

Memo

To: Common Council Members
From: Kevin Brunner
Date: 10/12/2011
Re: Transmission of Proposed 2012 City Budget

I am transmitting to the Common Council the proposed 2012 Operating Budget for the City. I want to thank all on the city staff that have worked very hard to produce a budget that I believe is highly responsive as well as responsible, especially given the revenue reductions from the State of Wisconsin that all municipalities must face.

My directive to all department heads when we started the 2012 Budget process was to reduce 2012 expenses by 4% from 2011 budgeted levels. **While there are a couple of departments where this objective could not be realized due to increased levels of service required for next year (most notably the Fire/EMS Department where calls for service are up in double digits from last year, street lighting cost increases and in General Administration where there is a significant increase in election costs due to four elections scheduled in 2011 including the November Presidential), I am pleased to report that the proposed 2012 Budget that I am submitting for your consideration is actually less than the 2011 Budget by over \$130,000.**

The following is a listing of our previous five-year General Fund Budget amounts along with this year's proposed expenditures:

2007-\$8,950,451

2008-\$9,243,640

2009-\$9,243,290

2010-\$9,318,019

2011-\$9,264,199

2012-\$9,134,425 (1.4% decrease from 2011)

Further, the proposed 2012 Budget is less than the 2006 Actual General Fund expenditures of \$9,343,280 by over \$210,000 despite an increase in the cost of living index during the last five year period of 10.9%. If our municipal spending had just increased by the amount of the CPI for the past five years, the 2012 General Fund Budget would be almost a million dollars more (\$10,361,697).

Property Tax Levy and Property Tax Rate

Per the direction I received from the Common Council at the August Budget Kick-Off meeting, there is no increase in the property tax levy for the 2012 General Fund Operating Budget. Under the State Budget bill, municipalities can increase their operating budget levies up to the amount of assessed value of new construction accrued during the previous year, which was 0.47%.

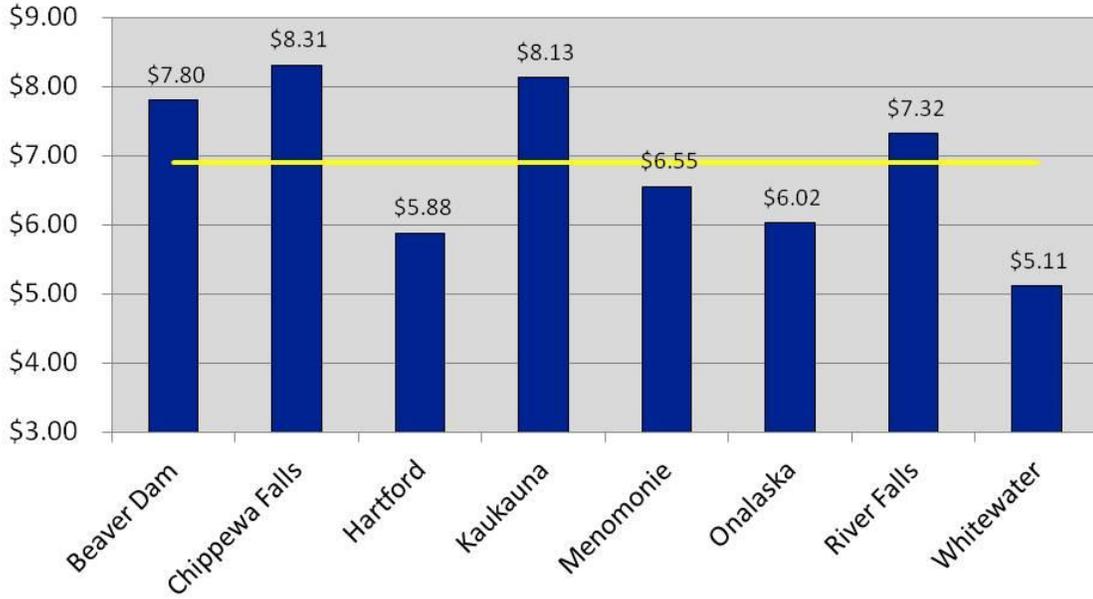
Also, please note that the debt service property tax levy is down from \$454,398 to \$449,732. This slight reduction is due to our recent debt refinancing. It's important to highlight that our General Fund debt service will be increasing to about \$550,000 in future years due to planned future capital improvements, most notably the Milwaukee, Prince and East Gateway Street projects scheduled for 2012 and 2013.

The municipal tax rate for the Walworth County portion of the City is projected to be up approximately 2 cents or 0.3% from \$5.21 to \$5.23 per \$1000 equalized valuation. The municipal tax rate for the Jefferson County portion of the City is estimated to be down 10 cents (\$5.32 versus the \$5.22 in 2011). The reason for this differential in projected municipal tax rates is because the Walworth County portion now has a slightly higher percentage of the total City tax base and the levy apportionment has shifted accordingly. Please note that these tax rates are estimates only at this time because final assessments have not been received yet by the City from the State.

Whitewater's municipal tax rate will still rank among the lowest of all cities over 5,000 population in the State of Wisconsin. In addition, Whitewater would continue to maintain the lowest municipal tax rate among the 12 University of Wisconsin System four-year campus communities. The following are charts that compare Whitewater's 2011 tax rates with peer municipalities:

Municipal Tax Rates by Population Comparables

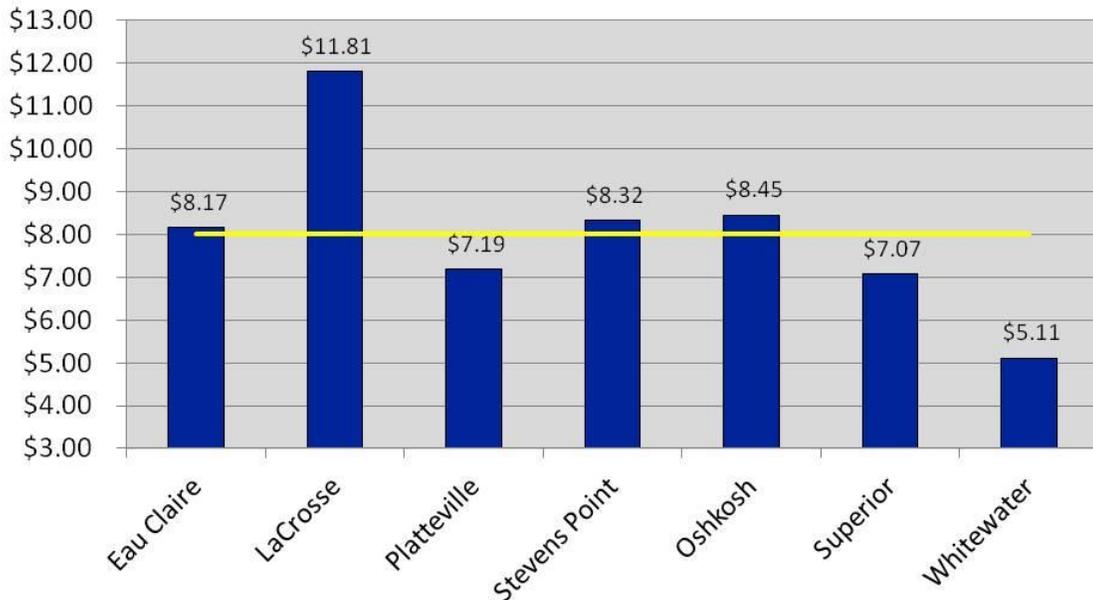
(Average Rate is \$6.89)



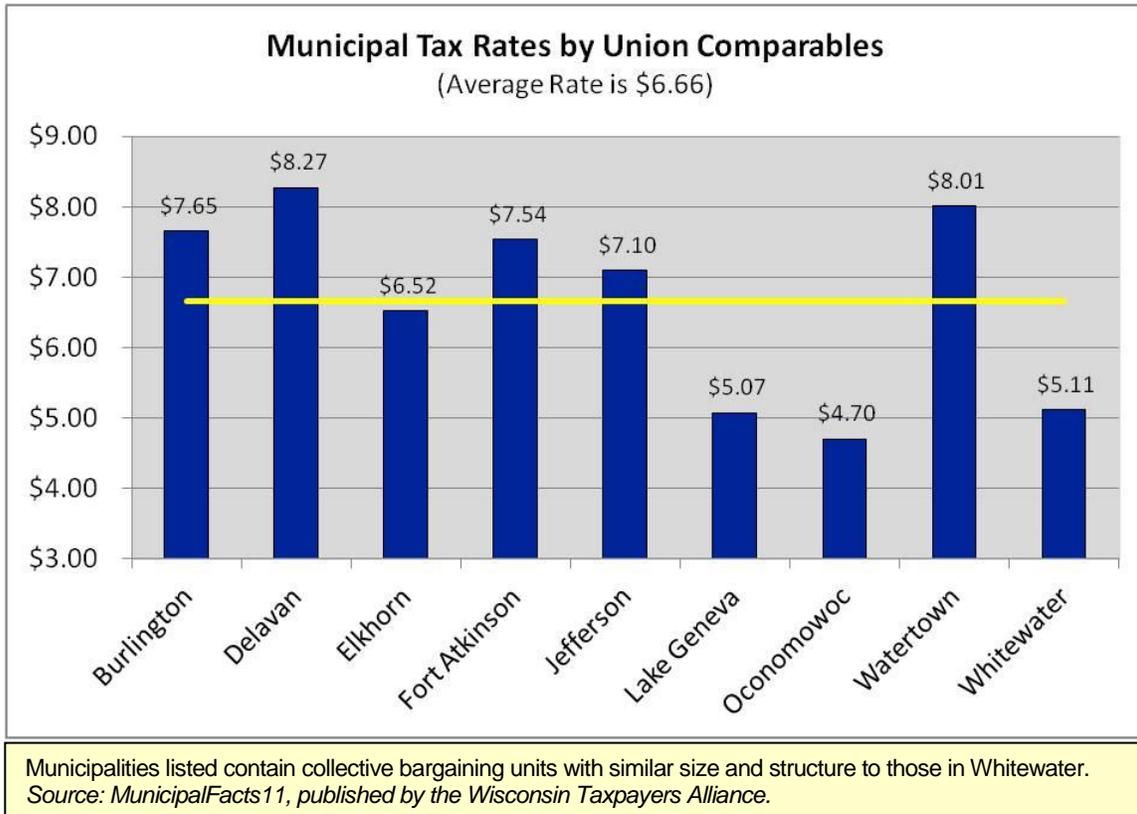
Municipalities listed have populations between 12,500 and 17,500.
 Source: *MunicipalFacts11*, published by the Wisconsin Taxpayers Alliance.

Municipal Tax Rates by UW System Comparables

(Average Rate is \$8.02)



Municipalities listed are UW System 4-year campus (WIAC Conference) communities. UW-Madison, UW-Milwaukee, UW-Green Bay, and UW-Parkside are not included due to size differential.
 Source: *MunicipalFacts11*, published by the Wisconsin Taxpayers Alliance.



I am including the following table that tracks city employment over the last 15 years. Even though total city employment has increased by 2% over that 15 year period, city growth as measured by the major factors that impact city services (population, size of the city and property value) have increased 10%, 52% and 152% respectively.

15 Year Change in Full-Time Equivalent (FTE) City Positions

Year	1996	2011	% Change
General Services	28.79	29.35	2%
Police	33.85	36.00	6%
Public Works	25.55	24.88	-3%
Total FT	88.19	90.23	2%
Population	13,264	14,622	10%
Area in Square Miles	5.80	9.03	56%
Property Value	\$246,044,000	\$620,952,000	152%

General Fund Balance

We are projecting that the City will spend approximately \$9,123,199 in 2011 (which is 1.5% less than budgeted) and will receive \$9,276,695 in revenues for a gross increase in its General Fund Balance of \$153,496. Since the Council appropriated \$75,000 from the General Fund Balance towards the 2011 Budget and this application of fund balance will not be necessary, the net increase to the undesignated General Fund Balance is \$78,496. This is very positive and I want to thank city employees for saving budgeted funds wherever they could throughout the past year.

Since the City completed 2010 with an audited undesignated general fund balance of \$1,910,164, the projected end of 2011 balance will be approximately \$1,988,660. **Based upon the proposed 2012 Budget of \$9,134,425, the end of year 2011 undesignated fund balance will represent 21.77% of the proposed Budget.** The City's financial policy has been to maintain at least 20% of the annual budget in the undesignated general fund balance for cash flow purposes so this policy will be maintained.

The proposed 2012 Budget contains a fund balance applied amount of \$100,000. Even after applying this \$100,000 (\$75,000 was previously designated to offset the 2011 budget plus an additional \$25,000) of the general fund balance for these purposes, an undesignated fund balance of approximately \$1,963,660 is projected or 21.5% of the proposed 2012 budget will kept in reserves. With the continued lagging of the national and regional economies as well as uncertainties in future intergovernmental revenues for the City, I do not believe that any additional application of the undesignated general fund balance is prudent or warranted to support this budget. This would maintain a fund balance cushion of approximately \$137,107 over and above the 20% financial policy.

2012 Budget Overview

This coming year's budget has been especially difficult because, while intergovernmental revenues have shrunk considerably, the public demand for the services and programs that we provide has continued to grow in almost all city departments. In areas where the demand has lessened, most notably in neighborhood and planning services, we have reduced budgets.

All budgets reflect employee (with the exception of exempted police officers) retirement and health insurance contributions as required by State Acts 10 and 32. No increases in employee wages (with the exception of planned step adjustments) have been budgeted. Any wage increases will be subject to collective bargaining with the City's four current unions.

I want to highlight some of the significant changes or issues in the proposed 2012 General Fund Budget:

Administration

- Continued reductions in animal control costs due to Walworth County picking up additional costs via contract
- Increase of over \$24,000 for election inspectors necessary for the four elections (including the November Presidential) scheduled next year

Cable TV

We are experiencing a gradual reduction in cable franchise fees paid to the City (\$116,187 received in 2008 to an estimated \$100,000 in 2011) due primarily to the expansion of other consumer TV options. The last several years, Cable TV has incurred expenditures in excess of annual revenues received while relying on reserves to balance the budget. Those reserves while still in excess of \$125,000 will not sustain the current operations indefinitely.

Because of this situation, I believe we need to seriously evaluate where we are headed with Whitewater CATV in 2012 and start to diversify into more broad-based media and community communications. A strategic community multi-media communications plan should be developed with this goal in mind.

Finance

- 10% budget reduction due to change in city treasurer position and employee fringe benefit savings
- Insurance/Risk Management responsibilities moved to Asst. to City Manager-Will be bidding out insurance services with evaluation of possible move to CVMIC (Wisconsin Cities and Villages Insurance Company)
- Will be participating beginning in 2012 in Value Local Government Purchasing Consortium/Use of P-Cards(purchase rebates)

Fire

- 2011 total Fire expenditures are projected to exceed budget by almost \$20,000 due to a significant increase in number of calls this year-as of October 1st, total fire calls were 210 compared to 168 calls during all of 2010(with another 45 days before end of Fire/EMS reporting year end)
- 2012 proposed budget reflects 2011 level of activity but does not include any allowance for an increase in total calls over 2011

EMS

- 2011 total EMS expenditures are projected to exceed budget by almost \$30,000 again due to a significant increase in number of calls- total EMS and crash rescue calls are projected to increase about 18% from 976 in 2010 to 1,154 in 2011

- 2012 proposed budget reflects 2011 level of activity but does not allow for an increase in total calls over 2011
- Includes standby charges for six townships served-these standby charges are up only slightly from last two year contracts due to the fact that the total EMS call percentage has shifted from 71.5%/28.5% City/Town in 2008/2009 to 79.85%/20.15% City Town in 2010/2011
- Includes a \$25.00 increase in base EMS charges beginning January 1, 2012 to reflect increased cost of service (last change made in 2010)

Information Technology

This is an area of the operating budget that I would like to increase because we receive a very good return on investment on the technology improvements that we have been making throughout city government the last five years. However, in deference to reducing all city budgets by 4%, this budget has not been spared.

There is a proposal in the 2012 Budget to purchase tablet computers that will be downloaded with agenda materials for use by the Council as well as municipal Boards and Commissions. The City produces a significant amount of paper for each meeting (and more significantly incurs the labor costs to collate and deliver those agenda materials for each meeting) and going paperless is becoming the norm for local governments across the country as the need to reduce government costs escalates.

The City will need to upgrade its phone system in the near future to VoIP (voice over internet protocol) and in doing so will be able to reduce third party maintenance and internet connectivity costs as well as to more fully utilize the fiber optic backbone the City is developing. This VoIP system should be considered as part of future city capital borrowing because of its potential return on investment.

Library

- Current hours of operation maintained (2011 cut in Saturday open hours (9:00 a.m. to 1:00 p.m.) kept as well as summer library aide hours reduced)
- Demand for library services has been steadily increasing last several years...library material circulation up approximately 5% and interlibrary loans up approximately 17% over 2010 levels
- Goal to maintain all Wisconsin Public Library standards in moderate to excellent range

Neighborhood Services

- Savings in department reorganization reflected in proposed budget
- Longer term contract for building inspection services to be sought through RFP process at end of 2011-need to continually evaluate level of services necessary

- With new manager coming on board October 31st , will seek to reduce reliance on outside planning services
- Proposed budget includes projected consultant fees for Zoning Ordinance Rewrite Project (most of the work on this project will be completed in 2012 with completion scheduled for early 2013)

Parks and Recreation

- 10% increase in all recreation program fees and non-resident surcharge (+25%) for those living outside the Whitewater Unified School District
- Reduction in clerical services percentage charged after internal review of clerical support
- Increase in Senior Coordinator from 30 hours per week to 35 hours per week
- Eliminated \$2,944 of flowers/landscaping by working with Jenka Blossoms to reduce overall cost of contract
- Decreased capital improvements by \$1,400
- Eliminated scorekeeper for adult softball due to new scoreboard and wireless umpire handheld controller

Police

In light of the need to reduce the budget by 4%, Chief Otterbacher is seeking to restructure the department and I support her reorganization plan. The existing rank structure contains the chief of police, two lieutenants, four patrol sergeants and one detective sergeant. The reorganization will contain a chief of police, one captain, one lieutenant, three patrol sergeants and one detective sergeant. This restructuring will provide an annual financial savings of \$16,045; decrease the duplication of supervisory personnel on dayshift and increase the line-level patrol officer availability that is dedicated to patrol operations. The reorganization provides a clear chain of command for the organization while providing defined responsibility and authority to the second in command position. Chief Otterbacher believes and I concur that this new alignment of personnel will assist in enhancing patrol officer response and foster the ability to enhance crime prevention initiatives and community partnerships that the department seeks to build and maintain.

A copy of the restructured organizational chart is included in Police section of the budget. The new Captain position will be placed in classification L in the salary resolution. The job description for the Administrative Services Lieutenant has been modified to incorporate the additional management responsibilities of the Captain position. The administrative services position will be eliminated and the duties transitioned into the Captain's position. The current Field Services Lieutenant position will remain at the same classification, some duties have been forwarded to the Captain position as the Field Service position will be absorbing the day-shift sergeant duties. One sergeant position will be eliminated and transitioned into a patrol officer position.

- Two replacement squad cars have been included for purchase within the Police Squad Revolving Fund (in 2010 and 2011 only one squad was replaced each year and next year is a catch up year) (eliminated)
- One Community Service Officer eliminated and the former full-time Parking/Community Support position is no longer in the budget as previously planned
- A number of patrol operating accounts have been reduced
- Patrol wages and benefits budgeted according to historical costs
- Police Investigation Budget is up significantly due to all positions being filled within the bureau (detective sergeant, two detectives and juvenile officer). In 2010, the vacant position within the detective bureau was budgeted in the patrol bureau

Public Works

- All DPW Budgets with the exception of Street Lighting are down. Street lighting costs have been budgeted about \$13,000 more next year than in 2011. While we have added a large number of new street lights on Starin Road, Howard Road, Greenway Court and E. Main Court, because we installed LED lighting, our annual costs are anticipated to only increase about \$2,000 for these new lights. The main reason for the street lighting increase is the larger than anticipated impact of the loss of the Point Beach credits which were eliminated in early 2011. The City will begin to explore in 2012 the possible buyback of parts of the city street lighting system from WE Energies to better control future operational costs.
- Snow and ice control material costs continue to reflect the new snow plowing policy approved by Council in 2010 and cutting the City's salt/sand mixture from 12% to 7%.
- The City's Refuse/recycling contract with John's Disposal has an escalator clause based on the consumer price index (CPI). While a final CPI adjustment has not been made for John's contract next year, a minimum of at least 2% is anticipated. With the loss of some State recycling grant revenues both in 2011 and 2012 coupled with annual contract increases, this will need to be a service that should be considered for a special fee in the future. All of the surrounding townships as well as some regional cities and villages no longer pay for refuse/recycling services through property taxes but rather assess a special refuse/recycling fee.
- DPW is now responsible for the City sidewalk repair and maintenance program. It is proposed that any unexpended sidewalk funds from 2011 be rolled into the Street Repair Fund and that this fund be renamed the Street/Sidewalk Repair Fund.

Proposed Changes in City Charges and Fees

There are a few recommended changes in the fees and charges that the City employs that are included in the proposed 2012 Budget.

EMS/Crash Rescue standby charges will increase again via contract for the surrounding townships served by about \$1,800. We have included the anticipated cost of the narrow-banding radio communications project. EMS/Crash Rescue rates should increase by about \$25.00 to better align our billing rates with the larger market and allowable third party insurer payments.

The current beverage operator's license fee of \$15 does not cover the City's cost of administering this licensing program (there is a \$7.00 State processing fee per license plus about local costs). Our analysis indicates that it costs between \$22 and \$25 to issue a license and it is proposed to increase this license fee to \$20.

As mentioned previously, some Park and Recreation fees have been increased for some selected programs per the recommendation of the Parks and Recreation Board.

Reductions (Additions) in Inter-Fund Transfers

It has been the City's financial practice that the City makes annual transfers from its annual budget to special funds established over the years to avoid large swings in the budget (such as the 27th payroll and capital equipment funds). We have carefully analyzed the City's future needs at each of these inter-fund transfers and have made the following changes from 2012:

- No transfer made to the Sick Leave Severance Fund (more than adequate fund balance to meet 2012 obligations and beyond as well as anticipated reduced future liability due to proposed changes to payouts to non-retirees in the future)
- Increase of \$34,077 to Solid Waste/Recycling Fund to cover loss of State recycling grant revenues as well as a minimum increase of 2% in refuse/recycling contract (there is a CPI escalator in the John's Disposal contract each year which is still being reviewed with John's)
- Reduction of \$10,000 in DPW Equipment Revolving Fund (City has been purchasing used vehicles over the last several years and has a sufficient current fund balance to meet projected equipment replacements over the next several years)
- Increase of \$25,000 for the Squad Car Replacement Fund as previously noted

General Budget Notes

- Fuel and utility budgets have been increased (some significantly) where appropriate to better reflect projected costs for the coming year. While we have made multiple energy efficiency improvements to reduce our costs, the loss of the Point Beach credits to WE Energies customers as well as some utilization increases have offset these savings.
- Contingencies have been budgeted at \$100,000 for 2011 which represents slightly more than one percent of the proposed 2011 Operating Budget. Our financial policy has been to budget a contingency amount equal to 1% of the annual budget, however, we have rarely spent this entire amount.

I would to like end this 2012 Budget presentation by simply stating that the financial crisis that all Wisconsin local governments face is a bit of a gift as it require us to rethink what we do and provides the pressure so that necessary changes can be made. The old paradigm that our municipal governments can be all things to all people and that we can readily solve people's problems needs to be replaced by a new paradigm that engages the citizens more in creative problem-solving that is predicated more on partnerships and community building.

I look forward to reviewing the proposed budget over the next several weeks with you during the scheduled budget review sessions.

Cc-City Management Team

TAXES

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
41110	Local Tax Levy	2,315,169	2,347,255	2,402,258	1,895,093	2,402,258	2,402,258
41111	Debt Service Tax Levy	439,446	409,106	454,398	-	454,398	449,732
41112	Omitted Property Taxes	1,923	-	-	719	719	-
41113	Rescinded Taxes-Real Estate	-	-	500	-	-	-
41114	Use Value Penalty	-	-	700	-	-	-
41115	Chargeback-section 74.41	-	55	-	(7,432)	-	-
41140	Mobile Home Fees	20,957	18,108	21,000	23,556	23,556	23,556
41210	Room Tax-Gross Amount	47,662	29,890	40,000	16,231	44,600	44,600
41220	State Sales Tax Retained	40	30	100	-	-	-
41320	In Lieu of Taxes/Other	17,500	26,238	26,238	26,726	26,726	26,726
41800	Interest On Taxes	-	-	-	-	-	-
	Total Taxes	2,842,697	2,830,683	2,945,194	1,954,893	2,952,257	2,946,872

SPECIAL ASSESSMENTS

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
42010	Interest On Sp. Assess.	5,200	7,961	5,000	-	5,000	5,000
42100	Water Mains	1,816	1,816	2,000	-	1,800	1,800
42200	Sewer Mains & Laterals	6,183	6,183	6,500	-	6,183	6,183
42300	Paving-Street Reconstruction	840	69	900	-	200	200
42310	Curb & Gutter	6,130	3,493	6,500	-	3,100	3,100
42320	Sidewalks	7,898	6,459	10,000	483	2,000	2,000
42350	Traffic Signal	-	42,500	-	-	-	-
42400	Snow Removal	2,870	8,570	7,000	7,700	7,700	7,700
42500	Weed Cutting	350	1,650	500	-	1,000	1,000
42600	Refuse/Recycling Enclosures	3,167	2,458	-	-	2,000	2,000
	Total Special Assessments	34,454	81,159	38,400	8,183	28,983	28,983

INTERGOVERNMENTAL REVENUES

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
43344	Expenditure Restraint Program	-	-	-	-	-	6,106
43410	Shared Revenues-Utility	611,378	583,226	559,897	-	559,897	529,921
43420	Shared Revenues-BASE	3,009,206	2,952,038	2,952,038	-	2,952,038	2,836,916
43505	FEMA-Creek -Reimbursement	12,677	-	-	-	-	-
43506	FEMA-Disaster Relief	-	-	-	43,303	43,303	-
43508	Police-Federal-Byrne Grant	-	-	-	258	258	-
43510	Federal/ State/County Grants	2,500	-	-	-	-	-
43520	Law Enforcement Training	4,000	-	-	-	-	-
43521	State Aid Ambulance	6,671	6,645	6,645	-	6,645	6,645
43522	Stormwater Grant-St/Wi-DNR	23,150	-	-	-	-	-
43530	Transportation Aids	508,967	550,287	582,754	291,294	582,754	527,193
43532	State Grant-Administration	800	9,632	-	-	-	-
43533	State-25x25 Grant	-	-	-	35,368	35,368	-
43536	EDA Grant-Administration	-	20,000	20,000	-	20,000	-
43610	University Services	307,747	323,852	323,570	365,187	365,187	373,741
43663	Fire Ins. Taxes	18,631	19,055	19,055	20,295	20,295	20,295
43670	Exempt Computer Aid-State	7,710	7,548	7,548	-	7,548	7,548
43740	WUSD-Crossing Guards	23,240	12,806	22,750	20,327	20,327	20,327
43745	WUSD-Juvenile Officer	35,834	36,132	37,925	22,543	37,925	37,925
43770	Reimburse from Rural Fire Dept	5,286	4,719	5,200	569	4,800	4,800
	Total Intergovernmental Revs.	4,577,797	4,525,940	4,537,382	799,143	4,656,345	4,371,417

LICENSES & PERMITS

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
44110	Liquor & Beer	16,345	16,603	16,560	15,575	16,350	16,500
44120	Cigarette	2,200	1,300	2,300	1,600	1,600	2,300
44122	Beverage Operators	1,693	1,576	1,700	1,603	1,514	2,125
44200	Misc. Licenses	1,590	3,176	1,800	2,526	2,838	2,500
44300	Bldg./Zoning Permits	41,391	41,466	40,000	6,919	15,000	15,000
44310	Electrical Permits	8,390	7,010	8,000	5,789	10,000	10,000
44320	Plumbing Permits	15,594	11,631	16,000	6,015	10,000	10,000
44330	Htg. - Air Cond. Permits	6,135	6,833	6,800	2,613	6,800	6,800
44340	Street Opening Permits	(150)	350	200	50	100	100
44350	Sign Permits	2,017	4,408	3,000	1,200	2,350	2,000
44370	Waterfowl Permits	-	200	-	-	-	-
44900	Misc. Permits	623	801	700	245	390	500
	Total Licenses & Permits	95,828	95,354	97,060	44,135	66,942	67,825

FINES, FORFEITURES - PENALTIES

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
45110	Ordinance Violations	346,449	286,414	330,000	150,914	320,000	330,000
45111	Crime Prevention Program	2,799	435	2,000	256	450	500
45113	Court Research Fee	542	-	-	-	-	-
45114	Violations Paid-Other Agencies	446	(158)	300	668	800	300
45130	Parking Violations	118,156	106,138	120,000	60,370	108,000	110,000
45135	Refuse/Recycling Toter Fines	4,825	4,550	5,000	2,975	5,000	5,000
45145	Re-Inspection Fines	(43,795)	7,625	9,000	3,000	8,000	8,000
	Total Fines, Forfeit. - Penalties	429,422	405,004	466,300	218,182	442,250	453,800

PUBLIC CHARGES FOR SERVICES

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
46110	Clerk	833	888	850	1,147	1,280	1,280
46120	Treasurer	1,158	2,763	2,000	50	1,200	500
46210	Police Dept.	296	1,666	800	6,060	8,000	1,000
46220	False Alarms Revenue	3,200	2,250	2,000	1,350	2,100	2,000
46230	Ambulance	381,897	477,119	485,000	296,721	525,000	545,000
46240	Crash Calls	12,150	16,211	17,000	7,650	15,300	15,000
46311	Sale Of Materials	149	182	200	100	200	200
46312	Misc. Dept. Earnings	14,091	225	2,000	-	1,000	200
46320	Sand & Salt Charges	5,985	-	-	-	-	-
46350	City Planner-Services	25,327	40,288	35,000	6,859	12,000	18,000
46550	Animal Control	614	215	300	-	120	100
46730	Recr/Fees	37,470	38,132	48,549	33,941	48,500	75,726
46731	Recr/Concessions	813	484	900	142	500	1,395
46732	Recr/Offset	-	819	-	-	-	-
46733	Sr. Citz. Offset	789	(260)	-	825	825	825
46736	Attraction Tickets	597	442	600	3,837	575	575
46738	Contractual-Gymnastics Fees	11,319	8,054	11,063	7,578	10,000	10,582
46740	Contractual-Fitness Fees	14,936	15,031	15,451	-	-	-
46741	Contract Fees-Other	3,254	10,229	4,300	3,074	4,000	4,095
46742	Contractual-Rock Climbing	1,716	600	-	-	-	-
46743	Facility Rental Fees	27,461	26,122	30,000	17,759	30,000	30,000
46745	Tournament Revenue	1,456	-	-	-	-	-
	Total Public Charges-Services	545,511	641,460	656,013	387,093	660,600	706,478

MISC. REVENUES

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
48100	Interest Income	18,123	7,394	8,000	2,430	4,000	4,000
48200	Long Term Rentals	5,800	8,800	9,600	6,800	13,600	9,600
48210	Rental Income-Library Property	9,596	1,867	-	-	4,500	9,000
48300	Other Prop/Easement Sales	-	-	-	2,000	2,000	-
48400	Ins./FEMA/Claims-Recovery	19,711	-	-	-	-	-
48410	Workers Comp Dividend	1,756	5,554	2,000	10,598	10,598	8,000
48415	Restitution-Damages	-	-	-	71	71	-
48420	Insurance Dividend	28,992	28,841	10,000	17,361	17,361	12,000
48430	Insurance Reimbursement	-	250	-	-	-	-
48440	Focus on Energy Rebates	-	247	-	-	-	-
48441	Focus on Energy Staffing Grant	-	-	-	8,788	8,788	-
48450	Grant Admin-25x25/Other	-	-	-	-	-	-
48460	Reginal Plan Grant-We-Doe	-	1,000	-	-	-	-
48515	Donations-Rec-Sports Related	1,875	122	-	2,000	2,000	-
48520	Donations-Park/Recreation	2,400	3,400	-	-	-	-
48525	Rec.-Business Sponsorship	1,327	3,525	14,250	1,700	1,700	8,750
48530	Rec.-Hanging Baskets	2,500	3,600	5,000	2,500	2,500	2,500
48545	Donation-General	3,420	657	-	-	-	-
48550	Donation-Ambrose Dedication	-	950	-	-	-	-
48560	Stone Stable-Donation	-	1,787	-	-	-	-
48575	Grant-University-Intern	-	1,000	-	2,200	2,200	2,200
48600	Misc. Revenue	197	(3,061)	-	-	-	-
48700	Water Utility Taxes	213,956	225,118	235,000	-	235,000	235,000
48701	Refund-Prior Yr Expenses	-	8,808	-	-	-	-
	Total Misc. Revenues	309,653	299,859	283,850	56,448	304,318	291,050

OTHER FINANCING SOURCES

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
49120	Note Payable	9,250	-	-	-	-	-
49260	Water Utility-Transfer-Planning	3,000	6,000	6,000	-	6,000	7,000
49261	Sewer Utility-Transfer-Planning	6,000	10,000	10,000	-	10,000	12,000
49262	TID #4-Transfer Administration	56,637	-	75,000	-	75,000	65,000
49264	Cable TV-Admin. - Transfer	11,200	20,000	22,000	-	22,000	22,000
49265	SW Utility-Transfer-Planning	6,000	7,500	7,500	-	7,500	7,500
49266	GIS Transfer-Utilities	6,000	7,500	7,500	-	7,500	7,500
49267	Parking Permit-208-Adm.-Trans	2,500	2,000	2,000	-	2,000	2,000
49268	Parking Maint-FD 208-Transfer	-	20,000	20,000	-	20,000	20,000
49269	Forestry Fund-250-Transfer	-	5,000	10,000	-	10,000	10,000
49270	TID #6-Transfer Administration	-	-	5,000	-	5,000	15,000
49290	Transfer In-Other Funds	-	-	-	-	-	-
49300	Fund Balance Applied	-	-	75,000	-	-	100,000
49310	Residual Equity Transfer	32,783	-	-	-	-	-
	Total Other Financing Sources	133,370	78,000	240,000	-	165,000	268,000

GENERAL FUND REVENUE TOTALS

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
	Total General Fund Revenues	8,968,732	8,957,459	9,264,199	3,468,077	9,276,695	9,134,425



Doug Saubert
 Finance Director
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TO: Council Members & City Manager

FROM: Doug Saubert

RE: 2012 General Fund Budget Projections Major Sources of Revenue

DATE: October 11, 2011

Outlined below is a brief explanation of the major sources of General Fund revenues.

TAXES:

Local Tax Levy

The net new construction (residential, commercial, industrial) added \$3,013,500 in value. The State of Wisconsin limits a municipalities ability to increase the tax levy to the increase in net new construction. The combined percentage change for net new construction equaled .47%. The city is decreasing the combined tax levy by \$4,666. The proposed local tax levy for budget year 2012 (tax year 2011) equals \$2,851,990.

Debt Service Levy

The total Debt Service Levy equals: \$449,732.

BREAKDOWN:

2009 GO-SWIM	173,650
2010 GO Refunding (2/9/10)	39,855
2010 GO Refunding (9/1/10)	191,725
2010 GO Refunding-BAB (10/12/10)	39,463
2011 GO Note (9/8/11)	5,039
Total	449,732

\$365,375 of the debt service is offset by using the LSP Utility Gross Receipts Tax. Only \$84,357 is paid through the General Fund Debt Service Levy.

Room Tax-Gross Amount

Estimated gross receipts taxes collected on rental of rooms (America's Best Inn, Baymont, Hamilton House and Victoria on Main) for 2012 equals \$44,600. This is \$4,000 more than the 2011 Budget. The owner's are required to submit quarterly reports with payments for the taxes collected. The City retains 30% of the gross taxes to offset its tourism-related expenditures. 70% of the total, or \$31,220 less \$2,000 to support the flower hanging baskets, is turned over to the Chamber of Commerce Tourism Committee to support their tourism function. The expense is shown in Legislative Support - 100.51100.715.

Special Assessments

The 2012 budget is based on payment projections on current special assessments. The 2012 budgeted amount will be the minimum that will be collected. It is expected that special assessments collected will decrease by \$9,417 (28,983 vs. 38,400).

Intergovernmental Revenues

State Shared Revenues

Per the estimate provided by the Department of Revenue for 2012. State shared revenues are expected to decrease \$138,992 (\$3,372,943 vs. \$3,511,935). The City qualified for the Expenditure Restraint program for 2012, this will add \$6,106. For the eighth consecutive year the city will experience a decrease in the Gross Receipts Taxes-Shared Revenue-Utility (LSP) of \$29,976. The State of Wisconsin has estimated that \$529,921 will be returned for 2012 vs. the actual 2011 amount received of \$559,897. The shared revenues base was reduced by \$115,122. The breakdown of the changes in Shared Revenues are as follows:

Shared Revenue-Expenditure Restraint	+	6,106
Shared Revenue-Base	-	(115,122)
Shared Revenue-Utility	-	(29,976)
NET CHANGE	-	<u>(138,992)</u>

2012 is the first year since 2008 that the city will qualify for the Expenditure Restraint Program.

Transportation Aids: The Transportation Aids decreased \$55,561 to \$527,193 for 2012.

University Services: This represents 51.96% of the adjusted gross police/fire entitlement for 2012. The amount increased by \$50,171 for 2012.

Breakdown:

Police	486,438 x 51.96%=	252,753
Fire/Rescue	204,007 x 51.96%=	<u>106,002</u>
	State PMS	358,755
Plus MOA for Dispatch Services-University		<u>14,986</u>
	TOTAL PMS	<u>373,741</u>

The proration factor dropped from 81.6% in 2009 to 61.036% in 2011 to 51.96% in 2012.

Licenses and Permits:

Includes a \$29,000 decrease in the Building/Zoning, Electrical, Plumbing, Heating/Air Conditioning permit revenues because of anticipated activity for 2012. The Liquor/Beer, Cigarette and Beverage Operators fees are estimated @ \$29,235, a \$2,975 increase.

Fines, Forfeitures-Penalties:

Ordinance violations are anticipated to remain unchanged at \$330,000 for 2012.

Parking Violations have been decreased by \$10,000 to \$110,000 as the increase in the parking ticket fine from \$10 to \$20 in 2010 has encouraged more compliance from the citizens.

Public Charges for Services

Ambulance: Increased by \$60,000 from the 2011 budget. The demand for service calls has increased dramatically based on 2005 through 2011 year to date actuals (1,100 plus calls) Base rates and transport fees are adjusted annually. The billings are net of the 7% fee charged by the ambulance billing/collection service. In 2009, 53% of the billable calls were Medicare related. Medicare has fixed rates they will reimburse for ambulance transports.

Recreation Program Fees: Includes gymnastics, dance, spring/summer/fall programs, have been adjusted to more accurately account for the actual cost of the programs. The increase for 2012 equals \$11,040 (90,403 vs. 79,363).

Facility Rentals: \$30,000. Remains unchanged for 2012 based on the rental activity for 2011.

Miscellaneous Revenues

Interest Income: Decreased by \$4,000 (4,000 vs. 8,000)

Based on 2011 re-estimated interest income. Interest rates for daily cash are expected to remain near 0.10%.

Water Utility Taxes: No Changes. \$235,000 based on estimated mill rate and assets held by the Water Utility.

Other Financing Sources

Water Department – Transfer - Planning:

\$7,000. Internal planning service provided to the utility. Increased by \$1,000.

Wastewater Utility – Transfer - Planning:

\$12,000. Internal planning services provided to the utility. Increased by \$2,000.

TID #4-Transfer Administration:

\$65,000 - Based on the anticipated time devoted by the City Manager, Public Works Director, Finance Director on TID #4 projects. 2012 is the final year for this transfer. Decreased by \$10,000.

Cable TV Administration:

\$22,000-Based on estimated cost of the White Building plus city hall related administrative costs (payroll, accounts payable, etc.)

Stormwater Utility - Transfer-Planning:

\$7,500. Internal planning service provided to the utility. No change for 2012.

GIS Transfer-Utilities:

\$7,500-transfer of \$2,500 from each utility to support the GIS function.

Parking Permits-Fund 208:

\$22,000 - \$2,000 Administration, \$20,000 Maintenance of Parking Lots

Forestry-Fund 250:

\$10,000 transfer Tree Maintenance

TID #6 - Fund 446:

\$15,000 - Administration - Increased by \$10,000.

Transfer In – Other Funds:

None.

Fund Balance Applied:

Drawdown of Fund Balance-Undesignated	\$100,000
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2012 Budget
General Fund Summary
EXPENDITURE BUDGET SUMMARY

SEC #	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
51100	Total Legislative Support	134,383	120,426	118,600	40,686	119,000	118,617
51110	Total Contingencies	37,566	25,638	46,600	33,535	46,600	100,000
51200	Total Court	95,219	92,380	90,980	44,695	92,459	84,429
51300	Total Legal	77,294	65,962	73,239	32,969	71,739	67,634
51400	Total General Administration	366,218	340,929	342,196	211,840	360,881	353,882
51450	Total Information Technology	170,466	132,484	134,898	73,248	132,907	131,221
51500	Total Financial Administration	190,429	192,385	192,390	101,517	182,682	173,003
51540	Total Insurance/Risk Mgt.	112,311	113,201	118,500	81,119	118,480	118,480
51600	Total General Buildings & Plant	501,402	493,186	472,908	243,197	454,373	451,325
52100	Total Police Administration	596,322	594,951	608,985	271,302	526,737	591,683
52110	Total Police Patrol	1,506,269	1,666,887	1,748,042	808,018	1,635,445	1,662,334
52120	Total Police Investigation	372,112	347,382	311,446	191,018	391,532	420,434
52130	Total Crossing Guards	36,541	36,678	40,016	18,896	37,905	41,666
52140	Total Comm Service Program	47,970	59,353	72,931	26,857	57,369	21,808
52200	Total Fire Department	164,635	181,752	158,558	70,846	177,934	176,029
52210	Total Crash Crew	21,436	25,286	20,476	6,972	20,476	20,636
52300	Total Rescue Service (Amb.)	324,217	378,263	330,142	162,994	369,355	358,703
52400	Total Neighborhood Services	163,733	164,792	173,005	83,560	146,782	137,387
52500	Total Emergency Preparedness	6,511	8,259	10,080	5,265	7,508	8,880
52600	Total Communications/Dispatch	404,442	424,181	471,730	221,218	463,102	441,325
53100	Total Public Works Administration	61,206	45,931	45,275	23,558	42,925	42,697
53230	Total Shop/Fleet Operations	145,746	138,749	142,060	79,891	144,647	138,748
53270	Total Parks Maintenance	280,756	283,971	282,544	138,797	290,636	283,244
53300	Total Street Maintenance	402,589	422,416	420,799	203,542	400,158	410,566
53320	Total Snow & Ice	155,490	131,473	137,623	116,122	149,171	132,297
53420	Total Street Lights	231,462	224,774	219,083	115,287	230,783	232,268
53430	Total Sidewalks	36,479	38,451	26,753	4,763	23,175	-
55110	Total Library Services	464,378	483,637	489,043	228,992	473,169	469,492
55111	Total Young Library Building	116,175	88,432	90,958	44,455	83,322	83,016
55200	Total Parks Administration	32,244	40,340	42,910	19,981	42,910	41,076
55210	Total Recreation Administration	116,313	123,667	134,786	63,696	129,836	126,857
55300	Total Recreation Programs	77,940	84,205	89,642	31,216	93,958	97,515
55310	Total Senior Citizen's Program	59,391	61,377	64,211	31,899	62,473	59,435
55320	Total Community Events	12,798	10,767	15,200	9,120	15,200	14,550
55330	Total Comm. Based-Coop Projects	75,000	75,000	75,000	75,000	75,000	75,000
56300	Total Planning	177,946	127,793	96,718	39,989	96,698	101,540
59220	Total Transfers to Other Funds	713,287	660,706	723,389	185,000	723,389	741,870
59230	Total Transfer to Debt Service Fund	439,446	406,796	454,398	28,587	454,398	449,732
59240	Total Transfers to Special Funds	141,349	145,179	178,085	-	178,085	155,046
59260	Total Transfer to Utility Funds	4,800	4,710	-	-	-	-
	Grand Totals	9,074,271	9,062,748	9,264,199	4,169,646	9,123,199	9,134,425



2012 Budget
Summary

LEGISLATIVE SUPPORT, CONTINGENCIES, COURT, LEGAL &
GENERAL ADMINISTRATION

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Legislative Support	134,383	120,426	118,600	40,686	119,000	118,617
Total Contingencies	37,566	25,638	46,600	33,535	46,600	100,000
Total Court	95,219	92,380	90,980	44,695	92,459	84,429
Total Legal	77,294	65,962	73,239	32,969	71,739	67,634
Total General Administration	366,218	340,929	342,196	211,840	360,881	353,882
TOTAL FOR FUNCTION	710,680	645,335	671,615	363,724	690,679	724,562

DEPARTMENT/FUNCTION:

The City Manager serves as the Chief Executive Officer of the City and is appointed by the Common Council. As such, the City Manager is responsible for directing the staff work of the City (including the appointment and supervision of department heads unless otherwise provided by State Statute), making policy recommendations to the Common Council and bringing forward strategic plans and initiatives for the future improvement and betterment of the City.

MISSION:

The City Manager provides effective and responsible leadership which supports living, learning, playing and working in an exceptional community.

2012 GOALS & OBJECTIVES - City Management Plan

2011 Major Accomplishments:

- 1 Completed all of TIF and CIP projects on time and within budget.
- 2 Continued to develop collaborative partnerships that foster Community Betterment/Enhancement Projects. Adopted new agreements with Downtown Whitewater Inc. and Whitewater Arts Alliance (continued leasing of White Memorial Building).
- 3 complete all Whitewater University Technology Park projects including construction of the Whitewater Innovation Center by the end of the year.
- 4 On target to complete all scheduled Wastewater Treatment Plant improvements on time and within budget.
- 5 Completed staff reorganization plan as proposed in 2010 budget.
- 6 With Downtown Whitewater Inc. completed four façade improvement projects/grants during the year.
- 7 Continue the development of the Geographic Information Systems (GIS) into a more useful administrative tool using the ESRI Return on Investment (ROI) Model.
- 8 the year.
- 9 Negotiated Walmart expansion development agreement and Dark Fiber Extension Agreement (UW-Whitewater campus to University Technology Park).
- 10 Developed five year budget forecast and financial trends monitoring system with annual presentation to City Council/kept city spending within established targets.
- 11 Facilitated the adoption of the City Comprehensive Plan in January and updates as needed and directed by the Council and Plan Commission.

2011 Major Objectives:

- 1 Develop with City Council an update to the City Whitewater Next! Strategic Plan by October 1.
- 2 Complete all TIF and CIP Projects on time and within budget including any remaining work related to the Whitewater University Technology Park Projects.
- 3 Foster/Negotiate at least two Development Agreements (targets Whitewater Business Park and TID District #6).
- 4 With Downtown Whitewater Inc. Economic Restructuring Committee reduce downtown Whitewater commercial space vacancy rate by 10%.
- 5
With CDA and University Technology Park Board, develop Business Park/Technology Park Marketing Plan during first quarter.
- 6 Continue to develop collaborative community partnerships to foster community betterment enhancement particularly with Downtown Whitewater Inc., Whitewater Arts Alliance and Whitewater Chamber of Commerce.
- 7
Facilitate completion of 2025 Energy Independence Community Plan with presentation/adoption by City Council by January 31.
- 8 With CDA, facilitate formation of housing sub-committee to address foreclosed and abandoned properties in the city as well as to develop long term housing strategies by April 30.
- 9 Continue work with Neighborhood Associations/Groups to improve city neighborhoods.
- 10 Develop and implement a practical performance measurement & management system for city departments, and draft a performance report to be published as a standalone document or as part of the 2012 budget.
- 11 With Fire/EMS, develop plan for Paramedic Intercept changes at Fort Memorial Hospital to maintain current level of service.

2012 GOALS & OBJECTIVES - Assistant to the City Manager

2011 Accomplishments:

- 1 Updated the Whitewater Employee Manual to reflect the state law changes occurring in 2011, including the requirements for municipalities as set forth in Section 66.0509, Wis. Stats.
- 2 Hired or assisted with the hiring of six (6) new full-time employees to fill vacant positions.
- 3 Assumed responsibility for the City's safety/risk management program and assisted Department of Public Works staff in updating workplace safety programs.
- 4 Completed project work funded through the American Recovery and Reinvestment Act and the Wisconsin Department of Commerce Energy Efficiency Community Block Grant program. In less than six months, the completed improvements have generated savings of 4,320 kWhs and 2,607 Therms, which is equal to a reduction of over 37,832 lbs. of greenhouse gas (GHG)

2012 Objectives:

- 1 Facilitate supervisory training opportunities for City staff to address new responsibilities resulting from labor law changes.
- 2 Establish an employee task force to evaluate potential health and wellness programs for City employees.
- 3 Further develop the City's safety/risk management programs.
- 4 Reestablish Cable TV as Media Services to better represent the broadening array of media used by the department to connect with the community.

2012 GOALS & OBJECTIVES - City Clerk

2011 Accomplishments:

- 1 Completed redistricting of election wards and aldermanic districts.
- 2 Created searchable spreadsheet of ordinances. Spreadsheet starts in 1950 and runs through current date.
- 3 Administration Department.
- 4 Continuing process of creating searchable database of Plan Commission decisions and cases.
- 5 Completed a historical record of all rezonings in the City of Whitewater.
- 6 Created a searchable database of city real estate records, easements, etc.
- 7 Created a record on City Shared Directory (accessible by all employees) of Board & Commission Agendas and Minutes.

2012 Objectives:

- 1 Ensure City compliance with all election laws and implement new Voter ID Law by February, 2012.
- 2 new Voter ID and Registration Laws.
- 3 Complete two training sessions for Special Registration Deputies for Presidential Primary and Presidential Elections.
- 4 Complete at least two training sessions for Presidential Primary and Presidential Elections.
- 5 In light of new election districts and new Voter ID Law, seek volunteers who will work at the polls and direct voters to their correct voting station.
- 6 Assuming approved by Council, implement paperless council agenda system for Council.



LEGISLATIVE SUPPORT-51100 & CONTINGENCIES-51110

LEGISLATIVE SUPPORT

SECTION NUMBER: 100.51100

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	17,265	17,309	18,022	8,929	18,022	18,156
114	Wages/Part-Time/Permanent	25,050	24,750	25,200	12,600	25,200	25,200
117	Longevity Pay	400	400	400	200	400	400
150	Medicare Tax/City Share	614	619	632	312	632	634
151	Social Security/City Share	2,624	2,644	2,704	1,333	2,704	2,713
152	Retirement	1,837	1,948	2,137	1,059	2,137	1,095
153	Health Insurance	5,032	5,534	5,842	2,863	5,842	5,386
154	Professional Development	108	-	200	-	100	200
155	Workers Compensation	103	87	109	40	109	109
156	Life Insurance	7	8	9	4	9	9
157	L-T Disability Insure/City Share	44	44	45	22	45	45
160	125 Plan Contribution-City	203	200	200	200	200	-
295	Codification Of Ordinances	5,615	2,720	2,500	4,937	6,500	3,000
310	Office Supplies	5,566	6,438	4,500	2,247	5,000	7,000
320	Publication - Minutes	19,769	14,030	12,000	2,338	8,000	10,000
710	Chamber of Commerce Grant	3,600	3,600	3,600	3,600	3,600	3,450
715	Tourism Committee-Room Tax	34,046	27,594	28,000	-	28,000	29,220
720	Downtown Whitewater Grant	12,500	12,500	12,500	-	12,500	12,000
51100	Total Legislative Support	134,383	120,426	118,600	40,686	119,000	118,617

CONTINGENCIES

SECTION NUMBER: 100.51110

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
910	Cost Reallocations	37,566	25,638	46,600	33,535	46,600	100,000
51110	Total Contingencies	37,566	25,638	46,600	33,535	46,600	100,000



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries Permanent</u>	18,156
	.2 FTE Administrative Support-(Hilgen) 416 hours	
	.2 FTE City Clerk (Messier-Smith) 416 hours	
	*Balance of Administrative Clerk position is charged as follows:	
	DPW/Administration 0%	
	General Administration 80%	
	*Balance of City Clerk position is charged to Administration- 80%	
114	<u>Wages/Part-Time</u>	25,200
	7 Council Members @ \$300/mo=\$25,200	
	<u>Longevity</u>	400
	Secretary (20% of \$1,000)	
	City Clerk (20% of \$1,000)	
150	<u>Medicare Tax/City Share</u>	634
151	<u>Social Security/City Share</u>	2,713
152	<u>Retirement</u>	1,095
	Proportionate share of retirement, social security and medicare for the Secretary and Council Members. Note: No retirement is paid in Council Members wages.	
153	<u>Health Insurance</u>	5,386
	Secretary (Hilgen) 15,586 x 20% x 88%= 2,743 family	
	City Clerk (Smith) 15,016 x 20% x 88%= 2,643 family	
	5,386	
154	<u>Professional Development</u>	200
	No Change.	
155	<u>Workers Compensation</u>	109
156	<u>Life Insurance</u>	9
157	<u>Long Term Disability Insurance</u>	45
160	<u>125 Plan Contribution-City</u>	-



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES AND SERVICES		
295	<u>Codification of Ordinances</u> Increased \$500 (3,000 vs 2,500)	3,000
310	<u>Office Supplies</u> Increased \$2,500 (7,000 vs 4,500) Increased to cover election materials.	7,000
320	<u>Publications-Minutes</u> Decreased \$2,000 (10,000 vs 12,000)	10,000
710	<u>Chamber of Commerce Grant</u> Decreased \$150 (3,450 vs 3,600) City share of the support of the Chamber of Commerce function. Reduced by 4%.	3,450
715	<u>Tourism Committee-Room Tax Allocation</u> Increased \$1,220 (29,220 vs 28,000) 70% of the estimated \$44,600 in room taxes that will be collected in 2012. Revenue of \$44,600 shown under 100.41210.00-Taxes-Room Tax-Gross Amount. Reduced by \$2,000. The \$2,000 will be used to help finance the flowers thru out the city.	29,220
720	<u>Downtown Whitewater Grant</u> 7th year of commitment toward the Downtown Whitewater Revitalization project. Additional \$12,000 paid by TID #4. Yearly total of \$24,000. Reduced by \$500--4%-General Fund.	12,000



2012 Budget
General Fund
COURT-51200 & LEGAL-51300

COURT		SECTION NUMBER 100.51200					
	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	57,244	57,679	58,651	26,968	58,651	58,889
112	Wages/Overtime	2,168	2,382	1,244	1,216	2,000	1,244
117	Longevity Pay	1,000	1,000	1,000	500	1,000	1,000
150	Medicare Tax/City Share	915	844	970	400	970	956
151	Social Security/City Share	3,914	3,609	4,148	1,711	4,148	4,088
152	Retirement	6,476	7,115	7,895	3,872	7,895	4,357
153	Health Insurance	6,315	6,423	6,000	3,271	6,500	4,800
154	Professional Development	550	843	1,000	625	625	
155	Workers Compensation	207	228	167	113	220	165
156	Life Insurance	29	28	27	14	27	27
157	L-T Disability Insure/City Share	139	147	143	77	143	143
160	125 Plan Contribution-City	-	-	-	-	-	
214	Financial/Bonding Services	-	50	100	-	100	100
219	Other Professional Service	1,666	1,025	1,000	474	1,000	1,000
293	Prisoner Confinement	7,489	4,601	4,500	1,219	3,000	2,000
310	Office Supplies	6,126	5,537	3,000	4,014	5,500	5,000
320	Subscriptions/Dues	90	200	135	155	155	135
330	Travel Expenses	726	525	800	-	400	400
340	Operating Supplies	165	146	200	65	125	125
51200	Total Court	95,219	92,380	90,980	44,695	92,459	84,429

LEGAL		SECTION NUMBER 100.51300					
	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
212	General City - Legal Services	37,373	34,639	36,814	18,540	36,814	35,879
214	Municipal Court - Legal Services	26,806	26,782	28,925	14,121	28,925	27,755
219	Human Resources - Legal Services	13,115	4,542	7,500	308	6,000	4,000
51300	Total Legal	77,294	65,962	73,239	32,969	71,739	67,634

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	58,889
	Court Clerk (Maas) 2080 hrs	
	Municipal Judge (Kelly) (Contract \$19,577)	
112	<u>Wages/Overtime</u>	1,244
	20 hrs Court Clerk (Maas) \$567	
	15 hrs Court Officer \$677	
		\$1,244
117	<u>Longevity Pay</u>	1,000
	Court Clerk (Maas)	
150	<u>Medicare/City Share</u>	956
151	<u>Social Security/City Share</u>	4,088
152	<u>Retirement</u>	4,357
153	<u>Health Insurance</u>	4,800
	<u>Insurance Buyout-Family</u>	
	Clerk of Court (Maas) 4,800 x 100%= \$4,800	
154	<u>Professional Develoment</u>	-
	No Change	
	Judicial Training State Mandate	
	Municipal Judge Seminar	
155	<u>Workers Compensation</u>	165
156	<u>Life Insurance</u>	27
157	<u>Long Term Disability Insurance</u>	143
160	<u>125 Plan Contribution-City</u>	-
Proportionate share of taxes and benefits are based on the same % used to allocate salaries		



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	SUPPLIES and SERVICES	
214	<u>Financial/Bonding Services</u> No Change	100
219	<u>Other Professional Services</u> No Change Interpreter fees, substitute judicial fees and guardium ad litem fees are paid from this account. Interpreting fees for hearing impaired individuals is very expensive, typically \$200 each time we use the service. This service is contracted.	1,000
293	<u>Prisoner Confinement</u> Decreased \$2,500 (2,000 vs 4,500) The City is charged \$15 per day for each individual who kept in the county	2,000
310	<u>Office Supplies</u> Increased \$2,000 (5,000 vs 3,000)	5,000
320	<u>Subscriptions/Dues</u> No Change. Includes Municipal Judge Association dues, WI Lawyer Directory, updates on the Juvenile & Children's codes, Court Clerk Assoc. fees, and State Statute	135
330	<u>Travel Expenses</u> Decreased \$400 (400 vs 800)	400
340	<u>Operating Supplies</u> Decreased \$75 (125 vs 200) Cost of general supplies and subpoena fees, postage machine.	125



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	SUPPLIES and SERVICES	
212	<u>General City Services</u> Decreased \$935 (35,879 vs. 36,814) Projected amount needed in order to conduct the general city legal services. Reflects the addition of City Attorney as a part-time staff employee. 53% of salary & benefits.	35,879
214	<u>Municipal Court Legal Services</u> Decreased \$1,170 (27,755 vs 28,925) Estimated amount needed in order to procure and process the violations brought before the Municipal Judge. Reflects the addition of City attorney as a part-time staff employee. 41% of salary & benefits.	27,755
219	<u>Human Resources-Legal Services</u> Decreased \$3,500 (4,000 vs. 7,500)	4,000



2012 Budget
General Fund

GENERAL ADMINISTRATION-51400

GENERAL ADMINISTRATION

SECTION NUMBER: 100.51400

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	171,544	179,301	182,105	81,348	182,105	185,922
112	Overtime	-	116	-	31	70	-
115	Internship Program-UW-Whitewater	5,603	4,465	1,500	1,034	1,500	1,500
116	Election Inspectors	7,430	15,526	13,000	4,914	5,250	37,445
117	Longevity Pay	1,950	1,950	1,950	975	1,950	1,950
150	Medicare Tax/City Share	2,592	2,693	2,734	1,293	2,734	2,781
151	Social Security/City Share	10,734	11,862	11,690	5,118	11,690	11,890
152	Retirement	17,644	18,824	21,246	10,267	21,246	11,031
153	Health Insurance	29,457	35,838	39,376	19,045	39,376	36,156
154	Professional Development	2,931	2,922	3,000	1,683	3,000	2,500
155	Workers Compensation	445	490	471	224	471	479
156	Life Insurance	76	80	78	38	78	78
157	L-T Disability Insure/City Share	367	396	390	197	390	390
160	125 Plan Contribution-City	1,099	1,300	1,263	1,238	1,263	-
217	Contractual Services	31,910	303	-	-	-	-
218	Animal Control Contract	21,976	455	1,500	-	200	200
219	Assessor Services	38,992	22,065	39,000	38,300	38,300	39,000
222	Assessment Chargebacks	-	8,232	-	-	-	-
225	Mobile Communications	1,010	992	900	340	680	900
242	Repair/Mtn. Machinery/Equip	485	-	-	-	-	-
310	Office Supplies	8,099	11,055	11,500	5,737	9,000	10,500
320	Subscriptions/Professional Dues	4,905	110	4,493	5,380	5,380	3,920
330	Travel Expenses	1,735	5,847	1,500	796	1,200	1,500
340	Operating Supplies	4,836	1,624	3,500	1,742	2,500	4,740
350	Ambrose Hiwy Dedication	-	6,878	-	-	-	-
770	20x2025 Planning Grant Exp.	-	2,224	-	30,998	30,998	-
790	Celebrations/Awards	200	4,855	1,000	1,142	1,500	1,000
810	Capital Equipment	198	526	-	-	-	-
51400	Total General Administration	366,218	340,929	342,196	211,840	360,881	353,882



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	185,922
	0.50 FTE City Manager (Brunner)	1,040 hrs
	0.80 FTE City Clerk (Messier-Smith)	1,664 hrs
	0.75 FTE Asst to City Manager/Human Resources (Clapper)	1,560 hrs
	0.80 FTE Secretary I (Hilgen)	1,664 hrs
	<u>0.35 FTE Secretary I (Stanford)</u>	<u>728 hrs</u>
	3.20 FTE TOTAL	6,656
	<p>*Balance of City Manager's salary & benefits are split between the Wastewater and Water Utilities, 12.5% each, CDA, 20% and Stormwater Utility, 5%. The Secretary I (Hilgen) is a 1.0 FTE position and is allocated 80% General Administration and 20% Legislative Support. The Secretary I (Stanford) is allocated 20% Neighborhood Services, 45% Rec. Admin. and 35% General Administration. Asst. to City Manager/Human Resource is 75% Gen. Adm., 10% Wastewater, 10% Water and 5% Stormwater.</p> <p>Included in salaries:</p> <p>City Manager Car Allowance \$900 City Manager Def. Comp (4%) \$5,032 Bal. shown in Water/Wastewater utilities (12.5% each), CDA (20%), and Stormwater (5%)</p>	
112	<u>Salaries/Overtime</u>	-
115	<u>Internship Program-UW-Whitewater</u>	1,500
	No Change. Partnering with UW-W Hawk Internship Program	
116	<u>Election Inspectors</u>	37,445
	Estimated wages to conduct 4 elections in 2012	
	February--2012	3,280
	April--2012	14,080
	September--2012	3,280
	November--2012	15,829
	Required Training	<u>976</u>
	Total	37,445
	Benefits are shown under the appropriate expenditure categories.	
117	<u>Longevity Pay</u>	1,950
	City Clerk @ 80% =	800
	Secretary I @ 80% =	800
	Secretary I @ 35% =	<u>350</u>
		1,950
150	<u>Medicare Tax/City Share</u>	2,781
151	<u>Social Security/City Share</u>	11,890

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	PERSONNEL (Continued)	
152	<u>Retirement</u>	11,031
	Proportionate share of retirement based on the same % used to allocate salaries.	
153	<u>Health Insurance</u>	36,156
	<u>Family Health Insurance</u>	
	City Clerk (Smith)	15,016 x 88% x 80% = 10,571
	Secretary I (Hilgen)	15,586 x 88% x 80% = 10,973
	Asst. to City Manager (Clapper)	15,586 x 88% x 75% = 10,286
	<u>Single Health Insurance</u>	
	Secretary I (Stanford)	6,254 x 88% x 35% = 1,926
	<u>Family Insurance Buyout Option</u>	
	City Manager(Brunner)	4,800 x 50% = 2,400
	Total	<u><u>36,156</u></u>
154	<u>Professional Development</u>	2,500
	Reduced \$500 (2,500 vs 3,000)	
	Conferences, seminars for City Manager; City Clerk & Asst. to the City Manager certifications and staff support training.	
155	<u>Workers Compensation</u>	479
156	<u>Life Insurance</u>	78
157	<u>Long Term Disability Insurance</u>	390
160	<u>125 Plan Contribution-City</u>	-
	SUPPLIES and SERVICES	
217	<u>Contractual Services</u>	-
	None	
218	<u>Animal Control Contract</u>	200
	Reduced \$1,300 (200 vs 1,500)	
	Due to the animal control services being provided by Lakeland Animal Shelter of Elkhorn, Walworth County provides funding for this service. This amount is in the budget to compensate for any special services that may be required of Jefferson County.	
219	<u>Assessment Services</u>	39,000
	No Change.	
	Contract with Accurate Appraisal-(5th year)	
222	<u>Assessment Chargebacks</u>	-
	None	
	If necessary, chargebacks will be funded thru the contingency account.	



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	SUPPLIES and SERVICES	
225	<u>Mobile Communications</u> No Change. \$900 for City Manager cellular phone only.	900
242	<u>Repair/Maintenance of Equipment</u> Reduced \$100 (0 vs 100)	-
310	<u>Office Supplies</u> Reduced \$1,000 (10,500 vs 11,500)	10,500
320	<u>Subscriptions/Professional Dues</u> Reduced \$573 (3,920 vs 4,493) Includes -League & Urban Alliance Dues Professional Association dues for-ICMA,WCMA,SHRM, Jefferson County HC, WMCA,ITMC	3,920
330	<u>Travel Expenses</u> No Change. To attend Clerk's meeting and seminars; annual League of WI Municipalities meeting, ICMA & WCMA Conferences.	1,500
340	<u>Operating Supplies</u> Increased \$1,240 (4,740 vs 3,500) To reflect the possibility of 4 elections. Includes the following: Election Ballots,Coding of Election Ballots Programming of Handicap Accessible Voting Machine	4,740
790	<u>Celebrations/Awards</u> No Change. Only budgetting for Annual Employee Recognition Awards	1,000
810	<u>Capital Equipment</u> None	-



2012 Budget
Summary

INFORMATION TECHNOLOGY

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Information Technology	170,466	132,484	134,898	73,248	132,907	131,221
TOTAL FOR FUNCTION	170,466	132,484	134,898	73,248	132,907	131,221



1st Quarter

Install Public Information Kiosk in City Hall. Citizens will be able to register for activities/events, and view city information.

Implement digital agendas into PFC, Council, Park/Rec, Plan Commission and CDA meetings

Remove and shut down all ci.whitewater.wi.us external references. (email, domains, etc.)

2nd Quarter

Replace the 5 existing machines scheduled for replacement- Streets (x2), Neighborhood Services, City Engineer, & Buildings

Begin initial Windows 7 environment migrations into network.

Upgrade two domain Controllers to Server 2008 environment

Implement/Support Voting changes/modifications as needed by City Clerk (IE- small/mobile wireless network/LAN for voter registrations)

3rd Quarter

Migrate internal domain from ci.whitewater.wi.us to whitewater-wi.gov domain only

Upgrade Email Server to Server 2008 and Exchange 2010. Also, install new harddrives into Exchange Server

4th Quarter

Implement open source asset management system. Initially start with IT, and then evaluate other areas.

Upgrade/Replace all meeting room computers

Hardware Upgrades to PD, Admin, and NS machines



2012 Budget
General Fund

INFORMATION TECHNOLOGY-51450

INFORMATION TECHNOLOGY

SECTION NUMBER: 100.51450

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	43,233	45,077	49,256	23,349	49,256	49,864
150	Medicare Tax/City Share	610	610	714	339	714	723
151	Social Security/City Share	2,611	2,609	3,054	1,448	3,054	3,092
152	Retirement	4,496	4,959	5,714	2,708	5,714	2,942
153	Health Insurance	9,361	10,410	10,955	5,477	10,955	10,287
154	Professional Development	70	658	1,000	-	500	500
155	Workers Compensation	105	114	123	57	123	125
156	Life Insurance	6	6	6	3	6	6
157	L-T Disability Insure/City Share	101	108	109	57	109	109
160	125 Plan Contribution-City	375	375	375	375	375	
244	Network Hardware Mtn.	19,618	22,354	19,081	6,842	19,081	16,601
245	Network Software Mtn.	24,001	26,232	30,343	20,958	30,343	28,430
246	Network Operating Supp.	3,659	2,722	6,000	2,959	4,000	6,000
247	Software Upgrades	27,982	9,925	7,668	8,317	8,317	8,143
310	Office Supplies	357	290	500	360	360	
810	Capital Equipment	33,881	6,036	-	-	-	4,400
51450	Total Information Technology	170,466	132,484	134,898	73,248	132,907	131,221



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	49,864
	IT Manager (Nobling)----75% 1,560 hrs.	
	The I.T. Manager is allocated 75% Information Technology, 10% Water, 10% Sewer and 5% Stormwater Utility.	
150	<u>Medicare/City Share</u>	723
151	<u>Social Security/City Share</u>	3,092
152	<u>Retirement</u>	2,942
153	<u>Health Insurance</u>	10,287
	<u>Family Insurance</u>	
	IT Manager 15,586 x 88% x 75%= \$10,287	
154	<u>Professional Development</u>	500
	Decreased \$500 (500 vs 1,000)	
155	<u>Workers Compensation</u>	125
156	<u>Life Insurance</u>	6
157	<u>Long Term Disability Insurance</u>	109
160	<u>125 Plan Contribution-City</u>	-



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
244	<u>Network Hardware Maintenance</u>	16,601
	Decreased \$2,480 (16,601 vs 19,081)	
	2,520 PD Cellular Cards-Squads	
	11,088 Network Copier/Printer Agreement	
	1,985 Fortigate Renewals-Administration	
	1,008 Neighborhood Service Cellular Cards	
	- Orca Email Archiver	
	<u>16,601</u> TOTAL	
245	<u>Network Software Maintenance</u>	28,430
	Decreased \$1,913 (28,430 vs 30,343)	
	8,607 Cardinal Badge-Police	
	2,747 Cardinal TicketTrac-Police	
	1,000 Porter Lee Evidence Software Support Agreement	
	2,326 CT Access Laser Fische Software Support Agreement	
	4,800 TIPPS Court Software Support Agreement	
	450 Jmauel Tax/Pet Software Support Agreement	
	- Orca Email Archiver	
	1,400 ESRI-GIS	
	1,100 Veritas Backup Exec	
	6,000 Caselle(Civic)-Support Agreement	
	<u>28,430</u> TOTAL	
246	<u>Network Operating Supplies</u>	6,000
	No Change	
247	<u>Software Upgrades</u>	8,143
	Increased \$475 (8,143 vs 7,668)	
	3,306 Server 2008 Upgrades-(Domain Controllers x2, Email Server	
	4,837 Exchange 2010 Upgrade-Standard	
	<u>8,143</u> TOTAL	
310	<u>Office Supplies</u>	-
	Decreased \$500 (0 vs 500)	
810	<u>Capital Equipment</u>	4,400
	Increased \$4,400 (4,400 vs 0)	
	2,275 Digital Agenda Handhelds-9 units	
	2,125 Scheduled Desktop Replacements-5 units	
	<u>4,400</u> TOTAL	



2012 Budget
Summary

FINANCE & INSURANCE/RISK MANAGEMENT

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Financial Administration	190,429	192,385	192,390	101,517	182,682	173,003
Total Insurance/Risk Mgt.	112,311	113,201	118,500	81,119	118,480	118,480
TOTAL FOR FUNCTION	302,740	305,586	310,890	182,635	301,162	291,483

DEPARTMENT/FUNCTION- FINANCE/UTILITY - The Finance/Utility department is responsible for all accounting, internal auditing and financial control for all city government activities. This includes utility billing, accounts payable, fixed assets, payroll, investments, cash flow management, billings and collections, tax collection, ambulance billings and miscellaneous billings. The development of the city's annual Operating and Capital Improvements Plan (CIP) is the responsibility of the Finance Department. An audit of all financial transactions is prepared annually by an external auditor to ensure the proper and ethical accounting of public funds.

MISSION

To provide quality customer service.

To maximize the return on investments.

To produce a quality budget document.

To produce timely and accurate financial statements.

To respond to inquiries made by the citizens, city council, and department heads/staff in a timely manner.

2011 SIGNIFICANT ACCOMPLISHMENTS (from city management plan)

- 1. Completed Water Rate Case before the PSC.**
- 2. Completed audit by May 1st.**
- 3. Completed additional debt refinancing and new debt issues.**
- 4. Finalized EDA grant and ARRA grant closure.**
- 5. Hired two new employees for the finance department.**
- 6. Went to monthly billings for the utilities.**

2012 MAJOR OBJECTIVES

- 1. Complete audit by April 15th.**
- 2. Train and cross train employees within the finance function.**
- 3. Review ambulance billing process.**
- 4. Re-design/simplify the budget document for 2013.**



2012 Budget
General Fund
FINANCIAL ADMINISTRATION-51500 &
INSURANCE/RISK MGMT-51540

FINANCIAL ADMINISTRATION

SECTION NUMBER: 100.51500

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	99,874	100,685	93,196	47,835	89,196	88,000
112	Salaries/Overtime	212	28	500	272	500	500
117	Longevity Pay	800	800	700	400	700	700
150	Medicare Tax/City Share	1,531	1,555	1,456	807	1,350	1,363
151	Social Security/City Share	6,549	6,648	6,225	3,449	6,000	5,828
152	Retirement	10,630	10,898	10,950	5,834	9,800	5,263
153	Health Insurance	16,962	18,150	16,224	8,715	16,224	14,401
154	Professional Development	1,734	1,478	2,000	685	1,700	2,000
155	Workers Compensation	256	271	250	57	220	235
156	Life Insurance	28	29	25	13	25	25
157	L-T Disability Insure/City Share	232	238	214	108	214	214
160	125 Plan Contribution-City	428	425	350	420	420	
210	Professional Services	-	-	-	355	900	
214	Audit Services	26,312	27,200	30,000	19,025	30,000	26,275
217	Contract Service-125 Plan	3,505	5,199	3,700	2,665	3,700	4,600
222	Assessments-Taxes-Due Township	24	111	500	-	-	
310	Office Supplies	12,773	11,812	15,000	5,670	12,000	12,000
330	Travel Expenses	1,293	1,234	1,600	258	1,000	1,600
560	Bad Debt Expense	882	-	-	-	-	
650	Bank Fees/Credit Card Fees	6,404	5,625	8,000	3,217	7,000	8,000
810	Capital Equipment	-	-	1,500	1,733	1,733	2,000
51500	Total Financial Administration	190,429	192,385	192,390	101,517	182,682	173,003

INSURANCE/RISK MANAGEMENT

SECTION NUMBER: 100.51540

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
511	Buildings/Content Insurance	13,631	12,618	14,200	15,594	15,594	15,594
512	Vehicles-Equipment Insurance	36,741	36,579	37,000	25,987	37,000	37,000
513	General/Public Officials Liability	42,410	43,810	46,000	25,649	45,500	45,500
514	Police Professional Liability	16,416	17,100	17,300	10,801	17,300	17,300
515	Boilers-Equipment Breakdown	3,113	3,094	4,000	3,086	3,086	3,086
51540	Total Insurance/Risk Mgt.	112,311	113,201	118,500	81,117	118,480	118,480

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	88,000
	0.50 Finance Director (Saubert) 1,040 hrs	
	0.50 Finance Services Manager (Gilbert) 1,040 hrs	
	0.50 Accounting Clerk (Hennessy) 1,040 hrs	
	<u>0.20</u> Utility Clerk (Gregoire) 416 hrs	
	1.70 FTE TOTAL TOTAL 3,536 hrs	
<p>*The salary & benefits of the Finance Director & Finance Manager are funded by the Wastewater(22%), Water(22%) and Stormwater(6%) utilities.</p> <p>Balance of the wages & benefits for the Accounting Clerk is funded by the Wastewater(20%), Water(20%) and Stormwater(10%) utilities. Balance of the wages & benefits for the Utility Clerk is funded by the Wastewater(30%), Water(30%) and Stormwater(20%) utilities.</p>		
112	<u>Salaries/Overtime</u>	500
117	<u>Longevity</u>	700
<p>Utility Clerk-\$200(20%)and Accounting Clerk-\$500(50%). Per the management contract with the Finance Director and Finance Services Manager, longevity is not paid for these positions.</p>		
150	<u>Medicare Tax/City Share</u>	1,363
151	<u>Social Security</u>	5,828
152	<u>Retirement</u>	5,263
153	<u>Health Insurance</u>	14,401
<u>Family Health Insurance</u>		
	Finance Manager(Gilbert) 15,586 x 50% x 88%= 6,858	
	Utility Clerk (Gregoire) 15,586 x 20% x 88%= 2,743	
	Account Clerk (Hennessy) 4,800 x 88% x 50%= 2,400	
	Finance Director (Saubert) 4,800 x 88% x 50%= <u>2,400</u>	
	TOTAL 14,401	
<p>Balance of Health Insurance is allocated to the Water, Wastewater and Stormwater utilities.</p>		

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
154	<u>Professional Development</u> (No Change) Includes Software training for Finance Employees and attendance at in-state training & conferences.	2,000
155	<u>Worker Compensation</u>	235
156	<u>Life Insurance</u>	25
157	<u>Long Term Disability Insurance</u>	214
160	<u>125 Plan Contribution-City</u>	-
Proportionate share of taxes and benefits based on the same % used to allocate salaries.		
SUPPLIES and SERVICES		
214	<u>Audit Services</u> Decreased \$3,725. (26,275 vs. 30,000) Estimate cost of the 2012 audit for the General City function. <i>Audit Services were competitively bid out in 2011.</i>	26,275
217	<u>Contract Services-125 Plan</u> Increased \$900. (4,600 vs. 3,700) Annual cost of administration of 125 Plan by Diversified Benefits.	4,600
222	<u>Assessments-Taxes-Due Townships</u> Decreased \$500. (000 vs. 500)	-
310	<u>Office Supplies</u> Decreased \$3,000. (12,000 vs. 15,000) Includes postage, forms, tax mailings, paper, ect.	12,000
330	<u>Travel Expenses</u> No Change Estimated cost to attend In-State Training Seminars for finance employees.	1,600



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	SUPPLIES and SERVICES	
650	<u>Bank Fees/Credit Card Fees</u> No Change Estimated service fee for credit card processing of General Fund/ Court transactions. (Utility transactions shown in Water/Wastewater Utility). Bank fees paid by the city to process checks, deposits, NSF checks, etc.	8,000
	CAPITAL OUTLAY	
810	<u>Capital Equipment</u> Increased \$500. (2,000 vs. 1,500) Chair for Finance Director-small office equipment	2,000



BUDGET NARRATIVE

CODE	ITEM	AMOUNT						
SUPPLIES and SERVICES								
511	<u>Insurance on Building</u> Increased \$1,394 (15,594 vs. 14,200) All buildings are insured through the State of Wisconsin Local Government Property Insurance Fund. This is the General Fund portion only. The General Fund represents 50% of the total premium of \$231,188. The deductible is \$2,500.	15,594						
512	<u>Insurance on Vehicles and Equipment</u> No Change All vehicles are insured through the League of Wisconsin Municipalities Insurance Program. The total estimated vehicle premium equals \$20,208 for Auto Liability and \$17,811 for Auto Physical Damage Insurance. The General Fund represents 86%, or \$17,379 of the Auto Liability and 93%, or \$16,564 of the Auto Physical Damage. The deductible is \$1,000 for both collision and comprehensive. The vehicle are written on Replacement Cost policy. Contractor's Equipment is insured by the State of Wisconsin Local Government Property Fund. The General Fund represents 62% of the total estimated premium of \$4,882, or \$3,027 per year. The deductible for contractor's Equipment is \$500.	37,000						
513	<u>Public Liability Insurance</u> Reduced \$500 (45,500 vs. 46,000) Insured through the League of Wisconsin Municipalities Insurance Program. General Liability Insurance and Public Official Liability Insurance are included in the total. The city has 3,000,000 in General Liability, Completed Products, Personal and Advertising Limits Insurance. Also included are 3,000,000 in Public Officials Liability Insurance. Estimated totals are: <table style="margin-left: 40px;"> <tr> <td>General Liability</td> <td style="text-align: right;">45,500</td> </tr> <tr> <td>Public Officials</td> <td style="text-align: right;"><u>17,300</u></td> </tr> <tr> <td></td> <td style="text-align: right;">62,800</td> </tr> </table> The General Fund pays 80% of the total, the Water/Wastewater Utilities split the remaining 20% equally.	General Liability	45,500	Public Officials	<u>17,300</u>		62,800	45,500
General Liability	45,500							
Public Officials	<u>17,300</u>							
	62,800							
	<u>Professional Liability Insurance</u> No Change Police Professional and Commercial Crime Liability Insurance are represented here. Insurance is purchased thru the League of Wisconsin Municipalities Insurance Program. The city carries 3,000,000 in Police Professional Insurance.	17,300						
515	<u>Insurance on Boilers</u> Reduced \$914 (3,086 vs. 4,000) 50% of total premium of \$6,172. Breakdown based on building totals.	3,086						



2012 Budget
General Fund

GENERAL BUILDINGS & PLANT-51600

GENERAL BUILDINGS & PLANT

SECTION NUMBER: 100.51600

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	74,858	79,243	78,149	38,725	62,325	72,615
112	Salaries/Overtime	1,388	368	1,008	299	600	1,008
117	Longevity Pay	1,260	1,260	1,260	630	820	820
118	Uniform Allowances	369	415	415	291	360	305
150	Medicare Tax/City Share	1,059	1,146	1,166	608	989	1,086
151	Social Security/City Share	4,529	4,900	4,986	2,599	4,000	4,645
152	Retirement	7,810	8,881	9,328	4,727	8,100	4,382
153	Health Insurance	15,288	18,229	18,404	9,345	15,236	11,727
154	Professional Development	-	25	200	-	-	500
155	Workers Compensation	2,818	2,745	2,637	1,402	2,100	2,224
156	Life Insurance	46	53	53	25	40	21
157	L-T Disability Insure/City Share	182	197	192	96	150	152
160	125 Plan Contribution-City	643	635	630	673	673	
221	Municipal Utilities	14,904	9,269	11,925	4,050	11,925	11,925
222	Electricity	84,209	82,757	78,866	36,645	78,866	75,000
224	Natural Gas	47,564	34,182	41,000	21,717	41,000	37,500
225	Mobile/Telephone Communications	29,797	30,935	27,000	13,588	27,000	27,000
244	Bldg. Heating & Air Cond.	30,617	38,431	15,000	19,614	28,000	15,000
245	Building Repr./Mtn.	18,130	8,633	15,000	8,659	12,000	15,000
246	Janitorial Services	86,827	91,122	78,939	41,386	78,939	78,939
250	Rental Property Expenses	-	129	-	-	-	
340	Operating Supplies	6,930	9,940	7,500	462	5,000	7,500
355	Bldg. Mtn Repr. Supp.	14,376	7,845	13,000	4,531	10,000	13,000
840	Capital Lease Payment-Honeywell	57,798	61,848	66,250	33,125	66,250	70,977
51600	Total General Buildings & Plant	501,402	493,186	472,908	243,197	454,373	451,325



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	72,615
	0.80 FTE Building Maintenance (Cromos) 1,248 hrs	
	0.82 FTE Building Maintenance (Slocum) 1,706 hrs	
	<u>0.10 FTE Parks & Rec./Buildings Dir. (Amundson)</u> <u>208 hrs</u>	
	1.72 FTE TOTAL Total Hrs= 3162 hrs	
	Includes \$180.00 Car allowance for Amundson. (10% x \$1,800)	
112	<u>Wages/Overtime</u>	1,008
117	<u>Longevity</u>	820
118	<u>Uniform Allowance</u>	305
150	<u>Medicare Tax/City Share</u>	1,086
151	<u>Social Security</u>	4,645
152	<u>Retirement</u>	4,382
153	<u>Health Insurance</u>	11,727
	<u>Family Health Insurance</u>	
	Building Mt. (Slocum) 15,586 x 82% x 88% = 11,247	
	Health Buy Out (Amundson) 4,800 x 10%= <u>480</u>	
		11,727
154	<u>Professional Development</u>	500
	Increase \$300 (500 vs 200)	
155	<u>Worker Compensation</u>	2,224
156	<u>Life Insurance</u>	21
157	<u>Long Term Disability Insurance</u>	152
160	<u>125 Plan Contribution-City</u>	-
	Proportionate share of taxes and benefits based on the same % used to allocate salaries and/or the actual hours worked.	



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
221	<u>Municipal Utilities</u> (No Change) Water, Sewer, & Stormwater Charges. Includes all municipal buildings except those removed beginning with 2010 Budget (Trippe Lake Shelter & Park, Cravath Lakefront Center & Park, Starin Park & Starin Park Community Building, & Big Brick Warming Shelter & ice rink.)	11,925
222	<u>Electricity</u> Decreased \$3,866 (75,000 vs. 78, 866) Includes all municipal buildings except those removed beginning with the 2010 Budget (Trippe Lake Shelter & Park, Cravath Lakefront Center & Park, Starin Park & Starin Park Community Building , & Big Brick Warming Shelter.)	75,000
224	<u>Natural Gas</u> Decreased \$3,500 (37,500 vs. 41,000) Includes all municipal buildings except those removed beginning with the 2010 Budget (Trippe Lake Shelter & Park, Cravath Lakefront Center & Park, Starin Park & Starin Park Community Building , & Big Brick Warming Shelter.)	37,500
225	<u>Mobile/Telephone/Communications</u> (No Change) All telephone services associated with the City Hall building and all its various functions have been consolidated in this account. Includes \$300 per month for maintenance of the telephone switching equipment. Also includes all long distance usage. Does not include cellular phones and telephone service that can be identified with a specific location or function.	27,000
244	<u>Building-Heating/Air Conditioning Repair</u> (No Change) Based on actual costs associated with the maintenance contract. Also includes repairs made to the units.	15,000



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
245	<u>Building Repair/Maintenance</u> (No Change) Essentially a contingency account for necessary building repair.	15,000
246	<u>Janitorial Services</u> Decreased \$443 (78,939 vs 79,382) Includes Public Safety Building, Lakefront Center, Armory, White Building, Starin Park Community Building. Contract for janitorial services will be rebid in late 2012.	78,939
340	<u>Operating Supplies</u> (No Change) Toiletries, filters, cleaning supplies, carpet cleaning, etc.	7,500
355	<u>Building Maintenance: Repairs & Supplies</u> (No Change)	13,000
CAPITAL OUTLAYS		
820	<u>Capital Improvements</u> None	
840	<u>Capital Lease Payment-Honeywell</u> Increased \$4,727 (70,977 vs. 66,250)	70,977



2012 Budget
Summary

POLICE ADMIN, PATROL, INVESTIGATION, CROSSING GUARDS,
COMMUNITY SERVICE OFFICERS (CSO), EMERGENCY
PREPAREDNESS, & COMMUNICATIONS/DISPATCH

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Police Administration	596,322	594,951	608,985	271,302	526,737	591,683
Total Police Patrol	1,506,269	1,666,887	1,748,042	808,018	1,635,445	1,662,334
Total Police Investigation	372,112	347,382	311,446	191,018	391,532	420,434
Total Crossing Guards	36,541	36,678	40,016	18,896	37,905	41,666
Total Comm Service Program	47,970	59,353	72,931	26,857	57,369	21,808
Total Emergency Preparedness	6,511	8,259	10,080	5,265	7,508	8,880
Total Communications/Dispatch	404,442	424,181	471,730	221,218	463,102	441,325
TOTAL FOR FUNCTION	2,970,167	3,137,691	3,263,230	1,542,575	3,119,598	3,188,130
Less Crossing Guards	2,933,626	3,101,013	3,223,214	1,523,679	3,081,693	3,146,464

DEPARTMENT/FUNCTION: POLICE – The Administrative component of the police department provides overall management, logistical support, policy setting, and decision making relative to all aspects of the organization. The Patrol component provides for the protection of life and property through a pro-active approach to policing and public safety by uniformed patrol officers. The Investigative component of the Department provides follow-up investigation of various crimes by plain-clothes detectives. The Support Services component provides clerical and record keeping functions. The Communications component handles emergency and non-emergency radio and telephone service for the Whitewater Police Department, Whitewater Fire Department/EMS, UW-Whitewater Police Department, and the LaGrange Fire and Rescue.

MISSION STATEMENT: The mission of the Whitewater Police Department is to enhance the quality of life for those living in the City of Whitewater by providing quality safety service to the community through fairness, integrity and professionalism; promoting a safe environment through police and citizen interaction, and by the equitable enforcement of the laws of the City of Whitewater and the State of Wisconsin within the framework of the Constitution of the United States.

2011 SIGNIFICANT ACCOMPLISHMENTS-(from city management plan)

1. Due to the recent budget constraints to include decreasing department overtime costs we were unable to conduct a 2011 Police-Citizens Academy. The Citizen's Academy has been a long standing success and we hope to reinstitute the program in the future.
2. The geo-policing program was implemented as a emergency deployment initiative, dividing the community into sectors. Corresponding maps were developed and distributed to department personnel. We will seek to enhance this goal in 2012 with the crime prevention team.
3. The Badger-TraCS System has been successfully implemented into the operational duties of the patrol officers. The software has integrated the citations and accident reports with the Department of Transportation thus eliminating the need for duplicate data input with the state. The second portion of the project, the interface between Badger-TraCS and the records management system, will be implemented in 2012.
4. Creation and implementation of the Crime Prevention Team. Accomplishments include disbursement of vehicle security check cards, collaboration with tavern owners to foster a partnership and decrease tavern violations. Conducted class A and B liquor compliance checks.

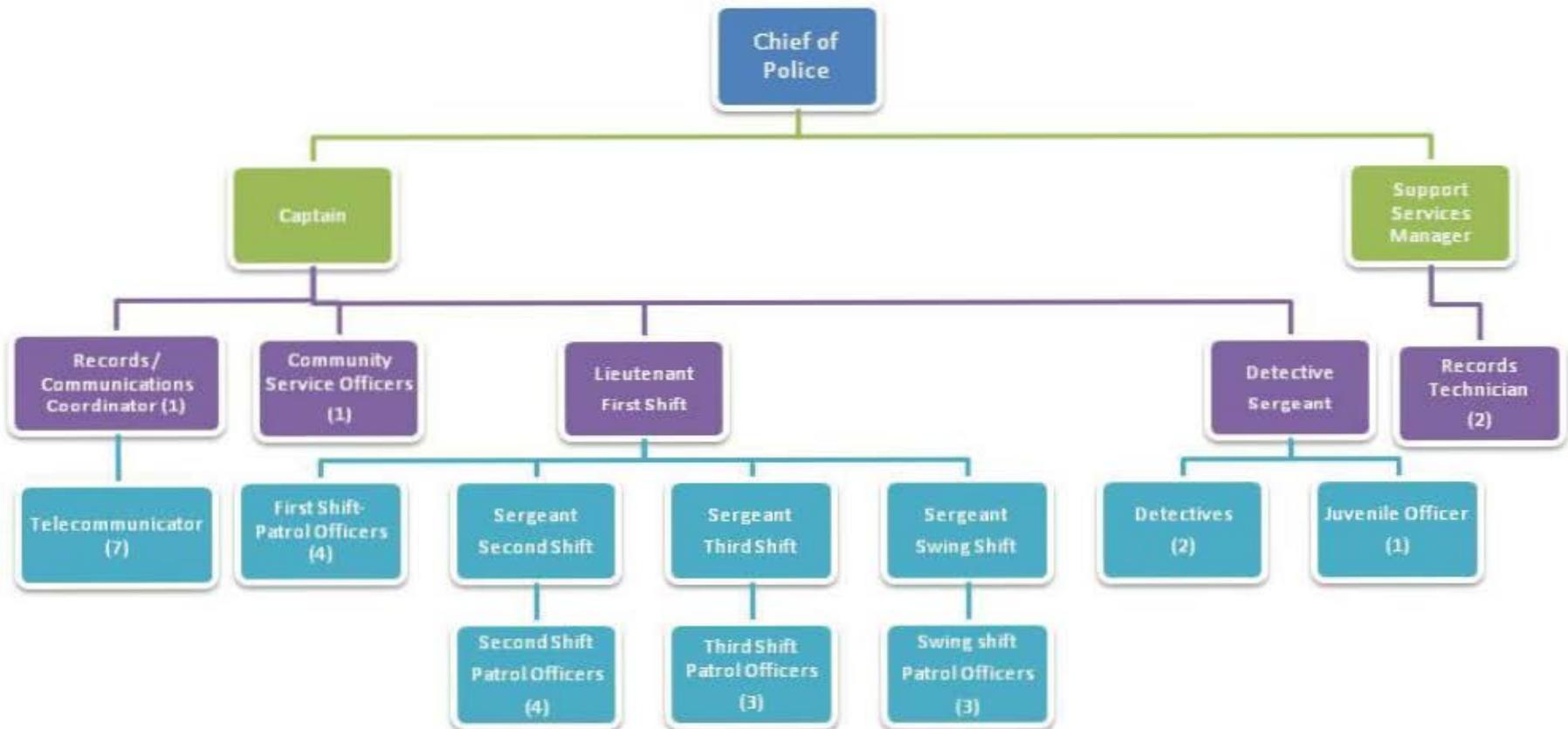
2012 MAJOR OBJECTIVES/GOALS:

1. Increase agency crime prevention initiatives.
2. Complete a new five year strategic plan.
3. Re-define the police department Mission Statement and Values.
4. Collaborate with the University and county Drug Units to enhance drug awareness and decrease drug activity.
5. Become Re-Accredited through Wisconsin Law Enforcement Accreditation Group
6. Reorganization of the department supervisory personnel.
7. Provide dedicated personnel for the enforcement of traffic and associated drunk driving violations.

PERFORMANCE MEASURES-(3 to 5 if possible):

1. Increase the department's crime prevention initiatives by incorporating two new programs in 2012.
2. In conjunction with the City of Whitewater, complete a new five year strategic plan for 2012 through 2017.
3. Reassess the department's Value and Mission Statement to determine if we can address the new challenges and innovative crime initiatives that will better serve the community of
4. Collaborate with the University and Drug Unit to enhance drug awareness and make proactive arrests. We seek to increase the department's drug arrests and seized property assets associated with drug arrests by 10%.
5. Become Re-Accredited through the Wisconsin Law Enforcement Accreditation Group (WILEAG) in June 2012.
6. With the next re-accreditation process we will transition proof files into a paperless format.
7. Conduct twelve (12) operations dedicated to enhanced traffic and drunk driving enforcement.

WHITEWATER POLICE DEPARTMENT





2012 Budget
General Fund

POLICE ADMINISTRATION-52100

POLICE ADMINISTRATION

SECTION NUMBER: 100.52100

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	380,796	389,870	386,711	177,955	341,116	388,335
112	Wages/Overtime	744	317	2,000	117	300	2,000
117	Longevity Pay	5,833	5,250	5,450	2,765	5,450	5,450
118	Uniform Allowances	1,989	1,654	2,325	1,021	2,100	2,275
150	Medicare Tax/City Share	5,815	6,000	6,063	3,002	5,800	6,035
151	Social Security/City Share	24,935	25,827	25,926	11,840	23,000	25,803
152	Retirement	61,323	63,652	68,855	30,120	56,500	55,434
153	Health Insurance	53,194	63,794	64,168	27,497	53,756	59,987
154	Professional Development	4,480	1,275	4,500	677	3,000	4,500
155	Workers Compensation	7,216	7,365	7,197	3,680	7,000	7,154
156	Life Insurance	166	188	192	88	176	192
157	L-T Disability Insure/City Share	863	889	848	389	689	842
160	125 Plan Contribution-City	1,569	1,468	1,375	1,375	1,375	-
219	Other Professional Service	5,999	3,381	4,500	-	3,000	4,500
220	Crime Prevention Program	5,387	3,220	4,700	-	3,000	4,700
221	Police-Donations/Grant-Offset	2,201	-	2,000	-	-	2,000
225	Mobile Communications	3,324	2,326	4,000	692	2,500	4,000
310	Office Supplies	22,254	12,087	10,375	7,645	11,375	10,675
320	Subscriptions/Dues	1,098	1,546	1,300	1,251	1,500	1,500
330	Travel Expenses	531	1,000	1,000	30	600	800
340	Operation Supplies/Computer	3,105	3,843	5,500	1,158	4,500	5,500
810	Capital Equipment	3,500	-	-	-	-	-
52100	Total Police Administration	596,322	594,951	608,985	271,302	526,737	591,683



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	388,335
	1.0 FTE Otterbacher - Chief of Police	2,080 hrs
	1.0 FTE Open Captain Position	2,080 hrs
	1.0 FTE Gray - Lieutenant	2,080 hrs
	1.0 FTE Boyd - Supp Serv Mgr	2080 hrs
	.75 FTE Lentz - Records Comm Coord	1560 hrs
	1.0 FTE Sahr - Records Tech	2,080 hrs
	1.0 FTE Swartz - Records Tech	2,080 hrs
	6.75 FTE Total	14040 hrs
	TOTAL HRS	14040 hrs
	Includes \$501 Holiday pay for Records Comm Coord (Lentz)	
112	<u>Wages/Overtime</u>	2,000
	Est. overtime for Records/Comm Coord (Lentz) 45 hours @ \$31.34 = \$1,410	
	Overtime for Records Technicians \$590	
117	<u>Longevity</u>	5,450
	Otterbacher - Chief of Police	1,000
	Gray - Lieutenant	1,000
	Boyd - Supp Serv Mgr	1,000
	Lentz - Records Comm Coord. 75% of 1,000 =	750
	Sahr - Records Tech.	700
	Swartz - Records Tech.	1,000
	TOTAL =	5,450
118	<u>Uniform Allowances</u>	2,275
	Otterbacher- Chief of Police	600
	Open Captain Position	650
	Gray - Lieutenant	650
	Lentz - Records Comm Coord 75%	375
		2,275
150	<u>Medicare</u>	6,035
151	<u>Social Security</u>	25,803
152	<u>Retirement</u>	55,434

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
153	<u>Health Insurance</u>	59,987
	<u>Family Coverage:</u>	
	Open Position	15,586 x 100%= 15,586
	Lentz - Records Comm Coord.	15,586 x 75% x 88%= 10,286
	Sahr - Records Tech	15,586 x 100% x 88%= 13,715
	<u>Insurance Buyout:</u>	
	Otterbacher - Chief of Police	4,800 x 100% = \$ 4,800
	Gray - Lieutenant	6,000 x 100% = \$ 6,000
	Boyd - Support Service Manager	4,800 x 100% = \$ 4,800
	Swartz - Records Tech	4,800 x 100% = \$ 4,800
	TOTAL	<u>\$ 59,987</u>
154	<u>Professional Development</u> (No Change)	4,500
155	<u>Worker Compensation</u>	7,154
156	<u>Life Insurance</u>	192
157	<u>Long Term Disability Insurance</u>	842
160	<u>125 Plan Contribution-City</u>	-
	Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.	
	SUPPLIES AND SERVICES	
219	<u>Other Professional Services</u> (No Change)	4,500
220	<u>Crime Prevention Program</u> Estimated amount of program-related expenses. This account is offset by \$4,700 shown as Revenue under 100.45111.52	4,700
221	<u>Police-Donations/Grant-Offset</u> (No Change)	2,000
225	<u>Mobile Communications</u> (No Change)	4,000



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES AND SERVICES		
310	<u>Office Supplies</u> Increased \$300 (10,675 vs 10,375) Reassigned from CSO Parking Services Expenses	10,675
320	<u>Subscription Dues</u> Increased \$200 from Police Admin Travel	1,500
330	<u>Travel Expenses</u> Decreased \$200. Reassigned to Police Admin Subscriptions/Dues	800
340	<u>Operations Supplies</u> (No Change)	5,500
CAPITAL OUTLAYS		
810	<u>Capital Equipment</u> Decreased \$2,500 (0 vs \$2,500)	-



POLICE PATROL

SECTION NUMBER: 100.52110

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	859,260	919,077	1,006,918	448,265	928,500	956,923
112	Wages/Overtime	96,741	129,320	78,489	37,253	74,200	80,456
117	Longevity Pay	13,000	12,500	14,000	6,500	13,000	12,500
118	Uniform Allowances	12,182	16,313	13,500	6,737	13,500	11,050
119	Shift Differential	10,670	11,298	13,155	5,787	12,860	13,155
150	Medicare Tax/City Share	14,385	15,080	16,393	8,018	16,000	15,893
151	Social Security/City Share	61,503	70,006	70,095	31,204	70,000	67,954
152	Retirement	192,019	211,652	228,175	116,481	218,670	220,183
153	Health Insurance	147,954	168,617	202,114	89,517	184,034	182,702
154	Professional Development	5,925	8,957	8,800	2,481	7,800	8,800
155	Workers Compensation	26,573	31,178	30,525	15,052	30,000	29,593
156	Life Insurance	167	163	171	89	178	158
157	L-T Disability Insure/City Share	2,595	2,310	2,532	1,286	2,532	2,517
160	125 Plan Contribution-City	5,661	5,605	6,500	4,250	4,250	-
219	Other Professional Service	1,497	1,387	2,800	811	1,600	1,800
241	Repr/Mtn Vehicles	13,702	16,592	12,000	7,699	12,000	12,000
242	Repr/Mtn Machinery/Equip.	3,326	523	3,200	428	1,500	2,200
249	Misc. Repr/Mtn Service	410	-	600	-	-	-
292	Radio Service	-	-	1,300	740	1,300	1,300
330	Travel Expenses	50	9	1,225	38	1,000	800
340	Operation Supplies	11,758	8,291	3,800	1,776	3,000	3,800
351	Fuel Expenses	19,488	26,889	22,000	17,804	30,771	26,000
360	DAAT/Firearms	-	6,298	8,000	5,803	7,000	8,000
810	Capital Equipment	7,403	4,823	1,750	-	1,750	4,550
52110	Total Police Patrol	1,506,269	1,666,887	1,748,042	808,018	1,635,445	1,662,334

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	956,923
1.0 FTE	Becker - Patrol Officer II	2008.5 hours
1.0 FTE	Bradford - Sergeant	2008.5 hours
1.0 FTE	Ciardo - Sergeant	2008.5 hours
1.0 FTE	Elder - Patrol Officer	2008.5 hours
1.0 FTE	Erickson - Patrol Officer II	2008.5 hours
1.0 FTE	Gempler - Sergeant	2008.5 hours
1.0 FTE	Kleinfeldt - Patrol Officer	2008.5 hours
1.0 FTE	Kolb - Patrol Officer	2008.5 hours
1.0 FTE	Ludlum - Patrol Officer	2008.5 hours
1.0 FTE	Martin - Patrol Officer	2008.5 hours
1.0 FTE	Matteson - Patrol Officer	2008.5 hours
1.0 FTE	Meyer - Patrol Officer II	2008.5 hours
1.0 FTE	Oliver - Patrol Officer	2008.5 hours
1.0 FTE	Reif - Patrol Officer	2008.5 hours
1.0 FTE	Swartz - Patrol Officer	2008.5 hours
1.0 FTE	Uhl - Sergeant	2008.5 hours
1.0 FTE	Weston - Patrol Officer	2008.5 hours
	<u>17.0 FTE Total</u>	TOTAL HOURS = 36,153
<p>Normal total hours for Sergeants and Patrol Officers are 2008.5. Included in the total wages is 82.5 hours of Holiday Pay for each Sergeant and each Patrol Officer. The total Holiday Pay equals \$38,928.</p> <p>NOTE: Total authorized number of sworn officers is 21. Distribution is 17 in Patrol & 4 in Investigation. A sergeant will be promoted to Captain and the sergeant position will be replaced with a patrol officer.</p> <p>NOTE: Based on the historical trend, Patrol payroll was reduced \$29,500 plus \$9,396 in benefits. Total reduction equals \$38,896.</p>		
112	<u>Wages/Overtime</u>	80,456
	Decreased \$10,493	
	Estimated yearly overtime based on past experience and expected workload. Approximately 1900 hours @ \$42.35/hr (28.23 x 1.5).	

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
117	<u>Longevity</u>	12,500
	Bradford -Sergeant	1,000
	Ciardo - Sergeant	1,000
	Elder-Patrol Officer	1,000
	Gempler-Sergeant	1,000
	Kleinfeldt-Patrol Officer	500
	Kolb-Patrol Officer	1,000
	Ludlum-Patrol Officer	1,000
	Martin-Patrol Officer	1,000
	Matteson-Patrol Officer	1,000
	Oliver-Patrol Officer	1,000
	Reif-Patrol Officer	1,000
	Swartz-Patrol Officer	1,000
	Uhl-Sergeant	1,000
	Weston-Patrol Officer	1,000
		-1,000
		<u>12,500</u>
<p>NOTE: Total authorized number of sworn officer is 21. Distribution is 17 in Patrol & 4 in Investigation. A sergeant will be promoted to Captain and the sergeant position will be replace with a patrol officer. See Police Adm for payroll numbers for the Captain.</p> <p>Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.</p>		
118	<u>Uniform Allowances</u> (No Change)	11,050
	The uniform and cleaning allowance is \$500 and \$150, respectively for each officer. \$1,800 is set aside annually in contingency if there were to be replacement hiring.	
150	<u>Medicare</u>	15,893
119	<u>Shift Differential</u>	13,155
151	<u>Social Security</u>	67,954
152	<u>Retirement</u>	220,183

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
153	<u>Health Insurance</u>	182,702
	<u>Family Coverage:</u>	
	Bradford - Sergeant	15,586 x 100% = 15,586
	Ciardo - Sergeant	15,586 x 100% = 15,586
	Erickson - Patrol Officer	15,586 x 100% = 15,586
	Gempler - Sergeant	15,586 x 100% = 15,586
	Matteson - Patrol Officer	15,586 x 100% = 15,586
	Oliver - Patrol Officer	15,586 x 100% = 15,586
	Swartz - Patrol Officer	15,586 x 100% = 15,586
	Uhl - Sergeant	15,586 x 100% = 15,586
	New Officer	15,586 x 100% = 15,586
	<u>Single Coverage:</u>	
	Becker - Patrol Officer	6,254 x 100% = 6,254
	Edler - Patrol Officer	6,254 x 100% = 6,254
	Kleinfeldt - Patrol Officer	6,254 x 100% = 6,254
	Meyer - Patrol Officer	6,254 x 100% = 6,254
	<u>Family Insurance Buyout:</u>	
	Kolb - Patrol Officer	6,000 x 100% = 6,000
	Ludlum - Patrol Officer	6,000 x 100% = 6,000
	Martin - Patrol Officer	6,000 x 100% = 6,000
	Reif - Patrol Officer	6,000 x 100% = 6,000
	Meyer-Patrol Officer	6,000 x 50% = 3,000
	Weston - Patrol Officer	6,000 x 100% = <u>6,000</u>
		<u>-15,586</u>
	GRAND TOTAL:	182,702
<p>NOTE: Total authorized number of sworn officer is 21. Distribution is 17 in Patrol & 4 in Investigation. A sergeant will be promoted to Captain and the sergeant position will be replace with a patrol officer. See Police Adm for payroll numbers for the Captain.</p>		
154	<u>Professional Development</u> (No Change)	8,800
155	<u>Worker Compensation</u>	29,593
156	<u>Life Insurance</u>	158
157	<u>Long Term Disability Insurance</u>	2,517
160	<u>125 Plan Contribution-City</u>	-

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
219	<u>Other Professional Services</u> Decreased \$1,000 (1,800 vs 2,800) Reassigned to Patrol Capital. There is now the ability to request reimbursements for drunk driving blood draws from the courts.	1,800
241	<u>Repair/Maintenance of Vehicles</u> (No Change)	12,000
242	<u>Repair/Maintenance of Equipment</u> Decreased \$1,000 (2,200 vs 3,200) Reassigned to Patrol Capital	2,200
249	<u>Miscellaneous Repair/Maintenance Services</u> Decreased \$600 (0 vs 600) Reassigned to Patrol Capital	-
292	<u>Radio Service</u> (No Change)	1,300
330	<u>Travel Expense</u> Decreased \$425 (800 vs 1,225) Reassigned to Patrol Capital	800
340	<u>Operations Supplies</u> (No Change)	3,800
351	<u>Fuel Expenses</u> Increased \$4,000 (26,000 vs 22,000)	26,000
360	<u>DAAT/Firearms</u> (No Change)	8,000

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
CAPITAL OUTLAYS		
810	<u>Capital Equipment</u> Increased \$2,800 (4,550 vs 1,750)	4,550
	1,750 - 5 Bulletproof Vests	In 1998 we began providing our officers with soft body armor. Five bulletproof vests will continue our rotational plan. Additional funding comes from the officer's uniform allowance and a federal grant.
	1,000 - 1 Moving Radar Unit	Our current units are over ten years old. Accuracy of speed detection is very important. This unit enables officers to conduct general patrol duties while running radar at the same time.
	1,800 - 3 Portable Breath Test Unit (w/accessories)	These units are used to field test subjects who may have consumed alcohol (drunk driver, underage drinkers, etc.) Due to budget constraints we have not been able to purchase new PBT's since 2006. The units have fallen into disrepair and are very costly to repair.



POLICE INVESTIGATION **SECTION NUMBER: 100.52120**

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	230,551	205,338	189,565	109,131	235,356	251,803
112	Wages/Overtime	13,269	15,671	13,356	8,833	16,000	13,478
117	Longevity Pay	3,000	3,000	3,000	2,000	4,000	4,000
118	Uniform Allowances	2,175	2,719	1,950	1,029	1,950	2,600
119	Shift Differential	507	479	465	347	465	465
150	Medicare Tax/City Share	3,657	3,381	3,167	1,890	3,300	3,998
151	Social Security/City Share	15,608	14,438	13,540	7,573	14,800	17,096
152	Retirement	47,972	47,244	42,420	27,481	51,000	55,930
153	Health Insurance	30,223	29,337	17,861	17,156	35,741	43,426
154	Professional Development	4,316	1,048	3,400	3,571	6,000	3,900
155	Workers Compensation	6,905	7,199	5,896	3,522	5,896	7,445
156	Life Insurance	38	35	31	17	24	39
157	L-T Disability Insure/City Share	700	548	470	291	470	630
160	125 Plan Contribution-City	750	790	250	750	750	-
219	Other Professional Services	3,215	3,189	3,500	996	3,500	3,500
241	Repr/Mtn Vehicles	1,953	2,852	2,000	3,439	5,000	2,900
292	Radio Service	282	150	600	64	200	600
295	Misc. Contractual Services	-	-	900	-	-	-
330	Travel Expenses	1,795	455	300	15	300	300
340	Operation Supplies	2,866	1,875	3,775	729	1,580	3,775
351	Fuel Expenses	1,981	2,638	4,000	2,183	4,700	4,100
359	Photo Expense	349	995	1,000	-	500	450
810	Capital Equipment	-	4,000	-	-	-	-
52120	Total Police Investigation	372,112	347,382	311,446	191,018	391,532	420,434

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	251,803
	1.0 FTE Winger - Detective Sergeant	2,080 hrs
	1.0 FTE Flaherty - Detective	2,080 hrs
	1.0 FTE Valadez - Juvenile Officer	2,080 hrs
	<u>1.0 FTE</u> Vandersteeg - Detective	<u>2,080 hrs</u>
	4.0 FTE Total	TOTAL HOURS 6,240
Included in the total wages is 80 hours of Holiday Pay for each Detective (4). Total = \$9,606.		
112	<u>Wages/Overtime</u>	13,478
	Estimated overtime - Approximately 300 hours @ \$44.93 (\$29.95 x 1.5)	
117	<u>Longevity</u>	4,000
	Winger - Detective Sergeant	1,000
	Flaherty - Detective	1,000
	Valadez - Juvenile Officer	1,000
	Vandersteeg - Detective	<u>1,000</u>
	TOTAL	4,000
118	<u>Uniform Allowances</u>	2,600
	No Change	
	\$650 per detective (4 total)	
119	<u>Shift Differential</u>	465
150	<u>Medicare</u>	3,998
151	<u>Social Security</u>	17,096
152	<u>Retirement</u>	55,930
153	<u>Health Insurance</u>	43,426
	<u>Family Coverage:</u>	
	Vandersteeg - Detective	15,586 x 100% = 15,586
	Valadez - Detective	15,586 x 100% = 15,586
	<u>Single Coverage:</u>	
	Flaherty - Detective	6,254 x 100% = 6,254
	<u>Family Insurance Buyout</u>	
	Winger - Detective Sergeant	6,000 x 100% = <u>6,000</u>
		43,426
154	<u>Professional Development</u>	3,900
	Increased \$500 from Police Inv Photo Expense	
155	<u>Worker Compensation</u>	7,445
156	<u>Life Insurance</u>	39

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
157	<u>Long Term Disability Insurance</u>	630
160	<u>125 Plan Contribution-City</u>	-
	Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.	
	SUPPLIES AND SERVICES	
219	<u>Other Professional Services</u> No Change	3,500
241	<u>Repair/Maintenance of Vehicles</u> Increased \$900 from Inv Miscellaneous Contractual Services	2,900
292	<u>Radio Service</u> No Change	600
295	<u>Miscellaneous Contractual Services</u> Decreased \$900. Reassigned to Inv Vehicle	-
330	<u>Travel Expense</u> No Change	300
340	<u>Operations Supplies</u> No Change	3,775
351	<u>Fuel Expenses</u> Increased \$100 (4,100 vs. 4,000)	4,100
359	<u>Photo Expense</u> Decreased \$500 due to changes in photo processing. Reassigned \$450 to Inv Professional Development and \$50 due to	450
	CAPITAL OUTLAYS	
810	<u>Capital Equipment</u> No Change	-



CROSSING GUARDS-52130 & COMM SVC PROGRAM-52140

CROSSING GUARDS

SECTION NUMBER: 100.52130

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
113	Salaries/Temporary	32,322	29,666	35,487	16,045	32,090	35,487
150	Medicare Tax/City Share	469	430	515	233	505	515
151	Social Security/City Share	2,004	1,839	2,200	995	2,000	2,200
154	Professional Development	-	-	200	-	-	-
155	Workers Compensation	1,267	992	1,164	516	1,010	1,164
158	Unemployment Compensation	-	3,468	-	950	2,000	2,000
340	Operating Supplies	479	283	450	157	300	300
52130	Total Crossing Guards	36,541	36,678	40,016	18,896	37,905	41,666

COMMUNITY SERVICE PROGRAM

SECTION NUMBER: 100.52140

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
114	Wages/Part-Time/Permanent	37,145	40,159	43,506	20,767	41,534	40,962
117	Longevity Pay	-	-	1,000	-	-	-
118	Uniform Allowances	307	1,601	1,100	(375)	900	-
150	Medicare Tax/City Share	510	553	731	297	600	159
151	Social Security/City Share	2,181	2,366	3,125	1,271	2,800	680
152	Retirement	3,554	4,087	5,088	1,155	2,300	647
153	Health Insurance	-	-	6,000	-	-	-
155	Workers Compensation	1,549	1,367	1,653	618	1,300	360
156	Life Insurance	20	22	45	4	10	-
157	L-T Disability Insure/City Share	80	79	83	12	25	-
241	Repr/Mtn Vehicle	494	168	600	391	600	-
340	Operation Supplies	175	270	500	26	200	500
351	Fuel Expenses	1,955	3,741	3,000	1,401	2,600	2,300
360	Parking Services Expenses	-	3,944	6,500	1,289	4,500	6,200
810	Capital Equipment	-	995	-	-	-	-
52140	Total Comm Service Program	47,970	59,353	72,931	26,857	57,369	21,808



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
113	<u>Salaries/Temporary</u> 3,160 hours at \$11.23 per hour	35,487
	Crossing Guards: 14 hrs/day x 180 days =	2,520 (7 guards/2 hrs per day)
	Parking Duties @ H.S. 3 hrs/day x 180 =	540
	Summer School 5 hrs/day x 20 days =	100
	Total per Season	3,160
	The city will bill out 50% of the cost of providing the crossing guard service to the School District plus an administrative fee of 15%. The School District will be billed three times per year. Total billing to the school district = \$20,327.	
150	<u>Medicare Tax/City Share</u>	515
151	<u>Social Security/City Share</u>	2,200
154	<u>Professional Development</u> Decreased \$200 (0 vs. 200)	-
155	<u>Worker Compensation</u>	1,164
158	<u>Unemployment Compensation</u>	2,000
SUPPLIES AND SERVICES		
340	<u>Operating Supplies</u> Decreased \$150 (300 vs. 450) Stop Signs, Traffic Cones, Vests	300



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
114	<u>Wages/Part-time/Permanent</u> 1 CSO @1040 hours	10,962
117	<u>Longevity</u>	-
118	<u>Uniform Allowances</u>	-
150	<u>Medicare Tax/City Share</u>	159
151	<u>Social Security/City Share</u>	680
152	<u>Retirement</u>	647
153	<u>Health Insurance</u>	-
155	<u>Worker Compensation Insurance</u>	360
156	<u>Life Insurance</u>	-
157	<u>Long Term Disability Insurance</u>	-
The above related payroll/retirement taxes are based on the actual hours		
SUPPLIES and SERVICES		
241	<u>Repair/Maintenance-Vehicle</u> (No Change)	-
340	<u>Operating Supplies</u>	500
351	<u>Fuel Expenses</u> Decreased \$700 (2,300 vs 3,000)	2,300
360	Parking Services Expenses Reduced \$300 (6,200 vs 6,500) Reassigned to Office Supplies	6,200
810	CAPITAL OUTLAY Decreased \$3,500 (0 vs 3,500)	-



2012 Budget
Summary

FIRE DEPARTMENT, CRASH CREW, & RESCUE SERVICE
(AMBULANCE)

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Fire Department	164,635	181,752	158,558	70,846	177,934	176,029
Total Crash Crew	21,436	25,286	20,476	6,972	20,476	20,636
Total Rescue Service (Amb.)	324,217	378,263	330,142	162,994	369,355	358,703
TOTAL FOR FUNCTION	510,288	585,300	509,176	240,812	567,765	555,368



2012 Budget
General Fund
FIRE DEPARTMENT-52200

FIRE DEPARTMENT

SECTION NUMBER: 100.52200

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
113	Wages/Temporary	40,162	57,171	44,000	13,009	54,000	54,000
150	Medicare Tax/City Share	458	708	638	189	638	783
151	Social Security/City Share	1,959	3,024	2,728	807	2,728	3,348
152	Retirement	249	542	350	48	350	350
154	Professional Development	12,542	10,638	10,000	7,146	10,000	10,000
155	Workers Compensation	3,972	4,550	4,815	1,980	4,815	4,815
158	Unemployment Compensation	4,430	2,731	3,000	3,313	6,000	4,000
159	Length of Service Awards Program	11,341	13,114	11,225	14,361	14,361	14,361
225	Mobile Communications	2,363	2,388	2,200	498	2,200	2,200
241	Repr/Mtn Vehicles	19,978	20,174	9,500	7,388	12,000	12,000
242	Fire Equip Repairs	3,056	1,458	4,500	882	2,000	3,500
245	Building Repr/Mtn	-	1,433	-	210	500	-
310	Office Supplies	809	2,023	900	421	900	900
340	Operating Supplies	11,403	9,919	9,500	6,072	9,500	9,500
351	Fuel Expenses	2,960	5,338	4,500	3,770	6,000	4,500
519	Ins Dues From State/Trans.	18,631	19,055	19,055	-	20,295	20,295
790	Employee Relations	7,727	3,728	7,727	4,000	7,727	7,727
810	Capital Equipment	22,595	23,759	23,920	6,752	23,920	23,750
52200	Total Fire Department	164,635	181,752	158,558	70,846	177,934	176,029



BUDGET NARRATIVE

CODE	ITEM	AMOUNT								
PERSONNEL										
113	<u>Wages/Temporary</u> Based on past experience and the expected level of service for 2012. Includes \$300 each for the Secretary & Treasurer of the Fire Department for the extra duties that they handle. The per call rates are as follows: <table style="margin-left: 20px; border: none;"> <tr> <td>Firefighter</td> <td style="text-align: right;">\$8.00</td> </tr> <tr> <td>2nd Asst. Chief</td> <td style="text-align: right;">\$11.00</td> </tr> <tr> <td>1st Asst. Chief</td> <td style="text-align: right;">\$13.00</td> </tr> <tr> <td>Chief</td> <td style="text-align: right;">\$15.00</td> </tr> </table>	Firefighter	\$8.00	2nd Asst. Chief	\$11.00	1st Asst. Chief	\$13.00	Chief	\$15.00	54,000
Firefighter	\$8.00									
2nd Asst. Chief	\$11.00									
1st Asst. Chief	\$13.00									
Chief	\$15.00									
150	<u>Medicare Tax/City Share</u>	783								
151	<u>Social Security/City Share</u>	3,348								
152	<u>Retirement</u> The above related payroll taxes/retirement are based on the actual hours worked within the department. Per state statute, retirement is only paid on workers who are also city employees.	350								
154	<u>Professional Development</u> No Change. To cover mandated training, additional computer classes and to attend State & Regional Conferences.	10,000								
155	<u>Worker Compensation Insurance</u> No Change. 1/2 of the total is billed to the rural fire department. Balance reflected in the Rescue Budget.	4,815								
158	<u>Unemployment Compensation</u> Increased \$1,000. (4,000 vs. 3,000) Proportional share of unemployment paid for volunteer firefighters laid off from their primary source of employment.	4,000								
159	<u>Length of Service Awards Program</u> (No Change) permits Participating Municipalities(PM) to invest funds to provide retirement benefits for volunteers. The State will match funds to encourage establishing these programs. The city's contribution for 2012 is not known at this time. For 2011 is was \$288.01 for each firefighter (36). The State of Wisconsin would match the contribution up to \$288.01 per firefighter. The maintenance fee equals \$857. Total cost equals \$16,831 for 2010,	14,361								



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	SUPPLIES and SERVICES	
225	<u>Mobile Communications</u> (No Change) Charges for cellular phones,pagers	2,200
241	<u>Repair/Maintenance of Vehicles</u> Increased \$2,500 (12,000 vs 9,500) Increased due to the prior years activity.	12,000
242	<u>Fire Equipment Repairs</u> Decreased \$1,000. (3,500 vs. 4,500)	3,500
310	<u>Office Supplies</u> (No Change)	900
340	<u>Operating Supplies</u> (No Change)	9,500
351	<u>Fuel Expenses</u> (No Change)	4,500
519	<u>Insurance Due from State</u> Increased \$1,240. (20,295 vs. 19,055) 2% fire insurance premiums paid thru property owners insurance policies. Transferred to the fire department the actual amount received. Revenue shown is estimate based on 2011 actual.	20,295
790	<u>Employee Relations</u> No Change. The Fire Department requests the City pay 1/2 of the Volunteer Recognition Banquet. Balance of the expenditure is picked up by the Rural Fire Department. Approximately 93 couples (186 individuals). Budget = \$4,000. Council approved Accidental Death & Dismemberment Insurance to cover all volunteers of the Fire Department, Rescue and Crash Crew. Annual premium = \$7,455. 1/2 of the premium is shown in the Rescue Service budget.	7,727



BUDGET NARRATIVE

CODE	ITEM	AMOUNT	
	CAPITAL OUTLAY		
810	<u>Capital Equipment</u>		23,750
	Decreased \$170. (23,750 vs. 23,920)		
		Rural	City
	Turnout Gear 7 @ \$2,200/ea	0	15,400
	Boots-10 @ \$350/ea	0	3,500
	Helmets- 10 @ \$300/ea	0	3,000
	Hoods- 10 @ \$35/ea	0	350
	Gloves- 15 @ \$100/ea	0	1,500
	Wildland Turnout Gear/Helmets- 45 @ \$451/ea	26,285	0
	Wildland Fire Hand Tools	3,154	0
	Pagers 10 @ \$600/ea	6,000	0
		<u>35,439</u>	<u>23,750</u>
	<i>Rural Fire equipment for information purposes</i>		



2012 Budget
General Fund

CRASH CREW-52210 & RESCUE SERVICE
(AMBULANCE)-52300

CRASH CREW

SECTION NUMBER: 100.52210

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
113	Wages/Temporary	6,837	9,263	7,000	-	7,000	7,000
150	Medicare Tax/City Share	99	134	102	-	102	102
151	Social Security/City Share	424	574	434	-	434	434
152	Retirement	63	127	40	-	40	40
154	Professional Development	3,227	2,765	3,200	-	2,800	3,200
241	Repr/Maint/Vehicles	1,068	858	600	106	300	600
242	Repr/Maint/Equipment	620	1,205	800	885	1,500	800
340	Operating Supplies	2,846	2,134	2,000	1,590	2,000	2,000
810	Capital Equipment	6,252	8,225	6,300	4,390	6,300	6,500
52210	Total Crash Crew	21,436	25,286	20,476	6,972	20,476	20,636

RESCUE SERVICE (AMBULANCE)

SECTION NUMBER: 100.52300

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
113	Wages/Temporary	212,646	244,892	205,000	85,212	235,000	235,000
150	Medicare Tax/City Share	2,912	3,345	2,973	1,121	3,300	3,408
151	Social Security/City Share	12,432	14,303	12,710	4,788	14,000	14,570
152	Retirement	1,125	1,163	1,600	584	1,200	1,600
154	Professional Development	14,873	11,988	9,000	9,000	9,000	9,000
155	Workers Compensation	4,120	4,653	4,815	1,980	4,815	4,815
158	Unemployment Compensation	244	5,452	4,000	3,297	6,000	6,000
159	Length of Service Award	5,586	6,401	5,606	7,682	7,682	7,682
225	Mobile Communications	423	697	780	42	600	600
241	Repr/Mtn Vehicles	3,747	4,575	4,000	1,734	3,500	3,500
242	Repr/Mtn Machinery/Equip	3,310	3,816	4,000	6,676	8,000	4,000
310	Office Supplies	2,364	954	2,200	404	800	800
340	Operating Supplies	37,870	49,057	36,000	22,472	36,000	36,000
351	Fuel Expenses	6,031	9,288	8,000	5,865	10,000	8,000
790	Employee Relations	3,728	3,728	3,728	-	3,728	3,728
810	Equipment	12,806	13,949	25,730	12,137	25,730	20,000
52300	Total Rescue Service (Amb.)	324,217	378,263	330,142	162,994	369,355	358,703



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
113	<u>Wages/Temporary</u>	7,000
150	<u>Medicare Tax/City Share</u>	102
151	<u>Social Security/City Share</u>	434
152	<u>Retirement</u>	-
The above-related payroll and retirement taxes are based on actual hours worked within the department.		
154	<u>Professional Development</u> No Change. Confined-Space Class/Training-required by Federal/State mandates because of the size/types of structures(UW-W & Cogentrics Power Plant)	3,200
SUPPLIES and SERVICES		
241	<u>Repair and Maintenance of Vehicles</u> Decreased \$600 (600 vs 1,200) Due to replacement of Crash Crew vehicle	600
242	<u>Repair and Maintenance of Equipment</u> No Change.	800
340	<u>Operating Supplies</u> No Change.	2,000
CAPITAL OUTLAY		
810	<u>Capital Equipment</u> No Change.	6,500
	Telescoping Ram-(1)	3,000
	Grain Tube	3,500
	Total	<u><u>6,500</u></u>



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
113	<u>Wages/Part-time/Permanent</u> Based on the expected # of calls for 2011. Includes \$2 per hour pager premium	235,000
150	<u>Medicare Tax/City Share</u>	3,408
151	<u>Social Security/City Share</u>	14,570
152	<u>Retirement</u>	1,600
154	<u>Professional Development</u> (No Change) Mileage, instructor and class material expenses are paid out of this account. Most training is done in-house therefore eliminating mileage costs for individual volunteers.	9,000
SUPPLIES and SERVICES		
155	<u>Worker Compensation Insurance</u> (No Change) Based on population served and modification factor. The above squad is allocated ½ of the total. The Fire Department is allocated the balance.	4,815
155	<u>Unemployment Compensation</u> Proportional share of unemployment paid for volunteer rescue members laid off from their primary source of employment.	6,000
159	<u>Length of Service Awards Program</u> Increased \$2,076. (7,682 vs. 5,606) The LOSA program is a benefit program designed to attract and retain volunteers. The law permits Participating Municipalities(PM) to invest funds to provide retirement benefits for volunteers. The State will match funds to encourage establishing these programs. The city's contribution for 2012 has been estimated to be will be \$288.01 for each rescue member(18). The State of Wisconsin would match the contribution up to \$288.01 per rescue member. The maintenance fee equals \$422. Total cost equals \$16,831 for 2011, payable in 2012. \$11,225 for firefighters; \$5,606 of the total cost is shown under Rescue. Only one contribution is made per member.	7,682



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
225	<u>Mobile Communications</u> Decreased \$180. (780 vs. 600)	600
241	<u>Repair and Maintenance of Vehicles</u> Decreased \$500. (4,000 vs. 3,500)	3,500
SUPPLIES and SERVICES		
242	<u>Repair and Maintenance of Machinery/Equipment</u> (No Change)	4,000
310	<u>Office Supplies</u> Decreased \$1,400. (800 vs. 2,200)	800
340	<u>Operating Supplies</u> (No Change) Medical supplies for ambulance stock.	36,000
351	<u>Fuel Expenses</u> (No Change) Medical supplies for ambulance stock. Reflects the decrease in the cost of fuel	8,000
790	<u>Employee Relations</u> (No Change) Council approved Accidental Death & Dismemberment Insurance to cover all volunteers of the Fire Department, Rescue and Crash Crew. Annual premium = \$7,455. 1/2 of the premium is shown in the Fire Department budget.	3,728
CAPITAL OUTLAY		
810	<u>Equipment</u> Decreased \$5,730. (20,000 vs. 25,7300)	20,000
	12 Pagers @ \$600/each	-
	5 Turnout Gear @ \$1457.48/each	-
	6 Portable Radios @ \$901/each	-
	Computer Software	-
	Ethernet Switch	-
	Total	-

Department/Function: Neighborhood Services provides planning, building inspection, code and zoning enforcement and Geographic Information System (GIS) services to the citizens we serve as well to the city organization. The department's mission is to provide services that enhance the quality of life for our neighborhoods and community.

2011 Major Accomplishments

- 1 Completed reorganization of Department after retirements of long-time director and building inspector. New Neighborhood Services Manager hired and will start work October 31, 2011.
- 2 Began process of re-writing City Zoning Ordinance with GRAEF consultants (scheduled for completion in early 2013).
- 3 Streamlined building review process and developer costs. New developer agreement form completed in April.
- 4 Contracted out building inspection services in July for six month trial period. Request for Proposals (RFP) for long-term contract for services will be solicited for January 1, 2012 start date.
- 5 Updated City rental property registration list.
- 6 Executed GIS development agreement with Walworth County in August.
- 7 Develop GIS implementation plan for 2012 (to be completed by new Neighborhood Services Manager by end of year).
- 8 Completed RFP process for city planning services (retained Vandewalle and Associates) and transitioned from Mark Roffers to Scott Harrington as chief planner.
- 9 Made progress on distressed housing projects...6 properties either demolished or in process of clearance/redevelopment.
- 10 Streamlined code enforcement notice process and posted all violations on line.

2012 Major Objectives

- 1 Make substantial progress on Zoning Rewrite Project and meet all established Public Participation objectives.
- 2 Transition more current planning from contract planning firm to city staff.
- 3 Implement new contract for inspection services based upon results of RFP process by January 31st.
- 4 Complete interactive mapping and post on-line with all current base layers loaded by March 1st.
- 5 Develop additional GIS map layers as determined by GIS Implementation Plan.
- 6 Respond to all requests for service within 48 hours (code/zoning and building inspections).
- 7 Assist Park and Recreation Department with development of City Pedestrian and Bicycle Master
- 8 Continue necessary work on distressed housing initiative and take action where necessary.



2012 Budget
General Fund

NEIGHBORHOOD SERVICES-52400

NEIGHBORHOOD SERVICES

SECTION NUMBER: 100.52400

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	89,459	90,178	102,240	45,455	80,000	77,995
112	Wages/Overtime	566	507	504	450	600	
113	Seasonal/Wages/Enforcement	5,950	3,562	2,250	1,323	2,700	
117	Longevity Pay	1,640	1,640	1,740	820	1,220	700
118	Uniform Allowances	99	110	110	106	110	
150	Medicare Tax/City Share	1,458	1,440	1,608	774	1,500	1,141
151	Social Security/City Share	6,234	6,159	6,878	3,309	5,900	4,879
152	Retirement	9,239	9,915	11,159	5,259	9,700	3,871
153	Health Insurance	15,211	16,868	17,641	9,010	12,000	10,990
154	Professional Development	2,035	2,351	1,500	663	1,000	2,000
155	Workers Compensation	3,313	2,772	2,925	1,675	2,200	1,766
156	Life Insurance	91	103	105	53	90	46
157	L-T Disability Insure/City Share	213	220	225	108	190	149
160	125 Plan Contribution-City	449	470	470	472	472	
218	Weights & Measures Contract	3,600	3,600	3,600	3,600	3,600	3,600
219	Other Professional Service	17,238	18,806	14,000	7,876	20,000	24,000
225	Mobile Communications	232	291	300	119	300	300
310	Office Supplies	2,344	1,511	2,200	400	1,500	1,800
320	Dues & Subscriptions	813	1,208	800	601	800	800
330	Travel Expenses	-	-	150	196	300	750
340	Operating Supplies	1,216	662	800	-	600	600
351	Fuel Expenses	2,333	2,419	1,800	1,292	2,000	2,000
52400	Total Neighborhood Services	163,733	164,792	173,005	83,560	146,782	137,387



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	77,995
	1 1/2 TE (Weberpal) 1,040 hrs	
	0.70 FTE Neighborhood Serv Dir. (Birkeland) 1,456 hrs	
	0.40 FTE Secretary I (Wegner) 832 hrs	
	<u>0.30 FTE Secretary I (Stanford) 624 hrs</u>	
	2.4 TOTAL HRS = 3,952 hrs	
112	<u>Wages/Overtime</u>	-
113	<u>Seasonal/Wages</u>	-
	250 hours @ \$9.00/hour	
219	<u>Longevity Pay</u>	700
118	<u>Uniform Allowance</u>	-
150	<u>Medicare Tax/City Share</u>	1,141
151	<u>Social Security/City Share</u>	4,879
152	<u>Retirement</u>	3,871
153	<u>Health Insurance</u>	10,990
	<u>Family Health Insurance</u>	
	Neighborhood Svc Dir (Birkeland) 6,254 x 88% x 70% = 3,853	
	Secretary I (Wegner) 15,586 x 88% x 40% = 5,486	
	<u>Single Health Insurance</u>	
	Secretary I (Stanford) 6,254 x 88% x 30% = <u>1,651</u>	
	TOTAL 10,990	
Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.		



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	PERSONNEL	
154	<u>Professional Development</u> Increase to reflect Neighborhood Services Mgr participation to WAPA conferences/activities.	2,000
155	<u>Workers Compensation</u>	1,766
156	<u>Life Insurance</u>	46
157	<u>Long Term Disability Insurance</u>	149
160	<u>125 Plan Contribution-City</u>	-
	Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.	
	SUPPLIES and SERVICES	
218	<u>Weights & Measures Contract</u> (No Change) Annual Payment-State of Wisconsin	3,600
219	<u>Other Professional Services</u> Increased \$12,000. (24,000 vs 12,000) Inspections provided on contractual basis. RFP for services to be solicited by end of year. If expenses exceed budget they will be offset by permit income.	24,000
225	<u>Mobile Communications</u> (No Change)	300
310	<u>Office Supplies</u> (No Change)	1,800
320	<u>Dues/Subscriptions</u> (No Change)	800
330	<u>Travel Expenses</u> (No Change)	750
340	<u>Operating Supplies</u> (No Change)	600
351	<u>Fuel Expenses</u> (No Change)	2,000



DEPARTMENT/FUNCTION- EMERGENCY MANAGEMENT/PREPAREDNESS - In order to safely and effectively deal with natural or man made disasters, the Whitewater Police Department has an appointed officer to serve as Emergency Management Coordinator. We have developed policies, procedures, and plans to deal with specific emergency/disaster situations. The Emergency Management program represents an ongoing developmental process. The program is currently sustained by a \$16,000 annual budget which includes maintenance of 8 outdoor warning sirens, a functional emergency operations center (EOC), an office with telephone, cable/internet/fax, weather radar and training.

MISSION - It is the mission of the Office of Emergency Management to protect the citizens of Whitewater through efficient handling of emergency situations to include man-made, natural or terrorist disasters. Continuous education and training is available through this program in order to better prepare Whitewater area residents to protect themselves following a major emergency or disaster until

2011 SIGNIFICANT ACCOMPLISHMENTS (from city management plan)

2012 MAJOR OBJECTIVES



2012 Budget
General Fund

EMERGENCY PREPAREDNESS-52500 &
COMMUNICATIONS/DISPATCH-52600

EMERGENCY PREPAREDNESS

SECTION NUMBER: 100.52500

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
154	Professional Development	294	441	2,500	336	800	1,500
225	Mobile Communications	109	92	200	5	100	200
242	Repr/Maint/Equipment	448	1,773	1,500	467	1,200	1,500
295	Contractual Services	4,075	4,195	4,080	4,008	4,008	4,080
310	Office Supplies	40	370	300	-	100	300
340	Operating Supplies	675	451	500	244	500	500
810	Capital Equipment	870	938	1,000	205	800	800
52500	Total Emergency Preparedness	6,511	8,259	10,080	5,265	7,508	8,880

COMMUNICATIONS/DISPATCH

SECTION NUMBER: 100.52600

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	238,897	248,616	258,249	117,268	258,616	258,249
112	Wages/Overtime	19,657	20,191	28,140	11,489	28,140	28,850
117	Longevity Pay	4,017	4,651	6,250	2,947	6,250	6,750
118	Uniform Allowances	3,851	3,326	3,375	(41)	3,375	3,375
119	Shift Differential	2,267	2,431	3,624	1,200	2,500	3,624
150	Medicare Tax/City Share	3,946	4,061	4,512	2,114	4,500	4,487
151	Social Security/City Share	16,874	17,474	19,295	8,272	18,500	19,187
152	Retirement	27,232	28,938	33,216	16,522	33,000	16,966
153	Health Insurance	48,502	54,413	59,526	28,050	56,100	53,366
154	Professional Development	4,639	3,745	4,000	1,765	3,000	4,000
155	Workers Compensation	687	717	778	364	756	774
156	Life Insurance	125	128	128	64	128	128
157	L-T Disability Insure/City Share	747	664	665	344	665	688
160	125 Plan Contribution-City	2,015	1,813	1,625	1,625	1,625	
219	Other Professional Services	-	2,700	2,700	-	1,000	2,700
242	Repr/Mtn Machinery/Equip.	1,240	-	300	-	-	300
292	Radio Service	8,222	9,500	13,000	13,000	13,000	13,000
295	Misc. Contractual Services	20,258	20,405	21,087	14,876	21,087	22,382
330	Travel Expenses	26	-	500	-	100	500
340	Operation Supplies/Computer	538	408	2,000	1,358	2,000	2,000
810	Capital Equipment	702	-	8,760	-	8,760	
52600	Total Communications/Dispatch	404,442	424,181	471,730	221,218	463,102	441,325



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
154	<u>Professional Development</u> Reduced \$1,000 (1,500 vs. 2,500)	1,500
SUPPLIES and SERVICES		
225	<u>Telephone</u> (No Change)	200
242	<u>Repair and Maintenance of Equipment</u> (No Change)	1,500
295	<u>Contractual Services</u> (No Change) Maintenance of Siren, weather service, internet.	4,080
310	<u>Office Supplies</u> (No Change)	300
340	<u>Operating Supplies</u> (No Change)	500
CAPITAL OUTLAY		
810	<u>Capital Equipment</u> Reduced \$200 (800 vs. 1,000)	800

BUDGET NARRATIVE

PERSONNEL

111	<u>Salaries/Permanent</u>			258,249
	4.0 FTE Dispatchers (Hogue, Peterson, Ojibway, Gempler)	1,947	hrs/each	
	2.0 FTE Flex Dispatcher (Pierce, Millis)	1,947	hrs/each	
	.25 FTE Records Comm. Coord. (Lentz)	520	hrs	
	<u>.50 FTE</u> Part Time Dispatcher (Reddy)	<u>976</u>	hrs	
	6.75 FTE TOTAL	TOTAL HRS:	13,178	hrs
<p>NOTE: Includes a total of \$9,922 of Holiday Pay for all of the above Dispatchers per the union contract. 1,947 hours is the total # of working hours per year for 4 dispatchers & 2 flex dispatchers. Part-Time Dispatcher (Reddy) is scheduled for 976 hours. Records Communications Coordinator(Lentz) @ 25%-(520/hrs) with the balance of 1,560 hours budgeted in Police Administration.</p>				
112	<u>Wages/Overtime</u>			28,850
	1000 hours @ \$28.85/hr ---(\$19.23 x 1.5)			
117	<u>Longevity Pay</u>			6,750
	Records Comm Coord. (Lentz)	25% of 1,000 =	250	
	Dispatcher (Hogue)		1,000	
	Dispatcher (Petersen)		1,000	
	Dispatcher (Ojibway)		1,000	
	Dispatcher (Gempler)		1,000	
	Dispatcher (Millis)		1,000	
	Dispatcher (Pierce)		1,000	
	Dispatcher (Reddy)		<u>500</u>	
		TOTAL	<u>6,750</u>	
118	<u>Uniform Allowance</u>			3,375
	\$500 per dispatcher (\$125 for Lentz (prorated), \$250 for Reddy (prorated)).			
	\$962 set aside yearly in contingency if there were to be replacement hirings.			
119	<u>Shift Differential</u>			3,624
150	<u>Medicare Tax/City Share</u>			4,487
151	<u>Social Security/City Share</u>			19,187
152	<u>Retirement</u>			16,966

Proportionate share of taxes and benefits based on the same % used to allocate salaries on the actual hours worked.

BUDGET NARRATIVE

PERSONNEL			
153	<u>Health Insurance</u>		53,366
	<u>Family Health Insurance</u>		
	Records Comm Coord. (Lentz)	15,586 x 88% x 25% =	3,429
	Dispatcher (Hogue)	15,016 x 88% x 100% =	13,214
	Dispatcher (Pierce)	15,586 x 88% x 100% =	13,715
	<u>Insurance Buyout-Family</u>		
	Dispatcher (Ojibway)	4,800 x 100% =	4,800
	Dispatcher (Gempler)	4,800 x 100% =	4,800
	<u>Single Health Insurance</u>		
	Dispatcher (Petersen)	6,254 x 88 x 100% =	5,504
	Dispatcher (Millis)	6,254 x 88 x 100% =	5,504
	<u>Insurance Buyout-Single</u>		
	Dispatcher (Petersen)	2,400 x 100% =	<u>2,400</u>
		TOTAL	53,366
154	<u>Professional Development</u> (No Change)		4,000
155	<u>Worker Compensation</u>		774
156	<u>Life Insurance</u>		128
157	<u>Long Term Disability</u>		688
160	<u>125 Plan Contribution-City</u> Proportionate share of taxes and benefits based on the same % used to allocate salaries on the actual hours worked.		-
SUPPLIES and SERVICES			
219	<u>Other Professional Services</u> (No Change)		2,700
242	<u>Repair/Maintenance of Equipment</u> (No Change)		300
292	<u>Radio Service</u> (No Change)		13,000

BUDGET NARRATIVE

SUPPLIES and SERVICES		
295	<u>Miscellaneous Contractual Services</u>	22,382
	Increased \$1,295 (22,382 vs 21,087)	
	Due to increase in radio/telephone recording contract and addition of telephone interpreter services	
	◆ 911 maintenance contract	7,440
	◆ wireless telephone circuit	2,322
	◆ telephone interpreter services	1,200
	◆ fees to access Dept of Justice TIME system	8,964
	◆ radio/telephone recording contract	2,456
		<u>22,382</u>
330	<u>Travel Expenses</u>	500
	(No Change)	
340	<u>Operation Supplies</u>	2,000
	(No Change)	
CAPITAL OUTLAY		
810	<u>Capital Equipment</u>	-
	Decreased \$8,760 (0 vs 8,700)	



2012 Budget
Summary

DPW ADMINISTRATION, SHOP/FLEET OPERATIONS, STREET
MAINTTENANCE, SNOW & ICE, STREET LIGHTS,
SIDEWALKS

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Public Works Administration	61,206	45,931	45,275	23,558	42,925	42,697
Total Shop/Fleet Operations	145,746	138,749	142,060	79,891	144,647	138,748
Total Street Maintenance	402,589	422,416	420,799	203,542	400,158	410,566
Total Snow & Ice	155,490	131,473	137,623	116,122	149,171	132,297
Total Street Lights	231,462	224,774	219,083	115,287	230,783	232,268
Total Sidewalks	36,479	38,451	26,753	4,763	23,175	-
TOTAL FOR FUNCTION	1,032,972	1,001,794	991,593	543,163	990,859	956,576

DEPARTMENT/FUNCTION- Department of Public Works

Operation, maintenance, repair, and construction of streets, storm sewers, streetlights, traffic signals, fleet services, sidewalks, and solid waste/compost management.

MISSION -

To provide proper operation, maintenance, repair, and construction of streets, storm sewers, sidewalks, streetlights, fleet services, and solid waste management for the citizens of Whitewater within the parameter of an adequate budget.

2011 SIGNIFICANT ACCOMPLISHMENTS (from City Management Plan)

Street Repair Fund ((SRF) monies (\$185K) will be committed to street maintenance and repair as identified by the PASER street rating program. The SRF completed maintenance to 4.16 miles of streets, which is about 9.1% of the total streets.

DPW crews repaired 9 Utility pathes thus far in 2011. DPW crews have also repaired 9 storm catch basins.

Completed the update of regulatory sign replacements to meet the reflectivity standards required to be complete by 2013.

2012 MAJOR OBJECTIVES

Street Repair Fund monies (\$185K) will be committed to street maintenance and repair as identified by the PASER street rating program plus

Develop a sidewalk repair and replacement program.

Complete the update of sign replacements to meet the reflectivity standards required to be complete by 2013.

PERFORMANCE MEASURES (3 to 5 if possible)

Provide the footage of streets that receive maintenance via the SRF & the amount of sidewalks repaired.

Provide a sidewalk repair and replacement program.

Report the number of signs replaced to meet reflectivity standards.



PUBLIC WORKS ADMINISTRATION

SECTION NUMBER: 100.53100

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	31,105	22,752	20,115	11,723	20,115	19,423
113	Wages/Temporary	3,731	3,853	3,750	293	3,750	3,750
117	Longevity Pay	424	387	290	195	290	190
118	Uniform Allowances	58	73	25	-	25	25
150	Medicare Tax/City Share	485	382	350	169	350	339
151	Social Security/City Share	2,073	1,634	1,498	724	1,498	1,449
152	Retirement	3,260	2,512	2,327	1,362	2,327	1,137
153	Health Insurance	7,572	5,483	4,236	2,865	4,236	4,016
154	Professional Development	140	1,472	500	128	500	-
155	Workers Compensation	681	214	331	116	331	310
156	Life Insurance	18	17	16	8	16	16
157	L-T Disability Insure/City Share	72	51	42	26	42	43
158	Unemployment Compensation	421	500	-	-	-	-
160	125 Plan Contribution-City	275	195	195	195	195	-
215	GIS Exp/Supplies/Services	4,172	1,275	3,600	417	1,200	4,000
225	Mobile Communications	1,898	1,259	1,200	547	1,200	1,200
310	Office Supplies	3,741	3,223	2,500	1,436	2,300	2,500
330	Travel Expenses	-	49	-	-	-	-
345	Safety Program	588	-	4,000	3,060	4,000	4,000
351	Fuel Expenses	492	603	300	293	550	300
53100	Total Public Works Administration	61,206	45,931	45,275	23,558	42,925	42,697



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	19,423
	0.19 FTE Director of Public Works (Fischer) 395 hours	
	0.10 FTE Eng Aide (open position) 208 hours	
	0.29 FTE TOTAL TOTAL HRS = <u>603</u>	
*Balance of DPW/Engineering Salary and benefits are split out as follows:		
A. Director of Public Works – 33% Water/Wastewater each, 15% Stormwater		
B. Engineering Aide – 33% Water/Wastewater each, 24% Stormwater		
NOTE: Eng.Aide wages and benefits will be reimbursed by TID #4 on TID #4 projects.		
Also included in salaries is the following:		
1. Dir.of Public Works - \$150/mo. Car allowance = \$1,800*19%=\$342/yr)		
113	<u>Wages/Temporary</u>	3,750
	Intern- 500 hours @ \$7.50/hr-Summer GIS -Intern	
117	<u>Longevity Pay</u>	190
118	<u>Uniform Allowances</u>	25
	10% of Eng. Aide Annual Allocation. (10% of \$250)	
150	<u>Medicare Tax/City Share</u>	339
151	<u>Social Security/City Share</u>	1,449
152	<u>Retirement</u>	1,137
153	<u>Health Insurance</u>	4,016
	<u>Family Insurance</u>	
	Dir of Public Works (Fischer) 15,586 x 88% x 19% = 2,606	
	<u>Single Insurance</u>	
	Engineering Aide (Open Position) 6,254 x 88% x 10% = <u>550</u>	
	TOTAL 3,156	
154	<u>Professional Development</u>	-
	Decreased \$500. (0 vs. 500)	
155	<u>Worker Compensation Insurance</u>	310
	Based on actual hours worked	
156	<u>Life Insurance</u>	16
	Based on same proportion as salaries	



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
157	<u>Long Term Disability Insurance</u>	43
160	<u>125 Plan Contribution-City</u>	-
Proportionate share of taxes and benefits are based on the same % used to allocate salaries		
SUPPLIES and SERVICES		
215	<u>GIS Expense/Supplies/Services</u> Increased \$400. (4,000 vs. 3,600) NOTE: Annual license & maintenance fee of \$1,400 is shown in IT Budget. Coucro A-67 GIS supplies, memberships, maintenance fees & training. Water, Sewer & Stormwater will contribute 25% each as a transfer to the General fund.	4,000
225	<u>Mobile Communications</u> (No Change) Includes cost of cellular phones and pager service only.	1,200
310	<u>Office Supplies</u> (No Change)	2,500
345	<u>Safety Program</u> (No Change) To fund safety program administrated by the Public Works Director Human Resources Manager. Utilities also provide funding toward this program.	4,000
351	<u>Fuel Expenses</u> (No Change)	300



SHOP/FLEET OPERATIONS

SECTION NUMBER: 100.53230

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Wages/Permanent	59,028	56,018	58,952	31,628	58,952	58,493
112	Wages/Overtime	428	30	-	55	100	
117	Longevity Pay	765	902	1,120	556	1,120	980
150	Medicare Tax/City Share	859	813	884	459	884	872
151	Social Security/City Share	3,673	3,475	3,776	1,962	3,776	3,729
152	Retirement	6,200	6,259	6,968	3,732	6,968	3,509
153	Health Insurance	14,357	15,631	13,931	7,946	13,931	12,747
155	Workers Compensation	1,954	1,671	1,699	923	1,699	1,670
156	Life Insurance	24	26	28	14	28	19
157	L-T Disability Insure/City Share	152	150	147	74	147	131
160	125 Plan Contribution-City	483	490	455	542	542	
221	Municipal Utilities	2,178	2,321	2,500	1,175	2,500	2,500
222	Utilities-Electric/Gas	18,261	15,580	19,100	13,258	21,700	21,700
241	Mobile Communications	2,228	1,761	1,500	690	1,300	1,400
340	Operating Supplies	9,741	9,827	8,000	6,863	8,000	8,000
352	Vehicle Repr Parts	25,415	23,668	23,000	10,014	23,000	23,000
355	Bldg Mtn Repr Supp	-	125	-	-	-	
53230	Total Shop/Fleet Operations	145,746	138,749	142,060	79,891	144,647	138,748



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	58,493
	0.14 Babcock-FTE Laborer I	291 hours
	0.14 Beckman-FTE Laborer I	291 hours
	0.14 Buckingham-FTE Laborer I	291 hours
	0.14 Freeman-FTE Laborer I	291 hours
	0.14 Hernandez-FTE Laborer II	291 hours
	0.14 Himsel-FTE Laborer	291 hours
	0.14 Nass-FTE Street Supt.	291 hours
	<u>0.14 UnFilled-FTE Laborer I</u>	<u>291</u> hours
	1.120 FTE	Total Hours = 2,328 hours
The Streets/Shop operation of the Public Works division is allocated on a % basis of the total available hours.		
117	<u>Longevity Pay</u>	980
150	<u>Medicare Tax/City Share</u>	872
151	<u>Social Security/City Share</u>	3,729
152	<u>Retirement</u>	3,509
153	<u>Health Insurance</u>	12,747
	<u>Family Health Coverage</u>	
	Street Supt. (Nass)	15,586 x 88% x 14% = 1,920
	Laborer I (Unfilled)	15,586 x 88% x 14% = 1,920
	Laborer I (Freeman)	14,053 x 88% x 14% = 1,731
	Laborer II (Hernandez)	15,586 x 88% x 14% = 1,920
	Laborer I (Buckingham)	15,586 x 88% x 14% = 1,920
	Laborer I (Himsel)	15,586 x 88% x 14% = 1,920
	<u>Single Health Coverage</u>	
	Laborer I (Beckman)	6,026 x 88% x 14% = 742
	<u>Family Insurance Buyout</u>	
	Laborer I (Babcock)	4,800 x 14% = <u>672</u>
		12,747



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
155	<u>Worker Compensation</u>	1,670
156	<u>Life Insurance</u>	19
157	<u>Long Term Disability Insurance</u>	131
160	<u>125 Plan Contribution-City</u> Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.	-
SUPPLIES and SERVICES		
221	<u>Water and Sewer</u> No Change	2,500
222	<u>Electricity/Gas</u> Increased \$2,600. (21,700 vs. 19,100)	21,700
225	<u>Mobile Communications</u> Decreased \$100. (1,400 vs. 1,500)	1,400
340	<u>Operating Supplies</u> No Change	8,000
352	<u>Vehicle Repair Parts</u> No Change	23,000



2012 Budget
General Fund
STREET MAINTENANCE-53300

STREET MAINTENANCE

SECTION NUMBER: 100.53300

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Wages/Permanent	231,474	239,207	235,809	116,628	230,000	233,971
112	Wages/Overtime	144	471	2,734	27	900	2,029
113	Wages/Seasonal	13,369	13,613	13,950	2,353	13,950	13,950
117	Longevity Pay	3,332	3,930	4,480	2,421	4,000	3,920
118	Uniform Allowances	2,295	1,750	1,750	-	1,750	1,242
150	Medicare Tax/City Share	3,515	3,664	3,775	1,840	3,335	3,720
151	Social Security/City Share	15,135	15,710	16,141	7,353	14,260	15,907
152	Retirement	24,521	26,122	28,191	14,794	25,070	14,155
153	Health Insurance	48,162	55,883	55,720	28,600	51,000	50,986
154	Professional Development	697	655	500	430	500	
155	Workers Compensation	8,522	8,055	7,341	3,674	7,150	7,203
156	Life Insurance	105	117	114	57	110	76
157	L-T Disability Insure/City Share	578	633	589	313	550	522
160	125 Plan Contribution-City	2,213	1,983	1,820	1,962	1,962	
222	Elect/Traffic Signals	8,514	9,465	9,000	5,237	9,000	9,000
310	Office Supplies	3,352	3,468	2,135	211	1,800	2,135
351	Fuel Expenses	13,414	12,500	14,000	3,650	12,000	14,000
354	Traffic Control Supplies	10,201	18,864	12,750	2,960	10,000	12,750
405	Material/Repairs	13,046	6,326	10,000	10,212	12,000	10,000
821	Bridge/Dam Inspections	-	-	-	821	821	15,000
53300	Total Street Maintenance	402,589	422,416	420,799	203,542	400,158	410,566



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	233,971
	0.56 FTE Street Supt. (Nass)	1,165 hours
	0.56 FTE Laborer I (Unfilled)	1,165 hours
	0.56 FTE Laborer I (Freeman)	1,165 hours
	0.56 FTE Laborer II (Hernandez)	1,165 hours
	0.56 FTE Laborer I (Beckman)	1,165 hours
	0.56 FTE Laborer I (Buckingham)	1,165 hours
	0.56 FTE Laborer I (Babcock)	1,165 hours
	0.56 FTE Laborer I (Himsel)	1,165 hours
	4.48 FTE	TOTAL 9,318 hours
112	<u>Wages/Overtime</u> 56 Hours @ \$36.35/hr	2,029
113	<u>Wages/Seasonal</u> \$9.00 per hr x 1,550 hours	13,950
117	<u>Longevity Pay</u>	3,920
118	<u>Uniform Allowances</u>	1,242
150	<u>Medicare Tax/City Share</u>	3,720
151	<u>Social Security/City Share</u>	15,907
152	<u>Retirement</u>	14,155
153	<u>Health Insurance</u>	50,986
	<u>Family Health Coverage</u>	
	Street Supt. (Nass)	15,586 x 88% x 56% = 7,681
	Laborer I (Unfilled)	15,586 x 88% x 56% = 7,681
	Laborer I (Freeman)	14,053 x 88% x 56% = 6,925
	Laborer II (Hernandez)	15,586 x 88% x 56% = 7,681
	Laborer I (Buckingham)	15,586 x 88% x 56% = 7,681
	Laborer I (Himsel)	15,586 x 88% x 56% = 7,681



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
	<u>Single Health Coverage</u>	
	Laborer I (Beckman)	6,026 x 88% x 56%= 2,970
	<u>Family Insurance Buyout</u>	
	Laborer I (Babcock)	4,800 x 56% = <u>2,688</u>
		<u><u>50,986</u></u>
154	<u>Professional Development</u> No Change.	-
155	<u>Worker Compensation</u>	7,203
156	<u>Life Insurance</u>	76
157	<u>Income Continuance Disability Insurance</u>	522
160	<u>125 Plan Contribution-City</u>	-
Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.		
SUPPLIES and SERVICES		
222	<u>Electric/Traffic Signals</u> No Change.	9,000
310	<u>Office Supplies</u> No Change.	2,135
351	<u>Fuel Expenses</u> No Change.	14,000
354	<u>Traffic Control Supplies</u> No Change.	12,750
405	<u>Material/Repairs</u> No Change.	10,000
CAPITAL OUTLAYS		
821	<u>Bridge/Dam</u> <u>Increased \$15,000</u> DNR requirement that a dam failure analysis be completed on the Old Stone Mill Dam	15,000



SNOW & ICE

SECTION NUMBER: 100.53320

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Wages/Permanent	37,733	36,634	37,898	32,567	41,000	37,760
112	Wages/Overtime	13,468	8,777	18,834	9,417	14,000	13,978
117	Longevity Pay	492	580	720	357	720	630
150	Medicare Tax/City Share	836	670	841	664	900	763
151	Social Security/City Share	2,818	2,865	3,595	2,839	3,800	3,264
152	Retirement	5,376	4,409	6,664	5,430	7,800	3,080
153	Health Insurance	11,120	7,460	8,955	11,124	8,955	8,194
155	Workers Compensation	1,986	1,702	1,710	1,460	1,800	1,532
156	Life Insurance	21	15	18	22	18	12
157	L-T Disability Insure/City Share	128	76	95	116	140	84
160	125 Plan Contribution-City	311	293	293	709	293	
295	Equip Rental	9,468	3,603	7,500	9,844	10,500	10,500
351	Fuel Expenses	8,803	12,752	8,000	10,745	12,745	10,000
353	Snow Equip/Repr Parts	22,463	16,348	12,000	11,493	16,000	12,000
450	Sand	4,737	-	-	-	-	
460	Salt & Sand	35,730	35,290	30,500	19,336	30,500	30,500
53320	Total Snow & Ice	155,490	131,473	137,623	116,122	149,171	132,297



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	37,760
	0.09 FTE Street Supt. (Nass) 187 hours	
	0.09 FTE Laborer I (Unfilled) 187 hours	
	0.09 FTE Laborer I (Freeman) 187 hours	
	0.09 FTE Laborer II (Hernandez) 187 hours	
	0.09 FTE Laborer I (Beckman) 187 hours	
	0.09 FTE Laborer I (Buckingham) 187 hours	
	0.09 FTE Laborer I (Babcock) 187 hours	
	<u>0.09</u> FTE Laborer I (Himsel) <u>187</u> hours	
	0.72 FTE TOTAL HOURS 1,498	
112	<u>Wages/Overtime</u>	13,978
	383 hours @ \$36.35/hr	
117	<u>Longevity Pay</u>	630
150	<u>Medicare Tax/City Share</u>	763
151	<u>Social Security/City Share</u>	3,264
152	<u>Retirement</u>	3,080
153	<u>Health Insurance</u>	8,194
	<u>Family Health Coverage</u>	
	Street Supt. (Nass) 15,586 x 88% x 9% =	1,234
	Laborer I (Unfilled) 15,586 x 88% x 9% =	1,234
	Laborer I (Freeman) 14,053 x 88% x 9% =	1,113
	Laborer II (Hernandez) 15,586 x 88% x 9% =	1,234
	Laborer I (Buckingham) 15,586 x 88% x 9% =	1,234
	Laborer I (Himsel) 15,586 x 88% x 9% =	1,234
	<u>Single Health Coverage</u>	
	Laborer I (Beckman) 6,026 x 88% x 9% =	477
	<u>Family Insurance Buyout</u>	
	Laborer I (Babcock) 4,800 x 9% =	434
		<u>8,194</u>
<p>Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.</p>		



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
155	<u>Worker Compensation</u>	1,532
156	<u>Life Insurance</u>	12
157	<u>Long Term Disability Insurance</u>	84
160	<u>125 Plan Contribution-City</u>	-
<p>Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.</p>		
SUPPLIES and SERVICES		
295	<u>Equipment Rental</u> Increased \$3,000 (10,500 vs. 7,500)	10,500
351	<u>Fuel Expenses</u> Increased \$2,000 (10,000 vs. 8,000)	10,000
353	<u>Snow Equipment/Repair Parts</u> No Change.	12,000
460	<u>Salt & Sand</u> No Change.	30,500



STREET LIGHTS

SECTION NUMBER: 100.53420

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Wages/Permanent	4,803	3,972	4,211	2,451	4,211	4,178
112	Wages/Overtime	-	234	-	-	-	-
117	Longevity Pay	55	64	80	40	80	70
150	Medicare Tax/City Share	69	60	63	35	63	62
151	Social Security/City Share	298	257	270	151	270	266
152	Retirement	505	464	498	289	498	251
153	Health Insurance	1,060	1,095	995	562	995	910
155	Workers Compensation	160	126	121	72	121	119
156	Life Insurance	2	2	2	1	2	1
157	L-T Disability Insure/City Share	11	10	10	5	10	9
160	125 Plan Contribution-City	35	33	33	6	33	-
222	Electricity	199,495	211,200	207,900	111,184	221,500	221,500
340	Operating Supplies	3,807	7,056	4,900	490	3,000	4,900
820	Street Lights Installation/Fixtures	21,162	200	-	-	-	-
53420	Total Street Lights	231,462	224,774	219,083	115,287	230,783	232,268



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	4,178
	0.01 FTE Street Supt. (Nass) 20.8 Hours	
	0.01 FTE Laborer I (Alvarado) 20.8 Hours	
	0.01 FTE Laborer I (Freeman) 20.8 Hours	
	0.01 FTE Laborer II (Hernandez) 20.8 Hours	
	0.01 FTE Laborer I (Beckman) 20.8 Hours	
	0.01 FTE Laborer I (Buckingham) 20.8 Hours	
	0.01 FTE Laborer I (Babcock) 20.8 Hours	
	<u>0.01</u> FTE Laborer I (Himsel) <u>20.8</u> Hours	
	0.08 FTE TOTAL 166.4	
117	<u>Longevity Pay</u>	70
150	<u>Medicare Tax/City Share</u>	62
151	<u>Social Security/City Share</u>	266
152	<u>Retirement</u>	251
153	<u>Health Insurance</u>	910
	<u>Family Health Coverage</u>	
	Street Supt. (Nass) 15,586 x 88% x 1% =	137
	Laborer I (Unfilled) 14,053 x 88% x 1% =	124
	Laborer I (Freeman) 15,586 x 88% x 1% =	137
	Laborer II (Hernandez) 15,586 x 88% x 1% =	137
	Laborer I (Buckingham) 15,586 x 88% x 1% =	137
	Laborer I (Himsel) 15,586 x 88% x 1% =	137
	<u>Single Health Coverage</u>	
	Laborer I (Beckman) 6,026 x 88% x 1% =	53
	<u>Family Insurance Buyout</u>	
	Laborer I (Babcock) 4,800 x 1% =	48
		910
		910
155	<u>Worker Compensation</u>	119
156	<u>Life Insurance</u>	1
157	<u>Long Term Disability Insurance</u>	9



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
160	<u>125 Plan Contribution-City</u> Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.	-
SUPPLIES and SERVICES		
222	<u>Electricity</u> Increased \$13,600. (221,500 vs. 207,900) Increased because of the additional lighting on Starin Road & Howard Road. 2011 budget was too low.	221,500
340	<u>Operating Supplies</u> Increased \$2,900. (4,900 vs. 2,000)	4,900
820	<u>Street Lights</u> NONE	-



SIDEWALKS

SECTION NUMBER: 100.53430

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Wages/Permanent	7,059	6,985	7,324	3,571	4,500	
117	Longevity Pay	100	100	100	50	50	
150	Medicare Tax/City Share	112	111	116	57	90	
151	Social Security/City Share	480	475	498	242	350	
152	Retirement	707	749	829	404	730	
153	Health Insurance	600	600	600	300	300	
155	Workers Compensation	287	262	263	129	140	
156	Life Insurance	6	7	7	4	5	
157	L-T Disability Insure/City Share	16	16	16	8	10	
160	125 Plan Contribution-City	-	-	-	-	-	
820	Capital Improvements	27,112	29,146	17,000	-	17,000	
53430	Total Sidewalks	36,479	38,451	26,753	4,763	23,175	



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	-
117	<u>Longevity Pay</u>	-
150	<u>Medicare Tax/City Share</u>	-
151	<u>Social Security/City Share</u>	-
152	<u>Retirement</u>	-
153	<u>Health Insurance</u>	-
155	<u>Worker Compensation</u>	-
156	<u>Life Insurance</u>	-
157	<u>Long Term Disability Insurance</u>	-
160	<u>125 Plan</u>	-
<p>Proportionate share of taxes and benefits are based on the same % used to allocate salaries and/or the actual hours worked.</p>		
CAPITAL OUTLAYS		
820	<u>Capital Improvements</u>	-
	Decreased \$17,000 (zero vs 17,000)	
	Capital Improvements have been made a part of the Street Repair Fund # 280	



2012 Budget
Summary

LIBRARY SERVICES & YOUNG LIBRARY BUILDING

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Library Services	464,378	483,637	489,043	228,992	473,169	469,492
Total Young Library Building	116,175	88,432	90,958	44,455	83,322	83,016
TOTAL FOR FUNCTION	580,553	572,069	580,001	273,448	556,491	552,508

Mission

The Irvin L. Young Memorial Library will provide quality materials in all media; provide quality services from trained information professionals; serve as a cultural, educational, informational, and life-enriching resource center for the Whitewater area; ensure that all members of the community have equal access to information; and provide life-long educational opportunities for all people, regardless of age, background, or means.

Description

The Irvin L. Young Memorial Library is open to serve the community 58.5 hours per week, Monday through Thursday, 9:00 am – 8:30 pm; Friday, 9:00 am – 5:30 pm; and Saturday, 10:00 am - 2:00 pm. The library's collection includes books, magazines, DVDs, compact discs, audiobooks on compact disc, four e-readers with pre-loaded content, and electronic downloadable audio and print books and downloadable videos, with the children's department providing puzzles and games on CD-ROM, both for circulation and for in-house use. The library also has nine computers and an iPad for public use of the Internet and other software applications.

The Library is governed by a seven-member board of trustees appointed by the City Council to staggered three-year terms. One member of the board is a City Council member and one member is a representative of the Whitewater Unified School District.

The library receives funding from four major sources: the City of Whitewater and the Counties of Jefferson, Walworth, and Rock. Several small grants for collection development, public information materials, and continuing education are available from the State through the Mid-Wisconsin Federated Library System, of which the Library is a member.

2011 Significant Accomplishments

- Purchased four e-readers with pre-loaded content to circulate to patrons.
- Implemented a highly successful adult summer reading program.
- Dismantled the print reference area to make way for increased seating and electrical outlets for patrons wishing to use the library's wireless Internet.

2011 Major Objectives

- Complete a strategic planning process
- Begin planning for a smaller library addition project

Performance Measures

	2006	2007	2008	2009	2010	2011 Projected
Circulation-Adult	114,444	123,664	125,010	130,828	171,172	127,336
Circulation-Children	57,827	56,743	59,494	63,327	63,836	59,940
Circulation-Total	172,271	180,407	184,504	194,155	235,008	211,377
Library Visits	93,979	92,710	97,102	96,404	95,638	74,512
Registered Borrowers	15,787	12,849	12,245	12,632	13,257	13,651
Program Attendance	4,223	3,454	3,472	3,960	3,960	4,363
Items Added	6,432	5,403	6,114	5,495	4,565	4,950
Items Withdrawn	3,379	3,795	4,590	3,479	5,243	8,562
Computer Usage	11,347	9,970	15,957	15,257	13,686	13,011
Reference Questions	5,037	3,901	4,282	3,971	4,273	4,911

***Projections for 2011 will be down due to the loss of 234 service hours in 2011. 234 hours is equal to approximately one month's worth of service hours.**

A Quantitative Analysis of Wisconsin Public Library Standards using the
2009 Annual Report of the Irvin L. Young Memorial Library

Standards by Municipal Population
(Municipal population=14,454)

FTE Staff per 1000 Population		
Standard	WI Standard	ILY Library
Basic	0.7	0.77
Moderate	0.8	
Enhanced	0.9	
Excellent	1.1	

Hours Open		
Standard	WI Standard	ILY Library
Basic	58	58.5
Moderate	61	
Enhanced	64	
Excellent	67	

Volumes Held per Capita (Print)		
Standard	WI Standard	ILY Library
Basic	4.3	
Moderate	4.9	
Enhanced	5.6	
Excellent	6.9	7.38

Periodical Titles Received per 1000 Population (Print)		
Standard	WI Standard	ILY Library
Basic	11.4	
Moderate	12.6	13.66
Enhanced	15.9	
Excellent	17.6	

Audio Recordings Held per Capita		
Standard	WI Standard	ILY Library
Basic	0.22	
Moderate	0.28	
Enhanced	0.36	0.44
Excellent	0.45	

Video Recordings Held per Capita		
Standard	WI Standard	ILY Library
Basic	0.24	
Moderate	0.33	
Enhanced	0.38	
Excellent	0.48	0.54

Materials Expenditures per Capita		
Standard	WI Standard	ILY Library
Basic	\$5.31	
Moderate	\$5.76	
Enhanced	\$7.06	\$8.02
Excellent	\$10.01	

Collection Size (Print, Audio & Video) per Capita		
Standard	WI Standard	ILY Library
Basic	4.9	
Moderate	5.6	
Enhanced	6.4	
Excellent	7.8	8.35



LIBRARY SERVICES

SECTION NUMBER: 100.55110

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	156,303	156,416	165,742	75,552	160,000	167,788
112	Overtime	217	848	-	221	500	
113	Wages/Temporary	19,597	20,448	20,596	8,725	20,596	20,600
114	Wages/Part - Time/Permanent	164,136	170,232	164,191	73,036	160,000	170,453
117	Longevity Pay	6,090	3,920	4,000	3,313	3,313	4,750
150	Medicare Tax/City Share	4,945	4,858	5,315	2,419	5,000	5,411
151	Social Security/City Share	20,721	20,924	22,725	9,584	21,500	23,138
152	Retirement	32,184	34,792	38,736	19,113	37,000	20,237
153	Health Insurance	51,254	59,316	63,779	31,838	61,500	55,345
155	Workers Compensation	890	903	916	440	910	933
156	Life Insurance	224	162	128	74	120	146
157	L-T Disability Insure/City Share	603	641	665	343	630	690
158	Unemployment Compensation	-	258	-	175	350	
160	125 Plan Contribution-City	2,144	2,547	2,250	1,750	1,750	
225	Telephone/Mobile Communications	5,070	5,827	-	2,409	-	
242	Repr/Mtn Machinery/Equip.	-	-	-	-	-	
244	Bldg Htg/Air Cond Reprs	-	1,545	-	-	-	
55110	Total Library Services	464,378	483,637	489,043	228,992	473,169	469,492



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	167,788
	1 FTE Library Director (Lunsford) 2,080 hours	
	1 FTE Asst. Director (Jaroch) 2,080 hours	
	1 FTE Youth Serv Librarian (Bloom) 2,080 hours	
	TOTAL HOURS 6,240	
112	<u>Wages/Overtime</u>	-
	NONE	
113	<u>Wages-Temporary</u>	20,600
	Seasonal PT Library Asst 1,200 hours @ \$13.00/hr and 500 hours @ \$10.00 per hour	
	(These positions are exempt from WI Retirement and associated benefits).	
114	<u>Wages/Part-time/Permanent</u>	170,453
	0.47 Haselow - FTE Library Assoc. 984 hours	
	0.47 Hapka - FTE Library Assoc. 984 hours	
	0.64 Helwig - FTE Library Asst. 1,322 hours	
	0.72 Johnson - FTE Lib. Tech Asst. 1,504 hours	
	0.72 Pontel - FTE Lib. Tech Asst. 1,504 hours	
	0.72 Willmann - FTE Lib. Tech. Asst. 1,504 hours	
	0.64 Yurs - FTE Library Asst. 1,322 hours	
	0.47 Zhang - FTE Library Assoc. 984 hours	
	4.86 FTE 10,108	
117	<u>Longevity Pay</u>	4,750
	Bloom 1,000	
	Hapka 500	
	Haselow 500	
	Helwig 500	
	Johnson 500	
	Pontel 500	
	Willmann 500	
	Yurs 250	
	Zhang 500	
	4,750	
Proportionate share of longevity pay based on hours worked.		

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
150	<u>Medicare/City Share</u>	5,411
151	<u>Social Security/City Share</u>	23,138
152	<u>Retirement</u>	20,237
153	<u>Health Insurance</u>	55,345
	<u>Family Health Insurance</u>	
	Director (Lunsford) 15,016 x 88% x 100% =	13,214
	Library Asst (Willmann) 15,586 x 72% x 88% =	9,917
	Library Tech Asst. (Pontel) 15,586 x 72% x 88% =	9,917
	Library Asst (Helwig) 15,586 x 64% x 88% =	8,717
	<u>Single Insurance</u>	
	Library Tech Asst. (Johnson) 6,254 x 72% x 88% =	3,980
	<u>Family Insurance Buyout</u>	
	Youth Serv Librarian (Bloom) 4,800 x 100% =	4,800
	Asst Director (Jaroch) 4,800 x 100% =	4,800
	GRAND TOTAL	55,345
155	<u>Workers Compensation Insurance</u>	933
156	<u>Life Insurance</u>	146
157	<u>Long Term Disability</u>	690
158	Unemployment Compensation	-
160	<u>125 Plan Contribution-City</u>	-
Proportionate share of taxes and benefits are based on the same % used to		
SUPPLIES and SERVICES		
225	<u>Telephone/Mobile Communications</u> <i>Moved to Fund 220-Library Special Revenue Fund</i>	-
242	<u>Repair/Maintenance of Machinery/Equipment</u> <i>Moved to Fund 220-Library Special Revenue Fund</i>	-



YOUNG LIBRARY BUILDING

SECTION NUMBER: 100.55111

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	17,467	14,583	18,880	8,461	16,922	15,184
112	Salaries/Overtime	123	181	294	83	160	588
117	Longevity Pay	300	300	300	150	250	180
118	Uniform Allowance	89	100	100	72	100	70
150	Medicare Tax/City Share	255	218	282	126	275	231
151	Social Security/City Share	1,091	932	1,207	537	1,150	989
152	Retirement	1,871	1,668	2,259	889	1,800	941
153	Health Insurance	5,014	2,772	4,382	1,437	3,000	2,469
155	Workers Compensation	670	514	639	346	600	523
156	Life Insurance	14	12	14	5	10	5
157	L-T Disability Insure/City Share	46	34	46	16	35	31
160	125 Plan Contribution-City	153	146	150	81	150	
221	Municipal Utilities	2,169	2,105	2,400	1,076	2,400	2,500
222	Electricity	21,406	22,159	21,875	9,873	20,000	21,875
224	Gas	4,285	4,638	4,930	3,618	4,930	4,930
227	Rental Expenses	-	-	-	-	-	
244	Building Heating & Air Con.	2,872	12,453	4,000	5,466	7,000	4,000
245	Building Repr/Mtn	23,705	2,962	6,000	1,960	3,900	6,000
246	Janitorial Services	20,286	20,526	20,700	9,640	19,140	20,000
355	Bldg. Mtn. Repr. Supp.	5,347	2,128	2,500	619	1,500	2,500
820	Capital Improvements	9,012	-	-	-	-	
55111	Total Young Library Building	116,175	88,432	90,958	44,455	83,322	83,016



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
221	<u>Municipal Utilities</u> Increased \$100 (2,500 vs. 2,400)	2,500
222	<u>Electricity</u> (No Change) Based on estimates provided thru a forecasting model provided by WE Energies	21,875
224	<u>Gas</u> (No Change) Based on estimates from a forecasting model provided by WE Energies and projected savings from recent energy efficient improvements.	4,930
244	<u>Building Heat/Air</u> (No Change) Reduced from historical costs due to recent roof replacement and installation of new VAV boxes and variable frequency driver.	4,000
245	<u>Building Repair & Maintenance</u> (No Change)	6,000
246	<u>Janitorial Services</u> Decreased \$700 (20,000 vs. 20,700)	20,000
355	<u>Building Maintenance Repair & Supplies</u> (No Change)	2,500
CAPITAL OUTLAYS		
820	<u>Capital Improvements</u> None	-



2012 Budget
Summary

PARKS ADMIN & MAINT, RECREATION ADMIN,
MAINT, & PROGRAMS, SENIOR CITIZEN'S
PROGRAMS, CELEBRATIONS, COMMUNITY BASED-
COOP PROJECTS, BUILDINGS

EXPENSES:	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total General Buildings & Plant	501,402	493,186	472,908	243,197	454,373	451,325
Total Young Library Building	116,175	88,432	90,958	44,455	83,322	83,016
Total Parks Maintenance	280,756	283,971	282,544	138,797	290,636	283,244
Total Parks Administration	32,244	40,340	42,910	19,981	42,910	41,076
Total Recreation Administration	116,313	123,667	134,786	63,696	129,836	126,857
Total Recreation Programs	77,940	84,205	89,642	31,216	93,958	97,515
Total Senior Citizen's Program	59,391	61,377	64,211	31,899	62,473	59,435
Total Celebrations	12,798	10,767	15,200	9,120	15,200	14,550
Total Comm. Based-Coop Projects	75,000	75,000	75,000	75,000	75,000	75,000
TOTAL FOR FUNCTION	1,272,019	1,260,945	1,268,159	657,361	1,247,708	1,232,018
REVENUES:	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Recreation Fees	37,470	38,132	48,549	33,941	48,500	75,726
Total Rec Business Sponsorships	1,327	3,525	14,250	1,700	1,700	8,750
Total Recreation Concessions	813	484	900	142	500	1,395
Total Rec Fundraiser	-	-	-	-	-	-
Total Contractual Gymnastics Fees	11,319	8,054	11,063	7578	10,000	10,582
Total Contractual Fitness Fees	14,936	15,031	15,451	-	-	-
Total Contractual Rock Climbing Fees	1,716	600	-	-	-	-
Total Contract Fees-Other	3,254	10,229	4,300	3,074	4,000	4,095
Total Facility Rental Fees	27,461	26,122	30,000	17,759	30,000	30,000
TOTAL FOR FUNCTION	98,296	102,177	124,513	64,194	94,700	130,548
Revenue - Expense	-1,173,723	-1,158,768	-1,143,646	-593,167	-1,153,008	-1,101,470
City Subsidy per Resident	87.35	86.24	85.11	44.14	85.81	81.97

DEPARTMENT/FUNCTION: Parks and Recreation					
Youth Instruction	Adult Instruction	Senior Programs			
Youth & Adult Sports	Park & Facility Maintenance	Community & Special Events			
Park & Open Space Maintenance	Park & Open Space Development	Lakes Management			
MISSION STATEMENT:					
<i>The mission of the City of Whitewater Parks and Recreation Department is to provide exceptional park and recreation services that enhance the livability of our community.</i>					
2011 SIGNIFICANT ACCOMPLISHMENTS-(from City Management Plan):					
1) Parks and Recreation Board review and implementation of non-resident fees.					
2) Expanded wellness/fitness offerings within the community and expanded role in W3, programs in this area include What's on Your Plate?, Beginning Indoor Cycling, Nordic Walking, Whitewater Walks.					
3) Added new recreation programs including those listed above and Little Picasso's, De-Clutter Workshops, No Bake Cooking, Summer Field Trips, and partnership with Whitewater Youth Football League (WYFL).					
4) Established a facility surcharge for facility rentals within the 2012 budget that will provide funds for replacement of facility rental equipment and maintenance.					
5) Initiated bike and pedestrian master plan by soliciting consultant proposals and forming Steering Committee for the project.					
6) Awarded Pepsi Refresh grant of \$50,000 for Treyton's Field of Dreams.					
7) Completed restoration plan for Whitewater Effigy Mounds Preserve.					
8) Developed and implemented work order system for facility maintenance requests.					
2012 MAJOR OBJECTIVES/GOALS:					
1) Review implementation and capabilities of in-house facility maintenance through new work order system to determine janitorial contract needs by the 2013 budget discussions.					
2) Expand wellness/fitness offerings through a combination of new recreation programs (minimum of 4) and through expanded involvement with W3 by December 1, 2012.					
3) Continue to offer assistance to local youth sport organizations in a manner that is beneficial to the City and organizations.					
4) Expand art programs offered to include expanded use of ceramics studio in Downtown Armory by all ages by October 1, 2012.					
5) Develop and implement a contractual recreation program provider policy by June 1, 2012.					
7) Complete bicycle and pedestrian master plan by September 1, 2012.					
8) Complete all park improvement projects on time and within budget.					
9) Increase usage of volunteers and attract boomers by developing key volunteer positions which tap into their wisdom and experience to enhance the offerings of Seniors in the Park or the City of Whitewater by August 1, 2012.					
10) Continue to embrace and explore sustainable practices in all areas of operation and implement a minimum of 2 sustainable and/or energy efficiency projects by December 1, 2012.					
11) Continue progress on Field of Dreams project with a 2012 ground breaking.					
PERFORMANCE MEASURES-(3 to 5 if possible):					
PARKS & FACILITIES	2009 Actual	2010 Budget	2010 Actual	2011 Actual	2012 Budget
Total Acreage	217.3	239.3	239.8	239.8	239.8
Active Recreation	72.2	90.2	90.2	90.7	90.7
Passive Recreation	145.1	149.1	149.6	149.1	149.1
Facility Rentals	475	425	335	281	280
*335 permits issued from 9/29/09 - 9/28/10; 281 from 10/1/10-9/30/11					
RECREATION	2009 Actual	2010 Budget	2010 Actual	2011 Actual	2012 Budget
Youth Sports Programs	13	13	13	13	13
Participants in Youth Sports	558	570	496	458	465
Adult Sports Programs	3	4	3	2	2
Participants in Adult Sports	384	564	431	363	365
Youth Instruction Programs	72	70	78	81	85
Participants in Youth Instruction Programs	2159	2200	1894	2604	2700
Adult Instruction Programs	81	80	98	26	40
Participants in Adult Instruction Programs	2326	2300	3061	173	260
Special Events Programs	9	9	7	10	10
Participants in Special Events Programs	4339	4500+	5391	5626	5000
Senior Programs	-	-	-	41	45
Participants in Senior Programs	-	-	-	2280	2500



PARKS MAINTENANCE

SECTION NUMBER: 100.53270

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Wages/Permanent	89,965	99,268	101,312	36,853	101,312	101,295
112	Wages/Overtime	767	188	824	-	-	612
113	Wages/Seasonal	33,550	34,808	35,098	11,976	35,098	35,097
117	Longevity Pay	2,000	2,000	2,000	1,000	2,000	2,000
118	Uniform Allowances	370	500	500	150	500	500
150	Medicare Tax/City Share	1,834	1,885	2,019	748	2,019	2,016
151	Social Security/City Share	7,811	8,061	8,633	3,199	8,633	8,618
152	Retirement	9,860	10,897	12,079	4,744	12,079	6,131
153	Health Insurance	22,225	26,748	29,212	11,019	29,212	26,929
154	Professional Development	2,477	1,749	2,500	940	1,800	2,500
155	Workers Compensation	4,912	4,647	4,567	1,733	4,567	4,560
156	Life Insurance	25	32	28	13	26	28
157	L-T Disability Insure/City Share	230	268	262	105	215	263
159	Unemployment Compensation	-	-	-	659	659	-
160	125 Plan Contribution-City	1,020	233	1,000	643	643	-
213	Park/Terrace Tree Maintenance	11,523	1,000	10,710	10,183	10,183	10,710
221	Municipal Utilities	-	11,499	7,500	2,860	10,000	11,900
222	Electricity	-	8,796	12,230	7,969	12,230	19,730
224	Natural Gas	-	13,929	3,770	3,286	5,000	5,000
225	Mobile Communications	68	4,246	-	-	-	-
242	Repr/Mtn Machinery/Equip	7,373	8,698	7,140	3,711	7,000	7,140
245	Building Repr/Mtn	6,010	3,500	5,100	5,905	6,900	5,100
295	Trees/Landscaping Services	21,617	19,781	19,060	13,551	19,060	16,116
310	Office Supplies	160	280	500	1,002	1,500	500
340	Operating Supplies	6,526	6,913	6,000	4,977	6,000	6,000
351	Fuel Expenses	6,065	6,556	4,000	2,703	4,000	4,000
359	Other Repr/Mtn Supp	5,345	7,488	6,500	8,868	10,000	6,500
824	FEMA-Creek Clean-Up	39,023	-	-	-	-	-
53270	Total Parks Maintenance	280,756	283,971	282,544	138,797	290,636	283,244



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
157	<u>Long Term Disability Insurance</u>	263
160	<u>125 Plan Contribution-City</u>	-
Proportionate Share of taxes and benefits are based on the same % used to allocate salaries		
SUPPLIES and SERVICES		
213	<u>Park/Terrace Maintenance</u> No Change. Includes chemicals, saws, equipment, tree protection supplies Note: \$10,000 transfer shown in General Fund Revenues from the Forestry Fund #250 to partial offset this expenditure.	10,710
221	<u>Municipal Utilities</u> Increased \$2,825 (11,900 vs. 9,075) Includes Trippe Lake Shelter, Cravath Lakefront Building and Park, Starin Park & Starin Park Community Building, Brewery Hill Park & Big Brick Park Warming Shelter & ice rink. Includes water, sewer and stormwater charges.	11,900
222	<u>Electricity</u> Increased \$7500 (19,730 vs. 12,230) Includes Trippe Lake Shelter, Cravath Lakefront Building and Park, Starin Park & Starin Park Community Building, & Big Brick Park Warming Shelter.	19,730
224	<u>Natural Gas</u> Increased \$1,230. (5,000 vs. 3,770) Includes Trippe Lake Shelter, Cravath Lakefront Building and Park, Starin Park & Starin Park Community Building, & Big Brick Park Warming Shelter.	5,000
225	<u>Mobile Communications</u> None Mobile phone expense shown in DPW-Shop/Fleet Operations Superintendent Chuck Nass cell phone	-
242	<u>Repair & Maintenance of Machinery & Equip</u> No Change.	7,140



BUDGET NARRATIVE

CODE	ITEM	AMOUNT														
SUPPLIES and SERVICES																
245	<u>Building Repair/Maintenance</u> No Change. Includes picnic shelters and warming houses. In 2011, re-sided storage shed, replaced picnic tables & re-shingled shelter roofs.	5,100														
295	<u>Trees/Landscaping Services</u> Decreased \$2,944 (16,166 vs. 19060) <table style="margin-left: 20px; width: 80%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">14" Downtown Hanging Baskets (59)</td> <td style="text-align: right;">3,009</td> </tr> <tr> <td style="padding-left: 20px;">18" Cravath/City Hall Hanging Baskets (54)</td> <td style="text-align: right;">2,916</td> </tr> <tr> <td style="padding-left: 20px;">Annual/Perennial Park Flowers (1,289)</td> <td style="text-align: right;">2,382</td> </tr> <tr> <td style="padding-left: 20px;">Park Flower Flats, Soil, & Fertilizer (71)</td> <td style="text-align: right;">722</td> </tr> <tr> <td style="padding-left: 20px;">Trees</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td style="padding-left: 20px;">Equipment</td> <td style="text-align: right;">2,087</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">16,116</td> </tr> </table>	14" Downtown Hanging Baskets (59)	3,009	18" Cravath/City Hall Hanging Baskets (54)	2,916	Annual/Perennial Park Flowers (1,289)	2,382	Park Flower Flats, Soil, & Fertilizer (71)	722	Trees	5,000	Equipment	2,087		16,116	16,116
14" Downtown Hanging Baskets (59)	3,009															
18" Cravath/City Hall Hanging Baskets (54)	2,916															
Annual/Perennial Park Flowers (1,289)	2,382															
Park Flower Flats, Soil, & Fertilizer (71)	722															
Trees	5,000															
Equipment	2,087															
	16,116															
NOTE: Equipment includes push mowers, tillers, weed-eaters, and supplies.																
NOTE: Tree Purchases are for planting & replacement in existing neighborhoods. Trees in new developments are replaced up to 3 years after planting with funds from Forestry Fund 250.																
NOTE: \$2,000 will be allocated from room tax revenue, private sponsorship of \$2,500.																
310	<u>Office Supplies</u> No Change. Purchased printer in 2011 instead of leasing.	500														
340	<u>Operating Supplies</u> No Change. Includes Portable Toilets, pet waste disposal bags, herbicide, hardware, & supplies	6,000														
351	<u>Fuel Expenses</u> No Change.	4,000														
359	<u>Other Repair/Maintenance Supplies</u> No Change. Includes lake and fountain pump parts and repair, install and removal of lake pumps, ball field and playground materials, fencing, and supplies. In 2011 purchased drip torches and safety equipment to conduct controlled burns.	6,500														



Charles Nass
Superintendent of Streets/Parks
City Forester (ISA certified Arborist)
P.O. Box 178
Whitewater WI 53190

PHONE: (262) 473-0542
FAX: (262) 473-0579
Cell Phone (262) 903-9511
Email: cnass@whitewater-wi.gov
WEBSITE: www.ci.whitewater.wi.us

Kathy Hoffmann and I have worked through the Cities planting plan and have come up with areas that we feel can be eliminated with plantings and returned back to grass areas, in some areas we will adding clear washed stone or mulch to fill in between planting areas.

I concur with Kathy's letter and feel that the areas we have selected will allow the City to still look very good with our plantings and the areas that are eliminated will not be noticed. This also allows me to cut my seasonal watering/plant maintenance staff as we will not have as much planting and weeding areas to address.

If anyone has any questions or concerns, please do not hesitate to call me.

October 4, 2011

Jenka Blossoms Greenhouse
8612 N. Lima Center Road
Whitewater, WI 53190
(262) 473-2527

We have submitted the Jenka Blossoms 2012 Flower Contract for the City of Whitewater to Chuck Nass. Before Jenka Blossoms developed the 2012 Flower Contract, we asked Chuck what he thought the City was looking for in the Jenka Blossoms Flower Contract for 2012. He told us that we should plan on submitting the contract with the same planning for flower hanging baskets and for flower bed and container plants.

It takes a considerable amount of time to plan for all the beds throughout the City. Yearly revisions to the plan are made in order to introduce the newest in plant material and to introduce plants that have increased performance in weather conditions that are so variable in our region of the country. We have submitted photos of the beds, along with detailed plans of flower numbers and kinds of plants used in each bed to help guide those who are doing the planting.

Jenka Blossoms has never charged for the design service for the City. Jenka Blossoms does not charge for any consultations concerning the flower plantings in the City of Whitewater throughout the growing season. We have worked to keep the price of the Jenka Blossoms contract consistent for many years, even as our input costs have continued to increase.

The flower industry has become very competitive in availability of rooted cuttings. In order to secure the cuttings to fulfill our commercial contracts with the newest and best plants available on the market, Jenka Blossoms has to do the ordering of cutting materials by the first week of October. Every year, there is a delay in approval and signing of the Jenka Blossoms Flower Contract for the City of Whitewater. Year after year, it is the only outstanding, unsigned commercial contract that we have by October. This makes our ordering extremely difficult and a financial risk for our business.

When Chuck told me, today, that the Board was considering not having the 18" Fiber Hanging Baskets for the Cravath Lake Area and by the Police Station, it was a sad moment for us. We have heard so many, many positive comments over the years about the beauty of our City of Whitewater, most especially the enjoyment of the baskets down Main Street and at the Cravath Lake Park Area. I suggested to him that if budget restraints are needed, consider eliminating planting beds and beds of flowers rather than eliminating the Cravath Lake and Police Station Hanging Baskets. The baskets are a focal point in the City that residents and visitors enjoy. It makes Whitewater stand out in its beautification program, a step above many other communities. The workers take pride in the baskets and do an excellent job in caring for them. If the city must make cuts, please consider the following areas that are not as visual. This would also reduce the labor needed to care for these areas. So...savings by reducing the Jenka Blossoms contract by 25% and savings in reducing the labor needed to care for the reduced number of plantings. The Hanging Baskets are far, far less maintenance than all the beds throughout the city. The Hanging Baskets are far, far more noticeable and beautiful.

The following is an itemization of the areas that could be eliminated from the Jenka Blossoms 2012 City of Whitewater Contract to reduce it by 25% (approximately \$3,000.00). Eliminating these areas would allow the City of Whitewater and its residents to continue to enjoy the Hanging Baskets at Cravath Lake and by the Police Station.

Please take these suggestions into consideration when reviewing the Jenka Blossoms 2012 City of Whitewater Flower Contract. As stated above, our ordering deadline is this week. An answer by Friday, October 7, 2011, would be appreciated.

Thank you.

Jenka Blossoms
Kathy Hoffmann and Jennifer Nevala

**CITY CONTRACT Revision – October 4, 2011
FOR 2012**

LOCATION	Price	What can be done with these areas
Train Depot Sign	54.00	Plant to grass
Train Depot Walkway		
Police Station Park Lot	171.00	Plant bushes
Whitewater St Planters		
Cravath L. Planters		
Main Street Planters		
Cravath L. Pavillion	185.00	Left as is
Mill Pond Perennials		No plants planned for 2012
War Mem-Main Street		
Large Urn by City Hall	50.00	Remove Urn
Triangle Main & WW	39.00	Plant to grass
Trippe Lake Park Sign	240.00	Plant to grass
Brewery Hill Park Sign	96.00	Plant to grass
Center Street Lot C		
Md. Acres Island	320.00	Plant to grass
Indian Mds Park Sign	72.00	Plant to grass
Turtle Md Park Sign	48.00	Plant to grass
Brick Park Sign	96.00	Plant to grass
White Memorial Walk		
“ “ Pots		
Around Birge Fountain	65.00	Many old - (around Bldg) 5-Flats.
Old Armory Bed 1	284.00	Plant to grass
“ “ Bed 2	339.00	Plant to grass
“ “ Boxes		
Urns - Masonic Temple	72.00	Remove Urns
Loop Liquor Bed		
Starin Park Pavillion	64.00	
Urns by Sr. Citizen Bldg	\$59.00	
Decorative Urns	92.00	Remove Urns

LOCATION	Price	What can be done with these areas
War Memorial Bed 1	24.00	
“ “ Bed 2	19.50 64.00	No Marigolds across front No Lantana across side
“ “ Bed 3	19.50 64.00	No Marigolds across front No Lantana across side
“ “ Bed 4		
“ “ Bed 5		
“ “ Bed 6	104.00 48.00	No Begonias across front No Melampodium around side and back Decrease # of Coleus
“ “ Bed 7	156.00 13.00 48.00 36.00	No Begonias across front No Melampodium around side and back No impatiens Decrease # of Coleus Decrease # of Petunias
“ “ Plaque Bed		No plants for 2012
Walton Oaks Park Sign	24.00	Return to grass
TOTAL COST	\$2,907.00 \$2,966.00	



PARKS ADMINISTRATION

SECTION NUMBER: 100.55200

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Wages/Permanent	25,056	25,878	27,483	13,554	27,483	28,898
150	Medicare Tax/City Share	398	410	433	214	433	447
151	Social Security/City Share	1,703	1,753	1,853	915	1,853	1,911
152	Retirement	2,507	2,767	3,105	1,531	3,105	1,662
153	Health Insurance	2,413	2,400	2,400	1,200	2,400	1,920
155	Workers Compensation	67	71	75	36	75	77
157	L-T Disability Insure/City Share	58	61	61	31	61	61
219	Other Professional Services	-	-	-	-	-	-
310	Office Supplies	42	-	-	-	-	-
820	Capital Improvements	-	7,000	7,500	2,500	7,500	6,100
55200	Total Parks Administration	32,244	40,340	42,910	19,981	42,910	41,076



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	28,898
	0.40 FTE Parks & Recreation Dir. (Amundson) 832 hrs	
	Includes: \$720 (40% of \$1,800) of Park & Rec. Director's annual car allowance	
150	<u>Medicare Tax</u>	447
151	<u>Social Security</u>	1,911
152	<u>Retirement</u>	1,662
153	<u>Health Insurance</u>	1,920
	<u>Family Health Insurance-Buy-out</u>	
	Parks Director (Amundson) 4,800 x 40%= 1,920	
155	<u>Worker Compensation</u>	77
157	<u>Long Term Disability Insurance</u>	61
	The above related payroll taxes are based on the actual hours worked within the department.	
SUPPLIES and SERVICES		
219	<u>Other Professional Services</u>	-
	None	
820	<u>Capital Improvements</u>	6,100
	Decreased 1,400 (6,100 vs. 7,500)	
	Whitewater Effigy Mounds Preserve 3,600	
	Native Grasses & Perennial Plantings	
	Starin Park North Diamond 2,500	
	Create Fence Dugouts w/ covered roofs	



RECREATION ADMINISTRATION

SECTION NUMBER: 100.55210

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	74,686	78,054	82,242	37,586	81,242	82,079
112	Wages/Overtime	-	-	-	31	100	-
113	Wages/Temporary Field Study	-	-	-	1,000	1,000	-
117	Longevity Pay	450	450	450	225	450	350
150	Medicare Tax/City Share	1,182	1,232	1,325	645	1,325	1,301
151	Social Security/City Share	5,053	5,267	5,667	2,756	5,667	5,561
152	Retirement	7,697	8,511	9,509	4,703	9,509	4,821
153	Health Insurance	9,488	9,727	9,837	4,929	9,837	7,686
154	Professional Development	2,511	2,189	2,500	868	2,100	2,500
155	Workers Compensation	1,584	1,500	1,585	758	1,585	1,614
156	Life Insurance	20	21	21	11	21	18
157	L-T Disability Insure/City Share	176	185	187	97	187	178
160	125 Plan Contribution-City	16	113	113	113	113	-
213	Intern Program	-	750	1,500	-	-	1,500
225	Mobile Communications	1,089	1,329	1,400	463	1,200	1,400
310	Office Supplies	1,579	2,868	3,000	2,701	3,000	3,000
320	Subscriptions/Publications	6,023	3,158	6,000	2,829	5,000	6,000
324	Promotions/Advertising	153	557	1,000	-	600	750
342	Concession Supplies	295	224	450	-	300	300
343	Postage	818	1,170	1,300	388	1,100	1,300
650	Transaction Fees/Activenet	3,312	4,575	5,000	3,250	5,000	5,000
790	Volunteer Awards	181	1,788	1,700	343	500	1,500
55210	Total Recreation Administration	116,313	123,667	134,786	63,696	129,836	126,857



RECREATION PROGRAMS

SECTION NUMBER: 100.55300

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
113	Wages/Seasonal	32,695	34,273	39,787	12,426	39,787	41,938
150	Medicare Tax/City Share	474	506	576	180	576	608
151	Social Security/City Share	2,027	2,162	2,467	770	2,467	2,601
155	Workers Compensation	1,376	1,190	1,305	407	1,305	1,376
158	Unemployment Compensation	47	-	-	-	-	-
341	Program Supplies	14,473	15,889	19,873	9,214	37,873	39,805
344	Contractual-Gymnastics	8,981	10,966	9,300	6,615	9,300	8,637
345	Contractual-Fitness	12,265	15,525	13,684	-	-	-
346	Contractual-Rock Climbing	1,354	648	-	-	-	-
347	Contractual Expense-Misc.	902	2,740	2,050	1,604	2,050	1,950
349	Contractual-Dance	1,701	-	-	-	-	-
350	Tournament Expenses	1,360	-	-	-	-	-
790	Program Assistance	285	305	600	-	600	600
55300	Total Recreation Programs	77,940	84,205	89,642	31,216	93,958	97,515

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	82,079
	0.40 FTE Parks & Recreation Director (Amundson) 832 hours	
	0.80 FTE Recreation Programmer (Dujardin) 1,664 hours	
	<u>0.35</u> FTE Adm. Asst. (Stanford) <u>728</u> hours	
	1.55 FTE TOTAL HRS = 3,224	
	Includes: \$720 (40% of \$1,800) of Park Director's annual car allowance	
113	<u>Wages/Temporary Field Study</u> Expense moved to 213(Intern Program)	-
117	<u>Longevity Pay</u> Stanford 1,000 x 35%= 350	350
150	<u>Medicare Tax/City Share</u>	1,301
151	<u>Social Security/City Share</u>	5,561
152	<u>Retirement</u>	4,821
The above related payroll taxes are based on the actual hours worked within the department.		
153	<u>Health Insurance</u> <u>Family Health Insurance-Buyout</u> Parks & Rec. Dir. (Amundson) 4,800 x 40%= 1,920 Rec. Programmer (Dujardin) 4,800 x 80%= 3,840 <u>Single Health Insurance</u> Adm. Asst. (Stanford) 6,254 x 88% x 35% = <u>1,926</u> 7,686	7,686
154	<u>Professional Development</u> No Change. WPRC Annual Conference(Amundson,Dujardin),WPRC Rec Workshop (Dujardin) WPRC Parks Tour (Amundson), WAL Conference (Amundson)	2,500
155	<u>Worker Compensation</u>	1,614
156	<u>Life Insurance</u>	18
157	<u>Long Term Disability Insurance</u>	178
160	<u>125 Plan Contribution-City</u>	-
Proportionate Share of taxes and benefits are based on the same % used to allocate salaries.		

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	SUPPLIES and SERVICES	
213	<u>Intern Program</u> Annual field study-Paying \$125 for each credit the student earns (12 credits)	1,500
225	<u>Mobile Communications</u> No Change.	1,400
310	<u>Office Supplies</u> No Change.	3,000
320	<u>Subscriptions/Publications</u> No Change. Production of 3 seasonal brochures.	6,000
324	<u>Promotions/Advertising</u> Decreased \$250. (750 vs. 1,000)	750
342	<u>Concession Supplies</u> Decreased \$150. (300 vs. 450) The Parks and Recreation Department will operate the boat rentals and concession operation at Cravath Lakefront in 2012---summer only.	300
343	<u>Postage</u> No Change.	1,300
650	<u>Transaction Fees-Activenet</u> No Change.	5,000
790	<u>Volunteer Training</u> Decreased \$200. (1,500 vs. 1,700) Includes training material for volunteers and youth sport coaches, criminal background investigations and sponsor placues for businesses that sponsor youth sports teams.	1,500



BUDGET NARRATIVE

CODE	ITEM			AMOUNT
PERSONNEL				
113	<u>Wages/Seasonal</u>			41,938
	Decreased \$1651 (41,938 vs. 43,589)			
	Youth Sports			
	274	Activity Leader (\$9.25-11.50)	\$10.00	2,740
	222	Activity Instructor (\$7.75-9.25)	\$8.50	1,887
	386	Youth Sport Officials (\$20-25)	\$23.00	8,878
	12	Program Attendants (\$7.25-8.25)	\$7.75	93
	190	Seasonal Labor (\$7.25-\$9.75)	\$8.75	1,663
	Adult Sports			
	212	Program Attendants (\$7.25-8.25)	\$7.75	0
	392	Adult Sport Officials (\$10-15)	\$13.00	5,096
	135	Seasonal Labor (\$7.25-\$9.75)	\$8.75	1,181
	Youth Instruction			
	240	Activity Leader (\$9.25-11.50)	\$10.00	2,400
	280	Activity Instructor (\$7.75-9.25)	\$8.50	2,380
	6	Program Attendants (\$7.25-8.25)	\$7.75	47
	370	Certified Instructors (\$10.00-15.00)	\$15.00	5,550
	Special Events & Entertainment			
	15	Certified Instructors (\$10.00-15.00)	\$15.00	225
	12	Activity Leader (\$9.25-11.50)	\$10.00	120
	197	Activity Instructor (\$7.75-9.25)	\$8.50	1,675
	825	Program Attendants (\$7.25-8.25)	\$7.75	6,394
	70	Rental Attendants (\$20-25)	\$23.00	1,610
				41,938
150	<u>Medicare Tax</u>			608
151	<u>Social Security Tax</u>			2,601
	Payroll taxes on the related wages above.			
155	<u>Worker Compensation</u>			1,376
	Proportionate Share of taxes and benefits are based on the same % used to allocate salaries			



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
341	<u>Program Supplies</u> Increased \$19,932. (39,805 vs. 19,873)	39,805
	Equipment	4,685
	Supplies	3,020
	Uniforms & Clothing	8,550
	Contracted Services(Bus Trips)	2,800
	Payment of WYFL	18,500
	League & Tournament Fees	2,250
		39,805
344	<u>Contractual Gymnastics Expense</u> Decreased \$663. (8,637 vs. 9,300)	8,637
345	<u>Contractual Fitness Expense</u> Decreased \$13,684. Contractual program eliminated, current fitness offerings within rec programs.	-
346	<u>Contractual Rock Climbing Expense</u> None Program eliminated with closing of Wall Crawlers.	-
347	<u>Miscellaneous Contractual Expense</u> Decreased \$100. (1,950 vs. 2,050)	1,950
350	<u>Tournament Expenses</u> None	-
790	<u>Program Assistance</u> No Change	600



SENIOR CITIZEN'S PROGRAMS

SECTION NUMBER: 100.55310

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	14,856	15,435	16,493	8,132	16,493	10,130
112	Wages/Overtime	-	204	-	-	-	-
114	Wages/Part-Time/Permanent	25,998	26,452	27,119	13,612	27,119	31,650
117	Longevity Pay	500	500	500	500	500	1,000
150	Medicare Tax/City Share	595	611	666	319	666	634
151	Social Security/City Share	2,545	2,611	2,846	1,366	2,846	2,712
152	Retirement	4,276	4,665	5,096	2,570	5,096	2,524
153	Health Insurance	5,640	5,991	6,196	3,049	6,196	5,600
154	Professional Development	1,015	577	800	722	722	800
155	Workers Compensation	1,370	1,291	1,280	647	1,280	1,435
156	Life Insurance	1	1	1	1	1	1
157	L-T Disability Insure/City Share	102	104	104	54	104	89
160	125 Plan Contribution-City	205	250	250	250	250	-
225	Mobile Communications	160	41	360	11	100	360
320	Subscriptions/Publications	538	509	500	73	100	500
340	Operating Supplies	1,590	2,134	2,000	593	1,000	2,000
55310	Total Senior Citizen's Program	59,391	61,377	64,211	31,899	62,473	59,435

COMMUNITY EVENTS

SECTION NUMBER: 100.55320

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
720	4th of July Corp	10,000	5,000	9,500	9,500	9,500	9,500
790	Community Events	2,798	5,767	5,700	(380)	5,700	5,050
55320	Total Community Events	12,798	10,767	15,200	9,120	15,200	14,550

COMM. BASED-COOPERATIVE PROJECTS

SECTION NUMBER: 100.55330

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
760	Aquatic Center Contribution	75,000	75,000	75,000	75,000	75,000	75,000
55330	Total Comm. Based-Coop Projects	75,000	75,000	75,000	75,000	75,000	75,000

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u> 0.20 FTE Recreation Programmer (Dujardin) 416 hours	10,130
114	<u>Wages/Part-time/Permanent</u> (1,820 hrs @ \$17.39/hr)Senior Coord. (Weberpal)	31,650
117	<u>Longevity Pay</u>	1,000
150	<u>Medicare Tax/City Share</u>	634
151	<u>Social Security/City Share</u>	2,712
152	<u>Retirement</u>	2,524
153	<u>Health Insurance</u>	5,600
	<u>Family Health Insurance-Buyout</u>	
	Rec. Programmer (Dujardin) 4,800 x 20% = 960	
	<u>Single Health Insurance</u>	
	Senior Coord (Weberpal) 6,026 x 88% x 87.5% = 4,640	
		5,600
154	<u>Professional Development</u> No Change.	800
155	<u>Worker Compensation</u>	1,435
156	<u>Life Insurance</u>	1
157	<u>Long Term Disability Insurance</u>	89
160	<u>125 Plan Contribution-City</u>	-
Proportionate Share of taxes and benefits are based on the same % used to allocate salaries		

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
225	<u>Mobile Communications</u> No Change. Includes cost of cellular phones for seniors and senior coordinator only.	360
320	<u>Subscriptions/Publications</u> No Change.	500
340	<u>Operating Supplies</u> No Change.	2,000



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
Celebrations - 55320		
SUPPLIES AND SERVICES		
720	<u>Fourth of July Corp</u> (No Change)	9,500
	The amount does not reflect the in-kind contribution of labor (DPW and PD) from the City of Whitewater	
790	<u>Community Events</u> Decreased \$650. (5,050 vs. 5,700)	5,050
	Freezefest	200
	Taste of Whitewater	500
	Concerts/Fun Nights	<u>4,350</u>
	Total	<u><u>5,050</u></u>

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
Community Based Cooperative Projects - 55330		
SUPPLIES AND SERVICES		
760	<u>Aquatic Center Contribution</u> (No Change) Annual commitment toward cost of operating the Aquatic Center.	75,000

Whitewater Area 4th of July Corporation

Members of the Common Council,

September 26th, 2011

The 4th of July festival and parade has been one of this city's most enduring events organized and supported by its very own community members. The festival dates back to the post-war 1940's having been started by the American Legion.

In 1979 a festival committee was formed. Our diverse group of volunteers have had the privilege to spend time and resources throughout the year, booking bands, organizing events, bringing in talent, getting kids and youth activities handled, building booths, stages, other infrastructure, contracting carnivals, recruiting nonprofit groups and putting on a grand parade. We truly have a family focused celebration.

We respectfully request our city's continued financial and crew support. We understand from your 2012 budget needs that a 4% reduction is being recommended to all funding, therefore support at a level of 9500.00 for the 2012 4th of July festival would be anticipated vs. the previously agreed amount of 10,000.00 .

Thank you in advance for recognizing the value and importance of our community's largest and best attended festival.

When our elected officials chose to routinely support this festival it truly reflects a positive light on the process and helps us to fulfill our mission to give Whitewater and its neighboring communities an opportunity to raise funds for their causes all the while providing a safe, entertaining and exciting celebration for the whole family.

Sincerely,

Blake Scharine & Jean Mills
(co-chairs 4th of July corp.)



2012 Budget
Summary

NEIGHBORHOOD SERVICES, PLANNING

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total Neighborhood Services	163,733	164,792	173,005	83,560	146,782	137,387
Total Planning	177,946	127,793	96,718	39,989	96,698	101,540
TOTAL FOR FUNCTION	341,679	292,585	269,723	123,549	243,480	238,927

DEPARTMENT/FUNCTION: PLANNING

2010 Accomplishments: The completion of the City of Whitewater Comprehensive Plan. During the Fall of 2010, we will hopefully be completing the updated City of Whitewater Zoning Map so it will be on GIS with all the different significant layers from residential districts to commercial/industrial and the newly created R-O Non-Family Residential Overlay Zoning District.

2011 Major Objectives: To work with the City Plan Commission, City Planner, City Attorney and City Staff in regard to updates/corrections to the City of Whitewater Zoning Ordinance and Subdivision Ordinance that will help provide better planning and assistance for staff, developers, and citizens of Whitewater.

PLANNING

SECTION NUMBER: 100.56300

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	36,602	37,004	38,065	18,913	30,000	39,607
112	Wages/Overtime	1,180	284	294	-	500	
117	Longevity Pay	800	800	800	400	600	600
150	Medicare Tax/City Share	570	563	585	285	500	583
151	Social Security/City Share	2,438	2,407	2,502	1,220	2,400	2,493
152	Retirement	3,938	4,131	4,478	2,208	4,200	2,372
153	Health Insurance	8,749	9,559	9,964	4,987	7,800	9,880
154	Professional Development	879	-	-	-	-	
155	Workers Compensation	634	585	591	287	500	603
156	Life Insurance	36	39	39	20	28	33
157	L-T Disability Insure/City Share	91	93	94	46	94	97
160	125 Plan Contribution-City	522	300	300	300	300	
212	Legal-City Attorney	5,696	5,856	4,196	2,219	4,196	4,062
219	Other Professional Service	107,473	61,726	30,000	6,602	41,000	37,000
225	Mobile Communications	254	234	210	94	180	210
310	Office Supplies	7,515	3,715	4,100	2,408	3,900	3,500
320	Subscriptions/Dues	569	497	500	-	500	500
56300	Total Planning	177,946	127,793	96,718	39,989	96,698	101,540

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
212	<u>Legal</u> Decreased \$1,794. (4,062 vs. 5,856) Proportionate share of City attorney 1/2 time spent on planning projects. 6% of salary	4,062
219	<u>Other Professional Service</u> Planning services to be provided via contract. The city bills out services to individuals who request planning services. Estimate-Planning Consultant-\$500/mo and Engineering Consultant-\$500/mo. Note: Some planning services will now be provided by the Neighborhood Services Mgr and \$25,000 has been budgeted for the zoning code rewrite project.	37,000
225	<u>Mobile Communications</u> Mobile phone allocation for planning services	210
310	<u>Office Supplies</u> Reduction based on reduced copying charges for Plan Commission meetings and electronic agenda packets.	3,500
320	<u>Subscriptions/dues</u> American Planning Association Dues and Publications.	500



2012 Budget
General Fund
TRANSFERS TO OTHER FUNDS-59220 &
TRANSFER TO DEBT SERVICE-59230

TRANSFERS TO OTHER FUNDS

SECTION NUMBER: 100.59220

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
901	Trans/Sick Leave Severence-Fd 260	25,000	10,000	10,000	-	10,000	
914	Trans./Fire Equip Revolving Fd-210	80,000	101,000	50,000	10,000	50,000	50,000
916	Transfer - 27th Payroll Fund-205	17,250	17,250	17,250	-	17,250	17,250
918	Trans./Solid Waste-Recycling Fd-230	248,040	200,000	300,000	150,000	300,000	334,077
919	Transfer/CDA Grant	70,932	60,209	61,803	-	61,803	59,330
925	DPW Equip Revolving Fd-215	76,000	50,000	63,442	25,000	63,442	40,000
926	Police Vehicle Revolving-Fd 216	-	26,353	25,000	-	25,000	50,000
928	Transfer-Street Repair-FD 280	185,000	185,000	185,000	-	185,000	185,000
994	Transfer/Ride-Share Fund-235	11,065	10,894	10,894	-	10,894	6,213
59220	Total Transfers to Other Funds	713,287	660,706	723,389	185,000	723,389	741,870

TRANSFER TO DEBT SERVICE

SECTION NUMBER: 100.59230

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
990	Transfer to Debt Service Fund	439,446	406,796	454,398	28,587	454,398	449,732
59230	Total Transfer to Debt Service Fund	439,446	406,796	454,398	28,587	454,398	449,732

BUDGET NARRATIVE

CODE ITEM	AMOUNT
901 <u>Sick Leave Severance Fund-260</u> Decreased \$10,000 (0 vs 10,000)	-
914 <u>Fire Equipment Revolving Fund-210</u> (No Change)	50,000
916 <u>27th Payroll Fund-205</u> (No Change) This will be the seventh year of a new 11 year cycle.	17,250
918 <u>Solid Waste/Recycling Fund-230</u> Increased \$34,077 (334,077 vs 300,000) Estimated General Fund commitment to the Solid Waste/Recycling Service for 2012. Decreased the CIP transfer by \$9,500 in order to fund the Solid Waste/Recycling function.	334,077
919 <u>CDA Grant</u> Approximately ½ of the total cost of the Community Development Function. The remaining balance comes from the CDA.	59,330
925 <u>DPW Equipment Revolving Fund-215</u> Decreased \$13,442 (50,000 vs 63,442) Balance of \$19,000 will be a transfer from the Storm Water Utility Total transfers from all sources equals \$69,000	40,000
926 <u>Police Vehicle Revolving Fund-216</u> Increased \$25,000 (50,000 vs 25,000) Two police vehicle will be purchased for 2012.	50,000
928 <u>Street Repair Fund-280</u> (No Change) Annual transfer for the repair of streets using the PACER grading system. This the fifth year for this transfer. The Sidewalk function of the General Fund has been added to the fund. No increase in funding.	185,000
994 <u>Ride-Share Grant Fund-235</u> Higher ridership has lowered the transfer for 2012.	6,213
990 <u>Debt Service Fund-300</u> General Fund Debt Service Tax Levy to support the principle/interest payments for:	449,732
2009 Swimming Pool Bonds (1.005)	173,650
2010 GO Refunding (2.135)-GO portion = \$215,000	39,855
2010 GO Refunding (5.000)-GO portion = \$855,000	191,725
2010 GO Refunding-BAB (2.110)-GO portion = \$870,000	39,463
2010 GO Note-(927K)--GO portion = \$700,000	5,039
Total	<u><u>449,732</u></u>



2012 Budget
General Fund
TRANSFERS TO SPECIAL FUNDS-59240 &
TRANSFER TO UTILITY FUNDS-59260

TRANSFERS TO SPECIAL FUNDS

SECTION NUMBER: 100.59240

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
960	Transfer/CIP-LSP Gross-450	141,349	145,179	178,085	-	178,085	155,046
59240	Total Transfers to Special Funds	141,349	145,179	178,085	-	178,085	155,046

TRANSFER TO UTILITY FUNDS

SECTION NUMBER: 100.59260

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2010 BUDGET
934	Transfer/Wastewater Utility	4,800	4,710	-	-	-	
59260	Total Transfer to Utility Funds	4,800	4,710	-	-	-	

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
	Total General Fund Expenditure	9,074,271	9,062,748	9,264,199	4,169,646	9,123,199	9,134,425

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
960	<u>CIP-LSP Gross-450</u> 1 Transfer from the Utility Gross Receipts Tax the total for 2012 which will support Capital Projects in the future and in 2012. Reduced by \$9,500 whci will be used for the Solid Waste/Recycling transfer. State Grants were reduced for 2012.	155,046
934	<u>Wastewater Utility-Principal/Interest-620</u> Paid off in 2010	-