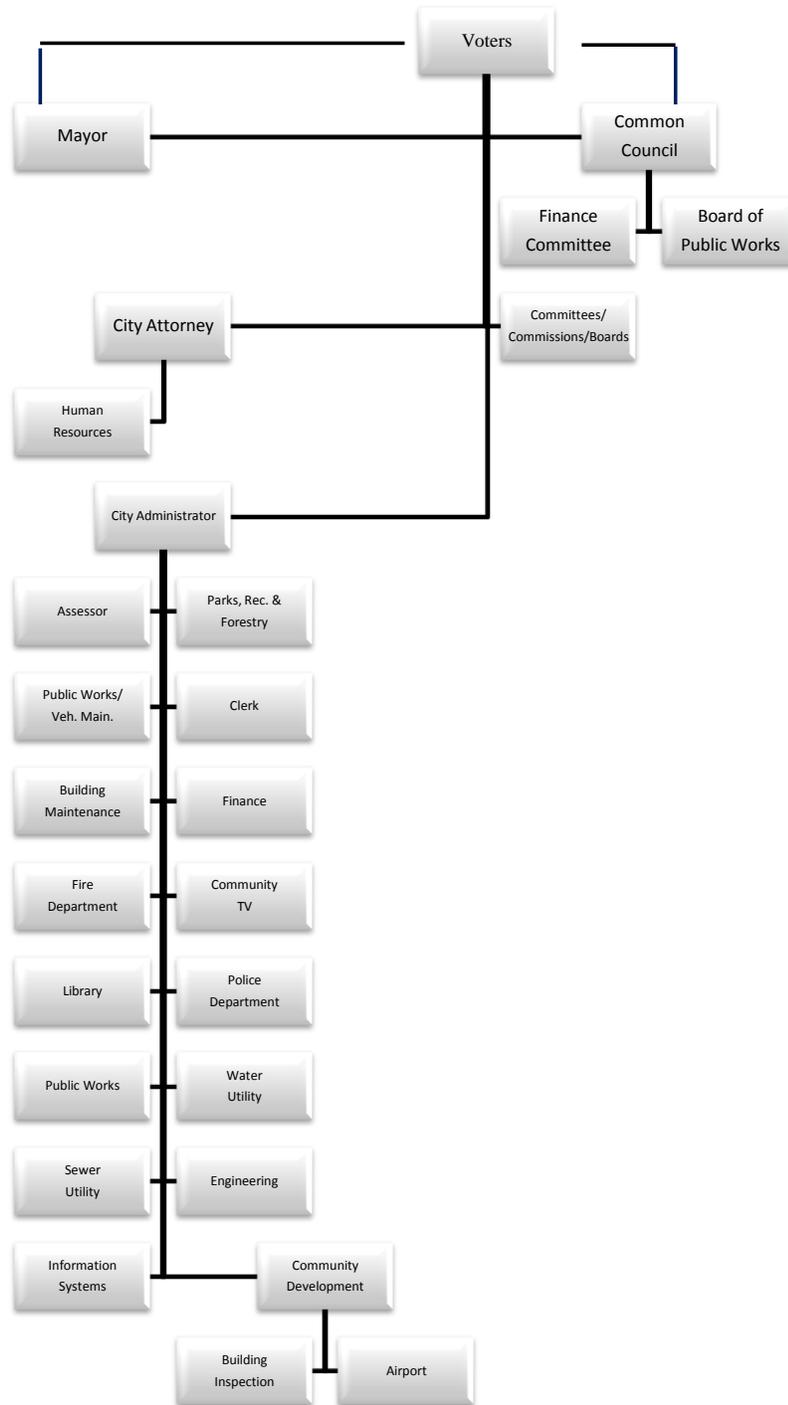
GENERAL GOVERNMENT ~ Common Council

2009 Department Detail Information

CITY COUNCIL ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
Fringes	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
Memberships	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
Seminars	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
Supplies	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
Grand Total	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
Total Sal/FB	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
Total Other Exp	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%
Grand Total	100%	5.63%	9.53%	9.24%	0.00%	0.00%	23.15%	0.00%	0.31%	1.45%	0.00%

GENERAL GOVERNMENT ~ Mayor



MISSION:

The Mayor is the *Chief Executive Officer* of the City who assures that essential services for the citizens of our community are met under the guidance of an innovative governmental 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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$7,592.10	\$6,037.62	\$5,857.00	\$5,686
Other Expenses	\$2,988.62	\$2,882.06	\$3,582.00	\$1,751
Total Mayor	\$10,580.72	\$8,919.68	\$9,439.00	\$7,436

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of Council Meetings Held/Attendance	43/43	42/41	42/40	24/24
# of Plan Commission Meetings Held/Attendance	14/14	12/12	12/12	12/12
# of Proclamations	11	11	11	11
# of Employee Anniversary Letters/Resolutions	53	43	49	38
# of Business Visits	2	5	5	6

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 and took part in the Main Street program assessment.
- Conducted business visits with Craig Farrell of the West Bend Area Chamber of Commerce which included Husars, JL Business Interiors, EPIC Creative, Stewart Peterson, West Bend Transit, and Hytech Precision
- Attended monthly West Bend EDC and Washington County EDC 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 Ground Breaking ceremonies for Commerce State Bank and the Gehl Company; Ribbon Cuttings at Fed Ex/Kinko's, Wild Sage Salon, Dairy Queen, Savoring Thyme, the Eisenbahn Trail, McDonald's, Peace Pole Monument, Paradise Park and Ride; the dedication ceremony at First Baptist Church; the new addition to West Bend Mutual Insurance Company; and the launch of Spaulding Clinical at the former hospital site.
- Conducted the annual Mayor's Appreciation dinner honoring those individuals who donate their time and services to serve on a City commission, committee or board. Nearly 100 people attended the event held at West Bend Mutual Insurance Company.
- Hosted the 16th 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; and an adult group visit from Pazardjik, Bulgaria.

GENERAL GOVERNMENT ~ Mayor

- Along with city staff, local officials and state officials, took part in ceremonies for Arbor Day at Good Shepherd School and the Earth Day dedication of the barn at Lac Lawrann Conservancy.
- Gave speeches to various organizations and at special events including the Noon Rotary, a group at Cedar Ridge, Early Risers Kiwanis, Police Memorial Day at Fair Park, the Veteran's Day ceremony, Girl Scout Achievement Awards, American Cancer Society Relay for Life, Cub Scout Pack, Big Brothers/Big Sisters and Money Smart Week Kick-offs.
- Participated in School District activities including the ceremony for the West Bend West High School state baseball champions, and judging for the regional spelling bee.
- Attended the annual Crime Prevention dinner hosted by the Police Department.
- Took part in the re-dedication of the tornado memorial at Muenk Playlot.
- Played the role of "Mayor" for the Leadership Greater West Bend Law and Government Government Day mock Council meeting. Also attended the Leadership graduation ceremony.
- With city staff, several alderpersons, and local business leaders, attended a presentation at the Milwaukee 7 Resource Center. The center is made available to communities in southeast Wisconsin for private economic development discussions.
- Attended various state organization meetings including the Wisconsin Alliance of Cities and Mid-Moraine Municipal Association.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Council, Plan Comm, Other City Mtgs.	\$1,643	\$19	\$1,662
State and Local Organizations Meetings	\$466	\$478	\$944
Meetings w/city Staff	\$1,166	\$331	\$1,496
Meetings w/Developers, Businesses	\$1,154	\$75	\$1,229
Appreciation Dinner	\$199	\$625	\$824
Sister Cities	\$114	\$184	\$298
Public Relations	\$944	\$39	\$982
Grand Total	\$5,686	\$1,751	\$7,436

2009 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.

GENERAL GOVERNMENT ~ Mayor

2009 Department Detail Information

MAYOR ~ Expenditures

50100 SALARIES:

Mayor \$9,418

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	9,418	5,304	898	870	0	0	2,185	0	0	45	0
2009	9,418	5,246	881	675	0	0	2,399	0	47	170	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
2008	981	553	93	90	0	0	227	0	3	15	0
2009	790	440	74	57	0	0	201	0	4	14	0

51600 TELEPHONE:

Centrex	288	(Decrease based on actual costs)
Long Distance	6	(Decrease due to change in service)
Internet	47	
Cell Phone	55	(Decrease due to change in contract)
Fax	0	(Not needed-majority of info sent by email)
	<u>\$396</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	591	333	56	54	0	0	137	0	2	9	0
2009	396	221	37	28	0	0	101	0	2	7	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
2008	105	61	10	9	0	0	24	0	0	1	0
2009	105	58	10	8	0	0	27	0	1	2	0

GENERAL GOVERNMENT ~ Mayor

2009 Department Detail Information

MAYOR ~ Expenditures

52200 SEMINARS AND TRAINING:

League of WI Muni. Meetings/Conference	500
WI Alliance of Cities Meetings	600
Mid-Moraine Municipal Association Meetings	120
Misc. One-Day Meetings/Events/Seminars/Mileage	<u>408</u>
	\$1,628

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,898	1,069	181	175	0	0	439	0	6	28	0
2009	1,628	907	152	117	0	0	415	0	8	29	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies, Legal Pads, Pens	70
Letterhead/Envelopes	80
Copier Rental	24
Paper - Copier and Printer	<u>90</u>
	\$264

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	264	149	25	24	0	0	61	0	1	4	0
2009	264	147	25	19	0	0	67	0	1	5	0

54300 GAS AND OIL:

Fuel/Mileage Reimbursement	340
Maintenance/Repairs	<u>35</u>
	\$375

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	375	211	36	35	0	0	87	0	1	5	0
2009	375	209	35	27	0	0	96	0	2	7	0

59200 ENTERTAINMENT:

Presentation Gifts for Visitors from Sister Cities	\$0
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	625	351	60	58	0	0	145	0	2	9	0
2009	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 (3)	<u>375</u>
	\$375

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,500	1,408	238	231	0	0	579	0	8	36	0
2009	375	209	35	27	0	0	96	0	2	7	0

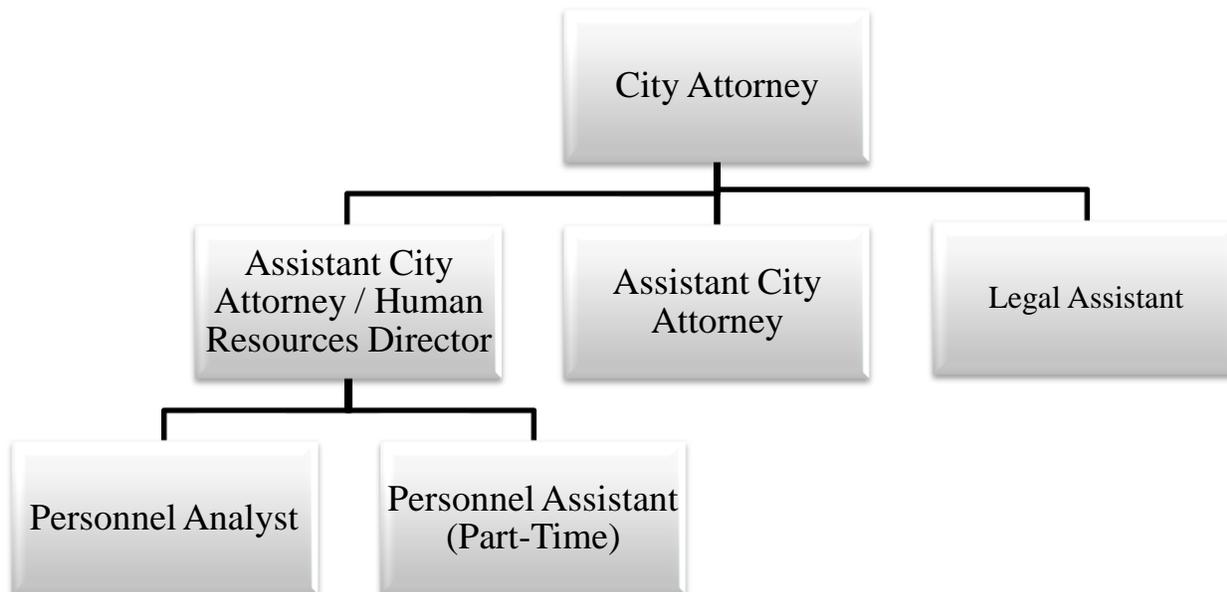
GENERAL GOVERNMENT ~ Mayor

2009 Department Detail Information

MAYOR ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$9,418	\$5,246	\$881	\$675	\$0	\$0	\$2,399	\$0	\$47	\$170	\$0
Fringes	\$790	\$440	\$74	\$57	\$0	\$0	\$201	\$0	\$4	\$14	\$0
Telephone	\$396	\$221	\$37	\$28	\$0	\$0	\$101	\$0	\$2	\$7	\$0
Postage	\$105	\$58	\$10	\$8	\$0	\$0	\$27	\$0	\$1	\$2	\$0
Seminars	\$1,628	\$907	\$152	\$117	\$0	\$0	\$415	\$0	\$8	\$29	\$0
Supplies	\$264	\$147	\$25	\$19	\$0	\$0	\$67	\$0	\$1	\$5	\$0
Gas & Oil	\$375	\$209	\$35	\$27	\$0	\$0	\$96	\$0	\$2	\$7	\$0
Entertainment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Purpose	\$375	\$209	\$35	\$27	\$0	\$0	\$96	\$0	\$2	\$7	\$0
Grand Total	\$13,351	\$7,436	\$1,248	\$957	\$0	\$0	\$3,400	\$0	\$67	\$242	\$0
Total Sal/FB	\$10,208	\$5,686	\$954	\$732	\$0	\$0	\$2,600	\$0	\$51	\$185	\$0
Total Other Exp.	\$3,143	\$1,751	\$294	\$225	\$0	\$0	\$801	\$0	\$16	\$57	\$0
Grand Total	\$13,351	\$7,436	\$1,248	\$957	\$0	\$0	\$3,400	\$0	\$67	\$242	\$0

GENERAL GOVERNMENT ~ Attorney



MISSION:

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, pleading 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.

EXPENDITURES:

Account 0151310	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$141,422.54	\$118,771.87	\$165,277.00	\$156,847
Other Expenses	\$9,597.96	\$11,206.61	\$10,252.00	\$10,864
Total Attorney	\$151,020.50	\$129,978.48	\$175,529.00	\$167,710

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
Collections:				
# of Delinquent Personal Property Tax Accounts	41	14	18	50
# of Bankruptcy Cases Handled	30	22	16	78
Miscellaneous:				
# of Agreements, Contracts and Leases Drafted and/or Revised	32	31	24	30
# of Meter Exchange Letters Mailed	41	45	59	70
# of Easements Drafted, Obtained, Terminated and/or Granted	7	19	4	8
# of Legal Opinions	9	3	5	7
# of Ordinances Drafted and/or Amended	30	22	13	25
# of Resolutions Drafted and/or Amended	52	48	41	45
# of Real Estate Transactions	6	2	3	3
# of Well Abandonment Letters Mailed (Initial contact)	42	41	28	3
# of Requests for Copies of Police Incident	75	59	62	60
# of Open Records Requests Reviewed	Not Available	80	87	100
# of Citations issued per Clerk's Office & DCD	Not Available	8	27	6
Municipal Court:				
# of Pretrial Conferences	1,890	1,920	2,132	2,207
# of Trials	38	44	84	92
# of Citations for Theft of Library Materials	50	27	53	45

ACHIEVEMENTS:

- Collected \$4,225.95 during 2007 to pay for lost library materials. As of July 15, 2008, we have already collected more in 2008 than we did in all of 2007.
- Worked closely with other City departments in the development of TIFs 5, 9, 11 and 12.
- Assisted the Redevelopment Authority of the City of West Bend with negotiations and litigation related to obtaining property in TIF 9.
- Assisted Personnel Department with settling of WRS claims, Teamsters mediation and arbitration, subrogation claim, and administrative hearing regarding employee's disability date.

GENERAL GOVERNMENT ~ Attorney

- During 2007, 26 wells were brought into compliance with the City's well abandonment ordinance or prior compliance was confirmed. Two additional wells were brought into compliance in 2008 with one more in progress. The project should be completed in 2008.
- During all of 2007, collected (or obtained judicial orders to pay) \$9,469.33, and in the first half of 2008 collected \$12,328.90 in delinquent personal property taxes including interest, penalties, court costs and attorney fees.
- During all of 2007, collected \$21,762.65, and in the first half of 2008 collected \$28,068.42 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.
- Worked with various city departments to restructure the way the City deals with nuisance complaints.
- Began to work with the Fire Department to rewrite the City's Fire Code.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Prosecution of Ordinance Violations	\$39,428	\$1,395	\$40,823
Collections / Bankruptcy	\$12,963	\$2,090	\$15,053
Administrative Duties (Budget; Tracking TIF, Landfill and Cable Hours; Personnel Evaluation General Office Management)	\$12,660	\$185	\$12,845
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	\$39,875	\$1,633	\$41,508
Legal Opinions and Correspondence / Advice to City Departments, Common Council, Boards and Commissions	\$25,308	\$2,084	\$27,392
Seminars / Legal Updates / Review New Cases and Laws	\$15,529	\$2,899	\$18,428
Attending Meetings (Common Council, RDA, Board of Review, Board of Zoning Appeals, Police Chief's Monthly Meeting)	\$6,124	\$52	\$6,176
Miscellaneous Attorney Duties (Tasks involved in litigation, administrative proceedings and other claims that do not fall into one of the other categories)	\$4,960	\$526	\$5,486
Grand Total	\$156,847	\$10,864	\$167,710

Notes:

- Budget amounts for the City Attorney's Office also accounted for in: Water, Sewer, IS, Cable and TIF Districts.
- State Statute books are purchased every two years. Purchase will be this year in 2009.

2009 GOALS:

- 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.
- Continue to reduce costs for postage and telephone by sending more documents/correspondence through scanning and email.
- Provide information to Board and Committee members regarding their obligations under the Open Meetings law, Public Records Law, and Ethics Code.

GENERAL GOVERNMENT ~ Attorney

- Effectively merge the Attorney's Office with the Human Resources Department. Search for ways to make both areas more efficient. Cross train employees in the Attorney's Office and Human Resources Division.
- Complete litigation in the relocation of Surak Electric by the Redevelopment Authority.

GENERAL GOVERNMENT ~ Attorney

2009 Department Detail Information

CITY ATTORNEY ~ Expenditures

50100 SALARIES:

Attorney	84,201
Assistant City Attorney	55,600
Legal Assistant	<u>48,099</u>
	187,900

SALARIES	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	187,900	139,228	10,895	5,980	0	0	31,128	0	245	424	0
2009	187,900	132,126	14,167	7,627	0	0	33,062	0	324	594	0

50200 FRINGES:

Fringe benefit rate at 18.71% . \$35,156

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	35,156	26,049	2,038	1,119	0	0	5,824	0	46	79	0
2009	35,156	24,721	2,651	1,427	0	0	6,186	0	61	111	0

51600 TELEPHONE:

Centrex	800
Long Distance	100
Internet	137
Fax	<u>100</u>
	\$1,137

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,137	824	86	47	0	0	176	0	2	3	0
2009	1,137	812	86	47	0	0	188	0	2	3	0

51700 POSTAGE:

Mail Service & Postage	343
Meter Maintenance	8
UPS	<u>50</u>
	\$401

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	401	290	30	16	0	0	62	0	1	1	0
2009	401	286	30	16	0	0	66	0	1	1	0

GENERAL GOVERNMENT ~ Attorney

2009 Department Detail Information

CITY ATTORNEY ~ Expenditures

52000 MEMBERSHIPS:

Wisconsin State Bar Dues (2 @ \$450.00)	900
Washington County Bar Association Dues (2 @ \$45)	90
International Municipal Lawyers Association	<u>639</u>
	\$1,629

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,629	1,180	123	67	0	0	252	0	3	4	0
2009	1,629	1,275	85	45	0	0	217	0	3	5	0

52100 PUBLICATIONS:

Westlaw Access	5225 (Price Increase)
League of Municipalities - State of Wisconsin CD	150
Wisconsin Administrative Code Updates	435
West Group Publications	225
Includes: Ahren Bankruptcy Proc. Manual, WI Collection, Law (Pocket Parts), Bankruptcy Prac./Gen. Practice	
State Bar of Wisconsin Reference Books	350
State Statutes	<u>350 (Increase \$350.00)</u>
	\$6,735

Increase due to purchase of State Statutes which are updated every two years.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,646	4,089	426	232	0	0	875	0	9	15	0
2009	6,735	4,807	508	276	0	0	1,114	0	11	18	0

52200 SEMINARS AND TRAINING:

Municipal Attorney's Institute	
1 person - includes tuition, lodging and mileage	600
Specialized Seminars - 3 Attorneys	<u>900</u>
	\$1,500

Employment Law seminars for Human Resource Director.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,500	1,086	113	62	0	0	232	0	2	4	0
2009	1,500	1,071	113	62	0	0	248	0	2	4	0

GENERAL GOVERNMENT ~ Attorney

2009 Department Detail Information

CITY ATTORNEY ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Stationery, Envelopes, Copy Paper	160
Copy Machine Charges	145
Clerk's Copy Charges	130
Printer Cartridges	188
Miscellaneous Office Supplies	<u>100</u>
	\$723

Decrease from 2008 - purchased a micro-cassette transcriber in 2008

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	954	691	72	39	0	0	148	0	2	3	0
2009	723	516	55	30	0	0	120	0	1	2	0

54300 GAS AND OIL

Proportionate share of city vehicle, includes fuel and miscellaneous repairs

\$124

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	124	90	9	5	0	0	19	0	0	0	0
2009	124	97	6	3	0	0	17	0	0	0	0

59500 ADMIN/SPECIAL PURPOSE

Small Claims Filing Fees	820
Service of Process	200
Docketing Judgments	630
Witness Fees and Mileage	100
State Laboratory of Hygiene	125
Transcripts	<u>125</u>
	\$2,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,000	2,000	0	0	0	0	0	0	0	0	0
2009	2,000	2,000	0	0	0	0	0	0	0	0	0

GENERAL GOVERNMENT ~ Attorney

2009 Department Detail Information

ATTORNEY ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$187,900	\$132,126	\$14,167	\$7,627	\$0	\$0	\$33,062	\$0	\$324	\$594	\$0
Fringes	\$35,156	\$24,721	\$2,651	\$1,427	\$0	\$0	\$6,186	\$0	\$61	\$111	\$0
Telephone	\$1,137	\$812	\$86	\$47	\$0	\$0	\$188	\$0	\$2	\$3	\$0
Postage	\$401	\$286	\$30	\$16	\$0	\$0	\$66	\$0	\$1	\$1	\$0
Memberships	\$1,629	\$1,275	\$85	\$45	\$0	\$0	\$217	\$0	\$3	\$5	\$0
Publications	\$6,735	\$4,807	\$508	\$276	\$0	\$0	\$1,114	\$0	\$11	\$18	\$0
Seminars	\$1,500	\$1,071	\$113	\$62	\$0	\$0	\$248	\$0	\$2	\$4	\$0
Supplies	\$723	\$516	\$55	\$30	\$0	\$0	\$120	\$0	\$1	\$2	\$0
Gas & Oil	\$124	\$97	\$6	\$3	\$0	\$0	\$17	\$0	\$0	\$0	\$0
Special Purpose	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$237,305	\$167,710	\$17,701	\$9,533	\$0	\$0	\$41,217	\$0	\$404	\$739	\$0
Total Sal/FB	\$223,056	\$156,847	\$16,818	\$9,054	\$0	\$0	\$39,248	\$0	\$385	\$705	\$0
Total Other Exp.	\$14,249	\$10,864	\$883	\$479	\$0	\$0	\$1,969	\$0	\$20	\$34	\$0
Grand Total	\$237,305	\$167,710	\$17,701	\$9,533	\$0	\$0	\$41,217	\$0	\$404	\$739	\$0

GENERAL GOVERNMENT ~ Attorney

2009 Department Detail Information

CITY ATTORNEY ~ Revenue

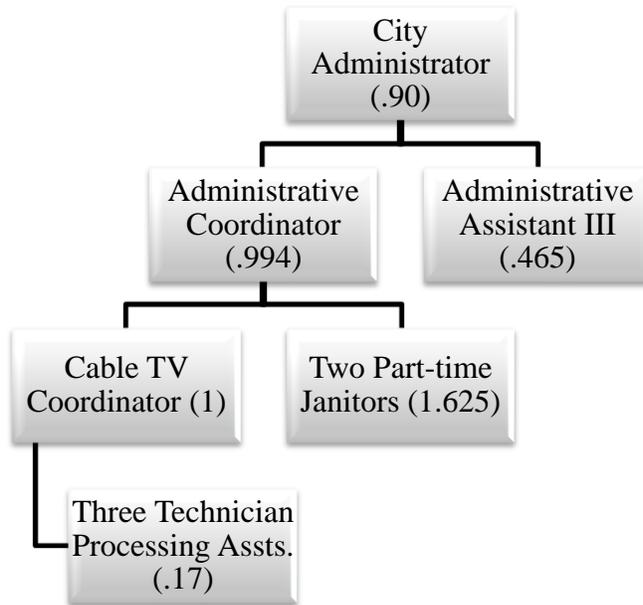
Check written to the City from the Mid-Moraine Municipal court for costs received from defendants.

	2005 Actual	2006 Actual	2007 Actual	2008 Adopted	2009 Proposed
014514.451200 Court Costs/Subpoena Fees	\$690.30	\$443.50	\$2,236.48	\$787.00	\$1,136.00

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.

	2005 Actual	2006 Actual	2007 Actual	2008 Adopted	2009 Proposed
014614.461700 Copy/Postage for Police Incident Reports	Account Not Established	\$238.99	\$231.10	\$280.00	\$250.00

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:

Account 0151411	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$105,211.88	\$100,018.34	\$79,367.00	\$76,012
Other Expenses	\$4,452.43	\$3,759.70	\$3,075.00	\$2,531
Total Administrator	\$109,664.31	\$103,778.04	\$82,442.00	\$78,543

GENERAL GOVERNMENT ~ City Administrator

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004	2005	2006	2007	2008
	Actual	Actual	Actual	Actual	Estimated
# of Employee Evaluations	21	21	21	21	21
# of Newsletters E-mailed and Delivered/Yr.	10,395	10,420	9,778	8,148	8,100
Bond Rating	A1	A1	A1	A1	A1
# of Bldg. Main. Work Orders Processed	408	310	394	400	N/A

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

ACHIEVEMENTS:

- Met the goals established at the beginning of the budget process which allowed us to meet the statutory tax levy limitation, while maintaining City services at a level expected by our citizens.
- Had several discussions with Ehlers concerning levy limits as it relates to the budget.
- TIF Districts:
 - In TIF #5/9 participated in several meetings concerning Veteran's Avenue, Rails to Trails Surak Electric and the Ansay Development proposals.
 - Attended numerous staff meetings and participated in conference calls with the State DOT regarding the pedestrian underpass project.
 - Participated in meetings related to the creation of TIF #12. Also attended the announcement ceremony at the Gehl Company with the Mayor, several Alderpersons and city staff.
 - Held several meetings with Ehlers (city's financial advisors) concerning TIF districts, proposed projects, development agreements and financial forecasts.
- Performance Based Budget changed to different software. Administrative Coordinator held training session for all departments on new format and procedures.
- Participated in activities related to the Sister City visits from Aisho-Cho and Pazardjik, Bulgaria.
- Coordinated agendas for 92 Board of Public Works, Finance Committee and Common Council meetings.
- City Administrator participated in meetings with county officials regarding countywide tourism efforts.
- Packed donated items for humanitarian aid shipments #7 for Pazardjik, Bulgaria, one of our Sister Cities.
- City Administrator served on the Board of Directors of the Mid-Moraine Municipal Court.
- City Administrator participated in monthly conference calls with the FAA, BOA, DOT, the EIS consultant and city staff regarding the airport expansion project.
- With the Mayor, City Clerk and County representatives, met with the Chancellor of the UW system and Dean Nixon of UWWC to discuss the Engineering degree program.
- Attended meetings with the Architect and Police Department staff regarding the PD expansion project.

GENERAL GOVERNMENT ~ City Administrator

- Administrative Coordinator continued city partnership with Green Tree School by teaching a Junior Achievement program to students in a kindergarten class.
- Discussions continued with representatives of the Museum of Wisconsin Art on their proposed expansion project.
- With John Capelle, Sue Jarvis and Ehlers and Associates, met with Moody's Investors Service to present our borrowing package to secure a favorable rating from Moody's. We have sustained our A1 rating for another year.
- Continued involvement with Chamber of Commerce: City Administrator attending Chamber Board meetings and Government Relations Committee meetings, Administrative Coordinator serving as a Chamber Ambassador and assisted with curriculum planning and related activities for the Leadership Greater West Bend program.
- Staff continued involvement with the Washington County HOME Committee, Alliance of Cities, and League of Wisconsin Municipalities.
- Delivered approximately 6,000 City Newsletters ("Just Around the Bend") to six different locations throughout the city. We are also averaging about 175 electronic newsletters e-mailed per month.
- Finalized discussions with Finance Department and the Clerk's Office on new purchasing rules. Purchasing Policy was approved by the Council in August 2007.
- With the Mayor, several Alderpersons, city staff and community leaders, attended a presentation at the Milwaukee 7 Resource Center. The Center is used as an economic development tool.
- Administrative Coordinator attended a class on practical energy management sponsored by Focus on Energy.
- Administrator and Administrative Coordinator, along with Director of Community Development participated in numerous conference calls with CGI Corporation regarding an on-line marketing video of our community.
- Held several discussions with Public Works Director regarding snow removal costs for this year. Also met with various departments regarding the June flooding problems.
- Integrated the budget system with the new financial software.

GENERAL GOVERNMENT ~ City Administrator

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Agendas	\$2,784	\$64	\$2,848
Spec. Research Projects/Grants/Events	\$1,717	\$34	\$1,751
Budget Preparation and Monitoring	\$14,399	\$310	\$14,708
Building Maintenance Support	\$6,314	\$163	\$6,478
Sister Cities	\$2,325	\$58	\$2,383
Mayor's Office Support	\$3,079	\$73	\$3,152
Public Relations	\$1,972	\$51	\$2,024
City Newsletter	\$389	\$460	\$849
Direct, Coordinate, Supervise Departments	\$15,432	\$284	\$15,716
Economic/Community Development	\$12,019	\$219	\$12,238
Outreach/Networking	\$12,463	\$538	\$13,001
Miscellaneous Administration	\$3,119	\$276	\$3,395
Grand Total	\$76,012	\$2,531	\$78,543

Note:

- Budget monitoring and preparation includes General Fund, Capital Projects, TIF Districts, Water, Sewer and Cable TV.

2009 GOALS:

- Meet goals as set forth by Council discussions and intent of State legislature's tax levy freeze proposal, maintaining services at a level expected by the community.
- Continue to prioritize Capital Projects within five-year bonding plan.
- Promote economic development and redevelopment, working with Redevelopment Corporation, Economic Development Corporation, Downtown Association, Chamber of Commerce, BID Board, County Economic Development groups and CGI Corporation.
- Maintain A1 bond rating with Moody's Investors Service.
- Expand electronic delivery of City Newsletter by 20%.

GENERAL GOVERNMENT ~ City Administrator

2009 Department Detail Information

CITY ADMINISTRATOR ~ Expenditures

50100 SALARIES:

City Administrator	99,250
Administrative Coordinator	52,465
Admin. Assistant III	<u>40,795</u>
	\$192,510

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	192,510	67,379	12,667	12,667	0	0	52,093	0	11,012	9,645	27,048
2009	192,510	64,032	13,778	13,778	0	0	62,790	1,414	8,557	8,710	19,452

50200 FRINGES:

Fringe benefit rate at 18.71% \$36,019

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	36,019	12,607	2,370	2,370	0	0	9,747	0	2,060	1,805	5,061
2009	36,019	11,980	2,578	2,578	0	0	11,748	265	1,601	1,630	3,640

51600 TELEPHONE:

Centrex	720	Decrease based on actual costs
Long Distance	17	Decrease due to change in service.
Internet	142	
Cell Phone	36	Decrease due to change in contract.
Fax	<u>0</u>	No longer used, documents emailed instead.
	\$915	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,632	574	87	87	0	0	273	0	144	94	373
2009	915	310	60	60	0	0	263	4	50	45	122

51700 POSTAGE:

Postage	50	Decrease in number of letters sent.
Mail Service	15	
Meter Maintenance	<u>2</u>	
	\$67	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	156	134	11	11	0	0	0	0	0	0	0
2009	67	23	4	4	0	0	19	0	4	3	9

52000 MEMBERSHIPS:

Chamber of Commerce	200	
International City Managers Assoc.	<u>800</u>	Slight increase of \$33.
	\$1,000	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	967	367	69	68	0	0	290	0	48	29	96
2009	1,000	339	66	66	0	0	288	5	54	50	133

GENERAL GOVERNMENT ~ City Administrator

2009 Department Detail Information

CITY ADMINISTRATOR ~ Expenditures

52200 SEMINARS AND TRAINING:

Mid-Moraine Mgrs./Admin. Asst. Mtgs.; Mun. Assn. Mtgs.	90
Misc. One-day Conferences, Lunches, Dinners	104
Alliance of Cities Meetings	455
League of Wis. Muni. Conference/ICMA Conference	1347
UW Ext. Government Courses; Seminars; Computer Classes	648
Mileage for Seminars, Training, Newsletter	425
	<u>\$3,069</u>

Changes made to allocation to funding sources.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,069	1,166	215	215	0	0	921	0	153	92	307
2009	3,069	1,040	201	201	0	0	883	14	167	153	409

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies	228
Pens, Legal Pads, Calculator Tapes, etc.	20
Letterhead/Envelopes	47
Books/Publications	159
Copier Rental	63
Paper - Copier and Printer	123
	<u>\$640</u>

Changes made to allocation to funding sources.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	640	225	34	34	0	0	107	0	56	35	149
2009	640	217	42	42	0	0	184	3	35	32	85

54300 GAS AND OIL:

Fuel for proportionate share of city vehicle= 65 gallons @ 3.86/gal.	251
Proportionate share of vehicle repairs	53
	<u>\$304</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	304	107	16	16	0	0	51	0	27	17	70
2009	304	103	20	20	0	0	87	1	17	15	41

59500 ADMIN/SPECIAL PURPOSE:

Paper for Newsletter	563
Copier Costs	10
	<u>\$573</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	573	500	23	17	0	0	3	0	0	1	29
2009	573	500	23	17	0	0	3	0	0	1	29

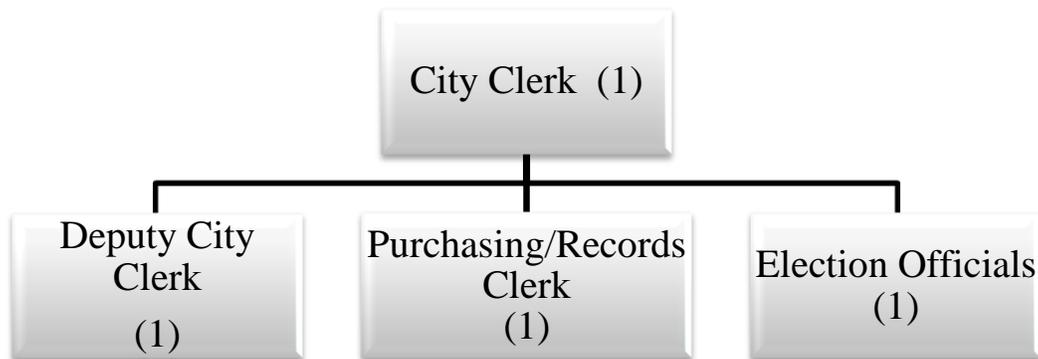
GENERAL GOVERNMENT ~ City Administrator

2009 Department Detail Information

CITY ADMINISTRATOR ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$192,510	\$64,032	\$13,778	\$13,778	\$0	\$0	\$62,790	\$1,414	\$8,557	\$8,710	\$19,452
Fringes	\$36,019	\$11,980	\$2,578	\$2,578	\$0	\$0	\$11,748	\$265	\$1,601	\$1,630	\$3,640
Telephone	\$915	\$310	\$60	\$60	\$0	\$0	\$263	\$4	\$50	\$45	\$122
Postage	\$67	\$23	\$4	\$4	\$0	\$0	\$19	\$0	\$4	\$3	\$9
Memberships	\$1,000	\$339	\$66	\$66	\$0	\$0	\$288	\$5	\$54	\$50	\$133
Seminars	\$3,069	\$1,040	\$201	\$201	\$0	\$0	\$883	\$14	\$167	\$153	\$409
Supplies	\$640	\$217	\$42	\$42	\$0	\$0	\$184	\$3	\$35	\$32	\$85
Gas & Oil	\$304	\$103	\$20	\$20	\$0	\$0	\$87	\$1	\$17	\$15	\$41
Sp. Purpose	\$573	\$500	\$23	\$17	\$0	\$0	\$3	\$0	\$0	\$1	\$29
Grand Total	\$235,097	\$78,543	\$16,772	\$16,766	\$0	\$0	\$76,266	\$1,707	\$10,484	\$10,639	\$23,921
Total Sal/FB	\$228,529	\$76,012	\$16,356	\$16,356	\$0	\$0	\$74,538	\$1,679	\$10,158	\$10,340	\$23,092
Total Other Exp.	\$6,568	\$2,531	\$416	\$409	\$0	\$0	\$1,728	\$28	\$326	\$299	\$829
Grand Total	\$235,097	\$78,543	\$16,772	\$16,765	\$0	\$0	\$76,267	\$1,707	\$10,484	\$10,639	\$23,921

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 UWWC Board of Commissioners.
- Attend and take minutes for other committees.

EXPENDITURES:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0151420				
Salaries & Fringe Benefits	\$123,373.00	\$122,231.00	\$118,318.00	\$106,183
Other Expenses	\$14,271.00	\$11,598.00	\$12,623.00	\$10,328
Total Clerk	\$137,644.00	\$133,829.00	\$130,941.00	\$116,511

GENERAL GOVERNMENT ~ City Clerk

PERFORMANCE MEASUREMENTS/BENCH MARKS:

	2006 Actual	2007 Actual	2008 Estimate
# of Public Hearings Scheduled	10	10	11
# of Public Hearing Notices Mailed	109	124	120
# of Permits and Licenses Issued	1170	1176	1156
# of Meetings Attended (Support - Minutes)	151	133	104
% of Minutes Requiring No Corrections	99%	99%	99%
% of Council Minutes Prepared w/in 2 Days of Mtgs	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	22,787	2,216	25,003
Licensing	15,789	1,536	17,325
Records Management	19,240	1,871	21,112
Purchasing	13,092	1,273	14,366
Mail	2,931	285	3,216
Legislative Support	25,696	2,499	28,196
Public Relations	6,658	648	7,305
Grand Total	106,194	10,329	116,523

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.

2009 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

2009 Department Detail Information

CITY CLERK ~ Expenditures

50100 SALARIES:

City Clerk	58,000
Deputy Clerk	41,000
Purch/Rec Clerk	<u>35,044</u>
	\$134,044

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	145,997	99,669	7,258	8,501	3,484	0	19,946	3,000	439	394	0
2009	134,044	89,448	9,571	7,895	3,284	0	21,997	0	402	1,448	0

50200 FRINGES:

Fringe benefit rate at 18.71% \$25,080

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	26,986	18,649	1,787	1,750	656	0	3,660	230	45	209	0
2009	25,080	16,736	1,791	1,477	614	0	4,116	0	75	271	0

51600 TELEPHONE:

Centrex	\$960
Long Distance	\$30
Internet	\$137
Fax	<u>\$10</u>
	\$1,137

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	1,137	792	77	75	27	0	155	0	2	9	0
2009	1,137	759	81	67	28	0	187	0	3	12	0

51700 POSTAGE:

Postage	\$546	(Reduction in amount of mailings.)
Mail Service	\$85	
Meter Maintenance	\$50	
First Class Presort Permit	<u>\$150</u>	
	\$831	

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	1,037	722	69	69	25	0	142	0	2	8	0
2009	831	555	59	49	20	0	136	0	2	9	0

GENERAL GOVERNMENT ~ City Clerk

2009 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
2008	300	209	20	19	7	0	41	0	1	3	0
2009	285	190	20	17	7	0	47	0	1	3	0

52100 PUBLICATIONS:

Journal/Sentinel	\$100
Daily News	<u>\$90</u>
	\$190

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	281	196	19	18	7	0	38	0	1	2	0
2009	190	127	14	11	5	0	31	0	1	2	0

52200 SEMINARS AND TRAINING:

District Clerk's Meetings	\$200
Municipal Clerk's State Conference	\$350
Mileage for Seminars	\$225
Clerk's Institute- Deputy	<u>\$1,000</u>
	\$1,775

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	1,350	941	89	89	33	0	185	0	2	11	0
2009	1,775	1,184	127	105	43	0	291	0	5	19	0

53500 OFFICE AND OPERATING SUPPLIES:

Misc. Office/Computer Supplies	\$800
Maps	\$100
License Labels & ID Laminates	<u>\$400</u>
	\$1,300

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	2,049	1,550	110	108	40	0	226	0	3	12	0
2009	1,300	867	93	77	32	0	213	0	4	14	0

GENERAL GOVERNMENT ~ City Clerk

2009 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
2008	2,020	1,528	108	106	40	0	222	0	3	13	0
2009	1,200	801	86	71	29	0	197	0	4	13	0

57700 CONTRACTUAL SERVICES:

Publications in Daily News	\$6,216
Record Check fee for Oper. Licenses	\$2,400
Recording Fees	<u>\$200</u>
	\$8,816

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	9,260	6,685	827	886	99	0	702	0	13	48	0
2009	8,816	5,845	600	460	8	121	1,634	0	32	116	0

GENERAL GOVERNMENT ~ City Clerk

2009 Department Detail Information

CITY CLERK ~ Revenue

	2006 Actual	2007 Adopted	2008 Budget	2009 Request
014414.44100 Liquor and Malt Beverage	32,300	34,890	37,350	\$38,900
014414.441200 Operator License	26,730	27,000	22,875	\$34,765
014414.441210 Weights & Measures	12,200	14,265	15,120	\$16,080
014414.441220 Cigarette	3,800	3,800	4,200	\$4,400
014414.441230 Amusement Device	8,890	9,170	10,855	\$10,570
014414.441250 Miscellaneous Licenses	7,570	7,118	7,631	\$8,635
014614.461100 Clerk Fees	3,080	2,550	2,085	\$3,184
014614.461110 License Publication Fees	990	1,010	1,104	\$1,440
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	10	\$7,000
Class A Beer	200	16	\$3,200
Class B Beer (6 Month)	50	8	\$400
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		\$38,900

014414.441200 OPERATORS LICENSE

License Type	Fee	#Lic	Total
Regular Operators	65	476	30940
Provisional(60 days prior to Class)	15	255	3825
	Grand Total		34765

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-four licenses at \$100 each **Grand Total \$ 4,400**

GENERAL GOVERNMENT ~ City Clerk

2009 Department Detail Information

CITY CLERK ~ Revenue

014414.441230	AMUSEMENT DEVICE			
License Type	Fee	#Lic	Total	
Arcade	35	14	490	
Devices	40	252	10080	
		Grand Total	\$10,570	

014414.441250	MISCELLANEOUS LICENSES			
License Type	Fee	#Lic	Total	
Direct Sellers Permit	40	42	\$1,680	
Junk Dealers	110	4	\$440	
Entertainment Permit	75/190	9/1	\$865	
Special Events Permit	75/190	13/1	\$1,465	
Banner Permits	30	1	\$30	
Massage Establishment	115	12	\$1,380	
Lodging	20	5	\$100	
Secondhand Article	27.50	6	\$165	
Secondhand Jewelry	30	7	\$210	
Pawnbroker	210	2	\$420	
Taxi Drivers License	35	33	\$1,155	
Block Party permit	35	9	\$315	
Sidewalk Display	30	6	\$180	
Tattoo Establishment	115	2	\$230	
		Grand Total	\$8,635	

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

014614.461100	CLERK FEES		
Annexation Fees		\$1,724	
Charges for Poll Lists		\$140	
City maps		\$20	
Copies		\$30	
Council Room Rental		\$70	
Grant of Privilege		\$1,200	
		Grand Total	\$3,184

014614.461110	LICENSE PUBLICATION FEES		
Publications are 70 regular publications at \$10.00 and 20 publications at \$37.00 each			
		Grand Total	\$1,440

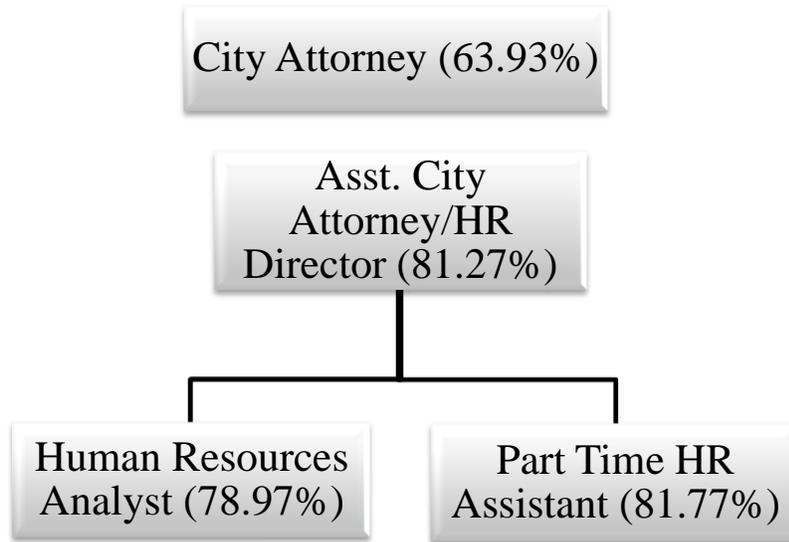
014494.449400	OTHER REGULATORY PERMITS		
Revenue from street parking permits and delivery permits			
		Grand Total	\$600.00

GENERAL GOVERNMENT ~ City Clerk

2009 Department Detail Information

CITY CLERK ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	134,044	89,448	9,571	7,895	3,284	0	21,997	0	402	1,448	0
Fringes	25,080	16,736	1,791	1,477	614	0	4,116	0	75	271	0
Telephone	1,137	759	81	67	28	0	187	0	3	12	0
Postage	831	555	59	49	20	0	136	0	2	9	0
Memberships	285	190	20	17	7	0	47	0	1	3	0
Publications	190	127	14	11	5	0	31	0	1	2	0
Seminars	1,775	1,184	127	105	43	0	291	0	5	19	0
Supplies	1,300	867	93	77	32	0	213	0	4	14	0
Equip. Main.	1,200	801	86	71	29	0	197	0	4	13	0
Cont. Services	8,816	5,845	600	460	8	121	1,634	0	32	116	0
Grand Total	174,658	116,511	12,441	10,228	4,071	121	28,849	0	530	1,907	0
Total Sal/FB	159,124	106,183	11,361	9,372	3,899	0	26,112	0	477	1,719	0
Total Other Exp.	15,534	10,328	1,080	856	172	0	2,737	0	52	189	0
Grand Total	174,658	116,511	12,441	10,228	4,071	0	28,849	0	530	1,907	0



MISSION:

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, safety, and support to the City Attorney's Office, enabling employees to better serve our external customers, the citizens of West Bend.

- 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; maintain personnel records
- Administer the compensation plan: Create and maintain job descriptions, Coordinate classification studies; 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; Work to minimize City liability
- Prepare reports for auditors; Allocate insurance costs; Prepare and monitor the division's budgets

EXPENDITURES:

Account 0151430	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$130,088.71	\$122,397.18	\$122,536.00	\$121,196
Other Expenses	\$18,615.39	\$18,030.96	\$20,640.00	\$20,687
Total Human Resources	\$148,704.10	\$140,428.14	\$143,176.00	\$141,884

GENERAL GOVERNMENT ~ Human Resources Division

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Applications Received	366	407	372	500
Interviews	51	48	50	49
New Employees/Transfers/Promotions	17	19	34	23
Contract Negotiation Meetings	17	27	4	12
Surveys Completed	18	12	12	14
Disability Claims Paid	13 employees 39 checks	11 employees 29 checks	12 employees 38 checks	11 employees 35 checks
Health Insurance Disputes Resolved	125	150	140	138
FMLA Requests	36	43	29	36
Employee Terminations Completed (all separations of employment)	(5 Retirees) 9	(3 Retirees) 10	(7 Retirees) 16	(5 Retirees) 12
Full time Employees/Full Time Equivalent Employees	249/33.85	247/34.44	246/39.34	247/35.88

ACHIEVEMENTS:

- Teamster Arbitration Won
- WPELRA Conferences - January & May
- Received and Resolved Grievances
- Insurance Renewals - Health & Risk Management
- Continue Work on WRS Appeals for PT Police Officers
- Health Risk Assessment Completed for 350 Employees and Spouses
- Completed Safety Training for all Departments
- Continued Familiarization of the Munis Software System

GENERAL GOVERNMENT ~ Human Resources Division

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Labor Negotiations	\$21,815	\$3,724	\$25,539
HRIS Administration	\$18,179	\$3,103	\$21,283
Employee Benefits	\$20,603	\$3,517	\$24,120
Compensation	\$12,120	\$2,069	\$14,188
Selection/Retention	\$12,120	\$2,069	\$14,188
Risk Management	\$18,179	\$3,103	\$21,283
Audit, Allocations, Budget	\$15,756	\$2,689	\$18,445
Legal Assistance	\$2,424	\$414	\$2,838
Grand Total	\$121,196	\$20,687	\$141,884

Notes:

- Recruitment information does not include seasonal employees or interviews for Police Officers or Firefighters

2009 GOALS:

- Continued familiarization and full utilization of the City's financial software and HR software.
- Ensure compliance with employment laws and regulations.
- Determine how to keep employees better informed on all aspects of their benefits of working for the City of West Bend.
- Cross-train department employees (City Attorney's office and HR Division) in areas of employee benefits, recruitment, risk management, and functions of the City Attorney's office.
- Continue employee training on required safety and annual DCOMM (OSHA) topics.
- Continue to assimilate into and complement the City Attorney staff

GENERAL GOVERNMENT ~ Human Resources Division

2009 Department Detail Information

HUMAN RESOURCES ~ Expenditures

50100 SALARIES:

Asst. City Attorney/HR Director	68,000
Human Resources Analyst	38,500
Part Time HR Assistant	<u>22,750</u>
	\$129,250

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	128,539	103,223	11,606	6,974	0	381	5,455	0	386	513	0
2009	129,250	102,095	13,171	7,057	0	388	5,144	0	814	582	0

50200 FRINGES:

Fringe benefit rate at 18.71% \$24,183

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	24,050	19,313	2,171	1,305	0	71	1,021	0	72	97	0
2009	24,183	19,102	2,464	1,320	0	73	962	0	152	109	0

51600 TELEPHONE:

Centrex	1,140
Long Distance	174
Internet	<u>46</u>
	\$1,360

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,402	1,146	126	70	0	0	60	0	0	0	0
2009	1,360	1,074	139	74	0	4	54	0	9	6	0

51700 POSTAGE:

Postage	474
Mail Service	32
Meter Maintenance	<u>13</u>
	\$519

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	615	502	55	31	0	0	27	0	0	0	0
2009	519	410	53	28	0	2	21	0	3	2	0

GENERAL GOVERNMENT ~ Human Resources Division

2009 Department Detail Information

HUMAN RESOURCES ~ Expenditures

52000 MEMBERSHIPS:

Public Risk Management Association (PRIMA)	55
Wis. Chapter of International Personnel Management Association (IPMA WI)	50
Wisconsin/National Public Employer Labor Relations Association (WPELRA)	175
Milwaukee Area Municipal Employers Association (MAMEA)	75
Wisconsin State Bar Association	450
Washington County Bar Association	45
	<u>45</u>
	\$850

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	340	278	31	17	0	0	13	0	0	0	0
2009	850	673	87	46	0	3	33	0	5	4	0

52100 PUBLICATIONS:

Employment Law Letter	150
Wisconsin Law Letter	325
Westlaw Access	2612
	<u>2612</u>
	\$3,087

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	876	691	79	44	28	0	37	0	0	0	0
2009	3,087	2,442	314	168	0	9	123	0	19	14	0

52200 SEMINARS AND TRAINING:

WPELRA Winter/Spring Conferences - HR Director	700
FMLA - Human Resources Analyst	250
Other Specialized Seminars	600
	<u>600</u>
	\$1,550

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,366	1,128	122	65	0	0	51	0	0	0	0
2009	1,550	1,224	158	85	0	5	62	0	10	7	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer/Printer Supplies	250
Misc. Office Supplies	150
Copier - Paper & Maintenance	200
	<u>200</u>
	\$600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	595	376	54	30	0	0	71	0	0	64	0
2009	600	474	61	33	0	2	24	0	4	3	0

GENERAL Human Resources Division

2009 Department Detail Information

HUMAN RESOURCES ~ Expenditures

54300 GAS AND OIL:

Proportionate share of city vehicle, includes fuel and misc. repairs. \$300

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	279	228	25	14	0	0	12	0	0	0	0
2009	300	237	31	16	0	1	12	0	2	1	0

57700 CONTRACTUAL SERVICES:

Safety Training 8,000
\$8,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	9,000	7,331	810	450	0	0	382	0	27	0	0
2009	8,000	5,967	1,238	413	3	3	284	0	59	33	0

59500 ADMIN/SPECIAL PURPOSE:

Section 125 Enrollment 2,000
 Section 125 Reporting and Claims Processing 8,350
\$10,350

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	11,000	8,960	990	550	0	0	467	0	33	0	0
2009	10,350	8,186	1,054	564	0	0	406	0	63	47	0

GENERAL GOVERNMENT ~ Human Resources Division

HUMAN RESOURCES ~ SUMMARY

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$129,250	\$102,095	\$13,171	\$7,057	\$0	\$388	\$5,144	\$0	\$814	\$582	\$0
Fringes	\$24,183	\$19,102	\$2,464	\$1,320	\$0	\$73	\$962	\$0	\$152	\$109	\$0
Telephone	\$1,360	\$1,074	\$139	\$74	\$0	\$4	\$54	\$0	\$9	\$6	\$0
Postage	\$519	\$410	\$53	\$28	\$0	\$2	\$21	\$0	\$3	\$2	\$0
Memberships	\$850	\$673	\$87	\$46	\$0	\$3	\$33	\$0	\$5	\$4	\$0
Publications	\$3,087	\$2,442	\$314	\$168	\$0	\$9	\$123	\$0	\$19	\$14	\$0
Seminars	\$1,550	\$1,224	\$158	\$85	\$0	\$5	\$62	\$0	\$10	\$7	\$0
Supplies	\$600	\$474	\$61	\$33	\$0	\$2	\$24	\$0	\$4	\$3	\$0
Gas & Oil	\$300	\$237	\$31	\$16	\$0	\$1	\$12	\$0	\$2	\$1	\$0
Contractual Services	\$8,000	\$5,967	\$1,238	\$413	\$3	\$3	\$284	\$0	\$59	\$33	\$0
Sp. Purpose	\$10,350	\$8,186	\$1,054	\$564	\$0	\$0	\$406	\$0	\$63	\$47	\$0
Grand Total	\$180,049	\$141,884	\$18,768	\$9,805	\$3	\$488	\$7,125	\$0	\$1,140	\$807	\$0
Total Sal/FB	\$153,433	\$121,196	\$15,635	\$8,377	\$0	\$460	\$6,107	\$0	\$967	\$690	\$0
Total Other Exp.	\$26,616	\$20,687	\$3,133	\$1,428	\$3	\$28	\$1,018	\$0	\$174	\$117	\$0
Grand Total	\$180,049	\$141,884	\$18,768	\$9,805	\$3	\$488	\$7,125	\$0	\$1,140	\$807	\$0

GENERAL GOVERNMENT ~ Risk Management

EXPENDITURES:

	2006 Adopted	2007 Adopted	2008 Adopted	2009 Request
Account 01515402.57900				
Salaries and Fringe Benefits	0	0	0	0
Other Expenses	439,154	486,758	471,986	461,603
Total Risk Management	439,154	486,758	471,986	461,603

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

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Workers Comp Modification Factor	0.81	0.75	0.72	0.73
# of Workers Comp Claims Reported	77	74	69	71
# of Recordable Workers Comp Claims	32	18	21	20
# of Days Lost	71	106	28	67
# of General Liability Claims Made	21	14	21	30
# of Property Claims Reported	32	20	31	27
# of Employees on Unemployment Comp	5	7	3	5

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

BUDGET SUMMARY AND HIGHLIGHTS:

	Salaries/ Fringes	Other Expenses	Total
Expenditures by Function:			
Workers Compensation	\$0	\$237,491	\$237,491
GL, Crime, Unemployment Comp, Volunteer	\$0	\$137,305	\$137,305
Property	\$0	\$30,799	\$30,799
Boiler	\$0	\$4,507	\$4,507
Auto	\$0	\$52,508	\$52,508
Bonds	\$0	\$651	\$651
Airport	\$0	\$4,200	\$4,200
Grand Total	\$0	\$467,460	\$467,460

Notes:

- Budget amounts for Risk Management also accounted for in: Water, Sewer, TIF Districts, Taxi, Cable TV, Information Systems Budgets

2009 GOALS:

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

GENERAL GOVERNMENT ~ Risk Management

RISK MANAGEMENT ~ Expenditures/SUMMARY

01515402.57900 RISK MANAGEMENT

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	Library	TIF	Cap. Proj.	IS	Cable	Park Trust
2008	645,755	457,233	83,177	51,099	267	223	14,753	15,244	8,015	911	3,152	11,681
2009	644,979	461,603	74,312	49,494	742	190	27,865	17,799	5,861	1,977	3,047	2,089

Total Cost of Policies	
Workers Compensation	\$310,000
GL, Crime, Unemployment Comp, Volunteer	\$184,891
Property	\$75,000
Boiler	\$13,000
Auto	\$62,000
Bonds	\$975
Airport	\$4,200
Grand Total	\$650,066

GENERAL GOVERNMENT ~ Health Insurance

2009 Department Detail Information

2009 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

HEALTH INSURANCE ~ Expenditures/SUMMARY

01519302.58000 HEALTH INSURANCE

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	Library	TIF	Cap. Proj.	IS	Cable	Park Trust
2008	3,760,438	2,855,957	323,762	155,401	4,870	4,361	177,582	145,279	40,162	14,314	22,985	15,765
2009	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

GENERAL GOVERNMENT ~ Health Insurance

EXPENDITURES:

Account 01519302.58000	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	0	0	0	0
Health Insurance	1,935,169	2,954,131	2,855,957	2,981,531
Total Health Insurance	1,935,169	2,954,131	2,855,957	2,981,531

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

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# Single/Families Covered (includes COBRA & Retirees)	61S/208F	69S/200F	67S/201F	71S/198F
Total Premium Received from Employees	207,204	239,682	283,030	350,000
# of Prescriptions	6,067	7,269	7,382	7,850
Per Employee Cost Per Year/General Fund	6,210	4,888	5,658	8,785

- 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:

Expenditures by Function:	Salaries/ Fringes	Other Expenses	Total
CMS - Administrative	\$0	\$407,456	\$407,456
CMS - Medical Claims	\$0	\$3,306,457	\$3,306,457
Restat - Prescription Drugs	\$0	\$637,113	\$637,113
Wellness/EAP Program	\$0	\$64,974	\$64,974
CREDITS:			
COBRA/Housing Authority Premium	\$0	-\$86,000	-\$86,000
Employee Premium	\$0	-\$350,000	-\$350,000
Total Health Insurance Expenses	\$0	\$3,980,000	\$3,980,000
Allocations to Misc. Funds (includes Sewer & Water)	\$0	-\$959,841	-\$959,841
General Fund Total	\$0	\$3,020,159	\$3,020,159

Notes:

- Salaries and Fringe Benefits are accounted for in the HR Budget
- Wellness includes the HRA, EAP, Mammogram program, hepatitis vaccine and flu shots

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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries & Fringe Benefits	\$14,249.00	\$12,623.00	\$21,412.00	\$10,343
Other Expenses	\$5,234.00	\$8,003.00	\$11,517.00	\$5,501
Total Election	\$19,483.00	\$20,626.00	\$32,929.00	\$15,844

PERFORMANCE MEASUREMENTS/BENCH MARKS:

	2006 Actual	2007 Actual	2008 Estimate
# of Elections	3	3	4
# of Ballots Cast by Absentee/ %	1087/7%	836/5%	4,580/24%
# of New Registrations at Polls	1703	655	4,294
Total Votes Cast	15,498	16,592	34,015
Total Registered Voters (April)	18,034	18,408	19,086

ACHIEVEMENTS:

- Clerk trained election officials on updated legislation and forms.
- Clerk & Chief election officials attended various election training sessions to maintain certification.
- School Referendum with a large amount of new registrations.

GENERAL GOVERNMENT ~ Elections

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditure by Function	Salary & Fringes	Other Expenses	Total
Training	\$779	\$19	\$798
Nursing Homes	\$72	\$9	\$82
Elections	\$9,492	\$5,472	\$14,964
Grand Total	\$10,343	\$5,501	\$15,844

Notes:

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

GOALS:

- Accurately process at least two elections in 2009.
- Update election officials on legislative changes in regard to election law.
- Attend GAB (Government Accountability Board) required training for Municipal Clerks.
- Attend GAB training for certification to train Election Inspectors.

GENERAL GOVERNMENT ~ Elections

2009 Department Detail Information

ELECTIONS ~ Expenditures

50100 SALARIES: 13,454

This budget covers the cost of two elections in 2009. There are 16 hours budgeted per election official for 2 elections, plus training hours and nursing home voting. This will be less than last year due to the Presidential election in 2008 and I am not requesting additional assistance with voter registrations in the Clerks office.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	22,456	21,412	513	531	0	0	0	0	0	0	0
2009	13,454	10,343	1,512	1,374	0	0	0	0	48	176	0

51700 POSTAGE: 2,800

Account includes postage costs for absentee ballot mailings and other election notification mailings.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	5,747	5,613	66	68	0	0	0	0	0	0	0
2009	2,800	2,153	315	286	0	0	0	0	10	37	0

53500 OFFICE AND OPERATING SUPPLIES:

Washington County charges the city based on the percentage cost for spring ballot coding and printing.

Supplies	575
Coffee/Donuts	150
Ballots	400
Absentee Supplies	250
Mileage	100
Programming	<u>1,200</u>
Total	2,675

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	4,482	4,222	128	132	0	0	0	0	0	0	0
2009	2,675	2,057	301	273	0	0	0	0	10	35	0

GENERAL GOVERNMENT ~ Elections

2009 Department Detail Information

ELECTIONS ~ Expenditures

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
2008	1,480	1,404	37	39	0	0	0	0	0	0	0
2009	1,480	1,138	166	151	0	0	0	0	5	19	0

57700 CONTRACTUAL SERVICES: 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
2008	300	278	11	11	0	0	0	0	0	0	0
2009	200	154	22	20	0	0	0	0	1	3	0

GENERAL GOVERNMENT ~ Elections

2009 Department Detail Information

ELECTIONS ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	13,454	10,343	1,512	1,374	0	0	0	0	48	176	0
Postage	2,800	2,153	315	286	0	0	0	0	10	37	0
Supplies	2,675	2,057	301	273	0	0	0	0	10	35	0
Equip Main.	1,480	1,138	166	151	0	0	0	0	5	19	0
Contractual Serv.	200	154	22	20	0	0	0	0	1	3	0
Grand Total	20,609	15,844	2,316	2,104	0	0	0	0	74	270	0
					0	0	0	0	0	0	0
Total Sal/FB	13,454	10,343	1,512	1,374	0	0	0	0	0	0	0
Total Other Exp.	7,155	5,501	804	731	0	0	0	0	0	0	0
Grand Total	20,609	15,844	2,316	2,104	0	0	0	0	0	0	0

GENERAL GOVERNMENT ~ Payroll

EXPENDITURES:

Account 01515101	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$25,543.00	\$27,422.00	\$26,500.00	\$27,554
Other Expenses	\$2,543.00	\$1,691.00	\$2,023.00	\$1,987
Total Payroll	\$28,086.00	\$29,113.00	\$28,523.00	\$29,541

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Payroll Checks Processed	10,557	9,994	10,516	10,500
W2'S	517	515	509	510
Gross Pay	\$13,354,106	\$13,684,221	\$14,345,336	\$14,847,423

ACHIEVEMENTS:

- Expanded electronic timesheet usage to Water and PW departments.
- Attended APA State Conference - September
- Compiled notes for actual processing of payroll, and quarterly taxes.
- Wrote procedures for preparing WRS and Life monthly reports and Misc. and Void payrolls.
- Continued compiling notes on other payroll functions to write procedures.
- Continued familiarization of the Munis Software System.
- Developed new spreadsheets and reports to track wages and hours for various auditors.
- Processed End of Year reports and W2's with new system.

GENERAL GOVERNMENT ~ Payroll

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Normal Payroll Processing	\$17,910	\$1,292	\$19,202
Employee Records Maintenance	\$1,102	\$79	\$1,182
Taxes, EOY, WRS, W2's	\$2,755	\$199	\$2,954
Auditors	\$3,031	\$219	\$3,250
Education	\$551	\$40	\$591
Assisting Others	\$827	\$60	\$886
Budget	\$276	\$20	\$295
Retro Pays	\$551	\$40	\$591
New Software	\$551	\$40	\$591
Grand Total	\$27,554	\$1,987	\$29,541

Notes:

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

2009 GOALS:

- Continued familiarization and full utilization of the Munis software.
- Ensure compliance with employment laws and regulations.
- Begin procedure manual for processing payroll, End of Year reports / W2's, and misc. tasks.
- Continue backup-training.

GENERAL GOVERNMENT ~ Payroll

2009 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
2008	225	137	41	31	4	2	10	0	0	0	0
2009	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
2008	500	299	91	69	10	5	26	0	0	0	0
2009	500	299	91	69	10	5	26	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
2008	150	91	27	21	3	2	6	0	0	0	0
2009	200	120	36	28	4	2	10	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer/Printer Supplies 162
 Envelopes 528
 Misc. Office Supplies 135
 Copier - Paper & Maintenance 75
 \$900

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,000	553	182	138	19	10	45	0	21	27	0
2009	900	495	162	126	18	9	45	0	18	27	0

55600 EQUIPMENT MAINTENANCE:

Maintenance costs for folder/stuffer machine \$950

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	950	569	174	131	18	10	48	0	0	0	0
2009	950	569	174	131	18	10	48	0	0	0	0

GENERAL GOVERNMENT ~ Payroll

PAYROLL ~ SUMMARY

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$39,441	\$23,211	\$7,218	\$5,443	\$749	\$394	\$1,972	\$0	\$197	\$256	\$0
Fringes	\$7,379	\$4,343	\$1,350	\$1,018	\$140	\$74	\$369	\$0	\$37	\$48	\$0
Telephone	\$363	\$217	\$65	\$49	\$7	\$4	\$19	\$0	\$0	\$0	\$0
Postage	\$230	\$138	\$41	\$32	\$5	\$2	\$12	\$0	\$0	\$0	\$0
Memberships	\$245	\$149	\$44	\$34	\$5	\$2	\$10	\$0	\$0	\$0	\$0
Publications	\$500	\$299	\$91	\$69	\$10	\$5	\$26	\$0	\$0	\$0	\$0
Seminars	\$200	\$120	\$36	\$28	\$4	\$2	\$10	\$0	\$0	\$0	\$0
Supplies	\$900	\$495	\$162	\$126	\$18	\$9	\$45	\$0	\$18	\$27	\$0
Equip Maint	\$950	\$569	\$174	\$131	\$18	\$10	\$48	\$0	\$0	\$0	\$0
Grand Total	\$50,208	\$29,541	\$9,182	\$6,931	\$956	\$503	\$2,510	\$0	\$252	\$331	\$0
Total Sal/FB	\$46,820	\$27,554	\$8,568	\$6,461	\$890	\$468	\$2,341	\$0	\$234	\$304	\$0
Total Other Exp.	\$3,388	\$1,987	\$614	\$470	\$66	\$35	\$169	\$0	\$18	\$27	\$0
Grand Total	\$50,208	\$29,541	\$9,182	\$6,931	\$956	\$503	\$2,510	\$0	\$252	\$331	\$0

GENERAL GOVERNMENT ~ Payroll

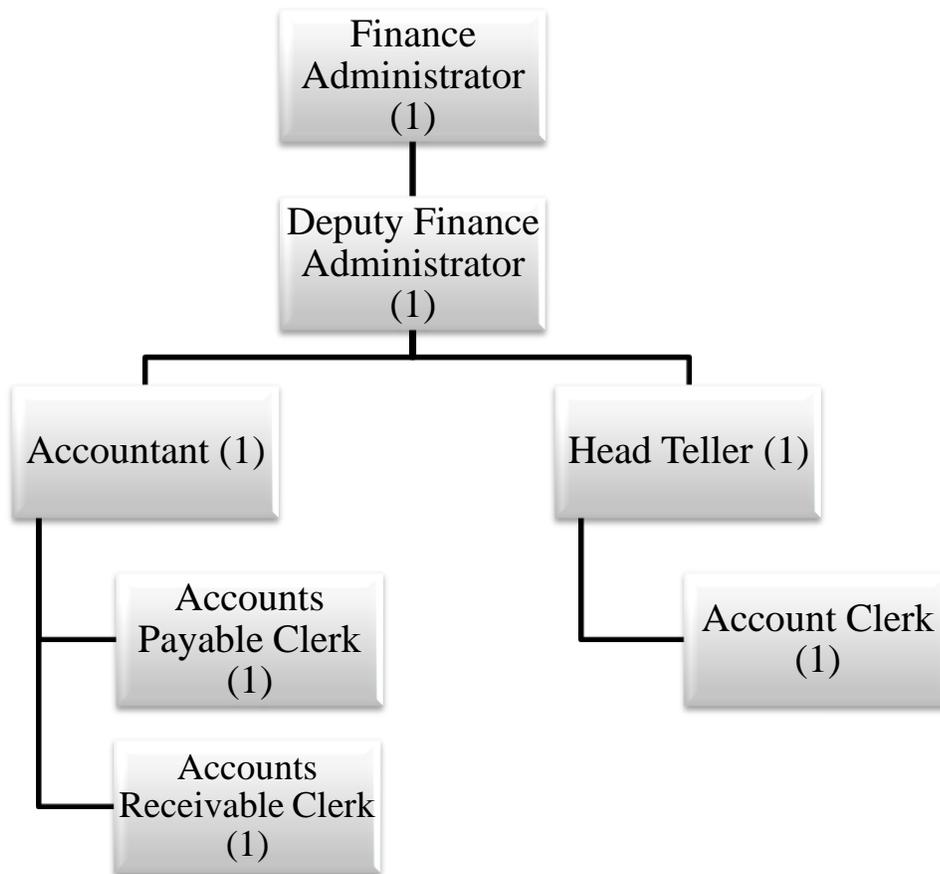
2009 Department Detail Information

PAYROLL ~ Revenue

014614.46100 PAYROLL FEES

Grand Total \$520.00

Garnishment Fees @ \$2.50 per person per payroll.



MISSION:

The City Finance Department mission is to promptly and courteously respond to citizens requesting service. We serve the community through efficient receipting and timely disbursement of funds for all City entities, prudent 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:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 01515201				
Salaries and Fringe Benefits	\$196,723	\$203,427	\$193,518	\$200,343
Other Expenses	\$38,961	\$17,951	\$17,334	\$17,818
Total Finance Department	\$235,684	\$221,378	\$210,852	\$218,161

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of Receipts generated	69,485	70,165	72,922	75,500
# of Accounts Payable invoice lines	15,733	15,725	25,382	26,650
# of A/R invoices	1,828	1,668	1,537	1,550
# of Special Assessment invoices	1,071	1,695	1,663	1,665
# of Special Assessment certificates	730	686	568	550
# of Days to Issue Special Assessment	8	8	7	6
# of Dog and Cat licenses issued	2,274	2,355	2,423	2,325
# of Journal Entry lines processed	14,147	14,394	22,764	23,900
# of Tax bills generated	11,723	12,100	12,186	12,550
# of Accounts reconciled / monitored	4,562	4,791	6,162	6,350
# of Funds accounted for	23	23	30	31
Average Yield on investments	2.610%	4.556%	4.726%	2.827%
Average investment portfolio	40,353,665	43,195,053	45,562,072	46,272,004
Debt service level administered	97,909,336	110,820,971	111,673,165	115,398,669

Notes:

- Time to generate special assessment certificates depends on receiving information from Water Utility, Engineering, and at times Community Development.
- Mortgage market crises affected number of special assessment certificates as well the investment returns.
- Investment portfolio performance greatly depends on market conditions.
- Debt service includes principal and interest on both general obligation and revenue bond debt.
- Lease Revenue Bonds 2005 were added for TIF District 10; escrow funds used entirely.

Achievements:

- Completed an entire cycle on the MUNIS financial software system on our own without on-site support. We learned a great deal more about how the software functions.
- Assisted end users in all departments as needed with MUNIS processing questions/issues.
- Updated our own processes for financial transaction processing, paperwork filing, reconciliations, etc to utilize the MUNIS system appropriately.
- The year-end close process was problematic; it has been resolved after four months by MUNIS technical support personnel.
- Two members of the Finance Department learned Crystal Reporting and can create customized and specific reports from the MUNIS system as needed.
- Participated in an overview of MUNIS Fixed Assets and Inventory software modules with plans to implement this year.
- Reviewed MUNIS Special Assessments software functionality and determined it did not meet our needs.
- Implemented and defined MUNIS animal licensing software.
- Written documentation of some of the new procedures has been submitted for review and testing for completeness and clarity.
- Cross training has been completed for many functions; some remain yet and is an on-going process.

GENERAL GOVERNMENT ~ Finance

Achievements (continued):

- A Finance Department employee has learned payroll as a backup to the payroll clerk.
- The Revenue Bonds of 1999 were refinanced; all appropriate transactions and accounts to record and comply were established. In addition, a presentation to Moody's Investors Service resulted in maintaining the City's current bond rating of A1.
- Interest earnings exceeded the budget for 2007 despite the extremely difficult market issues. The investment portfolios continue to be rebalanced regularly to maintain the benchmarks and average duration.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Tax Collection	\$19,477	\$5,955	\$25,432
Special Assessments	\$7,192	\$427	\$7,618
Accounting / Reconciliation	\$42,987	\$1,230	\$44,217
Financial Transaction Processing	\$43,847	\$7,289	\$51,136
Budget Prep & Monitoring	\$6,013	\$154	\$6,167
Audit	\$14,664	\$368	\$15,032
Cash Management / Investment	\$8,677	\$265	\$8,941
Debt Administration	\$2,184	\$65	\$2,249
Public Relations	\$7,880	\$447	\$8,327
Special Projects – MUNIS Software	\$24,157	\$651	\$24,808
Misc. Administration	\$10,544	\$313	\$10,857
Spreadsheet Programming	\$3,329	\$96	\$3,424
Dog / Cat License	\$9,393	\$559	\$9,952
Grand Total	\$200,343	\$17,818	\$218,161

Notes:

- Budget amounts for the City Finance Department also accounted for in: Water, Sewer, TIF Districts, Parking Authority, Taxi, Cable TV, and Information Systems budgets.
- Special Projects- MUNIS system includes time spent developing procedures and policies, training, defining use of the system, resolving issues, assisting end users with problems and oversight of the process and transactions generated as well as implementing additional modules.
- Miscellaneous Administration includes Finance Administrator's management and supervision time.

2009 GOALS:

- Incorporate Payroll into the Finance Department responsibility.
- Review reporting options on MUNIS; follow up with all departments on their reporting needs.
- Review cost allocation process; work with City Administrator to refine/adjust as needed .

- Update the Budget Transfer Policy to comply with updated purchasing policy and business rules.
- Train Library end users on MUNIS accounts payable processing.
- Implement and define MUNIS Fixed Assets and Inventory modules.
- Select software for Special Assessment processing.
- Continue with written documentation and cross training within the department.
- Resume arbitrage tracking and reconciliations.
- Review banking services; implement Check 21 processing; expand credit card options to utility billing and Police Department.
- Develop policies for City credit cards and internet purchases as part of the finalization of the purchasing policy.
- Add Library Trust funds to City's investment portfolio for management and reporting to the Library Board.

GENERAL GOVERNMENT ~ Finance

2009 Department Detail Information

FINANCE ~ Expenditures

50100 SALARIES:

Finance Administrator	71,968
Deputy Finance Administrator	50,169
Accountant	44,854
Head Teller	35,568
Account Clerk	35,419
Accounts Payable Clerk	36,189
Account Receivable Clerk	34,914
	<u>34,914</u>
	\$309,081

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	309,081	170,425	42,347	30,335	2,123	3,853	54,928	0	2,350	2,719	0
2009	309,081	168,767	41,656	29,761	1,790	1,166	60,605	0	2,561	2,775	0

50200 FRINGES:

Fringe benefit rate at 18.71% \$57,829

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	57,829	30,499	7,579	5,429	380	690	9,832	0	329	486	0
2009	57,829	31,576	7,794	5,568	335	218	11,339	0	479	519	0

51600 TELEPHONE:

Centrex	1900
Long Distance	75
Internet	329
	<u>329</u>
	\$2,304

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,375	1,338	341	244	15	27	372	0	17	21	0
2009	2,304	1,284	324	234	12	8	404	0	18	20	0

GENERAL GOVERNMENT ~ Finance

2009 Department Detail Information

FINANCE ~ Expenditures

51700 POSTAGE:

Postage	11615
Mail Service	1290
Meter Maintenance	<u>595</u>
	\$13,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	13,059	7,364	1,875	1,342	81	144	2,050	0	89	114	0
2009	13,500	7,524	1,899	1,372	70	47	2,364	0	105	119	0

Notes:

- Number of tax bills and number of receipts are up 3%.
- Increase in postage of \$.01.

52000 MEMBERSHIPS:

Government Finance Officers Association	215
Wisconsin Government Finance Officers Association	50
Municipal Treasurers Association of Wisconsin	80
Advancing Government Accounting	70
Association of Public Treasurers	<u>165</u>
	\$580

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	575	325	83	59	4	6	89	0	4	5	0
2009	580	323	82	59	3	2	102	0	5	5	0

52100 PUBLICATIONS:

GASB Publications	200
Update Service for General Accounting Handbook	<u>200</u>
	\$400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	400	225	58	41	3	4	62	0	3	4	0
2009	400	223	56	41	2	1	70	0	3	4	0

GENERAL GOVERNMENT ~ Finance

2009 Department Detail Information

FINANCE ~ Expenditures

52200 SEMINARS AND TRAINING:

Municipal Treasurers Association of Wisconsin (Spring and Fall)	1200
Staff Development Training (Access, Excel, job specific skills, etc.)	1900
WI Government Finance Officers Association Conferences	<u>500</u>
	\$3,600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,600	2,029	517	370	23	40	564	0	25	32	0
2009	3,600	2,006	506	366	19	13	630	0	28	32	0

Notes:

- On-going training on Munis is necessary.

53500 OFFICE AND OPERATING SUPPLIES:

Tax Receipts	350
Copier and Printer Paper/Supplies	1037
Window and Non-Window Envelopes	750
Tax Bill Envelopes	600
Printer Cartridges	1200
Central Duplicating – Animal Licenses / Applications	260
Dog/Cat Mailing Labels	100
Banking Mileage	350
Banking Deposit Slips	120
Miscellaneous Supplies	<u>220</u>
	\$4,987

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,300	2,988	761	546	32	58	832	0	37	46	0
2009	4,987	2,779	702	507	26	17	873	0	39	44	0

GENERAL GOVERNMENT ~ Finance

2009 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
2008	500	282	72	52	3	6	77	0	4	4	0
2009	500	279	70	51	3	2	88	0	4	4	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
2008	4,940	2,784	710	509	31	54	775	0	34	43	0
2009	6,100	3,400	858	620	32	21	1,068	0	48	54	0

Notes:

- Usage and rate per hour of AS400 time has increased.

GENERAL GOVERNMENT ~ Finance

INDEPENDENT AUDITING ~ Expenditures

Account 0151570	2006 Actual	2007 Actual	2008 Adopted	2009 Requested
Salaries and Fringe Benefits				
Other Expenses	\$34,515	\$36,403	\$42,680	\$36,230
Total Independent Audit	\$34,515	\$36,403	\$42,680	\$36,230

Achievements:

- A successful audit was completed of the 2007 financial statements with no significant findings.
- A single audit was required and conducted for the City's grants.
- Wrote and issued an RFP for an actuarial study; selected a firm to complete the study to comply with GASB 45.
- Coordinated the compilation of internal controls procedures for billings and collections of taxes, special assessments, utility billings, as well as accounts payable and payroll procedures in compliance with SAS 112.
- Researched and reported investments instruments to comply with GASB 40.
- TIF District #11 had a successful 30% audit.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries / Fringes	Other Expenses	Total
Independent Audit		\$36,230	\$36,230

Notes:

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

GENERAL GOVERNMENT ~ Finance

INDEPENDENT AUDITING ~ Expenditures

2009 GOALS:

- The final actuarial study for the City's accrued benefits will be presented to Common Council. Options to plan and/or fund the liability will be pursued. (GASB 45)
- Fraud and internal controls auditing standards will require a 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 2009. The annual financial audit is increased by 4% for inflation and GASB 45 compliance.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	66,000	42,680	0	0	1,800	1,770	19,250	0	0	0	500
2009	63,500	36,230	0	0	1,710	3,250	19,460	2,850	0	0	0

Notes:

- The audit costs are reduced by the elimination of cost associated with auditing a new financial system.

GENERAL GOVERNMENT ~ Finance

A/R Collection Agency ~ Expenditures

	2006 Actual	2007 Actual	2008 Adopted	2009 Requested
Account 01519202				
Salaries and Fringe Benefits				
Other Expenses	\$2,246	\$894	\$2,800	\$1,200
Total Collection Agency Fee	\$2,246	\$894	\$2,800	\$1,200

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2006 Actual	2007 Actual	2008 Estimated
Performance Measurements/Benchmarks			
# of Accounts Placed in TRIP	120	149	156
# of Accounts Paid Through TRIP	127	111	135

Achievements:

- Older National EMS accounts that had been written off prior to the implementation of the TRIP program have been submitted to TRIP upon obtaining their Social Security numbers or drivers license numbers from the City Attorney's office.
- We receive ACH payments from our outside ambulance provider rather than personal check deposits.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries / Fringes	Other Expenses	Total
Collection Agency Fees		\$1,200	\$1,200

2009 GOALS:

- Work with the City Attorney's office to obtain drivers license or social security numbers for older accounts that had been placed with the former collection agency, Monco Services, to be submitted 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.

GENERAL GOVERNMENT ~ Finance

A/R Collection Agency ~ Expenditures

01519202.57700 COLLECTION AGENCY FEES CONTRACTUAL SERVICES:

Monco Services 1,200
\$1,200

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,800	2,800	0	0	0	0	0	0	0	0	0
2009	1,200	1,200	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

2009 Department Detail Information

FINANCE ~ Revenues

	2006 Actual	2007 Actual	2008 Adopted	2009 Requested
014114.411410 Delinquent PP Chargebacks	\$5,797.32	\$3,652.64	\$4,000.00	\$3,330.00
014184.418100 Interest on Delinquent RE Taxes	\$42,506.89	\$63,310.17	\$50,000.00	\$55,000.00
014184.418200 Interest on Delinquent PP Taxes	\$1,998.31	\$3,152.37	\$2,000.00	\$2,500.00
014184.418300 Interest on Delinq Spec Assessmt	\$3,136.69	\$5,575.35	\$4,000.00	\$5,000.00
014424.442200 Dog Licenses	\$13,397.25	\$13,675.00	\$13,375.00	\$14,057.00
014424.442300 Cat Licenses	\$2,557.00	\$2,575.00	\$2,585.00	\$2,558.00
014614.461200 Treasurers Fees	\$13,749.29	\$11,573.17	\$14,300.00	\$14,000.00
014614.461210 NSF Fees	\$2,810.00	\$2,650.00	\$3,150.00	\$3,200.00
014614.461900 Misc Departmental Revenue	\$3,260.35	\$7,831.28	\$3,500.00	\$4,941.00
014694.469200 Uncollectible A/R Collected	\$17,450.10	\$17,547.22	\$25,000.00	\$28,000.00
014814.481100 Interest on Gen Fd Investments	\$441,604.98	\$587,211.48	\$353,910.00	\$272,904.00

014114.411410 DELINQUENT PP CHARGEBACKS **Grand Total: \$3,330.00**

Budget is based on an estimated \$6,000 outstanding to be charged back at 55.5% to other taxing entities.

014184.418100 INTEREST ON DELINQUENT RE TAXES **Grand Total: \$55,000.00**

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: \$5,000.00**

Interest and penalties received from collections through Washington County.

014424.442200 DOG LICENSES **Grand Total: \$14,057.00**

Budget is based on 2,100 licenses at a fee of \$5.00 per dog per Ordinance, plus \$0.75 per dog license from Washington County, and 300 late fees of \$5.00 per dog after 3/31.

014424.442300 CAT LICENSES **Grand Total: \$2,558.00**

Based on fees of \$8.00 for 280 spayed or neutered, \$13.00 for 5 unspayed or unneutered, and 45 \$5.00 late fees after 3/31.

GENERAL GOVERNMENT ~ Finance

2009 Department Detail Information

FINANCE ~ Revenues

014614.461200 TREASURERS FEES **Grand Total: \$14,000.00**

Based on 550 special assessment certificates @ \$25 each (new fee); \$150 for tax info; \$100 in copy fees.

014614.461210 NSF FEES **Grand Total: \$3,200.00**

Based on 80 returned checks @ \$40.00 each (new fee).

014614.461900 MISC. DEPARTMENTAL REVENUE **Grand Total: \$4,941.00**

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: \$28,000.00**

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

014814.481100 INTEREST ON INVESTMENTS **Grand Total: \$272,904.00**

Portfolio is adjusted to market value monthly; performance is sensitive to market fluctuations.

GENERAL GOVERNMENT ~ Finance

2009 Department Detail Information

FINANCE ~ SUMMARY

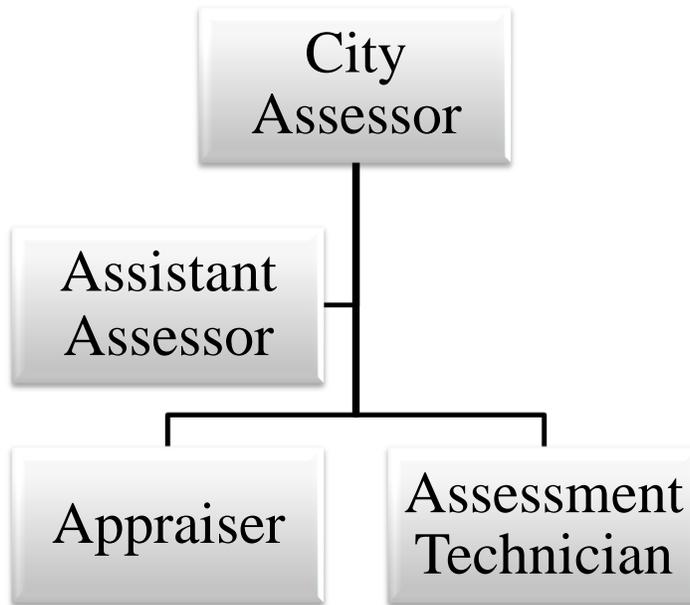
2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$309,081	\$168,767	\$41,656	\$29,761	\$1,790	\$1,166	\$60,605	\$0	\$2,561	\$2,775	\$0
Fringes	\$57,829	\$31,576	\$7,794	\$5,568	\$335	\$218	\$11,339	\$0	\$479	\$519	\$0
Telephone	\$2,304	\$1,284	\$324	\$234	\$12	\$8	\$404	\$0	\$18	\$20	\$0
Postage	\$13,500	\$7,524	\$1,899	\$1,372	\$70	\$47	\$2,364	\$0	\$105	\$119	\$0
Memberships	\$580	\$323	\$82	\$59	\$3	\$2	\$102	\$0	\$5	\$5	\$0
Publications	\$400	\$223	\$56	\$41	\$2	\$1	\$70	\$0	\$3	\$4	\$0
Seminars	\$3,600	\$2,006	\$506	\$366	\$19	\$13	\$630	\$0	\$28	\$32	\$0
Supplies	\$4,987	\$2,779	\$702	\$507	\$26	\$17	\$873	\$0	\$39	\$44	\$0
Equip Maint	\$500	\$279	\$70	\$51	\$3	\$2	\$88	\$0	\$4	\$4	\$0
Contract Service	\$6,100	\$3,400	\$858	\$620	\$32	\$21	\$1,068	\$0	\$48	\$54	\$0
Grand Total	\$398,881	\$218,161	\$53,947	\$38,579	\$2,290	\$1,496	\$77,543	\$0	\$3,289	\$3,575	\$0
Total Sal/FB	\$366,910	\$200,343	\$49,450	\$35,329	\$2,125	\$1,384	\$71,944	\$0	\$3,040	\$3,294	\$0
Total Other Exp.	\$31,971	\$17,818	\$4,498	\$3,249	\$165	\$112	\$5,599	\$0	\$249	\$281	\$0
Grand Total	\$398,881	\$218,161	\$53,947	\$38,579	\$2,290	\$1,496	\$77,543	\$0	\$3,289	\$3,575	\$0

INDEPENDENT AUDITING ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Financial	\$57,000	\$33,630	\$0	\$0	\$1,710	\$0	\$18,810	\$2,850	\$0	\$0	\$0
Single	\$6,500	\$2,600	\$0	\$0	\$0	\$3,250	\$650	\$0	\$0	\$0	\$0

OTHER GENERAL GOVERNMENT ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Collection Agency	\$1,200	\$1,200	\$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 cursory 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:

	2006 Actual	2007 Actual	2008 Adopted	2009 Requested
Account 51520				
Salaries and Fringe Benefits	\$215,027.00	\$226,433.00	\$236,920.00	\$232,907
Other Expenses	\$26,228.00	\$25,878.00	\$25,763.00	\$23,719
Total Assessor	\$241,255.00	\$252,311.00	\$262,683.00	\$256,626

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005** Actual	2006 Actual	2007 Actual	2008 Estimated
Total # of Parcels	10,466	10,971	11,262	11,308	11,666
# of Exempt Parcels	317	326	330	329	331
# of Exempt Acres	2,601.38+/-	2647.78 +/-	2,657.77 +/-	2690.03 +/-	2,722.12 +/-
# of Personal Property Accounts	1,141	1,199	1,209	1,251	1,193
# of Notices of Assessment Mailed (R & P)	2,396	11,724	2,518	2,840	2,843
# of Informal Review from Revaluation	n/a	250+/-	n/a	n/a	n/a
# of Cases Before Board of Review	3	24	4	1	2
# of Sales Inspections	525	575	525	300	275
# of In-house Inspections	n/a	n/a	830	1200	1203
# of Deed / Change of Ownership	2,150	2,200	1,900	1,300	1,100
# of Building Permit Inspections	788	941	850	722	671
Level of Assessment - Assessment Ratio	95.19%	99.06%	94.50%	92.65%	92.00%
C.O.D. - Coefficient of Dispersion	7.40	6.50	7.00	7.30	8.00
Cost per Parcel (includes manufacturing)	18.65	18.34	19.37	20.06	19.41
Equalized Property Value	1,982,907,100	2,172,060,900	2,397,215,100	2,501,879,400	2,611,044,800*

*Estimated equalized value with manufacturing

**Year of a city-wide revaluation

ACHIEVEMENTS:

- Completed all sale and new construction field inspections for 2007, in addition, door-to-door inspections continued for both residential and commercial properties. Currently we are in the downtown area south of W. Washington Street.
- Performed presentations to local realtors on the information available in our office and a general overview of the assessment process and timeline.
- Completed 2008 assessment roll on May 14, 2008, mailed a total of 2,843 real and personal property assessment notices.
- Met with or spoke to 70+/- taxpayers regarding their 2008 assessment during our Open Book.
- Prepared two Board of Review cases; both cases were residential and the 2008 values were sustained.
- Attended the North Central Association of Assessing Officers (NCRAAO) conference in Green Bay and investigated alternative assessment software and set up appointments with vendors to perform demos and scheduled time to review communities that have recently purchased said softwares.

GENERAL GOVERNMENT ~ City Assessor

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Field Inspections	\$76,438	\$1,144	\$77,582
Market Research / Software Maintenance	\$38,355	\$1,906	\$40,261
Annual Assessment Value / Review	\$20,329	\$4,765	\$25,094
Open Book / Customer Service	\$36,085	\$953	\$37,038
Prepare AFR's & TID's**	\$5,394	\$191	\$5,585
Board of Review	\$8,352	\$95	\$8,447
Parcel Ownership / Maintenance	\$29,792	\$6,672	\$36,464
Budget	\$4,329	\$95	\$4,424
Employee Training / Evaluations / Supervision	\$13,833	\$3,240	\$17,073
Administration / Special Purposes	\$0	\$296	\$296
Contractual Services-Manufacturing Fee	\$0	\$4,362	\$4,362
Grand Total	\$232,907	\$23,719	\$256,626

Notes:

- Budget amounts for City Assessor's Office also accounted for in: TIF budgets.

2009 GOALS:

- Maintain a Level of Assessment (assessment ratio) at 100% for every revaluation year and stay within 10% of 100% during non-revaluation year to stay in 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.
- Continue to make presentations to various public and private groups on the assessment process to further the professionalism of the property assessment industry.
- Purchase assessment software and convert existing assessment data during 2009 to be used for the 2010 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.
- 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

2009 Department Detail Information

CITY ASSESSOR ~ Expenditures

50100 SALARIES:

City Assessor	66,381
Assistant Assessor	52,152
Appraiser	41,974
Assessment Technician	<u>39,072</u>
	\$199,579

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	190,745	190,745	0	0	0	0	0	0	0	0	0
2009	199,579	196,199	0	0	0	0	3,380	0	0	0	0

50200 FRINGES:

37341

Fringe benefit rate at 18.71%.

\$37,341

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	35,688	35,688	0	0	0	0	0	0	0	0	0
2009	37,341	36,708	0	0	0	0	633	0	0	0	0

51600 TELEPHONE:

Centrex	1283
Long Distance	125
Internet	<u>182</u>
	\$1,590

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,590	1,590	0	0	0	0	0	0	0	0	0
2009	1,590	1,563	0	0	0	0	27	0	0	0	0

51700 POSTAGE:

Postage	<u>2543</u>
	\$2,543

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,831	2,831	0	0	0	0	0	0	0	0	0
2009	2,543	2,500	0	0	0	0	43	0	0	0	0

GENERAL GOVERNMENT ~ City Assessor

2009 Department Detail Information

CITY ASSESSOR ~ Expenditures

52000 MEMBERSHIPS:

IAAO (International Association of Assessing Officers)	350
WAAO (Wisconsin Association of Assessing Officers)	<u>140</u>
	\$490

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	490	490	0	0	0	0	0	0	0	0	0
2009	490	482	0	0	0	0	8	0	0	0	0

52100 PUBLICATIONS:

WPAM (Wisconsin Property Assessment Manual)	250
Marshall & Swift Commercial Cost Estimator	<u>460</u>
	\$710

Changes made to allocation to funding sources.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	710	702	0	0	0	0	8	0	0	0	0
2009	710	698	0	0	0	0	12	0	0	0	0

52200 SEMINARS AND TRAINING:

League of Wisconsin Municipalities-Assessors Institute	1241
WAAO Quarterly Education Sessions	<u>150</u>
	\$1,391

Changes made to allocation to funding sources.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,391	1,375	0	0	0	0	16	0	0	0	0
2009	1,391	1,367	0	0	0	0	24	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies	195
General Office Supplies	904
Paper - Copier and Printer	<u>450</u>
	\$1,549

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,721	1,701	0	0	0	0	20	0	0	0	0
2009	1,549	1,523	0	0	0	0	26	0	0	0	0

GENERAL GOVERNMENT ~ City Assessor

2009 Department Detail Information

CITY ASSESSOR ~ Expenditures

54300 GAS AND OIL:

Gasoline	279 gallons @ 3.86/gallon	1078
CNG	75 units @ 1.86/unit	<u>140</u>
		\$1,218

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,021	1,021	0	0	0	0	0	0	0	0	0
2009	1,218	1,197	0	0	0	0	21	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
2008	650	650	0	0	0	0	0	0	0	0	0
2009	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
Tyler Technologies- CAMA Software Support	7500
DOR Annual Manufacturing Fee	<u>6400</u>
	\$15,550

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	15,350	15,350	0	0	0	0	0	0	0	0	0
2009	15,550	13,357	0	0	0	0	2,193	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	396	0	0	0	0	4	0	0	0	0
2009	400	393	0	0	0	0	7	0	0	0	0

GENERAL GOVERNMENT ~ City Assessor

2009 Department Detail Information

CITY ASSESSOR ~ SUMMARY

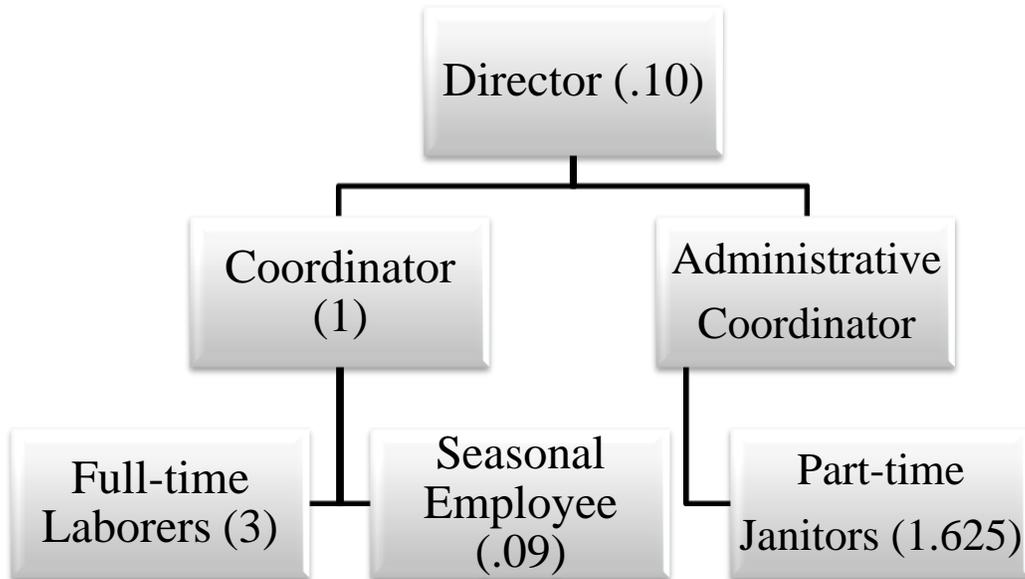
2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$199,579	\$196,199	\$0	\$0	\$0	\$0	\$3,380	\$0	\$0	\$0	\$0
Fringes	\$37,341	\$36,708	\$0	\$0	\$0	\$0	\$633	\$0	\$0	\$0	\$0
Telephone	\$1,590	\$1,563	\$0	\$0	\$0	\$0	\$27	\$0	\$0	\$0	\$0
Postage	\$2,543	\$2,500	\$0	\$0	\$0	\$0	\$43	\$0	\$0	\$0	\$0
Memberships	\$490	\$482	\$0	\$0	\$0	\$0	\$8	\$0	\$0	\$0	\$0
Publications	\$710	\$698	\$0	\$0	\$0	\$0	\$12	\$0	\$0	\$0	\$0
Seminars	\$1,391	\$1,367	\$0	\$0	\$0	\$0	\$24	\$0	\$0	\$0	\$0
Supplies	\$1,549	\$1,523	\$0	\$0	\$0	\$0	\$26	\$0	\$0	\$0	\$0
Gas & Oil	\$1,218	\$1,197	\$0	\$0	\$0	\$0	\$21	\$0	\$0	\$0	\$0
Equip Maint.	\$650	\$639	\$0	\$0	\$0	\$0	\$11	\$0	\$0	\$0	\$0
Contract Serv.	\$15,550	\$13,357	\$0	\$0	\$0	\$0	\$2,193	\$0	\$0	\$0	\$0
Sp. Purpose	\$400	\$393	\$0	\$0	\$0	\$0	\$7	\$0	\$0	\$0	\$0
Grand Total	\$263,012	\$256,626	\$0	\$0	\$0	\$0	\$6,385	\$0	\$0	\$0	\$0
Total Sal/FB	\$236,920	\$232,907	\$0	\$0	\$0	\$0	\$4,013	\$0	\$0	\$0	\$0
Total Other Exp.	\$26,091	\$23,719	\$0	\$0	\$0	\$0	\$2,371	\$0	\$0	\$0	\$0
Grand Total	\$263,012	\$256,626	\$0	\$0	\$0	\$0	\$6,385	\$0	\$0	\$0	\$0

CITY ASSESSOR ~ REVENUES

	2006 Actual	2007 Actual	2008 Budget	2009 Estimate
014614.461300 Assessor Fees	\$524.00	\$280.00	\$400.00	\$443.00

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:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0151610				
Salaries and Fringe Benefits	\$238,379.06	\$251,257.22	\$264,499.00	\$254,985
Other Expenses	\$528,377.37	\$424,260.92	\$463,469.00	\$498,498
Total Municipal Buildings	\$766,756.43	\$675,518.14	\$727,968.00	\$753,481

GENERAL GOVERNMENT ~ Municipal Buildings

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of Work Orders Received	405	310	394	383	375
% of Work Orders Completed w/in Year	98.50%	98.40%	96.20%	98.70%	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

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:

- Repaired and synchronized clock in Library tower.
- Stripped and repainted floors in various park buildings.
- Kept up with an unusually high number of calls for graffiti removal including Regner Park, Quaas Creek, Royal Oaks Park, Barton Park, Library and the Covered Bridge.
- Power washed and sealed exterior of park buildings in Regner Park and at Royal Oaks Park.
- Completed the Police Department remodeling project ~ painted offices and constructed various bulletin and map boards.
- Painted several classrooms in the Mutual Mall building, various areas in the Library, and in the Park, Rec. & Forestry administrative offices.
- Repaired an equipment shed at the airport.
- Removed the old boiler and duct work at the Regner Bathhouse.
- Installed the water supply for the washer/extractor at Fire Station #1.
- Installed locks on all emergency warning siren boxes.
- Sanded, primed and repainted the lift in the City Hall loading dock.
- What started out as a simple clogged drain in the Regner Bathhouse turned into a major project with a pipe leading to the sanitary sewer being dug up and replaced.
- Replaced a boiler at Fire Station #1.
- Built and installed a new trap door for the Regner Band Stand and an exterior door at Lac Lawrann.
- Worked on major HVAC repairs at City Hall including replacement of refractory bricks.
- Investigated build-up of ice on roof at Fire Station #3 and discovered that during construction of the building, an end cap was not installed on the duct work.

GENERAL GOVERNMENT ~ Municipal Buildings

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
City Hall/Police Department Main.	\$67,214	\$159,170	\$226,384
Fire Station #1 Maintenance	\$19,226	\$59,421	\$78,647
Fire Station #2 Maintenance	\$612	\$19,342	\$19,954
Fire Station #3 Maintenance	\$1,734	\$21,834	\$23,568
Mutual Mall Maintenance	\$5,737	\$32,851	\$38,588
Library Maintenance	\$32,715	\$114,954	\$147,668
Public Works/Veh. Main. Maintenance	\$2,397	\$74,426	\$76,823
Other Buildings Maintenance	\$25,575	\$4,103	\$29,678
Parks Building Maintenance	\$36,871	\$10,349	\$47,220
Meetings/Training	\$6,145	\$204	\$6,350
Purchase and Distribute Supplies	\$6,018	\$199	\$6,217
Elections	\$1,504	\$50	\$1,554
Supervision, Mtgs. w/Admin. and Director	\$49,238	\$1,595	\$50,833
Grand Total	\$254,985	\$498,498	\$753,481

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.

2009 GOALS:

- Building envelope improvements and caulking of exterior of City Hall.
- Renovations at Mutual Mall.

GENERAL GOVERNMENT ~ Municipal Buildings

2009 Department Detail Information

BUILDING MAINTENANCE ~ Expenditures

50100 SALARIES:

Full-time Laborers	130,478
BM Coordinator	45,822
Lead Man Pay	1,040
Pager Duty	9,535
Longevity Pay	2,160
Janitors	71,370
P-T Director	9,714
P-T Summer Employee	<u>635</u>
	270,754

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	272,885	211,815	8,468	8,877	0	0	9,502	5,636	0	0	28,587
2009	270,754	201,885	8,390	8,794	0	0	9,942	13,750	0	0	27,992

50110 OVER-TIME:

3 Full-time Laborers	10,350
Coordinator	3,635
Elections	<u>533</u>
	14,518

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	14,518	13,136	444	455	0	0	483	0	0	0	0
2009	14,518	13,136	444	455	0	0	483	0	0	0	0

50200 FRINGES:

Fringe Benefit Rate 18.71% for full-time employees and 7.65% for P-T director and summer employee.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	52,514	40,761	1,628	1,707	0	0	1,827	1,087	0	0	5,504
2009	52,305	39,964	1,624	1,702	0	0	1,925	1,703	0	0	5,387

51600 TELEPHONE:

Centrex	1404
Long Distance	6
Internet	48
Cell Phones	<u>600</u>
	2058

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3092	2736	114	118	0	0	124	0	0	0	0
2009	2058	1821	76	78	0	0	83	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
2008	25	23	0	1	0	0	1	0	0	0	0
2009	25	23	0	1	0	0	1	0	0	0	0

GENERAL GOVERNMENT ~ Municipal Buildings

2009 Department Detail Information

BUILDING MAINTENANCE ~ Expenditures

52200 SEMINARS AND TRAINING:

HVAC related seminars and drug test costs 265

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	465	449	5	5	0	0	6	0	0	0	0
2009	265	238	8	9	0	0	10	0	0	0	0

53500 OPERATING SUPPLIES:

Janitorial/Building Supplies 22,131
 HVAC Supplies 8,820
 Maintenance/Repairs/Construction 31,000
 Misc. Supplies 1,450
 63,401

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	64,041	51,252	2,370	2,113	0	0	2,306	0	0	0	6,000
2009	63,401	50,680	2,346	2,092	0	0	2,282	0	0	0	6,000

54200 SMALL TOOLS:

Small Tools for 4 F-T Employees 556

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	712	637	25	24	0	0	26	0	0	0	0
2009	556	500	17	18	0	0	20	0	0	0	0

54300 GAS AND OIL:

2110 gallons @ \$3.85/gallon 8,145

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	6,189	5,799	124	130	0	0	136	0	0	0	0
2009	8,145	7,632	163	171	0	0	179	0	0	0	0

55800 VANDALISM:

Supplies costs for vandalism repairs/removals 1000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,000	1,991	3	3	0	0	3	0	0	0	0
2009	1,000	900	31	33	0	0	37	0	0	0	0

GENERAL GOVERNMENT ~ Municipal Buildings

2009 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 2009 which was based on historical usage (therm increases), similar weather conditions as the previous year and energy management practices. A 4% increase was also factored into the forecasting.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	151,760	114,715	5,074	3,783	0	0	4,188	0	0	0	24,000
2009	190,000	150,375	6,422	4,789	0	0	4,414	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 2009 which was based on historical usage (kwh increases/decreases), similar weather as the previous year and energy management practices. A 5% 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
2008	280,735	214,506	10,774	9,627		0	3,828	0	0	0	39,000
2009	277,515	211,596	10,657	9,519	0	0	6,744	0	0	0	39,000

57000 WATER:

Water/Sewer charges for City Hall; Fire Stations 1, 2 and 3; Library; Mutual Mall; Public Works Garage. Budgeting a 5% increase in water.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	24,333	16,539	1,090	990	0	0	1,078	0	0	0	4,636
2009	23,184	15,204	1,024	930	0	0	1,027	0	0	0	5,000

57700 CONTRACTUAL SERVICES:

Garage Door Repairs	3,000	City Hall CO2 System	1,460
Water Softener Rental	1,614	Electrical Contractor	6,600
Snow Plowing (Lib/MM)	2,150	Liebert A/C (CH)	800
Light Bulb Disposal	240	Sprinkler System Inspection	2,354
Vehicle Repairs	1,300	Fire Extinguisher Inspections	136
Window Cleaning	900	Mutual Mall Fire Alarm Test	315
Backflow Testing	975	Honeywell Support Services	3,650
Recycling	700	Honeywell Loan Payment	18,057
Elevator	4,317	Library HVAC Loan Payment	3,769
Emergency Generators	5,136	Misc. & Other HVAC Expenses	6,000
Plumbing	1,600	Sprinkler Repairs (New)	4,430
			<u>69,503</u>

Sprinkler repairs per State Code are required at several buildings.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	64,007	54,822	3,015	2,963	0	0	3,207	0	0	0	0
2009	69,503	59,528	3,274	3,218	0	0	3,482	0	0	0	0

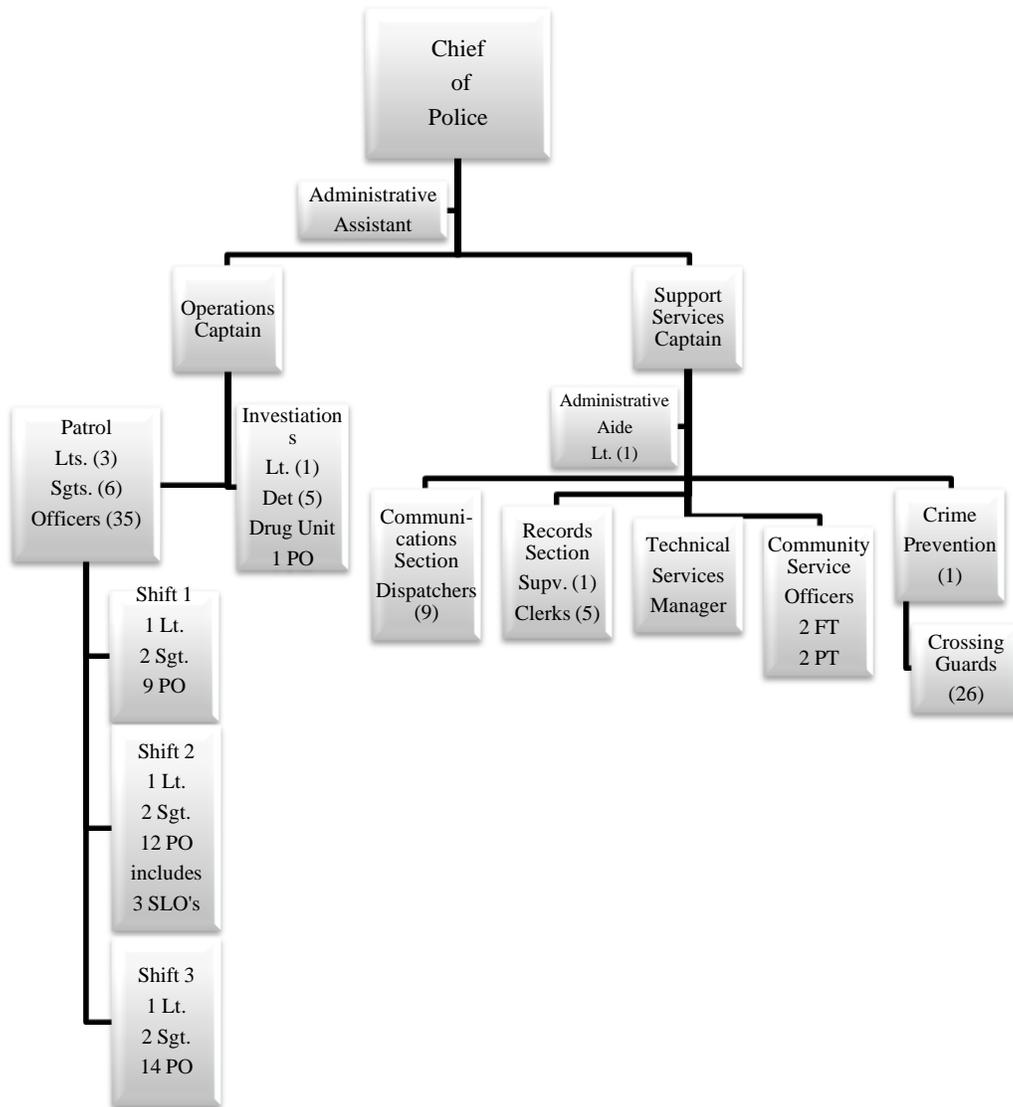
GENERAL GOVERNMENT ~ Municipal Buildings

2009 Department Detail Information

MUNICIPAL BUILDINGS ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$270,754	\$201,885	\$8,390	\$8,794	\$0	\$0	\$9,942	\$13,750	\$0	\$0	\$27,992
Over-time	\$14,518	\$13,136	\$444	\$455	\$0	\$0	\$483	\$0	\$0	\$0	\$0
Fringe Benefits	\$52,305	\$39,964	\$1,624	\$1,702	\$0	\$0	\$1,925	\$1,703	\$0	\$0	\$5,387
Telephone	\$2,058	\$1,821	\$76	\$78	\$0	\$0	\$83	\$0	\$0	\$0	\$0
Postage	\$25	\$23	\$0	\$1	\$0	\$0	\$1	\$0	\$0	\$0	\$0
Seminars	\$265	\$238	\$8	\$9	\$0	\$0	\$10	\$0	\$0	\$0	\$0
Supplies	\$63,401	\$50,680	\$2,346	\$2,092	\$0	\$0	\$2,282	\$0	\$0	\$0	\$6,000
Small Tools	\$556	\$500	\$17	\$18	\$0	\$0	\$20	\$0	\$0	\$0	\$0
Gas & Oil	\$8,145	\$7,632	\$163	\$171	\$0	\$0	\$179	\$0	\$0	\$0	\$0
Vandalism	\$1,000	\$900	\$31	\$33	\$0	\$0	\$37	\$0	\$0	\$0	\$0
Heating/Fuel	\$190,000	\$150,375	\$6,422	\$4,789	\$0	\$0	\$4,414	\$0	\$0	\$0	\$24,000
Electricity	\$277,515	\$211,596	\$10,657	\$9,519	\$0	\$0	\$6,744	\$0	\$0	\$0	\$39,000
Water	\$23,184	\$15,204	\$1,024	\$930	\$0	\$0	\$1,027	\$0	\$0	\$0	\$5,000
Cont. Services	\$69,503	\$59,528	\$3,274	\$3,218	\$0	\$0	\$3,482	\$0	\$0	\$0	\$0
Grand Total	\$973,228	\$753,482	\$34,476	\$31,809	\$0	\$0	\$30,629	\$15,453	\$0	\$0	\$107,379
Total Sal/FB	\$337,577	\$254,985	\$10,458	\$10,951	\$0	\$0	\$12,351	\$15,453	\$0	\$0	\$33,379
Total Other Exp.	\$635,652	\$498,498	\$24,018	\$20,857	\$0	\$0	\$18,279	\$0	\$0	\$0	\$74,000
Grand Total	\$973,228	\$753,481	\$34,476	\$31,809	\$0	\$0	\$30,629	\$15,453	\$0	\$0	\$107,378

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 ~ Patrol

- 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:

Account 01521101	2006 Actual	2007 Actual	2008 Adopted	2009 Estimate
Salaries & Fringe Benefits	\$3,528,366.00	\$3,797,758.00	\$3,834,214.00	\$3,738,557.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Support Services	\$3,528,366.00	\$3,797,758.00	\$3,834,214.00	\$3,738,557.00

Notes:

Salary amounts are based on the employees' contracts which expire 12-31-08. This account has been reduced by transferring the salary (\$59,873), overtime hours (\$6,476), and fringes (\$18,584) associated with the Officer assigned drug investigations to the Criminal Investigations account # 01521121.

PUBLIC SAFETY ~ Patrol

PERFORMANCE MEASUREMENTS / BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
# of calls for service received	16,373	16,672	16,013	16,864	16,000
# of Departmental services provided	20975	18738	16626	15267	16,000
# of Department Follow-up forms completed	*	*628	1087	1210	1,200
# of violent crimes (st avg 289 per 100,000-West Bend 80 per 100,000)	24	24	31	25	20
# of property crimes	699	716	793	770	714
# of adult arrests	3,224	3,111	3,063	3,831	3,000
# of traffic citations	3,413	3,468	3,467	3,314	3,500
# of municipal citations	2,411	2,461	2,504	2,603	2,700
# of juvenile arrests	1,316	1,167	1,511	2,385	2,000
# of arrests for Operating While Intoxicated	208	252	232	194	200
# of accidents investigated	1,192	1,269	1,107	1,251	1,300
# of missing persons	202	220	146	119	100
# of narcoctic / drug violations	106	181	161	187	190
# of truancy citations	87	130	253	368	300
Citizen survey return rate	36%	40%	38%	38%	39%
Rate of Citizen Surveys returned with positive comments	92%	98%	95%	98%	98%
Average hours of in-service training per Officer	51	51	41	38	46

* 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 an arrest warrant on a barricaded man.
 - 2) Served a search warrant in a felony child abuse case.
 - 3) Assisted Washington County Sheriff with an armed female threatening to harm herself.
 - 4) Served a search warrant related to drug sales and an ongoing armed robbery investigation.
 - 5) Served a search warrant related to the manufacture of drugs.
- Assisted Jackson Police Department in performing alcohol compliance checks.
- All sworn personnel were trained in drug interdiction techniques by the Wisconsin State Patrol.
- There were no fatal traffic accidents in the City of West Bend from January 1, 2007 through June 1, 2008. Of the 1,251 accidents in 2007, only 11% were personal injury accidents.

PUBLIC SAFETY ~ Patrol

ACHIEVEMENTS:

- 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.
- In 2007, the West Bend Police department mailed 308 survey letters to the citizens of the community that have contact with our officers. The department received 116 responses for a return rate of 38%. Of the 116 responses received, 114 citizens (or 98%) had complimentary comments regarding the service they received.
- Increased the amount of citizen surveys mailed from 279 in 2006 to an estimated 700 in 2008.
- The violent crime rate is very low for the city of West Bend. In 2007, there were zero homicides, one forcible rape, two robberies and twenty two aggravated assaults. The State of Wisconsin reports a state wide average of 289 violent crimes per 100,000 population. The city of West Bend is substantially lower with an average of 80 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 = 25 YTD)
- There have been sixty (60) nuisance abatement complaints that were resolved by the Patrol Section from July 1, 2007 through June 1, 2008.
- The missing person clearance rate is 100%. None of the missing persons were harmed.
- The Department of Homeland Security requires all law enforcement personnel be certified in the National Incident Management System (NIMS). This mandated training is required by the Federal Government in order to receive any federal grant money or reimbursements. The Police Department is in full compliance with the Federal guidelines by completing the following courses:
 - IS-700: An Introduction to NIMS - completed by all department personnel
 - IS-800: An Introduction to the National Response Plan - completed by Chief, Captain, Lieutenants.
 - ICS-100: An introduction to the Incident Command System - completed by all department personnel.
 - ICS-200: Basic Incident Command System - completed by Chief, Captain, Lieutenants, and Sergeants.
 - ICS-300: Intermediate Incident Command System for Expanding Incidents: completed by Chief, Captain, and Lieutenants.

PUBLIC SAFETY ~ Patrol

ACHIEVEMENTS:

- 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 (37 incidents with 7 citations issued in 2007 and 23 incidents with 2 citations in 2008 YTD).
- Coordinated / hosted Active Shooter training that was attended by West Bend Police, Slinger Police, Jackson Police, Kewaskum Police, Washington County Sheriff, and West Bend School District personnel.
- Implemented competency based training standards for firearms, vehicle, and defensive tactics.
- Implemented alcohol compliance checks using department employees. Seventy-nine (79) businesses were checked. Twenty-two (22) of those businesses sold to the underage person for a failure rate of 28%. Nine (9) of the violations occurred at taverns while the other thirteen (13) violations occurred at grocery stores, gas stations, or liquor stores. Twenty-seven (27) citations were issued as a result of these checks.
- Through June 1, 2008, the following personnel received awards for their performance:
 - 1) **PO Kent Voll** - Meritorious Service Award for his role in apprehending four suspects in a city wide forgery operation.
 - 2) **Clerk Megan Herther** - Meritorious Service Award for her role in identifying an assault suspect.
 - 3) **P.O. Bryan Goehring** - Meritorious Service Award for his role in apprehending two burglars responsible for over five burglaries.
 - 4) **P.O. Kelly Scannell** - Meritorious Service Award for exemplary performance while serving as the Crime Prevention Officer.
 - 5) **P.O. Brenda Feucht** - Life Saving Medal for her role in saving a person who fell off the Barton Dam and was in danger of drowning in the river.
 - 6) **P.O. Michael Ribble** - Meritorious Service Award for his role in locating a suspect in a fatal hit and run accident that occurred in Washington County.
 - 7) **P.O. Steven Wellner** - Life Saving Medal for his role in performing CPR on a person who had a heart attack and collapsed. The person is still living at this time.
 - 8) **Sgt. Michael Bothwell** - Life Saving Medal for his role in performing CPR on a person who had a heart attack and collapsed. The person is still living at this time.
- Reviewed police department building upgrade proposals to include remodeling and new site construction.
- Partnered with the Council on Alcohol and Other Drug Abuse to perform compliance checks to

PUBLIC SAFETY ~ Patrol

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures By Function	Salaries Fringes	Other Expenses	Total
Administrative / Supervision	\$701,899	\$68,861	\$770,760
Traffic Enforcement	\$424,142	\$41,613	\$465,755
Door Checks	\$135,125	\$13,257	\$148,382
Calls for Service / Investigations	\$912,094	\$89,483	\$1,001,577
School Liaison	\$168,906	\$16,571	\$185,477
Tavern checks	\$90,083	\$8,838	\$98,921
Store patrol	\$78,823	\$7,733	\$86,556
SRT	\$45,042	\$4,419	\$49,461
Training	\$97,590	\$9,574	\$107,164
Court	\$7,507	\$736	\$8,243
Report Writing	\$611,816	\$60,023	\$671,839
Multi-jurisdictional Drug Group (MEG)	\$75,069	\$7,365	\$82,434
Uniform squad patrol	\$379,103	\$37,192	\$416,295
Uniform bicycle patrol	\$11,260	\$1,105	\$12,365
Crime Prevention programs	\$7,507	\$736	\$8,243
Special events	\$7,507	\$736	\$8,243
Grand Total	\$3,753,473	*\$368,242	\$4,121,715

Notes:

- Salary amounts are based on the employees' contracts that expire on 12-31-08.
- * Other Expenses total \$368,242 are reflected in the Support Services section of the police budget account #01521142.

PUBLIC SAFETY ~ Patrol

2009 GOALS:

- Zero (0) Part I Crimes
- Zero (0) incidents of domestic violence
- Zero (0) fatal or personal injury accidents
- Reduce property damage vehicle accidents (1,105 in 2007).
- 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 ~ Patrol

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50100 PATROL SALARIES:

Chief of Police	89,033
Captains (1)	76,699
Lieutenants (3)	214,373
Sergeants (6)	407,267
Patrol Officers (35)	<u>1,901,064</u>
	\$2,688,436

Salary amounts are based on the employees' contracts which expire 12-31-08. This account has been reduced by transferring the salary (\$59,873), overtime hours (\$6,476), and fringes (\$18,584) associated with the Officer assigned drug investigations to the Criminal Investigations account # 01521121.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	2,782,471	2,782,471	0	0	0	0	0	0	0	0	0
2009	2,688,436	2,685,329	0	0	0	0	0	3,107	0	0	0

50110 PATROL OVERTIME:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	212,775	212,775	0	0	0	0	0	0	0	0	0
2009	206,741	206,741	0	0	0	0	0	0	0	0	0

50200 PATROL FRINGES:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	838,968	838,968	0	0		0	0	0	0	0	0
2009	810,939	810,069	0	0	0	0	0	870	0	0	0

PUBLIC SAFETY ~ Criminal Investigations

- 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.
- This 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.
- This section is 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	2006 Actual	2007 Actual	2008 Adoped	2009 Request
Salaries & Fringe Benefits	\$501,082.00	\$534,666.00	\$549,566.00	\$642,003.00
Other Expenses				
Total Patrol	\$501,082.00	\$534,666.00	\$549,566.00	\$642,003.00

Notes:

Salary amounts are based on the employee's contracts which expire on 12-31-08.

This account has been increased by transferring the salary (\$59,873), overtime hours (\$6,476), and fringes (\$18,584) associated with the Officer assigned drug investigations from the Patrol salary account # 01521101.

* Other expenses are reflected in the Support Services section of the police budget. Account #01521142.

PUBLIC SAFETY ~ Criminal Investigations

PERFORMANCE MEASUREMENTS / BENCHMARKS:

Account	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
# of criminal cases	1,274	1,507	1,153	1,094	1,300
# of violent crime cases cleared (State Avg. 46%)	64	104%	68%	89%	90%
# of burglary cases cleared (State Avg. 15%)	32	39%	36%	28%	40%
# of vehicle theft cases cleared (State Avg. 19%)	78	47%	69%	93%	90%
# of felony arrests	193	247	242	175	200
# of misdemeanor arrests	184	128	235	194	300
# of municipal citations issued	491	618	348	284	300
# of municipal warrants processed	1,530	876	1,060	1,247	1,300
# of issue of worthless check complaints	547	726	416	313	300
# hours of in-service and specialized training	80	299	689	772	700
Value of property recovered (Dept. total)	\$202,414	\$484,383	\$81,212	\$112,769	\$200,000

* 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 graduated from the Leadership Greater West Bend program.
- Detective Grinwald completed the new Detective Training School in Milwaukee.
- Implemented a procedure to better track the disposition and assignment of attorneys on cases referred to the District Attorney's office for prosecution.
- Updated the book of all registered sex offenders in the City of West Bend. The book is available for public viewing.
- Kept current books of all registered sex offenders by beat area so that officers are aware of sexual offenders living in their beat areas.
- Revised and implemented a new death scene checklist for the department.
- Implemented competency based training standards for firearms, vehicle, and defensive tactics.
- Cleared 89% of violent crimes cases compared to the state wide average of 46%.
- Cleared 93% of vehicle theft cases compared to the state wide average of 19%.

ACHIEVEMENTS (continued):

- Detective McCarthy was able to obtain information regarding pharmacy burglaries involving large quantities of Oxycontin in Cedarburg and Fredonia which resulted in two West Bend residents being charged in those incidents.
- A bank robbery in Illinois was previewed on television and a photo of the suspect was shown. The suspect and his female accomplice were later identified as West Bend residents. Investigation found them to be involved in another bank robbery in Madison. Assistance was provided to Federal and other Police agencies and the suspect and girlfriend were later charged with bank robbery, drug, and weapons violations.
- Assisted several Federal agencies in the investigation of money fraud and human trafficking involving employees of a business located on the west side of the city.
- Assisted the Washington County Multi-jurisdictional Drug Enforcement Group (MEG) with drug investigations.
- Detective Lloyd successfully completed specialized training in arson investigations.
- The Department of Homeland Security requires all law enforcement personnel be certified in the National Incident Management System (NIMS). This mandated training is required by the Federal Government in order to receive any federal grant money or reimbursements. The Police Department is in full compliance with the Federal guidelines by completing the following courses:
 - IS-700: An Introduction to NIMS - completed by all Detectives and Lieutenant.
 - IS-800: An Introduction to the National Response Plan - completed by Lieutenant.
 - ICS-100: An introduction to the Incident Command System - completed by all Detectives and Lieutenant.
 - ICS-200: Basic Incident Command System - completed by Lieutenant.
 - ICS-300: Intermediate Incident Command System for Expanding Incidents: completed by Lieutenant

PUBLIC SAFETY ~ Criminal Investigations

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures By Function	Salaries Fringes	Other Expenses	Total
Administrative / Supervision	\$62,916	\$6,172	\$69,088
Court Liaison	\$50,718	\$4,976	\$55,694
Fraud Complaints / Bad Checks	\$26,322	\$2,582	\$28,904
Investigations	\$270,283	\$26,517	\$296,800
Report Writing	\$144,451	\$14,172	\$158,623
Court	\$13,482	\$1,323	\$14,805
Crime Prevention Patrol	\$1,284	\$126	\$1,410
Police Explorers	\$1,927	\$189	\$2,116
Crime Lab / Evidence Processing	\$48,150	\$4,724	\$52,874
Training	\$22,470	\$2,204	\$24,674
Grand Total	\$642,003	*\$62,985	\$704,988

Notes:

- Salary amounts are based on the employees' contracts that expire on 12-31-08.
- * Other Expenses total \$62,985 are reflected in the Support Services section of the police budget Account #01521142.

2009 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.
- Increase the clearance rate for violent crimes, burglaries, and motor vehicle thefts to 100%.
- 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.
- Establish a procedure to personally contact and verify the locations of registered sex offenders that reside in the city.

PUBLIC SAFETY ~ Criminal Investigations

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50100 CRIMINAL INVESTIGATIONS SALARIES:

Lieutenant (1)	72,630
Detectives (5)	316,503
Officer (1)	<u>59,873</u>
	\$449,006

Salary amounts are based on employee contracts that expire on 12/31/2008. This account has been increased by transferring the salary, overtime hours, and fringes associated with the Officer assigned drug investigations from the Patrol salary account # 01521101.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	383,693	383,693	0	0	0	0	0	0	0	0	0
2009	449,006	449,006	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
2008	45,622	45,622	0	0	0	0	0	0	0	0	0
2009	52,520	52,520	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
2008	120,251	120,251	0	0		0	0	0	0	0	0
2009	140,477	140,477	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

- 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, National Night Out, Citizens Academy and others.
- Coordinates the Neighborhood Watch Program and conducts regular meetings with participants.
- Coordinates the police intern program for the department.
- Supervises, schedules work, and training the department's 25 crossing guards.
- 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 other department correspondence to other agencies in the area, assist patrol officers with traffic accidents that occur in parking lots; investigates animal related complaints, and take limited enforcement action; and issues parking tickets in the downtown business district.
- 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 ~ Support Services

- 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.
- Process digital photographs and fingerprint files.
- Assist with transcription of reports.
- Enter parking tickets into the computer system.
- 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 are prepare them for court.
- Takes walk-in calls for service from the public at the front window / counter and enters them into the CAD system for dispatch of officers.
- Accepts fines and other payments from the public.
- Answers after-hour calls for the Water and Sewer Utility, Parks Department, and Public Works Departments.
- The Department of Homeland Security requires all law enforcement personnel be certified in the National Incident Management System (NIMS). This mandated training is required by the Federal Government in order to receive any federal grant money or reimbursements. The Police Department is in full compliance with the Federal guidelines by completing the following courses:

IS-700: An Introduction to NIMS - completed by all Clerks, Dispatchers, Crime Prevention Officer, Tech. Services Mgr., and Lieutenant.

IS-800: An Introduction to the National Response Plan - completed by Lieutenant.

ICS-100: An Introduction to NIMS - completed by all Clerks, Dispatchers, Crime Prevention Officer, Tech. Services Mgr., and Lieutenant.

ICS-200: Basic Incident Command System - completed by Lieutenant.

ICS-300: Intermediate Incident Command System for Expanding Incidents: completed by Lieutenant.

ICS-400: Advanced Incident Command and General Staff for Complex Incidents - completed by Lieutenant.

PUBLIC SAFETY ~ Support Services

EXPENDITURES:

Account 0152114	2006 Actual	2007 Actual	2008 Adopted	2009 Estimate
Salaries & Fringe Benefits	\$1,133,614.00	\$1,256,633.00	\$1,299,969.00	\$1,309,731.00
Other Expenses			\$519,002.00	\$559,471.00
Total Support Services	\$1,133,614.00	\$1,256,633.00	\$1,818,971.00	\$1,869,202.00

- Salary amounts are based on the employee's contracts that expire on 12/31/2008.
- Increase are due to employee step increases in the current labor agreement.

PUBLIC SAFETY ~ Support Services

PERFORMANCE MEASUREMENTS / BENCHMARKS:

Account	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
# of Neighborhood Watch programs	23	23	27	29	29
# of community events participation	12	12	51	65	69
# of internal investigations	58	58	59	36	35
# of briefings with media representatives	500	439	450	450	450
# of entries logged into the dept evidence system	*	**1,071	**1,170	**2,505	**2,500
# of city license applications processed	1,300	993	799	830	850
# of parking tickets issued by CSO's	2,300	2,207	1,687	1,797	1,800
# of accidents investigated by CSO's	75	63	57	55	60
# of other calls for service handled by CSO's	1,400	1,210	1,227	1,092	1,200
# of Incoming 911 phone calls	*	4,287	4,033	3,719	4,000
# of incoming phone calls	*	96,355	92,545	95,212	95,000
# of police radio transmissions	230,908	211,672	224,343	230,529	230,000
# of Fire Radio Transmissions	26,089	25,074	27,200	31,256	30,000
# of Computer Entries by dispatchers	141,565	208,285	206,697	209,702	210,000
# of pk tickets processed by dispatchers	7,307	12,109	11,045	9,666	10,000
# of warrants entered into computer by dispatchers	898	909	872	1,247	1,200
# of reports transcribed by dispatch/clerical personnel	1,491	1,750	1,903	2,766	3000
# of parking tickets processed by records clerks	*	6,069	5,602	5,500	5000
# traffic/ordinance citations/15-Days processed by records clerks	*	8,252	8,301	7,965	8,100
# of documents processed by records clerks	69,500	72,302	73,594	76,923	80,000
# of open records requests	500	620	908	1,008	1,200
# of 2nd hand purchases entered into the dept records system	***	***	***	242	250

* 2004 data not available.

** 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 were collected from an incident.

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

PUBLIC SAFETY ~ Support Services

ACHIEVEMENTS:

- Conducted the Bike Safety Jamboree in which 238 children were outfitted with bike helmets, 100 bike locks were given away, 21 local businesses donated time and materials, and five bicycles were given away through a free drawing.
- Conducted the annual one day Financial Institutions: Practices & Procedures Seminar attended by 114 local bank employees.
- Coordinated the department's 2008 Citizen Academy which had 15 participants.
- Conducted sixty-nine (69) 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.
- 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.
- Purchased three additional in-car cameras that will assist in the prosecution of traffic citations and increase the overall officer safety during traffic stops.
- Continued to revise the purchase of squad cars, technology items, and capital project budget items to stay within or under our budget.
- Conducted two bicycles sales selling in excess of 114 bicycles.
- All clerks received more training in accurately completing the Uniform Crime Report (UCR).
- Worked with the Emergency Government Director to enhance the reliability of the Emergency Siren System. This process continues with the implementation of a new server and enhanced siren software, and the repair of a siren site on the northeast side of the city.
- Implemented a computerized system for entries of second hand purchases relating to pawn broker transactions.
- Sgt. Paul Pokorski completed a (ten) 10 week course of study in Police Management through Northwestern University for Advanced Management Training.
- Reviewed and are in the process of purchasing upgraded Computer Aided Dispatch, Records Management System, and Mobile Technology.
- Clerical personnel now email a weekly citation list to the Mid-Moraine Municipal Court to streamline the court process.
- A laptop computer is now taken to Mid-Moraine Municipal Court proceedings to aid the assistant City Attorney and the Court in determining the prior history of the defendant. This has saved substantial clerical staff time and department resources in printing out these prior arrest histories.
- Megan Herther was hired as the Deputy City Clerk.
- Hired Angela Kocher as a department Records Clerk.
- Hired two (2) part-time Community Service Officers during the summer months to assist in patrolling the City park system.

PUBLIC SAFETY ~ Support Services

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures By Function	Salaries Fringes	Other Expenses	Total
Administrative / Supervision	\$102,335	\$10,012	\$112,347
Expense Account Management	\$16,226	\$1,588	\$17,814
Payroll	\$10,818	\$1,058	\$11,876
Research & Policy Development	\$10,818	\$1,058	\$11,876
Police Records Release	\$10,818	\$1,058	\$11,876
Evidence Management	\$19,298	\$1,988	\$21,286
Internal Investigations	\$14,438	\$1,415	\$15,853
City License Application Process	\$4,824	\$472	\$5,296
Media Releases	\$4,824	\$472	\$5,296
Computer System Administration	\$67,340	\$6,588	\$73,928
Back Up and Relief of Dispatchers	\$7,508	\$735	\$8,243
Crime Prevention Education-Public	\$44,098	\$4,315	\$48,413
Supervisors of Crossing Guards	\$17,625	\$1,724	\$19,349
Supervision of Police Interns	\$4,407	\$431	\$4,838
Patrol Officer Duties	\$17,625	\$1,724	\$19,349
Police Chief Receptionist Duties	\$38,795	\$3,796	\$42,591
Confidential Correspondence for Chief	\$4,848	\$474	\$5,322
Confidential Fire Maintenance	\$2,424	\$237	\$2,661
Meeting Minutes	\$2,424	\$237	\$2,661
Accident Investigation	\$15,030	\$1,471	\$16,501
Issuing Parking Tickets	\$37,573	\$3,676	\$41,249
Traffic Direction	\$15,030	\$1,471	\$16,501
Animal Complaints	\$7,515	\$735	\$8,250
Training	\$14,639	\$1,432	\$16,071
Answer 911 calls	\$56,403	\$5,518	\$61,921
Answer non-emergency calls	\$282,014	\$27,592	\$309,606
Page Fire and EMS calls	\$56,403	\$5,518	\$61,921
Assign officers to calls for service	\$112,806	\$11,037	\$123,843
Various Clerical Duties	\$28,202	\$2,759	\$30,961
Training	\$28,200	\$2,759	\$30,959
Report Transcription	\$35,656	\$3,489	\$39,145
Report Reproduction	\$35,656	\$3,489	\$39,145
Data Entry	\$121,264	\$11,865	\$133,129
Customer Service at Front Counter	\$19,761	\$1,933	\$21,694
Records Releases	\$12,008	\$1,175	\$13,183
Supervision	\$30,078	\$2,943	\$33,021
Grand Total	\$1,309,731	\$128,244	\$1,437,975

PUBLIC SAFETY ~ Support Services

2009 GOALS:

- Manage the 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 in a ten day time period.
- Improve the Community Relations/Crime Prevention Program to increase attendance by the public and involvement of department personnel.
- Continue effective enforcement of downtown parking personnel.
- Continue effective dispatch functions in the Communications Center.
- Update the Report Writing area.
- Hire two (2) part-time Community Service Officers to assist with patrolling and securing the city parks for the summer of 2009.
- Answer 911 calls on the first ring and all non-emergency calls within two rings.
- Develop a more efficient records retention system.
- Continue to provide courteous and professional customer service at the public window.
- Convert department records management software from an IBM AS400 server to a Windows-based server.
- Implement a field reporting system to reduce clerical staff time in data entry duties.
- Increase the number of active Neighborhood Watch programs in the City.

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50100 SUPPORT SERVICES SALARIES:

Captain (1)	76,699
Lieutenant (1)	70,872
Crime Prevention Officer (1)	59,873
Administrative Assistants (1)	40,548
Technical Services Manager (1)	60,461
Community Services Officers (CSO) (2)	84,624
Part-time Community Services Officers (2)	15,360
Clerical Supervisor (1)	46,041
Records Clerks (5)	158,170
Dispatchers (9)	434,575
	\$1,047,223

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	Cap Proj	IS	Cable	Other
2008	1,026,735	999,687	0	0	27,048	0	0	0	0	0	0
2009	1,047,223	987,305	0	0	33,096	0	0	1,443	0	0	25,378

50110 SUPPORT SERVICES OVERTIME:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	79,503	79,503	0	0	0	0	0	0	0	0	0
2009	82,614	82,614	0	0	0	0	0	0	0	0	0

50200 SUPPORT SERVICES FRINGES

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	225,840	220,779	0	0	5,061	0	0	0	0	0	0
2009	233,144	226,662	0	0	6,085	0	0	397	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

50400 OUTLAY

Replacement Marked Squads (3)	66,000	
Replacement Rear Seats & Modifications	6,000	
Replace Light Bars	<u>7,000</u>	Increased \$1,000
	\$79,000	

Increase based upon projected increase in the cost of emergency light bars.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	78,000	78,000	0	0	0	0	0	0	0	0	0
2009	79,000	79,000	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Telephone	20,251	
Cell Phone	6,600	Reduced \$3,000 due to decrease in cost per minute fee
Telephone Pagers	1,200	Reduced \$300
Auto Attendant System	1,000	
Internet Services	1,400	Moved from account #57700
Cell Phone Replacement	<u>3,000</u>	
	\$33,451	

Cell and land line phone costs are in accordance with City Administrator memo. A reduction in telephone pager costs was achieved in 2008 as the result of returning pagers assigned to personnel who could be reached via department cell phones. In 2008 we also learned that the City Finance Department was paying the department's internet service expense from the Telephone account, even though this expense had been budgeted for in the department Contractual Services account #57700. We have moved this expense from the Contractual Services account into the Telephone Account to comply with the Finance Department's procedures.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	35,351	35,351	0	0	0	0	0	0	0	0	0
2009	33,451	33,451	0	0	0	0	0	0	0	0	0

51700 POSTAGE

Increase due to projected increase in mailing and shipping costs and charge for postage meter maintenance (\$218 postage meter maintenance)

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	6,218	6,218	0	0	0	0	0	0	0	0	0
2009	6,500	6,500	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

52000 MEMBERSHIPS AND DUES:

International Chiefs of Police	135	
Wisconsin COP Assn (1)	55	Reduced \$110
Southern Police Institute	0	Discontinued
WI Chapter FBI National Academy Assn (4)	300	
Nat'l Tactical Off. Assn (Team Membership)	150	
National Assoc. of Field Training Officers (6)	240	
WI Chapter of Arson Investigators (2)	50	
WI Police Executive Group	50	
Washington Co. Fire Invest Assn (2)	50	
LE Training Officers Assn. (6)	150	
WI Crime Prevention Officers Association	25	
CVSA Membership (2)	60	
WI Association of Homicide Investigators (3)	90	
FBI LEEDS	50	
School Liaison Officer Association	75	
Int'l Assoc of Arson Investigators	150	Increased \$50
Wisconsin Civil Air Patrol (2)	120	New-required to utilize CAP command vehicle
Wisconsin Association for Identification (3)	60	New-Evidence Technicians training organization
Northwestern Univ Center for Public Saf (2)	50	New-2 recent Northwestern Univ. program graduates
Notary Public	120	
WI-TERT Membership	50	
	<u>50</u>	
	\$2,030	

Increase due to projected increase in membership dues.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	2,340	2,340	0	0	0	0	0	0	0	0	0
2009	2,030	2,030	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

52100 PUBLICATIONS:

National COP / Sheriff Directory	140	Increased \$15
Textbooks	400	
Polk City Directory	1,340	Increased \$340
Wisconsin Law Update	200	
Vehicle CD Rom - Worldwide Informatio	565	Increased \$165
Motor Vehicle Law Handbooks	1,000	
Crime Lab Handbooks	150	
Drug Identification Bible	<u>45</u>	New-utilized by patrol & CI during drug investigations
	\$3,840	

Increase due to projected increase in publication and software costs.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	3,275	3,275	0	0	0	0	0	0	0	0	0
2009	3,840	3,840	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

52200 SEMINARS AND TRAINING:

SRT Training	1,500	
Wisconsin Chiefs of Police Conferences	1,200	
Wash. Co. Chiefs of Police Meetings	360	
WI Juvenile Officers Conference (1)	270	Increased \$20
FBI NA State Training Conferences (4)	1,000	
LE Training Officers Conference (3)	270	
Governors Conference on Highway Safety	200	Increased \$100
In-Service Training	1,500	
Law Enforcement / Roll Call Training	1,200	
Evidence Training Technicians (5)	2,000	Increased \$400
Dispatcher Training	1,000	
Interview & Interrogation Training	1,000	
Administrative Training	2,000	
Supervisors Training	2,500	
SRT State Training Conferences	2,000	
Attorney General's Conference	500	
Computer Training	1,000	Increased \$400
Detective Training	2,250	
DAAT & Firearms Instr. Recertification	500	
IACP Training Conference	1,300	
Leadership of Greater West Bend	750	Increased \$100
FBINAA National Retrainer	2,600	
PEG Conference	1,000	Increased \$500
State Pistol Shoot	500	
P&FC Meeting & Training	200	
SLO Training	1,500	
Polygraph / CVSA Updates	500	Decreased \$1,500
LE Administrative Professionals (2)	600	
Field Training Officer Training (2)	<u>750</u>	New-associated with training recruit officers in the field
	\$31,950	

Increases due to projected increase in training conference costs.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	31,180	31,180	0	0	0	0	0	0	0	0	0
2009	31,950	31,950	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

53500 OFFICE & OPERATING SUPPLIES:

Audio Recording Equipment & Supplies	2,500	
Office Supplies	2,500	Increased \$300
Evidence Processing	2,500	
Photo Supplies	3,000	
Office Equipment Repairs & Replacement	2,000	
Department Forms / Manual Updates	2,500	
Municipal Warrants	150	
Receipt Books	100	
Citations / Parking Tickets	1,100	
15-Day Tickets	650	
Stationery	2,000	
Time System Printer Paper	1,200	
Copy Paper	2,500	
Disposable Squad Blankets	150	
Computer Supplies	5,000	Increased \$1,000
.40 Caliber Practice Ammunition-Handgun	3,100	Ammunition type & expense listed seperately in 2009 budget
.40 Caliber Duty Ammunition-Handgun	4,000	Ammunition type & expense listed seperately in 2009 budget
.223 Caliber Practice Ammunition-Rifle	4,100	Ammunition type & expense listed seperately in 2009 budget
.223 Caliber Duty Ammunition-Rifle	3,700	Ammunition type & expense listed seperately in 2009 budget
.12 Gauge Shotgun	500	
Targets, Etc.	300	
SWAT Ammunition & Supplies	1,700	Consolidated SWAT supplies in one category in 2009
Range Supplies	1,000	
Outdoor Range Care	<u>1,000</u>	
	\$47,250	

Increase due to increased office, computer, and ammunition costs. Ammunition and range supplies were added to this account in 2008 after Training Account 01521182-53500 was eliminated. In previous budgets, ammunition supplies were grouped together. We have seperated duty and practice ammunition & handgun and rifle ammunition to show the noticeable increase in the cost of these items.

According to police ammunition suppliers, ammunition costs have increased 15 to 17% each year since 2005. The increase can be attributed to the military conflicts in Afghanistan & Iraq, surging demand for metals (copper, lead, zinc, nickel) from industrializing nations such as China & India, and increased shipping costs for these items. Prices have also surged due to a scarcity of specific ammunition that is utilized for both military & police purposes. Ammunition orders placed in January 2008 have still not been delivered as of mid 2008. All of these factors have substantially increased the cost of ammunition needed by the department.

Increases in the costs of computer supplies, office products, and printing services have also increased the overall budget request in this category.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	38,250	38,250	0	0	0	0	0	0	0	0	0
2009	47,250	47,250	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

54300 GAS & OIL:

34,500 Gallons @ \$3.86/gallon. *Fuel increase is in accordance with City Administrator's memo utilizing budgeted fuel total from 2008.*

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	129,500	129,500	0	0	0	0	0	0	0	0	0
2009	133,170	133,170	0	0	0	0	0	0	0	0	0

54500 MOTOR VEHICLE SUPPLIES:

Squad Repair-Sublet to Private Enterprise	8,000	Increased \$2,000
Vehicle Maintenance / Decals	1,500	Increased \$100
DOT Registration Fees	450	
Car Wash	1,200	
Parts / Repairs / Tires	16,500	
Shop Charges	1,800	
Install Squad Emergency Equipment	2,400	
Oil	1,200	
	\$33,050	

Increase due to increased squad repair costs as the result of motor vehicle accidents, normal repair of squad equipment (antennas, emergency lights, computer components, etc), and maintenance services provided by private vendors.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	30,950	30,950	0	0	0	0	0	0	0	0	0
2009	33,050	33,050	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

56400 UNIFORMS:

16 Full-time Supervisors @ \$475 each	7,600	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	1,000	
SRT Officer Uniforms	<u>1,700</u>	
	\$38,725	

Increases may occur in 2009 as existing labor contracts expire on December 31, 2008. In addition, we discovered a mathematical error in the approved 2008 budget related to the overall cost of uniforms for sworn officers. The amount previously annotated (\$18,270) was incorrect. The correct amount (\$19,950) is now shown.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	37,045	37,045	0	0	0	0	0	0	0	0	0
2009	38,725	38,725	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

57700 CONTRACTUAL SERVICES

Time System User Fees	17,710	Costs mandated by TIME System
Internet	0	Expense moved to telephone account #51600
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-increase due to # of empl tested yearly
Physical Examination - New Applicants	1,500	
Testing and Assessment Centers	2,200	
Psychological Exams-New Applicants	3,000	
MEG Drug Unit	5,000	
Jail Expense, Etc.	500	
Towing Impounded Vehicles	4,000	Rev collected from towed vehicle Acct #462100
ProPhoenix CAD, RMS, Mobile Software	16,170	Reduced \$25,370 due to new RMS/CAD/Mobile vender
Software Support	2,200	Reduced \$400 due to new RMS/CAD/Mobile vendor
Humane Society Animal Care Agreement	8,000	
DTN Weather System	2,300	Increased \$100
Mobile Data Access Fee	9,000	Air Cards for MDC Mobile software
Microfilm Reader Maintenance Agreement	900	Increased \$70
Copy Machine Maintenance Agreement	3,100	Increased \$100
FAX Machine Maintenance Agreement	575	Increased \$100
Computer Repairs	4,000	
Varda, Radar, and VCR Repairs	1,000	
UPS Systems Maintenance Agreement	3,290	
Dictation System Maintenance Agreement	7,780	Warranty expired 02-2008
Registration Suspensions	3,450	Increased \$650 due to actual # of suspensions done in 2008
Wisconsin Law Enforcement Accreditation	1,200	
Microfilm Processing/Source Group	4,000	
On Line Data Credit Card Processing	1,300	Increased \$300
Shred It Contract	1,400	Increased \$200
Fire Extinguisher Testing/replacemt - 4 units	375	Increased \$275-replacement costs
Dictaphone Freedom/Nuance Systems	6,750	Increased \$83
911 Cell Phone Transfer capabilities	1,200	New-Maps & displays emergency 911 cell phone information
Sagem Morpho-Fast Touch ID Maint.	365	Increased \$15
ID Networks Livescan Fingerprint System	2,500	Warranty expired 02-2008
APS Voice Software	1,850	Reduced \$1,000-no longer utilizing ticket writing software
Accurint Online Name Search Service	360	
	<u>\$131,630</u>	

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

57700 CONTRACTUAL SERVICES (continued):

Increases occurred in some contractual services as several warranties expired in 2008 and maintenance costs increased on most third party services. Records Management System, Computer Aided Dispatch, and Mobile software costs and support were reduced when we implemented the new Microsoft software from ProPhoenix. This software agreement included six (6) months of system maintenance in 2009 which was part of the initial purchase price of the product in 2008. The amounts quoted include a projected ten (10) percent increase in maintenance costs for the remaining 6 months of 2009 not covered under the initial purchase price. RMS/CAD/Mobile software maintenance costs will increase noticeably in 2010 as we will be assuming twelve (12) months of software maintenance costs in 2010.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	142,932	142,932	0	0	0	0	0	0	0	0	0
2009	131,630	131,630	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Support Services

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

59320 CRIME PREVENTION PROGRAMS:

Crime Prevention Meetings	260	
Crime Prevention Materials	1,450	Increased \$200
Printing / Film Rental	700	
School Safety Patrol Equipment	300	
Explorers	750	
Crime Prevention Patrol	1,500	
Citizen Academy	1,250	
School Safety Patrol Recognition	<u>500</u>	
	\$6,710	

Increase is due to an increase in the cost of Crime Prevention materials used for various department presentations and community events.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	6,510	6,510	0	0	0	0	0	0	0	0	0
2009	6,710	6,710	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Crossing Guards

- 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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries & Fringe Benefits	\$97,153.00	\$100,067.00	\$103,069.00	\$103,495.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Support Services	\$97,153.00	\$100,067.00	\$103,069.00	\$103,495.00

Notes:

* Other expenses are listed in account 01521142 Support Services.

PUBLIC SAFETY ~ Crossing Guards

PERFORMANCE MEASUREMENTS / BENCHMARKS:

	2004	2005	2006	2007	2008
	Actual	Actual	Actual	Actual	Estimate
# of days worked in the regular school year	180	180	180	180	180
# of intersections assigned	21	21	20	20	20
Total number of crossing assignments per day	40	40	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	2	2
Average hours of training per crossing guard per school year	2	2	2	4	4

ACHIEVEMENTS:

- No injuries were received by any child crossing at an intersection controlled by a crossing guard.
- Crossing Guard Arlene Kuehl 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 ~ Crossing Guards

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures By Function	Salaries/Fringes	Other Expenses	Total
School year crossing assignments	\$101,740.00	\$0.00	\$101,740.00
Summer school crossing assignment	\$532.00	\$0.00	\$532.00
Annual In-Service Training	\$1,223.00	\$0.00	\$1,223.00
Grand Total	\$103,495.00	\$0.00	\$103,495.00

Notes:

- Other Expenses total of \$775.00 are reflected in the Support Services section of the police budget, account #01521142.

2009 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 ~ Crossing Guards

2009 Department Detail Information

50100 CROSSING GUARD SALARIES:

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	95,745	95,745	0	0	0	0	0	0	0	0	0
2009	96,139	96,139	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
2008	7,324	7,324	0	0	0	0	0	0	0	0	0
2009	7,356	7,356	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Police Department

2009 Department Detail Information

POLICE DEPARTMENT - SUMMARY

PATROL	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Patrol Salaries	\$2,688,436	\$2,685,329	\$0	\$0	\$0	\$0	\$0	\$3,107	\$0	\$0	\$0
Patrol Overtime	\$206,741	\$206,741	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Patrol Fringes	\$810,939	\$810,069	\$0	\$0	\$0	\$0	\$0	\$870	\$0	\$0	\$0
Total	\$3,706,116	\$3,702,139	\$0	\$0	\$0	\$0	\$0	\$3,977	\$0	\$0	\$0

CRIM INV	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
CI Salaries	\$449,006	\$449,006	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CI Overtime	\$52,520	\$52,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CI Fringes	\$140,477	\$140,477	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$642,003	\$642,003	\$0								

SUPPORT SVCS	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
SS Salaries	\$1,047,223	\$987,305	\$0	\$0	\$33,096	\$0	\$0	\$1,443	\$0	\$0	\$25,378
SS Overtime	\$82,614	\$82,614	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SS Fringes	\$233,144	\$226,662	\$0	\$0	\$6,085	\$0	\$0	\$397	\$0	\$0	\$0
Outlay	\$79,000	\$79,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$33,451	\$33,451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$6,500	\$6,500	\$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	\$3,840	\$3,840	\$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	\$133,170	\$133,170	\$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	\$38,725	\$38,725	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contr. Svcs.	\$131,630	\$131,630	\$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	\$1,910,287	\$1,843,887	\$0	\$0	\$39,181	\$0	\$0	\$1,840	\$0	\$0	\$25,378
Total Sal/FB	\$1,362,981	\$1,296,581	\$0	\$0	\$39,181	\$0	\$0	\$1,840	\$0	\$0	\$25,378
Total Other Exp.	\$547,306	\$547,306	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$1,910,287	\$1,843,887	\$0	\$0	\$39,181	\$0	\$0	\$0	\$0	\$0	\$0

XING GUARD	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
CG Salaries	\$96,139	\$96,139	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CG Fringes	\$7,356	\$7,356	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$103,495	\$103,495	\$0								

PUBLIC SAFETY ~ Police Department

2009 Department Detail Information

POLICE DEPARTMENT - Revenue

	2006 Actual	2007 Actual	2008 Budget	2009 Projected
014354.435220 - Grants Training	\$12,600	\$11,400	\$6,000	\$6,000
014424.442100 - Bicycle Licenses	\$2,730	\$2,100	\$2,000	\$2,300
014514.451100 - Fines - Circuit Court	\$377	\$327	\$1,000	\$500
014514.451300 - Parking Ticket - PD	\$100,535	\$98,973	\$100,000	\$100,000
014514.451900 - Fines - Municipal Court	\$367,989	\$381,950	\$400,000	\$400,000
014624.462100 - Police Department Fees	\$10,741	\$16,002	\$13,044	\$15,000
014624.462110 - Registration Suspension	\$6,180	\$4,910	\$7,500	\$6,000
014624.462140 - Alarm System Fines	\$11,233	\$9,040	\$5,140	\$8,400
Total	\$512,385	\$524,702	\$534,684	\$538,200

014354.435220 - Grants / Training:

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

014424.442100 - Bicycle Licenses

This account contains revenue the police department receives 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 the police department receives from fines due the city from Circuit court cases

014514.451300 - Parking Tickets - PD

This account contains revenue the police department receives 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 the police department receives from the fines due the city from Municipal Court cases including all traffic tickets, municipal ordinance violation tickets, and Municipal Court warrant arrests.

PUBLIC SAFETY ~ Police Department

2009 Department Detail Information

POLICE DEPARTMENT - Revenue (continued)

014624.462100 - Police Department Fees

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

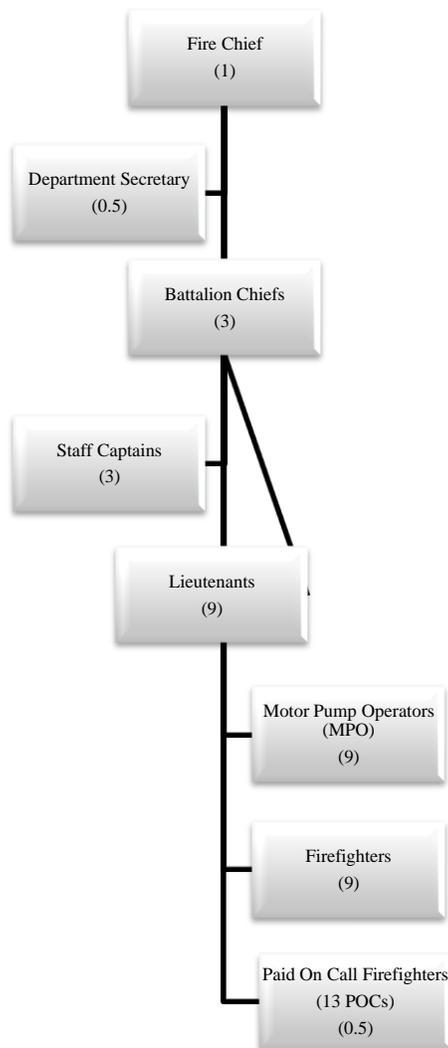
014624.462110 - Registration Suspensions

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, Maintenance, and Prevention) and works with that B/C. The Fire Department has a part-time secretary.

PUBLIC SAFETY ~ Fire Department Administration

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 responses.
- 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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	352,480	363,996	377,501	377,501
Other Expenses	26,383	24,872	24,872	26,292
Total Administrator	\$378,863	\$388,868	\$402,373	\$403,793

PERFORMANCE MEASURES / BENCHMARKS:

	2006	2007	2008	2009
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 was certified as MABAS (Mutual Aid Box Alarm System) Division 111. We are developing the Box Alarm Cards for our department and working with other Washington County departments to ensure that all MABAS guidelines for resource use are followed.
- The department has participated with Moraine Park Technical College and other Fire/EMS agencies in designing a “FireMedic” degree program.
- Battalion Chief Gerry Kudek began the Executive Fire Officer Program at the National Fire Academy.

PUBLIC SAFETY ~ Fire Department Administration

- The Fire Department has met the NIMS certification levels. All firefighters are certified at the IS-300 level and command staff is certified at the IS-400 level.
- Battalion Chief John Spartz 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	288,788	20,572	309,360
Future Department Operations	60,400	4,303	64,703
Budget Preparation & Monitoring	11,325	807	12,132
Mutual Aid Programs	7,550	538	8,088
Special Teams Response	3,775	269	4,044
Monthly Reports	5,663	403	6,066
Grand Total	\$377,501	\$26,892	\$404,393

2009 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.
- Begin Paramedic service to our response areas.
- Provide the first of two in-house Intermediate to Paramedic 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

2009 Department Detail Information

FIRE ADMINISTRATION ~ Expenditures

50100 SALARIES:

Fire Chief	82,422
Battalion Chief	71,465
Battalion Chief	71,403
Battalion Chief	70,000
<u>Dept. Secretary</u>	<u>13,260</u>
	\$308,550

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	297,557	297,557	0	0	0	0	0	0	0	0	0
2009	308,550	308,550	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2251	66,470
Fringe Rate	<u>0.1871</u>	<u>2,481</u>
		\$68,951

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	66,439	66,439	0	0	0	0	0	0	0	0	0
2009	68,951	68,951	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Centrex	4,800
Long Distance	200
<u>Internet</u>	<u>434</u>
	\$5,434

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,434	5,434	0	0	0	0	0	0	0	0	0
2009	5,434	5,434	0	0	0	0	0	0	0	0	0

51700 POSTAGE:

Postage	835
<u>Meter Maintenance</u>	<u>10</u>
	\$845

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	824	824	0	0	0	0	0	0	0	0	0
2009	845	845	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Administration

2009 Department Detail Information

FIRE ADMINISTRATION ~ Expenditures

52000 MEMBERSHIPS & DUES:

WC Fire Chiefs Assoc.	10
WI EMS Assoc.	20
WI State Fire Chiefs Assoc.	75
Int'l Assoc. of Fire Chiefs (IAFC)	235
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
Nat'l Assoc. Emerg. Veh. Techs.	50
<u>WB Sunrise Rotary</u>	<u>480</u>
	\$1,100

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,100	1,100	0	0	0	0	0	0	0	0	0
2009	1,100	1,100	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
2008	135	135	0	0	0	0	0	0	0	0	0
2009	135	135	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

IAFC Convention	770
WI State Fire Chiefs Convention	500
<u>Seminars</u>	<u>100</u>
	\$1,370

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,370	1,370	0	0	0	0	0	0	0	0	0
2009	1,370	1,370	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Cell Phone	100	ICMA, WILM, WITA Publ.	150
Computer & Copier Supplies	800	Promotional Tests	450
Office Furniture & Supplies	100	Printing	155
<u>Public Education @ St 1 Supplies</u>	<u>225</u>		
	\$1,980		

PUBLIC SAFETY ~ Fire Department Administration

2009 Department Detail Information

FIRE ADMINISTRATION ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES: cont'd

\$60 reduction in cellphone costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,040	2,040	0	0	0	0	0	0	0	0	0
2009	1,980	1,980	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
2008	750	750	0	0	0	0	0	0	0	0	0
2009	750	750	0	0	0	0	0	0	0	0	0

56400 UNIFORMS:

Protective Clothing \$5,400

"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
2008	6,000	6,000	0	0	0	0	0	0	0	0	0
2009	5,400	5,400	0	0	0	0	0	0	0	0	0

57700 CONTRACTURAL SERVICES:

OSHA Respirator Physicals 4,980

FireHouse Software Support 2,255

Maint. Contract Repeaters (\$131.25/mo.) 1,575

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

\$9,278

Increases in radio equipment maintenance contracts (5% increase for 2009), \$97. And 2009 Respirator Physicals \$11.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	9,170	9,170	0	0	0	0	0	0	0	0	0
2009	9,278	9,278	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Administration

2009 Department Detail Information

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$308,550	\$308,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$68,951	\$68,951	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$5,434	\$5,434	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$845	\$845	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$1,100	\$1,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Publications	\$135	\$135									
Seminars	\$1,370	\$1,370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$1,980	\$1,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Maint.	\$750	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$5,400	\$5,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracts	\$9,278	\$9,278									
Grand Total	\$403,793	\$403,793	\$0								
Total Sal/FB	\$377,501	\$377,501	\$0								
Total Other Exp.	\$26,292	\$26,292	\$0								
Grand Total	\$403,793	\$403,793	\$0								

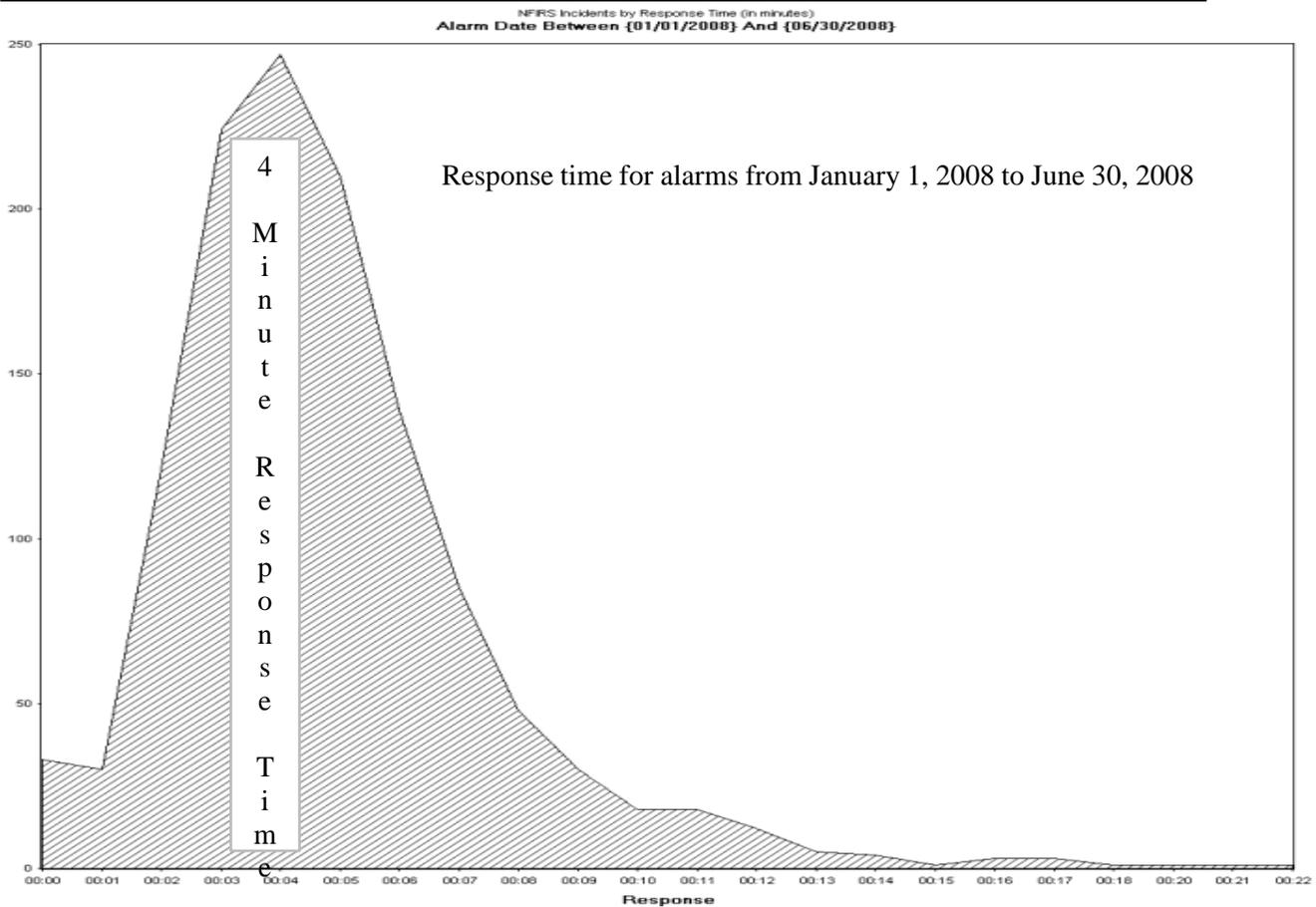
APPENDIX A ~ NFPA 1710 Compliance:

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%	79	67%	111	70%
8 Minute Response	12	86%	6	86%	13	68%
EMS Responses						
4 Minute Response	1279	80%	703	79%	713	78%
8 Minute Response	689	97%	399	98%	405	98%
Total Responses	1842		1007			



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 2007 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

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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	1,844,263	1,977,095	2,055,839	2,050,069
Other Expenses	50,606	60,461	62,357	64,997
Total Suppression	\$1,894,869	\$2,037,556	\$2,118,196	\$2,115,066

ACHIEVEMENTS:

- We were able to secure alternative funding for Wild land/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. We were able to provide equipment for approximately one-half of the department. We are applying for a second grant to complete the process.
- We have started a pager replacement program. While most of our personnel have newer pagers, we have several that 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:

cont'd.

- In 1997 we began a program to provide our personnel with gear that was tailored to the person's size. 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. 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.
- We purchased additional 5 inch hose for Engine 1 and Engine 3. This increased our Large Diameter Hose (LDH) from 700 feet to 1,000 feet on these engines. With the larger houses and driveways being built today, we're able to provide a secure water supply to our engines. Our preplan records to date indicate that nearly 1/3 of houses with long driveways in the townships have a drive way longer than 750 feet but less than 1000 feet. We now have the flexibility in fighting the fire and the ability to increase the distance we can move water.
- In 2006 we began a process of 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.
- We have begun 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.
- We continued our ongoing computer upgrade/replacement program. This year we replaced Station #1 and Station #3's desktop computers. We also plan on replacing a fire inspection tablet with a Panasonic Toughbook laptop. 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. Our purchasing committee has been meeting to create specifications for a new 75 foot aerial. Four members of the committee attended the Fire Department Instructor's Conference equipment show and met with several manufacturers. We had several manufacturer's bring demonstrator units to the fire department for us to evaluate and operate. We will be completing the specifications and bid process with the goal of having the vehicle ordered by November of this year for delivery next year.

PUBLIC SAFETY ~ Fire Department Suppression

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries / Fringes	Other Expenses	Total
Daily shift Operations	926,111	29,721	955,832
Emergency Operations	308,704	9,907	318,611
Budget Preparation & Maintenance	102,902	3,302	106,204
Maintenance of Apparatus, Equipment & Department Buildings	720,308	23,116	743,424
Grand Total	\$2,058,025	\$66,046	\$2,124,071

2009 GOALS:

- Secure alternative funding for the 2nd year of our Wild land/grass firefighting equipment through a grant from the Wisconsin DNR. This would complete our two year program.
- 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. We have upgraded the Chief’s office and the office of the Administrative Assistant. We would like to upgrade the furniture to a more contemporary and ergonomic style.
- Complete the purchase of the replacement for Vehicle 433 (Engine #12). We will be visiting the factory for inspection trips to insure the vehicle meets our specifications and to witness mandatory testing. We will take delivery of the vehicle and require the factory to provide training to our personnel on the operation of the vehicle.
- Continue our computer replacement/upgrade program.
- Complete the retaining wall/driveway repairs at Station 2. We will continue to work with the Engineering Department to see this project completed and the retaining walls and driveways repaired/ upgraded.
- Replace Ambulance 12 (#790) with a unit identical to our other 3 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.
- Replace the pickup truck used as our Brush Rig. The current unit is 17 years old and is at the limits of weight that the chassis can carry. We would like to replace the unit with a larger heavier duty unit to allow us to respond with the same staffing as an engine.

PUBLIC SAFETY ~ Fire Department Suppression

2009 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. While originally scheduled for replacement in 2010, we have moved this up due to mileage and increased maintenance costs.
- Replace Intercept 3 (Vehicle 707). This vehicle was originally the Battalion Chief's vehicle. It had rust damage repaired in the past and is again showing major signs of rust damage. This replacement fits into our goal of replacing support vehicles every 15 years. This vehicle would also be a SUV type vehicle due to the need for it to respond in all weather conditions. It would be similar to Intercept 1 and Intercept 2. By purchasing two similar, if not identical vehicles, we will most likely see a decrease in the total cost if done over two years.
- Complete our upgrade and remove all unrepairable pagers from use.

PUBLIC SAFETY ~ Fire Department Suppression

2009 Department Detail Information

FIRE Suppression ~ Expenditures

50100 SALARIES:

	Prevention Capt (0.2106)	6,582	10%
	Training Capt	6,844	10%
	Maintenance Capt	57,213	85%
	Lt. Group A	156,146	75%
	Lt. Group B	52,099	75%
469,136	Lt. Group C	208,744	75%
	Lt. Group C (0.2106)	52,148	75%
	MPO Group B	46,358	75%
	MPO Group C	47,515	75%
	MPO Group D	49,222	75%
	MPO Group E	145,839	75%
386,719	MPO Group F	49,268	75%
	MPO Group G	48,518	75%
	FF Group A	38,951	75%
	FF Group B	83,917	75%
	FF Group C	43,610	75%
	FF Group D	45,281	75%
	FF Group E	93,077	75%
675,272	FF Group F	47,118	75%
	FF Group G	47,168	75%
	FF Group H	47,218	75%
	FF Group I	94,044	75%
	FF Group J	134,889	75%
	POCS	25,921	75%
	Overtime	49,545	75%
		<u>\$1,677,231</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,683,686	1,683,686	0	0	0	0	0	0	0	0	0
2009	1,677,231	1,677,231	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2251	358,486
	0.2106	12,369
POC	<u>0.0765</u>	<u>1,983</u>
		\$372,837

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	372,153	372,153	0	0	0	0	0	0	0	0	0
2009	372,837	372,837	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Suppression

2009 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 \$3,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,000	3,000	0	0	0	0	0	0	0	0	0
2009	3,000	3,000	0	0	0	0	0	0	0	0	0

53500 OFFICE & OPERATING SUPPLIES:

Cell phone 750
 Computer & printer supplies 650
 Misc. office supplies 525
 Printing 62
 \$1,987

\$150 reduction in cellphone costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,137	2,137	0	0	0	0	0	0	0	0	0
2009	1,987	1,987	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.

\$2,400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,400	2,400	0	0	0	0	0	0	0	0	0
2009	2,400	2,400	0	0	0	0	0	0	0	0	0

54300 GAS & OIL

2600 gallons diesel @ \$4.30/gallon 11,180
 3,000 gallons unleaded @\$3.86/gallon 11,580
 \$22,760

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	18,290	18,290	0	0	0	0	0	0	0	0	0
2009	22,760	22,760	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Suppression

2009 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.

\$27,250

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	27,500	27,500	0	0	0	0	0	0	0	0	0
2009	27,250	27,250	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.

\$7,600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	8,400	8,400	0	0	0	0	0	0	0	0	0
2009	7,600	7,600	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Suppression

2009 Department Detail Information

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$1,677,231	\$1,677,231	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$372,837	\$372,837	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$1,987	\$1,987	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Tools	\$2,400	\$2,400									
Gas & Oil	\$22,760	\$22,760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Maint.	\$27,250	\$27,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$7,600	\$7,600									
Grand Total	\$2,115,066	\$2,115,066	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$2,050,069	\$2,050,069	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$64,997	\$64,997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$2,115,066	\$2,115,066	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC SAFETY ~ Fire Department Suppression

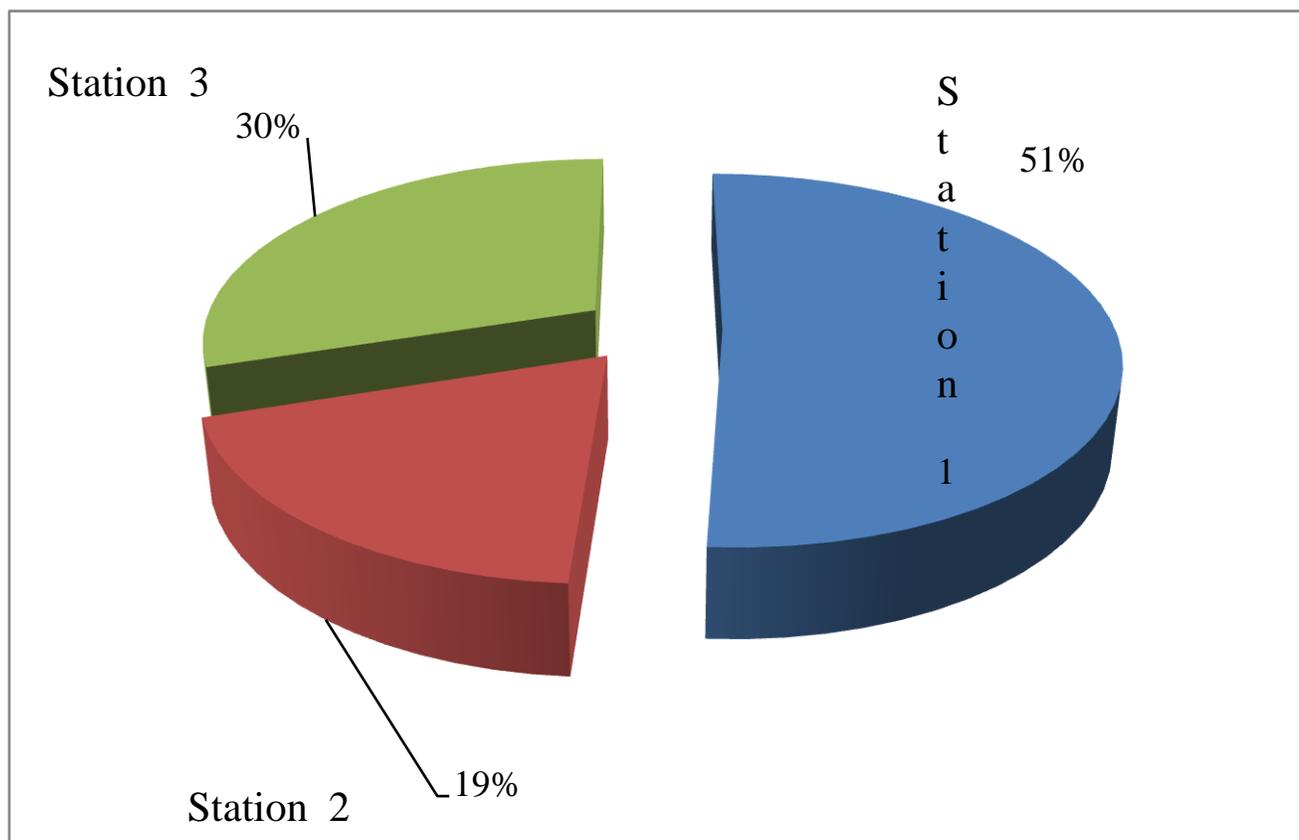
APPENDIX ~ A

Call / Response Data

NFIRS Fire Incidents

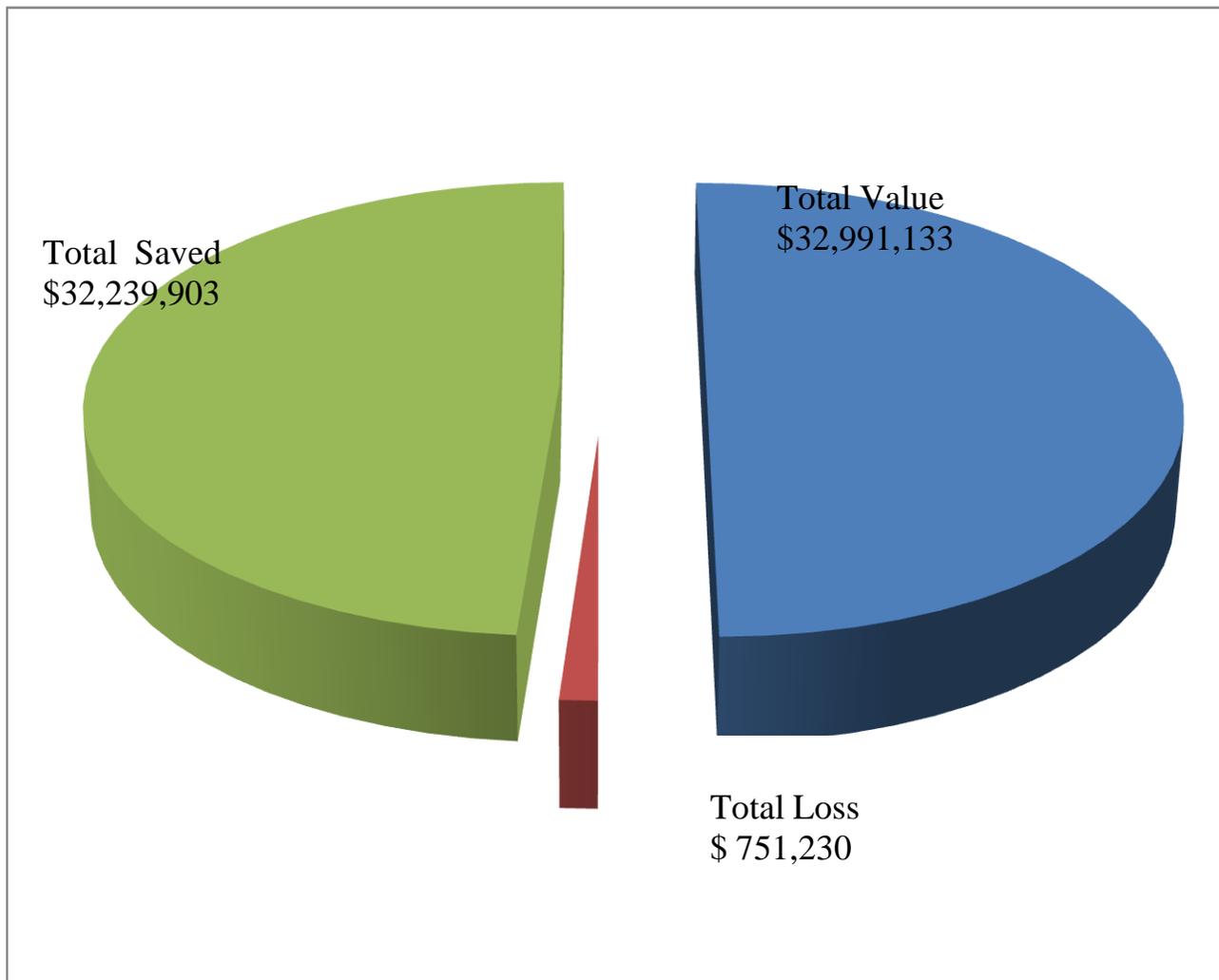
	Fires	Hazardous Conditions	Service Call/ Misc. Good Intent	False Alarms	Other
2008 (est)	65	100	120	175	35
2007	74	81	107	144	41
2006	62	65	102	108	37
2005	64	89	109	136	34

Calls by Station / Response District



PUBLIC SAFETY ~ Fire Department Suppression

APPENDIX A ~ 2007 Fire Loss Data



PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

- The Fire Prevention, Planning & Inspection Bureau assists the Fire Chief with the administration of the duties specified in the State of Wisconsin Department of Commerce Fire Prevention Code.
- Meet with contractors and architects before plan submission or construction begins to answer questions on requirements specified by code.
- Review 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.
- Review new building plans for compliance on fire protection systems. Plan reviews are followed up with inspections to insure the plan specifications were met by the contractor.
- Issue permits, on an annual basis, for fire alarm monitoring, fire suppression systems in commercial kitchen hoods and fire sprinkler systems.
- Review plans for all installations and removals of underground storage tanks. Includes permit approval, plan review and follow up inspections when the work is being completed. Monthly reports are filed per State of Wisconsin guidelines and annual inspections are conducted on all tanks within the jurisdictional area of the West Bend Fire Department.
- Conduct 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.
- Conduct Annual and Semi-annual fire inspections of all buildings open to the public within the City of West Bend. Inspections are also conducted in all buildings within the fire department's jurisdictional area of the towns of West Bend and Barton. Violations are followed up to insure compliance and records of all inspections are maintained.
- Follow up with building owners after all false alarms or sprinkler system activations.
- Answer questions from the public regarding any fire prevention issue or code.
- Bureau members assist building owners with questions on the procedures for conducting fire and sprinkler system tests that are required by code.
- Conduct Juvenile Fire Setter Interventions to assess the child's potential for continued fire setting. 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.
- Assist with fire investigations for cause and origin determination.
- Organize and assist with the annual Fire Prevention Week activities including an open house and school visits.
- Raise the public's awareness of fire prevention directly and through the media.

EXPENDITURES:

Account 0152330	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries & Fringe Benefits	127,334.00	134,345.00	139,009.00	139,009.00
Other Expenses	4,085.00	4,140.00	4,140.00	4,110.00
Total Prevention	\$131,419.00	\$138,485.00	\$143,149.00	\$143,119.00

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

PERFORMANCE MEASUREMENTS / BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Inspections				
Fire Inspections-Semi-Annual	2,517	2,556	2,617	2,620
Fire Inspections-Annual	401	386	418	498
Fire Inspections-Reinspections	258	62	41	17
Fire Inspections-Compliance Cards	N/A	102	139	140
Permits				
Garage	14	13	13	13
Monitoring	14	13	12	13
Alarm	90	98	100	108
Hazardous Chemical	3	3	3	3
Temp. L.P.	15	6	8	3
Fire Suppression Sprinkler	19	10	18	8
Fire Suppression Hood System	8	12	11	0
Cutting & Welding	1	1	1	1
Smoke & Heat Detectors	7	13	14	5
smoke detectors	170	246	233	43
heat detectors	12	38	37	0
Open Burning	6	5	5	3
Tent	14	19	19	5
Novelty Fireworks	0	0	0	0
Regulated Fireworks	2	2	1	1
Permanent L.P.	0	0	1	0
UST/AST Program*				
AST Install	4	2	4	3
UST Install	0	8	1	1
AST Removal	0	0	0	0
UST Removal	9	6	2	1
UST Abandoned	2	0	0	0
AST Annual Inspection	48	50	50	50
UST Annual Inspection	13	13	13	13
UST/AST Total Hours	114	129	129	129

*The Tank Inspection Program is scheduled on the State's Fiscal year. 2008 Inspections begin on July 1, 2008.

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

PERFORMANCE MEASUREMENTS / BENCHMARK cont'd.

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Other Inspection Activities				
Site Plans plus revisions reviewed	58	53	26	10
Concept Plans plus revisions reviewed	11	10	1	1
Preliminary Plot Plans plus revisions reviewed	3	2	1	0
Final Plot Plans plus revisions reviewed	7	4	1	0
Hydrant Layout plans reviewed	7	6	2	0
Sprinkler system acceptance test & inspection	11	26	13	12
Fire Alarm system acceptance test & inspection	7	7	7	7
Hood system inspection & trip testing	5	6	10	1
Fire Alarm plans reviewed	4	6	11	7
False Alarm warning letters sent	10	8	14	6
False Alarm Charges	1	0	0	0
Fire Drills Witnessed**	N/A	11	2	2

**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. The plan review process is a dialogue between the Bureau and the architect and developer. 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 all aboveground and underground storage tanks per Department of Commerce requirements.

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.
- Updated the new fire prevention code in preparation for adoption by the Council in the 2nd half of 2008.

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Fire Prevention Inspections	98,697	2,918	101,615
Plan Review	3,058	90	3,148
UST / AST	3,614	107	3,721
Permits	1,390	41	1,431
Budget Preparation & Maintenance	6,950	206	7,156
Other Administrative	25,300	748	26,048
Grand Total	\$139,009	\$4,110	\$143,119

2009 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

2009 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.
- Complete Fire Prevention Code revision. Code will be introduced for adoption during 2008. The fire prevention bureau will conduct training for the department's fire inspectors. 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

2009 Department Detail Information

FIRE Prevention ~ Expenditures

50100 SALARIES:

Prevention Captain (0.2106)	49,362	75%
<u>MPO Group A (Inspection)</u>	<u>64,690</u>	100%
	\$114,052	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	114,052	114,052	0	0	0	0	0	0	0	0	0
2009	114,052	114,052	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2106	10,396
	<u>0.2251</u>	<u>14,562</u>
		\$24,957

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	24,957	24,957	0	0	0	0	0	0	0	0	0
2009	24,957	24,957	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

Increase in Association's dues \$155. \$155 moved to Membership Acct. from Operating Supplies Acct.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	425	425	0	0	0	0	0	0	0	0	0
2009	580	580	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

2009 Department Detail Information

FIRE Prevention ~ Expenditures cont'd

52100 PUBLICATIONS:

NFPA Code Updates \$790
Increase in NFPA subscription \$15. \$15 moved to Publications Acct. from Operating Supplies Acct.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	775	775	0	0	0	0	0	0	0	0	0
2009	790	790	0	0	0	0	0	0	0	0	0

52200 SEMINARS & TRAINING:

Code Enforcement & Tank Inspector Cert. \$1,140

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,140	1,140	0	0	0	0	0	0	0	0	0
2009	1,140	1,140	0	0	0	0	0	0	0	0	0

53500 OFFICE & OPERATING SUPPLIES:

Cell phone 500
 Computer, Copier & FAX supplies 300
 Misc. Office Suplies 95
 Misc. Fire Equipment 100
 Forms Printing 330
 Photo Processing 125
 NFPA (Fire Prevention Week Banners) 150
 \$1,600

\$100 Reduction in cellphone costs. \$100 reduction in miscellaneous office supplies.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,800	1,800	0	0	0	0	0	0	0	0	0
2009	1,600	1,600	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Prevention, Inspection, and Planning Bureau

2009 Department Detail Information

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$114,052	\$114,052	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$24,957	\$24,957	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$580	\$580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Publications	\$790	\$790									
Seminars	\$1,140	\$1,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$1,600	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$143,119	\$143,119	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$139,009	\$139,009	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$4,110	\$4,110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$143,119	\$143,119	\$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.
- Promote and encourage exceptional customer service.
- Research training information and deliver quality current training programs.
- Provide training that strengthens the skills needed to perform effectively at emergency scenes.
- Provide consistent training that links to department policies and procedures.
- Promote continuing self education by providing opportunities for outside education.
- Deliver customer service centered quality public education programs.
- Coordinate and implement effective programs for the motor pump operator promotional process.
- Coordinate and implement a mentoring program for the lieutenant promotional process.
- Provide the Fire Chief with annual budget requests, monthly reports, and other communiqués on bureau activities.
- Organize and prepare live house burns for realistic fire scenario training
- Coordinate fire critique sessions after a working fire to ensure tactics and operations reflect our training, and to learn from each unique incident.
- Provide job shadow opportunities to area high school students interested in a fire service career.
- Provide opportunities for students enrolled in the EMT Basic and EMT-I course to complete their required patient contacts by assisting our emergency personnel on emergency responses.
- Help coordinate bi-monthly special teams training [Hazardous Materials and Dive Rescue] for county wide teams and support department representatives who participate on these teams.
- 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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	227,659	292,537	304,480	303,971
Other Expenses	22,159	17,915	17,915	17,925
Total Suppression	\$249,818	\$310,452	\$322,395	\$321,896

PERFORMANCE MEASURES / BENCHMARKS:

	2006	2007	2008	2009 Estimate
Fireground Training (Hours)	4553	5313	3000	3000
EMS Training (Hours)	2747	2760	*6000	*6000
Public Education (Hours)	828	550	957	900

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

ACHIEVEMENTS:

- Enrolled four fire department EMT-IV Techs into Moraine Park Technical College’s first EMT-Paramedic class.
- Helped coordinate clinical training at area hospitals and ride-along training with the Oshkosh 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 continues 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 a specific protocol.

PUBLIC SAFETY ~ Fire Department Training Bureau

ACHIEVEMENTS: cont'd.

- Continued Job Shadow/Mentorship Program. In 2007-2008 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 445 hours in ride along opportunities to EMT's from other fire departments in 2008. 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 2007- 2008 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 2007-2008 fire department personnel trained with personnel from the Water/Sewer Utility on confined space rescue. The training was used for defining of roles in an emergency situation and to see and get hands-on use of confined space rescue equipment.
- In 2007 fire department personnel participated in the National Stand-Down for Firefighter Safety Day. This is an event meant to raise the level of awareness toward 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.
- In 2007 Captain Peil completed the identification and marking of residences with driveways more than 750 feet or residences that could not be seen from the roadway in the Town of Barton, that project will continue in 2008 within the Town of West Bend. This project assists in determining how much water supply hose would need to be deployed in case of a fire at the residence.

PUBLIC SAFETY ~ Fire Department Training Bureau

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Daily Shift Operations	\$45,596	\$2,689	\$48,285
Emergency Operations	\$15,200	\$895	\$16,095
Budget Preparation & Maintenance	\$15,200	\$895	\$16,095
Oversee Department Training	\$136,787	\$8,066	\$144,853
Coordinate Public Education Programs	\$45,596	\$2,688	\$48,284
Maintains Training Records	\$45,596	\$2,688	\$48,284
Grand Total	\$303,975	\$17,921	\$321,896

2009 GOALS:

- 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.
- Enroll eight fire department EMT-Intermediate personnel into the EMT-Intermediate to EMT-Paramedic pilot transition program offered at Moraine Park Technical College.
- 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 integrate safety in all aspects of our training and participate in the annual IAFC Fire/EMS Safety, Health, and Survival Week.
- Continue to provide quality fire prevention and safety education programs to the public.
- Continue to provide quality customer service through Fire/EMS responses, and continue to provide opportunities for the public to learn what our job consists of.
- Continue to work on the driveway marking project for laying in water supply hose in the Town of West Bend.

PUBLIC SAFETY ~ Fire Department Training Bureau

2009 Department Detail Information

FIRE TRAINING ~ Expenditures:

50100 SALARIES:

Prevention Capt (0.2106)	9,873	15%
Training Capt	58,174	85%
Maintenance Capt	3,365	5%
Lt. Group A	16,656	8%
Lt. Group B	5,557	8%
Lt. Group C	22,252	8%
Lt. Group C (0.2106)	5,562	8%
MPO Group B	4,945	8%
MPO Group C	5,068	8%
MPO Group D	5,251	8%
MPO Group E	15,553	8%
MPO Group F	5,255	8%
MPO Group G	5,175	8%
FF Group A	4,155	8%
FF Group B	8,958	8%
FF Group C	4,652	8%
FF Group D	4,830	8%
FF Group E	9,936	8%
FF Group F	5,026	8%
FF Group G	5,031	8%
FF Group H	5,037	8%
FF Group I	10,031	8%
FF Group J	14,388	8%
POCS	8,642	25%
Overtime	5,285	8%
	<u>\$248,658</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	250,215	250,215	0	0	0	0	0	0	0	0	0
2009	248,658	248,658	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2251	50,553
	0.2106	3,251
POC	<u>0.0765</u>	<u>661</u>
		\$54,465

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	54,265	54,265	0	0	0	0	0	0	0	0	0
2009	54,465	54,465	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Training Bureau

2009 Department Detail Information

5200 MEMBERSHIPS & DUES:

IAFC	Intl. Assoc. of Fire Chiefs	195	
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>	
		\$525	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	515	515	0	0	0	0	0	0	0	0	0
2009	525	525	0	0	0	0	0	0	0	0	0

52200 SEMINARS & TRAINING:

Meets contractual obligations for training outside the department.
 Fire service degree programs, Assoc. Degree and Bachelor Degree programs. Fire & EMS conferences and outside training. Special Teams training.

\$12,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	12,000	12,000	0	0	0	0	0	0	0	0	0
2009	12,000	12,000	0	0	0	0	0	0	0	0	0

53500 OFFICE & OPERATING SUPPLIES:

	Cell phone	500
	Computer, Copier & FAX Supplies	750
IFSTA	Intl. Fire Service Trng. Assoc.	300
	Training Aids & manuals	925
	Fire Training Equipment	75
	EMS Training supplies	200
	Tablet Computer Batteries	800
	Public Ed. Events at fire stations	150
	Fire Safety Trailer supplies	250
	Trng. Room furniture / supplies	150
	Printing	150
	Camera supplies	25
	<u>TB Test supplies</u>	<u>375</u>
		\$4,650

PUBLIC SAFETY ~ Fire Department Training Bureau

2009 Department Detail Information

53500 OFFICE & OPERATING SUPPLIES:

\$100 Reduction in cellphone costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	4,750	4,750	0	0	0	0	0	0	0	0	0
2009	4,650	4,650	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
2008	650	650	0	0	0	0	0	0	0	0	0
2009	650	650	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Training Bureau

2009 Department Detail Information

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$248,658	\$248,658	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$54,465	\$54,465	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$525	\$525	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$4,650	\$4,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Maint.	\$650	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$320,947	\$320,947	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$303,122	\$303,122	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$17,825	\$17,825	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$320,947	\$320,947	\$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 and procedure compliance.
- 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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	427,184	433,408	450,120	451,200
Other Expenses	42,792	46,878	53,975	64,618
Total EMS	\$469,976	\$480,286	\$504,095	\$515,818

PERFORMANCE MEASUREMENTS / BENCHMARKS:

	2006 Actual	2007 Actual	2008	2009 (Est)
Emergency Medical Responses	1644	1,865	1,910	1,965
Intercept Responses	99	120	115	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 for St. Joseph’s Hospital and surrounding medical clinics and skilled nursing centers.
- Petitioned the state of Wisconsin EMS Bureau for a two year transition program to the Paramedic level of licensure for our EMS service. This program will begin on August 1, 2008
- Developed a Pilot Class with MPTC and WI Department of Health and Family Services for the Intermediate Transition to Paramedic Certification
- Researched and developed new paramedic protocols for the upcoming transition from an EMT-Intermediate to an EMT-Paramedic service. Our current set of protocols were revised and reformatted into a three tier system, starting with basic life support [BLS] through the most advanced life support [ALS] skills allowed by the state of Wisconsin.
- 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. EMS personnel are supporting and serve 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.

BUDGET SUMMARY & HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Daily Shift Operations	203,852	29,258	233,110
Emergency Operations	67,951	9,753	77,704
Budget Preparation & Maintenance	22,650	3,251	25,901
Quality Assurance Programs	90,601	13,004	103,605
Advancing Level of Practice	58,891	8,452	67,343
Associated Committee Work	9,060	1,300	10,360
Grand Total:	\$453,005	\$65,018	\$518,023

2009 GOALS:

- Assist with the coordination and implementation of the Transitional Paramedic program for our department.
- Work with the state EMS Bureau and Moraine Park Technical College on developing and implementing a curriculum for a pilot program for transition from EMT-Intermediate to EMT Paramedic.
- 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).

PUBLIC SAFETY ~ Fire Department Emergency Medical Services Bureau

2009 Department Detail Information

FIRE RESCUE ~ Expenditures:

50100 Salaries:

	Training Capt	3,422	5%
	Maintenance Capt	6,731	10%
	Lt. Group A	35,393	17%
106,303	Lt. Group B	11,809	17%
	Lt. Group C	47,281	17%
	Lt. Group C (0.2106)	11,820	17%
	MPO Group B	10,508	17%
87,670	MPO Group C	10,770	17%
	MPO Group D	11,157	17%
	MPO Group E	33,070	17%
	MPO Group F	11,167	17%
	MPO Group G	10,997	17%
	FF Group A	8,829	17%
153,083	FF Group B	19,021	17%
	FF Group C	9,885	17%
	FF Group D	10,264	17%
	FF Group E	21,105	17%
	FF Group F	10,680	17%
	FF Group G	10,691	17%
	FF Group H	10,703	17%
	FF Group I	21,317	17%
	FF Group J	30,588	17%
	Overtime	11,230	17%
		<u>\$368,438</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	367,688	367,688	0	0	0	0	0	0	0	0	0
2009	368,438	368,438	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Rate	0.2251	80,275
	0.2106	2,489
		<u>\$82,762</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	82,432	82,432	0	0	0	0	0	0	0	0	0
2009	82,762	82,762	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY - Fire Department Emergency Medical Services Bureau

2009 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
2008	425	425	0	0	0	0	0	0	0	0	0
2009	425	425	0	0	0	0	0	0	0	0	0

52200 SEMINARS & TRAINING:

PSOW Paramedic Services of WI	250
IAFF EMS Conference	450
IAFC Fire-Rescue Med conference	400
	<u>1,100</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,200	1,200	0	0	0	0	0	0	0	0	0
2009	1,100	1,100	0	0	0	0	0	0	0	0	0

53500 OFFICE & OPERATING SUPPLIES:

Cell phone	250
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	350
	<u>\$4,800</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,300	5,300	0	0	0	0	0	0	0	0	0
2009	4,800	4,800	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Emergency Medical Services Bureau

2009 Department Detail Information

FIRE RESCUE ~ Expenditures

54300 GAS & OIL:

3,725 gallons diesel @ \$4.30/gallon \$ 16,018

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,575	10,575	0	0	0	0	0	0	0	0	0
2009	16,018	16,018	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
2008	7,000	7,000	0	0	0	0	0	0	0	0	0
2009	7,000	7,000	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Maint. contract for defibrillators \$3,775

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,975	3,975	0	0	0	0	0	0	0	0	0
2009	3,775	3,775	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.

In August 2008 our department became a paramedic service. We have added 18 new medications that will be added to the inventory on our ambulances and Intercept vehicles. In 2009 we are proposing contracting with an oxygen delivery vendor to supply the oxygen for our service. This additional cost will be covered by an increase to our patient charge for oxygen.

\$31,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	25,500	25,500	0	0	0	0	0	0	0	0	0
2009	31,500	31,500	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Fire Department Emergency Medical Services Bureau

2009 Department Detail Information

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$368,438	\$368,438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$82,762	\$82,762	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$425	\$425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$1,100	\$1,100									
Supplies	\$4,800	\$4,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas & Oil	\$16,018	\$16,018	\$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	\$3,775	\$3,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin. Special	\$31,500	\$31,500									
Grand Total	\$515,818	\$515,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$451,200	\$451,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$64,618	\$64,618	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$515,818	\$515,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC SAFETY ~ Fire Department Revenues

2009 Department Detail Information

	2006 Actual	2007 Actual	2008 Adopted	2009 Estimate
014734.473210 WI VTAE Fire Dept. Training	1,433	3,612	4,225	4,225
014344.434200 Fire Insurance Tax	90,484	93,298	89,993	90,107
014624.462140 False Alarm Assessments		1,700	1,700	1,700
014624.462200 Fire Department Fees	15,929	15,803	22,000	23,257
014624.462300 Ambulance Fees		665,689	654,814	681,008
014624.462400 Ambulance Interfacility Transports				25,360
014734.473220 Local Fire Protection Service	370,518	391,045	386,603	420,844
Total Revenue				\$1,246,501

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

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

Funds for teaching classes given through Moraine Park Technical College. 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 \$ 90,107

2% Fire Insurance Dues from the State: The totals come from the Department of Commerce which administers the program. The dues are paid for the previous year. Commerce 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 Commerce to administer the program.

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	\$ 4,550	\$ 4,940	\$ 4,549	\$ 4,674
Total	\$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 \$ 23,257

Fees collected for tank inspection, permits and special classes.

014624.462300 AMBULANCE FEES Grand Total \$ 681,008

Ambulance fee revenue is computed from the 2007 net ambulance revenue figure. For 2009 we anticipate an 8% increase in ambulance fees. We estimate a 3% increase in the number of calls.

014624.462400 AMBULANCE FEES ~ Interfacility Grand Total \$ 25,350

The Interfacility Transport Program began in August 2007. Revenue estimate is based on our experience for number of calls expected in 2008 (36 - 40) and our experience to date for revenue per call (\$625 - \$700). The funds generated by the Interfacility Transport Program will be used to offset the costs associated with our Paramedic Program.

014734.473220 LOCAL FIRE PROTECTION Grand Total \$ 420,844

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

PUBLIC SAFETY ~ Fire Dispatch

2009 Department Detail Information

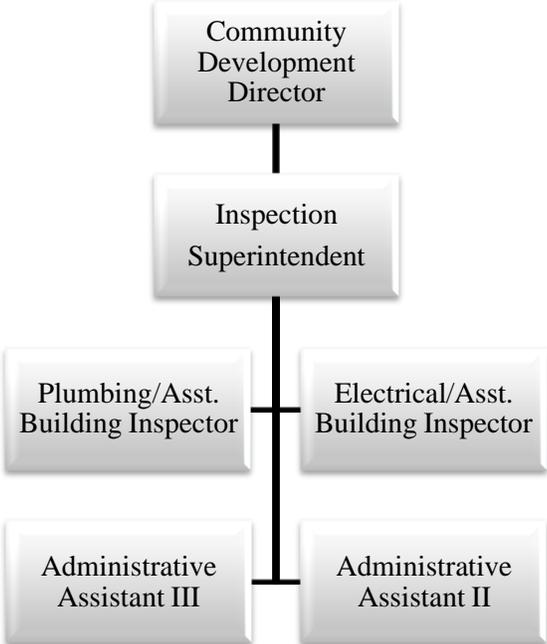
FIRE DISPATCH ~ Expenditures

Account 01523111	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	24,913	24,913	24,913	29,606
Other Expenses	0	0	0	0
Total EMS	\$24,913	\$24,913	\$24,913	\$29,606

BUDGET SUMMARY & HIGHLIGHTS

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

PUBLIC SAFETY ~ Building Inspection



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.

EXPENDITURES:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0152410				
Salaries and Fringe Benefits	\$255,847	\$259,101	\$262,947	\$266,929
Other Expenses	\$20,193	\$19,521	\$19,886	\$19,359
Total Building Inspection	\$276,040	\$278,622	\$282,833	\$286,289

PUBLIC SAFETY ~ Building Inspection

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Total Permits Issued	3,764	3,807	3,183	3,000	2,800
% 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	6,326	6,256	5,450	5,303	4,800
Average time per inspection	30 min	30 min	45 min	45 min	45 min
Total cost of Construction	\$63,686,865	\$84,686,284	\$46,466,597	\$91,071,824	\$64,000,000

ACHIEVEMENTS:

- The permitting, inspection and approval of nearly \$ 129.9 million in construction value.
- Issued 3,000 permits and conducted 5,303 inspections in 2007.
- 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.
- Continued to work with the Planning staff on relocating Surak Electric to a new location.
- Developed a training seminar to qualify local builders for required State Licensing. Presented this seminar in spring 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 construction project process.

PUBLIC SAFETY ~ Building Inspection

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
- Permit Issuance	\$41,464	\$3,297	\$44,761
- Plan Review	\$14,044	\$1,117	\$15,161
- Inspections	\$129,743	\$10,316	\$140,059
- Administrative/clerical	\$30,095	\$2,393	\$32,488
- Customer assistance/information	\$52,165	\$4,148	\$56,313
Grand Total	\$267,511	\$21,271	\$288,782

Notes:

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

2009 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.
- Complete implementation of the MUNIS permitting system (project started in 2008).
- 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.
- Finalize the City becoming certified to review commercial plumbing plans. This would expedite the construction process by reducing the lead time currently needed when this type of plan is sent to the State of Wisconsin Dept. of Commerce.
- 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

2009 Department Detail Information

BUILDING INSPECTION ~ Expenditures

50100 SALARIES:

Superintendent	57,187
Plbng/Bldg Insp	49,370
Building Insp. Asst.	47,754
Admin Asst III	39,146
Admin Asst II	<u>37,569</u>
	\$231,026

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	231,026	225,348	43	0	0	5,635	0	0	0	0	0
2009	231,026	224,858	532	0	0	5,635	0	0	0	0	0

50200 FRINGES:

Fringe benefit rate at 18.71% . \$43,225

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	43,225	42,163	8	0	0	1,054	0	0	0	0	0
2009	43,225	42,071	100	0	0	1,054	0	0	0	0	0

51600 TELEPHONE:

Internet	370
Centrex	1500
Long Distance	150 (decrease based on historical use)
Nextel Radios	<u>1148</u>
	\$3,168

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,399	3,399	0	0	0	0	0	0	0	0	0
2009	3,168	3,168	0	0	0	0	0	0	0	0	0

51700 POSTAGE:

Mail Cost (\$230/qtr)	795 (increase in cost from supplier)
Service (\$25/qtr)	100
Incidentals/postcard postage	100
Meter Maintenance	<u>32</u>
	\$1,027

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,025	1,025	0	0	0	0	0	0	0	0	0
2009	1,027	1,027	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Building Inspection

2009 Department Detail Information

BUILDING INSPECTION ~ Expenditures

52000 MEMBERSHIPS:

IAEI (International Association of Electrical Inspectors) (2)	180
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)	50
	<u>50</u>
	\$400

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	590	590	0	0	0	0	0	0	0	0	0
2009	400	400	0	0	0	0	0	0	0	0	0

52100 PUBLICATIONS:

Accessibility Standards (3)	35
Accessibility Graphics Manual (1)	125
Plumbing Codes (3)	25
International Building Code CD-ROM - (3)	85
Updated Code Books for each Inspector (3)	190
	<u>190</u>
	\$460

2008 was a "Code change" year which required numerous publications. 2009 to maintain codes and ADA requirements.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,185	1,185	0	0	0	0	0	0	0	0	0
2009	460	460	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

Plumbing Inspectors Conference (yrly)	650
Electrical Inspectors Conference (yrly)	700
Building Inspectors Conference (yrly)	400
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 renewal (Soldner, Ehlers)	90
	<u>90</u>
	\$3,540

Continued education has increased categories for each inspector from 5 to 7.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,900	2,900	0	0	0	0	0	0	0	0	0
2009	3,540	3,540	0	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Building Inspection

2009 Department Detail Information

BUILDING INSPECTION ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

UDC Seals (used for SF and TF)	650 (increase in cost from supplier)
Labels/Building Permits	690 (increase in cost from supplier)
House frames (150) & #'s (400)	650
Water heater/softener cards	100
Forms, Supplies, Stationery, Computer Supplies, etc.	<u>1600</u>
	\$3,690

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,970	3,957	13	0	0	0	0	0	0	0	0
2009	3,690	3,684	6	0	0	0	0	0	0	0	0

54200 SMALL TOOLS AND IMPLEMENTS:

Nextel batteries (4)	50
Misc. tools & pressure gauges (4)	200
Safety equipment (eye & hearing protection, traffic cones)	<u>100</u>
	\$350

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	500	500	0	0	0	0	0	0	0	0	0
2009	350	350	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL

Office vehicles - \$3.86/gallon (approx. 1200 gallons)	<u>4632</u>
	\$4,632

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	4,930	4,930	0	0	0	0	0	0	0	0	0
2009	4,632	4,632	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE

Savin 2527 copier maintenance agreement	600
Vehicle Maintenance	<u>1500</u>
	\$2,100

Additional maintenance required on older vehicles - 1999 Cavalier (86,832 miles); 2000 Grand Prix (86,000 miles); 2000 Ranger (50,000 miles). Average miles per year: Cavalier (8,200); Grand Prix (5,200); Ranger (8,000).

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,400	1,400	0	0	0	0	0	0	0	0	0
2009	2,100	2,098	2	0	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Building Inspection

2009 Department Detail Information

BUILDING INSPECTION ~ SUMMARY

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$231,026	\$224,858	\$532	\$0	\$0	\$5,635	\$0	\$0	\$0	\$0	\$0
Fringes	\$43,225	42,071	100	0	0	1,054	0	0	0	0	0
Telephone	\$3,168	\$3,168	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Postage	\$1,027	\$1,027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$400	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Publications	\$460	\$460	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Seminars	\$3,540	\$3,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$3,690	\$3,684	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Tools	\$350	\$350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas & Oil	\$4,632	\$4,632	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Equipment Maint	\$2,100	\$2,098	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Grand Total	\$293,618	\$286,288	\$640	\$0	\$0	\$6,690	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$274,251	\$266,929	\$632	\$0	\$0	\$6,690	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$19,367	\$19,359	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$293,618	\$286,289	\$640	\$0	\$0	\$6,690	\$0	\$0	\$0	\$0	\$0

PUBLIC SAFETY ~ Building Inspection

2009 Department Detail Information

BUILDING INSPECTION ~ Revenue

	2006 Actual	2007 Actual	2008 Adopted	2009 Proposed
Licenses	\$19,915	\$21,200	\$ 21,000	\$ 18,000
Building Permits & Inspect Fee	\$725,214	\$606,801	\$ 587,500	\$ 587,500
Zoning Permits & Fees	\$17,406	\$16,722	\$ 17,500	\$ 14,000
General Government	\$1,244	\$1,090	\$ 1,000	\$ 1,000
Total Building Inspection	\$763,779	\$645,813	\$627,000	\$620,500

	Adopted Budget 2008	Estimated Revenue 2008	Proposed Revenue 2009
Account 014414 ~ Licenses			
441200 ~ Sign	\$ 15,000	\$ 15,000	\$ 12,000
441240 ~ Elec Cont & Indus Plant Certificate	\$ 6,000	\$ 6,000	\$ 6,000
Account 014434 ~ Bldg Permits & Inspect Fees			
443100 ~ Building	\$ 302,000	\$ 302,000	\$ 302,000
443200 ~ Electrical	\$ 65,000	\$ 60,000	\$ 60,000
443300 ~ Plumbing	\$ 95,000	\$ 90,000	\$ 95,000
443400 ~ State Building	\$ 3,000	\$ 3,000	\$ 2,500
443500 ~ Erosion Control	\$ 35,000	\$ 35,000	\$ 25,000
443600 ~ Occupancy	\$ 13,000	\$ 13,000	\$ 13,000
443700 ~ Heating	\$ 70,000	\$ 60,000	\$ 60,000
443800 ~ Moving	\$ 500	\$ 500	\$ 500
443900 ~ Insp. Plan Examination	\$ 24,000	\$ 24,000	\$ 29,500
Account 014444 ~ Zoning Permits & Fees			
Conditional Use - Major	\$ 900	\$ 900	\$ 600
Conditional Use - Other	\$ 2,000	\$ 2,000	\$ 2,000
Conditional Use - Annual	\$ 400	\$ 400	\$ 600
Zoning Permit	\$ 7,500	\$ 7,500	\$ 7,500
Zoning Verification	\$ 500	\$ 500	\$ 500
Zoning Variance	\$ 2,000	\$ 2,000	\$ 1,600
Zoning Admendment	\$ 4,000	\$ 4,000	\$ 1,000
Floodplain Determination	\$ 200	\$ 200	\$ 200
Account 0144614 ~ General Government			
Copies/House # & Frames	\$ 1,000	\$ 1,000	\$ 1,000

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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries & Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$10,800.00	\$10,800.00	\$10,800.00	\$10,800
Total Weights & Measures	\$10,800.00	\$10,800.00	\$10,800.00	\$10,800

GOALS:

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

2009 Department Detail Information

WEIGHTS AND MEASURES ~ Expenditures

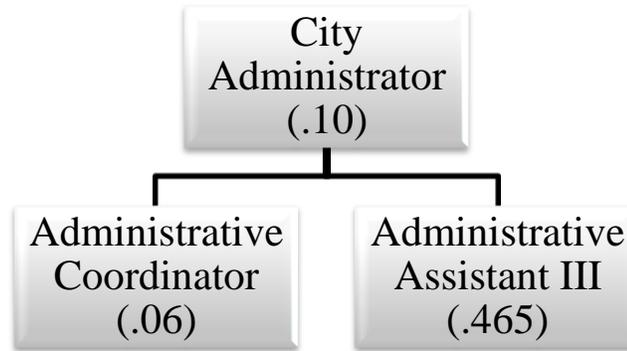
57700 CONTRACTUAL SERVICES: 10,800

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
2008	10,800	10,800	0	0	0	0	0	0	0	0	0
2009	10,800	10,800	0	0	0	0	0	0	0	0	0

Note: Revenue is reflected in the City Clerk's budget.

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:

	2006	2007	2008	2009
Account 0152510	Actual	Actual	Adopted	Request
Salaries and Fringe Benefits	\$35,763.19	\$22,952.49	\$29,724.00	\$16,164
Other Expenses	\$5,921.29	\$4,805.42	\$6,171.00	\$4,756
Total Administrator	\$41,684.48	\$27,757.91	\$35,895.00	\$20,920

PUBLIC SAFETY ~ Emergency Government

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of hours spent on special events	20	30	59	40	35
# of training hours	527	928	620	709	725
# of employees trained	83	62	82	154	120
# of CPR/AED/FA classes conducted	9	5	5	5	8
# of CPR/AED/FA students	59	27	34	23	73
# hours related to Citizen Corps/VOAD meetings	51	152	161	189	180
# CERT classes conducted	0	2	3	0	2
# CERT classes graduates	0	30	49	0	30

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 eight CPR/AED/FA classes to 73 students comprised of 72 city employees and one Sewer Utility intern.
- Admin. Asst. 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. Admin. Asst. III currently serves as Chair of this Committee. VOAD was formed in 2003 to provide planned and coordinated emergency disaster and 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 the county 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.
- Admin. Asst. 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 citizens/volunteers to help train/prepare for and respond to emergencies. Also serves on the Greater Milwaukee Citizen Corps Council Executive Committee representing the City of West Bend and Washington County.
- Conducted a Severe Weather Poster Contest for City of West Bend public and private elementary schools for students in grades 3 and 4. Four private schools participated for a total of 121 students. First through fourth place winners were chosen at each grade level and won donated items such as savings bonds, weather radios, first aid kits and flashlights.

PUBLIC SAFETY ~ Emergency Government

ACHIEVEMENTS (continued):

- Participated in a Pandemic tabletop exercise sponsored by the Washington County Health Department.
- Helped to complete a draft version of the City of West Bend Public Works Debris Management Plan. Currently awaiting approval from a FEMA representative for final approval through the council process.
- Finished updating the Barton Dam Emergency Action Plan.
- Hosted a West Bend C.A.R.E.S. (Community Awareness and Response to Emergency Situations) program on Cable TV about making a Disaster Supplies Kit.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Management/Supervision	\$2,313	\$295	\$2,608
Budget Preparation and Monitoring	\$158	\$19	\$177
Citizen Corps	\$2,510	\$319	\$2,829
Emergency Warning System	\$824	\$2,807	\$3,632
CERT	\$396	\$50	\$446
COOP/COG	\$4,353	\$553	\$4,906
CPR/AED/First Aid	\$490	\$62	\$552
Emergency Operations Plan (EOP)	\$3,870	\$492	\$4,361
Public Relations/Special Events	\$842	\$107	\$949
VOAD	\$407	\$52	\$459
Grand Total	\$16,164	\$4,756	\$20,920

2009 GOALS:

- Review locations for a secondary EOC with equipment, to be operational when needed.
- Apply for grant funding for NOAA weather radio distribution.
- Continue monthly/seasonal program West Bend C.A.R.E.S. (Community Awareness and Response to Emergency Situations) on Cable TV.
- Update the City's Emergency Operations Plan (EOP) for NIMS (National Incident Management System) compliance as needed.
- 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 representing the City of West Bend
- Continue to serve as Chairperson for the Citizen Corps of Washington County Committee.
- Conduct two CERT (Community Emergency Response Team) Classes for employees and the general public in the spring and fall annually providing funding availability.
- Conduct Mandatory CPR/AED recertification for city employees as needed.
- Conduct four AED/CPR/First Aid classes for city employees and their spouses.
- Conduct a Severe Weather Poster Contest for 3rd and 4th grades of West Bend elementary schools in April during Severe Weather Awareness Week.
- Participate in the Annual West Bend Family and Bike Safety Jamboree to promote emergency preparedness.
- Submit safety or emergency preparedness articles to be published in the City's monthly newsletter "Just Around the Bend".
- Increase 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.
- Implement and train personnel on the City Watch emergency notification program for the City of West Bend. Washington County will make this program operational before the end of 2008.
- Implement a public education plan and program for targeted groups such as the general public, elderly, school-age children, special needs groups, and faith based communities, etc.
- Survey residents to measure the success of the annual outreach efforts.

PUBLIC SAFETY ~ Emergency Government

2009 Department Detail Information

EMERGENCY GOVERNMENT ~ Expenditures

50100 SALARIES:

City Administrator	4,962
Administrative Coordinator	904
Admin. Assistant III	<u>13,586</u>
	\$19,452

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	27,056	20,236	4,304	3,111	0	0	0	0	0	0	0
2009	19,452	13,617	2,918	2,918	0	0	0	0	0	0	0

50200 FRINGES:

Fringe benefit rate at 18.71% \$3,639

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,062	3,786	805	471	0	0	0	0	0	0	0
2009	3,639	2,547	546	547	0	0	0	0	0	0	0

51600 TELEPHONE:

Proportionate Share of Admin: Centrex	94	(Decrease in actual costs)
Prop. Share of Admin: Long Distance	2	(Decrease due to change in service)
Prop. Share of Admin: Internet	22	
Prop. Share of Admin: Cell Phone	4	(Decrease due to change in contract)
Pager	<u>53</u>	(Slight increase)
	175	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	428	356	42	30	0	0	0	0	0	0	0
2009	175	123	26	26	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
2008	32	24	5	3	0	0	0	0	0	0	0
2009	9	7	1	1	0	0	0	0	0	0	0

52000 MEMBERSHIPS:

WEMA	15
Prop. Share of Admin Expenses	<u>133</u>
	\$148

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	112	82	19	11	0	0	0	0	0	0	0
2009	148	104	22	22	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Emergency Government

2009 Department Detail Information

EMERGENCY GOVERNMENT ~ Expenditures

52200 SEMINARS AND TRAINING:

Alloc from Admin Budget inc. Gas/Oil	439	(Increase in Allocations)
Governor's Conf. on Emer. Mgmt.	175	
Miscellaneous Mileage	65	
Misc/Other State Courses	100	
	<u>779</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	936	689	160	87	0	0	0	0	0	0	0
2009	779	545	117	117	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Paper	129
Copier	142
Alloc. From Admin. Budget	85
Newsletter (from Admin. Budget)	103
Pens, Stationery, Legal Pads, etc.	316
Security Supplies	250
Training Supplies	350
	<u>\$1,375</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,561	1,154	262	145	0	0	0	0	0	0	0
2009	1,375	963	206	206	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Annual Siren Maintenance	1,400	
DTN/Meteorlogix	1,191	(Anticipate increase of 3%)
WE Energies	325	
Other Maintenance	1,392	
	<u>\$4,308</u>	

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
2008	4,235	3,866	237	132	0	0	0	0	0	0	0
2009	4,308	3,016	646	646	0	0	0	0	0	0	0

PUBLIC SAFETY ~ Emergency Government

2009 Department Detail Information

EMERGENCY GOVERNMENT ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$19,452	\$13,617	\$2,918	\$2,918	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$3,639	\$2,547	\$546	\$547	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$175	\$123	\$26	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$9	\$7	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$148	\$104	\$22	\$22	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$779	\$545	\$117	\$117	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$1,375	\$963	\$206	\$206	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip. Main.	\$4,308	\$3,016	\$646	\$646	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$29,886	\$20,920	\$4,483	\$4,483	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$23,091	\$16,164	\$3,464	\$3,465	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$6,794	\$4,756	\$1,019	\$1,018	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$29,886	\$20,920	\$4,483	\$4,482	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC SAFETY ~ Emergency Communications - 911

2009 Department Detail Information

POLICE DEPARTMENT ~ Expenditures

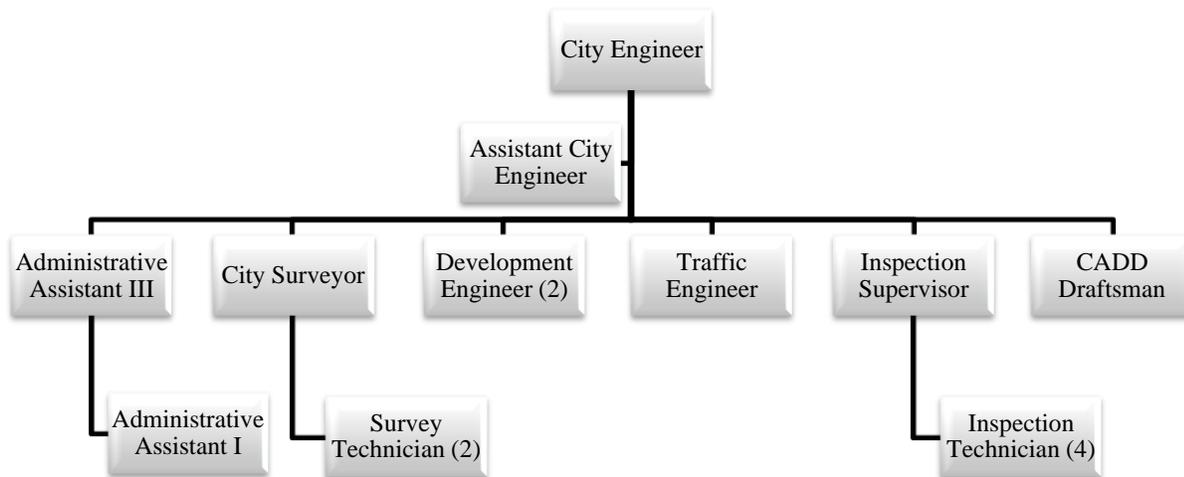
01526102.57700 EMERGENCY COMMUNICATIONS - 911

911 Maintenance Agreement	7,000	
Radio Maintenance Agreement	21,000	Increased \$4,000
Batteries for Radios	2,500	Decreased \$500
Antennas for Portable Radios	300	
Repairs not covered by maint. agreements	<u>1,000</u>	
	\$31,800	

Increase based on an increase in the maintenance agreement with Milwaukee 2-Way for squad and portable radio & MDC repairs. The actual maintenance costs for the same service in 2008 was \$19,555. The Police Department's maintenance costs may change in 2010 as we possibly begin operating under a "county-wide" radio system.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	CP	IS	Cable	Oth
2008	28,300	28,300	0	0	0	0	0	0	0	0	0
2009	31,800	31,800	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

EXPENDITURES:

	2005 Actual	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 01531202					
Salaries & Fringe Benefits	\$315,070.01	\$465,909.08	\$398,994.42	\$384,502.00	\$323,779
Other Expenses	\$23,978.12	\$28,343.67	\$26,221.91	\$26,130.00	\$22,861
Total Engineering	\$339,048.13	\$494,252.75	\$425,216.33	\$410,632.00	\$346,640

PUBLIC WORKS ENGINEERING ~ Engineering Department

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of Public Construction Contracts Awarded	18	14	14	13	15	15
Total Contract \$ Awarded	\$3,942,980	\$3,017,800	\$7,500,163	\$4,201,000	\$2,442,616	\$4,600,000
Roadways Added To The City (Miles)	1.9	2.83	4.83	4.67	3.85	1.0
Streets Reconstructed (Lineal Foot)	3,925	1,375	1,100	2,380	3,767	3,500
Street Pavement Seal Coated (Square Yards)	0	11,000	13,580	23,900	23,750	19,000
Asphalt Pavement Overlaid (Square Yards)	0	0	33,729	13,970	8,770	18,000
Street Pavement Crack Sealed (Square Yards)	109,000	112,000	227,000	110,000	94,000	159,000
PASER Rating Of Streets	6.04	6.06	5.97	6.14	6.14	6.13
Sanitary Sewer Main Installed New, Relaid, Or Relined (Lineal Foot)	8,003	7,808	4,438	6,567	1,920	1,980
Water Main Relay (Lineal Foot)	0	1,650	3,724	0	6,482	3,350
New Water Main Installed (Lineal Foot)	10,827	6,594	6,340	8,302	1,920	2,770
New Storm Sewer Main Installed (Lineal Foot)			6,060	5,114	1536	3085
Storm Sewer Structures Repaired Or Replaced	73	45	131	48	105	161
Sanitary Sewer Structures Installed/Repaired/Replaced	68	72	62	32	76	54
Development/Subdivision Plan Approvals	8	9	3	5	3	3
Development/Subdivision Submittal To Review	21	26	34	11	22	12
Average Days To Development/Subdivision Plan Approval	92	144	175	117	61	60
# Of Subdivisions/Private Developments Under Construction	11	10	10	13	9	10
# Of Inspection Hours Private Development	1,606	3,110	1,362	1,444	1,018	1,000
# Of Inspection Hours City Contracts	6,913	6,000	7,653	11,601	7,157	7,250
# Of Review Hours – TIA, Concept; Site, Prelim & Final Plat; CSM; XCMS, Annex	800	715	1,194	736	369	450
# Of Reviews – TIA, Concept; Site, Prelim & Final Plat; CSM; XCMS, Annex	83	84	72	74	75	75
# Of Storm Water Management Plan (SWMP) Approvals	10	9	7	10	6	5
Average Days From SWMP Submittal To Review	43	22	13	15	18	15
Average Days To SWMP Approval	134	211	57	93	58	70
# Of Curb Cut, Driveway Approach, Sidewalk Permits	205	188	208	147	147	107
# Of ADA Ramps Installed	126	68	134	84	89	90
Sidewalk Replaced City Contract (Sq Ft)	12,680	6,492	6,468	12,768	8,531	9,000
# Of Properties With Sidewalk Replaced City Contract	95	72	110	53	124	173

PUBLIC WORKS ENGINEERING ~ Engineering Department

ACHIEVEMENTS:

ACHIEVEMENTS:

- 13 Construction Projects Awarded:
 - Pavement Maintenance Project: Storm, Sanitary and Street Repairs; Overlays; Crack & Joint Sealing; Cape Seals; Catch Basin Repairs at Various Locations
 - Sidewalk Projects: Sidewalk Replacement at Various Locations (2007 & 2008); 6th Avenue Brick Paver Replacement, Hickory to Elm; New Sidewalk Construction at Abbey, Highlandview, Silverbrook and Skyline
 - TIF Projects: Parking Lot Reconstruction at Kuester Lane, N. Main, and Regner Park; Fields Building Demolition
 - Miscellaneous: Salisbury Road Reconstruction; Audible Traffic Signal Preemption
 - Grant Projects: Rails to Trails, Veterans Avenue Reconstruction, Depot Rehabilitation; Quaas Creek Riverwalk
- Special Assessment Reports:
 - Chopper Drive Sewer and Water – Final Resolution Approved
 - S. Main Sewer & Water Extension – Final Resolution Approved
 - Annie Street Curb & Gutter – Final Resolution Approved
 - TIF 11 (Cost allocation for future annexations) – Report complete (no resolution)
 - River Rd. & Lang St. Reconstruction – Pending (dependent on TIF 7 cash flow)
 - Sand Drive Street & Storm Construction – Pending
 - 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 – Pending
- Sidewalk Orders/Special Charges:
 - Orders: 7th & Cabrini Water Main; Salisbury Road Reconstruction; Sidewalk R&R 2008; Barton Avenue Sidewalk & Pavers
 - Pending Charges: Sand Drive, Tuckaway Subdivision to Eastern Avenue
 - Charges Issued: New Sidewalk (Highland View, Abby, Silverbrook, Skyline); Walnut Street Reconstruction; Brick Pavers 2007; Woodridge Water Main Relay; 2007 Sidewalk R&R; New Sidewalk, Annie Street; East & West Washington Sidewalk Construction
- Completed Design of Salisbury Road Reconstruction
- Began Design of Maple Street Reconstruction and 18th Avenue Reconstruction
- Flowage Easements Trenton Road Bridge Continued
- Began Design of Pedestrian/Bicycle Underpass and Approaches
- Completed annual report for City Wide DNR Storm Water Permit, participated in County SWM/EC Ordinance revisions work groups, completed mapping, began Storm Water Quality Analysis for city system, began revision to City SWM Code, Inventoried all City outfalls and analyzed them in preparation for illicit discharge screening
- Completed Fields Building Demolition, Redevelopment Lot Grading, and Veterans Avenue Reconstruction plans
- Awarded four (4) Quotes: New Sidewalk 825 S. Silverbrook Drive; Maple Street Soil Borings; Water Utility Concrete Repairs; Concrete Repairs at Various Locations

PUBLIC WORKS ENGINEERING ~ Engineering Department

ACHIEVEMENTS (CONTINUED):

ACHIEVEMENTS (CONTINUED):

- PASER Ratings of ½ of city, WISLR Reports completed
- Washington Street Reconstruction, Service Drive to Wisconsin Street – Assisted in plan development
- Standard Specifications for Public Works Construction Revisions
- Recommended Acceptance of Improvements in 10 subdivisions
- Continued attributing storm Asbuilts in GIS environment
- Completed DOT VRS-GPS Survey Station at Sewer Utility
- Completed design of Auxiliary Court Water Main
- Completed design of Brick Paver and Sidewalk Repairs on Barton Avenue
- Continued design and construction work in TIF #11
- Completed design of Decorah Hills Pond and Highlandview Drive Street and Utilities Reconstruction
- Completed design of 7th Avenue Water Main Relay/Cabrini Circle and CTH G Water Main Extension
- Northwest Interceptor: Completed wetland analysis in proposed alignment, obtained title policies
- Completed survey of streets for Winter Pavement Damage
- Began design of Pond Dredging in South Industrial Park
- Complete designs for Curb Ramp Painting, Repair of Wood Deck on Southern Downtown Pedestrian Bridge, and Storm Water Damage Repair at Progress Drive and Main Street
- Grant Applications: LRIP (overlays), MSIP-D (18th Avenue, Oak to Chestnut), TE

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)	81,467	5,752	87,219
Public Projects Inspection, Record Keeping, Field Data Collection, Construction Problem Solving	65,269	4,608	69,877
Survey Functions	34,571	2,441	37,012
Site Plans, CSM's, Plats, etc. Reviews for DCD (100% GF)	18,042	1,274	19,316
Public Infrastructure Reviews (55.3% GF)	1,324	94	1,418
Storm Water Management Plan Reviews (100% GF)	2,073	146	2,220
Private Development Inspection and Acceptance (55.3% GF)	21,993	1,553	23,546
Miscellaneous: (Customer Service, Budget, 5 year Plans, Supervision, Personnel Issues) [Admin Functions]	37,984	2,682	40,666
Easement and Right of Way Acquisition	5,533	391	5,924
Computer & Equipment Maintenance	5,914	418	6,331
As-Builts & Infrastructure Data Collection and	10,088	712	10,800
Traffic Issues (100% GF)	33,016	2,331	35,347
Standard Specification Rewrite	2,955	209	3,163
Training	3,550	251	3,801
Grand Total	323,779	22,861	346,640

Notes:

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

2009 GOALS:

- Reconstruction of 18th Avenue, Oak to Chestnut (Street and Water Main Relay)
- 2009 Pavement Maintenance Program
- 2009 Sidewalk and Brick Paver Removal and Replacement, New Sidewalk Construction (Barton Avenue, Skyline to Rainbow Lake Lane and Decorah Road, east of CTH G)
- City Wide Storm Water Discharge Permit Tasks: Pollutant analysis (software), outfall testing, code revisions
- 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: Further refine alignment based on wetlands, relocation order, begin easement acquisition
- Chestnut Street Sanitary Siphon Replacement
- 5th/Maple Sanitary Sewer Relief (design and construct)
- Sewer and Water Extensions to new well site (Horlamus – CTH NN)
- Pedestrian Underpass: DOT & DNR plan approvals
- South Industrial Park Pond Dredging (Ponds A & C) - Construction
- Reconstruction of Highland View Drive, Bobolink to Silverbrook
- Begin design of 18th Avenue Reconstruction and Water Main Replacement, Oak to Decorah
- 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: Depot Rehab and 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; Building Demolition and Grading (Klein Building)
- TIF #10: Riverbend and Rivershores Drive Utilities and Street Construction
- TIF #12: Overlay of Water Street, east of Indiana, and Indiana Avenue from Washington to Kilbourn

PUBLIC WORKS ENGINEERING ~ Engineering Department

2009 Department Detail Information

ENGINEERING ~ Expenditures

50100 SALARIES:

City Engineer	82,908	
Assistant City Engineer	63,485	
Civil Engineer II -- 2	108,987	1-56,802/1-52,185
Civil Engineer I	54,541	
City Surveyor	54,801	
Engineering Technician IV	52,042	
Engineering Technician III -- 4	149,366	2-50,524/ 2-49,421
Engineering Technician II -- 4	170,769	3-43,077/1-41,538
Administrative Assistant III	43,203	
Administrative Assistant I	33,470	
Tech Longevity	3,240	
Tech Overtime	4,719	
	<u>\$821,531</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	875,406	323,900	87,541	87,541	0	0	245,114	140,065	0	0	0
2009	821,531	272,748	91,190	88,725	0	0	237,422	131,445	0	0	0

50200 FRINGES:

Fringe benefit rate at 18.71%

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	163,788	60,602	16,379	16,379	0	0	45,861	26,206	0	0	0
2009	153,708	51,031	17,062	16,601	0	0	44,422	24,593	0	0	0

51600 TELEPHONE:

Centrex	3800	
Long Distance	250	
Internet	851	
Cell Phone	1900	(Decrease due to new State contract.)
	<u>\$6,801</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	9,025	3,260	915	915	0	0	2,562	1,373	0	0	0
2009	6,801	2,258	755	735	0	0	1,965	1,088	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2009 Department Detail Information

ENGINEERING ~ Expenditures

51700 POSTAGE:

Postage	3110 (Increase in postage rates.)
Mail Service	<u>390</u>
	\$3,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,449	1,308	340	340	0	0	951	510	0	0	0
2009	3,500	1,162	389	378	0	0	1,012	560	0	0	0

52000 MEMBERSHIPS:

American Public Works Association	265
National Society of Professional Engineers	245
Institute of Transportation Engineers	270
Wisconsin Society of Land Surveyors	<u>275</u>
	\$1,055

Increases due to price increases.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	990	366	99	99	0	0	277	158	0	0	0
2009	1,055	350	117	114	0	0	305	169	0	0	0

51000 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
2008	400	148	40	40	0	0	112	64	0	0	0
2009	400	133	44	43	0	0	116	64	0	0	0

52200 SEMINARS AND TRAINING:

Wisconsin Land Surveyor's Institute	1300
Public Works Construction Inspection	600
Wisconsin Asphalt Pavers Association Seminar	200
Wisconsin Concrete Pavers Association Seminar	200
Land Development Desktop Training	900
Erosion Control Methods	<u>500</u>
	\$3,700

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	4,800	1,776	480	480	0	0	1,344	768	0	0	0
2009	3,700	1,228	411	400	0	0	1,069	592	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2009 Department Detail Information

ENGINEERING ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Supplies for Engineering Copier & Plotter	1,650
Office Copier Paper & Toner	2,400
Computer Battery Backups & Supplies	450
Inspection Safety & Testing Supplies & Equipment	1,407
Survey Supplies	1,000
Miscellaneous Office Supplies	725
Contract & Filing Supplies	225
Stationery & Envelopes	575
Forms & Specs Printed at Washington County	<u>500</u>
	8,932

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	9,925	3,672	993	993	0	0	2,779	1,588	0	0	0
2009	8,932	2,965	991	965	0	0	2,581	1,429	0	0	0

54300 GAS AND OIL:

Gasoline	3650 gallons @ \$3.86	14,089
CNG	250 units @ \$1.86	<u>465</u>
		14,554

No increase in amount of gallons, only price per gallon/unit increases budgeted.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	12,920	4,427	1,348	1,348	0	0	3,775	2,022	0	0	0
2009	14,554	4,832	1,615	1,572	0	0	4,206	2,329	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2009 Department Detail Information

ENGINEERING ~ Expenditures

55600 EQUIPMENT MAINTENANCE:

Survey Equipment Repairs	1,000	
Survey Equipment Licenses & Support	4,850	TSC2 Data Collector Support \$1,200; S6 Total Station Support \$1,000; R8 GPS Rover Support \$1,050; TGO GPS Survey Support \$700; GPS Correct Support \$400; WI-CORS NET GPS Rover License \$500
Gas Detectors	300	
Plotters	500	
Photocopier	1,000	
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	<u>2,800</u>	
	\$24,795	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	21,820	8,073	2,182	2,182	0	0	6,110	3,273	0	0	0
2009	24,795	8,232	2,752	2,678	0	0	7,166	3,967	0	0	0

57700 CONTRACTUAL SERVICES:

Asphalt Sample Testing for Private Development 10 samples @ \$170 each

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,100	3,100	0	0	0	0	0	0	0	0	0
2009	1,700	1,700	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2009 Department Detail Information

ENGINEERING DEPARTMENT ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$821,531	\$272,748	\$91,190	\$88,725	\$0	\$0	\$237,422	\$131,445	\$0	\$0	\$0
Fringes	\$153,708	\$51,031	\$17,062	\$16,601	\$0	\$0	\$44,422	\$24,593	\$0	\$0	\$0
Telephone	\$6,801	\$2,258	\$755	\$735	\$0	\$0	\$1,965	\$1,088	\$0	\$0	\$0
Postage	\$3,500	\$1,162	\$389	\$378	\$0	\$0	\$1,012	\$560	\$0	\$0	\$0
Memberships	\$1,055	\$350	\$117	\$114	\$0	\$0	\$305	\$169	\$0	\$0	\$0
Publications	\$400	\$133	\$44	\$43	\$0	\$0	\$116	\$64	\$0	\$0	\$0
Seminars	\$3,700	\$1,228	\$411	\$400	\$0	\$0	\$1,069	\$592	\$0	\$0	\$0
Supplies	\$8,932	\$2,965	\$991	\$965	\$0	\$0	\$2,581	\$1,429	\$0	\$0	\$0
Gas & Oil	\$14,554	\$4,832	\$1,615	\$1,572	\$0	\$0	\$4,206	\$2,329	\$0	\$0	\$0
Equipt Maint	\$24,795	\$8,232	\$2,752	\$2,678	\$0	\$0	\$7,166	\$3,967	\$0	\$0	\$0
Contractual Ser	\$1,700	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$1,040,676	\$346,640	\$115,326	\$112,209	\$0	\$0	\$300,264	\$166,236	\$0	\$0	\$0
Total Sal/FB	\$975,239	\$323,779	\$108,252	\$105,326	\$0	\$0	\$281,844	\$156,038	\$0	\$0	\$0
Total Other Exp	\$65,437	\$22,861	\$7,075	\$6,884	\$0	\$0	\$18,420	\$10,198	\$0	\$0	\$0
Grand Total	\$1,040,676	\$346,640	\$115,326	\$112,209	\$0	\$0	\$300,264	\$166,236	\$0	\$0	\$0

PUBLIC WORKS ENGINEERING ~ Engineering Department

2009 Department Detail Information

ENGINEERING DEPARTMENT ~ Revenue

	2005 Actual	2006 Actual	2007 Actual	2008 Adopted	2009 Request
014494.449100 Sidewalk Permits	7,800.00	12,640.00	11,155.00	11,210.00	9,500.00
014494.449200 Storm Water Management Permits	2,402.68	4,757.22	2,542.36	4,240.00	2,967.00
014494.449500 Engineering Inspection Fees	41,830.57	45,576.40	34,000.60	75,093.00	46,555.00
014494.449600 Engineering Plan Handling Fees	6,570.00	8,520.00	4,740.00	6,500.00	5,600.00
014614.461600 Engineering Copy Revenue	632.20	147.50	339.35	400.00	300.00
014654.465400 Cemetery Site and Admin Services	551.50	0.00	500.00	250.00	250.00
014684.468230 Engineering Plan Review Fees	1,256.69	3,237.90	340.03	2,120.00	1,780.00

014494.449100 SIDEWALK PERMITS

Grand Total \$ 9,500.00

Estimating 80 @ \$100, 10 @ \$65, and 17 @ \$50

014494.449200 STORM WATER MANAGEMENT PERMITS

Grand Total \$ 2,967.00

Estimating 5 permits @ \$50 (permit fee) = \$250; 5 permits (review fee) @ \$500 = \$2,500

014494.449500 ENGINEERING INSPECTION FEES

Grand Total \$46,555.00

Clean up inspection of 4 subdivisions 80/hrs x \$63 = \$5,040; Build an additional 4,500 feet of road or 560 hours of inspection x \$63 = \$35,280. Account includes next phase of Creekside and the start of Knuth subdivision.

014494.449600 ENGINEERING PLAN HANDLING FEES

Grand Total \$ 5,600.00

Reviewing upcoming projects and history of sales we anticipate selling at various prices, and mailing (\$10.00 each) approximately 65% of those contracts.

014614.461600 ENGINEERING COPY REVENUE

Grand Total \$ 300.00

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

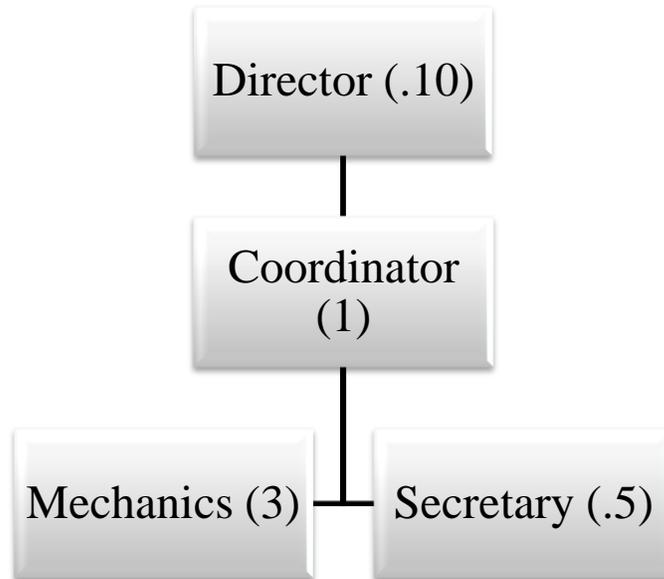
Grand Total \$ 250.00

Anticipate one grave opening survey at \$250.00 each

014684.468230 ENGINEERING PLAN REVIEW FEES

Grand Total \$ 1,780.00

Estimating 3 reviews @ \$100 (permit fee) = \$ 300; 3 reviews @ \$450 (review fee) = \$1,350



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.

Account 0153230	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$208,649.00	\$219,425.47	\$229,404.00	\$234,636
Other Expenses	\$17,288.00	\$11,618.18	\$16,186.00	\$15,992
Total Vehicle Maintenance	\$225,877.00	\$231,043.65	\$245,590.00	\$250,629

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of Repair Orders Per Year	4501	4787	4849	4722	4800
# of Hours Booked	4109	4449	5254	5091	5150
Percentage of Productivity	92%	86%	92%	95%	96%

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 tire balancer enabling us to keep up with tire rim size changes and enabling us to perform the job in a more efficient and safe manner.
- Increased Efficiency from 92% to 95% in mechanic productivity.

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Super., Planning & Coordination	\$62,226	\$4,471	\$66,697
Administrative Support	\$11,638	\$969	\$12,607
Mechanics Support- Adm.	\$0	\$42	\$42
Mechanics Support - Airport	\$4,834	\$115	\$4,949
Mechanics Support - Assessors	\$0	\$26	\$26
Mechanics Support - Bld. Maint.	\$0	\$77	\$77
Mechanics Support - Com. Dev.	\$1,596	\$13	\$1,608
Mechanics Support - Engineering	\$3,215	\$243	\$3,458
Mechanics Support - Fire	\$6,429	\$521	\$6,950
Mechanics Support - Inspection	\$0	\$106	\$106
Mechanics Support - Parks	\$17,692	\$1,315	\$19,006
Mechanics Support - Police	\$16,073	\$1,537	\$17,609
Mechanics Support - Recycling	\$4,810	\$190	\$5,000
Mechanics Support - Sanitation	\$24,121	\$1,337	\$25,458
Mechanics Support - Sewer	\$0	\$78	\$78
Mechanics Support - Streets	\$54,670	\$3,490	\$58,160
Mechanics Support - VM	\$11,263	\$635	\$11,897
Mechanics Support-VM	\$4,810	\$8	\$4,818
Mechanics Support - Water	\$11,263	\$820	\$12,083
Grand Total	\$234,636	\$15,992	\$250,629

2009 GOALS:

- Replacement of the shop truck, two oil pumps for oil room, and a new parts computer for mechanics.
- Increase mechanic efficiency hours to 96%.

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

2009 Department Detail Information

VEHICLE MAINTENANCE ~ Expenditures

50100 SALARIES:

Director (200 hrs)	8,294
VM Coordinator	50,747
Secretary (920 hrs)	9,660
3 Union Mechanics	132,538
Lead Man Pay	1,130
Mech. Over-time	16,535
Longevity Pay	853
Longevity Over-time	<u>104</u>
	219,861

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	216,159	193,247	19,735	1,146	0	0	2,032	0	0	0	0
2009	219,861	197,655	19,260	879	0	0	2,067	0	0	0	0

50200 FRINGES:

Fringe Benefit Rate 18.71%

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	40,443	36,157	3,692	214	0	0	380	0	0	0	0
2009	41,136	36,981	3,604	165	0	0	387	0	0	0	0

51600 TELEPHONE:

Centrex	426
Long Distance	150
Cell Phones	<u>360</u>
	936

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	936	837	85	5	0	0	9	0	0	0	0
2009	936	841	82	4	0	0	9	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
2008	25	23	2	0	0	0	0	0	0	0	0
2009	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
2008	122	109	11	1	0	0	1	0	0	0	0
2009	122	110	11	0	0	0	1	0	0	0	0

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

2009 Department Detail Information

VEHICLE MAINTENANCE ~ Expenditures

52200 SEMINARS AND TRAINING:

VM Coordinator	700
Mechanics	<u>1,023</u>
	1,723

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,473	2,211	226	13	0	0	23	0	0	0	0
2009	1,723	1,549	151	7	0	0	16	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies	921
Office Supplies	230
Office Equipment Maintenance	<u>348</u>
	1,499

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,578	1,411	144	8	0	0	15	0	0	0	0
2009	1,499	1,348	131	6	0	0	14	0	0	0	0

54200 SMALL TOOLS:

Mech. Tool Allowance 600 times 3	1,800
Shop Tools	<u>1,291</u>
	3,091

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,091	2,764	282	16	0	0	29	0	0	0	0
2009	3,091	2,779	271	12	0	0	29	0	0	0	0

54300 GAS AND OIL:

Unleaded fuel and oil for vehicles 2,316 (600 gallons at \$3.86)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,100	1,877	192	11	0	0	20	0	0	0	0
2009	2,316	2,082	203	9	0	0	22	0	0	0	0

54500 MOTOR VEHICLE SUPPLIES:

1,657

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,657	1,481	151	9	0	0	16	0	0	0	0
2009	1,657	1,490	145	7	0	0	16	0	0	0	0

PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

2009 Department Detail Information

VEHICLE MAINTENANCE ~ Expenditures

57000 CONTRACTUAL SERVICES

CFA	1,495
Internet	200
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>
	6,420

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	6,361	5,687	581	34	0	0	60	0	0	0	0
2009	6,420	5,772	562	26	0	0	60	0	0	0	0

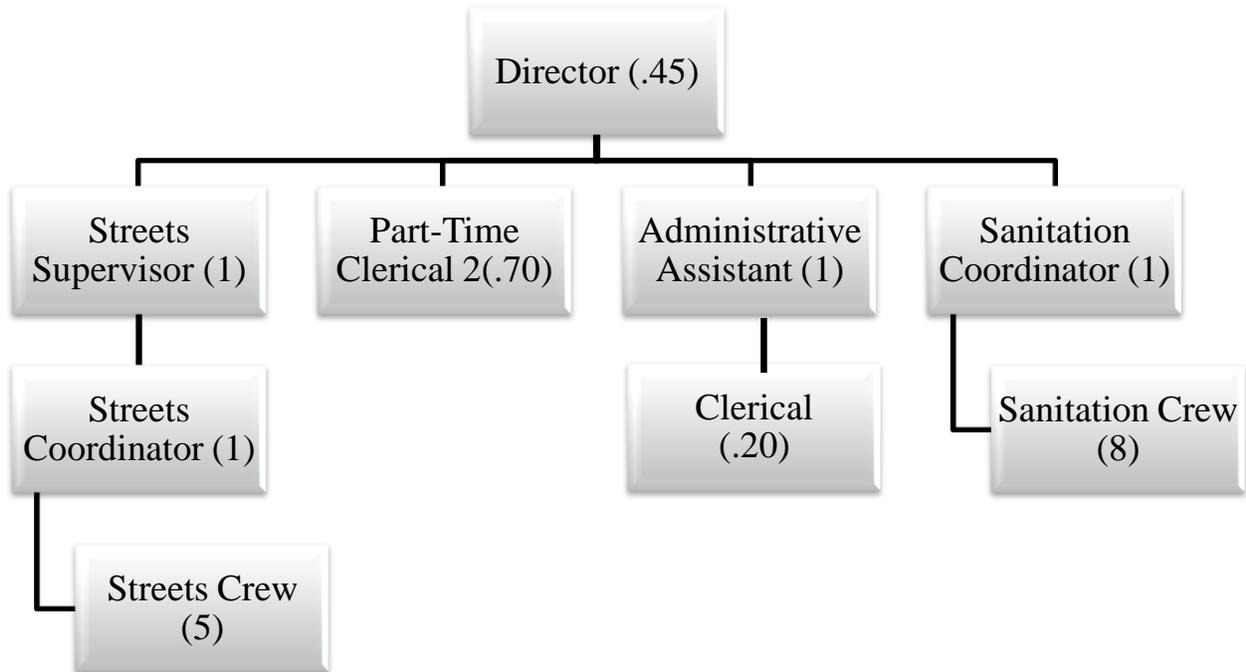
PUBLIC WORKS ENGINEERING ~ Vehicle Maintenance

2009 Department Detail Information

VEHICLE MAINTENANCE ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	219,861	197,655	19,260	879	0	0	2,067	0	0	0	0
Fringes	41,136	36,981	3,604	165	0	0	387	0	0	0	0
Telephone	936	841	82	4	0	0	9	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	1,723	1,549	151	7	0	0	16	0	0	0	0
Supplies	1,499	1,348	131	6	0	0	14	0	0	0	0
Sm. Tools	3,091	2,779	271	12	0	0	29	0	0	0	0
Gas & Oil	2,316	2,082	203	9	0	0	22	0	0	0	0
VM Supplies	1,657	1,490	145	7	0	0	16	0	0	0	0
Cont. Services	6,420	5,772	562	26	0	0	60	0	0	0	0
Grand Total	278,786	250,629	24,422	1,115	0	0	2,621	0	0	0	0
Total Sal/FB	260,997	234,636	22,863	1,044	0	0	2,453	0	0	0	0
Total Other Exp.	17,789	15,992	1,558	71	0	0	167	0	0	0	0
Grand Total	278,786	250,630	24,422	1,115	0	0	2,621	0	0	0	0

PUBLIC WORKS ~ Administration



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:

Account 0153110	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$209,956.00	\$219,437.00	\$217,653.00	\$197,529
Other Expenses	\$17,554.00	\$16,618.00	\$15,936.00	\$16,169
Total Administration	\$227,510.00	\$236,055.00	\$233,589.00	\$213,698

NOTES:

- Director hours split at 45% Water, 45% Public Works, and 10% Vehicle Maintenance.

PUBLIC WORKS ~ Administration

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Garbage Carts Sold	882	627	541	440
Street Opening Permits Issued	292	227	236	230
Diggers Hotline Location Requests	4,826	3,855	4,307	3,500
Requests for Service	214	305	480	620

ACHIEVEMENTS:

- The Public Works Director serves on the Washington County advisory committee investigating the feasibility of a countywide communication system.
- 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	\$20,504.00	\$1,410.00	\$21,914.00
Budget Preparation	\$5,484.00	\$378.00	\$5,862.00
Planning/Project Management	\$25,229.00	\$1,855.00	\$27,084.00
Policy Implementation	\$1,876.00	\$129.00	\$2,005.00
Interdepartmental Coordination	\$6,408.00	\$440.00	\$6,848.00
Operational Review	\$10,424.00	\$717.00	\$11,141.00
Daily Assignments	\$7,084.00	\$488.00	\$7,572.00
DPW Construction projects	\$3,149.00	\$336.00	\$3,485.00
Consulting with other depts	\$2,759.00	\$190.00	\$2,949.00
Employee Training	\$4,049.00	\$1,879.00	\$5,928.00
Equipment Purchases	\$4,721.00	\$325.00	\$5,046.00
Monitor Recycling Program	\$5,517.00	\$379.00	\$5,896.00
Monitor Landfill	\$2,944.00	\$202.00	\$3,146.00
Record Keeping and Statistics	\$27,389.00	\$1,882.00	\$29,271.00
Public Relations	\$26,516.00	\$2,568.00	\$29,084.00
Street Opening Permits	\$5,570.00	\$383.00	\$5,953.00
Employee Recordkeeping/Payroll	\$7,072.00	\$486.00	\$7,558.00
Public Works Inventory	\$12,266.00	\$843.00	\$13,109.00
Garbage Cart Program	\$10,954.00	\$754.00	\$11,708.00
Grant Preparation	\$1,228.00	\$84.00	\$1,312.00
Accounts Payable	\$6,388.00	\$440.00	\$6,828.00
Grand Total	\$197,533.00	\$16,168.00	\$213,701.00

2009 GOALS:

- Continue implementation of refuse cart program.
- Continue Cityworks software implementation into public works activities.
- Implementation of Routesmart to increase efficiency of the snowplow and refuse collection routes.

PUBLIC WORKS ~ Administration

2009 Department Detail Information

PUBLIC WORKS ADMINISTRATION~ Expenditures

50100 SALARIES:

All salaries listed are at 2008 levels. Director's time is included in Public Works, Vehicle Maintenance, and Water.

Director	940 Hours	38,982
Streets Supervisor	2080 Hours	61,693
Administrative Assistant II	1830 Hours	33,837
Secretary	1281 Hours	15,500
Secretary	1281 Hours	15,500
Clerical	416 Hours	<u>4,160</u>
		\$169,672

\$3640 decrease in Sanitation Supervisor wages shifted to Streets & Related Facilities 0153310 to cover Sanitation Coordinator pay.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	185,376	185,376	0	0	0	0	0	0	0	0	0
2009	169,672	169,672	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Benefit rate is 18.71% for Full Time Employees and 7.65% for Part-Time Employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	32,277	32,277	0	0	0	0	0	0	0	0	0
2009	27,857	27,857	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Centrex	2,280
Long Distance	97
Intersection phone service	271
Cell Phone	<u>4,334</u>
	\$6,982

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	6,982	6,982	0	0	0	0	0	0	0	0	0
2009	6,982	6,982	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Administration

51700 POSTAGE:

Postage	636
Mail Service	65
Meter Maintenance	<u>42</u>
	\$743

Increase due to increase in postage costs for 2009.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	728	728	0	0	0	0	0	0	0	0	0
2009	743	743	0	0	0	0	0	0	0	0	0

52000 MEMBERSHIP AND DUES:

American Public Works Association Membership	\$240
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	240	240	0	0	0	0	0	0	0	0	0
2009	240	240	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
2008	1,600	1,600	0	0	0	0	0	0	0	0	0
2009	1,600	1,600	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Computer Supplies	543
Fax machine, folding machine, large printer	938
Miscellaneous supplies	150
Stationery, envelopes, paper	200
Miscellaneous form production	<u>180</u>
	\$2,011

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,073	2,073	0	0	0	0	0	0	0	0	0
2009	2,011	2,011	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Administration

57700 CONTRACTUAL SERVICES:

Communication Repair	500
Paging Service	689
Office Space Rental at Water Utility	3,110
Internet	294
	<u>294</u>
	\$4,593

Increase due to increase in office space rental from Water Utility.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	4,313	4,313	0	0	0	0	0	0	0	0	0
2009	4,593	4,593	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Administration

2009 Department Detail Information

PUBLIC WORKS ADMINISTRATION ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$169,672	\$169,672	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$27,857	\$27,857	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$6,982	\$6,982	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$743	\$743	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$240	\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$1,600	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$2,011	\$2,011	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$4,593	\$4,593	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$213,698	\$213,698	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$197,529	\$197,529	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$16,169	\$16,169	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$213,698	\$213,698	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Streets & Related Facilities

EXPENDITURES:

Account 0153310	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$757,507.00	\$830,892.00	\$845,623.00	\$829,876
Other Expenses	\$9,839.00	\$1,485.00	\$4,980.00	\$4,980
Total Streets & Related Facilities	\$767,346.00	\$832,377.00	\$850,603.00	\$834,856

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Amount of Overtime	4,003	2,260	4,174	4,338
8005-Snow & Ice Control/Plowing/Salting	3,218	1,203	3,577	3,789
8008-Sanitation Collection/Household Refuse	320	272	129	345
All other Work Orders	464	785	468	204

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. This account is purely a labor account.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8001-Equipment Maintenance	\$16,789.00	\$0.00	\$16,789.00
8002-Street Maintenance/Patching	\$35,685.00	\$0.00	\$35,685.00
8003-Alley Maintenance/Patching/Plowing	\$1,938.00	\$0.00	\$1,938.00
8004-Street Cleaning/Dead Animals/Sweeping	\$2,900.00	\$0.00	\$2,900.00
8005-Snow & Ice Control/Plowing/Salting	\$219,271.00	\$0.00	\$219,271.00
8006-Signs/Installation/Repair/Removal	\$36,951.00	\$0.00	\$36,951.00
8007-Storm Sewer/Cleaning/Repair	\$84,862.00	\$0.00	\$84,862.00
8008-Sanitation Collection/Household Refuse	\$246,162.00	\$0.00	\$246,162.00
8009-Yard & Building Maintenance	\$14,214.00	\$0.00	\$14,214.00
8011-Refuse Collection/Parks/Downtown	\$5,920.00	\$0.00	\$5,920.00
8013-Signal Repair & Maintenance/Controls	\$9,920.00	\$0.00	\$9,920.00
8014-Line Striping/Painting Crosswalks	\$0.00	\$0.00	\$0.00
8023-Dam Maintenance	\$0.00	\$0.00	\$0.00

PUBLIC WORKS ~ Streets & Related Facilities

8024-Airport Maintenance	\$8,016.00	\$0.00	\$8,016.00
8025-Street Lights/Maintenance	\$5,120.00	\$0.00	\$5,120.00
8062-Repair/Maintenance to Landfill Property	\$33,326.00	\$0.00	\$33,326.00
8063-Labor for Street Opening Permits	\$2,612.00	\$0.00	\$2,612.00
8064-Snow Plowing & Removal Downtown	\$6,005.00	\$0.00	\$6,005.00
8066-Seminar & Workshop Attendance	\$9,131.00	\$0.00	\$9,131.00
8069-Airport Plowing	\$2,044.00	\$0.00	\$2,044.00
8097- Labor for 2nd Night Plowing	\$9,209.00	\$0.00	\$9,209.00
8127-Sidewalk & Bridge Shoveling	\$15,426.00	\$0.00	\$15,426.00
8203-Work done at Barton Dam	\$1,068.00	\$0.00	\$1,068.00
8228-Grinding Non-Residential Brush	\$1,474.00	\$0.00	\$1,474.00
8244-Bridge Work	\$0.00	\$0.00	\$0.00
8245-Graffiti Cleaning	\$550.00	\$0.00	\$550.00
8293-CDL Drug & Alcohol Testing	\$174.00	\$0.00	\$174.00
8304-Street Sweeping	\$10,054.00	\$0.00	\$10,054.00
8454-Parades and Special Events	\$3,585.00	\$0.00	\$3,585.00
8455-Building Maintenance Janitorial Work	\$1,225.00	\$0.00	\$1,225.00
8504-Winter Maintenance at City Hall	\$1,482.00	\$0.00	\$1,482.00
8564-Equipment Maintenance –Snow Eq.	\$16,789.00	\$0.00	\$16,789.00
8565-Equipment Maintenance - Sanitation	\$5,324.00	\$0.00	\$5,324.00
8567-Janitorial Work Sanitation	\$788.00	\$0.00	\$788.00
8568-Sand Boxes	\$3,407.00	\$0.00	\$3,407.00
8589-Work on Salt Dome	\$4,698.00	\$0.00	\$4,698.00
8591-Equipment Maintenance Street Sweep.	\$1,637.00	\$0.00	\$1,637.00
*Accident Work Orders	\$12,862.00	\$0.00	\$12,862.00
Contracted Work	\$0.00	\$4,980.00	\$4,980.00
Grand Total	\$830,622.00	\$4,980.00	\$835,601.00

NOTES:

*Accident Work Orders-An estimated \$11,505.00 will be charged out according to historical averages.

2009 GOALS:

- Continued review of all areas to maximize efficiency of labor investment.

2009 Department Detail Information

STREETS AND RELATED FACILITIES~ Expenditures

50100 SALARIES:

8 Laborers	217,010
Progressive Employees	163,492
Streets Coordinator	46,966
Sanitation Coordinator	42,450
Weekend Duty	14,998
Leadman (4)	4,160
Landfill Labor	18,295
Overtime 3350 hours	104,671
Leadman Overtime	740
Other Dept Labor	9,872
Seasonal (3)	11,364
Streets Part-Time	8,475
Longevity Pay	5,100
Longevity Overtime Pay	821
Pay Rate Difference	<u>53,140</u>
	\$701,554

\$3,640 increase for Sanitation Coordinator pay offset by decrease in 0153110 Public Works Administration.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	714,192	714,192	0	0	0	0	0	0	0	0	0
2009	701,554	700,927	0	0	0	0	627	0	0	0	0

50200 FRINGES:

Fringe Benefit rate is 18.71% for Full Time Employees and 7.65% for Part-Time Employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	131,431	131,431	0	0	0	0	0	0	0	0	0
2009	129,067	128,950	0	0	0	0	117	0	0	0	0

57700 CONTRACTUAL SERVICES:

Temporary Service labor for Sanitation Division 4,980

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	4,980	4,980	0	0	0	0	0	0	0	0	0
2009	4,980	4,980	0	0	0	0	0	0	0	0	0

2009 Department Detail Information

STREETS AND RELATED FACILITIES ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$701,554	\$700,927	\$0	\$0	\$0	\$0	\$627	\$0	\$0	\$0	\$0
Fringes	\$129,067	\$128,950	\$0	\$0	\$0	\$0	\$117	\$0	\$0	\$0	\$0
Cont. Services	\$4,980	\$4,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$835,601	\$834,856	\$0	\$0	\$0	\$0	\$744	\$0	\$0	\$0	\$0
Total Sal/FB	\$830,621	\$829,876	\$0	\$0	\$0	\$0	\$744	\$0	\$0	\$0	\$0
Total Other Exp.	\$4,980	\$4,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$835,601	\$834,856	\$0	\$0	\$0	\$0	\$744	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Snow & Ice Control

EXPENDITURES:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0153311				
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$206,608.00	\$469,497.00	\$293,484.00	\$353,855
Total Snow and Ice Control	\$206,608.00	\$469,497.00	\$293,484.00	\$353,855

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:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Number of Plowing Events	23	15	29	33
Number of Saltings	51	40	59	72
Amount of Salt used (tons)	7,868	7,502	10,704	8,436
Contractor Assistance	15	12	21	21

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 29 occasions.
- De-icing was performed a total of 59 times.
- Completed training of supplemental crew for salting and plowing.

PUBLIC WORKS ~ Snow & Ice Control

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8005-Snow & Ice Control/Plowing	\$0.00	\$285,447.00	\$285,447.00
8064-Snow Plowing Downtown	\$0.00	\$7,818.00	\$7,818.00
8097-2nd Night Plowing	\$0.00	\$11,989.00	\$11,989.00
8127-Sidewalk & Bridge Shoveling	\$0.00	\$20,082.00	\$20,082.00
8504-Winter Maintenance City Hall	\$0.00	\$1,929.00	\$1,929.00
8564-Snow Equipment Maintenance	\$0.00	\$21,857.00	\$21,857.00
8568-Sand Boxes	\$0.00	\$4,435.00	\$4,435.00
Energy Costs for Salt Dome	\$0.00	\$300.00	\$300.00
Grand Total	\$0.00	\$353,857.00	\$353,857.00

2009 GOALS:

- Implementation of snowplow routes to increase efficiency of operations.

PUBLIC WORKS ~ Snow & Ice Control

2009 Department Detail Information

SNOW AND ICE CONTROL~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Salt ~ 7425 Tons @ 42.13/ton	312,815
Torpedo Sand~300 Tons @ \$4.00/ton	1,200
Materials for Sand Boxes ~ 30 @ \$30.00	<u>900</u>
	\$314,915

Additional funds requested due to \$3 increase in salt and additional 1,000 tons of salt ~ based on historical usage.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	256,705	256,705	0	0	0	0	0	0	0	0	0
2009	314,915	314,915	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER FOR SALT DOME:

Increase due to proposed increase in energy costs for 2009.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	400	400	0	0	0	0	0	0	0	0	0
2009	300	300	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Contractor Assistance and/or Equipment Rental	6,136
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 (new expense)</u>
	\$38,640

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	36,379	36,379	0	0	0	0	0	0	0	0	0
2009	38,640	38,640	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Snow & Ice Control

2009 Department Detail Information

SNOW AND ICE CONTROL ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Supplies	\$314,915	\$314,915	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light & Power	\$300	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$38,640	\$38,640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$353,855	\$353,855	\$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.	\$353,855	\$353,855	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$353,855	\$353,855	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Street Maintenance

EXPENDITURES:

Account 0153320	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$141,987.00	\$159,849.00	\$166,053.00	\$183,676
Total Street Maintenance	\$141,987.00	\$159,849.00	\$166,053.00	\$183,676

NOTES:

- **Labor costs associated with Street Maintenance is included in the Streets and Related Facilities 01533101.**

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Gallons of Fuel Used	13,548	16,720	27,823	25,911
Equipment Maintenance Costs	\$41,500	\$38,835	\$57,740	\$57,548
Contracted Repairs to Equipment	\$4,158	\$10,909	\$13,661	35,563
Diggers Hotline Location Requests	4,881	3,855	4,307	3,500

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	\$44,869.00	\$44,869.00
8002-Street Maintenance/Patching	\$0.00	\$95,374.00	\$95,374.00
8003-Alley Maintenance/Patching	\$0.00	\$5,178.00	\$5,178.00
8063-Street Opening Permits	\$0.00	\$6,982.00	\$6,982.00
8244-Bridge Work	\$0.00	\$0.00	\$0.00
8245-Graffiti Cleaning	\$0.00	\$28,001.00	\$28,001.00
8455-Janitorial Work	\$0.00	\$3,273.00	\$3,273.00
Grand Total	\$0.00	\$183,677.00	\$183,677.00

2009 GOALS:

- Continued review of opportunities to reduce fuel consumption.
- Monitor preventative maintenance on equipment to ensure maximum effectiveness.

2009 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
2008	19,400	19,400	0	0	0	0	0	0	0	0	0
2009	15,520	15,520	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL:

9,339 Gallons of Unleaded at	\$3.86	36,049
15,272 Gallons of Diesel at	\$4.30	65,670
1,300 Gallons of CNG at	\$1.86	<u>2,418</u>
		\$104,136

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	77,133	77,133	0	0	0	0	0	0	0	0	0
2009	104,136	104,136	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
2008	43,000	43,000	0	0	0	0	0	0	0	0	0
2009	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
2008	1,520	1,520	0	0	0	0	0	0	0	0	0
2009	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
2008	25,000	25,000	0	0	0	0	0	0	0	0	0
2009	19,500	19,500	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Street Maintenance

2009 Department Detail Information

STREET MAINTENANCE ~ SUMMARY

2009 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	\$104,136	\$104,136	\$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	\$183,676	\$183,676	\$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.	\$183,676	\$183,676	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$183,676	\$183,676	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Traffic Control

EXPENDITURES:

Account 0153330	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$97,790.00	\$79,108.00	\$71,034.00	\$74,955
Total Traffic Control	\$97,790.00	\$79,108.00	\$71,034.00	\$74,955

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:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Number of Signs replaced	264	50	236	250
Number of New Signs installed per Common Council Resolutions	46	93	131	150
Repairs to Signs	20	40	24	25
Traffic Line Painting (linear feet)	135,000	138,000	141,000	141,000
Signs for New Subdivisions	90	48	36	25
Crosswalks Painted	90	90	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	\$26,594.00	\$26,594.00
8013-Signal Repair/Maintenance	\$0.00	\$7,140.00	\$7,140.00
8025-Street Light Maintenance	\$0.00	\$3,685.00	\$3,685.00
8454-Signage for Parades/Events	\$0.00	\$2,580.00	\$2,580.00
Light and Power	\$0.00	\$10,956.00	\$10,956.00
Contracted Traffic Painting	\$0.00	\$24,000.00	\$24,000.00
Grand Total	\$0.00	\$74,955.00	\$74,955.00

2009 GOALS:

- Continue to review traffic street painting to reduce expenditures where possible.
- Epoxy Painting of Main St from Beech St to Barton Ave.

2009 Department Detail Information

TRAFFIC CONTROL~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

Flasher Barricade Batteries ~ 221 @ \$6.84 each	1,512
Flasher Barricade Complete ~ 36@ \$70.00 each	2,520
Traffic Control Signs	13,500
Traffic Signal Supplies	4,950
Traffic Cones	1,170
Miscellaneous Supplies	<u>2,000</u>
	\$25,652

Increase due to starting at the SE corner of the city and replacing old and faded signs and increase in price of barricade flasher batteries. Increase offset by \$5,000 decrease in 01534402.53500 Storm Sewers.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	24,450	24,450	0	0	0	0	0	0	0	0	0
2009	25,652	25,652	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
2008	4,200	4,200	0	0	0	0	0	0	0	0	0
2009	4,000	4,000	0	0	0	0	0	0	0	0	0

55600 LIGHT AND POWER FOR TRAFFIC SIGNALS:

This account is for the light and power for signalized intersections. *Increase due to proposed increase for electricity.*

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	11,037	11,037	0	0	0	0	0	0	0	0	0
2009	10,956	10,956	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	24,000
Signal Light Traffic Control Assistance	<u>5,000</u>
	\$34,247

Increase due to increase in painting costs and painting of crosswalks for Eisenbahn Trail.

PUBLIC WORKS ~ Traffic Control

57700 CONTRACTUAL SERVICES(cont'd):

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	31,247	31,247	0	0	0	0	0	0	0	0	0
2009	34,247	34,247	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
2008	100	100	0	0	0	0	0	0	0	0	0
2009	100	100	0	0	0	0	0	0	0	0	0

2009 Department Detail Information

TRAFFIC CONTROL~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Supplies	\$25,652	\$25,652	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Signal Mainten.	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light and Power	\$10,956	\$10,956	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$34,247	\$34,247	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin./Special	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$74,955	\$74,955	\$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.	\$74,955	\$74,955	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$74,955	\$74,955	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Street Lighting

EXPENDITURES:

Account 0153420	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$636,549.00	\$651,732.00	\$701,690.00	\$727,636
Total Street Lighting	\$636,549.00	\$651,732.00	\$701,690.00	\$727,636

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:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Calls made to We-Energies	124	152	57	112

ACHIEVEMENTS:

- Provided adequate lighting for traffic and personal safety throughout the City of West Bend.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Energy for Street Lights	\$0.00	\$722,066	\$722,066
8025-Street Light Maintenance	\$0.00	\$5,570	\$5,570
Grand Total	\$0.00	\$727,636	\$727,636

PUBLIC WORKS ~ Street Lighting

2009 Department Detail Information

STREET LIGHTING~ Expenditures

55600 EQUIPMENT MAINTENANCE:

Equipment maintenance for street lights owned by the City

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,415	5,415	0	0	0	0	0	0	0	0	0
2009	4,570	4,570	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER:

Proposed budgeted amount is based on 2007 actual plus 2008 and 2009 proposed installations.

Projected increase in energy costs of 4.7%.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	695,175	695,175	0	0	0	0	0	0	0	0	0
2009	722,066	722,066	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
2007	1,000	1,000	0	0	0	0	0	0	0	0	0
2008	900	900	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
2007	100	100	0	0	0	0	0	0	0	0	0
2008	100	100	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Street Lighting

2009 Department Detail Information

STREET LIGHTING ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Equip. Mainten.	\$4,570	\$4,570	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light and Power	\$722,066	\$722,066	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cont. Services	\$900	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin./Special	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$727,636	\$727,636	\$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.	\$727,636	\$727,636	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$727,636	\$727,636	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Storm Sewers

EXPENDITURES:

Account 0153440	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$29,798.00	\$39,184.00	\$48,503.00	\$41,809
Total Storm Sewer	\$29,798.00	\$39,184.00	\$48,503.00	\$41,809

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:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of Catch Basins & Manhole Repairs	59	32	28	20
Diggers Hotline Location Requests	4,826	3,855	4,307	3,500
# of Catch Basins and Manhole Cleaned & Inspected	598	867	836	850

ACHIEVEMENTS:

- Provided adequate and functional drainage facilities to accommodate drainage of rain and melting snow from various areas in the City of West Bend.
- Conducted annual scheduled maintenance operations of the Barton and West Bend Company Dams to maintain operability of the gates.
- A total of 3,031 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	\$19,564.00	\$19,564.00
8023-Dam Maintenance	\$0.00	\$0.00	\$0.00
8203-Work done at Barton Dam	\$0.00	\$245.00	\$245.00
Contracted Catch Basin Repair Work	\$0.00	\$22,000.00	\$22,000.00
Grand Total	\$0.00	\$41,809.00	\$41,809.00

PUBLIC WORKS ~ Storm Sewers

2009 GOALS:

- Implement the use of Laptop computer to interface with Cityworks to provide seamless information gathering to the GIS Department.
- Increase the amount of catch basin/manhole cleaning to approximately 1000 per year.

2009 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	<u>853</u>
	\$14,000

Decrease offset by increase in 01533302.53500 Traffic Control.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	20,703	20,703	0	0	0	0	0	0	0	0	0
2009	14,000	14,000	0	0	0	0	0	0	0	0	0

56900 LIGHT AND POWER:

Power costs for Barton Dam. Increase due to estimated increase in electricity costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	200	200	0	0	0	0	0	0	0	0	0
2009	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	<u>22,000</u>
	\$27,600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	27,600	27,600	0	0	0	0	0	0	0	0	0
2009	27,600	27,600	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Storm Sewers

2009 Department Detail Information

STORM SEWERS ~ SUMMARY

2009 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	\$27,600	\$27,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$41,809	\$41,809	\$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.	\$41,809	\$41,809	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$41,809	\$41,809	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Sanitation

EXPENDITURES:

Account 0153620	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$84,014.00	\$80,768.00	\$69,007.00	\$83,001
Total Sanitation	\$84,014.00	\$80,768.00	\$69,007.00	\$83,001

NOTES:

- Labor costs associated with Sanitation are included in Streets and Related Facilities 01533101.
- Fuel cost per gallon increased dramatically.

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Gallons of Fuel Used	17,096	18,440	15,506	21,551
Equipment Maintenance Costs	\$29,373	\$31,581	\$56,060	\$48,608
Contracted Repairs to Equipment	\$9,753	\$8,152	\$6,908	\$16,929

Note: Estimated number of gallons for 2008 includes Sanitation and Recycling.

ACHIEVEMENTS:

- Provided equipment and the 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	\$80,069.00	\$80,069.00
8565-Equipment Maintenance	\$0.00	\$1,732.00	\$1,732.00
8004-Street Cleaning/Dead Animals	\$0.00	\$943.00	\$943.00
8567-Janitorial Work-Building Maint	\$0.00	\$257.00	\$257.00
Grand Total	\$0.00	\$83,001.00	\$83,001.00

2009 GOALS:

- Implementation of Routesmart software to increase efficiencies of operations.

2009 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
2008	1,500	1,500	0	0	0	0	0	0	0	0	0
2009	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
2008	500	500	0	0	0	0	0	0	0	0	0
2009	500	500	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL:

1,500 Gallons of Unleaded at	\$3.86	5,790
9,400 Gallons of Diesel at	\$4.30	<u>40,420</u>
		\$46,210

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	32,850	32,850	0	0	0	0	0	0	0	0	0
2009	46,210	46,210	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
2008	28,601	28,601	0	0	0	0	0	0	0	0	0
2009	28,601	28,601	0	0	0	0	0	0	0	0	0

56400 UNIFORMS:

Safety related equipment and supplies. *Increase due to historical expenditures.*

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,366	2,366	0	0	0	0	0	0	0	0	0
2009	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
2008	3,190	3,190	0	0	0	0	0	0	0	0	0
2009	3,190	3,190	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Sanitation

2009 Department Detail Information

SANITATION ~ SUMMARY

2009 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	\$46,210	\$46,210	\$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	\$83,001	\$83,001	\$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.	\$83,001	\$83,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$83,001	\$83,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Recycling

EXPENDITURES:

Account 0153631	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$133,239.00	\$147,516.00	\$170,738.00	\$168,696
Other Expenses	\$285,266.00	\$346,867.00	\$363,750.00	\$422,911
Total Recycling	\$418,505.00	\$494,383.00	\$534,488.00	\$591,607

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Recycling Collected (lbs)	6,730,431	6,748,215	6,393,240	6,623,962
Average Amount Collected per week per home (lbs)	14.07	13.85	13.01	13.64
Cost Avoidance	\$124,616	\$124,907	\$123,033	\$124,185
Leaves Collected (lbs)	1,783,645	2,202,060	2,057,435	2,014,380
Brush Collected (lbs)	1,239,466	1,061,766	1,331,311	1,210,848
Revenue from Drop-off Site	\$18,108	\$20,228	\$19,958	\$19,431
Number of Households for Recycling Collection	9,199	9,372	9,452	9,570

ACHIEVEMENTS:

- Provided recycling service for buildings with up to 3 residential units, curbside collection of brush from April to 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.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
8155-Oil Recycling	\$6,856.00	\$2,122.00	\$8,978.00
8156-Brush collection	\$21,356.00	\$6,609.00	\$27,965.00
8157-Leaf Collection	\$36,807.00	\$11,392.00	\$48,199.00
8158-Organics	\$38,879.00	\$12,033.00	\$50,912.00
8159-Grinding Brush	\$7,407.00	\$2,293.00	\$9,700.00
8228-Grinding Non-Residential	\$1,173.00	\$363.00	\$1,536.00
8566-Equipment Maintenance	\$4,636.00	\$1,435.00	\$6,071.00
Recycling Contracted Services	\$0.00	\$370,701.00	\$370,701.00
Recycling Collection	\$51,583.00	\$15,965.00	\$67,548.00
Grand Total	\$168,697.00	\$422,913.00	\$591,610.00

Notes

Increase or decrease in the pounds of leaves collected each year is directly related to rainfall.

2009 GOALS:

- Continue increase in recycling tonnage through educational efforts:
 - Provide inspections of multi-family as well as commercial and industrial buildings amounting to 5% of these types of facilities each year.
 - Provide Earth Day Promotional items to elementary school children as well as pencils, miniature garbage carts and recycling bins.
 - Brochures and information will be sent to new homeowners throughout the year that explain the schedules and programs.

2009 Department Detail Information

RECYCLING~ Expenditures

50100 SALARIES:

Sanitation Coordinator	200 hours	4,516
Administrative Assistant II	250 hours	4,623
Secretary	175 hours	2,118
Secretary	175 hours	2,118
Laborers	5423 hours	112,961
Organics Attendant	780 hours	10,046
PT Organics	750 hours	<u>6,750</u>
		\$143,131

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	144,457	144,457	0	0	0	0	0	0	0	0	0
2009	143,131	143,131	0	0	0	0	0	0	0	0	0

50200 FRINGE BENEFITS:

Fringe Benefit rate of 18.71% for full-time employees and 7.65% for part-time employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	26,281	26,281	0	0	0	0	0	0	0	0	0
2009	25,565	25,565	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
2008	271	271	0	0	0	0	0	0	0	0	0
2009	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
2008	200	200	0	0	0	0	0	0	0	0	0
2009	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
2008	150	150	0	0	0	0	0	0	0	0	0
2009	150	150	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Recycling

54300 GAS AND OIL:

4,100 Gallons of Unleaded at	\$3.86	15,826
6,100 Gallons of Diesel at	\$4.30	<u>26,230</u>
		\$42,056

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	31,010	31,010	0	0	0	0	0	0	0	0	0
2009	42,056	42,056	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
2008	4,743	4,743	0	0	0	0	0	0	0	0	0
2009	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
2008	1,500	1,500	0	0	0	0	0	0	0	0	0
2009	1,500	1,500	0	0	0	0	0	0	0	0	0

59500 ADMIN./SPECIAL PURPOSE:

Veolia Services Weekly Recycling Collection	335,701
Purchased Printing Services-recycling literature	1,190
Public Relations-Items for hand-out	1,000
Purchase of Bins	1,100
Fuel Surcharge	<u>35,000</u>
	\$373,991

Weekly curbside recycling figures are based on an estimated increase of 9 new homes per month. As of 1/1/08, 9,452 homes were collected with an estimated 9668 homes to be collected by the end of 2009. Increase is due to an estimated 5% increase in 2008 recycling rate of \$2.78 and the added number of homes for 2009. Increase also due to estimated fuel surcharge and environmental fees applied to invoices from Veolia.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	325,876	325,876	0	0	0	0	0	0	0	0	0
2009	373,991	373,991	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Recycling

2009 Department Detail Information

RECYCLING ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Salaries	\$143,131	\$143,131	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringe Benefits	\$25,565	\$25,565	\$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	\$42,056	\$42,056	\$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	\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Admin/Spec. Pur.	\$373,991	\$373,991	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$591,607	\$591,607	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$168,696	\$168,696	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$422,911	\$422,911	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$591,607	\$591,607	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

EXPENDITURES:

Account 0153630	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$309,564.00	\$318,911.00	\$351,723.00	\$392,261
Total Sanitary Landfill	\$309,564.00	\$318,911.00	\$351,723.00	\$392,261

NOTES:

- Labor and equipment costs associated with Sanitary Landfill are included in Streets and Related Facilities 01533101 and Sanitation 01536202.

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Street Sweepings Collected (lbs)	595,820	730,180	466,260	650,000
Refuse Collection (lbs)	15,071,000	14,307,080	15,196,994	14,858,358
Garbage Carts sold	882	627	541	440

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	\$313,051.00	\$313,051.00
8011-Refuse Collection/Parks/Dwtn	\$0.00	\$7,528.00	\$7,528.00
8062-Landfill Maintenance	\$0.00	\$42,382.00	\$42,382.00
8304-Street Sweeping	\$0.00	\$12,785.00	\$12,785.00
8565-Equipment Maintenance	\$0.00	\$6,769.00	\$6,769.00
8591-Equipment Maint/Sweeper	\$0.00	\$2,080.00	\$2,080.00
Grand Total	\$0.00	\$392,260.00	\$392,260.00

2009 GOALS:

- Encourage recycling to reduce refuse collection.
- Use of routing software to review refuse collection route efficiencies.
- Complete project started spring of 2003 of changing all dumpsters over to carts for Multi-family units collected by the City.

PUBLIC WORKS ~ Sanitary Landfill

2009 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
2008	926	926	0	0	0	0	0	0	0	0	0
2009	926	926	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
2008	2,750	2,750	0	0	0	0	0	0	0	0	0
2009	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. *Reduction of \$3,000 for reflection of more efficient time of use rate. Projected 4.7% increase in electricity costs.*

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,320	10,320	0	0	0	0	0	0	0	0	0
2009	7,664	7,664	0	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Estimated tons collected is 7,759 at \$43.18/ton	335,033
Fuel Surcharge	31,000
Compactor-Monthly Rental	4,440
Street Sweepings-365 tons at \$13.65	4,928
Street Sweepings-Pulls of container-21 pulls at \$145.00	3,045
Routsmart Software Maintenance	<u>2,625 (New Expense)</u>
	\$381,071

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	337,727	337,727	0	0	0	0	0	0	0	0	0
2009	381,071	381,071	0	0	0	0	0	0	0	0	0

PUBLIC WORKS ~ Sanitary Landfill

2009 Department Detail Information

SANITARY LANDFILL ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
Telephone	\$926	\$926	\$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	\$381,071	\$381,071	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$392,261	\$392,261	\$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.	\$392,261	\$392,261	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$392,261	\$392,261	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS ~ Revenue

	2006 Actual	2007 Actual	2008 Budget	2009 Request
014354.435400 Recycling Assistance	\$130,000.00	\$129,631.00	\$145,631.00	\$163,913.00
014494.449300 Treated Groundwater Discharge	\$400.00	\$400.00	\$400.00	\$400.00
014634.463110 Snow and Ice Control	\$2,500.00	\$7,068.00	\$4,623.00	\$5,073.00
014684.468430 Erosion Control Services	\$2,398.00	\$0.00	\$2,398.00	\$2,400.00
014434.443910 Street Opening Permits	\$22,000.00	\$19,985.00	\$21,500.00	\$23,960.00
014634.463120 Sale of Materials and Supplies-Streets	\$16,978.00	\$11,667.00	\$19,059.00	\$19,100.00
014644.464300 Sale of Materials and Supplies-Sanitation	\$9,150.00	\$5,240.00	\$12,094.00	\$14,100.00
014644.464500 Grinder Revenue	\$7,265.00	\$9,841.00	\$7,528.00	\$8,113.00
014844.484100 Insurance Revenue	\$74,674.00	\$66,233.00	\$10,000.00	\$10,000.00
014834.483200 Sale of Materials/Scrap	\$7,865.00	\$16,742.18	\$12,766.00	\$17,047.00

014354.435400 RECYCLING ASSISTANCE Grand Total \$163,913.00

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 \$23,960.00

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 \$8,113.00

Revenue from the use of the Wood Grinder for materials not collected by the City.

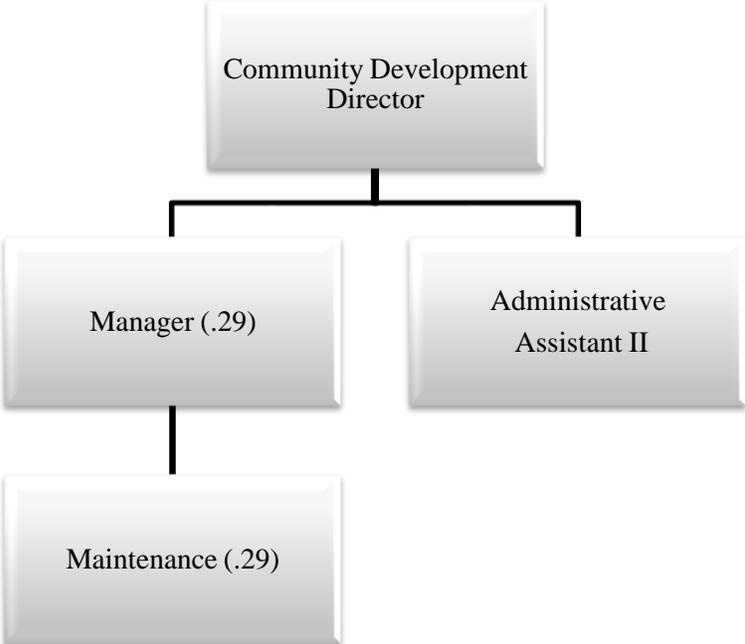
014844.484100 INSURANCE REVENUE
Grand Total \$10,000.00

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



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.

EXPENDITURES:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0153510				
Salaries and Fringe Benefits	\$26,070	\$27,203	\$27,203	\$37,135
Other Expenses	\$41,733	\$46,691	\$49,275	\$48,770
Total Airport	\$67,803	\$73,894	\$76,478	\$85,905

PUBLIC WORKS and ENGINEERING ~ AIRPORT

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of hours of airport administration ¹	166	166	245	264	270
# of hours of airport operational services	578	548	550	671	600
# of hours of maintenance (snowplow & grass cutting)	486	585	245	549	600
Aircraft operations (# of take offs & landings)	52,556	53,800	53,800	53,800	53,800

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.
- In cooperation with the Wisconsin Bureau of Aeronautics coordinated the installation of a perimeter fence.
- Completed annual tree and brush removal.
- Met with State and Federal officials on various occasions regarding the airport expansion project.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
DCD Airport Management	\$10,027	\$406	\$10,432
Daily Airport Operations	\$12,626	\$39,627	\$52,253
Maintenance services (snowplow & grass cutting)	\$11,141	\$8,624	\$19,765
Administrative duties	\$3,342	\$113	\$3,455
Grand Total	\$37,135	\$48,770	\$85,905

2009 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 and 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

2009 Department Detail Information

AIRPORT ~ Expenditures

50100 SALARIES:

Director	10,000
Asst. Director	123
Manager	8,310
Admin. Assistant II	5,505
Public Works	<u>8,100</u>
	\$32,038

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	25,225	25,225	0	0	0	0	0	0	0	0	0
2009	32,038	32,038	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe benefit rate at 18.71% for Director, Manager and Adm. Asst. 7.65% for PW.

\$5,097

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,824	3,824	0	0	0	0	0	0	0	0	0
2009	5,097	5,097	0	0	0	0	0	0	0	0	0

51600 TELEPHONE:

Prop. Share of DCD Phone	103
Centrex	700
Localizer	385 (increase based on actuals)
Internet	325
Cell Phone	<u>200 (reimbursement to Airport Manager)</u>
	\$1,713

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,575	1,575	0	0	0	0	0	0	0	0	0
2009	1,713	1,713	0	0	0	0	0	0	0	0	0

PUBLIC WORKS and ENGINEERING ~ AIRPORT

2009 Department Detail Information

AIRPORT ~ Expenditures

51700 POSTAGE:

Prop. Share of DCD Postage	28
Postage	25
Mail Service	22
Meter Maintenance	<u>3</u>
	\$78

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	50	50	0	0	0	0	0	0	0	0	0
2009	78	78	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

Prop. Share of DCD Expenses	40
Annual aviation conference & meetings in Madison	250
WI Rapids fall conference	330
Wisconsin Aviation	<u>270</u>
	\$890

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	850	850	0	0	0	0	0	0	0	0	0
2009	890	890	0	0	0	0	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

Prop. Share of DCD Expenses	177
Prop. Share of DCD Memberships and Publications	57
Office/Computer Supplies	250
Annual DNR WPDES Permit/Stormwater fees & membership	275
Grass seed, weed killer, topsoil, etc	150
Paint, tools, misc hardware supplies, etc.	150
Curb stops, boundary markers	400
Sand/Fertilizer for de-icing	<u>2630</u>
	\$4,089

Curb stops and boundary markers added to account. Increase of 20% for fertilizer based on actual cost.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,875	2,875	0	0	0	0	0	0	0	0	0
2009	4,089	4,089	0	0	0	0	0	0	0	0	0

PUBLIC WORKS and ENGINEERING ~ AIRPORT

2009 Department Detail Information

AIRPORT ~ Expenditures

54300 GAS AND OIL:

Prop. Share of DCD Expenses	26
Fuel (mower, dump truck, tractor) DIESEL (1200 gals @ \$4.30/gal)	5160
Fuel (truck) UNLEADED (60 gals @ \$3.86/gal)	<u>230</u>
	\$5,416

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,486	3,486	0	0	0	0	0	0	0	0	0
2009	5,416	5,416	0	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE

Prop. Share of DCD Expenses	405
Vehicle Maintenance (mower, plow truck, tractor)	1200
Maintenance of electrical gates (2)	400
Maintenance of lights & bulbs	1839
Windsock/parts	250
Electrical repairs	1500
Equipment repairs	1000
Incidentals	<u>100</u>
	\$6,694

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	6,850	6,850	0	0	0	0	0	0	0	0	0
2009	6,694	6,694	0	0	0	0	0	0	0	0	0

PUBLIC WORKS and ENGINEERING ~ AIRPORT

2009 Department Detail Information

AIRPORT ~ Expenditures

56900 Light and Power

Localizer	1725
Vault (primary power for runway, taxi runway, street lights, Gate 7)	9425
ADF/NDB	220
Beacon	585
Fence gates (1)	180
Storage hangar	<u>600</u>
	\$12,735

Storage hangar added to account. (Increase of 4.7% for electrical based on actual usage.)

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	12,654	12,654	0	0	0	0	0	0	0	0	0
2009	12,735	12,735	0	0	0	0	0	0	0	0	0

57700 Contractual Services

Localizer & Radio Beacon/NDB	13235
Automated Weather Observing System Contract	1220
Manager's office lease	2400
Aviation Sentry Weather Briefing System Meteorologic (WI BOA)	<u>300</u>
	\$17,155

Storage lease depleted. (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
2008	20,945	20,945	0	0	0	0	0	0	0	0	0
2009	17,155	17,155	0	0	0	0	0	0	0	0	0

PUBLIC WORKS and ENGINEERING ~ AIRPORT

2009 Department Detail Information

AIRPORT ~ SUMMARY

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$32,038	\$32,038	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringes	\$5,097	\$5,097	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$1,713	\$1,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$78	\$78	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Seminars	\$890	\$890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$4,089	\$4,089	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas & Oil	\$5,416	\$5,416	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Maint	\$6,694	\$6,694	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Light & Power	\$12,735	\$12,735	\$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	\$85,905	\$85,905	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$37,135	\$37,135	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$48,770	\$48,770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$85,905	\$85,905	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PUBLIC WORKS and ENGINEERING ~ Airport

2009 Department Detail Information

AIRPORT ~ Revenue

	2006 Actual	2007 Actual	2008 Adopted	2009 Estimated
Airport Revenue	\$80,021	\$48,920	\$48,532	\$41,602
Rent of Airport Property	\$0	\$33,480	\$37,020	\$53,145
Total Airport	\$80,021	\$82,400	\$85,552	\$94,747

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

014824.482400 - Rent of Airport Property

National Guard	Facility charge	\$30,295
Agricultural Land Rental	35 acres – N. Oak Road	\$1,750
House Rental	3901 E. Washington Street	\$5,100
U.S. Cellular	Tower lease	\$16,000

National Guard contract in negotiation (40-year agreement)

Agricultural Land Rental contract increase (2006 Rates & Charges Survey) - \$35 to \$50 per acre

U.S. Cellular contract increased from \$15,400

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:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0155130				
Salaries and Fringes	\$0	\$0	\$0	\$0
Other Expenses	\$46,047	\$39,255	\$40,506	\$41,784
Total UWWC	\$46,047	\$39,255	\$40,506	\$41,784

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.
- Continue to oversee construction of third floor engineering area and music area renovations.

HEALTH AND SOCIAL SERVICES ~ UWWC

2009 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
2008	\$10,553	\$10,553	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2009	\$9,672	\$9,672	\$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. Minor reduction due to change in maintenance contracts and in-house inspections.

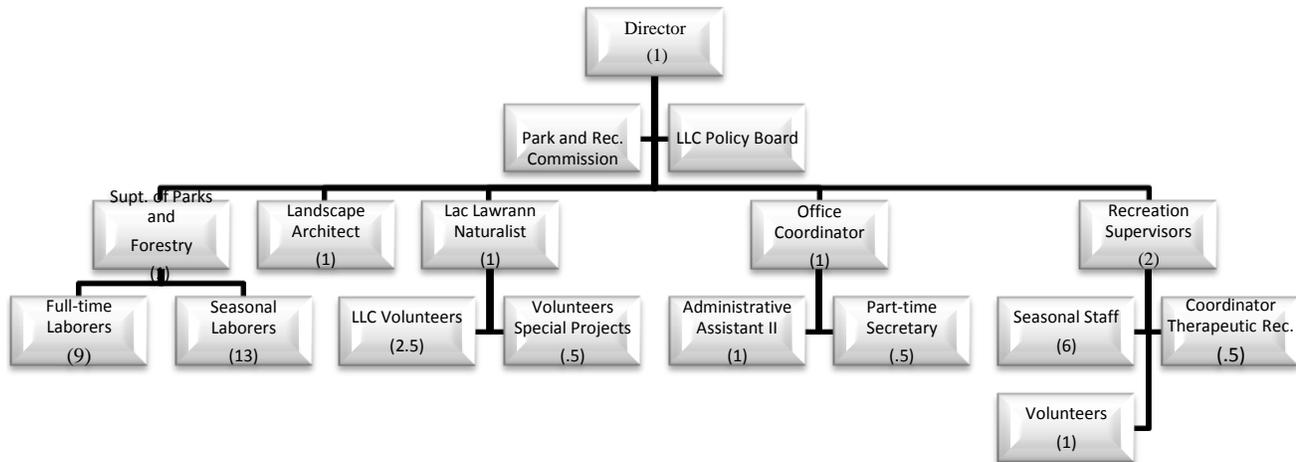
	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	\$13,183	\$13,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2009	\$14,562	\$14,562	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

57900 INSURANCE:

Covers insurance expenses through Washington County

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap Proj	IS	Cable	Other
2008	\$16,770	\$16,770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2009	\$17,550	\$17,550	\$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, facility rental information and 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; selling of discount tickets from May through the beginning of September; 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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$184,310	\$191,169	\$193,417	\$183,217
Other Expenses	\$35,369	\$39,835	\$40,963	\$40,465
Total Administration	\$219,679	\$231,004	\$234,380	\$223,682

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
# of Donations Accepted	35	32	39	30
Dollar Amount of Donations Accepted	\$106,220	\$163,046	\$387,081	\$300,000
# of Contracts Developed	7	9	7	4
# of Projects Constructed	4	6	5	2
# of Grants Gov/Foundations Applied For	2/2	1/6	1/3	0/0
#of Grants - Gov/Foundations Received	1/1	1/6	2/2	0/0
Dollar Amount of Grants Received	\$578,458	\$185,000	\$165,000	\$35,000
# of Participants Entered into Rectrac	3,097	3,512	3,580	3580
# of Discount Tickets Sold	4,445	3,553	3,487	3,487
Dollar Amount of Discount Tickets Sold	\$91,050	\$75,796	\$76,390	\$76,390
# of Facilities/Fields Rented	1,590	1,923	1,893	1,900
# of Times Buildings/Restrooms Cleaned	1,345	1,345	1,395	1,395
# of Weed/Tree Complaints Handled	86	117	211	150
# of Meetings Attended (Support/Minutes)	30	35	37	35
# of Community Meetings Attended	56	60	60	60

CULTURE AND RECREATION ~ Administration

ACHIEVEMENTS:

- Completed 2008 Tree Surety construction.
- Completed Prairie Meadow construction.
- Completed construction of the West Bend section of the Eisenbahn.
- Completed construction of the Lac Lawrann connection to the Eisenbahn State Trail.
- Completed Ziegler Park trail rehabilitation.
- Completed Kuester Island fishing pier construction.
- Completed train depot construction documents.
- Completed reconstruction of parking lots at Regner, Kuester Island and Clark Station.
- Completed Forest View Park.
- Completed renovations at Lac Lawrann Conservancy (barn, farmhouse and Eisenbahn Trail link).
- Worked cooperatively with the West Bend Athletic Association to install three new scoreboards at Quaas Creek Park.
- Completed 2020: Park and Open Space Plan.
- Completed and implemented Recreation Action Plan.
- Continued to update Cityworks program to efficiently process work orders.
- Reconfigured office space to make a more efficient work environment.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditure by Function:	Salaries/Fringes	Other Expenses	Total
Staff Development	\$14,657	\$405	\$15,062
Site Visits	\$7,329	\$405	\$7,733
Park Development Projects	\$21,986	\$2,023	\$24,009
Private Fundraising/Park Projects	\$1,832	\$809	\$2,641
Forestry Development Projects	\$20,154	\$809	\$20,963
Incoming Calls, Counter, E-mail	\$14,657	\$405	\$15,062
Registrations and Reservations	\$12,825	\$3,642	\$16,467
Activities Booklet	\$9,161	\$6,070	\$15,231
Discount Ticket Sales	\$3,664	\$809	\$4,474
Updating Rec Trac Database	\$5,497	\$0	\$5,497
Special Projects	\$5,497	\$1,619	\$7,115
Updating Policies/Procedures	\$1,832	\$0	\$1,832
Purchasing, Filing, Equipment Maintenance	\$3,664	\$405	\$4,069
Agenda, Meetings & Minute Prep	\$20,154	\$809	\$20,963
Department Accounting Functions	\$27,483	\$809	\$28,292
Facility Cleaning Supervision	\$3,664	\$0	\$3,664
Weed/Tree Complaint Management	\$1,832	\$405	\$2,237
Contract Preparation	\$3,664	\$1,214	\$4,878
Assist Department/City Departments	\$3,664	\$405	\$4,069
Department Supplies/Expense	\$0	\$19,423	\$19,423
Grand Total	\$183,217	\$40,465	\$223,682

Notes:

- Director funded 84% General Fund, 1% TIF and 15% Capital Projects/Park Trust Account.
Office Coordinator funded 97.5% General Fund, .5% TIF and 2% Capital Projects/Park Trust Account.
- Landscape Architect funded 25% General Fund and 75% Capital Projects/Park Trust Account.

2009 Goals:

- Complete grant for the downtown Riverwalk.
- Complete detailed plans for Regner Park.
- Complete contract for Quaas Creek Park Phase II construction.
- Prepare Tree Surety contract.
- Fundraise for Lac Lawrann Conservancy year-round Nature Center.
- Upgrade outdoor swimming facility.
- Provide on-line program registration.
- Renovate Riverside Park Building with new flooring and restroom amenities.
- Complete construction of Phase II of Quaas Creek Park Riverwalk.

CULTURE AND RECREATION ~ Administration

2009 Department Detail Information

ADMINISTRATION ~ Expenditures

50100 SALARIES:

Director	70,356	15% of \$70,356 to Park Trust
Landscape Architect	48,000	75% of \$55,713 to Park Trust
Office Coordinator	45,252	2% of \$45,252 to Park Trust
Administrative Assistant	39,120	
Part-time Clerical	<u>0</u>	
	202,728	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	216,765	163,522	0	0	0	0	0	53,243	0	0	0
2009	202,728	154,340	0	0	0	0	930	47,458	0	0	0

50200 FRINGES:

Fringe Benefit rate at 18.71% for full-time employees and 7.65% for part-time employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	39,857	29,895	0	0	0	0	0	9,962	0	0	0
2009	37,930	28,877	0	0	0	0	174	8,879	0	0	0

51600 TELEPHONE:

Office Phones	4,900	75% of \$550 to Park Trust for LA
Cellular Phones	1,135	
Pagers	558	
Internet Service	<u>396</u>	
	6,989	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	6,493	6,085	0	0	0	0	0	408	0	0	0
2009	6,989	6,414	0	0	0	0	0	575	0	0	0

2009 Department Detail Information

ADMINISTRATION ~ Expenditures

51700 POSTAGE:

Mail	1,750
Mail Service	330
Maintenance	<u>180</u>
	2,260

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,529	2,529	0	0	0	0	0	0	0	0	0
2009	2,260	2,260	0	0	0	0	0	0	0	0	0

52000 MEMBERSHIPS AND DUES:

ASCAP	285
Volunteer Center of Washington County	210
National Arbor Day Foundation	15
Southeast Park and Recreation Council	25
National Recreation and Park Association	530
USA Gymnastics	50
Wisconsin Park and Recreation Association	820 75% of \$110 to Park Trust for LA
American Society of Landscape Architects	<u>397 75% of \$397 to Park Trust for LA</u>
	2,332

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,387	1,996	0	0	0	0	0	391	0	0	0
2009	2,332	1,933	0	0	0	0	0	399	0	0	0

52200 SEMINARS AND TRAINING:

State Conference and Workshops	1,774 75% of \$466 to Park Trust for LA
Computer and/or Management Training	616
Recreation Section Workshop	352
Leadership Greater West Bend	700
Park Section Summer Tour	275 75% of \$138 to Park Trust for LA
Support Staff Training	<u>300</u>
	4,017

CULTURE AND RECREATION ~ Administration

2009 Department Detail Information

ADMINISTRATION ~ Expenditures

52200 SEMINARS AND TRAINING (continued):

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	75	Cap. Proj.	IS	Cable	Other
2008	4,017	3,569	0	0	0	0	0	448	0	0	0
2009	4,017	3,504	0	0	0	0	0	513	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	1,430	75% of \$200 to Park Trust for LA
Tectonics Color Laser Costs	<u>575</u>	75% of \$575 to Park Trust for LA
	3,136	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	75	Cap. Proj.	IS	Cable	Other
2008	3,484	2,838	0	0	0	0	0	646	0	0	0
2009	3,136	2,555	0	0	0	0	0	581	0	0	0

54300 GAS AND OIL:

500 Gallons at \$3.86/gallon. LA used 137 gallons in 2007.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,938	1,554	0	0	0	0	0	384	0	0	0
2009	1,930	1,390	0	0	0	0	0	540	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
2008	600	430	0	0	0	0	0	170	0	0	0
2009	600	430	0	0	0	0	0	170	0	0	0

55500 CREDIT CARD EXPENSE:

Department accepts credit card payments for ticket sales, class registrations and facility reservations.

Receipts for 2007 totaled \$69,211.95.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,282	2,282	0	0	0	0	0	0	0	0	0
2009	2,626	2,626	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Administration

2009 Department Detail Information

ADMINISTRATION ~ Expenditures

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$202,728	\$154,340	\$0	\$0	\$0	\$0	\$930	\$47,458	\$0	\$0	\$0
Fringes	\$37,930	\$28,877	\$0	\$0	\$0	\$0	\$174	\$8,879	\$0	\$0	\$0
Telephone	\$6,989	\$6,414	\$0	\$0	\$0	\$0	\$0	\$575	\$0	\$0	\$0
Postage	\$2,260	\$2,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Memberships	\$2,332	\$1,933	\$0	\$0	\$0	\$0	\$0	\$399	\$0	\$0	\$0
Seminars	\$4,017	\$3,504	\$0	\$0	\$0	\$0	\$0	\$513	\$0	\$0	\$0
Supplies	\$3,136	\$2,555	\$0	\$0	\$0	\$0	\$0	\$581	\$0	\$0	\$0
Gas & Oil	\$1,930	\$1,390	\$0	\$0	\$0	\$0	\$0	\$540	\$0	\$0	\$0
MV Supplies	\$600	\$430	\$0	\$0	\$0	\$0	\$0	\$170	\$0	\$0	\$0
Credit Card	\$2,626	\$2,626	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equip Maint	\$8,274	\$7,304	\$0	\$0	\$0	\$0	\$53	\$970	\$0	\$0	\$0
Contractual	\$5,700	\$5,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adm/Sp	\$6,350	\$6,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$284,872	\$223,682	\$0	\$0	\$0	\$0	\$1,157	\$60,087	\$0	\$0	\$0
Total Sal/FB	\$240,658	\$183,217	\$0	\$0	\$0	\$0	\$1,104	\$56,338	\$0	\$0	\$0
Total Other Exp.	\$44,214	\$40,465	\$0	\$0	\$0	\$0	\$53	\$3,749	\$0	\$0	\$0
Grand Total	\$284,872	\$223,682	\$0	\$0	\$0	\$0	\$1,157	\$60,087	\$0	\$0	\$0

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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$84,682	\$80,580	\$81,425	\$78,358
Other Expenses	\$5,900	\$5,600	\$5,600	\$5,600
Total Swimming	\$90,582	\$86,180	\$87,025	\$83,958

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
<i># of Programs Offered</i>				
Fall	15	15	15	15
Winter	15	15	15	15
Spring	15	15	15	15
Summer	80	81	139	139
<i>Participation</i>				
Lifeguard Training	9	10	10	10
Beach Attendance	18,454	17,132	15,810	16,827
Lesson Participants	782	1,055	685	695

CULTURE AND RECREATION ~ Swimming

ACHIEVEMENTS:

- Oversaw and maintained a cost-effective beach management plan.
- Developed and implemented a joint use instructor training program with the YMCA.
- Implemented a standardized safety and training management system.
- Maintained and updated Regner Bathhouse amenities to better utilize entire facility.
- Certified 10 lifeguard students.
- Researched, compared and analyzed existing outdoor site, facility and operational costs relative to implementation of a future facility.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Staff Training and Development	\$1,567	\$0	\$1,567
Supervision	\$7,052	\$0	\$7,052
Planning and Programming	\$7,052	\$2,688	\$9,740
Community Interaction/Marketing	\$2,351	\$0	\$2,351
Instruction and Activities	\$60,336	\$2,912	\$63,248
Grand Total	\$78,358	\$5,600	\$83,958

2009 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.

CULTURE AND RECREATION ~ Swimming

2009 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
2008	3,400	3,400	0	0	0	0	0	0	0	0	0
2009	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
2008	600	600	0	0	0	0	0	0	0	0	0
2009	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
2008	1,600	1,600	0	0	0	0	0	0	0	0	0
2009	1,600	1,600	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:

Account 0155420	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$84,087	\$88,603	\$89,197	\$91,051
Other Expenses	\$25,350	\$26,362	\$26,260	\$24,920
Total Summer Recreation	\$109,437	\$114,965	\$115,457	\$115,971

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
<i># of Programs Offered</i>				
Performing & Visual Arts	17	18	21	22
Sports	79	80	83	83
Fitness and Leisure Education	16	17	19	20
Playgrounds	6	6	6	7
Special Events	11	13	13	10
<i>Participation</i>				
Performing & Visual Arts	170	168	170	175
Sports	1,050	1,081	1,087	1,100
Fitness and Leisure Education	113	112	115	120
Playgrounds	261	180	188	400
Special Events	10,700	11,300	12,250	13,000

ACHIEVEMENTS:

- Worked with the West Bend Friends of Parks and Recreation to promote, preserve, and enhance parks and recreation in the City including park bench donations, Adopt a Trail clean-up, and German Night festivities.
- 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 100 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 three new special events: Movie in the Park, a theatre field trip to see "Wicked" and \$1,000 West Bend Geocache Bash.
- 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.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
Staff Training and Development	\$4,553	\$498	\$5,051
Supervision	\$12,747	\$0	\$12,747
Planning and Programming	\$16,389	\$0	\$16,389
Community Interaction/Marketing	\$11,837	\$0	\$11,837
Instruction and Officiating	\$45,525	\$5,732	\$51,257
Entertainment and Contractual	\$0	\$13,706	\$13,706
Vehicle Maintenance	\$0	\$4,984	\$4,984
Grand Total	\$91,051	\$24,920	\$115,971

2009 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

2009 Department Detail Information

SUMMER ~ Expenditures

50100 SALARIES: \$80,184

Increase in salary is the result of moving a portion of the salary for Recreation Supervisor to Summer Rec (\$2,584) and additional labor for programming (\$384).

Notes:

Recreation Supervisors 42,793
Sub-Total 42,793

Instruction Supervisor: 2,772

Performing & Visual Arts:

Arts and Crafts 880
 Pee Wee Crafts 764
 Song & Dance 1,044
 Storybook Adventure 677
 Ballet, Tap & Jazz 1,392
 Singing for Theatre 160
Sub-Total 4,917

Sports:

Baseball 2,352
 Soccer 1,568
 Sporties 4 Shorties 1,568
 Tennis 3,136
 Volleyball 1,176
 Basketball 540
 Kickball 2,002
Sub-Total 12,342

Fitness & Leisure Activities:

Archery 660
 Fishing 160
 Horseback Riding 160
Sub-Total 980

Playgrounds:

Coordinator 1,848
 Leaders 13,340
Sub-Total 15,188

Special Events:

Tennis Block Party 40
 Movie in the Park 288
 July 4th 576
 German Night 288
 Funner Fest 0
 WB Geocache 0
 Summer Wrap-up 0
Sub-Total 1,192

Total: 80,184

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	78,727	78,727	0	0	0	0	0	0	0	0	0
2009	80,184	80,184	0	0	0	0	0	0	0	0	0

2009 Department Detail Information

SUMMER ~ Expenditures

50200 FRINGES:

Fringe Benefit rate at 18.71% for full-time employees and 7.65% for part-time employees. Increase in fringe is the result of moving a portion of the salary for Recreation Supervisor to Summer Rec. (\$483) and additional fringe for programming.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,470	10,470	0	0	0	0	0	0	0	0	0
2009	10,867	10,867	0	0	0	0	0	0	0	0	0

53550 OFFICE AND OPERATING SUPPLIES:

Arts and Crafts	250
Pee Wee Arts and Crafts	150
Storybook Adventure	100
Song and Dance	150
Playgrounds	1,150
Special Events	400
Awards	225
Ballet, Tap, Jazz & Theatre Dance	355
Horseback Riding (Instruction)	220
Kickball	200
4th of July Supplies	250
Summer Kick-off (Staff Training)	250
Instructor Trainee	175
	<u>3,875</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,875	3,875	0	0	0	0	0	0	0	0	0
2009	3,875	3,875	0	0	0	0	0	0	0	0	0

54300 GAS AND OIL:

Gasoline - 635 gallons @ \$3.86 per gallon 2,445

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,445	2,445	0	0	0	0	0	0	0	0	0
2009	2,445	2,445	0	0	0	0	0	0	0	0	0

54500 MOTOR VEHICLE SUPPLIES: 1,500

	Total	Gen. Fund	Water		Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,500	2,500	0		0	0	0	0	0	0	0
2009	1,500	1,500	0		0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Summer

2009 Department Detail Information

SUMMER ~ Expenditures

56400 - UNIFORMS AND EQUIPMENT: \$2,940

Summer Camp T-Shirts	300
Staff Shirts	910
Sporties 4 Shorties	150
Archery	475
Baseball	200
Soccer	75
Playground	<u>490</u>
	2,600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,940	2,940	0	0	0	0	0	0	0	0	0
2009	2,600	2,600	0	0	0	0	0	0	0	0	0

59200 ENTERTAINMENT:

Independence Day Fireworks	12,000
Independence Day Entertainment and Equipment	<u>1,500</u>
	13,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	13,500	13,500	0	0	0	0	0	0	0	0	0
2009	13,500	13,500	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
2008	1,000	1,000	0	0	0	0	0	0	0	0	0
2009	1,000	1,000	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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$105,220	\$102,846	\$102,256	\$97,251
Other Expenses	\$7,190	\$7,190	\$7,390	\$7,390
Total School Year	\$112,410	\$110,036	\$104,641	\$104,641

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
<i># of Programs Offered</i>				
Sports Instruction and Fitness	87	89	91	96
Arts Instruction/Activities	20	20	24	27
Enrichment	30	33	37	70
Therapeutic Disciplines	15	15	15	15
Special Events	7	7	8	8
<i>Participation</i>				
Sports Instruction and Fitness	1,592	1,650	1,715	1,780
Arts Instruction and Activities	185	200	200	215
Enrichment	650	680	779	780
Therapeutic Disciplines	177	180	180	180
Special Events	1,800	2,000	2,300	2,300

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 (Health 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	\$3,890	\$0	\$3,890
Supervision	\$16,533	\$0	\$16,533
Planning and Programming	\$12,643	\$4,434	\$17,077
Community Interaction/Marketing	\$11,670	\$0	\$11,670
Instruction and Officiating	\$52,515	\$1,552	\$54,067
Entertainment and Contractual	\$0	\$1,404	\$1,404
Grand Total	\$97,251	\$7,390	\$104,641

2009 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

2009 Department Detail Information

SCHOOL YEAR RECREATION ~ Expenditures

50100 SALARIES:

Notes:

Recreation Supervisor (s) 42,793
Sub-Total 42,793

Recreation Intern 0

Gymnastics:

Gymnastics Sup. 2,029
 Gym. (Summer) 2,864
 Jr. Gym. (Summer) 425
 Tiny Tot Gym (Summer) 625
 Gym. (Fall) 2,864
 Jr. Gym. (Fall) 1,200
 Tiny Tot Gym (Fall) 1,975
Sub-Total 11,982

Sports Instruction:

Basketball 575
 Basketball 325
 Judo 1,918
 Judo 1,246
Sub-Total 4,064

Arts:

Ballet/Tap/Jazz (2) 2,704
 Dance Recital 250
 Pee Wee A & C 903
 Storybook Adv. 803
 Song and Dance 1,144
Sub-Total 5,804

Special Events:

Free Throw Contest 235
 Halloween Spooktacula 262
 Easter Egg Hunts 154
 Step on the Trials 28
Sub-Total 679

Adult Football Leagues:

Officials (1) 750

Adult Volleyball Leagues:

Director 3,285
 Women's Officials 4,223
 Men's Officials 1,640
Sub-Total 9,148

Adult Basketball Leagues:

Supervisors 1,780
 BB Officials 4,220
 Scorekeepers 1,115
Sub-Total 7,115

High School Basketball League:

Supervisor 400
 Officials 2,700
 Scorekeeper (2) 508
Sub-Total 3,608

Total 85,943

50100 SALARIES:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	90,593	90,593	0	0	0	0	0	0	0	0	0
2009	85,943	85,943	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ School Year

2009 Department Detail Information

SCHOOL YEAR RECREATION ~ Expenditures

57700 CONTRACTUAL SERVICES:

Non-Department Service Providers	990
Spring Dance and Performance Recital	<u>400</u>
	1,390

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,390	1,390	0	0	0	0	0	0	0	0	0
2009	1,390	1,390	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Public Areas

EXPENDITURES:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0155210				
Salaries and Fringe Benefits	\$537,471	\$552,237	\$610,638	\$623,676
Other Expenses	\$297,608	\$323,885	\$319,462	\$327,804
Total Administrator	\$835,079	\$876,122	\$930,100	\$951,480

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 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

ACHIEVEMENTS:

- Assisted with development of Commission policies and ordinances.
- Continued with the "Adopt-A-Trail" program, working with community groups and volunteers to assist in maintaining City trails.
- Conducted training and continued education for full-time and seasonal employees.
- Hosted the Wisconsin Arborist Association Summer Conference.
- Worked closely with the Labyrinth Garden volunteers to develop the Labyrinth Garden and surrounding landscape at Regner Park.
- Continued our relationship and support with the West Bend Beautification Committee's priorities and development.
- Installed additional site amenities to support rental facilities.
- Provided playground maintenance and repairs.
- Increased the use of pre-emergent herbicides in an attempt to save labor costs for general property maintenance.
- Annually reviewed and updated property/facility management plans.
- Annually updated safety equipment to comply with the requirements of the American National Standards Institute.
- Maintained adequate education credits for professional certifications.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
<i>Public Areas Maintenance</i>			
General Maintenance	\$62,368	\$127,844	\$190,211
Assisting Other Departments	\$3,118	\$4,917	\$8,035
Vandalism	\$24,947	\$656	\$25,603
Mowing	\$31,184	\$26,224	\$57,408
Trimming, General Property Prep	\$18,710	\$3,278	\$21,988
<i>Public Areas Maintenance</i>			
Playgrounds/Courts	\$12,474	\$6,556	\$19,030
Spraying, Pesticides	\$6,237	\$16,390	\$22,627
Utility Maintenance/Property Amenities	\$6,237	\$6,556	\$12,793
Swim Pond/Ice Rink	\$12,474	\$13,112	\$25,586
Special Events	\$12,474	\$6,556	\$19,030
Renovation/Construction	\$43,657	\$6,556	\$50,213
Road Shoulders	\$6,237	\$4,917	\$11,154
Vehicle Maintenance	\$31,184	\$32,780	\$63,964
Snow Removal, Parks & Public Property	\$24,947	\$32,780	\$57,727

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	\$24,947	\$2,295	\$27,242
Pruning	\$31,184	\$328	\$31,512
Planting	\$24,947	\$983	\$25,930
Watering	\$6,237	\$656	\$6,892
Removals	\$31,184	\$656	\$31,839
Stumping	\$18,710	\$328	\$19,038
Gypsy Moth	\$6,237	\$328	\$6,565
Tree Nursery	\$6,237	\$328	\$6,565
Urban Forestry Grant	\$6,237	\$0	\$6,237
Horticultural Maintenance	\$62,368	\$2,950	\$65,318
Downtown Maintenance	\$12,474	\$2,622	\$15,096
Athletic Field Maintenance	\$84,196	\$4,261	\$88,458
Building Maintenance	\$12,474	\$22,946	\$35,420
Grand Total	\$623,676	\$327,804	\$951,480

2009 GOALS:

- Annually review and update maintenance Standard Operating Procedures which will result in a quality end product while maximizing efficiency.
- Respond to customer needs and requests in a timely manner and implement the GIS City Works program.
- Continue involvement and implementation of Capital Projects, TIF implementation, and Park Trust objectives.
- Work closely with the West Bend Baseball Association for continued improvements to the Regner Park baseball facilities.
- Continue to work with the West Bend Joint School District with their baseball program, hosting the WIAA Baseball Regional and Sectional Tournaments, and the maintenance and development of the Ropes and Challenges course.
- Maintain our growing relationship with the West Bend Beautification Committee and the Labyrinth Garden volunteers.
- Work closely with the many different organizations that host community special events.
- Increase involvement and support of the Adopt-A-Trail program.
- Incorporate additional safety and training programs for employees.
- Introduced park amenities up-grades.
- Support other City departments including TIF property maintenance, snow plowing streets, maintenance at the airport, etc.

2009 GOALS (continued):

- 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.

PUBLIC AREAS ~ Expenditures

50100 SALARIES:

Superintendent of Parks:	55,153	Seasonal Laborers:	
Forester	43,746	Forestry Intern	4,680
<i>Crew Leader</i>	1,040	Grounds Maintenance	4,160
Horticulturist (2)	87,372	Grounds Maintenance	4,290
<i>Crew Leader</i>	726	Grounds Maintenance	4,420
Turf Specialist	43,746	Ball Diamonds	4,160
<i>Crew Leader</i>	200	Ball Diamonds	12,850
Laborer/Mechanic	43,986	Horticulture	4,160
<i>Crew Leader</i>	1,040	Horticulture	4,290
Parks	43,820	Horticulture	4,420
<i>Crew Leader</i>	200	Forestry	4,160
Laborer (2)	87,640	Forestry	4,290
<i>Crew Leader (2)</i>	245	Forestry	4,420
Laborer/Projects	43,820	Custodian PT	2,964
<i>Crew Leader</i>	<u>75</u>	<i>Sub-total</i>	<u>63,264</u>
<i>Sub-total</i>	452,809	Total	516,073

CULTURE AND RECREATION ~ Public Areas

2009 Department Detail Information

PUBLIC AREAS ~ Expenditures

50100 SALARIES:

Increase in account due to increase in new Horticulturist wage (part-time to full-time hours in 2009).

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	504,311	501,128	0	0	0	0	1,486	1,697	0	0	0
2009	516,073	512,911	0	0	0	0	1,481	1,681	0	0	0

50110 OVERTIME SALARIES:

Forester	2,044	Laborer	2,036
Parks	2,044	Laborer/Projects	2,036
Horticulturist	2,044	Laborer	1,981
Turf Specialist	2,036	Add. Horticulturist	<u>2,044</u>
Laborer/Mechanic	2,044	Total	18,309

Increase in account due to increase in new Horticulturist wage (part-time to full-time hours in 2009).

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	19,138	19,138	0	0	0	0	0	0	0	0	0
2009	18,309	18,309	0	0	0	0	0	0	0	0	0

50200 FRINGE BENEFITS:

Fringe Benefit rate at 18.71% for full-time employees and 7.65% for part-time employees.

Increase in account due to increase in new Horticulturist wage (part-time to full-time hours in 2009).

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	90,023	90,372	0	0	0	0	0	0	0	0	0
2009	92,986	92,456	0	0	0	0	241	289	0	0	0

52000 MEMBERSHIPS AND DUES:

International Society of Arborists	440	addition of new horticulturist
Wisconsin Arborists Association	200	
Wisconsin Sports Turf Managers Association	<u>35</u>	
	675	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	440	440	0	0	0	0	0	0	0	0	0
2009	675	673	0	0	0	0	2	0	0	0	0

CULTURE AND RECREATION ~ Public Areas

2009 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
2008	2,100	2,100	0	0	0	0	0	0	0	0	0
2009	2,100	2,095	0	0	0	0	5	0	0	0	0

54300 GAS AND OIL:

Diesel	2,340 gallons at	\$4.00	9,360
Unleaded	6,492 gallons at	\$3.86	<u>25,059</u>
			34,419

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	24,938	24,938	0	0	0	0	0	0	0	0	0
2009	34,419	34,419	0	0	0	0	0	0	0	0	0

54500 MOTOR VEHICLE SUPPLIES: 28,860

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	22,947	22,947	0	0	0	0	0	0	0	0	0
2009	28,860	28,860	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
2008	15,388	15,388	0	0	0	0	0	0	0	0	0
2009	12,528	12,528	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Public Areas

2009 Department Detail Information

PUBLIC AREAS ~ Expenditures

57700 CONTRACTUAL SERVICES:

Three percent increase in contracts except downtown contract (2 year contract)

Maintenance ~ Downtown and Riverwalk	61,786
Mowing Contract ~ Special Areas	11,634
Weed Cutting	2,060
Facility Cleaning	<u>15,094</u>
	90,574

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	89,735	89,735	0	0	0	0	0	0	0	0	0
2009	90,574	90,574	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
2008	1,000	1,000	0	0	0	0	0	0	0	0	0
2009	500	500	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Revenue

PARK, RECREATION AND FORESTRY ~ REVENUE

	2006 Actual	2007 Actual	2008 Budgeted	2009 Request
014524.452300 Damages	\$1,832	\$3,943	\$3,943	\$4,195
014674.467300 Swimming	\$51,670	\$46,980	\$48,980	\$51,780
014674.467430 Discount Ticket Sales	\$2,675	\$3,466	\$3,077	\$2,900
014674.467410 Summer Recreation	\$27,320	\$25,485	\$26,452	\$26,452
014674.467420 School Year Recreation	\$48,428	\$50,474	\$52,154	\$55,054
0146774.467440 Facility Rental	\$26,174	\$24,500	\$25,000	\$25,809
014644.464400 Weed Cutting	\$4,445	\$2,794	\$2,663	\$5,610
014684.468240 Contract Copy Fees	\$461	\$300	\$500	\$704
014684.468210 Lac Lawrann	\$3,702	\$5,100	\$5,100	\$5,100
14854.458330 Fireworks Donation	\$12,000	\$12,000	\$12,000	\$12,000
Total Revenue	\$178,707	\$175,042	\$179,869	\$189,604

014524.452300 DAMAGES **Total \$4,195**

Damage revenue stems from fees collected for restitution of damage to park property and trees.

014674.467300 SWIMMING **Total \$51,780**

	<u>Fee</u>	<u>Participation</u>	<u>Total</u>
Swimming (Winter)	16	85	1,360
Swimming (Spring)	16	85	1,360
Swimming (Summer)	16	800	12,800
Swimming (Fall)	16	85	1,360
Lifeguard Training	110	10	1,100
Beach Admissions			32,000
Concession Sales			<u>1,800</u>
			51,780

Beach Daily Admission

Age 1 and Younger ~ Free; Ages 2-15 ~ \$2.00; Ages 16 and Older ~ \$3.00

Beach Seasonal Swim Pass Individual:

Ages 2-15 ~ \$16 Res. \$24 Non-Res.; Ages 16 and Older ~ \$20 Res. \$30 Non-Res.

Family Seasonal Swim Pass:

Resident - \$40; Non-resident - \$60

014674.467430 DISCOUNT TICKET SALES **Total \$2,900**

The Department sells discount tickets to a number of attractions throughout the state and Illinois.

The revenue collected offsets the cost of the credit card machine expense.

PARK, RECREATION AND FORESTRY ~ REVENUE**014674.467410 SUMMER RECREATION Total \$26,452**

	<u>Fee</u>	<u>Participation</u>	<u>Total</u>
Archery Instruction	20	62	1,240
Baseball Instruction	20	225	4,500
Basketball	16	50	800
Tennis	16	300	4,800
Volleyball	16	114	1,824
Kickball Leagues	250	12	3,000
Arts and Crafts	18	21	378
Pee Wee Arts and Crafts	15	36	540
Song and Dance	30	35	1,050
Storybook Adventure	15	10	150
Horseback Riding	30	12	360
Fishing	16	24	384
Kicks 4 Kids Soccer	16	140	2,240
Sporties 4 Shorties	16	120	1,920
Gymboree	26	10	260
Ballet, Tap & Jazz, & Theatre	18	75	1,350
Adult Info. Workshops	5	28	140
Belly Dance	35	24	840
Self Defense	5	65	325
Singing for Musical Theatre	18	12	216
Paint-it Ceramics	3	45	135

014674.467420 SCHOOL YEAR RECREATION Total \$55,054

Gymnastics (Summer)	28	70	1,960
Jr. Gymnastics (Summer)	18	34	612
Tiny Tot Gymnastics (Summer)	18	67	1,206
Gymnastics (Fall/Winter)	22	95	2,090
Jr. Gymnastics (Fall/Winter)	16	80	1,280
Tiny Tot Gymnastics (Fall/Winter)	16	180	2,880
Golf	25	24	600
Basketball	16	45	720
Judo Instruction	39	45	1,755
Ballet, Tap & Jazz	55	70	3,850

CULTURE AND RECREATION ~ Revenue

PARK, RECREATION AND FORESTRY ~ REVENUE

014674.467420 SCHOOL YEAR RECREATION (continued)

	<u>Fee</u>	<u>Participation</u>	<u>Total</u>
Pee Wee Arts and Crafts	13	79	1,027
Arts and Crafts Extravaganza	5	15	75
Song and Dance	30	20	600
Gymboree	32	62	1,984
Storybook Adventure	10	86	860
Volleyball League (Team)	350	32	11,200
Basketball League (Team)	515	21	10,815
HS Basketball League (Team)	200	10	2,000
Adult Football - (Team)	225	8	1,800
Ski Lessons	11	110	1,210
Halloween Special Event	3	30	90
Fall Kickball League	6	175	1,050
Spring Football League (Team)	10	185	1,850
Belly Dance (Adult)			840
Self Defense			2,000
Adult Fitness and Dance			700

014674.467440 FACILITY RENTAL Total **\$25,809**

Barton Park Shelter	11	55	605
Regner Park Band Stand	11	55	605
Regner Park Beverage Stand	2	75	150
Regner Park Lunch Stand	8	75	600
Regner Park Camp Lodge	51	90	4,590
Regner Centennial Shelter	35	75	2,625
Riverside Park Pavilion	118	90	10,620
Quaas Creek Community Building	28	90	2,520
Old Settler's Park	2	30	60
Picnic Groves	24	20	480
Softball Fields	177	5	885
Baseball Fields	74	5	370
Volleyball Courts	81	5	405
Tennis Courts			64
Soccer Fields			310
Basketball Courts			95
Tables			210
Permits			615

PARK, RECREATION AND FORESTRY ~ REVENUE

014644.464400 WEED CUTTING Total \$5,610

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.

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 annually by Serigraph Sales, Inc.

CULTURE AND RECREATION ~ Revenue

2009 Department Detail Information

PARK, RECREATION AND FORESTRY ~ REVENUE

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Damages	\$4,195	\$4,195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Swimming	\$51,780	\$51,780	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ticket Sales	\$2,900	\$2,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Summer	\$26,452	\$26,452	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
School Year	\$55,054	\$55,054	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility	\$25,809	\$25,809	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Weed Cutting	\$5,610	\$5,610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Copy Fees	\$704	\$704	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LLC	\$5,100	\$5,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fireworks	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$189,604	\$189,604	\$0								
Grand Total	\$189,604	\$189,604	\$0								

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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	0.00	0.00	0.00	\$0.00
Other Expenses	35,000.00	35,000.00	35,000.00	\$137,623.00
Total Tourism	35,000.00	35,000.00	35,000.00	\$137,623.00

ACHIEVEMENTS:

- Received a Joint Effort Marketing (JEM) Grant from the Wisconsin Dept. of Tourism for \$15,680 to promote West Bend Geocaching.
- Developed a comprehensive tourism marketing plan with the assistance of the advertising agency of Pilch & Barnett.
- Conducted research on the demographic and behavioral profiles of tourists coming to the region and identified the top feeder markets to focus our advertising dollars.
- Hosted a tourism information booth in cooperation with the Parks, Rec. and Forestry Department at the Kettle Moraine Jazz Festival and distributed city maps, community brochures and other visitor information.
- Gave a private, 30 minute seminar on West Bend to the managers of the Wisconsin State Welcome Centers during the Governors Tourism Conference.
- Developed a library of over 1,000 photos of the community that were taken by 280 students of the two West Bend high schools. The project was a joint effort between the Chamber, the High School and the Museum of Wisconsin Art. The pictures are displayed on the Chamber website www.wbachamber.org and the top 32 were displayed at the Museum of Wisconsin Art in May.
- Will be one of the sponsors for the White House in Miniature exhibit.
- Purchased 1.5 million banner advertising impressions on Geocaching.com for the event.
- Sponsor for both Germanfest and Kettle Moraine Jazz Festival.
- Produced a new West Bend Community Profile book 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. Also produced the West Bend Walks brochure "Routes of Special Interest".
- Continued the promotion and operation of the "Wisconsin Frame of Mind" and "History in the Making" travel packages.
- Renewed membership in the Washington County CVB and purchased the back cover of the Official Visitors' Guide to promote history, architecture, art and the natural beauty of our community.
- Promoted West Bend tourism in the Milwaukee Journal Sentinel Interactive and Wistravel e-newsletter to 39,000 email recipients.
- Ongoing development of the Chamber website that includes a tourism component promoting lodging, dining, arts, entertainment, shopping, sports, and recreation; and provides online maps of the city, the county and the trail system.

CULTURE AND RECREATION ~ Tourism

ACHIEVEMENTS (continued):

- Mailed brochures to over 2,000 tourists interested in visiting area attractions.
- Became a member of "Circle Wisconsin", the statewide destination marketing motorcoach organization. We are now featured in three tour packages' travel itineraries.
- Ongoing collection of information for our tourism database from people that have requested tourism brochures - to be used for future promotional mailings.
- Contracted Travel Helper Marketing to distribute West Bend Community Profiles in welcome centers and gas stations in feeder cities along US Hwys. 41 and 45.
- Created a TV ad campaign promoting geocaching in West Bend that aired in the Madison, Green Bay, Milwaukee and Fox Valley markets. Over 200, 30 second spots were shown on Fox television and various cable stations.
- Continued promotion and operation of the "Wisconsin Frame of Mind" and "History in the Making" travel packages.
- Designed a new postcard promoting "West Bend as the Geocaching Capital of the Midwest".
- Renewed membership in the Wash. Co. EVB and purchased the back cover of the official Visitor's Guide to promote history, architecture, art and the natural beauty of our city.
- Designed and registered a new West Bend geocaching website: westbendgeocaching.com.
- Promoted West Bend tourism in the Milwaukee Journal/Sentinel Interactive and Wistravel e-newsletter to 39,000 email recipients.
- Ongoing development of the Chamber website that includes a tourism component promoting lodging, dining, arts, entertainment, shopping, sports, recreation and provides online maps of the city, county and the trail system.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Marketing	\$0	\$137,623	\$137,623
Grand Total	\$0	\$137,623	\$137,623

2009 GOALS:

- Continue to execute the comprehensive tourism marketing plan that was developed in 2008.
- Request a JEM Grant from the Wisconsin Department of Tourism to continue the development and growth of the annual geocaching Cache Bash with the objective of reaching "mega status" (1,000 attendees) in 2009.
- Promote West Bend as a "year around" geocaching destination and the Geocaching Capital of the Midwest.
- Print a new four-color West Bend city map that will be distributed to tourists, travel agents, tour operators and visitors.
- Produce collateral material specifically tailored for the National Tour Association, motorcoach operators and Group Leaders of America.
- Ongoing promotion of the Sculpture Walk, the Riverwalk and the Eisenbahn Trail to silent sports enthusiasts in the campaign called "West Bend Walks".
- Continue the joint photography program with students from the West Bend School District to expand the library of pictures that can be used in future advertising, collateral material, community brochures and the various Chamber websites.
- Continue to partner with neighboring communities when appropriate, to add value and options to visitors, and increase our opportunities for state tourism funding.

CULTURE AND RECREATION ~ Forestry

EXPENDITURES:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0156110				
Salaries and Fringe Benefits	\$0	\$0	\$0	\$0
Other Expenses	\$24,482	\$21,482	\$21,482	\$20,982
Total Administrator	\$24,482	\$21,482	\$21,482	\$20,982

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
# of Memorial Trees Planted	2	2	1	2
# of Reimbursement Trees	13	12	12	12
# of Street Trees Established	108	112	215	107
# of Tree Surety Trees Established	195	455	62	114
# of Park Trees Established	57	27	32	77
# of Public Trees Established	5	0	33	0
# of Nursery Trees Established	115	120	0	0
# of Gypsy Moth Acres Sprayed	0	0	0	0
# of Street Trees/Stumps Removed	126	137	134	125
# of Trees & Stumps Removed	32	20	12	10
# of Trees Pruned	2,163	2,600	2,500	2,600
# of Roots Pruned	9	4	5	5
# of Service Requests Completed	206	192	399	425
# of Police Reports	15	18	10	12
# of Grants Applied For/Received	1/1	1/0	0/0	0/0
Dollar Amount of Grants Received	\$20,800	\$0	\$0	\$0

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.

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	\$1,289	\$1,289
Pruning	\$0	\$2,363	\$2,363
Planting	\$0	\$9,667	\$9,667
Watering	\$0	\$430	\$430
Removals	\$0	\$1,933	\$1,933
Stumping	\$0	\$1,504	\$1,504
Gypsy Moth	\$0	\$215	\$215
Tree Nursery	\$0	\$3,007	\$3,007
Urban Forestry Grant	\$0	\$215	\$215
Tree Surety	\$0	\$215	\$215
General Maintenance	\$0	\$644	\$644
Grand Total	\$0	\$21,482	\$21,482

2009 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

2009 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	6,500	
In-house Nursery	1,000	
Bucket Truck Harness/Accessories	1,000	
Hand Tools	501	
Miscellaneous	680	Slings, D-rings, Saddle Equip. etc.
	<u>18,171</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	18,171	18,171	0	0	0	0	0	0	0	0	0
2009	18,171	18,171	0	0	0	0	0	0	0	0	0

53550 SMALL TOOLS AND IMPLEMENTS: 811

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	811	811	0	0	0	0	0	0	0	0	0
2009	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
2008	2,000	2,000	0	0	0	0	0	0	0	0	0
2009	2,000	2,000	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Lac Lawrann Conservancy

EXPENDITURES:

	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Account 0155210				
Salaries and Fringe Benefits	\$52,053	\$54,832	\$57,652	\$57,652
Other Expenses	\$7,033	\$6,378	\$6,525	\$6,228
Total Administrator	\$59,086	\$61,210	\$64,177	\$63,880

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
# of Public Programs Offered	45	39	39	34
# of Schools/groups attending programs	18	22	20	20
# of Participants (public and school)	1,101	1,117	1,123	1,150
\$ amount of Revenue from Programs	\$4,207	\$3,702	\$4,270	\$5,100
# of Volunteer Hours Recorded	4,620	4,807	4,800	4,800
# of Volunteer - Invasive Plant Controls	45	80	85	100
# of Adopt-A-Trail Sections Adopted	9	30	34	39

Notes:

- Volunteer hours are calculated by the Independent Sector to be \$19.51 per hour in 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.
- Supported the Friends of Lac Lawrann financial feasibility planning team for a year-round nature center.
- Worked with Heartland Development, Lac Lawrann volunteer Eagle Scout project participants and UWWC students to build the trail to Rainbow Lake.
- All Adopt-A-Trail sections are now adopted.
- Communicated with JD Knowles and Associates and Heartland Development to move forward with the wetland delineation and permitting for Rainbow Lake.

EXPENDITURES:**BUDGET SUMMARY AND HIGHLIGHTS:**

Expenditures by Function:	Salaries/Fringe	Other Expenses	Total
Publicity	\$6,342	\$1,744	\$8,086
Training	\$4,612	\$561	\$5,173
Parks (other than LLC)	\$4,036	\$498	\$4,534
Volunteers	\$10,377	\$561	\$10,938
Friends of LLC	\$9,224	\$0	\$9,224
Property Management	\$4,612	\$1,806	\$6,418
Donations/Grants	\$1,153	\$0	\$1,153
Program Development	\$11,530	\$934	\$12,465
Program Administration	\$5,765	\$125	\$5,890
Grand Total	\$57,652	\$6,228	\$63,880

2009 GOALS:

- Assist Friends of LLC in Capital Fundraising Campaign.
- Evaluate all programs for attendance and trends, eliminate or revamp programs with low interest and create new programs for increased awareness of LLC and increased revenue.
- Coordinate 300+ hours toward exotic species removal at LLC.
- Work with Friends of LLC marketing committee to increase awareness at LLC.
- Meet with each Adopt-A-Trail group individually to better communicate project ideas and needs.
- Meet with Nova Services coordinator to long range plan projects and assist as necessary.
- Work with at least two groups to do major projects in the parks.

CULTURE AND RECREATION ~ Lac Lawrann Conservancy

2009 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
2008	48,565	48,565	0	0	0	0	0	0	0	0	0
2009	48,565	48,565	0	0	0	0	0	0	0	0	0

50200 FRINGES:

Fringe Benefit rate at 18.71% for full-time employee.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	9,087	9,087	0	0	0	0	0	0	0	0	0
2009	9,087	9,087	0	0	0	0	0	0	0	0	0

51700 POSTAGE:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	262	262	0	0	0	0	0	0	0	0	0
2009	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
2008	60	60	0	0	0	0	0	0	0	0	0
2009	60	60	0	0	0	0	0	0	0	0	0

52200 SEMINARS AND TRAINING:

WAEF Fall Workshop	275
Volunteer Coordinators Association	<u>250</u>
	525

Note: \$150.00 moved to Operating Supplies

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	675	675	0	0	0	0	0	0	0	0	0
2009	525	525	0	0	0	0	0	0	0	0	0

CULTURE AND RECREATION ~ Lac Lawrann Conservancy

2009 Department Detail Information

LAC LAWRANN ~ Expenditures

56400 SAFETY EQUIPMENT/UNIFORMS:

Safety Equipment	75
Display Cases	<u>50</u>
	125

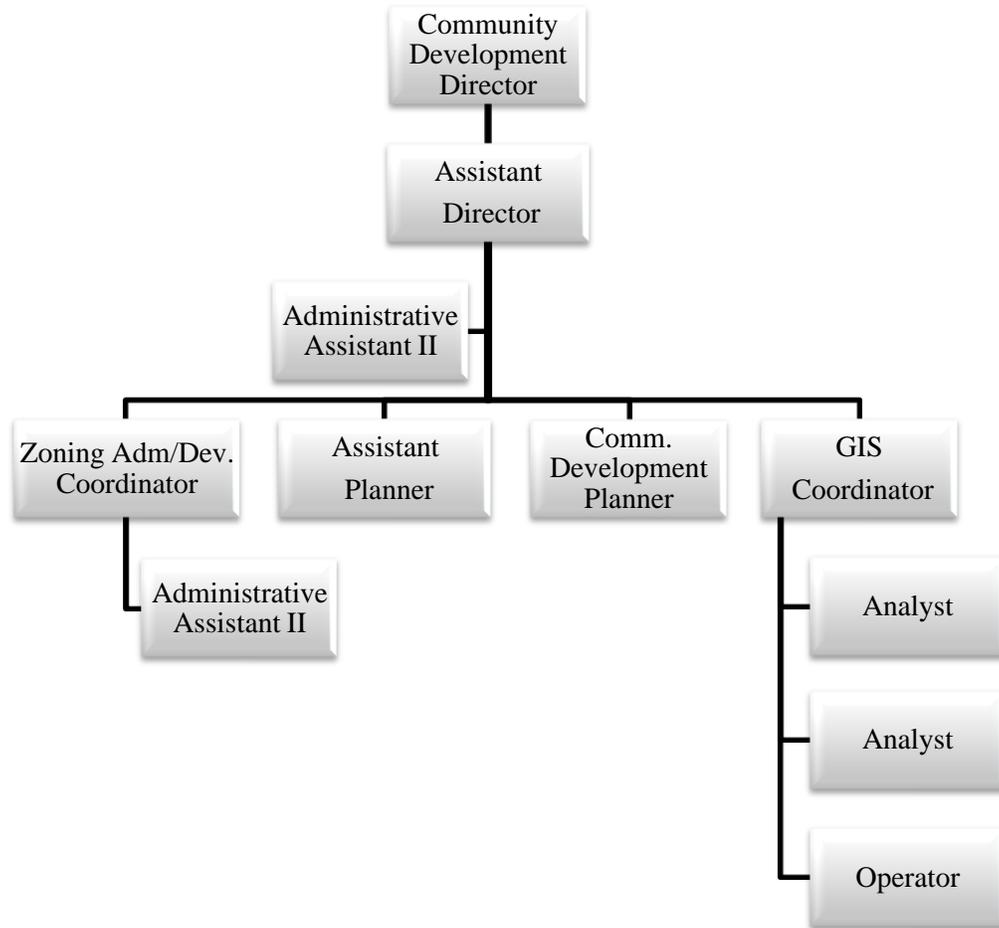
	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	175	175	0	0	0	0	0	0	0	0	0
2009	125	125	0	0	0	0	0	0	0	0	0

59500 ADMIN/SPECIAL PURPOSE:

Volunteer Training	75
Volunteer Appreciation	275
Adopt-A-Trail	395
Tour Guest Honorarium	<u>200</u>
	945

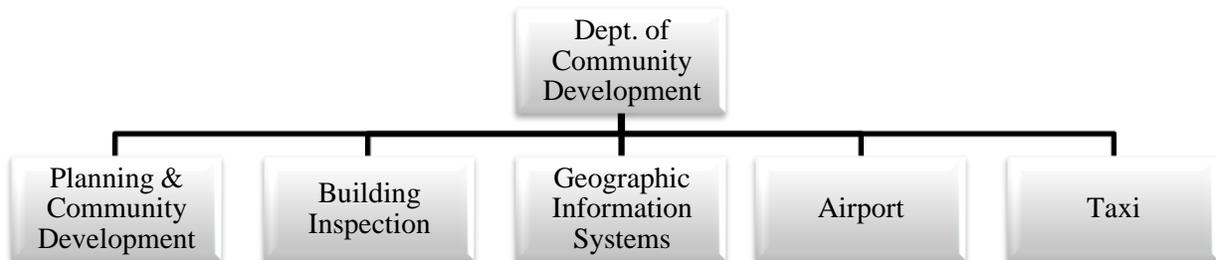
	Total	Gen. Fund	Water		Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,050	1,050	0		0	0	0	0	0	0	0
2009	945	945	0		0	0	0	0	0	0	0

CONSERVATION and DEVELOPMENT ~ COMMUNITY DEVELOPMENT



MISSION:

The mission 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 the Department engages in both short-range and long-range planning, the redevelopment of the downtown, the promotion of business parks and sites, the management of the City’s airport and taxi systems, the coordination of residential, commercial and business projects within the Office of Building Inspection, and the promotion of the Geographic Information System.



CITY PLANNING

To provide concise and thorough planning and development information to the general public, as well

CONSERVATION and DEVELOPMENT ~ COMMUNITY DEVELOPMENT

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

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.

GEOGRAPHIC INFORMATION SYSTEM

The Geographic Information System (GIS) service is an advanced computer-based tool used for data creation, display, analysis, and output. The GIS Services group provides a variety of services to City departments and the general public. The scope of those services include the production of digital and hard copy map sets, access to GIS data via the Internet (Paragon Map Service), and the collection and

EXPENDITURES:

	2006	2007	2008	2009
Account 0156310	Actual	Actual	Adopted	Request
Salaries and Fringe Benefits	\$186,221	\$198,735	\$199,895	\$170,445
Other Expenses	\$10,551	\$8,226	\$11,256	\$9,153
Total Community Development	\$196,772	\$206,961	\$211,151	\$179,598

CONSERVATION and DEVELOPMENT ~ COMMUNITY DEVELOPMENT

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
# of Plan Commission meetings	15	13	12	12	12
# of Plats and CSM reviews ¹	45	47	34	28	12
# of Site and Concept Plan reviews ¹	41	38	38	23	20
# of Zoning and Conditional Use reviews ¹	19	12	13	10	6
# of General Public Inquiries	N/A	780	847	846	850
# of inquiries to Paragon - Internet Map Service	N/A	18,350	22,734	20,778	21,443
# of maps exported from Paragon- Internet Map Service	N/A	N/A	5,278	N/A	N/A
# of GIS internal projects	N/A	575	540	555	525
# of Published Maps	N/A	529	643	658	804

¹ dependent upon economic trend (e.g. interest rate) movement and City development policies.

ACHIEVEMENTS:

- Reviewed and coordinated 17 site plans, 6 subdivision plats (preliminary and final), 2 concept plans, 25 certified survey maps, 7 zoning amendments, 1 annexation and 8 conditional use permits, and associated development agreements.
- Reviewed and coordinated 31 erosion control inspections and issued 87 sign permits.
- Department handled 846 general public inquiries; 116 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, 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).
- Coordinated the approval of Tax Increment District # 12 (Gehl Company expansion).
- 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 10 West Bend Economic Development Corporation Board meetings, and 15 Downtown West Bend Association Board and Committee meetings.
- Represented the City as a Board member on the Wisconsin Transportation Development Association (TDA).
- Attended 8 West Bend EDC – TIF's #5, #9 and #10 Committee meetings.
- Continued the integration of the City's geographic information system with the West Bend Water

CONSERVATION and DEVELOPMENT ~ COMMUNITY DEVELOPMENT

Utility (CityWorks) and Sewer Utility. Directed technical assistance to the West Bend Park and Recreation Department (facility management and street trees), the West Bend Public Works and Engineering Departments (street signs and storm sewer system).

- Maintained GIS based property management records and data integration in conjunction with the City Assessor's Office.
- Maintained GIS public exposure to approximately 100 different data layers and 248 different data layers to internal City Staff using the PARAGON Map Service program.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
- Public contacts	\$55,815	\$100	\$55,915
- Preparation and attendance of meetings	\$48,760	\$763	\$49,523
- Inquiries	\$13,943	\$286	\$14,229
- Inspections	\$9,246	\$392	\$9,638
- Enforcement of approvals	\$7,242	\$126	\$7,368
City Planning Short Range	\$135,006	\$1,667	\$136,673
- 2020 Plan Maintenance	\$3,999	\$501	\$4,500
- 2020 Park & Open Space	\$7,227	\$687	\$7,914
- Master Planning	\$2,345	\$367	\$2,712
City Planning Long Range	\$13,571	\$1,555	\$15,126
- Public contacts	\$2,317	\$230	\$2,547
- Preparation and attendance of meetings	\$5,500	\$230	\$5,730
- Manage redevelopment projects	\$6,100	\$547	\$6,647
- Miscellaneous development	\$1,158	\$547	\$1,705
Economic & Community Development	\$15,075	\$1,554	\$16,629
- Public contacts	\$2,725	\$152	\$2,877
- Integration with other departments	\$10,868	\$1,144	\$12,012
- Coordinate & manage GIS Operations	\$21,744	\$0	\$21,744
- GIS data development & maintenance	\$4,325	\$1,970	\$6,295
- Project and application development	\$4,325	\$2,694	\$7,019
Geographic Information Systems	\$43,987	\$5,960	\$49,947
- Inspection Management	\$1,471	\$0	\$1,471
Building Inspection	\$1,471	\$0	\$1,471
Airport	\$0	\$0	\$0
Taxi	\$0	\$0	\$0
Grand Total	\$209,110	\$10,736	\$219,846

CONSERVATION and DEVELOPMENT ~ COMMUNITY DEVELOPMENT

Notes:

- Budget amounts for Short Range Planning, Long Range Planning and Economic & Community Development are also accounted for in: Water, Sewer and TIF's budgets.
- Budget amounts for Geographic Information Systems are also accounted for in: Water, Sewer and Capital Projects budget.
- Department of Community Development supports Building Inspection, Airport and Taxi and those expenses are reflected in those respective budgets.

2009 GOALS:

- Continue to provide to the general public (an estimated 750 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 geographic information system's (GIS) inter-departmental services function centering upon the CityWorks work order management program, to include the Sewer Utility, Parks Department and Public Works Department.
- 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

CONSERVATION and DEVELOPMENT ~ COMMUNITY DEVELOPMENT

ANTICIPATED 2009 CITY GROWTH:

The revenue projections for 2009 associated with the offices of City Planning and Building Inspection are based upon the following assumptions:

- 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 2000-2007, total construction value (as taken from building permits) has averaged \$ 58,000,000.
- The percentage of permit revenue generated from new residential development (historically approximately 45%) is projected to be similar to 2007 and 2008. Permit revenue generated from residential projects in the last three years is substantially down from the period 2000-2005. This is due primarily to U.S. economic conditions such as interest rate fluctuations, more conservative lending practices and modest growth in the national, state and regional economies.
- We do not anticipate any significant level of new subdivision developments in 2009 given the existing surplus of vacant single and two-family lots (445 as of June 30th), thereby restricting any growth in platting revenue. While new construction is down, permit revenue for residential alterations and additions remains significant.
- The percentage of revenue generated from commercial and industrial growth is expected to remain moderately strong; continuing a trend started in year 2000. The value of commercial and industrial building construction (\$20 million annual average since 2000) is expected to be maintained in 2009, although less than 2008 because of the final completion of the \$54 million West Bend Mutual Insurance Company expansion and the \$20 million Gehl Company expansion.
- 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 remain strong with commercial and industrial alterations/additions adding to permit revenue growth.

CONSERVATION and DEVELOPMENT ~ Community Development

2009 Department Detail Information

COMMUNITY DEVELOPMENT ~ Expenditures

50100 SALARIES:

Director	82,647	GIS Analyst 1	47,486
Asst. Director	61,723	GIS Analyst 2	44,000
Planner	52,172	GIS Operator	37,743
Zoning Admin.	50,492	Admin. Asst. II	35,540
Asst. Planner	46,548	Admin. Asst. II	<u>34,790</u>
GIS Coordinator	51,381		544,522

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	544,522	176,152	78,141	71,968	0	4,132	122,170	83,143	0	0	8,815
2009	544,522	143,581	48,276	37,926	0	6,764	220,460	71,812	38	38	15,628

50200 FRINGES:

Fringe benefit rate at 18.71% . \$101,880

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	101,880	32,958	14,620	13,465	0	773	22,858	15,556	0	0	1,649
2009	101,880	26,864	9,032	7,096	0	1,266	41,248	13,436	7	7	2,924

51600 TELEPHONE:

Internet	570
Centrex	3300
Long Distance	175
Fax	<u>25</u>
	\$4,070

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	4,068	1,261	854	366	0	0	1,017	570	0	0	0
2009	4,070	1,123	381	293	0	50	1,509	611	0	0	103

51700 POSTAGE:

Postage	800	(decrease due to email/fax usage)
Mail Service	120	
Meter Maintenance	<u>200</u>	
	\$1,120	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,599	549	221	181	0	0	660	0	0	0	0
2009	1,120	309	105	81	0	14	415	168	0	0	28

CONSERVATION and DEVELOPMENT ~ Community Development

2009 Department Detail Information

COMMUNITY DEVELOPMENT ~ Expenditures

52000 MEMBERSHIPS:

American Planning Association	230
Transportation Development Association (TDA)	250
Wisconsin Economic Development Association	260
International Economic Development Association	<u>365</u>
	\$1,105

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,105	535	140	123	0	0	307	0	0	0	0
2009	1,105	305	103	80	0	14	410	166	0	0	28

52100 PUBLICATIONS:

Business Journal	100
APA Zoning Practices	80
League of WI Municipalities	20
Planning Advisory Service	840
Wisconsin Manufacturing Register	<u>125</u> (2-year renewal)
	\$1,165

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,040	499	132	114	0	0	295	0	0	0	0
2009	1,165	321	109	84	0	14	432	175	0	0	29

52200 SEMINARS AND TRAINING:

Wisconsin APA Annual Meeting (3)	300
WEDA conference (1)	400
ISCA WI Ideas Exchange & Alliance (2)	200
Mileage - meetings - Madison, Milwaukee, etc.	<u>700</u>
	\$1,600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,600	549	359	134	0	0	354	203	0	0	0
2009	1,600	441	150	115	0	20	593	240	0	0	40

CONSERVATION and DEVELOPMENT ~ Community Development

2009 Department Detail Information

COMMUNITY DEVELOPMENT ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

General office supplies	2220	
General computer supplies (toner, batteries, paper)	1500	(increase in supplier cost)
Ricoh color printer supplies (toner, paper)	<u>825</u>	
	\$4,545	
Copy/Fax Charges (Wash Cnty, Eng, Clerks)	500	(increase in Paragon updates)
Plotter Supplies	1000	
Specific Reproduction Projects		
Tax Key Maps	700	
Annual Map Book	<u>275</u>	
	\$2,475	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	7,550	1,636	2,186	710	0	0	2,048	970	0	0	0
2009	7,020	1,937	656	505	0	87	2,603	1,054	0	0	177

54300 GAS AND OIL:

Office Vehicle - Unleaded (\$ 3.86/gal @ 210 gals)	810	
Adm. Office Vehicle - Gas and Oil (\$3.86/gal @ 30 gals)	116	
Office Vehicle - Maintenance	<u>100</u>	
	\$1,026	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	942	204	273	89	0	0	256	121	0	0	0
2009	1,026	283	96	74	0	13	380	154	0	0	26

55600 EQUIPMENT MAINTENANCE

Copier maintenance (Aficio MP 3350)	550	
Color printer maintenance (Aficio C811DN-T2)	545	(decrease contract cost)
ESRI Service, ARC IMS, & Pad Contract	14300	
HP Plotter	<u>675</u>	
	\$16,070	

New copier purchased in 2008 resulting in maintenance contract to decrease.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	17,490	6,022	5,299	1,266	0	0	3,543	1,359	0	0	0
2009	16,070	4,434	1,503	1,157	0	199	5,959	2,414	0	0	405

CONSERVATION and DEVELOPMENT ~ Community Development

2009 Department Detail Information

COMMUNITY DEVELOPMENT ~ SUMMARY

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$544,522	\$143,581	\$48,276	\$37,926	\$0	\$6,764	\$220,460	\$71,812	\$38	\$38	\$15,628
Fringes	\$101,880	\$26,864	\$9,032	\$7,096	\$0	\$1,266	\$41,248	\$13,436	\$7	\$7	\$2,924
Telephone	\$4,070	\$1,123	\$381	\$293	\$0	\$50	\$1,509	\$611	\$0	\$0	\$103
Postage	\$1,120	\$309	\$105	\$81	\$0	\$14	\$415	\$168	\$0	\$0	\$28
Memberships	\$1,105	\$305	\$103	\$80	\$0	\$14	\$410	\$166	\$0	\$0	\$28
Publications	\$1,165	\$321	\$109	\$84	\$0	\$14	\$432	\$175	\$0	\$0	\$29
Seminars	\$1,600	\$441	\$150	\$115	\$0	\$20	\$593	\$240	\$0	\$0	\$40
Supplies	\$7,020	\$1,937	\$656	\$505	\$0	\$87	\$2,603	\$1,054	\$0	\$0	\$177
Gas & Oil	\$1,026	\$283	\$96	\$74	\$0	\$13	\$380	\$154	\$0	\$0	\$26
Equipment Maint	\$16,070	\$4,434	\$1,503	\$1,157	\$0	\$199	\$5,959	\$2,414	\$0	\$0	\$405
Grand Total	\$679,578	\$179,598	\$60,411	\$47,410	\$0	\$8,441	\$274,010	\$90,231	\$45	\$45	\$19,388
Total Sal/FB	\$646,402	\$170,445	\$57,309	\$45,022	\$0	\$8,029	\$261,709	\$85,248	\$45	\$45	\$18,551
Total Other Exp.	\$25,130	\$9,153	\$2,350	\$1,809	\$0	\$312	\$9,318	\$3,775	\$0	\$0	\$633
Grand Total	\$671,532	\$179,598	\$59,658	\$46,831	\$0	\$8,341	\$271,027	\$89,022	\$45	\$45	\$19,185

CONSERVATION and DEVELOPMENT ~ Community Development

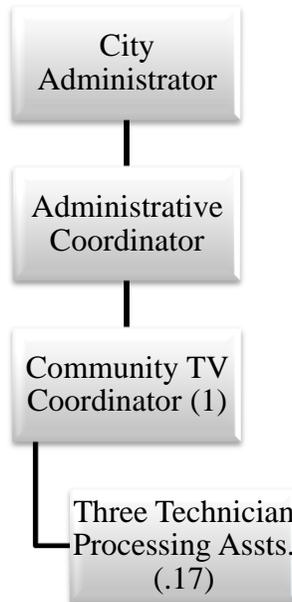
2009 Department Detail Information

COMMUNITY DEVELOPMENT ~ Revenue

	2006 Actual	2007 Actual	2008 Adopted	2009 Proposed
014684.468410 Subdivision Fees	\$20,647	\$7,880	\$16,450	\$7,500
014684.468420 Site Plan Fees	\$22,957	\$10,370	\$19,600	\$12,000
Total DCD	\$43,604	\$18,250	\$36,050	\$19,500

	Adopted Budget 2008	Estimated Revenue 2008	Proposed Revenue 2009
Account 014684.468410 ~ Subdivision			
Certified Survey Map (average 2 lots)	\$ 3,000	\$ 1,000	\$ 1,000
Extraterritorial CSM	\$ 2,500	\$ 1,500	\$ 1,000
Concept Plan (average 3 acres)	\$ 2,200	\$ 2,120	\$ 1,600
Preliminary Plat (average 30 lots/plat)	\$ 2,600	\$ -	\$ 700
Extraterritorial Prelim Plat (average 20 lots/plat)	\$ 700	\$ 1,460	\$ 1,200
Final Plat (average 30 lots/plat)	\$ 4,800	\$ 1,200	\$ 600
Extraterritorial Final Plat (20 lots/plat)	\$ 650	\$ 1,860	\$ 1,400
Account 014684.468420 ~ Site Plan Fees			
Site Plan	\$ 19,600	\$ 11,680	\$ 12,000
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 cable channel and follow-up documentation on how the emergency was handled for use by city departments.

EXPENDITURES:

Account 2353800	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$63,727.00	\$62,754.28	\$77,399.00	\$93,048
Other Expenses	\$68,946.00	\$48,573.00	\$180,001.00	\$164,351
Total Community TV	\$132,673.00	\$111,327.28	\$257,400.00	\$257,400

COMMUNITY TELEVISION

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005* Actual	2006 Actual	2007 Actual	2008 Estimated
New Programs	113	623	618	625
Studio Productions	10	35	58	65
Location Productions	26	112	161	165
Live Broadcasts	17	58	50	30**

* Mike Ryan Start Date 9/2005

** Reduction in the Number of Council Meetings

ACHIEVEMENTS:

- 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.
- Taped and edited numerous programs on local events, including the moving of "The Flagellants" painting at the Museum of Wisconsin Art.
- Worked in cooperation with UW-Washington County, including taping of events, outreach to help them promote themselves.
- Began process of making WBCTV channels available on AT&T U-verse.
- Worked with local non-profit groups to produce programs.
- Worked with City Departments to produce more programs (Parks Dept. and Sewer Dept.).
- Continued to use Microsoft Access Database for program records, schedules, inventory, equipment usage.
- Increased Number of Public Access Programs
- Helped City Depts. on use of Common Council Chambers presentation equipment.
- Presenter at Wisconsin Association of PEG Channels Conference. Topic: Use of PEG Channels in Emergencies.
- Attended seminars at MPTC on streaming video and videoconferencing.

COMMUNITY TELEVISION

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Produce Local Programming	\$34,428	\$60,810	\$95,238
Edit Programs to air on WBCTV	\$23,262	\$41,088	\$64,350
Conduct Live Broadcast of Meetings	\$7,444	\$13,148	\$20,592
Scheduling and Meeting with P-T Staff	\$4,652	\$8,218	\$12,870
Weekly Program Scheduling	\$15,818	\$27,940	\$43,758
Franchise Negotiations	\$0	\$0	\$0
Purchase/ Maintain Equipment	\$4,652	\$8,218	\$12,870
Budget Preparation and Monitoring	\$2,791	\$4,931	\$7,722
Grand Total	\$93,048	\$45,997	\$257,400

Notes:

Franchise negotiations no longer a part of City responsibility.

Charter has applied for and received a State Issued Certificate of Franchise Authority May 9, 2008.

AT&T U-verse received its SICFA on March 1 2008.

2009 GOALS:

- Inform citizens of changes in 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	43,926
1/2time Assistant	9,540
Tech. Asst. 1	3,073
Tech. Asst. 2	500
Admin. Office	9,653
Clerk Office	1,517
Elections	176
Council	671
Mayor	170
Information Systems	4,342
Community Development	38
Finance Dept.	3,583
Atty Office	594
Payroll	256
Human Resources	783
	<u>783</u>
	\$78,822

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	77,399	0	0	0	0	0	0	0	0	77,399	0
2009	78,822	0	0	0	0	0	0	0	0	78,822	0

50200 FRINGES:

Fringe benefit rate at 18.71%. For full time, 7.65% for Part-Time employees and elected officials

FT \$13,889 PT 338

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	11,119	0	0	0	0	0	0	0	0	11,119	0
2009	14,226	0	0	0	0	0	0	0	0	14,226	0

50300 ADMINISTRATIVE EXPENSES

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	8,110	0	0	0	0	0	0	0	0	8,110	0
2009	4,782	0	0	0	0	0	0	0	0	4,782	0

Over the past few years, there has been a concern regarding the number of programs that occur at the same time. In some cases we needed to be able to videotape two or three programs on the same night. It is just not possible.

Currently, there are two part-time assistants (FTE .17). Both of them are retired and one has some health issues. The 1/2 time assistant would allow us to continue to produce programs at the present rate and add more programs. The 1/2 time assistant would primarily work evenings and some weekends. With the growing number of evening programs, we don't have the personnel to cover what we need to.

The 1/2 time assistant would cover School Board Meetings and school events. Those meetings involve one each month at the School District Administration Bldg. and one each month at a school. The 1/2 time Assistant would also serve as a back up to the Coordinator. They would be able to cover Council Meetings and Plan Commission Meetings as needed and program the channels in his absence.

COMMUNITY TELEVISION

2009 Department Detail Information

WBCTV ~ Expenditures

51600 TELEPHONE:

Centrex	357
Long Distance	8
Internet	40
Fax	<u>0</u>
	\$405

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	481	0	0	0	0	0	0	0	0	481	0
2009	405	0	0	0	0	0	0	0	0	405	0

51700 POSTAGE:

Postage	94
Mail Service	4
Meter Maintenance	<u>2</u>
	\$100

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	100	0	0	0	0	0	0	0	0	100	0
2009	100	0	0	0	0	0	0	0	0	100	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
2008	375	0	0	0	0	0	0	0	0	375	0
2008	395	0	0	0	0	0	0	0	0	395	0

52200 SEMINARS AND TRAINING:

WAPC Conferences	200
Training at Moraine Park Technical College	540
Mileage for Seminars, Training,	<u>225</u>
	\$965

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	500	0	0	0	0	0	0	0	0	500	0
2009	500	0	0	0	0	0	0	0	0	500	0

COMMUNITY TELEVISION

2009 Department Detail Information

WBCTV ~ Expenditures

53500 OFFICE AND OPERATING SUPPLIES:

DVD's Labels and Videotapes	1,000
Batteries	450
Misc. video supplies	180
Faxes	20
Copy Machine Charges	35
Office Supplies	130
Other Small video equipment	<u>3,185</u>
	\$5,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,000	0	0	0	0	0	0	0	0	5,000	0
2009	5,000	0	0	0	0	0	0	0	0	5,000	0

55600 EQUIPMENT MAINTENANCE

Service Maintenance Agmt w/ AVI for Video and Presentation Equipt.	11,000
Maintenance Agmt w/ CDP for A/C Unit in Editing Rm.	625
Other Equipment Repairs	<u>3,375</u>
	\$15,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	15,000	0	0	0	0	0	0	0	0	15,000	0
2009	15,000	0	0	0	0	0	0	0	0	15,000	0

57000 CONTRACTUAL SERVICES

Rental of Space at City Hall	\$19,315
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	18,835	0	0	0	0	0	0	0	0	18,835	0
2009	19,315	0	0	0	0	0	0	0	0	19,315	0

COMMUNITY TELEVISION

2009 Department Detail Information

WBCTV-Expenditures

557900 POLICY PREMIUMS

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,152	0	0	0	0	0	0	0	0	3,152	0
2009	3,055	0	0	0	0	0	0	0	0	3,055	0

5900 HEALTH INSURANCE

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	22,249	0	0	0	0	0	0	0	0	22,249	0
2009	13,818	0	0	0	0	0	0	0	0	13,818	0

59500 CONTINGENCY

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	91,940	0	0	0	0	0	0	0	0	91,940	0
2009	54,830	0	0	0	0	0	0	0	0	54,830	0

23538003 59400 OUTLAY

DVD Copier/printer	3,000.00
2 Canon GL-2 Camcorders	5,000.00
3 Additonal DVD Players	3,000.00
Replace office & Podium Computers	6,000.00
MPEG 4 Encoder/Decoder	6,000.00
Granicus Equipment for webcasting	<u>10,000.00</u>
	33,000.00

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	0	0	0	0	0	0	0	0	0	0	0
2009	33,000	0	0	0	0	0	0	0	0	33,000	0

COMMUNITY TELEVISION

2009 Department Detail Information

57700 INDEPENDENT AUDITING

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	500	0	0	0	0	0	0	0	0	500	0
2009	500	0	0	0	0	0	0	0	0	500	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
2008	4,437	0	0	0	0	0	0	0	0	4,437	0
2009	0	0	0	0	0	0	0	0	0	0	0

50200 FRINGE BENEFITS

Fringe Benefits for IS Coordinator at 18.71%

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	830	0	0	0	0	0	0	0	0	830	0
2009	0	0	0	0	0	0	0	0	0	0	0

Other Accounts ~ Expenditures

2327602 ADVANCE FROM SEWER UTILITY

Council Chambers Presentation Equipment. Will be paid off in 2013

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,789	0	0	0	0	0	0	0	0	10,789	0
2009	11,220	0	0	0	0	0	0	0	0	11,220	0

2359199 55920 INTEREST EXPENSE

Council Chambers Equipment Payment to Sewer Utility

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,862	0	0	0	0	0	0	0	0	2,862	0
2009	2,431	0	0	0	0	0	0	0	0	2,431	0

COMMUNITY TELEVISION

2008 Department Detail Information

WBCTV ~ SUMMARY

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$78,822	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,822	\$0
Fringes	\$14,226	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,226	\$0
Administrative Expenses	\$4,782	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,782	\$0
Telephone	\$405	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$405	\$0
Postage	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$0
Memberships	\$395	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$395	\$0
Seminars	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0
Supplies	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0
Equipment Maintenance	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0
Auditing	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0
Contingency	\$54,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,830	\$0
Outlay	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,000	\$0
Advance from Sewer	\$11,220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,220	\$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	\$2,431	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,431	\$0
Contractual Services	\$19,315	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,315	\$0
Policy Premiums	\$3,055	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,055	\$0
Health Insurance	\$13,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,818	\$0
Grand Total	\$257,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$257,400	\$0
Total Sal/FB	\$93,048	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$93,048	\$0
Total Other Exp.	\$164,351	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$164,351	\$0
Grand Total	\$257,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$257,400	\$0

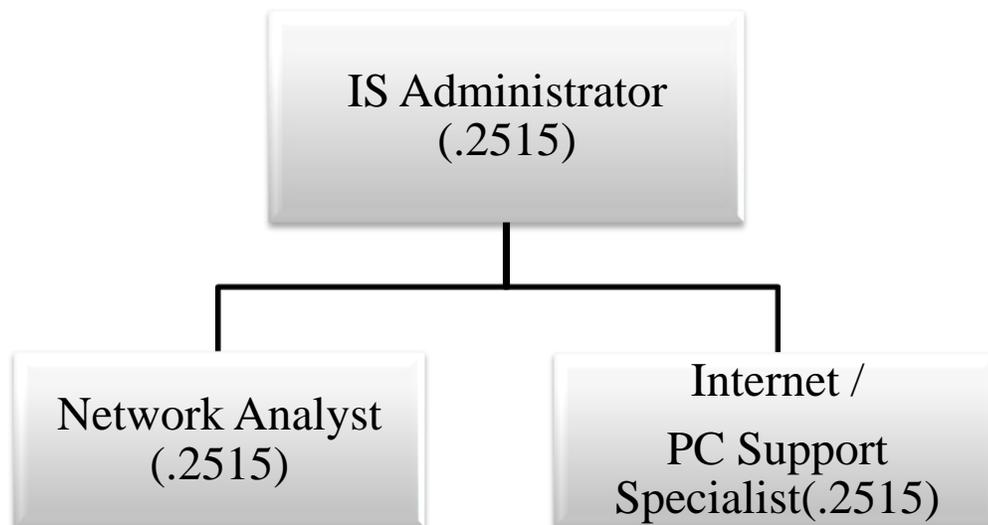
COMMUNITY TELEVISION

2009 Department Detail Information

WBCTV-Revenue

	2006 Actual	2007 Adopted	2008 Budget	2009 Request
234814.481685 Interest Income	1,500	1,900	1,900	1,900
234864.486100 DVD Copying	900	1,000	1,000	1,000
234864.486110 Franchise Fees	245,000	269,000	254,500	254,500
TOTAL	247,400	271,900	257,400	257,400

- AT&T received its State Issued Certificate of Franchise (SICFA) in March 2008
- Charter received its SICFA In May 2008
- Franchise fees will be received on a quarterly, rather than semi-annual basis.
- There still are uncertainties as to how the change in state law and the accompanying method of computing the franchise fee will affect our payments. We will know more about this after we receive the 2008 third quarter payments.



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 and police.
- 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:

	2006 Actual	2007 Actual	2008 Adopted	2009 Requested
Account 51433				
Salaries and Fringe Benefits	\$20,731.25	\$63,207.15	\$50,663.00	\$46,877
Other Expenses	\$103,787.06	\$87,495.53	\$141,260.00	\$141,826
Total IS	\$124,518.31	\$150,702.68	\$191,923.00	\$188,703

GENERAL GOVERNMENT ~ Information Systems

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Unscheduled Server downtime – primary servers	0.03%	0.03%	0.03%	0.02%
Unscheduled Server downtime – internet/web servers	0.02%	0.05%	0.03%	0.03%
Unscheduled AS/400 downtime	0.10%	0.10%	0.10%	0.05%
Troubleshooting requests	803	655	864	950
% troubleshooting requests completed in 2 hours	66%	53%	65%	70%
Number of new client PCs installed	37	40	42	30
Number of older client PCs moved to other users	21	23	28	16
Number of client PCs	174	184	197	204
Number of servers (including AS/400)	13	14	14	17

Note: 365 days/year x 24 hours/day = 8,760 hours/year. 0.1% downtime equals 8.7 hours.

ACHIEVEMENTS:

- Replaced the Internet firewall/VPN and Web filtering with a single unified appliance.
- Upgraded Laserfiche document imaging software to the current version and integrated it to Office 2007.
- Upgraded 204 client PCs to Office 2007.
- Upgraded servers to version 11D of Backup Exec software.
- Began implementation and training for MUNIS Permits and Code Enforcement module. This replaces the Blackbear Systems Permits software. Final installation will be the end of the third quarter 2008.
- Ordered servers for Police Pro Phoenix project.
- Installed new PCs and printers for various departments.
- Held initial feature overview with MUNIS and city departments for the Fixed Assets and Inventory modules. This is part of the second phase of MUNIS installation.
- Updated 50 client PCs with current versions of antivirus and antispam software.

GENERAL GOVERNMENT ~ Information Systems

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Servers and Infrastructure	\$12,210	\$43,235	\$55,445
AS400 operations	\$2,317	\$11,354	\$13,671
Client PCs	\$16,029	\$54,702	\$70,731
Web site	\$3,962	\$2,626	\$6,588
Spam and spyware	\$849	\$537	\$1,386
Software	\$3,967	\$22,307	\$26,274
Administrative duties	\$4,735	\$5,130	\$9,865
Miscellaneous IS duties (Tasks not included in the above categories)	\$2,841	\$1,933	\$4,774
Grand Total	\$46,910	\$141,824	\$188,734

Note: Budget amounts for the Information Services Department also accounted for in: Water, Sewer, TIF Districts, Cable TV and chargebacks to other departments.

2009 GOALS:

- Complete Permits and Code Enforcement, Fixed Assets and Inventory modules in MUNIS. Review other contracted modules that are not implemented.
- Refresh the look of the city's website and expand its capabilities for the customers.
- Virtualize main servers to cut down the number of machines in physical use and provide faster recovery.
- Increase SAN (Storage Area Network) capacity, increase backup capabilities (disk-to-disk-to-tape).
- Complete Pro Phoenix implementation with Police department.
- Upgrade to Microsoft Exchange 2007.

GENERAL GOVERNMENT ~ Information Systems

2009 Department Detail Information

INFORMATION SYSTEMS ~ Expenditures

50100 SALARIES:

IS Administrator	65,182	
Network Analyst	51,625	
Internet / PC Support Specialist	29,333	
Attorney's Office	324	
City Administrator's Office	11,021	(Includes Website Maintenance)
Clerk's Office	402	
Community Development	38	
Elections	48	
Payroll	197	15,313
Finance Dept.	2,561	
Human Resources Dept.	814	
Mayor	47	
City Council	185	
	<u>161,777</u>	

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	173,012		25,591	12,028			15,355		42,004	4,436	70,290
2009	161,777		24,501	11,514			14,700		39,517	4,247	67,297

50200 FRINGES:

Fringe benefit rate at 18.71% for full-time employees and 8.75% for Mayor and Council.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	32,025		4,788	2,250			2,873		7,859	830	13,151
2009	30,234		4,583	2,154			2,749		7,360	794	12,594

GENERAL GOVERNMENT ~ Information Systems

2009 Department Detail Information

50300 ADMINISTRATIVE EXPENSES:

Expenditures for Administrator's Office, City Clerk's Office, Finance Department, Payroll and Personnel.

Administrator

16	Telephone	50	
17	Postage	4	
20	Membership and Dues	54	
22	Seminars and Training	167	
35	Supplies	35	
43	Gas & Oil	17	
95	Sp Purpose	0	Total 327

Attorney

16	Telephone	2	
17	Postage	1	
20	Membership and Dues	3	
21	Publications	11	
22	Seminars and Training	2	
35	Supplies	1	Total 20

Clerk

16	Telephone	3	
17	Postage	3	
20	Memberships	0	
21	Publications	0	
22	Seminars and Training	5	
35	Supplies	4	
56	Equip. Maint.	4	
77	Contractual Services	32	Total 51

Council

20	Memberships	62	
22	Seminars and Training	2	
35	Supplies	1	
		Total	65

GENERAL GOVERNMENT ~ Information Systems

2009 Department Detail Information

Finance

16	Telephone	17	
17	Postage	105	
20	Memberships	5	
21	Publications	3	
22	Seminars and Training	28	
35	Supplies	39	
56	Equip. Maint.	4	
77	Contractual Services	48	249
		Total	

Human Resources

16	Telephone	8	
17	Postage	3	
20	Memberships	5	
22	Seminars and Training	10	
21	Publications	19	
35	Supplies	4	
43	Gas & Oil	2	
77	Contractual Services	49	
95	Admin/Special Purpose	63	163
		Total	

Elections

17	Postage	10	
35	Supplies	10	
56	Equip. Maint.	5	
77	Contractual Services	1	26
		Total	

Mayor

16	Telephone	3	
22	Seminars and Training	8	
35	Supplies	1	
43	Gas & Oil	2	
92	Entertainment	0	
95	Sp Purpose	2	
		Total	16

Payroll

35	Supplies	18	18
		Total	935

Total 935 935

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	821	0	123	58	0	0	74	0	545	21	0
2009	935	0	144	67	0	0	86	0	613	25	0

GENERAL GOVERNMENT ~ Information Systems

2009 Department Detail Information

51600 TELEPHONE:

Centrex	5292
Long Distance	240
Internet	181
Fax	10
	<u>10</u>
	\$5,723

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,712	0	857	403	0	0	514	0	3,790	149	0
2009	5,723	0	858	403	0	0	515	0	3,797	149	0

51700 POSTAGE:

Postage	200
Mail Service	5
Meter Maintenance	2
	<u>2</u>
	\$207

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	200	0	83	81	0	0	10	0	164	3	0
2009	207	0	31	15	0	0	19	0	137	5	0

52000 MEMBERSHIPS:

Govt. Information Processing Association of Wisconsin (GIPAW) 75

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	75	0	11	5	0	0	7	0	50	2	0
2009	75	0	11	5	0	0	7	0	50	2	0

52100 PUBLICATIONS:

PC Magazine 40

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	40	0	6	3	0	0	4	0	27	1	0
2009	40	0	6	3	0	0	4	0	27	1	0

GENERAL GOVERNMENT ~ Information Systems

2009 Department Detail Information

52200 SEMINARS AND TRAINING:

2 5-day classes	5000
2 3-day classes	<u>3000</u>
	\$8,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,000	0	1,500	705	0	0	900	0	4,583	377	0
2009	8,000	0	1,200	564	0	0	720	0	5,308	208	0

53500 OFFICE AND OPERATING SUPPLIES:

Ribbons/Ink/Toner	1580
Pens, Legal Pads, Calculator Tapes, etc.	150
Computer Supplies and Parts	2750
Books/Publications	400
Domain name renewals	200
Magnetic Media	2660
Paper - Copier and Printer	<u>5800</u>
	\$13,540

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	13,204	0	1,981	931	0	0	1,188	0	8,761	343	0
2009	13,540	0	2,031	955	0	0	1,219	0	8,984	352	0

54300 GAS AND OIL:

Proportionate share of city vehicle and personal vehicle mileage charges. \$800

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	0	0	0	0	0	0	0	0	0	0	0
2009	800	0	120	56	0	0	72	0	531	21	0

GENERAL GOVERNMENT ~ Information Systems

2009 Department Detail Information

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
Cisco Switch Maintenance			8500
Shavlik Patch Management			1500
Track-IT Help Desk			1400
Webroot SpySweeper			1350
Mail Foundry			4000
AS400 Hardware Maintenance			5000
	<u>\$3,073</u>	<u>\$1,009</u>	<u>\$68,675</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	74,271	0	10,688	3,617	0	0	5,924	0	53,174	869	0
2009	72,757	0	13,834	4,374	0	0	4,739	0	48,938	872	0

Note: For 2009, Water and Sewer totals equal (IS total * allocation %) + direct charges.

57700 CONTRACTUAL SERVICES:

	MUNIS	IS
PC, Server and Network Consulting Services		15000
SPSI AS400 peripheral consulting / support services		3800
AS400 Software Maintenance		8000 (New)
MUNIS Software Maintenance	37000	
	<u>\$37,000</u>	<u>\$26,800</u>

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	51,800	0	6,738	4,084	0	0	5,375	0	34,984	619	0
2009	63,800	0	8,845	5,179	0	0	6,800	0	42,054	923	0

Note: Separate allocations for MUNIS and IS. Totals above are the combination of the two.

GENERAL GOVERNMENT ~ Information Systems

2009 Department Detail Information

57900 RISK MANAGEMENT:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	911	0	0	0	0	0	0	0	921	0	0
2009	1,677	0	0	0	0	0	0	0	1,677	0	0

59000 HEALTH INSURANCE:

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	14,314	0	2,147	1,009	0	0	1,288	0	9,497	372	0
2009	30,707	0	0	0	0	0	0	1,045	29,662	0	0

59500 ADMIN/SPECIAL PURPOSE:

Copier Costs

50

\$50

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	21,767	0	356	440	0	0	323	0	20,636	12	0
2009	50	0	1	1	0	0	1	0	47	0	0

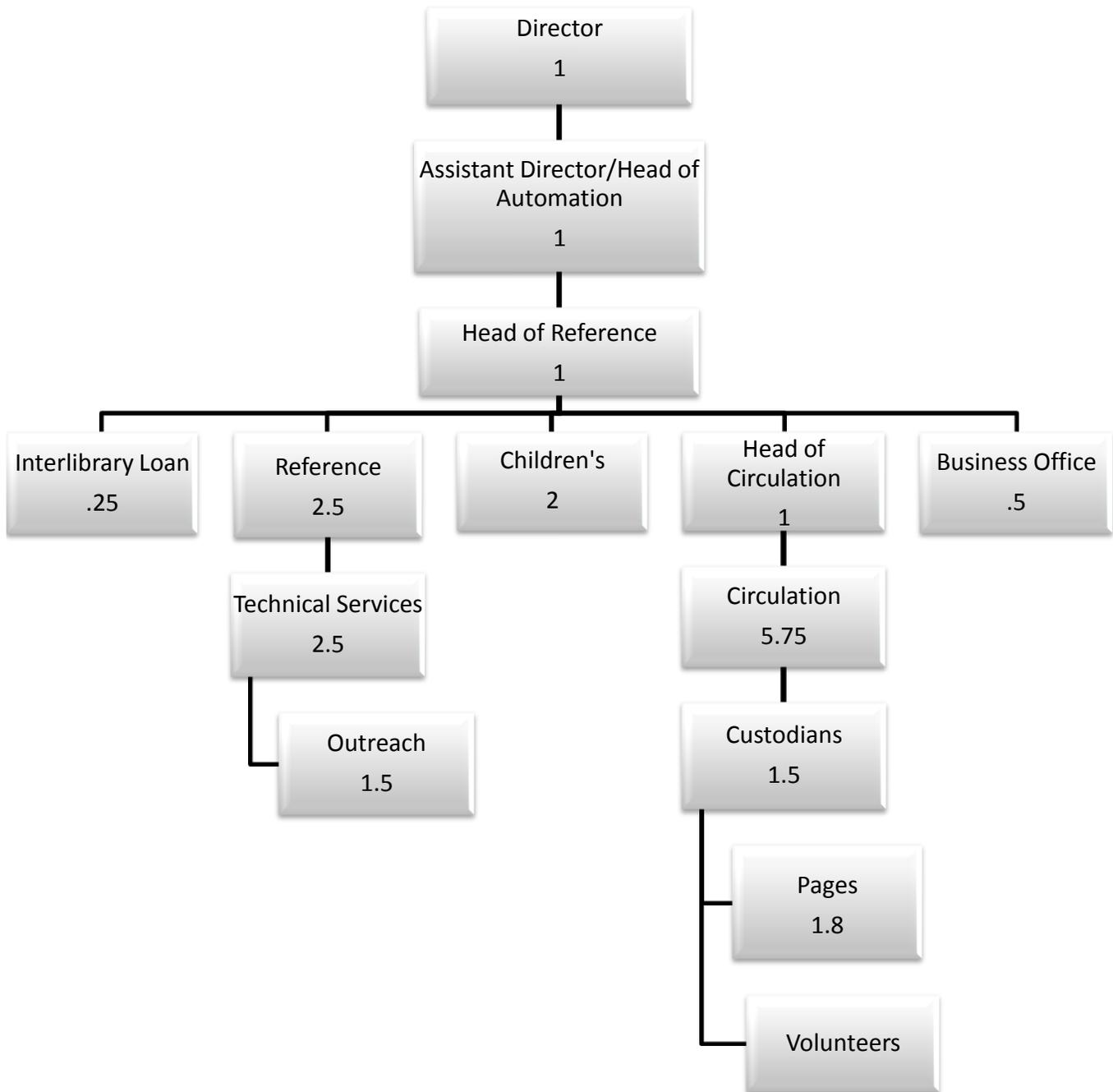
Note: Loan from Sewer Utility for the AS400 paid back (2005-2008) to Sewer (20636/yr).

GENERAL GOVERNMENT ~ Information Systems

2009 Department Summary Information

INFORMATION SYSTEMS ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$161,777	\$0	\$24,501	\$11,514	\$0	\$0	\$14,700	\$0	\$39,517	\$4,247	\$67,297
Fringes	\$30,234	\$0	\$4,583	\$2,154	\$0	\$0	\$2,749	\$0	\$7,360	\$794	\$12,594
Adm Genl Exp	\$935	\$0	\$144	\$67	\$0	\$0	\$86	\$0	\$613	\$25	\$0
Telephone	\$5,723	\$0	\$858	\$403	\$0	\$0	\$515	\$0	\$3,797	\$149	\$0
Postage	\$207	\$0	\$31	\$15	\$0	\$0	\$19	\$0	\$137	\$5	\$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	\$8,000	\$0	\$1,200	\$564	\$0	\$0	\$720	\$0	\$5,308	\$208	\$0
Supplies	\$13,540	\$0	\$2,031	\$955	\$0	\$0	\$1,219	\$0	\$8,984	\$352	\$0
Gas & Oil	\$800	\$0	\$120	\$56	\$0	\$0	\$72	\$0	\$531	\$21	\$0
Equip Maint	\$72,757	\$0	\$13,834	\$4,374	\$0	\$0	\$4,739	\$0	\$48,938	\$872	\$0
Cont Svcs	\$63,800	\$0	\$8,845	\$5,179	\$0	\$0	\$6,800	\$0	\$42,054	\$923	\$0
Risk Mgt	\$1,677	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,677	\$0	\$0
Hlth Benefits	\$30,707	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,662	\$0	\$0
Sp. Purpose	\$50	\$0	\$1	\$1	\$0	\$0	\$1	\$0	\$47	\$0	\$0
Grand Total	\$390,322	\$0	\$56,166	\$25,290	\$0	\$0	\$31,629	\$0	\$188,701	\$7,599	\$79,891
Total Sal/FB	\$192,011	\$0	\$29,084	\$13,668	\$0	\$0	\$17,449	\$0	\$46,877	\$5,041	\$79,891
Total Other Exp.	\$198,311	\$0	\$27,082	\$11,622	\$0	\$0	\$14,180	\$0	\$141,826	\$2,558	\$0
Grand Total	\$390,322	\$0	\$56,166	\$25,290	\$0	\$0	\$31,629	\$0	\$188,703	\$7,599	\$79,891



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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$331,335.00	\$362,768.62	\$367,410.00	\$383,510
Other Expenses	\$196,078.00	\$246,719.96	\$370,657.00	\$399,064
Total Library	\$527,413.00	\$609,488.58	\$738,067.00	\$782,574
LESS REVENUE	\$31,707.00	\$67,564.00	\$67,750.00	\$170,954
Total City Library Levy	\$495,706.00	\$541,924.58	\$670,317.00	\$611,620

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Circulation Statistics	589,632	593,921	602,925	611,970
Adult Circulation	354,986	357,792	347,393	359,226
Adult Circulation (% of Total)	60.20%	60.24%	57.63%	58.70%
Children's Circulation	234,646	236,129	255,302	252,744
Children's Circulation (% of Total)	39.80%	39.76%	42.37%	41.30%
Circulation Statistics per FTE	31,363	31,591	32,070	32,551
FTE	18.8	18.8	18.8	18.8
Circulation Statistics per Card Holder (C.H.)	11.3	12.48	12.01	12.01
# of Card Holders	52,170	47,569	50,182	50,935
Circulation Statistics per \$1000 of Expenses	436.02	433.21	424.34	428.77
Books Added During the Year	12,540	10,330	10,459	10,574
Books Owned	162,085	170,776	171,926	173,083
Interlibrary Loan (provided to)	21,892	23,952	25,597	26,877
Interlibrary Loan (received from)	26,119	28,453	42,771	44,909
Programs	499	506	514	515
Program Attendance	14,177	14,186	15,755	15,873

ACHIEVEMENTS:

- Circulated 602,925 items during 2007 (an increase of 1.51% over 2006). Of these materials 222,514 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 2,466 (from 2,360 in 2006).
- Had more pre-kindergarten children in the summer library program than the previous year (up from 370 to 389).
- Expanded Outreach Services from 29 to 34 facilities throughout Washington County.
- Received a \$725 LSTA grant to provide library and literacy resources for Spanish speaking (ESL) patrons.
- The library's meeting rooms were used for non-library events on 196 occasions, a 12.76% increase over 2006.
- 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 2007.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Administration/Management	\$75,254	\$14,251	\$89,505
Meetings/Committees	\$10,019	\$1,937	\$11,956
Reference	\$70,866	\$56,862	\$127,728
Circulation	\$84,331	\$33,657	\$117,989
Technical Services	\$43,101	\$51,543	\$94,644
Youth Services	\$13,780	\$15,981	\$29,761
Adult Services	\$15,531	\$16,589	\$32,120
Outreach Services	\$19,139	\$11,705	\$30,844
Interlibrary Loan	\$3,915	\$370	\$4,285
Collection Development	\$24,481	\$171,887	\$196,368
Business Office	\$16,163	\$19,803	\$35,966
Programming	\$6,930	\$4,476	\$11,406
Grand Total	\$383,510	\$399,064	\$782,573

2009 GOALS:

- Increase overall circulation statistics by 1.5%.
- Enhance revenue collected for public charges for services by 2%.
- Boost the number of registered borrowers by 2%.
- Improve the number of times the meeting rooms are used by 2%.
- Increase the number of registered participants in the Summer Reading program by 2.5%.
- Initiate a Friends of the Library group.
- Receive an LSTA grant through Mid-Wisconsin to purchase gaming and data projection equipment.
- Receive an additional grant through MWFLS to provide services to Spanish speaking (ESL) patrons.
- Expand the wireless internet capacity from the existing 1.5MB to 6MB by May, 2009.

2009 Department Detail Information

LIBRARY ~ Expenditures

50100 SALARIES:

City:

Tyree	\$70,845
Chase	\$47,610
Koeller	\$38,887
Lade	\$45,688
Becker	\$9,048
Clausing	\$16,146
Driscoll	\$10,296
Donley	\$5,694
Hoeser	\$13,276
Petty	\$9,048
Schiller	\$33,299
Davister	\$20,700
Wayne	<u>\$7,956</u>
	\$328,493

System:

Cantrell	\$17,566
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Outreach:

Larson	\$22,474
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County:

Bauer	\$47,609
Herdeman	\$35,652
Matko	\$41,771
Robbins	\$47,026
Maher	\$18,460
Yttri	\$17,316
Griepentrog	\$15,678
Gelhaar	\$9,830
Jablonski	\$4,525
Recht	\$4,525
Klemm	\$9,465
Ruetz	\$4,525
Gundrum	\$8,736
Schiller	\$13,338
Davister	\$20,700
Pages	\$28,000
Cantrell	\$29,502
Larson	\$22,473
Woepse	\$16,770
Other Bldg. Main	<u>\$11,223</u>
	\$407,124

	Total	City	County	System	Outreach
2008	723,607	310,480	378,704	13,043	21,380
2009	775,657	328,493	407,124	17,566	22,474

50200 FRINGES:

Fringe benefit rate at 18.71% for full-time employees and 7.65% for part-time employees under 600 hours.

	Total	City	County	System	Outreach
2008	132,293	56,930	68,921	2,441	4,001
2009	135,624	55,017	73,961	2,441	4,205

2009 Department Detail Information

LIBRARY ~ Expenditures

51600 TELEPHONE:

Centrex	7900
Long Distance	70
Internet (wireless through Alexssa/HNET)	720
	\$8,690

	Total	City	County	System	Outreach
2008	10,549	3,549	7,000	0	0
2009	8,690	6,690	2,000	0	0

51700 POSTAGE:

Postage	\$5,000
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	Total	City	County	System	Outreach
2008	5,000	2,668	2,332	0	0
2009	5,000	4,000	1,000	0	0

52400 LIBRARY MATERIALS:

	Total	City	County	System	Outreach
2008	199,665	142,559	40,018	17,088	0
2009	148,782	125,633	4,258	14,179	4,712

53500 OFFICE AND OPERATING SUPPLIES:

Video Cases (replacement)	300 Book Labels	1,350
DVD Cases	850 Adult Program Supplies	100
CheckPoint DVD Sec. Cases	2,500 Anti-theft Kwik Cases (CD's)	1,600
CD album sleeves	1,000 Envelopes-Overdues	1,000
Audio book Cases	750 Plastic Library Cards	4,000
3M Security Strips	3,751 Book Jacket Materials	2,000
Barcodes: Patron & Item	3,500 Copy Machine Paper	5,000
Supplies-Covers	1,250 Printer Cartridges	4,000
Paper Stock-Color	1,850 Children's Program Supplies	2,500
		37,301

	Total	City	County	System	Outreach
2008	45,100	26,532	17,201	0	1,367
2009	37,301	26,856	9,245	0	1,200

2009 Department Detail Information

LIBRARY ~ Expenditures

54300 Gas and Oil:

	Total	City	County	System	Outreach
2008	900	0	0	0	900
2009	1,300	0	0	0	1,300

55600 Equipment Maintenance:

SIRSI Hardware/Software Maintenance	15,970
SIRSI Replacement Fund	2466
3M Self Check Hardware/Software	4000
MTM Microfilm reader printers	1670
Kyocera public Copiers (2)	1160
Ricoh staff copier	900
3M Resensitizers	200
3M Security System	1800
Duplicator	425
Schindler Elevator	4200
Misc.-Other	500
	<u>\$33,291</u>

	Total	City	County	System	Outreach
2008	33,110	24,429	8,681	0	0
2009	33,291	29,291	4,000	0	0

56800 FUEL~HEATING:

	Total	City	County	System	Outreach
2008	24,000	18,000	6,000	0	0
2009	24,000	18,000	6,000	0	0

56900 LIGHT AND POWER:

	Total	City	County	System	Outreach
2008	39,000	30,000	9,000	0	0
2009	39,000	30,000	9,000	0	0

2009 Department Detail Information

LIBRARY ~ Expenditures

57000 WATER: \$5,000

	Total	City	County	System	Outreach
2008	5,000	0	5,000	0	0
2009	5,000	0	5,000	0	0

57700 CONTRACTUAL SERVICES:

Baker & Taylor Online Access	2750
Baker & Taylor Book Processing	1795
MWFLS DVD Lease program	2337
MWFLS Book Lease program	2424
OCLC	3715
Value Line	1147
Learning Express	4282
Novelist database	1050
Dun & Bradstreet Key Bus. Ratios	550
Standard & Poor's Library Pkg.	1600
Bresser's Cross Index	400
Morningstar	875
Ancestry Library-Proquest	1905
WI Dept. of Admin. Teach Line	1200
Able Security/Fire Alarm Monitor	420
Library of Congress Sub. Headings	400
Baker & Taylor Book Processing	5000
Ref-USA Directory	9800
Standard & Poor's Register	1554
Outreach Services-Van Lease	3300
Landscaping Services	8715
Heritage Quest-Proquest	5685
Sprinkler Check-Ahern	650
Book Bindery	2000
	\$63,554

	Total	City	County	System	Outreach
2008	44,300	22,150	22,150	0	0
2009	63,554	51,310	12,244	0	0

2008 Department Detail Information

LIBRARY ~ Expenditures

58000 RISK MANAGEMENT:

	Total	City	County	System	Outreach
2008	26,434	11,343	15,091	0	0
2009	27,865	11,957	15,908	0	0

59000 HEALTH INSURANCE:

	Total	City	County	System	Outreach
2008	167,162	89,427	64,735	6,500	6,500
2009	178,192	95,328	69,006	6,929	6,929

59500 ADMIN/SPECIAL PURPOSE:

	Total	City	County	System	Outreach
2008	20,732	0	20,732	0	0
2009	15,752	0	15,752	0	0

2009 Department Detail Information
LIBRARY ~ SUMMARY

2009 Totals	Grand Total	City	County	System	Outreach
Salaries	\$775,657	\$328,493	\$407,124	\$17,566	\$22,474
Fringes	\$135,624	\$55,017	\$73,961	\$2,441	\$4,205
Telephone	\$8,690	\$6,690	\$2,000	\$0	\$0
Postage	\$5,000	\$4,000	\$1,000	\$0	\$0
Library Materials	\$148,782	\$125,633	\$4,258	\$14,179	\$4,712
Supplies	\$37,301	\$26,856	\$9,245	\$0	\$1,200
Gas & Oil	\$1,300	\$0	\$0	\$0	\$1,300
Equipment Main.	\$33,291	\$29,291	\$4,000	\$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	\$63,554	\$51,310	\$12,244	\$0	\$0
Risk Management	\$27,865	\$11,957	\$15,908	\$0	\$0
Health Insurance	\$178,192	\$95,328	\$69,006	\$6,929	\$6,929
Sp. Purpose	\$15,752	\$0	\$15,752	\$0	\$0
Grand Total	\$1,499,006	\$782,574	\$634,497	\$41,115	\$40,820
Total Sal/FB	\$911,280	\$383,510	\$481,086	\$20,007	\$26,679
Total Other Exp.	\$587,726	\$399,064	\$153,413	\$21,108	\$14,141
Grand Total	\$1,499,006	\$782,574	\$634,497	\$41,115	\$40,820

2009 Department Detail Information
LIBRARY ~ Revenue

	2006 Adopted	2007 Budget	2008 Adopted	2009 Request
264734.473860 County-Wide Library	\$604,688.00	\$645,311.00	\$624,234.00	\$634,997.00
294734.473870 WACCOOL	\$106,061.00	\$0.00	\$0.00	\$0.00
274734.473880 System Resource	\$36,170.00	\$36,170.00	\$39,150.00	\$41,115.00
284734.473890 Outreach Services	\$32,760.00	\$34,148.00	\$34,148.00	\$40,820.00
214674.467110 Copy Revenue	\$6,000.00	\$6,000.00	\$4,750.00	\$4,500.00
214674.467120 Book Sales	\$1,500.00	\$1,750.00	\$2,200.00	\$1,850.00
214674.467140 Library Misc Revenue	\$9,000.00	\$10,000.00	\$15,500.00	\$18,000.00
214674.467150 Summer Programs	\$300.00	\$300.00	\$300.00	\$300.00
214674.467160 Library Fines	\$42,000.00	\$42,000.00	\$45,000.00	\$47,000.00
Fund Balance Reserve				\$99,304.00

264734.473860 COUNTY-WIDE LIBRARY Grand Total \$634,997

Amount anticipated to be received from Washington County in 2009, based on a projected circulation of 52.25% of the County circulation totals. After six months of 2008, 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 2008 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 \$41,115

Contract signed with the Mid-Wisconsin Federated Library System.

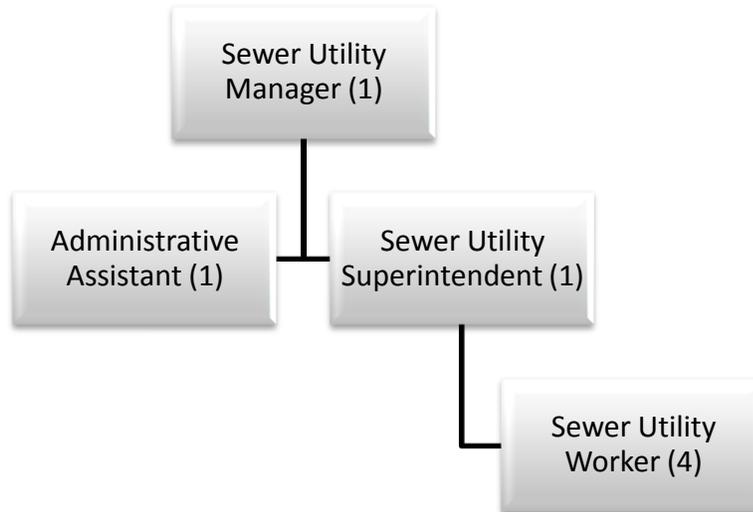
264734.473890 OUTREACH SERVICES Grand Total \$40,820

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 \$4,500

Average of \$86.52 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	2006 Actual	2007 Actual	2008 Actual	2009 Request
Salaries	\$96,200.00	\$96,567.00	\$100,350.00	\$103,671.00
Other Expenses	\$549,147.00	\$604,360.00	\$653,003.00	\$726,376.00
Total Treatment Plant Oper.	\$645,347.00	\$700,927.00	\$753,353.00	\$830,047.00

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

PERFORMANCE MEASUREMENT/BENCHARMARKS:

Compliance Maintenance Annual Review	2004 Actual	2005 Actual	2006 Actual	2007 Actual
(CMAR) Point Total	GPA 4.0	GPA 4.0	GPA 3.92	GPA 3.54

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.
- Started Phase Two of Mercury Reduction Program.
- Participated in Medicine Collection Day.

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Plant Operation	49,243.73	288,126.48	337,370.21
Process Control	49,243.73	288,126.48	337,370.21
Laboratory Services - Outsourced		76,748.06	76,748.06
Laboratory Service - House	5,183.55	2,176.39	7,359.94
Sludge Hauling		71,198.59	71,198.59
Total Treatment Plant Operations	103,671.00	726,376.00	830,047.00

2009 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

2009 Department Detail Information

TREATMENT PLANT OPERATION 08820001 -08828002 ~ Expenditures

50100 Salaries:

Superintendent	49,694
Sewer Utility Worker	34,246
Apprenticeship Program 600 Hrs.	6,000
Weekend	6,778
Holidays	869
On-Call	4,519
Weekend Duty Per Union Contract	696
Holiday On-Call Hours	<u>869</u>
	103,671

Apprenticeship Program Coordinated with Moraine Park in 2008.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	95,319			95,319							
2009	103,671			103,671							

56900 LIGHT AND POWER:

Sewer Utility	330,274
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4.7 % projected increase in electric rates. Also includes Building Maintenance charges of \$9,519.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	315,448	0	0	315,448	0	0	0	0	0	0	0
2009	330,274	0	0	330,274	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES ~ SLUDGE:

2,500,000 of Sludge at .025/Gallon	62,500
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Fuel Cost Adjustment	<u>8,500</u> (New)
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71,000

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	62,500	0	0	62,500	0	0	0	0	0	0	0
2009	71,000	0	0	71,000	0	0	0	0	0	0	0

OPERATING SUPPLIES ~ Chemical for Phosphorus removal: 72,800

10% average Ferrous Chloride ~ 40 loads per year at 1820/load. Increase due to Steel Industry Supply & Fuel Surcharge.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	49,878	0	0	49,878	0	0	0	0	0	0	0
2009	72,800	0	0	72,800	0	0	0	0	0	0	0

53550 OPERATING SUPPLIES ~ Chemicals for Chlorination/Dechlorination:

Sodium Bisulfate 4000 gal. @ 2.58	10,320
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Sodium Hypochlorite 9760 gal. @1.65	16,104
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Fuel/Freight Costs Adjustment	<u>600</u> (Increase in costs)
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27,024

Chemicals are used for chlorination and dechlorination May through September.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	25,308	0	0	25,308	0	0	0	0	0	0	0
2009	27,024	0	0	27,024	0	0	0	0	0	0	0

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2009 Department Detail Information

TREATMENT PLANT OPERATION 08820001 -08828002 ~ Expenditures

53550 OTHER OPERATING EXPENSES:

Pest Control \$47/Month	564
Calibrate Bottle for Gas Detector (4 @ 212 each)	848
Repair Parts Gas Detector Sensors (4 @ 151 each)	604
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	551
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 @ 23/month	276
Disposal of Grits & Rags 53.78/ton x 285 tons	15,328 (Inc. of \$3.98/ton)
Hauling of Grits and Rags to Landfill 213.07/trip x 42 trips	8,949 (Inc. of \$15.76/trip)
Operating Supplies and Materials	1,836
Tools	1,591
Welding Supplies and Materials	601
Allocated Building Maint (Tools)	18
Allocated Vehicle Maint	12
Allocated Building Maint (Water)	999
Marking Paint	318
Zero Test Gas	321
Floor Cleaner 13.00 x 2	26
	34,085

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	31,917	0	0	31,917	0	0	0	0	0	0	0
2009	34,085	0	0	34,085	0	0	0	0	0	0	0

56400 Uniforms:

2,850

Additional cost due to Apprenticeship Program employee clothing

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,576	0	0	2,576	0	0	0	0	0	0	0
2009	2,850	0	0	2,850	0	0	0	0	0	0	0

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2009 Department Detail Information

TREATMENT PLANT OPERATION 08820001 -08828002 ~ Expenditures

54300 NATURAL GAS EXPENSES 80,657

4.1% projected increase in rates. Includes allocated Building Maintenance ~ 4,789.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	77,481	0	0	77,481	0	0	0	0	0	0	0
2009	80,657	0	0	80,657	0	0	0	0	0	0	0

53550 EXPENSES ~ LABORATORY

Test Back Flow Preventers - 4 @ 85.50 each	342
X-Pect First Aid - Oxygen Tank Check And Recharge	300
Laboratory Glassware	100
	742

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	700	0	0	700	0	0	0	0	0	0	0
2009	742	0	0	742	0	0	0	0	0	0	0

5700 CONTRACTUAL SERVICES ~ LABORATORY

260 X 107.49 BOD, Suspended Solids, TKN, PO-4	27,947
365 x 29.85 D.O., PH, Temperature	10,895
48 x 21.00 Fecal Coli-Form	1,008
12 x 522.72 Metals - Monthly	6,272
4 x 842.00 ~ Quarterly Sludge	3,368 (Inc. \$16.76/quarter)
153 x 30.50 Chlorine Residual	4,666
Monthly Chloride Testing 300 x 17.70	5,310 (Inc. in Testing Freq.)
Bio-Assay Testing 4 Chronic And 1 Acute 6 TRE	9,630 (Inc. in Testing)
Mercury Testing	3,605
Priority Pollutant Testing DNR Permit, once every 5 years	6,000 (New)
	78,701

Additional cost due to Priority Pollutant testing.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	66,115	0	0	66,115	0	0	0	0	0	0	0
2009	78,701	0	0	78,701	0	0	0	0	0	0	0

50100 SALARIES ~ TRANSPORTATION

1/8 Sewer Utility Worker 235 hrs. @ \$21.73 = 5,106

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,031	0	0	5,031	0	0	0	0	0	0	0
2009	5,106	0	0	5,106	0	0	0	0	0	0	0

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2009 Department Detail Information

TREATMENT PLANT OPERATION 08820001 -08828002 ~ Expenditures

53550 MATERIALS AND SUPPLIES ~ TRANSPORTATION:

Sewer Utility	3605
Vehicle Maintenance	9
	3,614

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,500	0	0	3,500	0	0	0	0	0	0	0
2009	3,614	0	0	3,614	0	0	0	0	0	0	0

54300 GAS AND OIL ~ TRANSPORTATION

Sewer Utility	13,537
Vehicle Maintenance	9
Human Resources	16
City Attorney	3
Building Maintenance	171
Engineering	1,587
Mayor	27
City Administrator	18
Community Development	74
Information Services	56
	15,498

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	14,080	0	0	14,080	0	0	0	0	0	0	0
2009	15,498	0	0	15,498	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
2008	3,500	0	0	3,500	0	0	0	0	0	0	0
2009	4,025	0	0	4,025	0	0	0	0	0	0	0

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2009 Department Detail Information

TREATMENT PLANT OPERATIONS ~ SUMMARY

2009 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	103,671			103,671							
Light And Power	330,274			330,274							
Contractual Services - Sludge	71,000			71,000							
Operating Supplies - Sludge	72,800			72,800							
Chemicals	27,024			27,024							
Other Operating Expenses	34,085			34,085							
Uniforms	2,850			2,850							
Natural Gas	80,657			80,657							
Laboratory Supplies	742			742							
Contractual Services - Laboratory	78,701			78,701							
Transportation	5,106			5,106							
Trans. Materials And Supplies	3,614			3,614							
Gas & Oil	15,498			15,498							
Vehicle Maintenance	4,025			4,025							
Grand Total	830,047			830,047							
Total Salaries	103,671			103,671							
Total Other Expenses	726,376			726,376							
Grand Total	830,047			830,047							

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

EXPENDITURES:

Account 83310 - 83200	2006 Actual	2007 Actual	2008 Actual	2009 Request
Salaries	\$38,394.00	\$44,621.00	\$46,309.00	\$50,258.00
Other Expenses	\$107,441.00	\$127,852.00	\$148,694.00	\$162,611.00
Total Collection System Oper.	\$145,835.00	\$172,473.00	\$195,003.00	\$212,869.00

Note:

- Fringe Benefits in Administrative and General Account

PERFORMANCE MEASUREMENTS/BENCHMARKS:

Compliance Maintenance Annual Review	2004 Actual	2005 Actual	2006 Actual	2007 Actual
(CMAR) Point Total	GPA 4.0	GPA 4.0	GPA 3.92	GPA 3.54

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 182,440 feet of our sanitary sewer system as preventive maintenance.
- Televised 5,935 feet of sanitary sewer system.
- Televised 3,007 feet of storm sewers for Engineering Department.
- Repaired 61 sanitary sewer manholes.
- Cleaned approximately 25.4% of sanitary sewer system.
- Continue to inspect major interceptor mains.
- Operate two lift stations.
- Re Line Highlandview Drive Sanitary
- Up-Grade TV Truck to DVD

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expenses	Total
Clean/TV - Sanitary System	50,258.00	28,242.00	78,500.00
Sanitary Sewer Repair - Outsource		126,255.00	126,255.00
Operate/Maintain Pumping Equipment		8,114.00	8,114
Total Collection System Operations	50,258.00	162,611.00	212,869.00

2009 CAPITOL ADDITIONS:

Capital Project	Estimated Cost	Funding Source
Repairs Sanitary Sewer Collection System	125,000.00	Collection System Replacement Fund
Construct New 7 Up Siphon	100,000.00	Collection System Replacement Fund
New Sanitary Sewer Line 5th And Oak	350,000.00	Collection System Replacement Fund

2009 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 2009 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

2009 Department Detail Information

SANITARY SEWER COLLECTION SYSTEM 08831001 -08832002 ~ Expenditures

50100 SALARIES:

Sewer Utility Worker (1688 Hours)	39,937
Sewer Calls (100) (Nights or Weekends)	<u>3,259</u>
	43,196

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	39,351			39,351							
2009	43,196			43,196							

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
2008	13,500			13,500							
2009	14,270			14,270							

55610 VEHICLE AND EQUIPMENT MAINTENANCE ~ TRANSPORTATION: 13,972

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
2008	13,500			13,500							
2009	13,972			13,972							

57700 CONTRACTUAL SERVICES ~ COLLECTION SYSTEM

Repairs to Sanitary Sewer System	60,000
35 Manhole Repairs on Overlay Streets	50,255
Leveling Manholes	<u>16,000</u>
	126,255

Increases for all based on actual experience.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	115,094			115,094							
2009	126,255			126,255							

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

2009 Department Detail Information

SANITARY SYSTEM PUMPING 08832001 -08832002 ~ Expenditures

50100 SALARIES:

Sewer Utility Worker (325 Hours x 21.73) 7,062

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	6,958			6,958							
2009	7,062			7,062							

53550 OPERATING EXPENSES ~ MAINTENANCE

Lift Station,repairs and portable generator maintenance 4,764

Additional generator maintenance - previously under warranty.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,400			3,400							
2009	4,764			4,764							

56900 LIGHT AND POWER: COLLECTION SYSTEM

Increase in account reflects a 4.7% projected increase in electric rates and actual running time of TIF II Lift Station. 3,350

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,800			1,800							
2009	3,350			3,350							

SEWER UTILITY ~ SANITARY SEWER COLLECTION SYSTEM

2009 Department Detail Information

SANITARY SEWER COLLECTION SYSTEM ~ SUMMARY

2009 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	43,196			43,196							
Other Operating Expenses	14,270			14,270							
Vehicle Maintenance	13,972			13,972							
Contractual Services	126,255			126,255							
Salaries - Pumping Equipment	7,062			7,062							
Operate/Maintain Pumping Equip	4,764			4,764							
Light And Power Pumping Equip	3,350			3,350							
Grand Total	212,869			212,869							
Total Salaries/Fringes	50,258			50,258							
Total Other Expenses	162,611			162,611							
Grand Total	212,869			212,869							

SEWER UTILITY ~ MAINTENANCE OF TREATMENT PLANT EQUIPMENT

EXPENDITURES:

Account 83300	2006 Actual	2007 Actual	2008 Actual	2009 Request
Salaries	\$41,065.00	\$43,483.00	\$44,607.00	\$45,272.00
Other Expenses	\$70,940.00	\$74,814.00	\$83,903.00	\$99,174.00
Total Treatment Plant Oper.	\$112,005.00	\$118,297.00	\$128,510.00	\$144,446.00

PERFORMANCE MEASUREMENT/BENCHMARKS:

Compliance Maintenance Annual Review	2004 Actual	2005 Actual	2006 Actual	2007 Actual
(CMAR) Point Total	GPA 4.0	GPA 4.0	GPA 3.92	GPA 3.54

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	45,272.00	99,174.00	144,446
Total Treatment Plant Operations	45,272.00	99,174.00	144,446

2009 CAPITOL ADDITIONS:

Capital Project	Estimated Cost	Funding Source
Concrete Restoration Phase I And II	115,000.00	Plant and Equipment Replacement Fund
Radio Communication System	30,000.00	Plant and Equipment Replacement Fund
Main Instrument Panel Upgrade	65,000.00	Plant and Equipment Replacement Fund
Replace Hand Railing Post Aeration Tank	45,000.00	Plant and Equipment Replacement Fund

2009 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

2009 Department Detail Information

MAINTENANCE OF TREATMENT PLANT 0883001 -08833002 ~ Expenditures

50100 SALARIES:

Sewer Utility Worker(1688 Hr)	36,680
Sewer Utility Worker(On-Call Hr)	4,519
Emergency Call-In Hrs. 125 @ 32.59	4,073
	45,272

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	44,607			44,607							
2009	45,272			45,272							

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.	10,410	Flow Meter Main. & Calibration	4,346
Electrical Relays	465	Elec. Mon. Equip. Test/Repair	1,000
Lights	1,700	Stand-by Generators Maintenance	4,350
Elec. Repairs & Svc. Calls	5,000		99,174

Increases in various items based on experience/history.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	83,903			83,903							
2009	99,174			99,174							

SEWER UTILITY ~ MAINTENANCE OF TREATMENT PLANT EQUIPMENT

2009 Department Detail Information

MAINTENANCE OF TREATMENT PLANT EQUIPMENT ~ SUMMARY

2009 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	45,272			45,272							
Other Operating Expenses	99,174			99,174							
Grand Total	144,446			144,446							
Total Salaries	45,272			45,272							
Total Other Expenses	99,174			99,174							
Grand Total	144,446			144,446							

SEWER UTILITY ~ BUILDING AND GROUNDS MAINTENANCE

EXPENDITURES:

Account 83400	2006 Actual	2007 Actual	2008 Actual	2009 Request
Salaries	\$31,043.00	\$27,903.00	\$31,375.00	\$31,554.00
Other Expenses	\$12,895.00	\$10,795.00	\$22,437.00	\$25,224.00
Total Bldg And Ground Maint.	\$43,938.00	\$38,698.00	\$53,812.00	\$56,778.00

Note: Fringe Benefits in Administrative And General Account

PERFORMANCE MEASUREMENT/BENCHMARKS:

Compliance Maintenance Annual Review	2004 Actual	2005 Actual	2006 Actual	2007 Actual
(CMAR) Point Total	GPA 4.0	GPA 4.0	GPA 3.92	GPA 3.54

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	23,665.50	18,918.00	42,583.50
Maintenance of Grounds	7,888.50	6,306.00	14,194.50
Total Bldg And Ground Maintenance	31,554.00	25,224.00	56,778.00

2009 CAPITOL ADDITIONS:

Capital Project	Estimated Cost	Funding Source
Repair Existing Ext. Bricks and Flashing	20,000.00	Replacement Fund
Replace Handrailing on Post Aeration Tank	45,000.00	Replacement Fund

2009 GOALS

- Inspect all rubber roofs at Plant (Annual).
- Inspect exterior and interior of all buildings at Plant (Annual).

SEWER UTILITY ~ BUILDING AND GROUNDS MAINTENANCE

2009 Department Detail Information

MAINTENANCE OF BUILDING AND GROUNDS 08834001 -08833002 ~ Expenditures

50100 SALARIES:

Sewer Utility Worker (1337 x 21.73)	29,053
Security System Technician(100 hrs. x 25.01)	<u>2,501</u>
	31,554

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	31,375			31,375							
2009	31,554			31,554							

53550 OTHER OPERATING SUPPLIES:

Inspect Fire Extinguishers (23)	2,300 (Inc. due to Hydraulic Testing)
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	<u>3,500</u>
	25,224

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	22,437			22,437							
2009	25,224			25,224							

SEWER UTILITY ~ TREATMENT PLANT OPERATIONS

2009 Department Detail Information

MAINTENANCE OF BUILDING AND GROUNDS ~ SUMMARY

2009 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	31,554			31,554							
Other Operating Expenses	25,224			25,224							
Grand Total	56,778			56,778							
Total Salaries	31,554			31,554							
Total Other Expenses	25,224			25,224							
Grand Total	56,778			56,778							

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION EXPENSES

EXPENDITURES:

Account 84000 - 84320	2006 Actual	2007 Actual	2008 Actual	2009 Request
Salaries	\$98,603.00	\$99,603.00	\$102,126.00	\$106,363.00
Other Expenses	\$88,210.00	\$89,510.00	\$100,810.00	\$102,340.00
Total Customer Accounting	\$186,813.00	\$189,113.00	\$202,936.00	\$208,703.00

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION EXPENSES

2009 Department Detail Information

CUSTOMER ACCOUNTING AND COLLECTION 08840001 -08842302 ~ Expenditures

50100 SALARIES COLLECTION AND ACCOUNTING: 51,696

1/2 of Water Account: 07903001.50100

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	49,364			49,364							
2009	51,696			51,696							

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
2008	10,000			10,000							
2009	10,000			10,000							

53550 COLLECTION AND ACCOUNTING: ~ OPERATING SUPPLIES: 1,990

1/2 of Water Account: 07903002.53500

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	4,330			4,330							
2009	1,990			1,990							

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
2008	2,000			2,000							
2009	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
2008	10,400			10,400							
2009	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
2008	23,675			23,675							
2009	23,675			23,675							

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION EXPENSES

2009 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
2008	1,000			1,000							
2009	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
2008	62,500			62,500							
2009	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
2008	2,150			2,150							
2009	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
2008	700			700							
2009	700			700							

50100 SALARIES: ~ MAINTENANCE OF METERS: 30,992

1/2 of Water Account: 0767600.50100 and 07663001.50100

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	29,087			29,087							
2009	30,992			30,992							

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
2008	2,500			2,500							
2009	2,500			2,500							

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION EXPENSES

2009 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
2008	5,000			5,000							
2009	5,000			5,000							

SEWER UTILITY ~ CUSTOMER ACCOUNTING AND COLLECTION

2009 Department Detail Information

CUSTOMER ACCOUNTING AND COLLECTION ~ SUMMARY

2009 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries - Collect And Acct.	51,696			51,696							
Postage - Collect And Acct.	10,000			10,000							
Operating Sup. - Collect And Acct.	1,990			1,990							
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	30,992			30,992							
Operating Sup. - Maint. Of Meters	2,500			2,500							
Contractual - Meters	5,000			5,000							
Grand Total	208,703			208,703							
Total Salaries	106,363			106,363							
Total Other Expenses	102,340			102,340							
Grand Total	208,703			208,703							

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

EXPENDITURES:

Account 85000 - 85800	2006 Actual	2007 Actual	2008 Actual	2009 Request
Salaries	414,414.00	395,643.00	402,303.00	374,028.00
Other Expenses	593,619.00	599,558.00	600,771.00	596,229.00
Total Admin And General Exp.	\$1,008,033.00	\$995,201.00	\$1,003,074.00	\$970,257.00

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function	Salaries/Fringes	Other Expense	Total
Administrative - Sewer Utility	148,103.00	0.00	148,103.00
Administrative - City Hall Departs	225,925.00	0.00	225,925.00
Office Support	0.00	12,260.00	12,260.00
Office Materials And Supplies	0.00	29,159.00	29,159.00
Contractual Services - Outsource	0.00	53,160.00	53,160.00
Liability Insurance	0.00	49,514.00	49,514.00
Employee Pension	0.00	79,234.00	79,234.00
Health Insurance	0.00	169,674.00	169,674.00
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.	374,028.00	596,229.00	970,257.00

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2009 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

50100 SALARIES:

Utility Manager 35.65 x 1688 hrs	60,177
Administrative Secretary 16.29 x 1768 hrs	28,800
	88,977

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	84,832			84,832							
2009	88,977			88,977							

50100 SALARIES ~ ADMINISTRATIVE SALARIES:

Administrator	12,662	Emergency Government	2,935
Finance	29,761	Vehicle Maintenance	879
Human Resources	7,057	Building Maintenance	8,794
Payroll	5,443	Elections	1373
Engineering	88,726	Mayor	675
Clerk	7,895	Common Council	2,658
Attorney	7,627	Information Services	11,514
Community Development	37,926		225,925

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	263,527			263,527							
2009	225,925			225,925							

51600 OFFICE SUPPLES AND EXPENSE ~ TELEPHONE:

Payroll	49	Community Development	293
Administrator	60	Building Maintenance	78
Human Resources	74	Mayor	28
Finance	234	Emergency Government	27
Engineering	735	Vehicle Maintenance	4
Attorney	47	Information Services	403
City Clerk	67		2,099

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	3,095			3,095							
2009	2,099			2,099							

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2009 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

51700 OFFICE SUPPLIES AND EXPENSE ~ POSTAGE: 2,127

Community Development	81	Finance	1,372
Engineering	378	Mayor	8
Administrator	4	Clerk	49
Human Resources	28	Elections	286
Emergency Government	1	Information Services	15
Attorney	16	Building Maintenance	1
Payroll	32		2,271

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,127			2,127							
2009	2,271			2,271							

52100 OFFICE SUPPLIES AND EXPENSE ~ PUBLICATIONS:

Payroll	69	Attorney	276
Finance	41	Clerk	11
Human Resources	169	Community Development	84
Engineering	43	Information Services	3
			696

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	486			486							
2009	696			696							

52200 OFFICE SUPPLIES AND EXPENSE ~ SEMINARS AND TRAINING:

DNR Certification Testing	200	Administrator	201
WVOA Meetings	200	Engineering	399
First Aid CPR	250	Attorney	62
Drug Testing	200	Clerk	105
Payroll	28	Community Development	116
Human Resources	85	Emergency Government	132
Finance	367	Mayor	117
Vehicle Maintenance	7	Common Council	22
Building Maintenance	11	Information Services	564
			3,066

(Manager And Superintendent Are Required To Obtain 24 CEU Credits Every Three Years)

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2009 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	4,551			4,551							
2009	3,066			3,066							

53550 OFFICE MATERIALS AND EXPENSE:

Office and Computer Expense	12,000	Community Development	506
Payroll	126	Emergency Government	206
Administrator	42	Building Maintenance	2,092
Human Resources	33	Mayor	19
Finance	507	Elections	273
Engineering	1073	Common Council	14
Attorney	30	Vehicle Maintenance	6
Clerk	77	Information Services	954
			17,958

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	19,995			19,995							
2009	17,958			17,958							

55600 OFFICE EQUIPMENT AND MAINTENANCE:

Sewer	3,000
Payroll	131
Finance	51
Engineering	2,679
Clerk	71
Elections	151
Community Development	1,157
Emergency Government	646
Information Services	4,374
	12,260

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	17,947			17,947							
2009	12,260			12,260							

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2009 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
2008	320			320							
2009	320			320							

57700 CONTRACTUAL SERVICES:

Replacement Fund	5,000	Clerk	460
Rate review	16,500	Elections	21
Audit And Property Records	13,500	Vehicle Maintenance	26
Security System Software/Maint.	4,600	Finance	620
Human Resources	436	Community Development/GIS	600
Building Maintenance	3,218	City Work License	3,000
Information Services	5,179		53,160

Slight increases in Replacement Fund and Rate Review.

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	52,760			52,760							
2009	53,160			53,160							

59100 LIABILITY INSURANCE EXPENSE: 49,514

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
2008	51,059			51,099							
2009	49,514			49,514							

50200 EMPLOYEE PENSION AND BENEFITS:

Sewer	37,599	Mayor	58
Finance	5,568	Vehicle Maintenance	164
Common Council	203	Attorney	1,427
Clerk	1,477	Engineering	16,600
Payroll	1,018	Community Development	7,096
Administrator	2,369	Building Maintenance	1,633
Emergency Government	547	Information Services	2,155
Human Resources	1,320		79,234

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2009 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	86,414			86,414							
2009	79,234			79,234							

50200 EMPLOYEE HOLIDAY, VACATION, SICK SALARIES: 59,126

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	53,504			53,504							
2009	59,126			59,126							

5900 HEALTH INSURANCE: 169,674

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	155,401			155,401							
2009	169,674			169,674							

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
2008	19,318			19,318							
2009	18,518			18,518							

5200 MEMBERSHIP AND DUES:

Sewer - WWOA	100	Engineering	114
Sewer - DNR Certification	100	Attorney	45
Railroad Lease	180	Clerk	17
Street Opening Permits	1,000	Community Development	80
Finance	59	Emergency Government	9
Payroll	34	Vehicle Maintenance	1
Administrator	66	Common Council	894
Human Resources	45	Information Systems	5
			2,749

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,087			3,087							
2009	2,749			2,749							

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2009 Department Detail Information

ADMINISTRATIVE AND GENERAL 088500001 - 08408002 ~ Expenditures

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
2008	107,600			107,600							
2009	107,600			107,600							

59500 ADMINISTRATIVE SPECIAL PURPOSE:

Allocated Debt City Hall	20,813
Administrator	17
Mayor	27
Mayor Entertainment	0
Information Systems	68
Human Resources	<u>565</u>
	21,490

	Total	Gen Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj	IS	Cable	Other
2008	21,696			21,696							
2009	21,490			21,490							

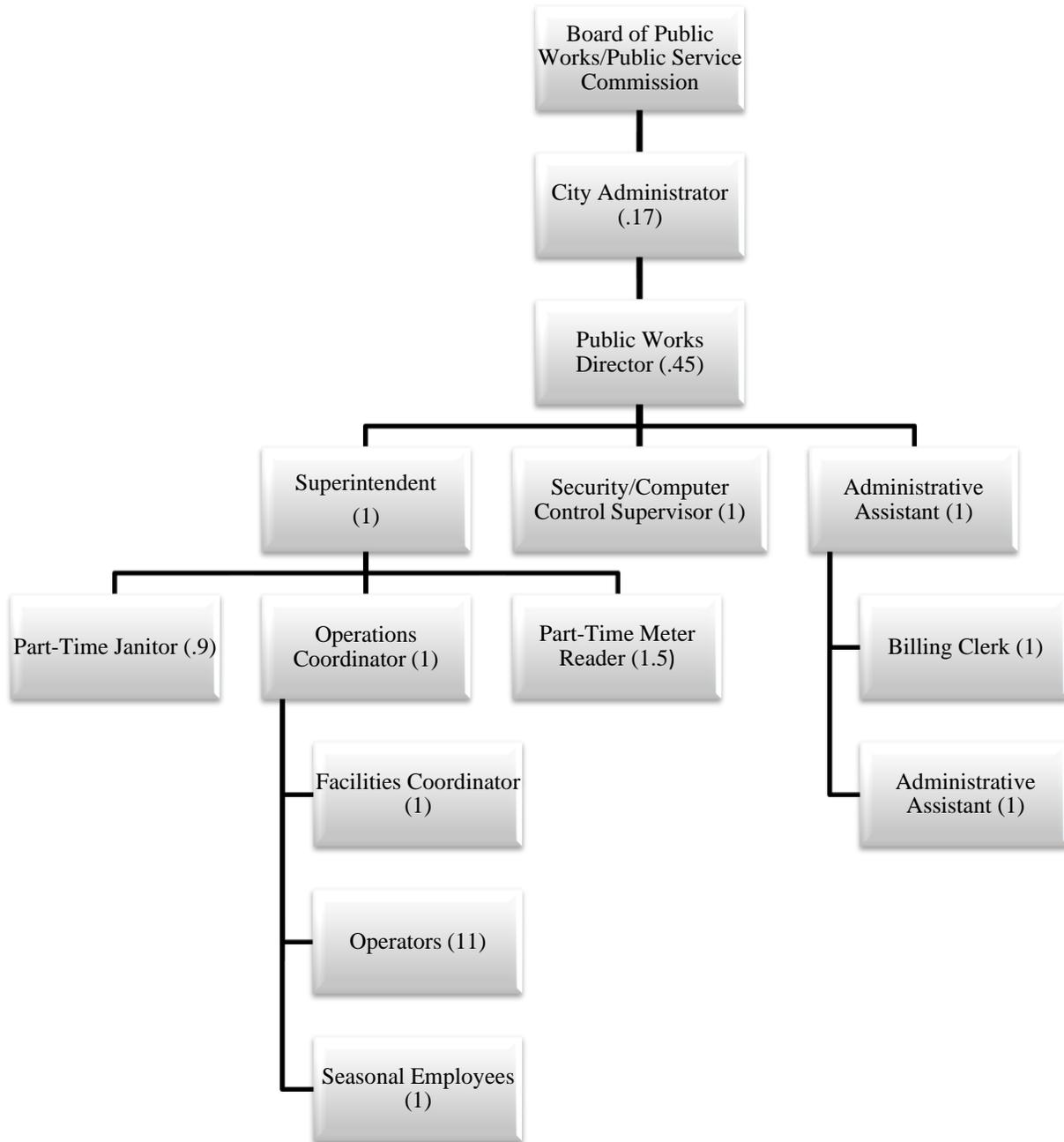
50203 FICA TAXES: 55,620

SEWER UTILITY ~ ADMINISTRATIVE AND GENERAL EXPENSE

2009 Department Detail Information

ADMINISTRATIVE AND GENERAL EXPENSE ~ SUMMARY

2009 Totals	Grand Total	G F	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries - Sewer Utility	88,977			88,977							
Salaries - Administrative Allocated	225,925			225,925							
Telephone	2,099			2,099							
Postage	2,271			2,271							
Publications	696			696							
Seminars And Training	3,066			3,066							
Office Materials And Supplies	17,958			17,958							
Equipment Maintenance	12,260			12,260							
Advertising	320			320							
Contractual Services	53,160			53,160							
Liability Insurance	49,514			49,514							
Employee Pension And Benefits	79,234			79,234							
Holiday, Vacation, Sick Salaries	59,126			59,126							
Health Insurance	169,674			169,674							
Regulatory Commission Expense	18,518			18,518							
Membership and Dues	2,749			2,749							
Rents	107,600			107,600							
Administrative Special Purpose	21,490			21,490							
FICA Taxes	55,620			55,620							
Grand Total	970,257			970,257							
Total Salaries	374,028			374,028							
Total Other Expenses	596,229			596,229							
Grand Total	970,257			970,257							



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 ~ 2009 Budget

WATER UTILITY ~ Transfer to Debt Service

Transfer to Debt Service (Interfund receivables/payables and transfers.)

EXPENDITURES:

Account 07000002.55923	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ 391.00	\$ 335.47	\$ -	\$ 13,876.00
Total Transfer to Debt Service	\$ 391.00	\$ 335.47	\$ -	\$ 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

2009 Department Detail Information

TRANSFER TO DEBT SERVICE 07000002.55923

55923 TRANSFER TO DEBT SERVICE:

Interfund receivables/payables and transfers. 13,876
13,876

Increase due to elimination of allocation from General City. 1998 Revenue Bonds are now paid in full.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	0	0	0	0	0	0	0	0	0	0	0
2009	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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$7,499.36	\$7,336.48	\$7,307.00	\$7,307.00
Other Expenses	\$140,377.95	\$160,428.02	\$47,500.00	\$32,500.00
Total Source of Supply	\$147,877.31	\$167,764.50	\$54,807.00	\$39,807.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Number of Wells Rehabilitated	2	1	1	2
Number of Water Samples Taken	89	83	83	95

ACHIEVEMENTS:

- Rehabilitated Well #10 - Acidized and chlorinated formation.
- 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.
 - Explosives - 4 samples, bi-annual (2008 only).
- Completed chlorine breakpoint study on all wells.
- Rehabilitated Well #8 - Chlorinated and surged formation.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$1,127.00	\$0.00	\$1,127.00
Sampling	\$2,657.40	\$30,250.00	\$32,907.40
Taking Pumping and Static Levels	\$1,977.60	\$250.00	\$2,227.60
Chlorination of Wells	\$1,545.00	\$2,000.00	\$3,545.00
Grand Total	\$7,307.00	\$32,500.00	\$39,807.00

NOTES:

- Fringe benefits will appear in Administrative and General Expenses.

2009 GOALS:

- Meet the sampling requirements set forth by the WDNR and the EPA.

WATER UTILITY ~ Source of Supply

2009 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
2008	250	0	250	0	0	0	0	0	0	0	0
2009	250	0	250	0	0	0	0	0	0	0	0

MAINTENANCE OF WELLS 07610001 - 07614102

50100 SALARIES:

Superintendent 36 Hours 1,127
\$1,127

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,127	0	1,127	0	0	0	0	0	0	0	0
2009	1,127	0	1,127	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Operator 288 Hours 6,180
\$6,180

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	6,180	0	6,180	0	0	0	0	0	0	0	0
2009	6,180	0	6,180	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
2008	250	0	250	0	0	0	0	0	0	0	0
2009	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
2008	2,000	0	2,000	0	0	0	0	0	0	0	0
2009	2,000	0	2,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Sampling Costs 30,000
\$30,000

Decrease due to EPA sampling requirements.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	45,000	0	45,000	0	0	0	0	0	0	0	0
2009	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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$120,760.71	\$123,382.89	\$101,474.00	\$103,694.00
Other Expenses	\$234,832.84	\$301,572.45	\$255,584.00	\$264,094.00
Total Pumping	\$355,593.55	\$424,955.34	\$357,058.00	\$367,788.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Number of Pumps Rehabilitated	4	2	1	2

ACHIEVEMENTS:

- Rehabilitated pumping equipment at Station #10.
- Replaced starter at Airstripper for Booster #3.
- Replaced SCADA and Security Servers.
- Painted piping at the Airstripper.
- Rehabilitated pumping equipment - Station #8.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$8,765.00	\$0.00	\$8,765.00
Check Pump Stations	\$21,109.00	\$1,000.00	\$22,109.00
Grounds Upkeep	\$12,520.00	\$19,500.00	\$32,020.00
Pump Station Repairs	\$14,950.00	\$14,000.00	\$28,950.00
Maintenance of Pumping Equipment	\$46,350.00	\$38,000.00	\$84,350.00
Utility Costs	\$0.00	\$191,594.00	\$191,594.00
Grand Total	\$103,694.00	\$264,094.00	\$367,788.00

2009 GOALS:

- Replace MCC Panels Station 11, 12 and Airstripper.
- Rehab pumping equipment - Booster 6-1.
- Install air exchange systems - Station #6 and #9.
- Plans for remodeling of Station #5.
- Replace mag meters at Airstripper.

WATER UTILITY ~ Pumping Expenses

2009 Department Detail Information

PUMPING EXPENSES 07620001.07633002 ~ Expenditures

FUEL FOR PUMPING 07620001 - 07623002

50100 SALARIES:

Superintendent	164 Hours	<u>5,150</u>
		\$5,150

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,150	0	5,150	0	0	0	0	0	0	0	0
2009	5,150	0	5,150	0	0	0	0	0	0	0	0

56900 LIGHT & POWER

Electricity consumed for all pumping operations	<u>180,300</u>
	\$180,300

Increase due to a 4.7% rate increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	172,207	0	172,207	0	0	0	0	0	0	0	0
2009	180,300	0	180,300	0	0	0	0	0	0	0	0

PUMPING LABOR AND EXPENSES 07624001 - 07624002

50100 SALARIES:

Water Utility Operators	600 Hours	12,840
Water Utility Coordinator	135 Hours	3,355
Water Utility Operator - Weekend Duty	192 Hours	4,119
Water Utility Coordinator - Weekend Duty	36 Hours	<u>795</u>
		\$21,109

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	21,109	0	21,109	0	0	0	0	0	0	0	0
2009	21,109	0	21,109	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
2008	1,000	0	1,000	0	0	0	0	0	0	0	0
2009	1,000	0	1,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Pumping Expenses

MISCELLANEOUS PUMPING 07626001 - 07626002

50100 SALARIES:

Seasonal Employees	249 Hours	2,120
Maintenance Employee	1040 Hours	<u>10,400</u>
		\$12,520

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	12,520	0	12,520	0	0	0	0	0	0	0	0
2009	12,520	0	12,520	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Tools, shovels, rakes and brooms	750
First-aid supplies	250
Salt for sidewalks	750
Lawn maintenance, grass seed, bushes, trees	<u>750</u>
	\$2,500

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,500	0	2,500	0	0	0	0	0	0	0	0
2009	2,500	0	2,500	0	0	0	0	0	0	0	0

56800 FUEL AND HEATING

Fuel and heating costs	<u>10,594</u>
	\$10,594

Increase due to a 4.1% rate increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,177	0	10,177	0	0	0	0	0	0	0	0
2009	10,594	0	10,594	0	0	0	0	0	0	0	0

57000 SEWER BILLS

Sewer billings	<u>700</u>
	\$700

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	700	0	700	0	0	0	0	0	0	0	0
2009	700	0	700	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Snow removal and grass cutting services at pump stations	<u>17,000</u>
	\$17,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	17,000	0	17,000	0	0	0	0	0	0	0	0
2009	17,000	0	17,000	0	0	0	0	0	0	0	0

WATER UTILITY ~ Pumping Expenses

MAINTENANCE OF STRUCTURES/IMPROVEMENTS 07630001 - 07631002

50100 SALARIES - SUPERVISION:

Superintendent	115 Hours	3,615
		\$3,615

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,615	0	3,615	0	0	0	0	0	0	0	0
2009	3,615	0	3,615	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Coordinator	150 Hours	3,730
Water Utility Operators	524 Hours	11,220
		\$14,950

Increase reflects actual labor costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	12,730	0	12,730	0	0	0	0	0	0	0	0
2009	14,950	0	14,950	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
2008	4,000	0	4,000	0	0	0	0	0	0	0	0
2009	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
2008	10,000	0	10,000	0	0	0	0	0	0	0	0
2009	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	33,428
Water Utility Coordinator	520 Hours	12,922
		\$46,350

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	46,350	0	46,350	0	0	0	0	0	0	0	0
2009	46,350	0	46,350	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
2008	3,000	0	3,000	0	0	0	0	0	0	0	0
2009	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
2008	23,000	0	23,000	0	0	0	0	0	0	0	0
2009	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
2008	12,000	0	12,000	0	0	0	0	0	0	0	0
2009	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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$60,926.34	\$61,714.82	\$50,032.00	\$57,337.00
Other Expenses	\$97,551.11	\$104,900.63	\$99,464.00	\$120,300.00
Total Water Treatment	\$158,477.45	\$166,615.45	\$149,496.00	\$177,637.00

ACHIEVEMENTS:

- Replaced all chemical feed lines at stations.
- Installation of OPS Reporting System for DNR Reports.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$1,805.00	\$0.00	\$1,805.00
Check Chemical Dosage at Pump Stations	\$23,350.00	\$0.00	\$23,350.00
Chemical Addition	\$0.00	\$114,000.00	\$114,000.00
Maintenance of Water Treatment Equipment	\$32,182.00	\$6,300.00	\$38,482.00
Grand Total	\$57,337.00	\$120,300.00	\$177,637.00

NOTES:

- Fringe Benefits will appear in Administrative and General Expenses.

2009 GOALS:

- Replace chlorine pump at Station #9.
- Replace chlorine pump at Station #13.
- Replace chlorine analyzer at Station #8.
- Move fluoride and chlorine tanks at Station #6 and 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
2008	700	0	700	0	0	0	0	0	0	0	0
2009	700	0	700	0	0	0	0	0	0	0	0

MAINTENANCE OF WATER TREATMENT EQUIPMENT 07650001-07652002

50100 SALARIES - SUPERVISION:

Superintendent 19 Hours 600
\$600

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	600	0	600	0	0	0	0	0	0	0	0
2009	600	0	600	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Operators 785 Hours 16,820
 Water Utility Coordinator 563 Hours 14,000
\$30,820

Increase reflects actual labor costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	26,780	0	26,780	0	0	0	0	0	0	0	0
2009	30,820	0	30,820	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
2008	5,000	0	5,000	0	0	0	0	0	0	0	0
2009	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
2008	600	0	600	0	0	0	0	0	0	0	0
2009	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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$448,912.61	\$595,206.64	\$398,530.00	\$398,530.00
Other Expenses	\$250,774.89	\$323,509.05	\$261,403.00	\$281,345.00
Total Transmission & Distribution	\$699,687.50	\$918,715.69	\$659,933.00	\$679,875.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Hydrants Painted	157	155	113	150
Hydrants Inspected	392	522	791	400
Diggers Tickets Located	4,826	3,855	4,307	4,000
Valves Inspected	606	706	896	600
Services Inspected	434	564	448	500
New Meters Installed	222	186	109	150
Meter Exchanges	690	659	650	600

ACHIEVEMENTS:

- Rebuilt Altitude Valve - Barton Tower
- Rebuilt pressure reducing valve - 7th Avenue & Main Street
- Painted 113 hydrants.
- Inspected 896 valves.
- Inspected 791 Hydrants.
- Inspected 448 services.
- Repaired 28 main breaks.
- Repaired 35 service leaks.
- Replaced 13 hydrants.
- Replaced 5 - 6" valves.
- Replaced 2 - 8" Valves
- Cathodic Protection inspected at all towers and underground booster station.
- Installed water service for Well #10.

WATER UTILITY ~ Transmission and Distribution Expenses

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$20,694.00	\$0.00	\$20,694.00
Grounds Upkeep	\$2,169.00	\$4,000.00	\$6,169.00
Utilities	\$0.00	\$5,394.00	\$5,394.00
Removing, Resetting and Relocating Meters	\$17,355.00	\$2,500.00	\$19,855.00
Customer Complaints	\$2,884.00	\$0.00	\$2,884.00
Mapping	\$567.00	\$7,601.00	\$8,168.00
Maintain Towers & Reservoirs	\$5,150.00	\$10,500.00	\$15,650.00
Maintain Watermain	\$180,250.00	\$164,350.00	\$344,600.00
Maintain Services	\$118,450.00	\$52,000.00	\$170,450.00
Maintain Meters	\$13,637.00	\$5,000.00	\$18,637.00
Maintain Hydrants	\$37,374.00	\$30,000.00	\$67,374.00
Grand Total	\$398,530.00	\$281,345.00	\$679,875.00

NOTES:

- Utility costs include light and power and sewer bills.
- Fringe benefits will appear in Administrative and General Expenses.

2009 GOALS:

- Paint 160 hydrants.
- Replace 6 hydrants..
- Inspect 400 hydrants.
- Inspect 600 valves.
- Inspect 400 services.
- Perform 600 Meter Exchanges.
- Complete 150 new meter installations.
- Cathodic inspection to be done on all Towers and Standpipes.
- Install 800 feet of 12" watermain on Veterans Avenue.
- Install 660 feet of 12" watermain on River Road.
- Paint 10th Avenue Water Tower.
- Inspect and clean Barton Water Tower.
- Inspect and clean Airstripper Reservoir.
- Replace 6" watermain - 7th Avenue - Vine Street to Hawthorn Drive.
- Replace 6" watermain - Highlandview Drive - Decorah Road to Evergreen Street.

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
2008	1,000	0	1,000	0	0	0	0	0	0	0	0
2009	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
2008	1,500	0	1,500	0	0	0	0	0	0	0	0
2009	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 2,884
\$2,884

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,884	0	2,884	0	0	0	0	0	0	0	0
2009	2,884	0	2,884	0	0	0	0	0	0	0	0

~~MISCELLANEOUS OPERATING EXPENSES 07665101 - 07665102~~

50100 SALARIES:

Water Utility Operators 26 Hours 567
\$567

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	567	0	567	0	0	0	0	0	0	0	0
2009	567	0	567	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
2008	2,386	0	2,386	0	0	0	0	0	0	0	0
2009	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. 5,215
\$5,215

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,215	0	5,215	0	0	0	0	0	0	0	0
2009	5,215	0	5,215	0	0	0	0	0	0	0	0

MAINTENANCE OF DISTRIBUTION RESERVOIRS/AIRSTRIPPER 07670001 - 07672002

50100 SALARIES - SUPERVISION:

Superintendent 648 Hours 20,298
\$20,298

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	20,298	0	20,298	0	0	0	0	0	0	0	0
2009	20,298	0	20,298	0	0	0	0	0	0	0	0

50100 SALARIES:

Water Utility Operators 186 Hours 4,000
 Water Utility Coordinator 46 Hours 1,150
\$5,150

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,150	0	5,150	0	0	0	0	0	0	0	0
2009	5,150	0	5,150	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
2008	2,500	0	2,500	0	0	0	0	0	0	0	0
2009	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
2008	8,000	0	8,000	0	0	0	0	0	0	0	0
2009	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	122,291
Water Utility Coordinator	720 Hours	17,892
Water Utility Operator Weekend Duty	176 Hours	3,768
Water Utility Coordinator Weekend Duty	32 Hours	795
Water Utility Operators Overtime	825 Hours	26,494
Water Utility Coordinator Overtime	187 Hours	6,970
Seasonal Employees	240 Hours	<u>2,040</u>
		\$180,250

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	180,250	0	180,250	0	0	0	0	0	0	0	0
2009	180,250	0	180,250	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
2008	350	0	350	0	0	0	0	0	0	0	0
2009	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
2008	110,000	0	110,000	0	0	0	0	0	0	0	0
2009	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
2008	9,000	0	9,000	0	0	0	0	0	0	0	0
2009	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, leak survey 45,000
45,000

Increase due to Bi-Annual Leak Survey being done in 2009.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	25,000	0	25,000	0	0	0	0	0	0	0	0
2009	45,000	0	45,000	0	0	0	0	0	0	0	0

MAINTENANCE OF SERVICES 07675001 - 07675002

50100 SALARIES:

Water Utility Operators	4233 Hours	90,640
Water Utility Coordinator	430 Hours	10,708
Water Utility Operator Weekend Duty	176 Hours	3,768
Water Utility Coordinator Weekend Duty	32 Hours	795
Water Utility Operators Overtime	275 Hours	8,831
Water Utility Coordinator Overtime	63 Hours	2,348
Seasonal Employees	160 Hours	<u>1,360</u>
		\$118,450

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	118,450	0	118,450	0	0	0	0	0	0	0	0
2009	118,450	0	118,450	0	0	0	0	0	0	0	0

53550 MATERIAL AND SUPPLIES:

Curb stops, copper, service boxes, couplings, corporations 12,000
 Restoration materials. 28,000
\$40,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	40,000	0	40,000	0	0	0	0	0	0	0	0
2009	40,000	0	40,000	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
2008	5,000	0	5,000	0	0	0	0	0	0	0	0
2009	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. 7,000
\$7,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	7,000	0	7,000	0	0	0	0	0	0	0	0
2009	7,000	0	7,000	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 5,887
 Administrative Personnel 475 Hours 7,750
\$13,637

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	13,637	0	13,637	0	0	0	0	0	0	0	0
2009	13,637	0	13,637	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
2008	1,500	0	1,500	0	0	0	0	0	0	0	0
2009	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
2008	3,500	0	3,500	0	0	0	0	0	0	0	0
2009	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	31,154
Water Utility Coordinator	140 Hours	3,500
Seasonal Employees	320 Hours	<u>2,720</u>
		\$37,374

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	37,374	0	37,374	0	0	0	0	0	0	0	0
2009	37,374	0	37,374	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
2008	10,000	0	10,000	0	0	0	0	0	0	0	0
2009	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
2008	20,000	0	20,000	0	0	0	0	0	0	0	0
2009	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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$0.00	\$25,662.59	\$32,848.00	\$32,373.00
Other Expenses	\$0.00	\$78,236.81	\$90,978.00	\$96,166.00
Total Maint. Of Equipment	\$0.00	\$103,899.40	\$123,826.00	\$128,539.00

ACHIEVEMENTS:

- Replaced Vehicle #695, 3/4 Ton Pick-Up.
- Replaced Vehicle #630 - 1-Ton Low Boy.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Fleet Maintenance	\$32,373.00	\$96,166.00	\$128,539.00
Grand Total	\$32,373.00	\$96,166.00	\$128,539.00

NOTES:

- Includes an allocation from the General City and the Vehicle Maintenance Department:
 - Salaries: \$ 19,260.00
 - Other Expenses: \$ 3,299.00
- 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

2009 GOALS:

- Replace vehicle #852 - 1997 Chevy Malibu.
- Replace vehicle #826 - 3/4 Ton Pick-Up.

WATER UTILITY ~ Maintenance of Equipment - Lab Truck Expenses

2009 Department Detail Information

MAINTENANCE OF EQUIPMENT - LAB & TRUCK 07680001 - 07680002 ~ Expenditures

50100 SALARIES:

Vehicle Maintenance Department Labor Costs	19,260
Water Utility Operators 612 Hours	<u>13,113</u>
	\$32,373

Decrease due to Vehicle Maintenance Department allocation.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	32,848	0	32,848	0	0	0	0	0	0	0	0
2009	32,373	0	32,373	0	0	0	0	0	0	0	0

53550 MATERIALS AND SUPPLIES:

Materials and supplies for Utility fleet maintenance	9,639
Allocation from Building Maintenance Department	21
Allocation from Vehicle Maintenance Department	<u>409</u>
	\$10,069

Decrease due to Vehicle Maintenance Department allocation.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,097	0	10,097	0	0	0	0	0	0	0	0
2009	10,069	0	10,069	0	0	0	0	0	0	0	0

54300 GASOLINE, DIESEL AND COMPRESSED NATURAL GAS:

Gasoline, Diesel, Compressed Natural Gas	49,324
Allocated Costs from Other Departments*:	<u>2,307</u>
	\$51,631

* Administrator	20	Human Resources	31
Attorney	6	I S Department	120
Building Maintenance	163	Mayor	35
Community Development	96	Vehicle Maint.	203
Engineering	1633		

Increase due to increased cost of fuel and other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	46,391	0	46,391	0	0	0	0	0	0	0	0
2009	51,631	0	51,631	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>562</u>
	\$34,466

Decrease due to Vehicle Maintenance Department allocation.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	34,490	0	34,490	0	0	0	0	0	0	0	0
2009	34,466	0	34,466	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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$65,454.58	\$75,006.15	\$74,397.00	\$75,371.00
Other Expenses	\$17,739.38	\$19,676.31	\$30,710.00	\$33,180.00
Total Customer Accounts	\$83,193.96	\$94,682.46	\$105,107.00	\$108,551.00

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Number of Bills Generated Annually	46,219	46,762	46,961	47,100
Dollar Amount of Annual Billings	3.84 million	4.04 million	4.1 million	4.3 million
Number of Bills to the Tax Roll	661	750	849	850
Dollar Amount Transferred to the Tax Roll	\$ 281,409.20	\$ 350,225.74	\$ 399,109.61	\$ 450,000.00

ACHIEVEMENTS:

- Installed 923 electronic remote transmitters

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Supervision of Employees	\$2,045.00	\$0.00	\$2,045.00
Reading of Water Meters	\$21,630.00	\$3,850.00	\$25,480.00
Receipting of Payments	\$23,263.20	\$0.00	\$23,263.20
Processing of Bills	\$28,432.80	\$29,330.00	\$57,762.80
Grand Total	\$75,371.00	\$33,180.00	\$108,551.00

NOTES:

- Includes an allocation from the General City:

Salaries	\$ 23,367.00
Other Expenses	\$ 2,340.00
- Fringe benefits will appear in Administrative and General Expenses.

2009 GOALS:

- Continue with the installation of electronic reading devices at various locations throughout the City.

WATER UTILITY ~ Customer Accounts Expenses

ACCOUNTING & COLLECTION LABOR & EXPENSES 07903001 - 07903002

50100 SALARIES:

Administrative Assistant III	538 Hours	10,771
Account Clerk	1040 Hours	17,558
Allocation from the Finance Department		<u>23,367</u>
		\$51,696

Increase due to Finance Department allocation.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	50,722	0	50,722	0	0	0	0	0	0	0	0
2009	51,696	0	51,696	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
2008	10,000	0	10,000	0	0	0	0	0	0	0	0
2009	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
2008	4,330	0	4,330	0	0	0	0	0	0	0	0
2009	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
2008	2,000	0	2,000	0	0	0	0	0	0	0	0
2009	2,000	0	2,000	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Utility Billing Software Support.	7,350
Itron Handhelds Reader Software Support	3,900
Routesmart Software Support	<u>1,750</u>
	\$13,000

Increase due to Routesmart software support and Utility Billing software support cost increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,400	0	10,400	0	0	0	0	0	0	0	0
2009	13,000	0	13,000	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	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$944,745.58	\$617,152.90	\$1,056,526.25	\$1,047,711.37
Other Expenses	\$256,907.00	\$260,280.60	\$311,378.00	\$319,269.00
Total Admin. & General	\$1,201,652.58	\$877,433.50	\$1,367,904.25	\$1,366,980.37

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimated
Private Wells - Abandoned	15	13	6	5
Private Wells - Permitted	11	1	3	2

ACHIEVEMENTS:

- Water System Study in progress.
- 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. The items 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 and in 2008 we expect that we will finalize our information gathering phase. 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	\$265,004.00	\$101,025.00	\$366,029.00
Engineering Labor	\$91,425.00	\$5,425.00	\$96,850.00
Audit Services	\$0.00	\$30,000.00	\$30,000.00
Property Insurance	\$0.00	\$11,000.00	\$11,000.00
Risk Management & WC Insurance Allocation	\$0.00	\$75,428.00	\$75,428.00
Employee Pension & Benefits	\$665,200.37	\$0.00	\$665,200.37
Public Service Commission Expense	\$0.00	\$29,800.00	\$29,800.00
Maintenance of Office & Shop	\$26,082.00	\$32,000.00	\$58,082.00
Utilities	\$0.00	\$34,591.00	\$34,591.00
Grand Total	\$1,047,711.37	\$319,269.00	\$1,366,980.37

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	\$ 257,534.00
Other Expenses	\$ 113,481.00
Health Insurance	\$ 41,342.00

2009 GOALS:

- Continue backflow inspection program for Public Authority, Commercial and Industrial Customers. Third year of a three year program.
- 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

2009 Department Detail Information

ADMINISTRATIVE & GENERAL EXPENSES 07920101.07408202 ~ EXPENDITURES

ADMINISTRATIVE & GENERAL 07920101 - 07920102

50100 SALARIES:

Public Works Director	780 Hours	31,363
Superintendent	1,253 Hours	37,964
Administrative Assistant III	832 Hours	16,640
Administrative Assistant	520 Hours	5,928
Security/Computer Control	280 Hours	7,000
Allocated Costs from Other Departments*:		<u>166,109</u>
		\$265,004

* Administrator	12,662	Emergency Gov't	2,919
Attorney	14,167	Finance	18,289
Building Maintenance	8,834	Human Resources	13,171
Clerk	9,571	IS Department	24,501
Community Development	48,386	Inspection	532
Council	3,466	Mayor	881
Election	1,512	Payroll	7,218

Increase due to Security/Computer Control Supervisor's wages.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	289,808	0	289,808	0	0	0	0	0	0	0	0
2009	265,004	0	265,004	0	0	0	0	0	0	0	0

0710184 - ENGINEERING LABOR:

Allocated costs for the Engineering Department	<u>91,425</u>
	\$91,425

Increase due to Engineering Department allocation.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	85,872	0	85,872	0	0	0	0	0	0	0	0
2009	91,425	0	91,425	0	0	0	0	0	0	0	0

57700 CONTRACTUAL SERVICES:

Cityworks Software Support	14,753
Allocation from Clerk	<u>613</u>
	\$15,366

Decrease due to Clerk's department allocation.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	15,580	0	15,580	0	0	0	0	0	0	0	0
2009	15,366	0	15,366	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

OFFICE SUPPLIES AND EXPENSES 07921002

51600 TELEPHONE

Cellular Service	2,500
Internet Service	500
Office/Pump Station Phones	8,000
Allocated Costs from Other Departments*:	<u>2,969</u>
	\$13,969

* Administrator	60	Engineering	755
Attorney	86	Finance	324
Building Maintenance	76	Human Resources	138
Clerk	81	IS Department	858
Community Development	381	Mayor	37
Emergency Government	26	Payroll	65
		Vehicle Maint.	82

Decrease due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	15,197	0	15,197	0	0	0	0	0	0	0	0
2009	13,969	0	13,969	0	0	0	0	0	0	0	0

51700 POSTAGE:

Postage Costs	100
Allocated Costs from Other Departments*:	<u>2,940</u>
	\$3,040

* Administrator	4	Finance	1,899
Attorney	30	Human Resources	53
Clerk	59	IS Department	31
Community Development	105	Mayor	10
Elections	315	Payroll	41
Emergency Government	2	Vehicle Maint.	2
Engineering	389		

Increase due to other departments allocations and postage rate increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,476	0	2,476	0	0	0	0	0	0	0	0
2009	3,040	0	3,040	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

52100 PUBLICATIONS:

Miscellaneous Publications	213
Allocated costs from Attorney	509
Allocated costs from Clerk	14
Allocated costs from Community Development	110
	<u>110</u>
	\$846

Increase due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	653	0	653	0	0	0	0	0	0	0	0
2009	846	0	846	0	0	0	0	0	0	0	0

53500 - OFFICE AND OPERATING SUPPLIES:

Copy Paper	700
Fax Machine Charges	100
Copy Machine Supplies	700
General Office Supplies	1,500
Copier Charges from City Hall	200
Allocated Costs from Other Departments*:	<u>8,142</u>
	\$11,342

* Administrator	42	Engineering	992
Attorney	55	Finance	702
Building Maintenance	2,346	Human Resources	48
Clerk	93	Inspection	6
Community Development	656	IS Department	2,332
Council	19	Mayor	25
Elections	301	Payroll	180
Emergency Government	207	Vehicle Maint.	138

Decrease due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	13,671	0	13,671	0	0	0	0	0	0	0	0
2009	11,342	0	11,342	0	0	0	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

Copy Machine Maintenance Agreement	1,844
Allocated Costs from Other Departments*:	<u>19,232</u>
	\$21,076

* Building Inpection	2	Engineering	2,752
Clerk	85	Finance	70
Community Development	1,503	IS Department	13,834
Elections	166	Payroll	174
Emergency Government	646		

Decrease due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	25,725	0	25,725	0	0	0	0	0	0	0	0
2009	21,076	0	21,076	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
2008	625	0	625	0	0	0	0	0	0	0	0
2009	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
2008	1,200	0	1,200	0	0	0	0	0	0	0	0
2009	1,200	0	1,200	0	0	0	0	0	0	0	0

OUTSIDE SERVICES EMPLOYED 07923002

57700 CONTRACTUAL SERVICES:

Audit Services 30,000
\$30,000

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	30,000	0	30,000	0	0	0	0	0	0	0	0
2009	30,000	0	30,000	0	0	0	0	0	0	0	0

PROPERTY INSURANCE 07924002 - 07925002

59500 PROPERTY INSURANCE:

Property insurance. 11,000
\$11,000

Increase due to insurance premium cost.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,000	0	10,000	0	0	0	0	0	0	0	0
2009	11,000	0	11,000	0	0	0	0	0	0	0	0

59500 ADMINISTRATIVE/SPECIAL PURPOSE:

Risk Management/Insurance Costs 74,314
 Allocated costs from Administrator 23
 Allocated costs from Human Resources 1,055
 Allocated costs from Information Services 1
 Allocated costs from Mayor 35
\$75,428

Increase due to Risk Management/Insurance costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	73,249	0	73,249	0	0	0	0	0	0	0	0
2009	75,428	0	75,428	0	0	0	0	0	0	0	0

WATER UTILITY ~ Administrative General Expenses

EMPLOYEE PENSIONS AND BENEFITS 07926001 - 07926202

50201 RETIREMENT FRINGE BENEFITS:

10.60% of total labor costs 126,060
\$126,060

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	123,720	0	123,720	0	0	0	0	0	0	0	0
2009	126,060	0	126,060	0	0	0	0	0	0	0	0

50205 LIFE INSURANCE BENEFITS:

.46% of total labor costs 5,471
\$5,471

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	5,369	0	5,369	0	0	0	0	0	0	0	0
2009	5,471	0	5,471	0	0	0	0	0	0	0	0

50100 VACATION, HOLIDAY AND SICK LEAVE:

Vacation 73,567
 Holiday 39,902
 Sick Leave 18,651
\$132,120

Increase due to next level of vacation accrual reached for several employees.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	112,824	0	112,824	0	0	0	0	0	0	0	0
2009	132,120	0	132,120	0	0	0	0	0	0	0	0

59000 HEALTH INSURANCE BENEFITS:

Health Insurance Benefits 269,231
 Water's share of General City's health insurance. 41,342
\$310,573

Decrease due to health insurance costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	335,562	0	335,562	0	0	0	0	0	0	0	0
2009	310,573	0	310,573	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
2008	25,000	0	25,000	0	0	0	0	0	0	0	0
2009	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
2008	2,000	0	2,000	0	0	0	0	0	0	0	0
2009	2,000	0	2,000	0	0	0	0	0	0	0	0

52000 MEMBERSHIPS AND DUES:

American Waterworks Association	2,000
Wisconsin Rural Water Association	380
Allocated Costs from Other Departments*:	<u>1,813</u>
	\$4,193

* Administrator	66	Finance	82
Attorney	85	Human Resources	86
Clerk	20	IS Department	11
Community Development	103	Payroll	44
Council	1,164	Vehicle Maint.	11
Emergency Government	24		
Engineering	117		

Increase due to increase in AWWA dues and other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	3,713	0	3,713	0	0	0	0	0	0	0	0
2009	4,193	0	4,193	0	0	0	0	0	0	0	0

52100 PUBLICATIONS:

Publications from the American Waterworks Association	1,486
Allocated costs from Engineering	44
Allocated costs from Finance	56
Allocated costs from Human Resources	312
Allocated costs from Information Services	6
Allocated costs from Payroll	<u>91</u>
	\$1,995

Decrease due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,762	0	1,762	0	0	0	0	0	0	0	0
2009	1,995	0	1,995	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	6,207
Allocated Costs from Other Departments*:	<u>3,363</u>
	\$9,570

* Administrator	201	Engineering	411
Attorney	113	Finance	507
Building Maintenance	8	Human Resources	160
Clerk	127	IS Department	1,200
Community Development	150	Mayor	152
Council	28	Payroll	36
Emergency Government	119	Vehicle Maint.	151

Increase due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,245	0	10,245	0	0	0	0	0	0	0	0
2009	9,570	0	9,570	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
2008	6,000	0	6,000	0	0	0	0	0	0	0	0
2009	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.	2,520
Allocated costs from Building Maintenance	2,182
Allocated costs from Elections	9
Allocated costs from Finance	858
Allocated costs from Human Resources	814
Allocated costs from Information Services	<u>8,845</u>
	\$15,228

Increase due to other departments allocations.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,557	0	10,557	0	0	0	0	0	0	0	0
2009	15,228	0	15,228	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	4,885
Water Utility Coordinator	40 Hours	1,000
Security/Computer Control Supervisor	480 Hours	12,000
Part-Time Janitor	845 Hours	<u>8,197</u>
		\$26,082

Increase due to Security/Computer Control Supervisor's wages.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	14,082	0	14,082	0	0	0	0	0	0	0	0
2009	26,082	0	26,082	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

Increase due to security equipment costs.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	4,500	0	4,500	0	0	0	0	0	0	0	0
2009	10,000	0	10,000	0	0	0	0	0	0	0	0

56800 FUEL & HEATING:

Fuel and heating costs	6,262
Allocation for City Hall Building Maintenance	<u>6,422</u>
	\$12,684

Increase due to a 4.1% rate increase and City Hall building maintenance charges.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10,890	0	10,890	0	0	0	0	0	0	0	0
2009	12,684	0	12,684	0	0	0	0	0	0	0	0

56900 LIGHT & POWER:

Light and power costs	9,806
Allocation for City Hall Building Maintenance	<u>10,657</u>
	\$20,463

Increase due to a 4.7% rate increase.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	19,657	0	19,657	0	0	0	0	0	0	0	0
2009	20,463	0	20,463	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>1,024</u>
	\$1,444

Increase due to City Hall building maintenance charges.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	1,520	0	1,520	0	0	0	0	0	0	0	0
2009	1,444	0	1,444	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
2008	22,000	0	22,000	0	0	0	0	0	0	0	0
2009	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>90,977</u>
	\$90,977

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	89,289	0	89,289	0	0	0	0	0	0	0	0
2009	90,977	0	90,977	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
2008	4,800	0	4,800	0	0	0	0	0	0	0	0
2009	4,800	0	4,800	0	0	0	0	0	0	0	0

WATER UTILITY ~ Debt Repayment 2009

Long Term Direct Debt	Maturity Date	Amount
Water Revenue Bonds - 2000	2010	\$ 107,957.50
Water Revenue Bonds - 2001	2012	\$ 94,667.50
General Obligation Refunding Bonds - 2001	2010	\$ 185,983.56
General Obligation Notes - 2003	2012	\$ 18,389.22
General Obligation Notes - 2004	2014	\$ 41,706.88
Water Revenue Bonds - 2005	2020	\$ 95,550.00
Water Revenue Bonds - 2006	2021	\$ 99,973.76
Long Term Notes - 2007	2017	\$ 62,181.88
Revenue Bonds - 2008/RB 99 REFIN	2023/2019	\$ 44,362.50
Grand Total		\$ 750,772.80

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.

WATER UTILITY ~ Property Taxes

- **Property Tax Equivalent.**

EXPENDITURES:

Account 07408102.59800	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0
Other Expenses	\$466,232.00	\$514,000.00	\$566,015.00	\$634,344.00
Total Property Tax Equivalent	\$466,232.00	\$514,000.00	\$566,015.00	\$634,344.00

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Property Tax Equivalent Payment	\$0.00	\$634,344.00	\$634,344.00
Grand Total	\$0.00	\$634,344.00	\$634,344.00

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

2009 Department Detail Information

PROPERTY TAX EQUIVALENT 07408102 ~ Expenditures

59800 PROPERTY TAX EQUIVALENT:

Property tax equivalent. 634,344
\$634,344

The increase is due to large projects that are scheduled to be completed and capitalized to plant in 2008.

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	566,015	0	566,015	0	0	0	0	0	0	0	0
2009	634,344	0	634,344	0	0	0	0	0	0	0	0

WATER UTILITY - Revenues

	2006 Actual	2007 Adopted	2008 Budget	2009 Request
074014.404190 Interest Income	\$ 103,974.46	\$ 106,800.00	\$ 110,000.00	\$ 113,300.00
074044.404611 Metered Sales - Residential	\$ 2,038,936.90	\$ 2,153,408.00	\$ 2,191,850.00	\$ 2,323,006.00
074044.404612 Metered Sales - Commercial	\$ 685,200.24	\$ 720,094.00	\$ 702,710.00	\$ 763,900.00
074044.404613 Metered Sales - Industrial	\$ 181,132.79	\$ 204,270.00	\$ 201,726.00	\$ 228,669.00
074044.404620 Private Fire Protection	\$ 155,895.30	\$ 155,000.00	\$ 161,000.00	\$ 130,819.20
074044.404630 Public Fire Protection	\$ 832,045.71	\$ 845,000.00	\$ 869,746.00	\$ 897,400.00
074044.404640 Other Sales to Public Authority	\$ 110,762.94	\$ 120,458.00	\$ 114,428.00	\$ 120,919.00
074044.404700 Late Payment Penalties	\$ 50,303.38	\$ 44,000.00	\$ 46,300.00	\$ 58,000.00
074044.404710 Misc. Service Revenue	\$ 660.00	\$ 400.00	\$ 400.00	\$ 800.00
074044.404721 Rental of Water Property	\$ 81,013.19	\$ 114,360.00	\$ 120,555.00	\$ 142,270.00
074044.404741 Other Water Revenues	\$ 40,313.78	\$ 44,400.00	\$ 44,400.00	\$ 42,000.00
Estimated Cash as of 12/31				\$ 39,786.80
Total Revenue	\$ 4,280,238.69	\$ 4,508,190.00	\$ 4,563,115.00	\$ 4,860,870.00

074014.409190 INTEREST INCOME	\$ 113,300.00
074044.404611 METERED SALES - RESIDENTIAL	\$ 2,323,006.00
074044.404612 METERED SALES - COMMERCIAL	\$ 763,900.00
074044.404613 METERED SALES - INDUSTRIAL	\$ 228,669.00
074044.404620 PRIVATE FIRE PROTECTION	\$ 130,819.20

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	166	\$ 16,434.00
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	\$ 897,400.00
074044.404640 OTHER SALES TO PUBLIC AUTHORITY	\$ 120,919.00
074044.404700 LATE PAYMENT PENTALTIES	\$ 58,000.00
074044.404710 MISC. SERVICE REVENUES	\$ 800.00

WATER UTILITY - Revenues

074044.404721 RENTAL OF WATER PROPERTY \$ 142,270.00

Sprint	- 10th Avenue Tower	\$ 14,400.00
Cingular	- 10th Avenue Tower	\$ 14,800.00
US Cellular	- 10th Avenue Tower	\$ 16,700.00
Verizon	- Barton Tower	\$ 14,400.00
Nextel	- Hospital Tower	\$ 14,400.00
T-Mobile	- Hospital Tower	\$ 16,700.00
T-Mobile	- Barton Tower	\$ 18,170.00
US Cellular	- University Tower	\$ 16,000.00
Cricket Communication	- 10th Avenue Tower	\$ 16,700.00

074044.404741 OTHER WATER REVENUES \$ 42,000.00

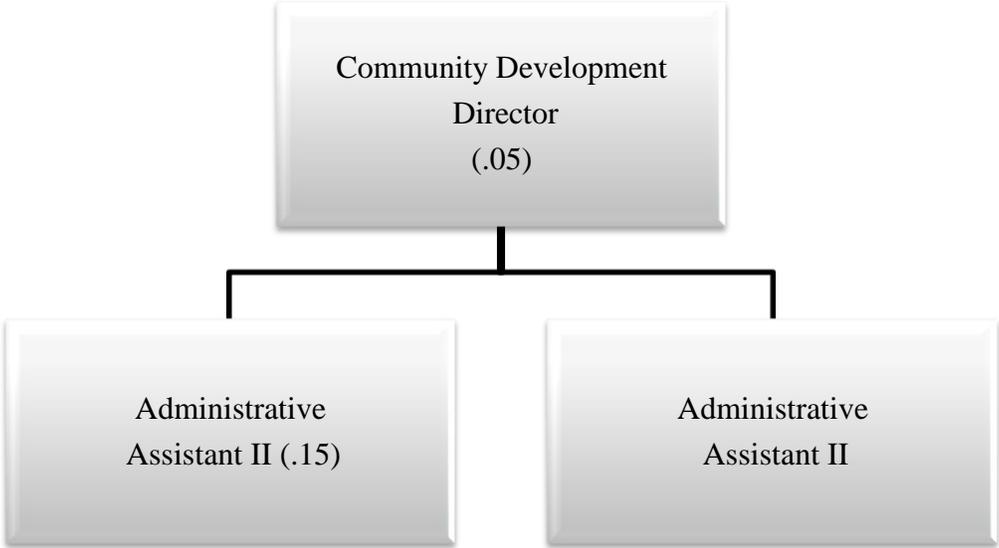
WATER UTILITY ~ 2009 Budget

2009 Department Detail Information

WATER UTILITY ~ SUMMARY

2009 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries & Fringe	\$1,722,323		\$1,722,323		\$0	\$0		\$0			
Telephone	\$16,969		\$16,969		\$0	\$0		\$0			
Postage	\$15,640		\$15,640		\$0	\$0		\$0			
Memberships	\$8,993		\$8,993		\$0	\$0		\$0			
Publications	\$2,841		\$2,841		\$0	\$0		\$0			
Seminars	\$9,570		\$9,570		\$0	\$0		\$0			
Supplies	\$361,577		\$361,577		\$0	\$0		\$0			
Gas & Oil	\$51,631		\$51,631		\$0	\$0		\$0			
Equipment Maint.	\$25,226		\$25,226		\$0	\$0		\$0			
Uniforms	\$9,700		\$9,700		\$0	\$0		\$0			
Fuel & Oil	\$23,278		\$23,278		\$0	\$0		\$0			
Light & Power	\$206,157		\$206,157		\$0	\$0		\$0			
Water	\$7,144		\$7,144		\$0	\$0		\$0			
Printing	\$625		\$625		\$0	\$0		\$0			
Contractual Serv.	\$321,075		\$321,075		\$0	\$0		\$0			
Sp. Purpose	\$86,428		\$86,428		\$0	\$0		\$0			
Debt Service	\$13,876		\$13,876								
Debt Repayment	\$750,773		\$750,773								
Property Taxes	\$634,344		\$634,344		\$0	\$0		\$0			
Capital Outlay	\$592,700		\$592,700		\$0	\$0		\$0			
Grand Total	\$4,860,870	\$0	\$4,860,870	\$0							
Total Sal/FB	\$1,722,323	\$0	\$1,722,323	\$0							
Total Other Exp.	\$3,138,547	\$0	\$3,138,547	\$0							
Grand Total	\$4,860,870	\$0	\$4,860,870	\$0							

TAXI TRANSIT SYSTEM ~ Taxi



MISSION:

The mission of the City of West Bend –Shared Ride Taxi service is to provide service within the City and to points about one mile outside. Service starts at 6:00 a.m. to 10:00 p.m. Monday through Saturdays and Sundays 8:00 a.m. to 4:00 p.m.

EXPENDITURES:

Account 125450	2006 Actual	2007 Actual	2008 Adopted	2009 Request
Salaries and Fringe Benefits	\$15,234	\$16,156	\$16,420	\$17,031
Other Expenses	\$994,516	\$991,731	\$1,022,742	\$1,120,247
Total Taxi	\$1,009,750	\$1,007,887	\$1,039,162	\$1,137,278

TAXI TRANSIT SYSTEM ~ Taxi

PERFORMANCE MEASUREMENTS/BENCHMARKS:

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008¹ Estimated
# of Adults	34,038	34,299	32,826	29,488	32,606
# of Students	15,312	14,689	12,231	11,198	13,264
# of Elderly/Disabled	80,888	78,315	79,358	78,315	78,152
Grand Total	130,238	127,303	124,415	119,001	124,022

¹ 2008 estimate based on first 6 months ridership.

ACHIEVEMENTS:

- To provide a cost effective public transit program for the elderly, handicapped, student and adult population of West Bend.

BUDGET SUMMARY AND HIGHLIGHTS:

Expenditures by Function:	Salaries/Fringes	Other Expenses	Total
Contract negotiations	\$5,450	\$90	\$5,540
Preparation of reports to State	\$3,917	\$550	\$4,467
Administrative duties	\$7,664	\$2,082	\$9,746
Service Contract & Audit	N/A	\$1,114,730	\$1,114,730
Risk Management & Health Costs	N/A	\$2,794	\$2,794
Grand Total	\$17,031	\$1,120,247	\$1,137,278

2009 GOALS:

- To provide a cost effective public transit program for the elderly, handicapped, student and adult population of West Bend; approximately 124,000 rides annually.

TAXI TRANSIT SYSTEM ~ Taxi

2009 Department Detail Information

TAXI ~ Expenditures

50100 SALARIES:

Building Inspection	5,635
DCD	6,764
Finance	1,166
Human Resource	388
Payroll	<u>394</u>
	\$14,347

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	14,347	0	0	0	0	14,347	0	0	0	0	0
2009	14,347	0	0	0	0	14,347	0	0	0	0	0

50200 FRINGES:

Fringe benefit rate at 18.71%.

\$2,684

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	2,684	0	0	0	0	2,684	0	0	0	0	0
2009	2,684	0	0	0	0	2,684	0	0	0	0	0

51600 TELEPHONE:

DCD	400
Finance	8
Human Resource	4
Payroll	<u>4</u>
	\$416

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	386	0	0	0	0	386	0	0	0	0	0
2009	416	0	0	0	0	416	0	0	0	0	0

TAXI TRANSIT SYSTEM ~ Taxi

2009 Department Detail Information

TAXI ~ Expenditures

51700 POSTAGE:

DCD	214
Finance	47
Human Resource	2
Payroll	<u>2</u>
	\$265

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	348	0	0	0	0	348	0	0	0	0	0
2009	265	0	0	0	0	265	0	0	0	0	0

52000 MEMBERSHIPS AND DUES:

DCD	114
Finance	2
Human Resource	2
Payroll	<u>2</u>
	\$120

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	138	0	0	0	0	138	0	0	0	0	0
2009	120	0	0	0	0	120	0	0	0	0	0

52100 PUBLICATIONS:

DCD	14
Finance	1
Human Resource	6
Payroll	<u>5</u>
	\$26

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	10	0	0	0	0	10	0	0	0	0	0
2009	26	0	0	0	0	26	0	0	0	0	0

TAXI TRANSIT SYSTEM ~ Taxi

2009 Department Detail Information

TAXI ~ Expenditures

52200 SEMINARS AND TRAINING:

DCD	270
Finance	14
Human Resource	5
Payroll	<u>2</u>
	\$291

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	288	0	0	0	0	288	0	0	0	0	0
2009	291	0	0	0	0	291	0	0	0	0	0

53500 OFFICE AND OPERATING SUPPLIES:

DCD	637
Finance	17
Human Resource	2
Payroll	<u>9</u>
	\$665

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	658	0	0	0	0	658	0	0	0	0	0
2009	665	0	0	0	0	665	0	0	0	0	0

55600 EQUIPMENT MAINTENANCE:

DCD	227
Finance	2
Human Resource	1
Payroll	<u>10</u>
	\$240

	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	41	0	0	0	0	41	0	0	0	0	0
2009	240	0	0	0	0	240	0	0	0	0	0

57300 ADVERTISING:

DCD	\$ 400
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	Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
2008	400	0	0	0	0	400	0	0	0	0	0
2009	400	0	0	0	0	400	0	0	0	0	0

TAXI TRANSIT SYSTEM ~ Taxi

2009 Department Detail Information

TAXI ~ SUMMARY

2008 Totals	Grand Total	Gen. Fund	Water	Sewer	Parking	Taxi	TIF	Cap. Proj.	IS	Cable	Other
Salaries	\$14,347	\$0	\$0	\$0	\$0	\$14,347	\$0	\$0	\$0	\$0	\$0
Fringes	\$2,684	\$0	\$0	\$0	\$0	\$2,684	\$0	\$0	\$0	\$0	\$0
Telephone	\$416	\$0	\$0	\$0	\$0	\$416	\$0	\$0	\$0	\$0	\$0
Postage	\$265	\$0	\$0	\$0	\$0	\$265	\$0	\$0	\$0	\$0	\$0
Memberships	\$120	\$0	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0
Publications	\$26	\$0	\$0	\$0	\$0	\$26	\$0	\$0	\$0	\$0	\$0
Seminars	\$291	\$0	\$0	\$0	\$0	\$291	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$665	\$0	\$0	\$0	\$0	\$665	\$0	\$0	\$0	\$0	\$0
Equip Maint	\$240	\$0	\$0	\$0	\$0	\$240	\$0	\$0	\$0	\$0	\$0
Advertising	\$400	\$0	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0
Printing	\$300	\$0	\$0	\$0	\$0	\$300	\$0	\$0	\$0	\$0	\$0
Contractual	\$1,114,730	\$0	\$0	\$0	\$0	\$1,114,730	\$0	\$0	\$0	\$0	\$0
Health	\$2,794	\$0	\$0	\$0	\$0	\$2,794	\$0	\$0	\$0	\$0	\$0
Grand Total	\$1,137,278	\$0	\$0	\$0	\$0	\$1,137,278	\$0	\$0	\$0	\$0	\$0
Total Sal/FB	\$17,031	\$0	\$0	\$0	\$0	\$17,031	\$0	\$0	\$0	\$0	\$0
Total Other Exp.	\$1,120,247	\$0	\$0	\$0	\$0	\$1,120,247	\$0	\$0	\$0	\$0	\$0
Grand Total	\$1,137,278	\$0	\$0	\$0	\$0	\$1,137,278	\$0	\$0	\$0	\$0	\$0

TAXI TRANSIT SYSTEM ~ Taxi

2009 Department Detail Information

TAXI ~ Revenue

Fare revenue is approximately 25-30% of the total operating costs. The City contributes about 5% and the federal and state governments about 70%.

	2006 Actual	2007 Actual	2008 Adopted	2009 Estimated
State Share (amt projected)	\$388,228	\$336,761	\$337,308	\$288,597
Federal Share (amt projected)	\$293,209	\$276,680	\$356,465	\$432,896
Local Share	\$57,000	\$62,000	\$61,637	\$65,785
Fares (estimate)	\$269,313	\$323,383	\$354,413	\$350,000
Total Taxi	\$1,007,750	\$998,824	\$1,109,823	\$1,137,278

FARE (one-way)	INDIVIDUAL	10-RIDE COUPON
Adults (age 18-65)	\$3.50	\$35.00
Students (age 5-17)	\$3.00	\$30.00
Elderly (age 65 and older)	\$2.50	\$25.00
Disabled	\$2.50	\$25.00
Children (age 4 & under accompanied by adult)	Free	Free

ESTIMATED 2008 DEBT SERVICE LEVY

July 22, 2008

Total Debt Service for 2009 (1) \$10,074,415.11

Add:

TIF District #5 Estimated Shortfall (2)	\$517,510.56	
TIF District #7 Estimated Shortfall (2)	\$69,355.00	
TIF District #9 Estimated Shortfall (2)	<u>\$283,271.76</u>	
		+ \$870,137.32

Subtract:

Enterprise Funds to be Applied (1)	\$4,603,948.93	
Redemption to be Applied (3)	\$223,800.00	
Internally Allocated Debt to Utilities (3)	<u>\$34,689.00</u>	
		- <u>\$4,862,437.93</u>

Net 2008 Debt Service Levy for 2009 \$6,082,114.50

(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 2008 Debt Service Levy for 2009 \$6,082,114

BC #4	Library Capital Payment	(113,791.00)
BC #56	Close out small accounts to redemption	(1,636.00)
BC #56	Additional increment from TIF #7	(5,793.00)
BC #57	Additional increment from TIF #9/#6	(25,223.00)
BC #57	Closed out 3 add. accts. to redemption	(3,473.00)
BC #59	Reduce Cap. Proj. Ind. Ave. Const.	(13,173.00)
BC #60	Redemp. interest earnings from Cap. Proj.	(52,000.00)
BC #60	Interest earnings from TIF #7 for redemp	(1,250.00)
BC #60	Interest earnings from TIF #9 for redemp	(85,000.00)
BC #75	Rec. est TIF #5 increment using +6% School Levy	(1,119.00)
BC #75	Rec. est TIF #7 increment using +6% School Levy	(1,133.00)
BC #75	Rec. est TIF #6 increment using +6% School Levy	(5,878.00)
BC #79	Close out Cap. Proj. Ind. Ave. Const.	(50,000.00)
BC #96	Reduce Cap. Proj. Subdivision/Oversizing	(2,000.00)
BC #102	Add. Increment from TIF's +7.5% School Levy	(1,340.00)
BC #105	Redemp from CP Finance Software Project	(7,000.00)
BC #106	Close out CP 05724022.57700 Airport LTN '03	(1,112.00)
BC #110	Close out CP 05701052.57700 Overlay GO'06	(5,457.00)
BC #114	Add redemp from CP Finance Software Project	(10,000.00)
		(386,378.00)

Debt Service Levy for 2009 \$5,695,736