

City of Oshkosh

2009 Annual Budget

For the fiscal year ending December 31, 2009



OSHKOSH

ON THE WATER

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December 1, 2008

Mayor & City Council
City Hall
Oshkosh, Wisconsin 54901

Dear Council Members:

Presented herewith is the budget for the City of Oshkosh as adopted by the City Council for fiscal year 2009. You have spent many hours in meetings and reviewed each item of the proposed budget as submitted to you on October 17, 2008. This budget includes all of the changes made by the City Council prior to its adoption on November 25, 2008.

The total budget is \$64,628,462. This includes an operations budget of \$40,565,426, a debt service budget of \$16,924,086, and an agency fund budget of \$33,783. In addition, the levies for the Library in the amount of \$2,420,906; the Museum in the amount of \$822,237, the Transit Utility in the amount of \$612,683; Recycling in the amount of \$937,951; Senior Services in the amount of \$372,477; the Grand Opera House in the amount of \$66,622; the Cemetery in the amount of \$210,054; Health Services in the amount of \$374,426; Street Lighting in the amount of \$1,247,778; and the Pollock Community Water Park in the amount of \$40,033.

The revenues, other than property taxes, are \$36,743,194, resulting in a levy of \$27,885,268. This results in a tax rate of \$8.226 per \$1,000 of assessed valuation. This is an increase of \$0.246 over the 2008 tax rate.

The amounts in the final budget, as compared to last year's, are as follows:

Mayor & City Council
December 1, 2008

	<u>2009 ADOPTED</u>	<u>2008 ADOPTED</u>	<u>% CHANGE</u>
Operating Budget	\$ 40,565,426	\$ 39,232,838	+ 3.40
Debt Service	\$ 16,924,086	\$ 16,277,535	+ 3.97
Agency Fund	\$ 33,783	\$ 32,723	+ 3.24
Library Fund	\$ 2,420,906	\$ 2,466,445	- 1.85
Museum Fund	\$ 822,237	\$ 823,338	- .15
Transit Utility	\$ 612,683	\$ 599,508	+ 2.20
Recycling	\$ 937,951	\$ 1,037,951	- 9.63
Cemetery	\$ 210,054	\$ 202,205	+ 3.88
Senior Services	\$ 372,477	\$ 372,477	N/C
Grand Opera House	\$ 66,622	\$ 66,557	+ .10
Health Services	\$ 374,426	\$ 392,821	- 4.68
Street Lighting	\$ 1,247,778	\$ 1,194,771	+ 4.44
Equipment Fund	\$ 0	\$ 0	N/C
Pollock Aquatic Center	\$ 40,303	\$ 20,303	+ 98.51
Golf Course	\$ 0	\$ 0	N/C
TOTAL BUDGET	<u>\$ 64,628,462</u>	<u>\$ 62,719,472</u>	<u>+ 3.04</u>

The overall property tax rate for Oshkosh increased by \$0.393 per \$1,000 of assessed valuation. The property tax increase for Oshkosh Area Schools was \$0.061 per \$1,000 of assessed valuation. The tax for Winnebago County increased by \$0.057 per \$1,000 of assessed valuation. The tax for Fox Valley Technical College increased by \$0.03 per \$1,000 of assessed valuation, and the state reforestation tax decreased by \$0.001.

The gross tax rate increased to \$23.673 of assessed valuation, which is a 1.69% increase from last year. The state tax credits are more than last year by \$0.095 per \$1,000 of assessed valuation. Applying this to the gross tax rate, the net tax rate for 2009 will be \$22.378 per \$1,000 of assessed valuation, or \$0.298 per \$1,000 of assessed valuation more than last year.

Mayor & City Council
December 1, 2008

On an equalized tax rate basis, the property tax rate for the City of Oshkosh portion of the tax bill remained the same as the equalized rate for 2008, at \$7.814.

The City Council has given City Administration a budget that will serve the needs of the citizens of Oshkosh for 2009. The budget, as adopted, will provide the continuance of city services for residents. However, this budget will again necessitate some very careful financial administrative management measures in order to keep its viability throughout the fiscal year.

In conclusion, I would restate my appreciation to all department heads for their efforts in developing responsible budget submittals. I would also extend my appreciation to Finance Director Peggy Steeno and her staff for their efforts in bringing together this budget.

Respectfully submitted,

Mark A. Rohloff
City Manager

(CARRIED 6-1 LOST _____ LAID OVER _____ WITHDRAWN _____)

PURPOSE: ADOPT 2009 CITY BUDGET

INITIATED BY: CITY ADMINISTRATION

WHEREAS, in accordance with the statutes of the State of Wisconsin and the ordinances of the City of Oshkosh, the City Manager has prepared, submitted and recommended a budget for said city for the year 2009 wherein is listed all anticipated revenues for the year 2009 together with expenditures for said year for all departments, which budget has been filed with the Common Council and the City Clerk of said city in accordance with law, and a summary of such budget and notice of the places such budget, in detail, is available for public inspection, a notice of the time and place for holding a public hearing thereon having been duly published and in pursuance thereof, a public hearing was held in the Council Chambers in the City Hall in the City of Oshkosh, Wisconsin at 6:00 p.m. on November 11, 2008.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh as follows:

1. That the said proposed budget be and the same is hereby approved and adopted as the official budget, for the City of Oshkosh, Wisconsin and its various departments, for the year 2009 with the following exceptions:

<u>REVENUES</u>	<u>FROM</u>	<u>TO</u>	<u>PAGE</u>
Acct. Services - Utilities	648,900	660,000	8
Computer Services - Utilities	134,700	152,500	8
Sundry Revenue	75,000	95,000	8
<u>EXPENDITURES</u>			
Personnel – Advertising/Marketing	6,500	55,400	27
<i>Council – Training</i>	<i>4,000</i>	<i>2,000</i>	<i>12</i>
<i>Community Development – Temporary Help – Sustainability</i>	<i>0</i>	<i>2,000</i>	<i>163</i>
<u>SUMMARY</u>			
General Government	5,912,516	5,961,416	1
Revenues Other Than General Fund Property Tax	36,319,294	36,368,194	1

And, such changes in the tax rates of said budget so as to effectuate the above changes.

****Bold and Italics Indicate Revisions**

NOVEMBER 25, 2008

08-462

RESOLUTION
CONT'D

2. That the proper city officials shall forthwith prepare a resolution to provide for the collection of the sums required by said budget as modified, providing for the levying of a tax upon the 2008 assessment roll of the City of Oshkosh.

3. That Section 12-2 of the Oshkosh Municipal Code pertaining to Fiscal Regulations and the Budget System is hereby incorporated by reference as a part of this resolution and said budget.

2009 BUDGET SUMMARY

	2006 ACTUAL EXPEND.	2007 ACTUAL EXPEND.	2008 BUDGET APPROP.	2008 ESTIMATE EXPEND.	2009 PROPOSED BUDGET
EXPENDITURES					
GENERAL GOVERNMENT	5,382,337	5,558,034	5,787,511	5,811,206	5,959,416
PUBLIC SAFETY	20,793,622	20,987,273	22,198,005	21,848,540	22,478,941
PUBLIC WORKS	6,674,185	6,554,954	6,823,579	7,390,427	7,576,020
PARKS & OTHER FACILITIES	1,600,048	1,713,923	1,686,307	1,643,755	1,731,375
COMMUNITY DEVELOPMENT	1,921,653	1,559,578	1,672,684	1,671,749	1,712,011
DEPT. OF TRANSPORTATION	589,270	623,311	650,577	652,257	687,463
UNCLASSIFIED	395,765	416,417	414,175	428,800	420,200
TOTAL BUDGET	37,356,880	37,413,490	39,232,838	39,446,734	40,565,426
Levy for Recycling *	661,296	845,398	1,037,951	1,037,951	937,951
Levy for Street Lighting *	1,045,600	1,267,360	1,194,771	1,194,771	1,247,778
Levy for Senior Services *	341,562	374,458	372,477	372,477	372,477
Levy for Transit Utility *	506,909	516,422	599,508	599,508	612,683
Levy for Library *	2,361,493	2,395,035	2,466,445	2,466,445	2,420,906
Levy for Museum *	734,709	747,917	823,338	823,338	822,237
Levy for Grand Opera House *	67,001	67,011	66,557	66,557	66,622
Levy for Cemetery *	181,847	198,291	202,205	202,205	210,054
Levy for Health Services *	358,707	354,197	392,821	392,821	374,426
Levy for Equipment Fund	0	0	0	0	0
Levy Pollock Community Water Park	30,000	15,950	20,303	20,303	40,033
Levy for Golf Course	0	0	0	0	0
TOTAL OPER. BUDGET	43,646,004	44,195,529	46,409,214	46,623,110	47,670,593
Debt Service	15,788,764	16,330,462	16,277,535	16,490,651	16,924,086
Agency Funds	48,675	34,728	32,723	32,723	33,783
TOTAL CITY BUDGET	59,483,443	60,560,719	62,719,472	63,146,484	64,628,462
REVENUES					
Revenue other than Gen. Fund Property Tax	35,723,585	35,699,099	35,738,801	36,274,340	36,368,194
Approp. from Sinking Fund	255,000	200,000	375,000	375,000	375,000
TOTAL REVENUES	35,978,585	35,899,099	36,113,801	36,649,340	36,743,194
TOTAL EXPENDITURES	59,483,443	60,560,719	62,719,472	63,146,484	64,628,462
TOTAL REVENUES	35,978,585	35,899,099	36,113,801	36,649,340	36,743,194
NET LEVY REQUIREMENT	23,504,858	24,661,620	26,605,671	26,497,144	27,885,268
TAX RATE REQUIRED	7.61	7.82	7.98	7.98	8.226

* Reflects original levy; actual expenditures shown in individual budgets.

REVISED

NOVEMBER 25, 2008

08-463

RESOLUTION

(CARRIED 6-1 LOST _____ LAID OVER _____ WITHDRAWN _____)

PURPOSE: APPROVE 2008 TAX LEVY

INITIATED BY: CITY ADMINISTRATION

WHEREAS, the City Manager of the City of Oshkosh has heretofore prepared, recommended and submitted to the Common Council a budget for the City of Oshkosh and all of its departments for the year 2009 in accordance with the statutes and ordinances in such case made and provided; and

WHEREAS, a public hearing was duly held in the Council Chambers in the City Hall, Oshkosh, Wisconsin, at 6:00 pm, November 11, 2008 pursuant to a duly published notice of said hearing, a summary of such budget having been duly published in the official City newspaper at least ten (10) days prior to the time of such hearing; and

WHEREAS, the Common Council convened at a regular meeting duly noticed and called for the purpose of considering said budget and adopting same and fixing and adopting a tax rate based thereon and at said regular meeting adopted a resolution providing and adopting said budget for the year 2009, after making such changes therein as were approved by the proper number of votes, and thereupon directed the proper City officials to prepare this resolution; and

WHEREAS, the Common Council of the City of Oshkosh having adopted said budget for the City of Oshkosh for the year 2009, now desire to levy the necessary taxes and provide the moneys required by said budget; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that there be and there is hereby levied upon all the taxable property, real and personal, in the City of Oshkosh, as shown by the assessment rolls of said City of Oshkosh for the year 2008, which is outside the Algoma Sanitary District No. 1 and the Winneconne School District, the following tax, to wit:

State Tax		653,212
County Tax and All County Specials		19,413,865 *
City of Oshkosh:		
Operation	11,336,182	
Debt Service	<u>16,549,086</u>	27,885,268
Vocational Area School District		5,999,373
Oshkosh Area Schools		26,340,816

BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh that there be and there is hereby levied upon all the taxable property, real and personal, in the City of Oshkosh, as shown by the assessment rolls of said City of Oshkosh for the year 2008, which is inside the Algoma Sanitary District No. 1, the following tax, to wit:

State Tax		653,212
County Tax and All County Specials		19,413,865 *
City of Oshkosh:		
Operation	11,336,182	
Debt Service	<u>16,549,086</u>	27,885,268
Vocational Area School District		5,999,373
Oshkosh Area Schools		26,340,816
Algoma Sanitary District No. 1		38,785

BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh that there be and there is hereby levied upon all the taxable property, real and personal, in the City of Oshkosh, as shown by the assessment rolls of said City of Oshkosh for the year 2008, which is inside the Winneconne School District, the following tax, to wit:

State Tax		653,212
County Tax and All County Specials		19,413,865 *
City of Oshkosh:		
Operation	11,336,182	
Debt Service	<u>16,549,086</u>	27,885,268
Vocational Area School District		5,999,373
Winneconne School District		17

BE IT FURTHER RESOLVED that the City Clerk of the City of Oshkosh is hereby directed to prepare a tax roll for the City of Oshkosh for the year 2008 according to law, and the City Manager and the City Clerk are directed to sign a warrant for the collection of the said tax and affix thereto the corporate seal of the City of Oshkosh.

*** County Levy updated by the County as of 11/24/08**

REVISED

NOVEMBER 25, 2008

08-464

RESOLUTION

(CARRIED 6-1 LOST _____ LAID OVER _____ WITHDRAWN _____)

PURPOSE: ADOPT 2008 TAX RATES & LEVY

INITIATED BY: CITY ADMINISTRATION

WHEREAS, the Common Council of the City of Oshkosh has adopted the budget and set the tax levy for the operation of the City of Oshkosh; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh, the attached levies and combined rates for the City of Oshkosh are hereby approved for property outside the Algoma Sanitary District No. 1 and the Winneconne School District:

State Tax		653,212
County Tax and All County Specials		19,413,865 *
Oshkosh Area School		26,340,816
Vocational Area School District		5,999,373
City of Oshkosh		
Operation	11,336,182	
Debt Service	<u>16,549,086</u>	<u>27,885,268</u>
		<u>80,292,534</u>

2008 COMBINED TAX RATE

	<u>LEVY</u>	<u>2008 ASSESSED RATE</u>	<u>2007 ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	653,212	0.179	0.180	(.001)
County Tax	19,413,865	5.727	5.670	.057 *
Area Schools	26,340,816	7.771	7.710	.061
Area Vocational	5,999,373	1.770	1.740	.030
City Tax	<u>27,885,268</u>	<u>8.226</u>	<u>7.980</u>	<u>.246</u>
TOTAL TAX LEVY & RATE COMPARISON	80,292,534	23.673	23.280	.393
State Credit	<u>4,738,770</u>	<u>1.295</u>	<u>1.200</u>	<u>(0.095) **</u>
	<u>75,553,764</u>	<u>22.378</u>	<u>22.080</u>	<u>0.298</u>

BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh, the attached levies and combined rates for the City of Oshkosh are hereby approved for property inside the Algoma Sanitary District No. 1:

State Tax		653,212	
County Tax and All County Specials		19,413,865 *	
Oshkosh Area School		26,340,816	
Vocational Area School District		5,999,373	
City of Oshkosh			
Operation	11,336,182		
Debt Service	<u>16,549,086</u>	27,885,268	
Algoma Sanitary District No. 1		<u>38,785</u>	
			<u>80,331,319</u>

2008 COMBINED TAX RATE

	<u>LEVY</u>	2008 <u>ASSESSED RATE</u>	2007 <u>ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	653,212	0.179	0.180	(.001)
County Tax	19,413,865	5.727	5.670	.057 *
Area Schools	26,340,816	7.771	7.710	.061
Area Vocational	5,999,373	1.770	1.740	.030
City Tax	27,885,268	8.226	7.980	.246
Algoma Sanitary District	<u>38,785</u>	<u>0.276</u>	<u>0.268</u>	<u>.008</u>
 TOTAL TAX LEVY & RATE COMPARISON	 80,331,319	 23.949	 23.548	 .401
State Credit	<u>4,738,770</u>	<u>1.295</u>	<u>1.200</u>	<u>(0.095) **</u>
	<u>75,592,549</u>	<u>22.654</u>	<u>22.348</u>	<u>0.306</u>

BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh, the attached levies and combined rates for the City of Oshkosh are hereby approved for property inside the Winneconne School District:

State Tax		653,212
County Tax and All County Specials		19,413,865 *
Winneconne School District		17
Vocational Area School District		5,999,373
City of Oshkosh		
Operation	11,336,182	
Debt Service	<u>16,549,086</u>	<u>27,885,268</u>
		<u>53,951,735</u>

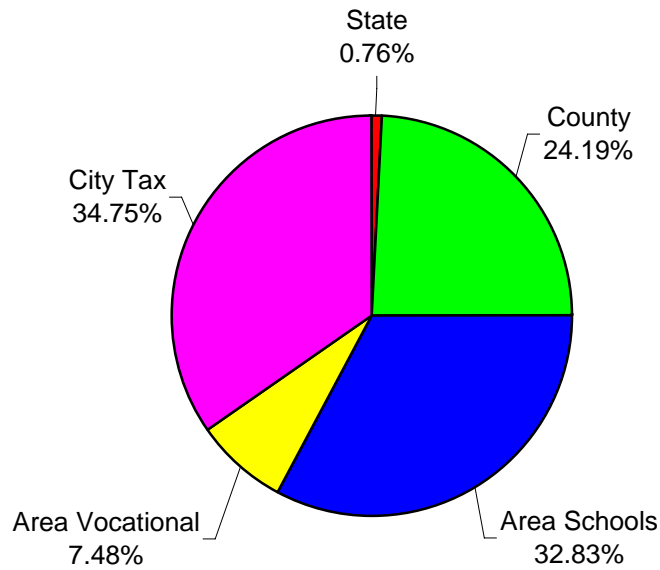
2008 COMBINED TAX RATE

	<u>LEVY</u>	<u>2008 ASSESSED RATE</u>	<u>2007 ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	653,212	0.179	0.180	(.001)
County Tax	19,413,865	5.727	5.670	.057 *
Area Schools	17	9.047	9.220	(.173)
Area Vocational	5,999,373	1.770	1.740	.030
City Tax	<u>27,885,268</u>	<u>8.226</u>	<u>7.980</u>	<u>.246</u>
TOTAL TAX LEVY & RATE COMPARISON	53,951,735	24.949	24.790	0.159
State Credit	<u>4,738,770</u>	<u>1.295</u>	<u>1.200</u>	<u>(0.095) **</u>
	49,212,965	23.654	23.590	0.064

* County Levy updated by the County as of 11/24/08

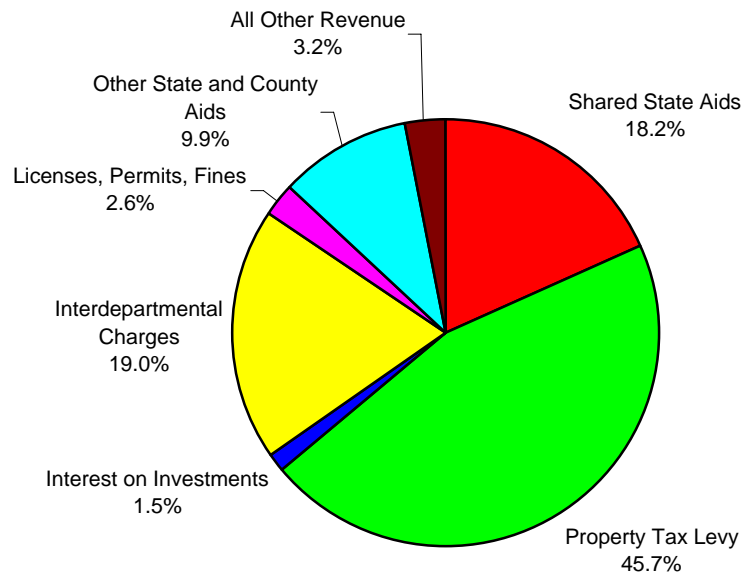
** State Credit added upon receipt from the Department of Revenue on 11/25/08

2009 LEVY - 2008 TAX RATE



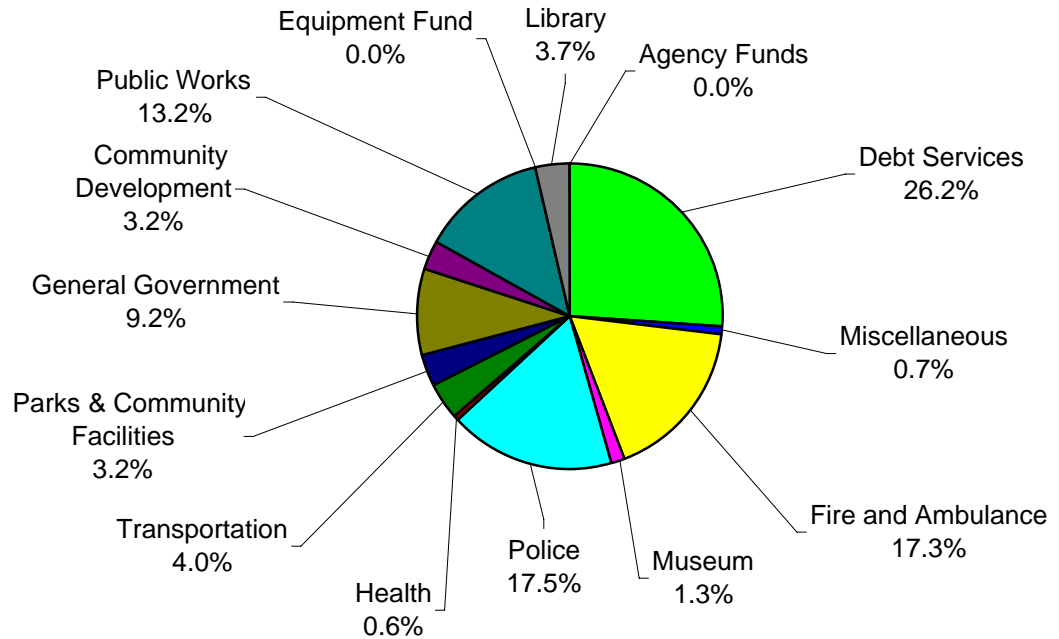
	<u>PER \$1,000 OF TAXES</u>	<u>2008 TAX RATE</u>	<u>2007 TAX RATE</u>	<u>INCREASE (DECREASE)</u>
State	0.756 %	\$ 0.179	\$ 0.180	\$ (0.001)
County	24.192	5.727	5.670	0.057
Area Schools	32.826	7.771	7.710	0.061
Area Vocational	7.477	1.770	1.740	0.030
City Tax	<u>34.749</u>	<u>8.226</u>	<u>7.980</u>	<u>0.246</u>
	100.000	\$ 23.673	\$ 23.280	\$ 0.393
State Credit		<u>1.295</u>	<u>1.200</u>	<u>0.095</u>
		<u>\$ 22.378</u>	<u>\$ 22.080</u>	<u>\$ 0.298</u>

SOURCE OF FUNDS



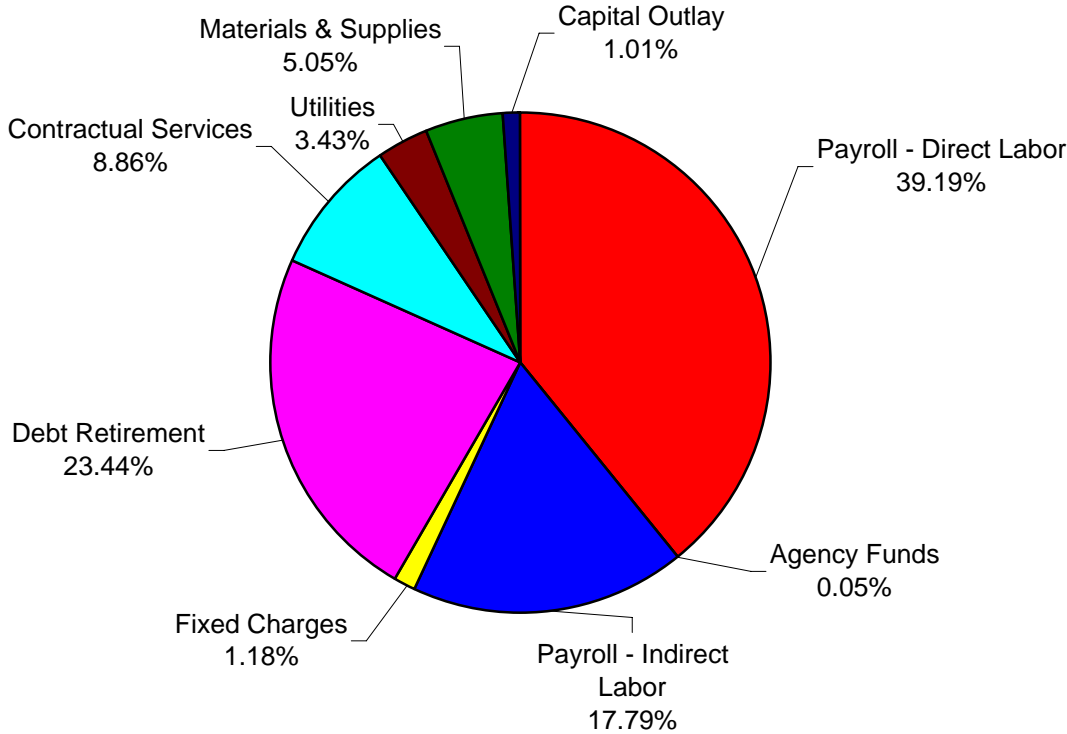
<u>WHERE THE MONEY COMES FROM</u>	<u>AMOUNT</u>	<u>2009 PER CENT</u>	<u>2008 PER CENT</u>	<u>INCREASE (DECREASE)</u>
Shared State Aids	\$ 11,085,237	17.2 %	17.7 %	(0.5) %
Property Tax Levy	27,885,268	43.1	42.4	0.7
Interest on Investments	900,000	1.4	1.5	(0.1)
Interdepartmental Charges	11,594,357	17.9	17.9	0.0
Licenses, Permits, Fines	1,585,700	2.5	2.7	(0.2)
Other State and County Aids	6,005,125	9.3	9.7	(0.4)
All Other Revenue	1,951,075	3.0	2.6	0.4
Service Charges	3,621,700	5.6	5.5	0.1
	<u>\$ 64,628,462</u>	<u>100.0 %</u>	<u>100.0 %</u>	

USE OF FUNDS



<u>WHERE THE MONEY GOES</u>	<u>AMOUNT</u>	<u>2009 PER CENT</u>	<u>2008 PER CENT</u>	<u>INCREASE (DECREASE)</u>
Agency Funds	\$ 33,783	0.0 %	0.0 %	0.0 %
Debt Services	16,924,086	26.2	26.0	0.2
Miscellaneous	420,200	0.7	0.7	0.0
Fire and Ambulance	11,161,150	17.3	17.3	0.0
Museum	822,237	1.3	1.3	0.0
Police	11,317,791	17.5	18.1	(0.6)
Health	374,426	0.6	0.6	0.0
Transportation	2,547,924	3.9	3.9	0.0
Parks & Community Facilities	2,048,084	3.2	3.2	0.0
General Government	5,959,416	9.2	9.2	0.0
Community Development	2,084,488	3.2	3.3	(0.1)
Public Works	8,513,971	13.2	12.5	0.7
Equipment Fund	0	0.0	0.0	0.0
Library	2,420,906	3.7	3.9	(0.2)
	<u>\$ 64,628,462</u>	<u>100.0 %</u>	<u>100.0 %</u>	

2009 BUDGET - HOW THE FUNDS ARE EXPENDED



	<u>AMOUNT</u>	<u>PER CENT</u>
Payroll - Direct Labor	\$ 28,294,004	39.19 %
Agency Funds	33,783	0.05
Payroll - Indirect Labor	12,839,904	17.79
Fixed Charges	850,198	1.18
Debt Retirement	16,924,086	23.44
Contractual Services	6,399,509	8.86
Utilities	2,478,467	3.43
Materials & Supplies	3,647,436	5.05
Capital Outlay	731,465	1.01
	<u>\$ 72,198,852</u>	<u>100.00 %</u>

2009 BUDGET SUMMARY

	2006 ACTUAL EXPEND.	2007 ACTUAL EXPEND.	2008 BUDGET APPROP.	2008 ESTIMATE EXPEND.	2009 PROPOSED BUDGET
EXPENDITURES					
GENERAL GOVERNMENT	5,382,337	5,558,034	5,787,511	5,811,206	5,959,416
PUBLIC SAFETY	20,793,622	20,987,273	22,198,005	21,848,540	22,478,941
PUBLIC WORKS	6,674,185	6,554,954	6,823,579	7,390,427	7,576,020
PARKS & OTHER FACILITIES	1,600,048	1,713,923	1,686,307	1,643,755	1,731,375
COMMUNITY DEVELOPMENT	1,921,653	1,559,578	1,672,684	1,671,749	1,712,011
DEPT. OF TRANSPORTATION	589,270	623,311	650,577	652,257	687,463
UNCLASSIFIED	395,765	416,417	414,175	428,800	420,200
TOTAL BUDGET	37,356,880	37,413,490	39,232,838	39,446,734	40,565,426
Levy for Recycling *	661,296	845,398	1,037,951	1,037,951	937,951
Levy for Street Lighting *	1,045,600	1,267,360	1,194,771	1,194,771	1,247,778
Levy for Senior Services *	341,562	374,458	372,477	372,477	372,477
Levy for Transit Utility *	506,909	516,422	599,508	599,508	612,683
Levy for Library *	2,361,493	2,395,035	2,466,445	2,466,445	2,420,906
Levy for Museum *	734,709	747,917	823,338	823,338	822,237
Levy for Grand Opera House *	67,001	67,011	66,557	66,557	66,622
Levy for Cemetery *	181,847	198,291	202,205	202,205	210,054
Levy for Health Services *	358,707	354,197	392,821	392,821	374,426
Levy for Equipment Fund	0	0	0	0	0
Levy Pollock Community Water Park	30,000	15,950	20,303	20,303	40,033
Levy for Golf Course	0	0	0	0	0
TOTAL OPER. BUDGET	43,646,004	44,195,529	46,409,214	46,623,110	47,670,593
Debt Service	15,788,764	16,330,462	16,277,535	16,490,651	16,924,086
Agency Funds	48,675	34,728	32,723	32,723	33,783
TOTAL CITY BUDGET	59,483,443	60,560,719	62,719,472	63,146,484	64,628,462
REVENUES					
Revenue other than Gen. Fund Property Tax	35,723,585	35,699,099	35,738,801	36,274,340	36,368,194
Approp. from Sinking Fund	255,000	200,000	375,000	375,000	375,000
TOTAL REVENUES	35,978,585	35,899,099	36,113,801	36,649,340	36,743,194
TOTAL EXPENDITURES	59,483,443	60,560,719	62,719,472	63,146,484	64,628,462
TOTAL REVENUES	35,978,585	35,899,099	36,113,801	36,649,340	36,743,194
NET LEVY REQUIREMENT	23,504,858	24,661,620	26,605,671	26,497,144	27,885,268
TAX RATE REQUIRED	7.61	7.82	7.98	7.98	8.226

* Reflects original levy; actual expenditures shown in individual budgets.

2009 BUDGET SUMMARY DETAILS

	2006 EXPEND	2007 EXPEND	2008 APPROP	2008 EST.	2009 PROP.
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GENERAL GOVERNMENT

City Council	39,538	39,052	43,231	42,898	46,621
City Manager	200,946	319,435	222,739	153,252	249,577
City Attorney	387,818	373,728	386,989	344,058	385,590
Personnel	558,936	647,596	514,721	568,418	571,727
City Clerk	198,131	209,631	222,605	222,087	225,440
Elections	83,908	44,151	107,133	114,618	59,140
Finance	905,576	940,811	1,000,156	1,009,595	1,017,255
Assessor	454,266	478,504	514,518	496,152	526,548
Purchasing	221,284	168,061	175,371	185,997	235,079
Central Services	157,629	159,038	174,110	153,344	157,411
Information Technology	918,213	960,062	1,023,492	1,072,051	1,040,397
Insurance	421,082	387,772	618,095	607,060	623,207
City Hall/Safety Building Maintenance	568,906	549,784	504,150	570,982	588,374
Safety	0	0	0	0	0
Independent Audit	20,900	19,920	21,000	22,725	22,725
Media Services	245,204	260,489	259,201	247,969	210,325

TOTAL GENERAL GOVERNMENT	5,382,337	5,558,034	5,787,511	5,811,206	5,959,416
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PUBLIC SAFETY

Police	10,343,939	10,364,445	11,145,507	10,777,646	11,124,639
Animal Care	63,603	70,659	72,391	72,277	74,395
Fire & Ambulance	9,580,213	9,749,570	10,215,960	10,211,873	10,495,550
Hydrant Rental	689,585	670,010	650,000	650,000	650,000
Auxiliary Police	3,197	5,031	5,035	5,016	6,545
Crossing Guards	99,336	95,818	96,912	96,607	96,612
Police & Fire Commission	13,749	31,740	12,200	35,121	31,200

TOTAL PUBLIC SAFETY	20,793,622	20,987,273	22,198,005	21,848,540	22,478,941
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PUBLIC WORKS

Public Works - Admin.	285,600	322,343	327,269	329,543	347,906
Engineering	1,024,466	1,050,065	1,033,191	1,053,238	1,045,024
Streets - General	2,234,502	2,129,489	2,463,681	2,646,932	2,646,416
Central Garage	1,580,142	1,621,926	1,771,612	2,082,265	2,148,870
Garbage Coll. & Disposal	1,549,475	1,431,131	1,227,826	1,278,449	1,387,804

TOTAL PUBLIC WORKS	6,674,185	6,554,954	6,823,579	7,390,427	7,576,020
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	2006 EXPEND	2007 EXPEND	2008 APPROP	2008 EST.	2009 PROP.
PARKS & OTHER FACILITIES					
Parks	1,325,083	1,457,469	1,411,864	1,392,132	1,457,728
Forestry	274,965	256,454	274,443	251,623	273,647
TOTAL PARKS & OTHER FAC.	1,600,048	1,713,923	1,686,307	1,643,755	1,731,375
COMMUNITY DEVELOPMENT					
Planning Services	760,365	790,374	844,821	820,371	850,634
Inspection Services	746,830	769,204	827,863	851,378	861,377
Housing Services	414,458	0	0	0	0
TOTAL COMMUNITY DEV.	1,921,653	1,559,578	1,672,684	1,671,749	1,712,011
TRANSPORTATION					
Electric	404,385	427,184	462,344	465,976	486,841
Sign	184,885	196,127	188,233	186,281	200,622
TOTAL TRANSPORTATION	589,270	623,311	650,577	652,257	687,463
UNCLASSIFIED					
Unemployment Compensation	11,535	22,464	25,000	15,200	18,900
Direct Deposit Fees	2,141	1,964	2,175	2,000	1,800
Uncollectible Accounts	148,088	164,815	165,000	190,000	180,000
Employee Benefit Fees	15,360	14,594	14,500	14,500	12,000
Patriotic Celebrations	7,489	7,540	8,000	7,600	8,000
Adjustment of Salaries	0	0	0	0	0
Unclass. Expense	136,596	131,086	125,000	125,000	125,000
Mobile Home Tax	37,056	36,454	37,000	37,000	37,000
Safety Building	0	0	0	0	0
Industrial Development	37,500	37,500	37,500	37,500	37,500
TOTAL UNCLASSIFIED	395,765	416,417	414,175	428,800	420,200

	2006 EXPEND	2007 EXPEND	2008 APPROP	2008 EST.	2009 PROP.
TOTAL BUDGET	37,356,880	37,413,490	39,232,838	39,446,734	40,565,426
Levy for Recycling *	661,296	845,398	1,037,951	1,037,951	937,951
Levy for Street Lighting *	1,045,600	1,267,360	1,194,771	1,194,771	1,247,778
Levy for Senior Services *	341,562	374,458	372,477	372,477	372,477
Levy for Transit Utility *	506,909	516,422	599,508	599,508	612,683
Levy for Library *	2,361,493	2,395,035	2,466,445	2,466,445	2,420,906
Levy for Museum *	734,709	747,917	823,338	823,338	822,237
Levy for Grand Opera House *	67,001	67,011	66,557	66,557	66,622
Levy for Cemetery*	181,847	198,291	202,205	202,205	210,054
Levy for Health Services*	358,707	354,197	392,821	392,821	374,426
Levy for Equipment Fund	0	0	0	0	0
Levy Leach Amphetheater	0	0	0	0	0
Levy Pollock Comm Water Park	30,000	15,950	20,303	20,303	40,033
Levy for Golf Course	0	0	0	0	0
TOTAL OPERATING BUDGET	43,646,004	44,195,529	46,409,214	46,623,110	47,670,593
Debt Services	15,788,764	16,330,462	16,277,535	16,490,651	16,924,086
Agency Funds	48,675	34,728	32,723	32,723	33,783
TOTAL CITY BUDGET	59,483,443	60,560,719	62,719,472	63,146,484	64,628,462

* Reflects original levy; actual expenditures shown in individual budgets.

2009 OPERATING BUDGET BY FUNCTION

	PAYROLL - DIRECT LABOR	PAYROLL - INDIRECT LABOR	CONTRAC- TUAL SERVICES	UTILITIES	FIXED CHARGES	MATERIALS AND SUPPLIES	CAPITAL OUTLAY	TOTAL BUDGET
GENERAL GOVERNMENT								
City Council	25,100	1,921	18,500	0	0	1,100	0	46,621
City Manager	175,486	60,041	12,700	0	0	1,350	0	249,577
City Attorney	228,337	93,578	57,245	0	0	6,430	0	385,590
Personnel	300,495	95,469	171,060	0	0	4,703	0	571,727
City Clerk	145,373	52,352	15,695	0	20	3,000	9,000	225,440
Elections	45,369	451	9,220	1,100	3,000	0	0	59,140
Finance	687,700	321,115	4,015	0	0	4,425	0	1,017,255
Assessor	335,988	151,090	35,045	0	0	4,425	0	526,548
Purchasing	146,045	83,084	4,350	0	0	1,600	0	235,079
Central Services	30,047	12,664	98,500	0	0	16,200	0	157,411
Information Technology Division	390,344	196,368	249,405	55,500	0	26,453	122,327	1,040,397
Insurance	0	0	0	0	623,207	0	0	623,207
Facilities Maintenance	176,713	95,782	54,550	227,629	100	33,600	0	588,374
Independant Audit	0	0	22,725	0	0	0	0	22,725
Media Services	141,603	63,982	2,100	500	0	2,140	0	210,325
TOTAL GENERAL GOVERNMENT	2,828,600	1,227,897	755,110	284,729	626,327	105,426	131,327	5,959,416
PUBLIC SAFETY								
Police	7,288,646	3,356,129	163,987	41,370	515	163,424	110,568	11,124,639
Animal Care	0	0	74,201	194	0	0	0	74,395
Fire & Ambulance	7,103,517	2,896,485	109,465	127,500	0	239,983	18,600	10,495,550
Hydrant Rental	0	0	650,000	0	0	0	0	650,000
Auxiliary Police	0	0	975	0	0	300	5,270	6,545
Crossing Guards	88,632	6,780	0	0	0	1,200	0	96,612
Police & Fire Commission	0	0	31,000	0	0	200	0	31,200
TOTAL PUBLIC SAFETY	14,480,795	6,259,394	1,029,628	169,064	515	405,107	134,438	22,478,941
PUBLIC WORKS								
Public Works - Admin.	243,971	98,860	3,900	0	0	1,175	0	347,906
Engineering	721,937	286,187	16,550	5,100	100	13,950	1,200	1,045,024
Streets - General	1,419,891	795,175	44,750	3,000	750	367,850	15,000	2,646,416
Central Garage	400,213	233,938	146,000	125,634	1,110	1,241,975	0	2,148,870
Garbage Coll. & Disposal	504,682	300,057	499,550	0	1,200	82,315	0	1,387,804
TOTAL PUBLIC WORKS	3,290,694	1,714,217	710,750	133,734	3,160	1,707,265	16,200	7,576,020
PARKS & OTHER FACILITIES								
Parks	830,273	350,980	30,475	161,000	300	81,700	3,000	1,457,728
Forestry	188,107	57,290	12,600	200	200	12,250	3,000	273,647
TOTAL PARKS & OTHER FAC.	1,018,380	408,270	43,075	161,200	500	93,950	6,000	1,731,375

	PAYROLL - DIRECT LABOR	PAYROLL - INDIRECT LABOR	CONTRAC- TUAL SERVICES	UTILITIES	FIXED CHARGES	MATERIALS AND SUPPLIES	CAPITAL OUTLAY	TOTAL BUDGET
COMMUNITY DEVELOPMENT								
Planning Services	599,061	235,958	9,855	148	30	5,582	0	850,634
Inspection Services	574,329	250,018	22,975	2,000	420	11,635	0	861,377
TOTAL COMMUNITY DEV.	1,173,390	485,976	32,830	2,148	450	17,217	0	1,712,011
DEPT. OF TRANSPORTATION								
Electric	270,329	120,312	21,400	34,030	0	40,770	0	486,841
Sign	107,964	47,418	4,000	4,380	0	36,860	0	200,622
TOTAL DEPT. OF TRANS.	378,293	167,730	25,400	38,410	0	77,630	0	687,463
UNCLASSIFIED								
Unemployment Compensation		18,900						18,900
Direct Deposit Fees			1,800					1,800
Uncollectible Accounts			180,000					180,000
Employee Benefit Fees			12,000					12,000
Patriotic Celebration			8,000					8,000
Adjustment of Salaries	0							0
Unclassified Expenses			125,000					125,000
Mobile Trailer Tax					37,000			37,000
Industrial Development			37,500					37,500
TOTAL UNCLASSIFIED	0	18,900	364,300	0	37,000	0	0	420,200
TOTAL BUDGET								
	23,170,152	10,282,384	2,961,093	789,285	667,952	2,406,595	287,965	40,565,426
Budget for Recycling	349,183	194,577	750,200	0	100	10,150	430,000	1,734,210
Budget for Street Lighting	0	0	9,000	1,226,778	0	12,000	0	1,247,778
Budget for Senior Services	303,824	135,317	18,709	56,784	7,071	14,498	0	536,203
Budget for Transit Utility	1,300,405	862,204	1,882,395	37,950	122,560	643,430	0	4,848,944
Budget for Library	1,765,110	730,118	460,203	160,905	12,987	423,694	0	3,553,017
Budget for Museum	515,047	241,352	50,920	94,325	9,693	45,900	8,000	965,237
Budget for Grand Opera House	0	0	59,646	0	6,976	0	0	66,622
Budget for Cemetery	242,547	96,264	12,550	24,575	7,598	11,020	4,500	399,054
Budget for Health Services	595,736	293,710	38,670	3,650	7,760	28,900	0	968,426
Budget for Leach Amphitheater	12,000	918	13,068	14,715	500	4,799	0	46,000
Budget for Pollock Comm Wtr Park	40,000	3,060	143,055	69,500	7,001	46,450	1,000	310,066
Budget for Equipment Fund	0	0	0	0	0	0	0	0
TOTAL OPERATING BUDGET	28,294,004	12,839,904	6,399,509	2,478,467	850,198	3,647,436	731,465	55,240,983

REVENUES

	2006 ACTUAL REVENUES	2007 ACTUAL REVENUES	2008 BUDGETED REVENUES	2008 ESTIMATED REVENUES	2009 PROPOSED BUDGET
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TAXES LEVIED BY CITY

General Property Tax 0072-4102	24,322,868	25,597,997	26,605,671	26,605,671	27,885,268
Municipal Owned Utility 0072-4112	650,000	650,000	650,000	650,000	1,000,000
Snow Removal 0072-4172	9,952	10,831	9,000	20,000	10,000
Sealcoating 007x-4163	67,962	0	0	0	0
Weed Cutting 0072-4171	13,397	22,190	12,000	10,000	17,000
Mobile Home Tax 0072-4108	111,439	109,626	108,000	109,000	109,000
Payment in Lieu of Taxes 0072-4118	135,096	128,181	118,000	106,600	105,000
TIF District Closeout 0072-4122	0	0	3,000	0	0

TOTAL TAXES LEVIED	25,310,714	26,518,825	27,505,671	27,501,271	29,126,268
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LICENSES & PERMITS

Heating 0750-4377	89,021	105,772	90,000	105,000	90,000
Liquor License 0050-4322	123,172	131,159	125,000	125,000	125,000
Cigarette License 0050-4358	10,800	11,160	11,000	11,000	11,000
Sundry License 0050-4972	37,223	37,928	37,000	38,000	38,000
Electric Permits 0750-4376	101,777	113,069	100,000	113,000	100,000
Building Permits 0750-4374	346,281	397,601	360,000	300,000	300,000
Plumbing Permits 0750-4378	103,039	104,047	90,000	95,000	90,000
Flammable Tank Fees 0750-4384	160	1,055	700	700	1,000
Housing Fees 0750-4386	3,105	3,660	3,200	3,200	3,200
Code Seals & Plan. Fees 0750-4383	1,898	1,735	1,800	1,000	1,000
Engineering Permits 0420-4379	0	0	25,000	0	0
Zoning Ordinances 0740-4334	45,350	55,809	45,000	50,000	50,000

TOTAL LICENSES & PERMITS	861,826	962,995	888,700	841,900	809,200
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FINES & COSTS

County Court 0211-4406	287,182	295,590	310,000	281,500	281,500
Police Dept. 0211-4402	497,194	437,659	420,000	405,000	405,000
Penalties 0072-4120	80,992	118,434	90,000	90,000	90,000

TOTAL FINES & COSTS	865,368	851,683	820,000	776,500	776,500
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STATE & COUNTY AIDS

Town Aid - Cable TV 1010-4252	7,914	6,332	8,400	8,600	8,600
Town Ambulance Aid 0240-4251	159,884	174,934	160,362	169,400	71,340
Aid to Local Streets 0073-4228	2,767,382	2,843,112	3,007,999	3,006,100	3,035,000
Municipal Services 0073-4232	1,333,774	1,322,063	1,275,000	1,356,200	1,245,000
State Shared Aids 0073-4210	11,075,468	11,073,726	11,079,165	11,086,172	11,085,237
State/Fedl Emer Asst 4972-40530	0	0	0	200,000	0
State Aids-Parks/Forestry 0610-4236-40	0	5,398	0	0	0
State Aids - Fire 0230-4236	33,000	40,000	45,000	45,000	58,000
Aids-Police 0211-4253 & 4226	192,937	206,572	165,000	195,000	195,000
State Computer Credit 0073-4237	210,086	199,152	200,000	179,659	180,000
Expenditure Restraint 0073-4238	1,067,259	1,088,157	1,212,832	1,212,311	1,212,185

TOTAL STATE & CO. AIDS	16,847,704	16,959,446	17,153,758	17,458,442	17,090,362
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USE OF MONEY & PROPERTY

Interest on Investments 0073-4908	945,573	1,170,963	950,000	1,100,000	900,000
Interest on Spec. Assess. 0072-4910	214,436	223,292	220,000	210,000	210,000
Rent 0073-4922 - 4926	4,983	2,041	2,000	2,084	75
Sale of Land 0073-4943	0	0	0	0	0

TOTAL USE OF MONEY & PROP.	1,164,992	1,396,296	1,172,000	1,312,084	1,110,075
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	2006 ACTUAL REVENUES	2007 ACTUAL REVENUES	2008 BUDGETED REVENUES	2008 ESTIMATED REVENUES	2009 PROPOSED BUDGET
CHARGES FOR CURRENT SERVICES					
Police Dept. Fees 0211- 4532	191,796	143,268	100,000	140,000	103,000
Fire Dept. Fees 0230-4534	79,771	140,571	94,000	120,000	101,000
Ambulance Fees 0240-4538	1,830,404	1,859,907	1,900,000	1,903,900	2,119,100
Engineering Fees 0420-4520	177,836	15,694	50,000	60,000	60,000
Street Services 0420 & 0430-4557	135,099	59,178	75,000	75,000	75,000
Electrical Dept. 0801-4520	30,576	45,125	25,000	65,000	25,000
Sign Dept. 0810-4520	2,476	1,729	1,500	10,000	1,500
Park Fees 0610-4572	48,837	79,363	40,000	15,000	15,000
Forestry Fees 0620-4952	900	5,398	0	0	0
City Clerk Fees 0050-4520	7,124	6,239	6,500	6,500	6,500
Community Dev. 0740-4811	345,289	353,188	403,000	403,000	403,000
Cable Access Fees 0150-4520	8,978	10,180	13,000	13,000	15,000
CATV Revenue 1010-4312	636,471	658,070	658,000	658,000	650,000
Xerox Charges 0090-4517	2,370	2,338	2,300	1,100	1,100
Property Search 0073-4519	32,240	28,710	30,000	23,000	25,000
Hazardous Materials 0230-4540	0	0	1,500	500	500
Sanitation Recycling 0470-4559	399,081	(77)	0	0	0
Garbage Fees 0470-4558	24,736	88,958	21,000	25,000	21,000
TOTAL CHGS. FOR CUR. SERV.	3,953,984	3,497,839	3,420,800	3,519,000	3,621,700
INTERDEPARTMENTAL REVENUES					
Service Charge-Streets 0430-4812	238,786	202,961	250,870	300,000	400,000
Serv. & Main.-San Swr 0420 & 0430-4814	177,595	170,159	186,580	186,580	192,200
Acct. Services-Utilities 0073-4806	627,613	589,092	659,380	630,000	660,000
Equip/Labor Rental - Recycling 0480-4834	633,770	536,981	680,000	670,000	680,000
Computer Services - Utilities 0110-4822	123,600	127,300	130,800	130,800	152,500
Public Works-Water Util. 0410-4814	107,342	120,900	112,800	115,740	119,200
Water G.O. Bond Abatement 0074-5275	1,607,238	1,755,997	1,747,360	1,747,360	1,738,703
Sewer G.O. Bond Abatement 0074-5273	1,986,763	2,001,996	2,145,401	2,145,399	1,977,115
Storm G.O. Bond Abatement 0074-5278	327,014	428,905	436,707	436,706	438,729
Parking Utility Notes 0074-5272	58,168	60,381	65,052	65,052	63,086
Ind. Dev. Bonds & Notes 0074-5270	369,422	285,223	284,970	284,969	330,991
TIF Districts 0074-5274	3,213,697	3,742,845	3,786,677	3,786,668	3,687,906
Deltax Notes 0074-5269	89,930	0	0	0	0
Golf Course 0074-5277	125,325	122,237	124,150	124,150	480,191
Cable TV xxxx-5279	66,755	67,383	67,796	74,390	73,736
Housing Authority 0790-4202	429,127	0	0	0	0
Engineering Fees-Const. 0420-4555	720,059	789,992	600,000	600,000	600,000
TOTAL INTER. DEP. REV.	10,902,204	11,002,352	11,278,543	11,297,814	11,594,357
UNCLASSIFIED					
Sundry Revenue 0073 etc - 4952-4972	109,607	77,660	75,000	143,000	95,000
Bond Proceeds 0073-5302	30,054	30,000	30,000	30,000	30,000
Approp. from Sinking Fund 0073-5308	255,000	200,000	375,000	375,000	375,000
TOTAL UNCLASSIFIED	394,661	307,660	480,000	548,000	500,000
TOTAL REVENUES	60,301,453	61,497,096	62,719,472	63,255,011	64,628,462

ASSESSED VALUATION

	2007	2008	INCREASE (DECREASE)
Personal Property	107,136,802	117,232,139	10,095,337
Real Estate	3,225,232,247	3,272,493,399	47,261,152
	<u>3,332,369,049</u>	<u>3,389,725,538</u>	<u>57,356,489</u>

INDEBTEDNESS

	2006	2007	2008
City General Debt as of December 31st	\$118,910,768	\$119,580,051	\$118,562,801

DEBT LIMIT

CITY:

Limit - 5% of City Equalized Valuation of:	\$3,849,076,000	
5% of \$3,849,076,000		\$192,453,800
Present Debt - 61.61%		<u>\$118,562,801</u>
Legal Debt Margin - 38.39%		<u><u>\$73,890,999</u></u>

RECAP CITY INDEBTEDNESS

General City	\$53,593,971
Convetion Centre	\$1,832,000
Parking Utility	\$333,944
Sewer Utility	\$14,166,663
Water Utility	\$11,539,272
Industrial Development	\$1,541,900
TIF District	\$30,296,591
Storm Sewer	\$4,145,756
Golf Course	<u>\$1,112,704</u>
	<u><u>\$118,562,801</u></u>

ANALYSIS OF GENERAL FUND EQUITY
November 25, 2008

Balance January 1, 2008		\$ 7,292,509
Council Approved Transfer Out Resolution 08-190 Convention Center Renovation	(259,407)	
Council Approved Transfer Out Resolution 08-348 Convention Center Renovation	(50,000)	
Estimated Expenditures for 2008	(63,146,484)	
Estimated Revenues for 2008	<u>63,255,011</u>	
Net Change in Fund Balance		<u>(200,880)</u>
Estimated Fund Balance, 12-31-08		\$ <u><u>7,091,629</u></u>
Balance January 1, 2009		\$ 7,091,629
Budgeted Expenditures for 2009	64,628,462	
Budgeted Revenues for 2009	<u>64,628,462</u>	
Net Change in Fund Balance		<u>0</u>
Estimated Fund Balance, 12-31-09		\$ <u><u>7,091,629</u></u>

G E N E R A L G O V E R N M E N T

SUMMARY

FUND: GENERAL	FUNCTION: CITY COUNCIL	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0010-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
39,538	39,052	43,231	42,898	46,621	

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0010-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: CITY COUNCIL
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	17,400	17,467	17,400	17,534	25,100
TOTAL PAYROLL - DIRECT LABOR		17,400	17,467	17,400	17,534	25,100
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	1,331	1,336	1,331	1,342	1,921
TOTAL PAYROLL - INDIRECT LABOR		1,331	1,336	1,331	1,342	1,921
Contractual Services						
6458-00000	Conference & Training	0	0	4000	4000	2000
6460-00000	Membership Dues	19,668	19,336	19,700	19,132	16,500
TOTAL CONTRACTUAL SERVICES		19,668	19,336	23,700	23,132	18,500
Materials & Supplies						
6505-00000	Office Supplies	431	503	400	200	400
6507-00000	Books & Periodicals	0	0	0	232	200
6589-00000	Other Materials & Supplies	708	410	400	458	500
TOTAL MATERIALS & SUPPLIES		1,139	913	800	890	1,100
TOTAL CITY COUNCIL		39,538	39,052	43,231	42,898	46,621

PERSONNEL SCHEDULE

ACCOUNT: 100-0010-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: CITY COUNCIL
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Council Members	7	7	7	17,400	17,534	25,100
Social Security	6302			1,331	1,342	1,921
TOTAL PERSONNEL	7	7	7	18,731	18,876	27,021

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ACCOUNT: 100-0020-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CITY MANAGER
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

The City Manager serves as the Chief Executive Officer of the city government and is responsible for the administration of it. The City Manager serves the City Council and the public by providing daily administration of the government of the City of Oshkosh and carrying out and enforcing the policies and ordinances as enacted by the City Council.

PRODUCTS & SERVICES:

- Effect the enforcement of all laws and ordinances.
- Prepare and administer annual city budget.
- Oversee the protection of health, safety and welfare of the community within the standards of services adopted by the City Council.
- Oversee the maintenance and operation of parks, playgrounds and any other recreational facilities now owned or acquired by the City Council.
- Oversee the maintenance, operation and construction of streets, sewers, water plant and distribution system, sewage disposal plant and all other city owned facilities, building and equipment.
- Oversee all fiscal transactions of the city.
- Perform such other duties as may be required by the City Council.

SUMMARY

FUND: GENERAL	FUNCTION: CITY MANAGER	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0020-XXXX-XXXXX		
<hr/>					
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
<hr/>					
200,946	319,435	222,739	153,252	249,577	
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COMMENTS:

New City Manager started 8/4/08

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

City Manager Employment Agreement
6402-00000 \$6,000 for auto allowance.
6466-00000 \$1,200 for telephone reimbursement.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0020-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: CITY MANAGER
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	148,500	245,890	152,147	95,924	175,486
TOTAL PAYROLL - DIRECT LABOR		148,500	245,890	152,147	95,924	175,486
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	43,500	64,982	60,142	30,778	60,041
TOTAL PAYROLL - INDIRECT LABOR		43,500	64,982	60,142	30,778	60,041
Contractual Services						
6401-00000	Contractual Services	0	0	0	20,600	0
6402-00000	Auto Allowance	6,000	5,000	4,500	2,500	6,000
6404-00000	Postage & Shipping	0	0	0	0	0
6458-00000	Conference & Training	1,283	1,694	4,000	1,500	4,000
6460-00000	Membership Dues	1,213	1,260	1,290	500	1,500
6466-00000	Misc. Contractual Services	0	0	0	0	1,200
TOTAL CONTRACTUAL SERVICES		8,496	7,954	9,790	25,100	12,700
Materials & Supplies						
6505-00000	Office Supplies	268	410	450	700	550
6507-00000	Books & Periodicals	182	199	210	200	200
6589-00000	Other Materials & Supplies	0	0	0	550	600
TOTAL MATERIALS & SUPPLIES		450	609	660	1,450	1,350
TOTAL CITY MANAGER		200,946	319,435	222,739	153,252	249,577

PERSONNEL SCHEDULE

ACCOUNT: 100-0020-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CITY MANAGER
DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
City Manager	1	1	1	104,300	48,077	126,323
Administrative Assistant	1	1	1	47,847	47,847	49,163
Health Insurance 6306				29,256	11,176	22,825
Retirement 6304				18,258	11,619	24,308
Social Security 6302				11,428	7,339	11,955
Life Insurance 6310				1,000	473	661
Income Continuation Insurance 6312				200	171	292
TOTAL PERSONNEL	2	2	2	212,289	126,702	235,527

ACCOUNT: 100-0030-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CITY ATTORNEY
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

The City Attorney shall, by state law, conduct all the legal business in which the city is interested. The Office provides day-to-day advice and consultation, document drafting services and legal research, and legal representation to the Common Council, the City Manager, the boards, commissions and committees of the City, and to the various departments, divisions and staff offices of the city administration. In addition, the Office provides information and liaison services to the general public, and assistance/cooperation with other local, state and federal government entities, and municipal government associations.

PRODUCTS & SERVICES:

- Attend all Council meetings and administrative, board, commission, and committee meetings as needed.
- Research, draft and/or review ordinances, resolutions, policies and procedures, memoranda, legal documents, agreements, agendas and minutes, correspondence as needed or directed; maintain Municipal Codebook and updates.
- Consult and counsel with elected and appointed officials, administrative, board, commission, and committee members, city staff and employees.
- Negotiate or assist negotiation of city contracts and agreements, including collective bargaining (labor) agreements, sales and purchase contracts, settlement agreements, real estate transactions and developer agreements.
- Provide information and liaison services to the general public and to other local, state and federal government entities, and municipal government associations; provide training, research and reporting assistance, and special counsel assistance to other local government entities, and municipal government associations as needed or directed.
- Prosecute ordinance violations; prosecute or defend civil court actions; coordinate legal services with insurance carriers and special counsel.
- Provide training for elected and appointed officials, administrative, board, commission, and committee members, city staff and employees.
- Monitor, review and publicize, when appropriate, legislative and administrative matters of other governmental entities, and make recommendations and convey to official positions as needed.

RECENT SIGNIFICANT (2008) ACCOMPLISHMENTS:

- Assisted with hiring process for new City Manager.
- Assisted with development and implementation of Urban Deer Management Program.
- Continued assisting the Health Division of the Department of Community Development, with study and training for Pandemic Flu issues.
- Arranged State Mandated Training for, and provided legal support to, Board of Review as it heard property owner appeals.
- Prosecuted all City citations in adult and juvenile court; filed pleadings in cases before the Court of Appeals regarding various court trials.
- Orientation for Energy and Environmental Board.
- Hired a new Assistant City Attorney

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Training various boards, committees, and commissions on duties and responsibilities, open meetings law and code of ethics for public officials.
- Assist Personnel with revisions of the Personnel harassment policy manual, and training of employees.
- Work with other departments/divisions to develop a special events ordinance/policy.
- Begin creating a searchable data base for office files.

SUMMARY

FUND: GENERAL	FUNCTION: CITY ATTORNEY	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0030-XXXX-XXXXX		
<hr/>					
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
<hr/>					
387,818	373,728	386,989	344,058	385,590	
<hr/>					

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 6102-00000 Changes in personnel: Assistant City Attorney started in September which affects wages, retirement, FICA and all benefits.
- 6446-00000 Contracted Attorney for all Municipal Code Violations, added job responsibility of juvenile citations, which now includes involvement directly with schools and involvement on behalf of City in Criminal Justice Program.
- 6458-00000 Conference and training is less due to only one attorney attending seminars, but also includes \$500 to have a professional train the Board of Review with the latest state law/guidelines.
- 6460-00000 Discounted IMLA dues for 2008 (will return to regular fee in 2009); paid State Bar of Wisconsin dues for only one attorney this year.
- 7202-00000 One new office chair, two computer workstations in Attorneys' offices to replace old tables and old, small second hand workstation.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0030-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: CITY ATTORNEY
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	260,529	251,077	233,829	207,833	228,337
TOTAL PAYROLL - DIRECT LABOR		260,529	251,077	233,829	207,833	228,337
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	108,486	90,689	91,495	74,283	93,578
TOTAL PAYROLL - INDIRECT LABOR		108,486	90,689	91,495	74,283	93,578
Contractual Services						
6404-00000	Postage & Shipping	108	110	120	127	130
6424-00000	Maintenance Office Equipment	0	0	115	115	115
6446-00000	Contractual Employment	0	22,348	48,000	48,000	50,000
6456-00000	Service/Witness Fees	1,392	400	1,700	1,700	1,700
6458-00000	Conference & Training	2,474	1,530	3,500	2,100	3,500
6460-00000	Membership Dues	1,787	1,799	1,800	1,200	1,800
TOTAL CONTRACTURAL SERVICES		5,761	26,187	55,235	53,242	57,245
Utilities						
6475-00000	Telephones	0	0	0	0	0
6479-00000	Other Utilities	0	0	0	0	0
TOTAL UTILITIES		0	0	0	0	0
Sundry Fixed Charges						
6499-00000	Miscellaneous Fixed Charges	6,996	0	0	0	0
TOTAL SUNDRY FIXED CHARGES		6,996	0	0	0	0
Materials & Supplies						
6505-00000	Office Supplies	468	611	680	680	680
6507-00000	Books & Periodicals	5,578	5,164	5,750	5,750	5,750
TOTAL MATERIALS & SUPPLIES		6,046	5,775	6,430	6,430	6,430
Capital Outlay						
7202-00000	Office Equipment	0	0	0	2,270	0
TOTAL CAPITAL OUTLAY		0	0	0	2,270	0
TOTAL CITY ATTORNEY		387,818	373,728	386,989	344,058	385,590

PERSONNEL SCHEDULE

ACCOUNT: 100-0030-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CITY ATTORNEY
DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
City Attorney	1	1	1	101,626	107,750	97,024
Asst. City Attorney	1	1	1	84,357	52,237	82,157
Legal Secretary	1	1	1	47,846	47,846	49,156
Health Insurance	6306			43,884	38,182	48,134
Retirement	6304			28,062	19,394	26,944
Social Security	6302			17,888	15,900	17,468
Life Insurance	6310			1,221	492	590
Income Continuation Insurance	6312			440	315	442
TOTAL PERSONNEL	3	3	3	325,324	282,116	321,915

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ACCOUNT: 100-0040-XXXX-XXXXX
FUND: GENERAL
FUNCTION: PERSONNEL
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

The Personnel Department provides a full range of personnel, payroll, and labor relations services to all City Departments.

PRODUCTS & SERVICES:

- Provides policy advisory services in the areas of administration, management, organizational planning, design, and improvement.
- Administers all human resource management programs such as staffing, classification, compensation, fringe benefit administration, AA/EEO, employee assistance, labor relations, contract administration and administration.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Reevaluated orientation programs to assess coverage, identify gaps and incorporate probationary assessment.
- Successfully secured several unanticipated key positions in addition to regular staffing obligations.
- Organized seasonal hiring process.
- Initiated employee training opportunities with EAP provider.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Prepare for and initiate collective bargaining for all represented employee groups.
- Evaluate part-time employee pay structure.
- Expand employee training program.
- Continue efforts toward “Well Workplace and Well City” designation.
- Expand HR software capabilities.

SUMMARY

FUND: GENERAL	FUNCTION: PERSONNEL	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0040-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
558,936	647,596	514,721	568,418	571,727	

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6466-00000 Includes \$9,000 for new City Manager relocation expense.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0040-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PERSONNEL
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	308,690	298,148	281,884	297,517	300,495
TOTAL PAYROLL - DIRECT LABOR		308,690	298,148	281,884	297,517	300,495
Payroll - Indirect Payroll						
63xx-00000	Payroll - Indirect Payroll	95,787	92,708	100,777	93,103	95,469
TOTAL PAYROLL - INDIRECT LABOR		95,787	92,708	100,777	93,103	95,469
Contractual Services						
6401-00000	Contractual Services	108,691	151,612	68,259	89,700	100,500
6402-00000	Auto Allowance	960	960	960	960	960
6410-00000	Advertising/Marketing	37,397	96,235	54,091	68,500	55,400
6424-00000	Maintenance Office Equipment	0	0	0	0	0
6458-00000	Conference & Training	3,602	2,861	4,400	4,400	4,400
6459-00000	Other Employee Training	0	0	0	0	0
6460-00000	Membership Dues	315	650	800	800	800
6466-00000	Misc Contractual Services	0	0	0	9,000	9,000
TOTAL CONTRACTUAL SERVICES		150,965	252,318	128,510	173,360	171,060
Materials & Supplies						
6505-00000	Office Supplies	1,777	2,349	1,475	2,628	2,628
6507-00000	Books & Periodicals	0	0	0	0	0
6589-00000	Other Materials & Supplies	1,717	2,073	2,075	1,810	2,075
TOTAL MATERIALS & SUPPLIES		3,494	4,422	3,550	4,438	4,703
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PERSONNEL		558,936	647,596	514,721	568,418	571,727

PERSONNEL SCHEDULE

ACCOUNT: 100-0040-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PERSONNEL
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Asst City Manager/Dir of Admin Svcs	1	1	1	99,868	101,166	111,068
Personnel Generalist	1	1	1	48,672	48,675	51,248
Payroll Coordinator	1	1	1	52,000	60,276	53,417
Administrative Assistant	1	1	1	39,856	43,032	40,982
Benefits Coordinator	1	1	1	41,488	44,368	43,780
Health Insurance		6306		43,884	32,988	35,297
Retirement		6304		33,826	35,702	35,459
Social Security		6302		21,564	22,760	22,988
Life Insurance		6310		903	1,033	1,075
Income Continuation Insurance		6312		600	620	650
TOTAL PERSONNEL	5	5	5	382,661	390,620	395,964

ACCOUNT: 100-0050-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CITY CLERK
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

The City Clerk's Office is responsible for all official records of the city; preparation of the council agendas, preserving the actions and official minutes of the Common Council; legal publications, notification to the public and assignment of payments for special assessments; the issuance of liquor licenses and various permits; and responds to informational requests from other departments, officials and general public.

PRODUCTS & SERVICES:

- Maintains custody of city official records including council minutes, ordinances, resolutions, contracts, agreements, insurance certificates, bonds, licenses, special assessments, annexations and oaths of offices.
- Serves as Recording Secretary for the Common Council which consist of preparing council agenda (working with other departments), attending council meetings, recording and preserving records of all council actions, posting of all meeting notices when required.
- Prepare information packets for property owners involved in special assessment improvements. Improvements include cold mix overlay, mill and asphalt overlay program, concrete paving, water main, sanitary sewer, storm sewer, laterals and sidewalks. Packets include public hearing notice, explanation of various payment choices along with map and assessment sheet (Engineering provides assessment sheets and maps to Clerk's office)
- Maintain special assessment payment plans; receipts, balance of accounts.
- Maintain record of transfer to tax roll.
- Maintain future special assessment records in accordance with developer agreements.
- Administer application process, issuance and renewal of all liquor/fermented malt licenses granted by the Common Council along with operator/bartender and other licenses and permits as required by local and state laws.
- Research and provide appropriate information to other city departments, officials and the public.
- Publication of legal notices as required along with ordinance/resolutions and minutes of Council.
- Administer oaths of office to newly elected officials, Police Officers; and appointments to boards and committees.
- Certified official documents.
- Co-sign documents including agreements contract, change orders and bond issues; maintain custody of the city seal.
- Serves as secretary of the Board of Review including posting of meeting notices coordinating staff, board members and petitioners; gathering and distributing necessary documents, maintaining accurate record of proceedings, publish legal notices as required.
- Maintain list and distribution of updates and revisions to the municipal codebook.
- Maintain files including cemetery records, bid results, insurance certificates and bonding, petitions and special claims.
- Maintain and issue sidewalk layer's license and street/sidewalk obstruction permits.

- Maintain General Obligation Bonds and Promissory Notes files along with Industrial Development Revenue Bond files.
- Research and provide special assessment information on city letters
- Research and maintain lot split files.
- Maintain minutes of various boards and committees
- Maintain annexation files; notifying state and local offices after Council approval.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Maintain and finalize special assessments / transfer to taxroll.
- Record and document the appeal process of property owners appearing before the Board of Review.
- Provided professional and timely levels of service to the community.
- Provided information to the public via City Web Page.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to maintain the present professional and timely levels of service to the community.
- Continue to provide information to the public via City Web Page.

ACCOUNT: 100-0050-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: CITY CLERK
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	128,264	141,354	137,136	145,326	145,373
TOTAL PAYROLL - DIRECT LABOR		128,264	141,354	137,136	145,326	145,373
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	46,593	51,604	56,809	51,105	52,352
TOTAL PAYROLL - INDIRECT LABOR		46,593	51,604	56,809	51,105	52,352
Contractual Service						
6410-00000	Advertising/Marketing	19,437	12,546	25,000	22,000	15,000
6458-00000	Conference & Training	615	900	500	450	500
6460-00000	Membership Dues	145	145	150	195	195
TOTAL CONTRACTUAL SERVICE		20,197	13,591	25,650	22,645	15,695
Fixed Charges						
6488-00000	Employee Bond	40	0	0	20	20
6496-00000	Licenses and Permits	0	0	0	0	0
TOTAL FIXED CHARGES		40	0	0	20	20
Materials & Supplies						
6505-00000	Office Supplies	2,946	2,971	2,900	2,900	2,900
6507-00000	Books & Periodicals	91	111	110	91	100
6517-00000	Supplies/Repair Parts	0	0	0	0	0
6550-00000	Minor Equipment	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		3,037	3,082	3,010	2,991	3,000
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	0
7230-00000	Computer Software	0	0	0	0	9,000
TOTAL CAPITAL OUTLAY		0	0	0	0	9,000
TOTAL CITY CLERK		198,131	209,631	222,605	222,087	225,440

PERSONNEL SCHEDULE

ACCOUNT: 100-0050-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CITY CLERK
DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
City Clerk	1	1	1	69,230	69,233	72,878
Dep. City Clerk	1	1	1	39,826	46,058	41,958
Secretary I	1	1	1	28,080	30,035	30,537
Health Insurance 6306				29,256	21,990	23,530
Retirement 6304				16,440	17,439	17,154
Social Security 6302				10,480	11,117	11,120
Life Insurance 6310				303	205	206
Income Continuation Insurance 6312				330	354	342
TOTAL PERSONNEL	3	3	3	193,945	196,431	197,725

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ACCOUNT: 100-0060-XXXX-XXXXX
FUND: GENERAL
FUNCTION: ELECTIONS
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

The City Clerk's Office is responsible to administer all elections conducted in the City of Oshkosh in compliance with state statutes.

PRODUCTS & SERVICES:

- Serves as Chief Election Official for the city and administers all elections.
- Provides Council candidates with all documents for candidacy
- Serves as filing officer for the City
- Recommends and maintains voting equipment for all locations
- Trains and assigns Election Inspectors
- Set up ballots and makes required publications
- Maintains request for absentee ballot voting
- Administer Deputy Voting at area nursing homes
- Maintains voter registration records
- Provides election results
- Canvass local votes
- Provide accurate information to candidates and general public
- Administer oath of office to newly elected officials
- Maintains election supplies for the city and surrounding communities
- Designs voting districts and wards in accordance with census, city staff & county officials
- Recommends polling places to Common Council to meet Federal regulations

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Administer four elections
- Handled increased activity with new staff, voting equipment and statewide database.
- Trained Chief Election Inspectors
- Continue to Coordinate State Voter Registration System Data Files – Entered /Maintain records
- Coordinate with IT to provide election information to the public via City's Web Page

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR

- Administer two elections
- Continue to Train Election Inspectors on Accu Vote-TSX
- Purchase / Train Staff and Election Inspectors on Accu-Vote OSX equipment
- Coordinate State Voter Registration System Data Files
- Continue to Complete Certification of Clerk and Chief Election Inspectors (state required)
- Continue to coordinated with IT to provide election information to the public via City's Web Page

SUMMARY

FUND: GENERAL	FUNCTION: ELECTIONS	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0060-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
83,908	44,151	107,133	114,618	59,140	

COMMENTS:

Budgeting for two elections

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0060-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: ELECTIONS
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	55,807	26,993	75,065	75,065	39,460
6103-00000	Maintenance-Labor	9,585	5,319	768	768	396
6103-00000	Regular Pay - Temp. Employee	0	0	10,116	10,116	5,513
TOTAL PAYROLL - DIRECT LABOR		65,392	32,312	85,949	85,949	45,369
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	646	697	729	729	451
TOTAL PAYROLL - INDIRECT LABOR		646	697	729	729	451
Contractual Services						
6402-00000	Auto Allowance	210	62	155	220	120
6410-00000	Advertising/Marketing	3,006	1,785	3,300	3,000	1,600
6426-00000	Maint. Mach/Equip/Bldg/Struct	425	0	1,000	0	1,000
6466-00000	Misc. Contr. Services (Ballots/Prog)	9,864	5,545	12,000	16,450	6,500
TOTAL CONTRACTUAL SERVICES		13,505	7,392	16,455	19,670	9,220
Utilities						
6475-00000	Telephones	0	0	0	870	1,100
TOTAL UTILITIES		0	0	0	870	1,100
Materials & Supplies						
6505-00000	Office Supplies	3,988	3,750	4,000	7,400	3,000
6507-00000	Books & Periodicals	24	0	0	0	0
6517-00000	Supplies/Repair Parts	353	0	0	0	0
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		4,365	3,750	4,000	7,400	3,000
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	0
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ELECTIONS		83,908	44,151	107,133	114,618	59,140

PERSONNEL SCHEDULE

ACCOUNT: 100-0060-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: ELECTIONS
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Poll Workers				75,065	75,065	39,460
Maintenance-Labor				768	768	396
Extra Help				10,116	10,116	5,513
Health Insurance	6306			0	0	0
Retirement	6304			0	0	0
Social Security	6302			729	729	451
Life Insurance	6310			0	0	0
TOTAL PERSONNEL	0	0	0	86,678	86,678	45,820

ACCOUNT: 100-0071-XXXX-XXXXX
FUND: GENERAL
FUNCTION: FINANCE
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION

The Department of Finance is responsible for the administration of the following offices: Assessor, Collections, Accounting, Parking, Water, Sewer, and Storm Water Utilities. The department's main responsibility is to assist the City Manager in preparing the City budget, administer the budget and accompanying funds throughout the year, report on the financial status of the City, handle all investments, and complete all regulatory reporting.

PRODUCTS AND SERVICE

- Tax billing and record management
- Collection of all City funds
- Accounting for all City funds
- Investment of City and trust funds
- Management of City debt
- Preparation of internal and external periodic and annual financial reports
- Processing accounts receivable
- Processing accounts payable
- Utility billing and record management
- Parking citation record management
- Coordinate ambulance billing and record management with outside billing service

RECENT SIGNIFICANT ACCOMPLISHMENTS

- Increased usage of automatic payment options
- Provided access to the new financial system to more departments
- Completed an upgrade of utility billing system
- Implemented a new payroll system

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Quarterly financial reports to Council
- Coordinate utility rate review/rate increase process
- Policy development/assistance – Budget, Contracts, Procurement
- Complete RFP Process for Banking Services
- Community Outreach
- Complete all regulatory reporting on time, including: State Report – Form B, PSC Report, and the Audit
- Complete one entire cycle as new director – learn remainder of duties

SUMMARY

FUND: GENERAL	FUNCTION: FINANCE	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0071-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
905,576	940,811	1,000,156	1,009,595	1,017,255	

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000 Director of Finance retirement/payout.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0071-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FINANCE
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	609,074	635,434	650,789	674,171	671,200
6103-00000	Regular Pay - Temp. Employee	20,117	16,049	16,500	16,500	16,500
TOTAL PAYROLL - DIRECT LABOR		629,191	651,483	667,289	690,671	687,700
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	269,021	281,968	324,647	310,584	321,115
TOTAL PAYROLL - INDIRECT LABOR		269,021	281,968	324,647	310,584	321,115
Contractual Services						
6402-00000	Auto Allowance	1,032	1,032	1,050	1,000	1,100
6404-00000	Postage & Shipping	0	31	50	65	65
6424-00000	Maintenance Office Equipment	0	64	0	0	0
6432-00000	Equipment Rental	513	0	0	0	0
6458-00000	Conference & Training	563	1,298	2,200	2,000	2,200
6460-00000	Membership Dues	490	500	520	650	650
TOTAL CONTRACTUAL SERVICES		2,598	2,925	3,820	3,715	4,015
Materials & Supplies						
6505-00000	Office Supplies	3,890	3,614	3,900	4,100	3,900
6507-00000	Books & Periodicals	876	821	500	525	525
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		4,766	4,435	4,400	4,625	4,425
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL FINANCE		905,576	940,811	1,000,156	1,009,595	1,017,255

PERSONNEL SCHEDULE

ACCOUNT: 100-0071-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FINANCE
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director of Finance	1	1	1	105,845	131,412	103,345
Assistant Finance Director	1	1	1	75,587	76,766	79,570
Utility Billing & Records Supervisor	1	1	1	56,982	56,983	60,035
Accounting Supervisor	1	1	1	58,077	58,084	61,181
Accountant	1	1	1	40,773	42,419	42,682
Account Clerk II	2	2	2	72,172	70,627	71,265
Cashier	2	2	2	69,728	72,195	71,691
Account Clerk I	4	4	4	127,556	121,620	135,135
Administrative Assistant	1	1	1	43,069	43,065	45,296
Overtime				1,000	1,000	1,000
Extra Help	0.75	0.75	0.75	16,500	16,500	16,500
Health Insurance	6306			190,164	172,022	184,271
Retirement	6304			80,075	82,881	81,149
Social Security	6302			51,048	52,837	52,610
Life Insurance	6310			2,000	1,494	1,600
Income Continuation Insurance	6312			1,360	1,350	1,485
TOTAL PERSONNEL	14.75	14.75	14.75	991,936	1,001,255	1,008,815

ACCOUNT: 100-0080-XXXX-XXXXX
FUND: GENERAL
FUNCTION: ASSESSOR
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

The City Assessor's Office is required to discover, list and value all non-manufacturing taxable real and personal property within the City of Oshkosh. It is our responsibility to ensure that parcels within the City of Oshkosh are valued uniformly. The office also serves as an information resource to the community and to other City departments.

PRODUCTS & SERVICES:

- Inspect and value new construction, building permits, annexations, new subdivisions, mobile home parks, etc.
- Maintain over 22,464 computerized property records including current ownership, mailing addresses, legal descriptions, building information, etc.
- Inspect and update residential, agricultural, and commercial property records.
- Maintain several GIS parcel layers and City parcel maps.
- Annually update business information and values on over 1,500 personal property accounts.
- Perform assessment reviews and determine exemption requests.
- Provide property information to the public and City departments via direct contact, web site, and brochures.
- Complete annual assessment roll and mail out change of assessment notices.
- Submit TIF reports, Assessor's Final Report, and Statement of Assessments to the Wisconsin Department of Revenue in order to determine equalized values.
- Review appraisals for City purchases and give opinions of value for sales of City property.
- Hold Open Book and defend values at Board of Review sessions for taxpayer appeals.
- Defend assessed values in court if necessary.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Completed roll and Board of Review in a timely manner.
- All reports in to the Department of Revenue by the mandated dates.
- Reviewed 610 residential sales and checked and reviewed 5,214 building permits.
- So far 17,943 buildings have been electronically sketched into the software system.
- There were 377,329 searches on the assessor web site in 2007.
- 57 new parcels were added in 2007, 28 parcels deleted, and 27 parcels shifted classification.
- Sent out assessment change notices for real estate (1,317) and personal property (1,542).
- Discovered and assessed \$93,220,800 of new construction value.
- Prevailed in 1 lawsuit and retained \$1,820,500 in assessed value.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

Our goals for this budget year are the following:

- Inspect and accurately value, classify and describe new construction, building permits, annexations, parcel splits, personal property, and other changes.
- Continue to electronically sketch properties into the software system.
- Generate values for properties that have changed using appropriate appraisal methodology.
- Update old photographs and photograph new parcels.
- Hold the first meeting of the Board of Review in May.
- Continue converting land units into square foot format.
- Begin neighborhood reviews to update parcel information.
- Review 20% of residential properties per year using a combination of sales reviews, permit reviews and neighborhood reviews. This should be obtainable with three residential appraisers on staff.
- Assign income models for all commercial properties.

SUMMARY

FUND: GENERAL	FUNCTION: ASSESSOR	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0080-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
454,266	478,504	514,518	496,152	526,548	

COMMENTS:

Assessment of property is best done by actual view. To keep records up to date, it would be best to view properties at least once every five years. This is often referred to as performing neighborhood reviews. To accomplish this property appraisers would go through the City, neighborhood by neighborhood, and do interior and exterior inspections. It is estimated three property appraisers should be able to accomplish this task and currently there are two property appraisers on staff. A third appraiser's estimated wages and benefits would increase the cost of personnel by \$14,303. If the three appraisers are able to visit all residential properties in a five-year period, we should be able to do the next re-evaluation without hiring outside help for residential properties.

The Council may want to consider the addition of a permit fee for the cost of assessing property changes. This would reduce the tax burden to the general public and put the cost on the users of the service.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6448-00000 This is the fee charged to the City from the Department of Revenue. The Department of Revenue assesses all manufacturing and charges the City 50% of the cost. This charge started in 2003.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0080-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: ASSESSOR
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	277,654	288,602	298,180	297,052	311,714
6103-00000	Regular Pay - Temp. Employee	18,387	21,059	22,979	22,979	24,274
TOTAL PAYROLL - DIRECT LABOR		296,041	309,661	321,159	320,031	335,988
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	119,847	131,406	152,508	135,965	151,090
TOTAL PAYROLL - INDIRECT LABOR		119,847	131,406	152,508	135,965	151,090
Contractual Services						
6401-00000	Contractual Services	0	0	0	0	0
6402-00000	Auto Allowance	3,967	3,794	5,027	4,000	4,000
6424-00000	Maintenance Office Equipment	85	67	100	100	100
6448-00000	Special Services	19,192	19,457	21,149	20,671	21,720
6458-00000	Conference & Training	9,156	8,801	9,500	9,000	7,500
6459-00000	Other Employee Training	59	0	0	0	0
6460-00000	Membership Dues	210	245	300	285	525
6466-00000	Misc. Contr. Ser. (Bd of Review)	481	766	800	2,000	1,200
TOTAL CONTRACTUAL SERVICES		33,150	33,130	36,876	36,056	35,045
Materials & Supplies						
6505-00000	Office Supplies	4,269	2,721	2,500	2,600	2,700
6507-00000	Books & Periodicals	958	1,132	1,100	1,150	1,200
6508-00000	Maps & Records	0	421	350	350	425
6589-00000	Other Materials & Supplies	1	33	25	0	100
TOTAL MATERIALS & SUPPLIES		5,228	4,307	3,975	4,100	4,425
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ASSESSOR		454,266	478,504	514,518	496,152	526,548

PERSONNEL SCHEDULE

ACCOUNT: 100-0080-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: ASSESSOR
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
City Assessor	1	1	1	70,239	71,199	73,057
Deputy City Assessor	1	1	1	59,126	59,430	61,209
Property Appraiser II	2	2	3	97,782	98,268	143,336
Office Assistant	1	1	1	34,615	33,275	34,112
Property Appraiser I	1	1	0	36,418	34,880	0
Extra Help	0.80	0.80	0.80	22,979	22,979	24,274
Health Insurance	6306			87,768	71,680	84,332
Retirement	6304			38,539	38,271	39,647
Social Security	6302			24,569	24,482	25,703
Life Insurance	6310			840	774	578
Income Continuation Insurance	6312			792	758	830
TOTAL PERSONNEL	6.80	6.80	6.80	473,667	455,996	487,078

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ACCOUNT: 100-0090-XXXX-XXXXX
FUND: GENERAL
FUNCTION: PURCHASING
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

The Purchasing Division's mission is to acquire commodities and services for the City in an effective, efficient and impartial manner within the appropriate guidelines.

PRODUCTS & SERVICES:

- Contract for goods and services for city departments.
- Facilitates City Hall Meeting Room usage.
- Dispose of surplus property for city departments

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Educated departments on the changes regarding state contract pricing for materials and equipment.
- Implemented an automated vendor registration system to provide for electronic distribution of quotes & bids.
- Assisted departments on procurement of equipment in the 2008 CIP Major Equipment Replacement program.
- Received a rebate as a result of a VALUE purchasing consortium with other Wisconsin municipalities as a result of the city procurement card program.
- Coordinated an RFP for professional services to hire a new city manager.
- Participated in the bid process for renovation of the Convention Centre and Central Fire Station.
- Coordinated a joint bid with 20 fire departments for EMS medical supplies.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue the automation of the procurement process.
- Continue to work with other government agencies to purchase items cooperatively.
- Attend continuing education purchasing seminars sponsored by the Wisconsin Association of Purchasing.
- Improve work flow of documents with Finance for purchasing transactions.
- Continue to educate staff on purchasing processes and options.

SUMMARY

FUND: GENERAL	FUNCTION: PURCHASING	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0090-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
221,284	168,061	175,371	185,997	235,079	

COMMENTS:

Due to the retirement of the Purchasing Agent/Insurance Coordinator, I have asked our Safety Coordinator to assume this position's risk management responsibilities in addition to Safety. I have also asked the former Media Services Director to assume the responsibility for overseeing Purchasing and Facilities Maintenance in addition to Media Services. The Safety and Risk Management Coordinator position is listed in Safety and Worker's Compensation and the former Media Services Director position is now listed in Purchasing as Director of General Services. This will allow us to us to redirect the majority of the resources remaining as a result of this retirement to two staff positions. A Communications Coordinator listed in Media Services and a Clerk Typist I listed in Purchasing.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0090-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PURCHASING
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	146,473	116,602	117,142	121,446	146,045
6103-00000	Regular Pay - Temp Employee	0		0	0	0
TOTAL PAYROLL - DIRECT LABOR		146,473	116,602	117,142	121,446	146,045
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	69,951	46,905	53,079	59,886	83,084
TOTAL PAYROLL - INDIRECT LABOR		69,951	46,905	53,079	59,886	83,084
Contractual Services						
6402-00000	Auto Allowance	0	0	50	0	0
6404-00000	Postage & Shipping	0	103	0	0	0
6410-00000	Advertising/Marketing	2,989	2,612	2,700	2,645	2,750
6458-00000	Conference & Training	465	981	1,000	975	1,500
6460-00000	Membership Dues	100	75	100	75	100
6496-00000	Licenses & Permits	0	20	0	0	0
TOTAL CONTRACTUAL SERVICES		3,554	3,791	3,850	3,695	4,350
Materials & Supplies						
6505-00000	Office Supplies	1,217	740	1,200	870	1,500
6507-00000	Books & Periodicals	89	0	100	100	100
6589-00000	Other Materials & Supplies	0	23	0	0	0
TOTAL MATERIALS & SUPPLIES		1,306	763	1,300	970	1,600
Debt Service-Gov.						
6721-00000	Interest Expense	0	0	0	0	0
TOTAL DEBT-SERVICE GOVERNMENTAL		0	0	0	0	0
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PURCHASING		221,284	168,061	175,371	185,997	235,079

PERSONNEL SCHEDULE

ACCOUNT: 100-0090-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PURCHASING
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director of General Services	0	0	1	0	0	75,816
Clerk Typist I	0	0	1	0	0	27,518
Purchasing Agent/Insurance Coord.	1	1	0	76,804	76,806	0
Senior Buyer	1	1	1	40,338	44,640	42,711
Health Insurance 6306				29,256	35,099	54,192
Retirement 6304				14,057	14,573	17,233
Social Security 6302				8,961	9,291	11,172
Life Insurance 6310				540	661	187
Income Continuation Insurance 6312				265	262	300
TOTAL PERSONNEL	2	2	3	170,221	181,332	229,129

ACCOUNT: 100-0100-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CENTRAL SERVICES
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

Serve as the central office for printing and mail service for City Departments.

PRODUCTS & SERVICES:

- Provide printing and binding services for City Departments.
- Process internal and outgoing mail services.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Worked in conjunction with I.T. to reduce printing time & maximize leased equipment utilization.
- Refined internal shipping policies to ensure lowest possible shipping costs.
- Implemented new digital metering system to comply with upcoming US Postal regulations.
- Implemented new multi-function copy/scan/print lease equipment, where workflow and print volume would benefit over LaserJet printing.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Assist other units of Administrative Services when necessary.
- Evaluate internal workflow to ensure maximum effectiveness and production.

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:
GENERAL	CENTRAL SERVICES	GENERAL GOVERNMENT	100-0100-XXXX-XXXXX

2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
157,629	159,038	174,110	153,344	157,411

COMMENTS:

[REASONS FOR CHANGES IN EXPENDITURE LEVELS:](#)

[EXPLANATION OF CAPITAL OUTLAY:](#)

ACCOUNT: 100-0100-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: CENTRAL SERVICES
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	26,830	28,655	28,452	29,883	30,047
TOTAL PAYROLL - DIRECT LABOR		26,830	28,655	28,452	29,883	30,047
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	10,495	17,479	20,458	12,255	12,664
TOTAL PAYROLL - INDIRECT LABOR		10,495	17,479	20,458	12,255	12,664
Contractual Services						
6404-00000	Postage & Shipping	76,486	65,064	75,000	63,884	65,000
6424-00000	Maintenance Office Equipment	16,349	16,453	17,500	17,122	17,500
6426-00000	Maint/Mach/Equip/Bldg/Struct	0	0	0	0	0
6432-00000	Equipment Rental	13,704	15,631	18,000	15,000	16,000
TOTAL CONTRACTUAL SERVICES		106,539	97,148	110,500	96,006	98,500
Materials & Supplies						
6505-00000	Office Supplies	13,765	11,744	13,500	14,000	15,000
6507-00000	Books & Periodicals	0	0	0	0	0
6509-00000	Computer Supplies	0	1,200	1,200	1,200	1,200
6589-00000	Other Materials/Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		13,765	12,944	14,700	15,200	16,200
Capital Outlay						
7202-00000	Office Equipment	0	2,812	0	0	0
TOTAL CAPITAL OUTLAY		0	2,812	0	0	0
TOTAL CENTRAL SERVICES		157,629	159,038	174,110	153,344	157,411

PERSONNEL SCHEDULE

ACCOUNT: 100-0100-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CENTRAL SERVICES
DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Central Services Coordinator	1	1	1	28,452	29,883	30,047
Health Insurance 6306				14,628	6,157	6,588
Retirement 6304				3,414	3,586	3,546
Social Security 6302				2,177	2,286	2,299
Life Insurance 6310				167	156	156
Income Continuation Insurance 6312				72	70	75
TOTAL PERSONNEL	1	1	1	48,910	42,138	42,711

ACCOUNT: 100-0110-XXXX-XXXXX
FUND: GENERAL
FUNCTION: INFORMATION TECHNOLOGY DIVISION
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

Provide quality service to all City of Oshkosh Departments. Direct the City towards the most cost effective, up-to-date computer technology.

PRODUCTS & SERVICES:

- Provide quality and expertise technical assistance with City Computer related projects, problems, requests, etc.
- Provide telecommunications services & support, maximizing efficiency and reducing costs whenever possible.
- Coordinate and assist the Departments with research, analysis and design of computer systems.
- Purchase all computer related equipment to ensure standardized systems are utilized and interaction is provided between systems when required.
- Provide and administer Internet, City Web Site and Intranet services.
- Provide and administer network functionality with a 24-hour response line.
- Complete computer backups on a regular basis with off-site storage including network user files.
- Supply the Public with information on various types of media. The requests are generally received from other City of Oshkosh Departments such as Clerks for voter history, Parking Utility for ticket information, Finance for Tax and Assessor information, and Engineering for GIS data.
- Filter City Internet and e-mail traffic minimizing solicitations, advertising and SPAM in order to provide an environment of appropriate content.
- Distribute reports and special form output to appropriate departments on a daily basis.
- Supply the hardware and software required by each department to perform their services in a professional and timely manner.
- Coordinate all City department computer requests that are to be included in the IT operating budget.
- IT ensures computer support contracts are kept up-to-date for all hardware and software.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Completed server consolidation, increasing performance while decreasing power consumption.
- Achieved 18.7% reduction in cell phone expense, while increasing total number of cell phones utilized
- Worked in conjunction with OPD staff to redesign their web site to a more modern and user-friendly content.
- Worked in conjunction with Water Utility staff to implement a new utility billing system to replace existing legacy system.
- Completed IP telephony installation for Public Safety building.
- Created an automated interface for parking ticket system, increasing efficiency & accuracy.
- Implemented an e-mail archive solution to more efficiently comply with records retention and new federal rules of civil procedure and legal discovery requirements.

- Worked in conjunction with OCMS staff to redesign their website, while simultaneously implementing live and on-demand video web streaming for OCMS programs.
- Rewrote legacy Revolving Fund accounting system in-house.
- Worked in conjunction with OPD to deliver more information directly to the squad cars, increasing communication and enhancing public safety abilities.
- Implemented LaserFiche Document imaging in Community Development, reducing paper consumption.
- Upgraded Assessor website & information portal to a more information-rich content.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Upgrade the Assessor's Integrated Assessment System.
- Implement online employment application & tracking into Payroll/HR system.
- Evaluate long distance & cell phone usage, ensuring maximum savings achieved.
- Purchase, install and implement Enhanced 911 system.
- Work in conjunction with Health Division to design new Restaurant inspection system.
- Work in conjunction with Health Division to design new Weights and Measures licensing system.
- Develop Permit Application system for pre-paid contractor accounts.

SUMMARY

FUND: GENERAL	FUNCTION: INFO. TECH. DIV.	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0110-XXXX-XXXXX		
<hr/>					
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
<hr/>					
918,213	960,062	1,023,492	1,072,051	1,040,397	
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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS.

EXPLANATION OF CAPITAL OUTLAY:

7202-00000	Standardized hardware lifecycle management.	76,400
7224-00000	Standardized GIS equipment lifecycle management.	1,500
7230-00000	Client licenses exchange/database system upgrades.	44,427

ACCOUNT: 100-0110-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: INFORMATION TECHNOLOGY
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	368,908	379,739	373,737	403,710	390,344
6103-00000	Regular Pay - Temp. Employee	0		0	0	0
TOTAL PAYROLL - DIRECT LABOR		368,908	379,739	373,737	403,710	390,344
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	153,871	148,756	177,858	191,994	196,368
TOTAL PAYROLL - INDIRECT LABOR		153,871	148,756	177,858	191,994	196,368
Contractual Services						
6401-00000	Contractual Services	4,819	7,615	8,200	8,200	6,500
6402-00000	Auto Allowance	235	214	250	307	250
6404-00000	Postage & Shipping	164	192	200	210	200
6406-00000	Computer Service Charges	7,100	7,962	8,166	6,750	7,056
6424-00000	Maintenance Office Equipment	56,606	55,819	48,824	37,675	34,710
6426-00000	Maintenance Mach/Equip/Bldg	2,672	32,148	32,400	32,378	32,400
6427-00000	Maintenance Computer Software	134,296	146,630	148,139	152,650	162,964
6458-00000	Conference & Training	3,314	4,933	5,000	5,000	5,000
6460-00000	Membership Dues	75	125	325	275	325
TOTAL CONTRACTUAL SERVICES		209,281	255,638	251,504	243,445	249,405
Utilities						
6475-00000	Telephones	7,238	53,669	55,500	55,500	55,500
6479-00000	Other Utilities	55	43	0	0	0
TOTAL UTILITIES		7,293	53,712	55,500	55,500	55,500
Materials & Supplies						
6505-00000	Office Supplies	5,132	3,858	3,341	3,300	2,471
6506-00000	Software Supplies	2,524	4,176	4,420	4,400	4,000
6507-00000	Books & Periodicals	582	474	650	650	650
6509-00000	Computer Supplies	11,964	15,170	15,148	12,000	10,252
6510-00000	Training Materials	0	88	200	200	200
6517-00000	Supplies/Repair Parts	219	143	200	200	200
6550-00000	Minor Equipment	9,780	9,912	7,680	7,680	8,480
6589-00000	Other Materials & Supplies	220	146	200	200	200
TOTAL MATERIALS & SUPPLIES		30,421	33,967	31,839	28,630	26,453
Capital Outlay						
7202-00000	Office Equipment	112,619	86,401	82,100	82,100	76,400
7224-00000	GIS	2,230	1,849	1,900	1,900	1,500
7230-00000	Computer Software	33,590	0	49,054	64,772	44,427
TOTAL CAPITAL OUTLAY		148,439	88,250	133,054	148,772	122,327
TOTAL INFORMATION TECHNOLOGY		918,213	960,062	1,023,492	1,072,051	1,040,397

PERSONNEL SCHEDULE

ACCOUNT: 100-0110-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: INFORMATION TECHNOLOGY
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director of IT	1	1	1	80,990	81,000	83,227
PC Hardware Technician	1	1	1	39,814	41,385	42,063
Database Administrator	1	1	1	73,119	73,119	73,119
Telecommunications Specialist	1	1	1	34,639	36,627	37,177
Programmer / Analyst	2	2	2	110,572	116,657	117,577
Computer Operator	1	1	1	34,603	54,922	37,181
Health Insurance				102,396	110,927	118,692
Retirement				44,848	48,445	46,061
Social Security				28,591	30,884	29,861
Life Insurance				1,156	864	864
Income Continuation Insurance				867	874	890
TOTAL PERSONNEL	7	7	7	551,595	595,704	586,712

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ACCOUNT: 100-0120-XXXX-XXXXX
FUND: GENERAL
FUNCTION: INSURANCE
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

Procure insurance coverage for city operations.

PRODUCTS & SERVICES:

- Ensure coverage for city departments on worker compensation, general liability, police professional, public officials, fleet, building/contents and boiler/machinery equipment.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Participated in the State of Wisconsin Local Government Property Insurance Fund (LGIP) Advisory committee. This committee recommends coverage for building & content policies. The committee also recommends insurance rates for all governmental agencies that belong in the state. Policy recommendations and rates are then reviewed by the Office of the Insurance Commissioner for acceptance or rework.
- Completed a full advisory board policy review in regards to the Local Government Property Insurance Fund. This changed policy language and some limits so that local government policy holders have a better understanding of policy limits and terms.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue involvement with the local government property fund advisory council to ensure coverage on city property and contents.
- Implemented E-file of insurance changes and renewal forms covering property/contents/vehicles with LGPIF.
- Continue to review insurance programs to ensure proper coverage and cost effectiveness.

SUMMARY

FUND: GENERAL	FUNCTION: INSURANCE	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0120-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
421,082	387,772	618,095	607,060	623,207	

COMMENTS:

City	569,207
Water	91,512
Sewer	74,020
Senior Center	7,071
Parking	1,472
Transit	28,552
Pool	6,578
Cemetery	7,753
Library	12,788
Museum	9,368
Grand Opera	6,906
Health	7,160
Golf Course	4,275
Centre	9,923
Storm Water	4,348
	<hr/>
NET INSURANCE	840,933

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6480-0000 This deductible is a new budget item based upon the recommendation of the Director of Finance.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0120-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: INSURANCE
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Contractual Services						
6404-00000	Postage & Shipping	0	0	0	0	0
6412-00000	Appraisals	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		0	0	0	0	0
Fixed Charges						
6480-00000	Fixed Charges	600	0	0	0	20,000
6481-00000	Workers Compensation	242,158	348,700	390,000	390,000	302,043
6482-00000	Building & Contents	120,727	28,018	110,793	107,269	111,129
6483-00000	Comprehensive Liability	197,706	204,806	267,579	256,804	256,804
6485-00000	Vehicle Insurance	110,740	101,515	125,207	126,232	128,903
6488-00000	Employee Bonds	135	0	160	160	235
6494-00000	Boiler Insurance	16,825	1,138	18,165	18,973	21,819
TOTAL FIXED CHARGES		688,891	684,177	911,904	899,438	840,933
NET INSURANCE:		688,891	684,177	911,904	899,438	840,933
Less Allocation to Other Budgets:		267,809	296,405	293,809	292,378	217,726
NET INSURANCE BUDGET		421,082	387,772	618,095	607,060	623,207

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ACCOUNT: 100-0130-XXXX-XXXXX
FUND: GENERAL
FUNCTION: FACILITIES MAINT.
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

Maintain building /grounds of City Hall and Safety Building. Provide Oversight for maintenance of Grand Opera House.

PRODUCTS & SERVICES:

- Monitor HVAC equipment and repairs at City Hall, Safety Building, and Grand Opera House.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Remodeled the offices of Planning, Codes and Health.
- Performed/scheduled conservation maintenance on HVAC equipment for City Hall, OPD, and Grand Opera House.
- Monitor with planning the renovation of the Convention Centre.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Explore a deferred maintenance program for City Hall, Safety Building, and Grand Opera House.

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:
GENERAL	FACILITIES MAINT.	GENERAL GOVERNMENT	100-0130-XXXX-XXXXX

2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
568,906	549,784	504,150	570,982	588,374

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6460-00000 ICLEI membership.

6475 & 6479-00000 Changed cellphone charges and budgeting to match uniform practices.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0130-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FACILITIES MAINT.
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	152,316	167,097	151,776	165,177	163,973
6103-00000	Regular Pay - Temp Employee	8,165	0	12,740	12,480	12,740
TOTAL PAYROLL - DIRECT LABOR		160,481	167,097	164,516	177,657	176,713
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	77,195	80,472	92,014	92,334	95,782
TOTAL PAYROLL - INDIRECT LABOR		77,195	80,472	92,014	92,334	95,782
Contractual Services						
6401-00000	Contractual Services	17,606	34,163	12,000	11,630	12,000
6402-00000	Auto Allowance	15	0	0	0	0
6406-00000	Computer Service Charges	0	0	0	0	0
6418-00000	Repairs to Motor Vehicles	264	0	300	185	300
6426-00000	Maint. Mach/Equip/Bldg/Struct	72,375	43,502	37,800	42,000	42,000
6432-00000	Equipment Rental	0	215	0	0	0
6440-00000	Other Rental	0	0	300	0	0
6448-00000	Special Services	0	0	0	0	0
6458-00000	Conference & Training	236	198	250	150	250
6460-00000	Membership Dues	0	0	0	1,200	0
TOTAL CONTRACTUAL SERVICES		90,496	78,078	50,650	55,165	54,550
Utilities						
6471-00000	Electricity	98,812	123,369	93,700	116,451	125,476
6472-00000	Sewer Service	2,986	3,156	3,700	3,244	3,700
6473-00000	Water Service	5,109	5,515	5,700	5,096	5,700
6474-00000	Gas Service	47,264	54,129	56,000	86,053	88,053
6475-00000	Telephones	43,953	4,534	0	0	1,700
6476-00000	Storm Water	2,722	3,306	2,400	2,953	3,000
6479-00000	Other Utilities	5	43	1,700	1,625	0
TOTAL UTILITIES		200,851	194,052	163,200	215,422	227,629
Fixed Charges						
6496-00000	Licenses and Permits	160	105	170	70	100
6499-00000	Misc Fixed Charges	150	150	0	150	0
TOTAL FIXED CHARGES		310	255	170	220	100
Materials & Supplies						
6503-00000	Clothing	475	513	400	385	400
6505-00000	Office Supplies	213	277	200	232	200
6507-00000	Books & Periodicals	0	0	0	0	0
6509-00000	Computer Supplies	0	0	0	0	0
6511-00000	Diesel Fuel	3,869	0	0	0	0

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
6517-00000	Supplies/Repair Parts	20,492	12,422	16,500	14,225	16,500
6524-00000	Sewer Maint Supplied	700	0	0	0	0
6527-00000	Janitorial Supplies	6,450	6,880	7,500	7,100	7,500
6545-00000	Tools & Shop Supplies	967	815	1,000	942	1,000
6589-00000	Other Materials & Supplies	4,923	7,824	8,000	7,300	8,000
TOTAL MATERIALS & SUPPLIES		38,089	28,731	33,600	30,184	33,600
Capital Outlay						
7202-00000	Office Equipment Purchases	0	0	0	0	0
7204-00000	Machinery & Equipment	1,484	1,099	0	0	0
TOTAL CAPITAL OUTLAY		1,484	1,099	0	0	0
TOTAL FACILITIES MAINTENANCE		568,906	549,784	504,150	570,982	588,374

PERSONNEL SCHEDULE

ACCOUNT: 100-0130-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FACILITIES MAINT.
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Maintenance Coordinator	1.00	1.00	1.00	44,523	48,607	48,143
Building Maintenance Custodian	3.00	3.00	3.00	107,253	116,570	115,830
Custodian (P.T.)	0.53	0.53	0.53	12,740	12,480	12,740
Health Insurance 6306				58,512	56,214	60,149
Retirement 6304				19,742	21,319	20,852
Social Security 6302				12,586	13,591	13,519
Life Insurance 6310				751	832	832
Income Continuation Insurance 6312				423	378	430
TOTAL PERSONNEL	4.53	4.53	4.53	256,530	269,991	272,495

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SUMMARY

FUND: FUNCTION: DEPARTMENT: ACCOUNT:
GENERAL INDEPENDENT AUDIT GENERAL GOVERNMENT 100-0140-XXXX-XXXXX

2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
20,900	19,920	21,000	22,725	22,725

COMMENTS:

[REASONS FOR CHANGES IN EXPENDITURE LEVELS:](#)

[EXPLANATION OF CAPITAL OUTLAY:](#)

ACCOUNT: 100-0140-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: INDEPENDENT AUDIT
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Contractual Services						
6414-00000	Auditing	20,900	19,920	21,000	22,725	22,725
TOTAL CONTRACTUAL SERVICES		20,900	19,920	21,000	22,725	22,725
TOTAL INDEPENDENT AUDIT		20,900	19,920	21,000	22,725	22,725

ACCOUNT: 100-0150-XXXX-XXXXX
FUND: GENERAL
FUNCTION: MEDIA SERVICES
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

OCMS (Oshkosh Community Media Services) provides municipal, community and educational programming on channels CitiCable 10 (government access), CATV 2 (community access) and provides oversight to WOCT radio 101.9 FM—a joint City of Oshkosh/Friends of OCM partnership providing Oshkosh residents with Oshkosh’s only non-commercial, community radio station. Media Services also coordinates the City’s PIO (public information officer) team during EOC (Emergency Operation Center) situations. Media Services funding is not received through tax dollars, it is funded through annual franchise fees the city receives from local video service providers. In 2009 the City is expected to receive an estimated \$650,000 from franchise fees and an estimated \$15,000 in additional revenue from production services fees and our program rebroadcasting contract with the Town of Algoma.

2008 HIGHLIGHTS & ACCOMPLISHMENTS:

- In cooperation with IT launched new OCMS website (www.OshkoshCommunityMedia.org) in February. New website features live 24/7 streaming of CitiCable 10 and archive streaming of all OCMS meetings, municipal series and public affairs programs.
- Coordinated City’s public information efforts to communicate “Public Enemies” filming to Oshkosh residents including press releases, web updates, media interviews, press conferences and other notices.
- Coordinated City’s public information efforts as part of EOC response to the June storms including press releases, web updates, OCMS updates, media interviews and FEMA video updates.
- 2008 Projected CitiCable 10/CATV 2 programming hours: 12.5 hrs. per day/4,562 hrs. per year (+4.8%)
- 2008 Projected CitiCable 10 live meeting coverage: 299.5 hours (+11%)
- 2008 Projected CitiCable 10 municipal series/specials coverage: 49 hours (+40%)
- 2008 Projected CATV 2 public affairs/specials coverage: 44.5 (+1%)
- 2008 Projected CitiCable 10 bulletin board postings: 1,198 (+14%)
- 2008 Projected CATV 2 bulletin board postings: 2,016 (+26%)

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Review impact of new video service providers to the Oshkosh market as it relates to how and where OCMS channels are provided on their systems.
- In cooperation with IT explore options to increase the web presence of city departments through video “previews” of their services and departments via the city website.
- Continue to assist city departments in the preparation and submittal of press releases to alert residents of municipal news, updates and activities.

SUMMARY

FUND: GENERAL	FUNCTION: MEDIA SERVICES	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0150-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
245,204	260,489	259,201	247,969	210,325	

COMMENTS:

Due to the retirement of the Purchasing Agent/Insurance Coordinator, I have asked our Safety Coordinator to assume this position's risk management responsibilities in addition to Safety. I have also asked the former Media Services Director to assume the responsibility for overseeing Purchasing and Facilities Maintenance in addition to Media Services. The Safety and Risk Management Coordinator position is listed in Safety and Worker's Compensation and the former Media Services Director position is now listed in Purchasing as Director of General Services. This will allow us to us to redirect the majority of the resources remaining as a result of this retirement to two staff positions. A Communications Coordinator listed in Media Services and a Clerk Typist I listed in Purchasing.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0150-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: MEDIA SERVICES
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	153,082	159,675	155,662	159,253	134,167
6103-00000	Regular Pay - Temp. Employee	18,273	12,704	13,390	13,453	7,436
TOTAL PAYROLL - DIRECT LABOR		171,355	172,379	169,052	172,706	141,603
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	66,745	80,039	85,284	70,275	63,982
TOTAL PAYROLL - INDIRECT LABOR		66,745	80,039	85,284	70,275	63,982
Contractual Services						
6401-00000	Contractual Services	0	0	0	0	0
6404-00000	Postage & Shipping	0	10	25	0	0
6408-00000	Printing & Binding	1,974	0	0	0	0
6410-00000	Advertising/Marketing	0	60	0	140	0
6418-00000	Repairs to Motor Vehicles	37	656	100	0	100
6426-00000	Maint. Mach/Equip/Bldg/Struct	178	2,773	600	430	600
6458-00000	Conference & Training	1,253	1,089	1,000	940	1,000
6459-00000	Other Employee Training	0	0	0	0	0
6460-00000	Membership Dues	595	840	500	365	400
TOTAL CONTRACTUAL SERVICES		4,037	5,428	2,225	1,875	2,100
Utilities						
6475-00000	Telephones	462	635	500	600	500
TOTAL UTILITIES		462	635	500	600	500
Materials & Supplies						
6505-00000	Office Supplies	1,201	729	750	750	750
6509-00000	Computer Supplies	46	90	90	90	90
6517-00000	Supplies/Repair Parts	42	315	300	200	300
6589-00000	Other Materials & Supplies	1,500	874	1,000	1,473	1,000
TOTAL MATERIALS & SUPPLIES		2,789	2,008	2,140	2,513	2,140
Capital Outlay						
7204-00000	Machinery & Equipment Purch.	(184)	0	0	0	0
TOTAL CAPITAL OUTLAY		(184)	0	0	0	0
TOTAL MEDIA SERVICES		245,204	260,489	259,201	247,969	210,325

PERSONNEL SCHEDULE

ACCOUNT: 100-0150-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: MEDIA SERVICES
 DEPARTMENT: GENERAL GOVERNMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Media Services Director	1.00	1.00	0.00	66,586	68,284	0
Operations Coordinator	1.00	1.00	1.00	52,769	52,766	54,165
Communications Coordinator	0.00	0.00	1.00	0	0	41,559
Production Specialist	1.00	1.00	1.00	36,307	38,203	38,443
Production Assistants (P.T.)	0.75	0.75	0.35	13,390	13,453	7,436
Health Insurance		6306		52,222	36,040	35,939
Retirement		6304		19,491	20,379	16,709
Social Security		6302		12,933	13,212	10,833
Life Insurance		6310		226	234	171
Income Continuation Insurance		6312		412	410	330
TOTAL PERSONNEL	3.75	3.75	3.35	254,336	242,981	205,585

SUMMARY

FUND: GENERAL	FUNCTION: UNCLASSIFIED	DEPARTMENT: UNCLASSIFIED	ACCOUNT: 0902-1040)-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
395,765	416,417	414,175	428,800	420,200	

COMMENTS:

[REASONS FOR CHANGES IN EXPENDITURE LEVELS:](#)

[EXPLANATION OF CAPITAL OUTLAY:](#)

ACCOUNT: 100-(0902-1040)-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: UNCLASSIFIED
 DEPARTMENT: UNCLASSIFIED

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
0902-00000	Unemployment Compensation	11,535	22,464	25,000	15,200	18,900
0907-00000	Direct Deposit Fees	2,141	1,964	2,175	2,000	1,800
0908-00000	Uncollectible Accounts	148,088	164,815	165,000	190,000	180,000
0910-00000	Employee Benefit Fees	15,360	14,594	14,500	14,500	12,000
0911-00000	Patriotic Celebrations	7,489	7,540	8,000	7,600	8,000
0913-00000	Adjustment of Salaries	0	0	0	0	0
0914-00000	Unclass. Expense	136,596	131,086	125,000	125,000	125,000
0918-00000	Mobile Trailer Tax	37,056	36,454	37,000	37,000	37,000
1040-00000	Industrial Development	37,500	37,500	37,500	37,500	37,500
TOTAL UNCLASSIFIED		395,765	416,417	414,175	428,800	420,200

ACCOUNT: 100-0211-XXXX-XXXXX
FUND: GENERAL
FUNCTION: POLICE
DEPARTMENT: PUBLIC SAFETY

PROGRAM DESCRIPTION

- The Oshkosh Police Department is a full service police department, providing service to the City of Oshkosh 24 hours a day, 365 days a year. The Oshkosh Police Department consists of three Bureaus; Patrol Services, Investigative Services, and Administrative Services. The mission of the Oshkosh Police Department is to promote public safety and to enhance the quality of life in our community through innovative policing and community partnerships. The vision of the Oshkosh Police Department is to work as a team to accomplish excellence in our service to the community, to achieve employee fulfillment, and to set an example for others to follow. We value Professionalism, Integrity, Teamwork and Pride. We accomplish our mission, vision and values by incorporating a Team Policing philosophy that follows a Community Oriented Policing model.

PRODUCTS AND SERVICES

- The Oshkosh Police Department patrols over 24 square miles of Oshkosh by squad car, bike patrol, and foot patrol. The Oshkosh Police Department utilizes other specialty vehicles, such as pickup trucks and right hand drive cars.
- The Oshkosh Police Department will respond to more than 40,000 Calls for Service and other citizen contacts in 2008.
- The Oshkosh Police Department through combined efforts of the Patrol and Investigative Services Bureaus initiate and complete investigations of all criminal complaints.
- Six officers teach Drug Abuse Resistance Education to all fifth grade students in the City of Oshkosh. Two High School Police Liaison Officers teach Alcohol Awareness and Safety to high school students during Health and Drivers Education Classes. One Sergeant teaches bike, gun, and personal safety to grade school students.
- One officer is assigned to the Metropolitan Enforcement Group (MEG/Drug Enforcement). The MEG Unit is a multi-jurisdictional drug task force.
- The Oshkosh Police Department has a ten-member Crisis Reaction Team as well as a twenty-five member Tactical Team. Three specialty vehicles in the form of a Tactical Transport Truck, a Crisis Reaction Team Transport/Equipment Vehicle, and a Tactical Utility Vehicle support these teams.
- The Oshkosh Police Department has seven part-time Community Service Officers. These Community Service Officers are Technical College and University students who enforce parking, animal, and bicycle ordinance violations. The Community Service Officers also provide a variety of other services to the City of Oshkosh.

- Officers assigned to the Technical Accident Investigation Team are responsible for assisting with the investigation of crashes involving serious injuries or death.
- Three officers are Certified Motor Carrier Inspectors and are frequently assigned to proactive inspections and enforcement activity related to the commercial vehicle traffic through the city.
- A Special Operations Sergeant coordinates police staffing and the coordination of approximately 225 special community (many of which entail multiple days) events held in the City of Oshkosh. Some of the major events include Country USA, Lifest, PMI Leach Amphitheater outdoor concerts, EAA, Waterfest, Sawdust Daze, National Hmong Soccer Tournament, numerous parades, the 2nd Annual Oshkosh Half Marathon and a variety of athletic events. The Special Operations Sergeant is also responsible for the supervision of the Community Service Officer Program.
- The Administrative Services Bureau is commanded by a Captain who oversees personnel in the Planning, Training and Research Division, Office Manager, Records Clerks, Computer Operator, Court Liaison Clerks, Word Processors, and Telecommunications Clerks. The Administrative Services Bureau processes all complaints/reports and documents received by the Oshkosh Police Department. This includes typing of all complaints/reports, processing all Open Records Requests, answering all telephone calls, and assisting Walk-In Visitors.
- The Planning, Training, and Research Division is comprised of a Lieutenant, a Crime Prevention Sergeant, a Training Sergeant, and a Community Programs Coordinator. The Lieutenant of Planning, Training, and Research serves as the Division's Supervisor, Accreditation Manager and Citizen's Academy Coordinator.
- The Investigative Service Bureau (ISB) is commanded by a Captain who oversees a Lieutenant, a Sergeant, seven Detectives, a Victim/Witness Coordinator, and an Evidence/Property Clerk. The Investigative Services Bureau proactively initiates investigations of criminal complaints, assists patrol officers with criminal investigations and evidence collection and preservation, provides assistance to victims and witnesses, and manages recovered property and evidence. Five officers are assigned full time to the ISB (during the school year) as Police School Liaison Officers. Two of these Police School Liaison Officers are assigned to the High Schools, while three officers are assigned to the Middle Schools as well as to the East Side High School.
- The Investigative Services Bureau has a fully equipped Crime Scene Investigation Van that is available to respond to all major crime scenes.
- The Patrol Services Bureau is commanded by a Captain who oversees three Lieutenants, eight Sergeants, sixty-six Patrol Officers, seven Community Service Officers, one full time and two part-time Parking Control Officers, and a Vehicle Maintenance Coordinator. The primary responsibility of the Patrol Bureau is to investigate all citizen complaints, as well as to enforce all criminal, municipal, and traffic laws. The Patrol Division as well as the rest of the Department, has implemented a Team Policing model with the primary goal of enhancing public safety and quality of life and building partnerships and solving community problems.

SIGNIFICANT ACCOMPLISHMENTS IN 2008

- Implemented and enhanced Team Policing concepts throughout the operations of the entire Department. There are seven team areas that correspond to the designated patrol areas within the city. Officers assigned to each team respond to as well as proactively work to address community and quality of life issues or problems identified in their area. This is done by reaching out and developing partnerships and relationships with the residents and businesses within each team. This has greatly expanded our communication network as well as improved our problem solving capabilities. A few examples of Team Policing accomplishments and successes are listed below:
 - 20 drug warrants / houses closed.
 - Crisis plan (CIT) on at-risk individuals.
 - Partnerships with various apartment complexes have developed.
 - Increased neighborhood interaction addressing quality of life issues (loud parties, disturbances, parking problems, neighbor conflicts and many others).
 - Traffic related concerns are being addressed (truck route violations, speeding, school crossing safety, etc.)
 - Hotel / motel interdiction.
 - Robbery & Burglary special details.
 - Hundreds of “stop and talks”.
 - Enhanced information sharing and greater accountability within the Department and to the community.
 - Increased job satisfaction (pride, empowerment, morale, making a difference).
- Installation of the TRACs system in 29 of our squad cars and implementation of an automated parking ticket writing system.
- Expanded, updated and refined the Oshkosh Police Department Website (www.oshkoshpd.com). Some of the main features include (but are not limited to); Team Policing information (map and officer email info), the Police Blotter (24-hour call activity report), the Records Request Form, availability of crash reports, and information, photos and videos of various community events.
- Wrote Federal, State and local grants and reimbursements totaling approximately \$105,500 for the purpose of providing special programs, equipment and reimbursement costs for directed enforcement activity. The Police Department also obtained community donations primarily through our annual fund drive to support a variety of projects such as Safety City, bike helmets, tasers, LED light bars for the squad cars, the K-9 Program and an AVTS (Automated Vehicle Tracking System) through a CEDAP grant.
- Secure funding to conduct special enforcement addressing underage drinking, seat belt usage, child safety seat violations, speeding, pedestrian safety, bicycle safety and operating under the influence of alcohol or other drugs.
- Continued close involvement and integrated Team 2 in the Near East Neighborhood project with active participation in the Near East Steering Committee.
- Increased the number of Neighborhood Watch Programs to from 50 to 90 in 2008 with the potential for several additional new Neighborhood Watch Programs before the end of 2008.
- Expanded and enhanced our Volunteer Program to a variety of areas within the police department. We are averaging 150-200 volunteer hours per month.

- In response to the recently adopted Nuisance Ordinance and with the assistance from the policing teams, we have completed twelve nuisance abatement plans.
- Participated in our second National Night Out Program held in South Park. It was estimated that over 800 citizens attended the event.
- Participate in a biweekly Circle of Support Workshop with newly released Prison Inmates.
- In partnership with the UW-Oshkosh Head Start, conducted the annual Christmas Gifts from the Heart program providing gifts to nearly 400 low-income children.
- Purchased and installed a new space saving Evidence Storage Shelving System.
- Continued follow through on our Strategic Plan. As a part of this Strategic Plan, we have developed strategies to identify and meet organizational goals aimed at building on strengths, meeting challenges, overcoming weaknesses and creating a shared vision and direction. We also initiated a Strategic Plan for our future Technology needs.
- Completion of the fifth year of Safety City – providing safety education to 260 Oshkosh youths between the ages of four and six with a five year total of approximately 900 participants. Sessions were added to include ages seven to nine during the 2008 program. Some of the main features of Safety City include hands on safety training/education in the areas of personal safety/stranger safety, bike safety/helmet use, pedestrian and parked car safety, fire safety/smoke house, 911-simulation, traffic safety, poison/drug safety, electrical safety, animal/pet safety, and water safety. The Oshkosh Safety City was honored as the Crime Prevention Program of the Year at the annual conference for The Wisconsin Crime Prevention Practitioners Association in September 2008.
- Participate in a variety of community- based committees and work groups with an emphasis on education, diversity and human services with an overall goal of building partnerships within the community.
- Strengthened our partnership with UW-Oshkosh's Criminal Justice Program to encourage student intern involvement. As an example, a UW-Oshkosh intern implemented a car-fit program promoting mature driver safety. Another UW-Oshkosh student assisted with coordinating and organizing the city-wide National Night Out event.
- Conducted a survey regarding the Police School Liaison program in partnership with UW-Oshkosh's Industrial Organizational Psychology Department.
- Established a partnership with an undergraduate UW-Oshkosh Journalism class to promote awareness and use of seatbelts by middle school aged youth. They worked in conjunction with the Police School Liaison Officers.
- Increased and broadened recruitment efforts and enhanced communications with applicants in a continued effort to encourage minority applicants to participate in our hiring processes. Hired one officer of mixed race and promoted a female Detective to Sergeant.
- Continued to meet CALEA and WILEAG Accreditation Standards, with transition to a new

Accreditation Manager and the 5th Edition of CALEA Standards. The Oshkosh Police Department has been Nationally Accredited since 1994 – one of only three such CALEA Accredited agencies in the State of Wisconsin and one of less than 600 nation-wide.

- Enhanced use of OCAT, the Oshkosh Northwestern, and other media outlets to promote Oshkosh Police Department Crime Prevention Programs and to provide other informational, safety and educational programs. The Beyond the Badge Television Program was awarded another prestigious Achievement Award.
- Continued growth of our Police Explorer Program including increasing the number of participants and expanding involvement in the community. The Police Explorers are under the direction of two police officers who serve as the group's advisors.
- To promote pride in our organization, we took new department staff photos, to include civilian employees, volunteers, chaplains and our Auxiliary. These photos are now displayed on a new photo board with new lettering and accent lighting in the Administrative Wing of the Police Department
- Our Trophy Case was converted into a small museum, including old photographs, newspaper articles, equipment, etc. to highlight the rich history of the Oshkosh Police Department – and again to promote a sense of pride in our organization.
- All employees have email available for work-related use and we have established seven public safety wireless hot spots throughout the city to enhance and promote better communications and efficiency in our daily operations
- Purchased equipment and state of the art computer software and hardware technologies for the Technical Accident Investigation Team

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- Continue to increase and broaden recruitment efforts, to hire minority officers, and to enhance communications with applicants in an effort to encourage minority applicants to participate in the hiring process. The goal is to increase the number of female officers by 2% (from 13 to 15) and increase the number of other minority officers by 2% (from 3 to 5).
- Identify and apply for available state and federal grants for the acquisition of equipment and/or program support. Seek funding and partnerships from local business and civic groups and increase the total received by 10% (\$105,500 in 2008 with a goal to secure \$ 116,050 in 2009).
- Continue to enhance the Team Policing philosophy by incorporating the same principles to all operations and positions in the Department including the civilian positions.
- Continue Team Policing efforts of officers and citizen involvement to address traffic related concerns. This will include targeted enforcement and the use of laser radar, strategic placement of radar speed trailers and speed boards, Citizen Speed Watch, and continued safety education especially in the areas of schools and high pedestrian traffic and in areas with a high volume of crashes.

- As the City of Oshkosh's population and boundaries expand, it is critical to examine our staffing and funding levels to assure adequate and quality service to the citizens of Oshkosh with the goal of maintaining police officer staffing at no less than a minimum of 1.51 officers per thousand population.
- Complete implementation of computer technologies for such uses as CAD mining and crime analysis/mapping.
- Continue to explore the feasibility of digital recording and storage of incident reports with a goal towards an integrated system of laser fiche and phone dictation systems.
- Continue to meet CALEA and WILEAG Accreditation Standards.
- Continue to expand and refine our Crime Prevention programs and activities. This would include expanding the number of Neighborhood Watch Programs by 25% (from 90 to 113). This would also include developing a High School Police Academy, expanding our Speed Watch program to include more citizens and introducing a Neighbors Against Drugs (NADS) Program.
- Examine the need to expand our computer forensics capabilities to better investigate computer crimes against children, internet fraud and other white collar and computer related crimes.
- Revise and continue to meet the goals identified in our Strategic Plan.
- Develop and implement a radio replacement schedule as a result of an FCC mandate with a goal towards interoperability. We have personnel assigned to County and Regional committees researching this issue. *This most likely will be a future CIP request.
- Improve services to non-English speaking citizens, including the revision of forms to various languages and recruit additional interpreters.
- Continue exploration of a Municipal Court.
- Further review the feasibility of a city-wide policy and ordinance that enables us to be reimbursed for policing efforts to help offset the cost of policing special events. *We anticipate a proposal for a special events ordinance in the near future.
- Continue to explore call management strategies with a goal of increasing uncommitted time by 10% and decreasing calls for service by 5%. Data related to uncommitted officer time will be available through CAD mining strategies / technology. Calls for service in 2007 totaled 39,960. A 10% reduction would approximately 4,000 fewer calls or approximately 35,960 for the year. Some of the possible strategies to accomplish this include implementing self-reporting methods, the use of a tele-service officer, telephone reporting, WEB site reporting of incidents, expanding the responsibilities of CSOs, and expanding the use of short-form reports.
- Implement voicemail for all employees and the viability of one-to-one cell phones for all officers providing for enhanced communication abilities and the ability to better follow through with Team Policing initiatives.
- Use of hard data to monitor high crash areas with a goal of reducing crashes by 10%. (2703

crashes in 2007 and a 10% reduction = 2433 crashes).

- Increase the number of OWI (operating while under the influence of intoxicants) arrests by at least 10%. (2007 statistics = 309 with a goal of 340 arrests in 2009).
- Reduce the number of aggravated assaults by at least 5% (167 in 2007) with a goal of 158 in 2009.

SUMMARY

FUND: GENERAL	FUNCTION: POLICE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0211-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
10,343,939	10,364,445	11,145,507	10,777,646	11,124,639	

COMMENTS:

CREDITS EARNED BY THE POLICE DEPT NOT REFLECTED IN THE BUDGET ARE:

Department of Transportation Alcohol Enforcement	18,000
DOJ Vest Grant (2)	11,374
Bureau of Justice Assistance Radio Grant (Edward Byrne Memorial Grant)	27,200
Bureau of Transportation and Safety (BOTS) Bicycle Safety Grant	2,000
Bureau of Transportation and Safety (BOTS) Pedestrian Safety Grant	2,000
Justice Assistance Grant (TRACS Squad Equipment)	4,612
Department of Transportation Youth Alcohol Enforcement	7,500
U S Department of Justice Grant	23,459
Wisconsin Office of Justice HS Cert Phase II	1,018
Bureau of Justice Assistance Grant (Edward Byrne Memorial Grant)	2,985
JAG 08 Grant	<u>11,264</u>
	111,412
Security Billings (Lifest, Waterfest, Lao/Hmong Festival & local requests)	19,000
Country USA	20,923
Security billing for Public Enemy filming	67,763
DARE donations	2,360
Community programs	299
Chaplains	1,459
Christmas crusade donations	2,900
Oshkosh School District Police School Liaison billing	176,337
Misc police fees	<u>9,767</u>
	300,808

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000	Sworn officers contractual increase
	Non-sworn contractual increases
	Non-represented step increase
	Part-time employee wages frozen at 2006 rates
	Victim Witness Coordinator position eliminated
	Part-time Word Processing position not funded
	Part-time Evidence Technician position funded
6408-00000	Annual report distributed electronically
6418-00000	Increased maint costs associated with aging vehicle fleet
6421-00000	Radio clips, collar microphones and antennas moved to 6589
6426-00000	Increase maint costs for squad VRMs
6460-00000	Reduction and verification of memberships
6466-00000	Increase in hiring expenses
	Reduction in prisoner housing costs
	Increase in squad change over costs
6471 - 6474	Utility rate increases
6475-00000	Increase number of phones to support Community Policing initiatives
6476-00000	Utility rate increase and usage study
6479-00000	Utilize cell phones as pagers
6475-00000	Decrease in phone charges with new contract
6503-00000	New and replacement uniform items for special teams
6507-00000	Reduction in the number of subscriptions
6517-00000	Reduction in the number of new batteries purchased
6519-00000	Increase cost of tires due to inflation and new size tires
6550-00000	Increase in equipment for new squads
6589-00000	Increase cost of ammunition
	Purchase of new portable parking signs
	Radio clips, collar microphones and antennas moved from 6421
	Filters for new protective masks
7204-00000	Decrease in number of body armor replacements
	Increase in equipment for new squads
7210-00000	Increase in number of patrol squads purchased

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Digital video recorder	559	
	Clock radio camera	599	
	Body armor replacements	4,200	
	New body armor	2,100	
	Detail new squads	<u>2,400</u>	9,858
7210-00000	Investigative services vehicle (1 @ \$18,710)	18,710	
	Auction of department vehicle (8@ \$2,500)	-20,000	
	Patrol squads (4 @ \$25,500)	<u>102,000</u>	100,710

ACCOUNT: 100-0211-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: POLICE
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	6,584,119	6,637,187	6,857,821	6,871,069	6,996,001
6103-00000	Regular Pay - Temp. Employee	293,398	307,559	305,470	290,945	292,645
TOTAL PAYROLL - DIRECT LABOR		6,877,517	6,944,746	7,163,291	7,162,014	7,288,646
payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	2,953,022	2,958,217	3,503,154	3,132,551	3,356,129
TOTAL PAYROLL - INDIRECT LABOR		2,953,022	2,958,217	3,503,154	3,132,551	3,356,129
Contractual Services						
6401-00000	Contractual Services	33,782	33,489	35,560	34,890	35,120
6403-00000	Clothing Allowance	6,750	0	8,100	8,100	7,650
6404-00000	Postage and Shipping	732	190	1,338	1,379	1,400
6408-00000	Printing and Binding	1,167	1,318	1,100	650	350
6418-00000	Repairs to Motor Vehicles	53,520	67,315	53,000	57,240	50,500
6419-00000	Repairs to Tires	1,620	1,701	2,000	1,950	2,000
6420-00000	Repairs to Tools & Equipment	25	0	750	200	350
6421-00000	Maintenance Radios	412	1,418	4,000	1,800	2,000
6424-00000	Maintenance Office Equipment	733	725	800	789	585
6426-00000	Maint. Mach/Equip/Bldg/Struct	1,612	2,093	3,400	3,700	3,900
6432-00000	Equipment Rental	5,556	5,773	6,098	6,098	6,444
6446-00000	Contractual Employment	1,106	15	2,400	2,400	2,400
6448-00000	Special Services	2,500	2,500	2,500	2,500	2,500
6450-00000	Engineering & Consulting Fees	52	0	0	0	0
6453-00000	Vehicle License & Registration	369	296	100	150	150
6456-00000	Service/Witness Fees	0	27	0	0	0
6458-00000	Conference & Training	23,504	23,151	29,234	27,750	29,300
6459-00000	Other Employee Training	1,000	4,000	0	0	0
6460-00000	Membership Dues	1,236	935	1,700	1,050	958
6466-00000	Misc. Contractual Services	13,947	20,018	20,280	18,750	18,380
TOTAL CONTRACTUAL SERVICES		149,623	164,964	172,360	169,396	163,987
Utilities:						
6471-00000	Electricity	3,833	3,141	2,000	4,608	3,841
6472-00000	Sewer Service	182	206	90	120	120
6473-00000	Water Service	371	391	150	249	208
6474-00000	Gas Service	7,974	6,623	4,400	7,215	6,201
6475-00000	Telephones	25,445	27,276	28,550	21,650	30,200
6476-00000	Storm Water	785	812	604	800	800
6479-00000	Other Utilities	2,752	2,260	900	880	0
TOTAL UTILITIES		41,342	40,709	36,694	35,522	41,370
Fixed Charges						
6496-00000	Licenses and Permits	60	35	100	150	515
TOTAL FIXED CHARGES		60	35	100	150	515

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	30,128	33,892	39,571	39,200	39,300
6505-00000	Office Supplies	29,563	32,078	42,160	41,750	41,410
6506-00000	Software Supplies	0	66	0	0	0
6507-00000	Books & Periodicals	1,008	1,072	1,453	1,475	891
6509-00000	Computer Supplies	332	0	0	0	0
6510-00000	Employee Training Materials	136	0	0	0	0
6514-00000	Gasoline	30	0	0	0	0
6517-00000	Supplies/Repair Parts	2,305	3,884	4,500	4,299	3,300
6519-00000	Tires/Tubes	11,763	8,590	9,000	10,975	12,000
6537-00000	Safety Equipment	726	573	1,106	1,104	1,244
6545-00000	Tools & Shop Supplies	157	60	100	85	100
6550-00000	Minor Equipment	15,436	6,357	7,042	8,750	8,417
6589-00000	Other Materials & Supplies	65,449	57,578	48,776	51,850	56,762
TOTAL MATERIALS & SUPPLIES		157,033	144,150	153,708	159,488	163,424
Debt Service-Gov.						
6721-00000	Interest Expense	0	0	0	0	0
TOTAL DEBT SERVICE-GOVERNMENTAL		0	0	0	0	0
Capital Outlay						
7202-00000	Office Equipment Purchases	790	0	0	0	0
7204-00000	Machinery & Equipment	23,852	17,185	11,900	13,150	9,858
7210-00000	Motor Vehicles	126,520	91,890	101,500	102,575	100,710
7212-00000	Radios	14,180	2,549	2,800	2,800	0
TOTAL CAPITAL OUTLAY		165,342	111,624	116,200	118,525	110,568
TOTAL POLICE		10,343,939	10,364,445	11,145,507	10,777,646	11,124,639

PERSONNEL SCHEDULE

ACCOUNT: 100-0211-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: POLICE
 DEPARTMENT: PUBLIC SAFETY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Police Chief	1.00	1.00	1.00	86,735	86,739	89,082
Captains	3.00	3.00	3.00	240,646	233,446	237,796
Lieutenants	2.00	5.00	5.00	338,825	312,285	342,767
Sergeants	10.00	11.00	11.00	699,195	636,556	723,249
Detectives I & II	7.00	7.00	7.00	416,599	416,589	427,920
Police Officers	74.00	72.00	72.00	3,872,039	3,896,300	3,967,249
Police Office Administration Manager	1.00	1.00	1.00	56,974	57,444	58,470
Computer Operator	1.00	1.00	1.00	35,950	31,150	32,001
Detective Secretary	1.00	1.00	1.00	32,974	32,780	33,763
Administrative Assistant	1.00	1.00	1.00	38,135	39,279	40,296
Records Clerk	2.00	2.00	2.00	64,527	64,830	66,776
Court Liason / Telecom Clerk	1.00	1.00	1.00	35,729	35,801	37,009
Property Evidence Clerk	1.00	1.00	1.00	35,114	35,550	36,345
Telecommunications Clerk	3.00	3.00	3.00	107,243	102,850	103,503
Word Processing Operator	4.00	4.00	4.00	127,891	129,971	132,052
Victim Witness Coordinator	1.00	1.00	0.00	50,147	50,147	0
Community Programs Coordinator	1.00	1.00	1.00	44,295	44,580	45,890
Parking Control	1.00	1.00	1.00	26,709	27,450	28,568
Comm. Service Officer	7.00	7.00	7.00	87,723	88,750	88,179
Word Processing Operator (4 P.T.)	2.20	2.75	2.20	90,970	81,123	68,745
Vehicle Fleet Manager (P.T.)	0.56	0.56	0.56	12,612	11,975	11,924
UWO Summer Work Study (2 P.T.)	0.54	0.54	0.54	10,800	10,325	10,800
Parking Control (2 P.T.)	0.53	1.06	1.06	27,872	25,772	26,812
Telecommunications Clerk (3 P.T.)	1.10	1.65	1.65	59,413	57,250	55,158
Court Clerk (1 P.T.)	0.53	0.53	0.53	16,080	15,750	16,062
Property Evidence Clerk (1 P.T.)	0.00	0.00	0.53	0	0	14,965
Holiday Pay				171,150	171,000	175,856
Shift Differential				16,944	16,322	17,409
Overtime				360,000	450,000	400,000
Health Insurance	6306			1,750,214	1,475,339	1,585,311
Retirement	6304			1,170,491	1,102,184	1,178,117
Social Security	6302			552,598	528,321	562,285
Life Insurance	6310			14,380	13,001	14,520
Income Continuation Insurance	6312			15,471	13,706	15,896
TOTAL PERSONNEL	127.46	131.09	130.07	10,666,445	10,294,565	10,644,775

SUMMARY

FUND: GENERAL	FUNCTION: ANIMAL CARE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0214-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
63,603	70,659	72,391	72,277	74,395	

COMMENTS:

Operation of the Animal Shelter has been turned over to the Friends of the Animal Shelter. This budget reflects their services. The contract reflects an annual 2.5% escalator clause.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0214-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: ANIMAL CARE
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	275	0	0	0	0
6418-00000	Repairs to Motor Vehicles	0	0	0	0	0
6426-00000	Maint. Mach/Equip/Bldg/Struct	0	0	0	0	0
6430-00000	Animal Shelter	63,162	70,483	72,391	72,097	74,201
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		63,437	70,483	72,391	72,097	74,201
Utilities						
6471-00000	Electricity	166	176	0	180	194
6474-00000	Gas Service	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		166	176	0	180	194
Materials & Supplies						
6517-00000	Supplies/Repair Parts	0	0	0	0	0
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		0	0	0	0	0
Capital Outlay						
7204-00000	Machinery & Equipment Purchase	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ANIMAL CARE		63,603	70,659	72,391	72,277	74,395

ACCOUNT: 100-0217-XXXX-XXXXX
FUND: GENERAL
FUNCTION: AUXILIARY POLICE
DEPARTMENT: PUBLIC SAFETY

AUXILIARY POLICE MISSION STATEMENT:

The Oshkosh Auxiliary Police is an organization comprised of community minded civilian volunteers. Auxiliary Police Officers exist to assist and support the Oshkosh Police Department with additional trained manpower whenever called upon. Auxiliary Police Officers are dedicated to public service; committed to providing competent volunteer law enforcement services to our community, with a high degree of courtesy, honor, respect and pride.

PROGRAM DESCRIPTION:

The Oshkosh Auxiliary Police organization was founded in 1959. When established, the Auxiliary Police primary function was to assist the citizens of Oshkosh and the Oshkosh Police Department in times of emergency; however the role of the Auxiliary has been changed and modified through the years. Currently the Auxiliary Unit is an integrated resource for the Oshkosh Police Department and assists with a variety of activities both routine and emergency. Since its inception the Auxiliary Police have performed nearly 200,000 hours of voluntary service to the community with an estimated 3,000 hours worked in 2008.

PRODUCTS AND SERVICES:

- There are currently 39 members of the Auxiliary Police Unit. The Auxiliary Police Unit is under the direction of the Oshkosh Police Department Captain of Patrol Services Bureau. The Captain is assisted by a patrol Lieutenant and Sergeants for the purposes of coordination and training.
- The Auxiliary Police Unit has their own civilian rank structure including a Chief, Deputy Chief, three Captains, three Lieutenants and three Sergeants command the Auxiliary Police Unit. All members of the Auxiliary Police Unit, including supervisors are unpaid volunteers.
- The Auxiliary Police Unit is prepared for immediate response to natural and man made disasters.
- The Auxiliary Police Unit provides traffic direction for all parades conducted within the City of Oshkosh.
- The Auxiliary Police Unit assists with security, traffic control and parking at a variety of special events held throughout the year in Oshkosh such as: Sawdust Days, Otter Street Fisheree, charity walk/runs, private and public festivals and conventions.
- The Auxiliary Police Unit assists with crowd control at public school sporting events.

- The Auxiliary Police Unit administers and is responsible for the scheduling and deployment of the Speed Check Radar Trailer and Speed Board.
- The Auxiliary Police Unit responds 24 hours a day to requests from the Oshkosh Police Department to perform traffic control and barricade duty during civil disturbances, barricaded subject incidences, large fires and chemical spills.
- The Auxiliary Police Unit is equipped with two vehicles, a cargo van and a retired squad car. The Auxiliary Police Unit is also equipped with multi channel UHF portable radios and cell phones.
- Each Auxiliary Police Officer is fully uniformed for all types of weather.
- Police Department pagers are used to facilitate call-up of the Auxiliary Police Unit members on a 24 hour a day basis.

SIGNIFICANT ACCOMPLISHMENTS IN 2008:

- Provided approximately 3,000 hours of volunteer duty, within the City of Oshkosh, in 2008.
- Auxiliary Police Unit members were activated for 100 scheduled events in 2008 and responded to several other “emergency situations” where members were called upon for assistance.
- Reached 2008 objective of 39 active members.
- The Organization celebrated 49 years of volunteer service to Oshkosh.
- Put the Command Post Trailer into service.
- Enhanced the VIP(Volunteers In Policing) program objectives:
 - Assisted in a multi-day Graffiti abatement surveillance detail.
 - Provided random security services to the Little Oshkosh playground.

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- Continue to maintain the present level of service to the community.
- Investigate other duties and services that may be of value to the community.
- Place a heightened emphasis on membership development and retention to reach a goal of 42 active members.
- Continue to enhance VIP’s program objectives by participating in a variety of community focused public safety projects.
- Revise the current web site. The Auxiliary web site is a primary recruiting tool.
- Continue to use Oshkosh Cable Access Channel 10, radio public service announcements and Oshkosh Park system announcement boards as tools to aid in recruitment.
- Two Auxiliary Officers are scheduled to attend the Oshkosh Police Department Citizen Academy.

SUMMARY

FUND: GENERAL	FUNCTION: AUXILIARY POLICE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0217-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
3,197	5,031	5,035	5,016	6,545	

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 6517-00000 Replace radio batteries.
- 6537-00000 New safety vests to meet Federal Standards.
- 6589-00000 Recognition items for 50th Anniversary Celebration in 2009.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0217-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: AUXILIARY POLICE
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	81	40	50	46	50
6404-00000	Postage & Shipping	0	32	25	27	25
6410-00000	Advertising	0	0	300	150	100
6418-00000	Repairs to Motor Vehicles	698	1,474	400	1,106	500
6421-00000	Maintenance Radios	0	0	200	180	200
6458-00000	Conference & Training	0	0	150	75	100
6466-00000	Misc. Contractual Services	5	0	200	166	0
TOTAL CONTRACTUAL SERVICES		784	1,546	1,325	1,750	975
Utilities						
6475-00000	Telephones	84	0	150	160	300
6479-00000	Other Utilities	105	104	160	120	0
TOTAL UTILITIES		189	104	310	280	300
Materials & Supplies						
6503-00000	Clothing	932	1,757	2,250	1,950	2,000
6505-00000	Office Supplies	78	592	100	92	100
6517-00000	Supplies/Repair Parts	220	128	200	319	1,000
6519-00000	Tires, tubes, and rims	0	0	400	320	100
6537-00000	Safety equipment	0	0	0	0	1,020
6550-00000	Minor Equipment	0	0	250	125	250
6589-00000	Other Materials & Supplies	994	374	200	180	800
TOTAL MATERIALS & SUPPLIES		2,224	2,851	3,400	2,986	5,270
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
7212-00000	Radios	0	530	0	0	0
TOTAL CAPITAL OUTLAY		0	530	0	0	0
TOTAL AUXILIARY POLICE		3,197	5,031	5,035	5,016	6,545

ACCOUNT: 100-0218-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CROSSING GUARDS
DEPARTMENT: PUBLIC SAFETY

PROGRAM DESCRIPTION

Crossing Guards are part time civilian employees of the Oshkosh Police Department. They are assigned to the Administrative Services Bureau. The duties of the School Crossing Guards are to safely direct vehicular and pedestrian traffic at designated school crossings.

PRODUCTS AND SERVICE

- There are currently twenty (20) regular and six (6) substitute school crossing guards.
- Each School Crossing Guard is equipped with new fluorescent lime green vests, a portable stop sign and appropriate traffic cones or signs.
- The primary responsibility of the School Crossing Guards is the safety of school children crossing the streets as they proceed to and from school.
- The School Crossing Guards assist children as appropriate and maintain control of their assigned crossings.
- The School Crossing Guards report violations of the law, as it relates to the school crossing.

SIGNIFICANT ACCOMPLISHMENTS IN 2008

- Ongoing recognition award program, as well as a retirement/service appreciation program.
- On-going efforts to hire college students to staff our School Crossing Guard program.
- Enhanced Recruitment efforts through the Oshkosh Police Department Website.
- Sponsored Holiday “Thank you” luncheon for the School Crossing Guards.
- Maintain pay at competitive levels in an effort to attract, train and retain qualified School Crossing Guards.
- Continuation of the 3 phase Safety Watch Program (week one – signage; week two – trained citizens running radar; week three – enhanced patrol enforcement).
- Participation on a School Safety Committee.

- Continuation of the Safe Driver Award Program to encourage school zone safety.
- The purchase of new flashing stop signs for all School Crossing Guards.

OBJECTIVES TO BE ACCOMPLISHED 2009

- Expand the Speed Watch Program.
- Review School Crossing Guard assignments for a possible reduction based upon child count surveys, traffic patterns and budget restrictions.
- Plan for possible changes with the anticipated restructuring of the school boundary lines and the restructuring of elementary and middle schools.

SUMMARY

FUND: GENERAL	FUNCTION: CROSSING GUARDS	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0218-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
99,336	95,818	96,912	96,607	96,612	

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6410-00000 Reduction in advertising.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0218-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: CROSSING GUARDS
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	90,504	87,989	88,632	88,632	88,632
TOTAL PAYROLL - DIRECT LABOR		90,504	87,989	88,632	88,632	88,632
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	7,401	7,156	6,780	6,780	6,780
TOTAL PAYROLL - INDIRECT LABOR		7,401	7,156	6,780	6,780	6,780
Contractual Services						
6401-00000	Contractual Services	0	18	0	0	0
6410-00000	Advertising	0	0	300	0	0
TOTAL CONTRACTUAL SERVICES		0	18	300	0	0
Materials & Supplies						
6503-00000	Clothing	597	140	500	490	500
6537-00000	Safety Equipment	765	306	400	480	400
6589-00000	Other Materials & Supplies	69	209	300	225	300
TOTAL MATERIALS & SUPPLIES		1,431	655	1,200	1,195	1,200
Capital Outlay						
7212-00000	Radios	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL CROSSING GUARDS		99,336	95,818	96,912	96,607	96,612

PERSONNEL SCHEDULE

ACCOUNT: 100-0218-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CROSSING GUARDS
DEPARTMENT: PUBLIC SAFETY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2007 Proposed Budget
Crossing Guards	20	20	20	88,632	88,632	88,632
Holiday Pay				0	0	0
Retirement 6304				0	0	0
Social Security 6302				6,780	6,780	6,780
Income Continuation Ins 6312				0	0	0
TOTAL PERSONNEL	20	20	20	95,412	95,412	95,412

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ACCOUNT: 100-0230-XXXX-XXXXX
FUND: GENERAL
FUNCTION: FIRE & AMBULANCE
DEPARTMENT: PUBLIC SAFETY

PROGRAM DESCRIPTION:

Provide for the personal safety, protection of life and property to the inhabitants of the City of Oshkosh from the adverse effect of fires, medical emergencies, or other dangerous conditions whether man made or natural.

Provide 24 hour emergency fire and ambulance services from six fire station locations.

PRODUCTS & SERVICES:

- 24 hour response for fire, emergency medical and other dangerous conditions with a response availability of greater than 99% without requiring mutual assistance.
Services include:
 - ◆ Fire response/suppression
 - ✓ Response to structure fires under five minute 90% of the time
 - ✓ Assignment of 14 or more firefighters at structure fires 90% of the time
 - ◆ Emergency medical 1st responder/ defibrillation
 - ✓ Response to Life threatening Medical Emergencies in the City under five minutes 90% of the time
 - ◆ Paramedic ambulance service providing basic and advanced life support transport
 - ✓ Response of a transport unit in the City under eight minutes 90% of the time
 - ◆ Paramedic ambulance transport contracted to outlying communities
 - ◆ Airport fire/rescue services at Wittman Regional Airport
 - ◆ Technical/Heavy rescue service including confined space rescue, trench rescue and structural collapse rescue
 - ◆ Water/Ice Dive Rescue
- Special event fire and EMS stand-by services.
- Hazardous materials response services for Winnebago county and Northeast Wisconsin Regional area.
- Training of personnel including:
 - ◆ Firefighting continuing education and state certification.
 - ◆ Emergency medical continuing education training for all personnel
- Fire and safety training for other city departments.
- Fire inspection program. Complete required inspections annually 99% of the time or greater.
 - ◆ Occupancy inspections conducted by on duty fire companies
 - ◆ Occupancy inspections and follow up by two full time inspectors
 - ◆ Building and sprinkler plan review

- Above and below ground tank inspection and plan review with acceptable audit by Department of Commerce
- Fire cause and origin investigation
- Public fire education program including:
 - ◆ Grade K-6 in school fire education program
 - ◆ Fire and safety training for business and industry
 - ◆ Juvenile fire safety counseling program
 - ◆ Fire station tour and fire company school visit program
 - ◆ Mobile fire/personal safety house program
- Emergency management including:
 - ◆ Coordination of city response in times of disaster
 - ◆ Coordination of recovery activities after disasters
 - ◆ Preparation of city Emergency Response Plan
 - ◆ Emergency management training of all city personnel
- Scheduling/maintenance of community service rooms at three fire stations
- In house maintenance and repair of fire apparatus, support vehicles and equipment.
- Maintenance of city fire stations

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Renovated Central Fire Station
- Purchased and placed three new ambulances into service
- Renegotiated Ambulance Contract with Outlying Municipalities
- Replaced Emergency Medical Incident Record Management System To Meet State Reporting Requirements through funds generated from participation in Cardiac Arrest study
- Updated Fire Inspection Ordinance including reducing inspections to one inspection per year
- Purchase/replace vehicle extrication equipment
- Developed and implemented new fire alarm response procedures reducing the number of vehicles assigned to automatic fire and sprinkler alarms
- Updated City Emergency Response Plan
- Implemented advanced airway control procedures for Paramedic Service allowing paramedics to sedate patients for more effective airway/breathing control
- Updated and reviewed all Policy and Standard Operating Guidelines and instituted a color coding system based on Risk Management
- Continued with participation in Cardiac Arrest Study with Medical College of Wisconsin

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Implement fire records management compatible with new emergency medical systems reporting format.
- Convert fire inspection records and software for paperless fire inspection implementation in January 2010
- In conjunction with mobile fire inspection software develop mobile computer based pre-plan system
- Complete Strategic Planning Process
- Develop Fire/Emergency Training Facility explore potential partnerships for development
- Explore Accreditation for Fire Department
- Develop Fire Fighting Protective clothing replacement program
- Add additional service performance measures
- Implement new monthly report format to include performance measures
- Replace one Fire Engine
- Explore additional public private partnerships to develop a training facility

SUMMARY

FUND: GENERAL	FUNCTION: FIRE & AMBULANCE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0230-XXXX-XXXXX		
2006 EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
9,580,213	9,749,570	10,215,960	10,211,873	10,495,550	

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000 Breathing air cylinders at three year hydrostatic test dates in 2009.
6420-00000 Increase in ambulance stretcher maintenance and repair.
6421-00000 Radios out of warranty in 2009.
6426-00000 Stations built in late 1990's have many maintenance issues developing at 10-year age mark.
6446-00000 Added department membership to Wisconsin Emergency Medical Services Association.
6459-00000 Additional annual training required for advanced airway and sedation skills for paramedics.
6471-6472-00000 WPS gas and electric increase.
6503-00000 Increase in clothing cost under new vendor contract.
6513-00000 Increase in motor cost and more frequent oil changes due to increase in call volume.
6517-00000 Increase in cost of parts and more preventative maintenance.
6538-00000 Replacement of rescue ropes and hardware on Quints and salvage cover replacement.
6557-00000 Increase in call volume and increase in cost of disposable medical supplies and medications.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 Second year of large diameter hose replacement program. 18,600

ACCOUNT: 100-0230-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FIRE & AMBULANCE
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	6,616,018	6,807,761	6,883,916	6,883,916	7,103,517
TOTAL PAYROLL - DIRECT LABOR		6,616,018	6,807,761	6,883,916	6,883,916	7,103,517
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	2,578,581	2,520,697	2,880,171	2,880,171	2,896,485
TOTAL PAYROLL - INDIRECT LABOR		2,578,581	2,520,697	2,880,171	2,880,171	2,896,485
Contractual Services						
6401-00000	Contractual Services	6,934	9,617	6,170	5,200	10,500
6404-00000	Postage & Shipping	113	329	100	160	100
6418-00000	Repairs to Motor Vehicles	35,633	20,118	39,750	34,019	32,500
6419-00000	Repairs to Tires	2,622	1,497	0	0	0
6420-00000	Repairs to Tools & Equipment	1,888	883	3,000	2,900	5,000
6421-00000	Maintenance Radios	2,064	3,934	2,700	2,526	4,700
6422-00000	Maintenance Contract Cost	12,368	14,400	14,400	14,400	15,400
6426-00000	Maint. Mach/Equip/Bldg/Struct	14,142	24,184	27,400	31,702	21,000
6432-00000	Equipment Rental	2,383	2,579	2,800	1,840	2,800
6448-00000	Special Services	581	0	250	250	250
6453-00000	Vehicle License & Registration	151	50	0	75	0
6458-00000	Conference & Training	6,037	5,762	8,450	7,860	9,150
6459-00000	Other Employee Training	2,976	4,073	2,200	2,200	5,950
6460-00000	Membership Dues	875	1,190	1,385	1,385	1,915
6466-00000	Misc. Contractual Services	1,105	421	250	198	200
TOTAL CONTRACTUAL SERVICES		89,872	89,037	108,855	104,715	109,465
Utilities						
6471-00000	Electricity	52,217	55,908	63,148	56,300	64,000
6472-00000	Sewer Service	2,510	2,676	3,000	2,650	3,000
6473-00000	Water Service	4,673	5,137	5,600	4,467	5,600
6474-00000	Gas Service	31,482	31,428	42,000	41,000	46,000
6475-00000	Telephones	3,948	4,731	4,000	3,262	4,000
6476-00000	Storm Water	4,641	4,884	4,900	4,900	4,900
TOTAL UTILITIES		99,471	104,764	122,648	112,579	127,500
Fixed Charges						
6496-00000	Licenses and Permits	0	0	0	0	0
TOTAL FIXED CHARGES		0	0	0	0	0

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Materials & Supplies						
6503-00000	Clothing	23,985	38,356	21,040	22,500	26,000
6505-00000	Office Supplies	3,377	3,540	3,500	3,850	3,500
6507-00000	Books & Periodicals	2,952	1,639	1,250	1,250	1,900
6510-00000	Employee Training Materials	388	1,185	0	0	0
6513-00000	Motor Oil (Lubricants)	4,580	4,187	2,600	2,850	3,700
6517-00000	Supplies/Repair Parts	44,560	42,853	31,700	38,230	42,303
6518-00000	Other Fuel/Propane	14	76	900	900	900
6519-00000	Tires, Tubes & Rims	2,742	8,316	8,000	7,800	8,500
6527-00000	Janitorial Supplies	5,590	5,752	7,000	6,900	7,250
6537-00000	Safety Equipment	16,228	16,251	35,500	35,000	48,200
6538-00000	Fire Fighting Equipment	4,516	5,524	1,900	1,900	5,300
6545-00000	Tools & Shop Supplies	3,095	2,965	0	700	1,900
6550-00000	Minor Equipment	1,607	1,739	3,000	2,932	2,000
6555-00000	Environmental Supplies	246	246	750	700	750
6557-00000	Medical Supplies	71,596	79,049	70,250	72,000	77,350
6589-00000	Other Materials & Supplies	10,795	8,198	9,880	9,880	10,430
TOTAL MATERIALS & SUPPLIES		196,271	219,876	197,270	207,392	239,983
Capital Outlay						
7204-00000	Machinery & Equipment	0	3,450	18,600	18,600	18,600
7212-00000	Radios	0	0	0	0	0
7214-00000	Buildings	0	3,985	4,500	4,500	0
TOTAL CAPITAL OUTLAY		0	7,435	23,100	23,100	18,600
TOTAL FIRE & AMBULANCE		9,580,213	9,749,570	10,215,960	10,211,873	10,495,550

PERSONNEL SCHEDULE

ACCOUNT: 100-0230-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FIRE & AMBULANCE
 DEPARTMENT: PUBLIC SAFETY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Fire Chief	1	1	1	92,049	92,049	97,061
Asst. Fire Chief	1	1	1	81,770	81,770	86,098
Battalion Chiefs	6	6	6	439,852	439,852	440,201
Fire Captains	7	7	7	457,076	457,076	461,684
Fire Lieutenant Instructor	1	1	1	68,203	68,203	62,415
Fire Lieutenants	14	14	14	855,535	855,535	878,179
Equipment Operators	21	21	21	1,228,861	1,228,861	1,252,691
Fire Equip. Mechanic	1	1	1	49,275	49,275	53,224
Firefighters	54	54	54	2,867,854	2,867,854	2,991,087
Administrative Assistant	1	1	1	38,972	38,972	41,204
Fire Lieutenant Inspector	1	1	1	48,952	48,952	53,062
Holiday Pay				250,000	250,000	250,000
Overtime Pay				140,000	140,000	156,000
Ambulance Pay				163,517	163,517	172,211
FLSA Overtime				80,000	80,000	85,000
Out of Class Pay				22,000	22,000	23,400
Health Insurance	6306			1,574,948	1,574,948	1,568,013
Retirement	6304			1,190,209	1,190,209	1,207,751
Social Security	6302			86,887	86,887	91,233
Life Insurance	6310			11,843	11,843	12,876
Income Continuation Insuranc	6312			16,284	16,284	16,612
TOTAL PERSONNEL	108	108	108	9,764,087	9,764,087	10,000,002

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SUMMARY

FUND: GENERAL	FUNCTION: HYDRANT RENTAL	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0250-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
689,585	670,010	650,000	650,000	650,000	

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0250-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: HYDRANT RENTAL
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Contractual Services						
6439-00000	Hydrant Rental	689,585	670,010	650,000	650,000	650,000
TOTAL CONTRACTUAL SERVICES		689,585	670,010	650,000	650,000	650,000
TOTAL HYDRANT RENTAL		689,585	670,010	650,000	650,000	650,000

ACCOUNT: 100-0290-XXXX-XXXXX
FUND: GENERAL
FUNCTION: POLICE & FIRE COMMISSION
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

This budget is used to comply with the requirements of S.S. 62.13, which mandates the establishment of an eligibility list for appointment of police officers and firefighters.

PRODUCTS & SERVICES:

- Police and fire testing which includes written testing, physical agility testing, assessment centers, psychological testing, drug testing and medical exams.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Established appropriate Police and Fire Eligibility lists for hiring new personnel.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to successfully staff anticipated vacancies.

SUMMARY

FUND: GENERAL	FUNCTION: POLICE & FIRE COMM.	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0290-XXXX-XXXXX
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2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
13,749	31,740	12,200	35,121	31,200

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0290-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: POLICE & FIRE COMMISSION
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	10,200	22,970	7,000	27,602	25,000
6410-00000	Advertising/Marketing	3,001	8,550	5,000	7,319	6,000
6458-00000	Conference and Training	479	0	0	0	0
TOTAL CONTRACTUAL SERVICES		13,680	31,520	12,000	34,921	31,000
Materials & Supplies						
6505-00000	Office Supplies	69	0	200	200	200
6589-00000	Other Materials & Supplies	0	220	0	0	0
TOTAL MATERIALS & SUPPLIES		69	220	200	200	200
TOTAL POLICE & FIRE COMM.		13,749	31,740	12,200	35,121	31,200

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ACCOUNT: 100-0410-XXXX-XXXXX
FUND: GENERAL
FUNCTION: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS

PROGRAM DESCRIPTION:

The Department of Public Works is responsible for the installation, maintenance, and operation of a broad range of infrastructure and facilities. They include streets, sanitary and storm sewers, various storm water drainage ways, water mains, water towers, vehicles/equipment, central garage, parking lots, and water/wastewater treatment facilities. The Public Works Administrative Office oversees and provides overall coordination for the following divisions: Engineering, Streets, Sanitation, Central Garage, Wastewater Treatment Plant, Water Filtration Plant and Water Distribution. This office includes a full-time staff of three.

PRODUCTS & SERVICES:

- Administrative and engineering-related services provided to Public Works divisions. Directly supervise and administer the daily operations of the Engineering Division.
- Provide Public Works administrative support to the city manager, Common Council, various City departments, and other governmental agencies.
- Coordinate individual or large-scale developments.
- Receive and follow up on customer concerns/requests regarding various City facilities/services.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Develop/submit the operating and capital budgets for the divisions of the Department.
- Coordinate and provide input for capital improvement planning for US Highway 45 (Main Street from Fox River to Algoma Boulevard), Main Street (Algoma Boulevard to Irving Avenue), US Highway 41 (STH 26 to STH 76), intersection of Murdock Avenue at Jackson Street, and Jackson Street (Murdock Avenue to US Highway 41).
- Monitor construction of various major projects including the new interchange for US Hwy 45/CTH T, the Wisconsin Street Bridge, reconstruction of Ohio Street and Wisconsin Street, Water Filtration Plant upgrade, and 2008 Residential Concrete Street/Utility reconstruction.
- Complete construction of the Baldwin Avenue area stormwater detention basin and begin reconstruction of major storm sewer/sanitary sewer interceptor improvements on Hazel Street/New York Avenue.
- Begin design for expansion of the Southwest Industrial Park.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue analysis of long-range facilities planning for the sanitary sewer/storm sewer/water main systems.
- Continue coordination/construction of various other projects included in the Capital Improvement Program.

SUMMARY

FUND: GENERAL	FUNCTION: ADMINISTRATION	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0410-XXXX-XXXXX		
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2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
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285,600	322,343	327,269	329,543	347,906	
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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0410-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PUBLIC WORKS - ADMINISTRATION
 DEPARTMENT: PUBLIC WORKS

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	198,221	229,837	231,646	231,752	243,971
6103-00000	Regular Pay - Temp. Employee	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		198,221	229,837	231,646	231,752	243,971
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	79,096	78,323	90,203	93,027	98,860
TOTAL PAYROLL - INDIRECT LABOR		79,096	78,323	90,203	93,027	98,860
Contractual Services						
6401-00000	Contractual Services	4,478	10,395	0	0	0
6402-00000	Auto Allowance	1,045	1,088	1,200	1,100	1,200
6404-00000	Postage & Shipping	43	0	50	40	50
6424-00000	Maintenance Office Equipment	129	128	200	175	200
6458-00000	Conference & Training	958	1,129	2,000	1,975	2,000
6459-00000	Other Employee Training	0	219	0	0	0
6460-00000	Membership Dues	560	567	450	428	450
TOTAL CONTRACTUAL SERVICES		7,213	13,526	3,900	3,718	3,900
Utilities						
6479-00000	Other Utilities	0	0	0	0	0
TOTAL UTILITIES		0	0	0	0	0
Fixed Charges						
6496-00000	Licenses and Permits	116	0	120	116	0
TOTAL FIXED CHARGES		116	0	120	116	0
Materials & Supplies						
6505-00000	Office Supplies	673	445	900	475	675
6507-00000	Books and Periodicals	182	212	300	270	300
6589-00000	Other Materials & Supplies	99	0	200	185	200
TOTAL MATERIALS & SUPPLIES		954	657	1,400	930	1,175
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	0
7204-00000	Machinery & Equipment	0	0	0	0	0
7214-00000	Buildings	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PUBLIC WORKS - ADMIN		285,600	322,343	327,269	329,543	347,906

PERSONNEL SCHEDULE

ACCOUNT: 100-0410-XXXX-XXXXX
FUND: GENERAL
FUNCTION: PUBLIC WORKS - ADMINISTRATION
DEPARTMENT: PUBLIC WORKS

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Dir/Public Works	1	1	1	108,145	108,190	113,764
Assistant Director of Public Works	1	1	1	84,425	84,463	88,929
Administrative Assistant	1	1	1	39,076	39,099	41,278
Health Insurance 6306				43,884	46,362	49,612
Retirement 6304				27,798	27,810	29,277
Social Security 6302				17,721	17,729	18,664
Life Insurance 6310				480	734	867
Income Continuation 6312				320	392	440
TOTAL PERSONNEL	3	3	3	321,849	324,779	342,831

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ACCOUNT: 100-0420-XXXX-XXXXX
FUND: GENERAL
FUNCTION: ENGINEERING
DEPARTMENT: PUBLIC WORKS

PROGRAM DESCRIPTION:

The Engineering Division of the Department of Public Works is responsible for the planning, design, supervision, and coordination for various public construction and maintenance projects. These projects include grading/graveling, concrete paving, asphalt surfacing, sanitary sewers, drainage ways, storm sewers, water mains, sidewalks, and parking lots. This division includes a full-time staff of 17. Three are budgeted through the Storm Water Utility and three are funded jointly by the Water/Wastewater/Storm Water Utilities.

PRODUCTS & SERVICES:

- Coordination of public construction projects (this includes such tasks as project survey/design, construction staking, inspection, collection of as-built information, conducting special assessment process and obtaining easements or permits as needed).
- Create and maintain official maps and records of City facilities, roadways and easements.
- Provide information to the public in relation to streets, City utilities and storm drainage.
- Maintain a City-wide bench mark survey system and provide survey information for building grade, lawn grades, driveway grades and sidewalk grades.
- Provide utility locations (Digger's Hotline) for City utility facilities and administer right-of-way permits.
- Review individual or large-scale developments.
- Administer and maintain the City Storm Water Utility.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Coordinated completion of the following major construction projects: 2008 Concrete Paving Program, hot mix asphalt overlay program, cold mix asphalt overlay program, various utility construction projects and the annual sidewalk rehab program.
- Coordinated street and/or utility construction for seven (5) new subdivisions: Casey's Meadow South, Omni Business Park, Edgewood Village, 2nd Addition to Pheasant Creek Farm, Hunters Ridge Development.

- Coordinate with Wisconsin Department of Transportation on the construction of the Wisconsin Street Bridge, Wisconsin Street and Ohio Street.
- Coordinate with Wisconsin Department of Transportation on the utility and street relocation work needed in conjunction with the Hwy 41 expansion projects.
- Began the design process for storm water management ponds in the Campbell Creek basin.
- Completed construction of the Baldwin Drainage Basin detention pond.
- Coordinated with the Wisconsin Department of Transportation on the Jackson/Murdock intersection improvements and median installation.
- Began right-of-way acquisition for the Jackson/Murdock intersection improvement.
- Began construction on two (2) sanitary sewer interceptor projects, one along Hazel St. and New York Ave. the other adjacent to Sawyer Creek from Fox Tail Ln. to Clairville Rd.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to coordinate with the Wisconsin Department of Transportation on the utility and street relocation work needed in conjunction with the Hwy 41 expansion projects
- Coordinate with the Wisconsin Department of Transportation on the construction of the Jackson/Murdock intersection improvements and median installation.
- Coordinate the construction of the 2009 Concrete Paving, Utility, Asphalt Overlay and Cold Mix Overlay programs.
- Complete the construction of two (2) sanitary sewer interceptor projects, one along Hazel St. and New York Ave. the other adjacent to Sawyer Creek from Fox Tail Ln. to Clairville Rd.
- Construct storm water management pond at Tippler Middle School.

SUMMARY

FUND: GENERAL	FUNCTION: ENGINEERING	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0420-XXXX-XXXXX	
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
1,024,466	1,050,065	1,033,191	1,053,238	1,045,024

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6418-00000 Additional cost for vehicle repairs.
6458-00000 Reduced training costs by using web based training to reduce travel/lodging expenses.
6459-00000 Account used to pay for web based training. Increased amount to take advantage of training without travel.
6496-00000 Cost savings resulting for using a lower cost cell phone plan.
6506-00000 Cost to upgrade software.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 Replacement of surveyors auto level. 1,200

ACCOUNT: 100-0420-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: ENGINEERING
 DEPARTMENT: PUBLIC WORKS

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	656,999	698,466	636,887	650,004	659,937
6103-00000	Regular Pay - Temp Employee	62,258	49,563	56,000	59,100	62,000
TOTAL PAYROLL - DIRECT LABOR		719,257	748,029	692,887	709,104	721,937
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	290,243	265,963	270,324	274,978	286,187
TOTAL PAYROLL - INDIRECT LABOR		290,243	265,963	270,324	274,978	286,187
Contractual Services						
6401-00000	Contractual Services	0	430	6,000	5,900	5,000
6402-00000	Auto Allowance	321	1,294	900	1,750	1,900
6404-00000	Postage & Shipping	0	0	100	25	100
6418-00000	Repairs to Motor Vehicles	1,441	4,379	2,000	5,500	2,800
6419-00000	Repairs to Tires	30	30	100	50	100
6426-00000	Maint. Mach/Equip/Bldg/Struct	906	161	1,500	950	1,100
6446-00000	Contractual Employment	0	15,481	0	0	0
6448-00000	Special Services	0	0	100	0	0
6453-00000	Vehicle License & Reg	0	50	0	50	50
6458-00000	Conference & Training	1,530	2,355	7,850	7,200	5,000
6459-00000	Other Employee Training	0	0	0	200	500
TOTAL CONTRACTUAL SERVICES		4,228	24,180	18,550	21,625	16,550
Utilities						
6475-00000	Telephones	0	0	8,000	6,100	5,100
TOTAL UTILITIES		0	0	8,000	6,100	5,100
Fixed Charges						
6496-00000	Licenses & Permits	116	0	180	116	100
TOTAL FIXED CHARGES		116	0	180	116	100
Materials & Supplies						
6503-00000	Clothing	0	0	250	125	200
6505-00000	Office Supplies	1,749	1,682	2,000	1,650	2,000
6506-00000	Software Supplies	0	0	0	590	1,000
6507-00000	Books & Periodicals	256	0	350	200	300
6508-00000	Maps & Records	649	258	1,000	350	800
6509-00000	Computer Supplies	526	778	600	950	900
6517-00000	Supplies/Repair Parts	931	3,226	2,000	2,100	2,200
6519-00000	Tires, Tubes & Rims	401	245	400	300	400
6537-00000	Safety Equipment	264	278	550	600	550
6545-00000	Tools & Shop Supplies	649	41	400	150	400
6589-00000	Other Materials & Supplies	5,197	5,385	7,000	5,500	5,200
TOTAL MATERIALS & SUPPLIES		10,622	11,893	14,550	12,515	13,950
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	28,700	28,800	1,200
TOTAL CAPITAL OUTLAY		0	0	28,700	28,800	1,200
TOTAL ENGINEERING		1,024,466	1,050,065	1,033,191	1,053,238	1,045,024

PERSONNEL SCHEDULE

ACCOUNT: 100-0420-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: ENGINEERING
 DEPARTMENT: PUBLIC WORKS

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Civil Engineer II	1	1	1	64,584	64,584	68,077
Civil Engineer I Senior	2	2	2	131,135	134,889	135,724
Civil Engineer Tech.	2	2	2	101,262	104,175	104,824
C.E.T. Draftsperson	1	1	1	49,641	51,055	51,370
Civil Engineering Aide III	1	1	1	45,848	47,150	47,496
Engineering Specialist	4	4	4	177,417	182,151	183,446
Overtime				67,000	66,000	69,000
Part time and summer help				56,000	59,100	62,000
Health Insurance 6306				125,124	139,051	148,786
Retirement 6304				87,000	78,000	77,873
Social Security 6302				53,000	54,246	55,228
Life Insurance 6310				3,150	2,140	2,500
Income Continuation Insurance 6312				2,050	1,541	1,800
TOTAL PERSONNEL	11	11	11	963,211	984,082	1,008,124

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ACCOUNT: 100-0430-XXXX-XXXXX
FUND: GENERAL
FUNCTION: STREETS
DEPARTMENT: PUBLIC WORKS

PROGRAM DESCRIPTION:

The Street Division of the Department of Public Works is responsible for repair and maintenance activities relating to public roads/alleys, parking lots, sanitary sewers and storm sewers or other drainage ways. These operations include street sweeping and snow/ice control. This division includes a full-time staff of 37.

PRODUCTS & SERVICES:

- Maintain approximately 240 miles of streets including asphalt or concrete pavement repair, curb/gutter repair, sidewalk repair, street sweeping and mowing grass on various right-of-way and public properties.
- Maintenance of sanitary sewers/storm sewers and other drainage ways. These activities include repair/replacement of structures or pipes, cleaning operations, televising sewer lines, and brush removal or ditching of drainage ways.
- Provide snow/ice control for streets and public parking lots. These activities include plowing/salting operations, and snow hauling operations on arterial streets.
- Provide leaf collection in the fall on residential terraces.
- Assist other City departments with excavation, pavement repair/installation, and other maintenance activities.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Completed cold-mix asphalt overlay program for 2008.
- Completed demolition of building at the Deltax complex and also completed demolition of two concrete water storage basins at the Filtration Plant.
- Completed various activities required by the storm water flooding caused by excessive rainfall on June 8th and June 12th (including assistance to the Sanitation Division with collection of flood damaged materials).

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Complete asphalt maintenance program. Will be reviewing cold-mix asphalt paving versus seal coating for various streets.
- Review plowing and mowing operations with Parks Department to improve efficiency of operations.
- Update billing/rates for mowing/weed control.
- Establish Street Division snow removal policy.

SUMMARY

FUND: GENERAL	FUNCTION: STREETS - GENERAL	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0430-XXXX-XXXXX		
<u>2006 ACTUAL</u> <u>EXPENDITURE</u>	<u>2007 ACTUAL</u> <u>EXPENDITURE</u>	<u>2008 BUDGET</u> <u>APPROPRIATION</u>	<u>2008 ESTIMATED</u> <u>EXPENDITURE</u>	<u>2009 PROPOSED</u> <u>BUDGET</u>	
2,234,502	2,129,489	2,463,681	2,646,932	2,646,416	

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6544-00000 Funds to be used for cold-mix asphalt paving and/or chip seal program.
6561-00000 Over budget for 2008 due to heavy snowfalls. Increase for 2009 to replenish supply.
6565-00000 Increased to continue maintenance activities on streets.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Cement Mixer	4,000	
	Concrete Drill	8,000	
	additional GPS equipment	<u>3,000</u>	
			15,000

ACCOUNT: 100-0430-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: STREETS - GENERAL
 DEPARTMENT: PUBLIC WORKS

NUMBER	CLASSIFICATION	2006 EXPEND	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,256,849	1,240,699	1,377,767	1,410,312	1,407,891
6103-00000	Regular Pay - Temp Employee	12,732	6,618	12,000	4,216	12,000
TOTAL PAYROLL - DIRECT LABOR		1,269,581	1,247,317	1,389,767	1,414,528	1,419,891
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	631,741	580,451	730,423	764,682	795,175
6255-00000	Meal Allowance	0	0	0	0	0
TOTAL PAYROLL - INDIRECT LABOR		631,741	580,451	730,423	764,682	795,175
Contractual Services						
6401-00000	Contractual Services	591	491	750	1,000	750
6402-00000	Auto Allowance	0	0	0	900	0
6419-00000	Repairs to Tires	0	11	0	0	0
6420-00000	Repairs to Tools & Equipment	230	535	500	435	500
6426-00000	Maint Mach/Equip/Bldg/Str	0	142	0	0	0
6432-00000	Equipment Rental	4,351	3,254	8,000	7,150	6,000
6445-00000	Land Fill Fees	3,365	5,735	0	0	0
6453-00000	Vehicle License & Registration	87	105	100	100	100
6458-00000	Conference & Training	4,094	688	2,300	2,350	3,000
6459-00000	Other Employee Training	500	108	1,000	960	1,000
6460-00000	Membership Dues	373	159	400	387	400
6466-00000	Misc. Contractual	21,465	8,126	20,000	16,550	23,000
6466-12001	Misc. Contractual (Snow Removal)	4,661	8,608	10,000	9,650	10,000
TOTAL CONTRACTUAL SERVICES		39,717	27,962	43,050	39,482	44,750
Utilities						
6473-00000	Water Service	20	0	0	0	0
6475-00000	Telephones	3,781	3,339	3,400	2,750	3,000
TOTAL UTILITIES		3,801	3,339	3,400	2,750	3,000
Fixed Charges						
6499-00000	Misc. Fixed Charges	360	360	450	710	750
TOTAL FIXED CHARGES		360	360	450	710	750

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Materials & Supplies						
6503-00000	Clothing	4,233	8,410	4,300	10,000	3,500
6505-00000	Office Supplies	1,006	891	1,100	1,120	1,000
6507-00000	Books and Periodicals	677	704	300	145	250
6510-00000	Employee Training Materials	131	826	400	375	400
6513-00000	Motor Oil (Lubricants)	12	715	350	850	1,000
6517-00000	Supplies/Repair Parts	7,696	7,166	6,000	6,200	7,000
6518-00000	Other Fuel/Propane	592	542	600	550	600
6527-00000	Janitorial Supplies	0	0	100	90	100
6537-00000	Safety Supplies	2,654	1,795	2,500	2,235	2,500
6544-00000	Street Oiling Supplies	69,126	56,777	65,000	64,700	71,500
6545-00000	Tools & Shop Supplies	2,803	5,685	4,000	3,674	4,000
6550-00000	Minor Equipment	3,624	680	3,100	3,000	3,000
6561-00000	Sodium Chloride	102,311	111,435	100,000	224,000	175,000
6565-00000	Stone/Gravel/Concrete/Asp.	52,498	49,669	62,000	63,000	68,000
6589-00000	Other Materials & Supplies	22,806	22,045	27,000	25,000	30,000
TOTAL MATERIALS & SUPPLIES		270,169	267,340	276,750	404,939	367,850
Capital Outlay						
7204-00000	Machinery & Equipment	16,171	2,720	19,841	19,841	15,000
7210-00000	Motor Vehicles	2,962	0	0	0	0
7218-00000	Road Improvement	0	0	0	0	0
TOTAL CAPITAL OUTLAY		19,133	2,720	19,841	19,841	15,000
TOTAL STREETS - GENERAL		2,234,502	2,129,489	2,463,681	2,646,932	2,646,416

PERSONNEL SCHEDULE

ACCOUNT: 100-0430-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: STREETS - GENERAL
 DEPARTMENT: PUBLIC WORKS

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Street, Sanitation & Garage Super.	1	1	1	83,271	74,747	77,737
Street Supervisor	2	2	2	101,629	100,422	104,603
Equip. Operator III	1	1	1	44,565	46,118	46,120
Equip. Operator II	25	25	25	1,043,640	1,082,405	1,071,643
Clerk Dispatcher	1	1	1	36,479	37,764	37,782
Shop Maintenance Worker	1	1	1	43,183	46,004	45,006
Overtime				25,000	22,852	25,000
Seasonal Help				12,000	4,216	12,000
Health Insurance 6306				453,468	468,891	501,713
Retirement 6304				165,332	169,237	166,131
Social Security 6302				106,317	121,158	121,331
Life Insurance 6310				2,533	2,666	3,000
Income Continuation Insurance 6312				2,773	2,730	3,000
TOTAL PERSONNEL	31	31	31	2,120,190	2,179,210	2,215,066

ACCOUNT: 100-0450-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CENTRAL GARAGE
DEPARTMENT: PUBLIC WORKS

PROGRAM DESCRIPTION:

The Central Garage is responsible for repair and maintenance activities on a variety of vehicles/equipment used by twelve departments or divisions in the City. The Central Garage is under the direction of the Street, Sanitation & Central Garage Superintendent of the Department of Public Works. This division includes a full-time staff of eight.

PRODUCTS & SERVICES:

- Provide repair and preventative maintenance services for various departments of the City.
- Maintain all buildings and grounds of the Central Garage complex.
- Store materials for various departments of the City.
- Provide for operation of fueling facilities (gasoline and diesel) for a variety of operations (including Library/Police/Fire/Parks/Transit Departments, School District and Technical College).

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Wrote specifications for the various equipment approved for 2008 purchase.
- Hired consultant to review improvements required to upgrade facility.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Purchase vehicles/equipment approved with the Capital Improvement Program.
- Continue process of designing/building new Central Garage.

SUMMARY

FUND: GENERAL	FUNCTION: CENTRAL GARAGE	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0450-XXXX-XXXXX		
<hr/>					
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
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1,580,142	1,621,926	1,771,612	2,082,265	2,148,870	
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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6511-00000 Estimated purchase of 135,000 gallons at 4.00 gallon for 2009.
6514-00000 Estimated purchase of 130,000 gallons at 3.50 gallon for 2009.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0450-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: CENTRAL GARAGE
 DEPARTMENT: PUBLIC WORKS

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	346,355	382,461	385,823	430,519	400,213
TOTAL PAYROLL - DIRECT LABOR		346,355	382,461	385,823	430,519	400,213
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	155,161	171,108	195,215	210,665	233,938
TOTAL PAYROLL - INDIRECT LABOR		155,161	171,108	195,215	210,665	233,938
Contractual Services						
6401-00000	Contractual Services	13,465	8,176	27,000	18,000	19,800
6418-00000	Repairs to Motor Vehicles	47,893	14,219	42,500	43,400	48,000
6419-00000	Repairs to Tires	3,553	3,024	4,000	5,200	5,000
6421-00000	Maintenance Radios	3,807	6,320	6,500	7,100	7,000
6426-00000	Maint. Mach/Equip/Bldg/Struct	66,860	15,668	60,000	16,000	60,000
6432-00000	Equipment Rental	318	424	0	210	0
6434-00000	Building & Office Rental	29,375	14,687	0	0	0
6445-00000	Land Fill Fees	0	5	0	0	0
6448-00000	Special Services	1,466	2,183	1,700	1,575	1,700
6458-00000	Conference & Training	704	303	900	125	1,000
6459-00000	Other Employee Training	3,581	1,168	2,700	3,900	3,000
6460-00000	Membership Dues	50	445	500	0	500
TOTAL CONTRACTUAL SERVICES		171,072	66,622	145,800	95,510	146,000
Utilities						
6471-00000	Electricity	30,266	36,321	39,500	39,000	44,600
6472-00000	Sewer Service	1,730	1,487	2,334	1,650	2,679
6473-00000	Water Service	2,138	3,293	5,835	2,100	6,710
6474-00000	Gas Service	39,406	43,424	54,000	59,000	62,100
6476-00000	Storm Water	7,692	7,098	8,300	8,500	9,545
TOTAL UTILITIES		81,232	91,623	109,969	110,250	125,634
Fixed Charges						
6496-00000	Licenses and Permits	0	0	1,110	900	1,110
TOTAL FIXED CHARGES		0	0	1,110	900	1,110

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	485	100	0	300	300
6505-00000	Office Supplies	47	68	300	2,160	300
6507-00000	Books & Periodicals	0	0	75	0	75
6511-00000	Diesel Fuel	324,839	357,019	350,000	551,000	540,000
6513-00000	Motor Oil (Lubricants)	13,365	17,015	18,000	19,800	19,500
6514-00000	Gasoline	296,896	322,419	360,000	414,000	455,000
6517-00000	Supplies/Repair Parts	111,460	140,907	135,000	170,000	155,000
6518-00000	Other Fuel/Propane	3,624	3,458	5,500	12,000	6,000
6519-00000	Tires, Tubes & Rims	11,527	15,829	16,000	20,000	20,000
6527-00000	Janitorial Supplies	1,668	2,972	1,700	1,800	1,900
6529-00000	Chemicals	2,234	5,940	4,000	3,900	4,000
6537-00000	Safety Equipment	527	242	400	386	400
6545-00000	Tools & Shop Supplies	5,946	12,238	9,000	8,750	9,000
6550-00000	Minor Equipment	0	0	300	325	500
6565-00000	Stone/Gravel/Concrete	0	537	0	0	0
6589-00000	Other Materials & Supplies	33,926	27,914	30,000	30,000	30,000
TOTAL MATERIALS & SUPPLIES		806,544	906,658	930,275	1,234,421	1,241,975
Capital Outlay						
7202-00000	Office Equipment Purchases	0	0	0	0	0
7204-00000	Mach. & Equipment	19,778	3,454	3,420	0	0
TOTAL CAPITAL OUTLAY		19,778	3,454	3,420	0	0
TOTAL CENTRAL GARAGE		1,580,142	1,621,926	1,771,612	2,082,265	2,148,870

PERSONNEL SCHEDULE

ACCOUNT: 100-0450-XXXX-XXXXX
FUND: GENERAL
FUNCTION: CENTRAL GARAGE
DEPARTMENT: PUBLIC WORKS

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Central Garage Supervisor	1	1	1	57,918	57,918	61,044
Shop Laborer	1	1	1	41,549	60,885	42,249
Equipment Mechanic	4	4	4	182,572	195,808	188,993
Mechanic III	1	1	1	47,590	49,799	49,928
Maintenance Welder	1	1	1	46,694	53,760	48,999
Overtime				9,500	12,349	9,000
Health Insurance 6306				117,024	123,695	153,545
Retirement 6304				46,299	51,662	47,225
Social Security 6302				29,515	32,934	30,616
Life Insurance 6310				1,492	1,422	1,520
Income Continuation Insurance 6312				885	952	1,032
TOTAL PERSONNEL	8	8	8	581,038	641,184	634,151

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ACCOUNT: 100-0470-XXXX-XXXXX
FUND: GENERAL
FUNCTION: GARBAGE COLL. & DIS.
DEPARTMENT: PUBLIC WORKS

PROGRAM DESCRIPTION:

The Sanitation Division of the Department of Public Works is responsible for the collection of solid waste from various residential, commercial, institutional, and industrial properties as regulated by the Municipal Code. This waste is hauled to the Winnebago County Landfill for disposal. This budget includes a full-time staff of 11.

PRODUCTS & SERVICES:

- Curbside solid waste collection from residential developments (four units or less including condominiums) once per week.
- Distribute information and perform a variety of Municipal Code enforcement duties related to solid waste collection.
- Assist Street Division and Parks Department (including the Forestry Division) with solid waste collection.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Completed removal of materials damaged by the flooding on June 8 and June 12, 2008.
- Reviewed idea of the Winnebago County Solid Waste Management Board for implementing a ban on computers/electronics at the landfill.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Utilize existing personnel and equipment to handle additional areas with annexations to the City or newly developed subdivisions.
- Continue the analysis of the efficiency of routes as needed.

SUMMARY

FUND: GENERAL	FUNCTION: GARBAGE COLL. & DIS.	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0470-XXXX-XXXXX		
<hr/>					
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
<hr/>					
1,549,475	1,431,131	1,227,826	1,278,449	1,387,804	
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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 6401-00000 Correctly allocates consulting fees to monitor Quarry Park Landfill and Timmerman Landfill.
- 6445-00000 Solid waste tonnage is estimated to be 14,000 tons at \$26.30 per ton.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0470-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: GARBAGE COLLECTION & DISPOSAL
 DEPARTMENT: PUBLIC WORKS

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	488,251	539,009	492,260	474,000	503,832
6103-00000	Regular Pay - Temp Employee	0	0	0	2,000	850
TOTAL PAYROLL - DIRECT LABOR		488,251	539,009	492,260	476,000	504,682
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	249,292	238,701	245,509	263,176	300,057
TOTAL PAYROLL - INDIRECT LABOR		249,292	238,701	245,509	263,176	300,057
Contractual Services						
6401-00000	Contractual Services	118,019	115,400	28,342	90,000	70,000
6410-00000	Advertising & Marketing	363	0	0	0	0
6418-00000	Repairs to Motor Vehicles	54,452	64,120	39,000	45,000	51,750
6419-00000	Repairs to Tires	2,161	19,950	900	3,000	1,500
6420-00000	Repairs to Tools	456	0	0	0	0
6421-00000	Maintenance Radios	448	0	100	2,000	2,000
6426-00000	Maint Mach/Equip/Bldg/Struc	1,085	513	500	400	500
6432-00000	Equipment Rental	318	424	500	450	500
6445-00000	Land Fill Fees	324,797	276,029	336,685	319,500	368,200
6446-00000	Contractual Employment	17,169	3,810	9,000	7,000	3,000
6448-00000	Special Services	1,770	172	1,800	1,000	1,200
6453-00000	Vehicle License & Registr.	0	5	0	0	0
6458-00000	Conference & Training	483	235	1,000	500	500
6459-00000	Other Employee Training	0	22	150	100	150
6460-00000	Membership Dues	351	159	310	300	250
TOTAL CONTRACTUAL SERVICES		521,872	480,839	418,287	469,250	499,550
Fixed Charges						
6496-00000	Licenses and Permits	1,034	1,034	1,200	968	1,200
TOTAL FIXED CHARGES		1,034	1,034	1,200	968	1,200
Materials & Supplies						
6503-00000	Clothing	1,909	2,180	2,100	2,300	2,500
6505-00000	Office Supplies	4,446	443	900	800	800
6507-00000	Books & Periodicals	179	0	250	200	200
6509-00000	Computer Supplies	199	81	200	150	175
6513-00000	Motor Oil (Lubricants)	1,268	1,537	3,000	2,800	3,000
6517-00000	Supplies/Repair Parts	47,380	48,185	35,000	40,000	46,000
6518-00000	Other Fuel	(100)	0	0	0	0
6519-00000	Tires, Tubes & Rims	34,459	9,724	25,000	19,000	25,740
6527-00000	Janitorial Supplies	302	150	350	250	250
6529-00000	Chemicals	560	560	250	150	150
6537-00000	Safety Equipment	556	0	600	525	600
6545-00000	Tools & Shop Supplies	96	26	100	80	100

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 PROP.	2008 EST.	2009 PROP.
Account-Project						
6550-00000	Minor Equipment	0	0	0	0	0
6565-00000	Stone/Gravel/Concrete/Asp	0	0	0	0	0
6589-00000	Other Materials & Supplies	1,938	2,823	2,820	2,800	2,800
TOTAL MATERIALS & SUPPLIES		93,192	65,709	70,570	69,055	82,315
Capital Outlay						
7210-00000	Motor Vehicles	195,834	105,839	0	0	0
7216-00000	Land Improvement	0	0	0	0	0
TOTAL CAPITAL OUTLAY		195,834	105,839	0	0	0
TOTAL GARBAGE COLL/DISPOSAL		1,549,475	1,431,131	1,227,826	1,278,449	1,387,804

PERSONNEL SCHEDULE

ACCOUNT: 100-0470-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: GARBAGE COLLECTION & DISPOSAL
 DEPARTMENT: PUBLIC WORKS

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Sanitation Supervisor	0.5	0.5	0.5	29,735	36,198	36,359
Sanitation Operator	10.0	10.0	10.0	424,567	406,061	433,355
Office Assistant	0.5	0.5	0.5	17,310	17,484	19,118
Overtime				20,648	14,257	15,000
Seasonal Help				0	2,000	850
Health Insurance 6306				146,280	168,112	201,390
Retirement 6304				59,071	56,880	58,649
Social Security 6302				37,658	36,414	38,087
Life Insurance 6310				1,300	1,072	1,153
Income Continuation Insurance 6312				1,200	698	778
TOTAL PERSONNEL	11.0	11.0	11.0	737,769	739,176	804,739

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ACCOUNT: 100-0610-XXXX-XXXXX
FUND: GENERAL
FUNCTION: PARKS
DEPARTMENT: PARKS & OTHER FACILITIES

PROGRAM DESCRIPTION:

The Parks program provides for improvements to, and maintenance of City parks. Special aspects of the department include management of the Menominee Park Zoo and horticultural program. The Parks system is composed of 324.3 acres of mini, neighborhood, regional, special purpose, and open space parks. Park facilities include: playgrounds, tennis and basketball courts, recreation trails, soccer fields, shelters, boat launch facilities, a skatepark, baseball fields, sledding hill, nature preserve areas, concessions, and a roller hockey rink. Maintenance also includes boulevards and downtown landscaping.

PRODUCTS & SERVICES:

- Plan for park improvements.
- Construct many projects “in house”.
- Maintain park properties/facilities.
- Park facility reservations.
- Introduction of park policies and implementation.
- Maintain Fox River buoy program.
- Provide snow removal services for City properties.
- Assist with Leach Amphitheater operations.
- Maintains water park physical plant.

2008 ACCOMPLISHMENTS:

- Completed construction of the new Rusch – Sawyer Creek Park recreation trail link.
- Constructed a new open shelter at Rainbow Park.
- Upgraded the skate park at Red Arrow Park.
- Refurbished the South Park pavilion.
- Upgraded the horseshoe pits at South Park.
- Finished construction of new tennis courts at Westhaven Circle and Teichmiller parks.
- Refurbished roof at the beach building in Menominee Park.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- Through the 2009 CIP: refurbish central restrooms in Menominee Park and make repairs to the operations shop.
- Work on plans to upgrade the parking area in South Park.

ACCOUNT: 100-0610-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PARKS
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	695,107	750,871	747,970	747,970	779,773
6103-00000	Regular Pay - Temp Employee	48,382	85,059	45,500	45,500	50,500
TOTAL PAYROLL - DIRECT LABOR		743,489	835,930	793,470	793,470	830,273
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	303,314	322,233	359,428	332,864	350,980
TOTAL PAYROLL - INDIRECT LABOR		303,314	322,233	359,428	332,864	350,980
Contractual Services						
6401-00000	Contractual Services	6,924	8,196	8,000	7,500	8,000
6402-00000	Auto Allowance	985	960	1,000	1,000	1,000
6404-00000	Postage & Shipping	144	232	0	215	200
6408-00000	Printing and Binding	70	65	0	26	100
6410-00000	Advertising/Marketing	0	1,341	0	0	0
6418-00000	Repairs to Motor Vehicles	7,166	6,645	4,200	5,500	6,000
6419-00000	Repairs to Tires	334	576	300	300	300
6420-00000	Repairs to Tools & Equip	925	275	0	250	300
6421-00000	Maintenance Radios	464	50	300	100	100
6424-00000	Maintenance Office Equipment	62	138	0	50	100
6426-00000	Maint. Mach/Equip/Bldg/Struct	7,941	4,572	5,000	5,000	6,000
6432-00000	Equipment Rental	500	171	500	175	200
6440-00000	Other Rental (Zoo Animals)	3,492	3,264	0	3,200	0
6445-00000	Land Fill Fees	8	(87)	200	0	0
6446-00000	Contractual Employment	10,436	10,040	5,000	5,000	5,000
6448-00000	Special Services	141	110	0	0	0
6453-00000	Vehicle License & Registration	101	200	75	75	75
6458-00000	Conference & Training	1,434	1,378	1,800	2,300	2,500
6460-00000	Membership Dues	620	680	600	620	600
6466-00000	Misc Contractual Services	1,121	336	0	0	0
TOTAL CONTRACTUAL SERVICES		42,868	39,142	26,975	31,311	30,475
Utilities						
6471-00000	Electricity	73,057	74,282	68,785	72,000	74,000
6472-00000	Sewer Service	15,535	18,379	16,000	18,200	18,000
6473-00000	Water Service	27,031	35,730	25,000	25,000	30,000
6474-00000	Gas Service	12,300	11,534	18,300	13,000	14,000
6475-00000	Telephones	2,450	1,997	2,000	2,000	2,000
6476-00000	Storm Water	23,942	25,018	17,800	22,000	23,000
TOTAL UTILITIES		154,315	166,940	147,885	152,200	161,000

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Sundry Fixed Charges						
6496-00000	Licenses & Permits	185	278	200	385	300
TOTAL FIXED CHARGES		185	278	200	385	300
Materials & Supplies						
6503-00000	Clothing	313	823	200	500	900
6505-00000	Office Supplies	763	1,055	1,300	1,100	1,200
6507-00000	Books & Periodicals	208	323	0	52	100
6513-00000	Motor Oil (Lubricants)	966	441	594	450	500
6514-00000	Gasoline	0	(888)	0	0	0
6517-00000	Supplies/Repair Parts	12,662	11,966	15,000	13,500	14,000
6518-00000	Other Fuel/Propane	2,068	2,776	2,200	3,200	3,000
6519-00000	Tires, Tubes & Rims	1,937	2,283	1,200	2,200	2,500
6527-00000	Janitorial Supplies	8,167	7,168	7,000	5,800	7,000
6529-00000	Chemicals	2,216	716	2,500	2,400	2,000
6537-00000	Safety Equipment	950	114	400	350	400
6545-00000	Tools & Shop Supplies	2,640	2,623	2,000	2,100	2,600
6550-00000	Minor Equipment	3,548	2,364	3,900	4,000	4,000
6565-00000	Stone/Gravel/Concrete/Asp	981	8,300	4,000	2,800	2,500
6586-00000	Golf Course Concession	0	351	0	0	0
6589-00000	Materials & Supplies	35,294	48,387	40,612	40,500	41,000
TOTAL MATERIALS & SUPPLIES		72,713	88,802	80,906	78,952	81,700
Debt Service-Gov.						
6721-00000	Interest Expense	0	0	0	0	0
TOTAL DEBT-SERVICE GOVERNMENTAL		0	0	0	0	0
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	0
7204-00000	Machinery & Equipment	2,028	0	0	0	0
7216-00000	Land Improvement	6,171	4,144	3,000	2,950	3,000
TOTAL CAPITAL OUTLAY		8,199	4,144	3,000	2,950	3,000
TOTAL PARKS		1,325,083	1,457,469	1,411,864	1,392,132	1,457,728

PERSONNEL SCHEDULE

ACCOUNT: 100-0610-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PARKS
 DEPARTMENT: PARKS & OTHER FACILITIES

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director of Parks	1.00	1.00	1.00	89,021	89,021	91,312
Parks Operations Manager	1.00	1.00	1.00	57,318	57,318	58,878
Park Revenue Facilities Manager	0.50	0.50	0.50	24,238	24,238	33,571
Parks Trades Technician	5.00	5.00	5.00	219,350	219,350	225,419
Parks Maintenance Worker	1.00	1.00	1.00	47,030	47,030	48,654
Zoo Specialist	1.00	1.00	1.00	40,253	40,253	42,566
Groundskeeper	5.00	5.00	5.00	215,592	215,592	223,022
Administrative Assistant	1.00	1.00	1.00	38,168	38,168	39,351
Overtime				17,000	17,000	17,000
Seasonal Help	2.54	2.54	2.75	45,500	45,500	50,500
Health Insurance	6306			204,792	178,228	190,704
Retirement	6304			89,036	89,036	91,069
Social Security	6302			60,700	60,700	63,861
Life Insurance	6310			3,184	3,184	3,546
Income Continuation Insurance	6312			1,716	1,716	1,800
TOTAL PERSONNEL	18.04	18.04	18.25	1,152,898	1,126,334	1,181,253

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ACCOUNT: 100-0620-XXXX-XXXXX
FUND: GENERAL
FUNCTION: FORESTRY
DEPARTMENT: PARKS & OTHER FACILITIES

PROGRAM DESCRIPTION:

The Forestry Division is involved with the planting and pruning of trees, tree removal, emergency (storm damaged) tree work, and stump removal. The Division also manages the city's horticultural programs. Work is performed on all public property.

PRODUCTS & SERVICES:

- Forester advises special interest groups and property owners about plant health care and tree-planting plans for City owned properties.
- Forester administers tree planting permit policy and the Memorial Tree Program.
- Forester provides educational programs about Urban Forestry practices.
- Maintains all street and City owned trees at the proper plant health levels, with the goal of protecting the urban forest as a City asset.
- Plans, designs, plant and maintain floral beds, shrubs and landscape features.
- Administers "Oshkosh Blooms" program.
- Is responsible for the Leach Amphitheater landscape.
- Assists other City agencies with seasonal decorations.
- Provide snow removal services for City properties.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Developed the "ReLeaf Oshkosh" neighborhood tree planting program
- Provided public educational programs about Urban Forestry and Emerald Ash Borer awareness for City residents, University of Wisconsin, University Extension and several service clubs.
- Expanded the donor list of "Oshkosh Blooms" Adopt a Flower Bed Program.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue with the street tree pruning program.
- Continue systematic tree hazard assessments and removals.
- Implement 2009 Gypsy Moth Suppression program.
- Continue stocking Park and Street Trees.
- Continue development of an Emerald Ash Borer Response Plan for the City as funded by the DNR in 2008.
- Continue EAB education and monitoring program.
- Continue development of a digital Park Tree Inventory funded by the DNR as a supplement to the Street Tree Inventory for more efficient resource management.
- Expand the Oshkosh Blooms Flower Bed Program to be fully funded by the private sector. Find additional donor opportunities.

SUMMARY

FUND: GENERAL	FUNCTION: FORESTRY	DEPARTMENT: PARKS & OTHER FACILITIES	ACCOUNT: 100-0620-XXXX-XXXXX		
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2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
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274,965	256,454	274,443	251,623	273,647	
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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000 Gypsy Moth Infestation Program.
6550-00000 New bucket truck with maintenance equipment.

EXPLANATION OF CAPITAL OUTLAY:

7216-00000 Increase for street tree program. \$3,000

ACCOUNT: 100-0620-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FORESTRY
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	175,631	173,663	181,337	181,312	188,107
6103-00000	Regular Pay - Temp Employee	3,453	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		179,084	173,663	181,337	181,312	188,107
Payroll - Indirect Labor						
63xx-00000	Fringe Benefits	63,243	69,886	80,456	54,995	57,290
TOTAL PAYROLL - INDIRECT LABOR		63,243	69,886	80,456	54,995	57,290
Contractual Services						
6401-00000	Contractual Services	0	0	0	0	5,500
6402-00000	Auto Allowance	20	0	0	0	0
6404-00000	Postage	7	0	0	0	0
6418-00000	Repairs to Motor Vehicles	3,854	3,323	2,300	2,300	3,500
6419-00000	Repairs to Tires	0	24	200	100	200
6420-00000	Repairs to Tools & Equipment	170	0	200	75	200
6426-00000	Maint. Mach/Equip/Bldg/Struct	4,312	228	1,000	1,000	1,500
6458-00000	Conference & Training	210	873	800	1,078	1,200
6460-00000	Membership Dues	405	420	200	285	500
TOTAL CONTRACTUAL SERVICES		8,978	4,868	4,700	4,838	12,600
Utilities						
6475-00000	Telephones	0	0	200	200	200
TOTAL UTILITIES		0	0	200	200	200
Sundry Fixed Charges						
6496-00000	Licenses & Permits	0	0	200	0	200
TOTAL FIXED CHARGES		0	0	200	0	200
Materials & Supplies						
6503-00000	Clothing	240	752	200	0	500
6505-00000	Office Supplies	308	244	200	200	200
6507-00000	Books & Periodicals	24	0	0	153	200
6513-00000	Motor Oil (Lubricants)	38	64	150	125	150
6517-00000	Supplies/Repair Parts	5,450	1,088	1,500	1,400	2,500
6518-00000	Other Fuel/Propane	100	0	200	200	300
6519-00000	Tires, Tubes & Rims	595	813	1,000	1,500	2,000
6529-00000	Chemicals	25	487	0	0	300

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 PROP.	2008 EST.	2009 EST.
Account-Project						
6537-00000	Safety Equipment	17	159	200	200	400
6545-00000	Tools & Shop Supplies	1,174	991	700	600	700
6550-00000	Minor Equipment	864	84	0	0	3,000
6589-00000	Other Materials & Supplies	2,677	796	1,400	1,400	2,000
TOTAL MATERIALS & SUPPLIES		11,512	5,478	5,550	5,778	12,250
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	500	500	0
7216-00000	Land Improvements	12,148	2,559	1,500	4,000	3,000
TOTAL CAPITAL OUTLAY		12,148	2,559	2,000	4,500	3,000
TOTAL FORESTRY		274,965	256,454	274,443	251,623	273,647

PERSONNEL SCHEDULE

ACCOUNT: 100-0620-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FORESTRY
 DEPARTMENT: PARKS & OTHER FACILITIES

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Arborist Crew Leader	1	1	1	44,636	44,636	45,371
Arborist	1	1	1	42,940	42,940	44,466
Urban Forestry Technician	1	1	1	43,251	43,251	44,671
Horticulturist	1	1	1	40,585	40,585	43,674
Overtime				9,925	9,900	9,925
Seasonal Help				0	0	0
Health Insurance	6306			43,884	18,472	19,765
Retirement	6304			21,760	21,757	22,196
Social Security	6302			13,872	13,870	14,389
Life Insurance	6310			500	500	500
Income Continuation Insurance	6312			440	396	440
TOTAL PERSONNEL	4	4	4	261,793	236,307	245,397

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ACCOUNT: 100-0740-XXXX-XXXXX
FUND: GENERAL
FUNCTION: PLANNING SERVICES
DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM DESCRIPTION:

The Planning Services Division is responsible for a variety of planning and development related activities, including: implementation of City's Comprehensive Plan; preparation of special Comprehensive Plan elements and reports; administration and enforcement of land use control ordinances and regulations such as Zoning Ordinance, Subdivision Regulations, Floodplain and Shoreland Provisions; Sewer Service Area planning; economic development; Central City revitalization and redevelopment; housing programming; geographic information system mapping; community development related grants solicitation and administration; historic preservation; and support to six citizen boards/commissions.

PRODUCTS & SERVICES:

- Responding to inquiries from public, builders, developers on land use matters.
- Enforcement of land use control ordinances, including preparation of correction notices, follow up review and issuance of citations in securing compliance with regulations.
- Administration of Industrial Park Covenants.
- Processing requests to Plan Commission and Board of Appeals on land use matters, and notification to adjoining property owners, preparation of staff reports and agenda materials.
- Preparation of documentation and materials for Council review on land use matters, and preparation of Council Resolutions/Ordinances.
- Work with planning consultant on preparation of materials associated with special Comprehensive Plan elements.
- Attendance at Council meetings and other City board/commission meetings.
- Attendance at CHAMCO and OCDC meetings, and participation in working committees.
- Participation in meetings of East Central Wisconsin Regional Planning Commission regarding Sewer Service Area planning and transportation planning.
- Preparation of GIS maps for public, for other departments and for meetings by Council, Boards and Commissions.
- Preparation of Community Development Block Grant Action Plan and other associated documents/drawdown requests and administration of CDBG projects/programs.
- Preparation of Tax Incremental District Plans and implementation/coordination of TIF project activities.
- Preparation of Redevelopment Project Area Plans and implementation of acquisition, relocation and demolition activities.
- Administration of 4 Community Development Department Divisions by Director of Community Development.
- Work with homeowners interested in participating in the Housing Rehabilitation Loan Program.

- Work with landlords interested in participating in the Rental Rehabilitation Program.
- Coordination of Economic Development agencies.
- Submittal of grant applications and administration of grants received for community development related activities.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Housing Rehabilitation Program
 - Received 39 applications
 - 10 new projects in regular program
 - 5 first time buyer down payment assistance loans and rehabs with 2 buyer rehabs underway
- Two Near East rehabs approved in addition to the above
- Revised Off-Street Parking and Loading Ordinance adopted
- Developed plan for 400 block east parking area
- Two Comprehensive Plan text amendments adopted
- Development agreement for former Miles Kimball block in the South Shore Redevelopment Area
- Convention Center Improvements. Work with Kubala Washatko Architects on preparation and design plans/construction drawings and bid documents. Coordinate bid oversight and work.
- Boards and Commissions agenda, minutes, staff reports and supporting documents now posted on the City's website prior to meetings.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR

- Forward a Cooperative Plan to Council for adoption relative to the Boundary Agreement between the City and Town of Nekimi.
- With anticipated approval in the Fall of 2008 of a Boundary Agreement between the City and Town of Black Wolf, forward a Cooperative Plan to Council for adoption that will provide for implementation of the Boundary Agreement.
- Forward to Council for adoption an updated Pedestrian and Bicycle Plan
- Continue efforts with the County and affected Towns, and through this coordinated process bring forward a request to Council to Officially Map the West Side Arterial
- Forward to Council for its consideration and adoption a proposed update to the Economic Development Element of the Comprehensive Plan.
- Work with Wisconsin Public Service Corporation on the undergrounding of utilities, and with the Department of Public Works on reconstruction and streetscape improvements along W. 9th Avenue adjacent to the former Miles Kimball block.
- Pursue a joint Request for Proposals with Jeld-Wen on the redevelopment of portions of the Jeld-Wen property in the South Shore Redevelopment Area.
- Working with Kubala Washatko Architects and Miron Construction coordinate activities for the completion of the renovation project at the Oshkosh Convention Center.
- Riverside Park Improvement Plan. Schedule workshop with Council to review plans for Phase II Area improvements.

- Delttox Disposition. Work with UW-O to dispose of the Delttox property to enable the University to integrate the site as part of their Master Plan Implementation.
- Coordinating activities with other City Departments, initiate and/or continue to implement a streamlined site plan review process for development projects.
- Working with the Information Technology Division, create a web page to provide information on economic development resources in the community.
- Working with the Plan Commission, provide for an update to the City's Sign Regulations that can be presented to Council for adoption.
- Develop Design Standards for the Downtown Overlay Zoning District
- Add 1-2 new informational brochures to the Division's website
- Review all Division forms for improvements and digital conversion and web placement
- Work with Near East Neighborhood residents in transitioning the Steering Committee to a formal organizational structure
- Working with homeowners, complete 10 Housing Rehabilitation Projects
- Working with the Winnebago County Housing Authority First Time Home Buyer Program provide CDBG funds to assist five households in purchasing homes.
- Complete 70 follow up Near East Neighborhood compliance inspections

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
GENERAL	PLANNING SERVICES	COMMUNITY DEVELOPMENT	100-0740-XXXX-XXXX		
<hr/>					
2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATED	2009 PROPOSED	
EXPENDITURE	EXPENDITURE	APPROPRIATION	EXPENDITURE	BUDGET	
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760,365	790,374	844,821	820,371	850,634	
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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 6103-00000 Intern to continue work on 2010 census information.
- 6402-00000 Increase based on anticipated 2008 expenditure and increase in reimbursement rate.
- 6466-00000 Costs associated with Partners in Development series.
- 6475-00000 Decrease base on usage.
- 6496-00000 Notary license renewal for Office Assistant.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0740-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PLANNING SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	536,869	565,451	574,280	576,662	595,061
6103-00000	Regular Pay - Temp Employee	8,739	0	2,000	2,396	4,000
TOTAL PAYROLL - DIRECT LABOR		545,608	565,451	576,280	579,058	599,061
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	201,583	212,129	255,747	225,779	235,958
TOTAL PAYROLL - INDIRECT LABOR		201,583	212,129	255,747	225,779	235,958
Contractual Services						
6401-00000	Contractual Services	292	0	0	0	2,000
6402-00000	Auto Allowance	1,720	2,397	1,341	2,259	2,259
6404-00000	Postage & Shipping	31	58	0	0	0
6408-00000	Printing & Binding	0	65	0	0	0
6410-00000	Advertising/Marketing	0	509	0	0	0
6424-00000	Maintenance Office Equipment	0	332	0	0	0
6454-00000	Legal Professional Services	468	0	0	0	0
6458-00000	Conference & Training	950	1,771	2,500	2,500	2,500
6460-00000	Membership Dues	2,970	2,410	3,096	3,096	3,096
6466-00000	Misc Contractual Services	0	0	0	1,949	0
TOTAL CONTRACTUAL SERVICES		6,431	7,542	6,937	9,804	9,855
Utilities:						
6475-00000	Telephones	228	229	275	148	148
TOTAL UTILITIES		228	229	275	148	148
Fixed Charges:						
6496-00000	Licenses & Permits	0	0	0	0	30
TOTAL FIXED CHARGES		0	0	0	0	30
Materials & Supplies						
6505-00000	Office Supplies	5,541	3,594	5,012	5,012	5,012
6507-00000	Books & Periodicals	974	1,429	570	570	570
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		6,515	5,023	5,582	5,582	5,582
Capital Outlay						
7214-00000	Buildings	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PLANNING SERVICES		760,365	790,374	844,821	820,371	850,634

PERSONNEL SCHEDULE

ACCOUNT: 100-0740-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PLANNING SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director-Community Development	1.00	1.00	1.00	109,980	109,980	113,010
Administrative Assistant	1.00	1.00	1.00	47,866	47,847	49,162
Director of Planning	1.00	1.00	1.00	77,002	77,002	80,964
Principal Planner	2.00	2.00	2.00	136,208	136,208	139,951
Assoc. Planner/Zoning Administrator	1.00	2.00	1.00	101,085	48,469	51,210
Office Assistant	1.00	1.00	1.00	35,951	37,616	37,181
Secretary I	0.50	0.50	0.50	15,930	16,666	16,496
Associate Planner / GIS Specialist	1.00	0.00	1.00	0	52,616	55,440
Housing Rehab Specialist	1.00	1.00	1.00	50,258	50,258	51,647
Temporary Help	0.40	0.40	0.40	2,000	2,396	4,000
Health Insurance	6306			139,551	109,365	117,021
Retirement	6304			68,914	69,199	70,217
Social Security	6302			44,085	44,115	45,522
Life Insurance	6310			1,776	1,742	1,808
Income Continuation Insurance	6312			1,421	1,358	1,390
TOTAL PERSONNEL	9.90	9.90	9.90	832,027	804,837	835,019

ACCOUNT: 100-0750-XXXX-XXXXX
FUND: GENERAL
FUNCTION: INSPECTION SERVICES
DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM DESCRIPTION:

The Inspection Services Division issues permits, reviews and approves plans, provides consultations and education on code issues, and inspects permitted construction activity to ensure compliance with local, State and Federal building codes. Additionally, the Division enforces the City's Minimum Housing and Property Maintenance Codes.

PRODUCTS & SERVICES:

- Coordinate permit issuance with Planning Services, Public Works and other City Offices
- Inspect permitted construction activity
- Consult and Educate customer base on codes the Division administers.
- Review residential, commercial and industrial building, heating and plumbing plans.
- Administer City's Electrical Contractor Licensing Program.
- Administer City's Electrician Credentialing Program.
- Administer City's Rooming House License Program.
- Enforce City, State and Federal Building, HVAC, Electric, and Plumbing Codes.
- Enforce City's Minimum Housing and Property Maintenance Codes.
- Prepare monthly and annual permit activity reports.

SIGNIFICANT ACCOMPLISHMENTS:

- Held quarterly meetings with Advisory Committee on Inspection Services in continuing efforts to improve communications and relations with contractors/public.
- Published periodic newsletter to communicate code issues with customer base.
- Continue to emphasize and enhance customer relations and services.
- Expanded archived Plan Storage for future reference on existing buildings.
- Continued conversion of Existing Property Files into Electronic Format.
- Improved/expanded web page.
- Researched Permit Fees for proposed adjustments.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Work/participate with other City Departments/Divisions in developing procedures for a streamlined Inter-Departmental Development Review Process.
- Coordinate inter-departmental review, utilizing the Advisory Committee on Inspection Services to review Article IV, Nuisances of Municipal Code, Chapter 17.
- Working with Advisory Committee on Inspection Services, explore appropriateness of adoption of local building codes for homes predating the statewide Uniform Dwelling Code (June, 1980.)
- Working with Advisory Committee on Inspection Services, explore appropriateness for modifications to Article II, Minimum Housing Code of Municipal Code, Chapter 16.
- Research costs associated with multi-lingual conversion of Division Brochures.
- Publish at least 3 newsletters.
- Recommend adoption and implementation of a Revised Permit Fee schedule.

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:
GENERAL	INSPECTION SERVICE	COMMUNITY DEVELOPMENT	100-0750-XXXX-XXXXX

2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
746,830	769,204	827,863	851,378	861,377

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000	Expenses for title reports moved to line item 6589 at request of Finance Department.
6402-00000	Increase based on anticipated 2008 expenditures and increase in reimbursement rate.
6475-00000	Decrease due to lower prices associated with new contract.
6496-00000	Anticipated cost based on State schedule for credential renewals.
6589-00000	Increase due to reallocating funds from line item 6401.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0750-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: INSPECTION SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	505,517	531,120	557,091	574,009	574,329
6103-00000	Regular Pay - Temp Employee	4,500	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		510,017	531,120	557,091	574,009	574,329
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	199,426	204,327	235,477	242,099	250,018
TOTAL PAYROLL - INDIRECT LABOR		199,426	204,327	235,477	242,099	250,018
Contractual Services						
6401-00000	Contractual Services	540	405	750	210	0
6402-00000	Auto Allowance	11,970	12,814	13,500	14,275	15,325
6408-00000	Printing & Binding	0	0	0	0	0
6432-00000	Equipment Rental	0	0	0	0	0
6458-00000	Conference & Training	7,414	5,579	7,000	6,500	7,000
6460-00000	Membership Dues	645	655	650	650	650
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		20,569	19,453	21,900	21,635	22,975
Utilities						
6475-00000	Telephones	2,463	2,371	2,300	2,000	2,000
TOTAL UTILITIES		2,463	2,371	2,300	2,000	2,000
Fixed Charges						
6496-00000	Licenses and Permits	689	470	210	210	420
TOTAL FIXED CHARGES		689	470	210	210	420
Materials & Supplies						
6505-00000	Office Supplies	7,187	9,135	8,800	8,800	8,800
6507-00000	Books & Periodicals	1,576	2,085	1,500	1,500	1,500
6537-00000	Safety Equipment	0	0	50	50	50
6550-00000	Minor Equipment	0	0	0	0	0
6589-00000	Other Materials & Supplies	52	243	535	1,075	1,285
TOTAL MATERIALS & SUPPLIES		8,815	11,463	10,885	11,425	11,635
Capital Outlay						
7202-00000	Office Equipment	4,851	0	0	0	0
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		4,851	0	0	0	0
TOTAL INSPECTION SERVICES		746,830	769,204	827,863	851,378	861,377

PERSONNEL SCHEDULE

ACCOUNT: 100-0750-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: INSPECTION SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Inspection Services Director	1.00	1.00	1.00	76,804	76,806	78,918
Building Systems Inspector	6.00	5.00	6.00	300,170	366,974	365,256
Plumbing Inspector	0.00	1.00	0.00	58,626	0	0
Housing Inspector	1.00	1.00	1.00	48,171	52,506	54,255
Secretary I	2.50	2.50	2.50	73,320	77,723	75,900
Extra Help				0	0	0
Health Insurance	6306			123,753	127,082	135,978
Retirement	6304			66,851	68,881	67,771
Social Security	6302			42,618	43,912	43,936
Life Insurance	6310			904	956	950
Income Continuation Insurance	6312			1,351	1,268	1,383
TOTAL PERSONNEL	10.50	10.50	10.50	792,568	816,108	824,347

SUMMARY

FUND: FUNCTION: DEPARTMENT: ACCOUNT:
GENERAL HOUSING SERVICES COMMUNITY DEVELOPMENT 100-0790-XXXX-XXXXX

<u>2006 ACTUAL</u> <u>EXPENDITURE</u>	<u>2007 ACTUAL</u> <u>EXPENDITURE</u>	<u>2008 BUDGET</u> <u>APPROPRIATION</u>	<u>2008 ESTIMATED</u> <u>EXPENDITURE</u>	<u>2009 PROPOSED</u> <u>BUDGET</u>
414,458	0	0	0	0

COMMENTS:

No Longer part of City budget.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0790-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: HOUSING SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	280,523	0	0	0	0
6103-00000	Temp Employee - Reg Pay	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		280,523	0	0	0	0
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	124,375	0	0	0	0
TOTAL PAYROLL - INDIRECT LABOR		124,375	0	0	0	0
Contractual Services						
6402-00000	Auto Allowance	180	0	0	0	0
6408-00000	Printing & Binding	0	0	0	0	0
6458-00000	Conference & Training	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		180	0	0	0	0
Fixed Charges						
6481-00000	Workers Compensation	2,165	0	0	0	0
6485-00000	Vehicle Insurance	411	0	0	0	0
TOTAL FIXED CHARGES		2,576	0	0	0	0
Materials & Supplies						
6505-00000	Office Supplies	90	0	0	0	0
6507-00000	Books & Periodicals	0	0	0	0	0
6514-00000	Gasoline	6,014	0	0	0	0
6527-00000	Janitorial Supplies	700	0	0	0	0
TOTAL MATERIALS & SUPPLIES		6,804	0	0	0	0
TOTAL HOUSING SERVICES		414,458	0	0	0	0

ACCOUNT: 100-0801-XXXX-XXXXX
FUND: GENERAL
FUNCTION: ELECTRIC
DEPARTMENT: TRANSPORTATION

PROGRAM DESCRIPTION: The Transportation Department is responsible for the safe and efficient movement of people, services and goods. It is the mission of the Transportation Department to reduce traffic delays, accidents and fuel consumption through the best use of existing transportation facilities. The Electrical Division is responsible for traffic signals and general electrical work on city-owned properties.

PRODUCTS & SERVICES:

- Maintain city-owned fiber-optic and copper phone cable.
- Prepare traffic signal plans.
- Install, upgrade and maintain traffic signals.
- Collect traffic volume and speed data.
- Install and maintain public lighting systems.
- Maintain ornamental lighting.
- Provide electrical system support for city-owned buildings and properties.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Installed pedestrian flasher crossing for Wiouwash Trail across Congress Avenue
- Removed and reinstalled four intersections for “Public Enemies”.
- Supported emergency pump repairs at Aquatic Center after flood event
- Oversaw Wisconsin-Ohio Street traffic signal reconstruction project

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Work with Planning Services to develop guidelines regarding electric installations in new developments
- Install traffic signals as approved by the Common Council.
- Secure training for city staff on maintenance of city-owned fiber-optic cable
- Complete an energy survey of city facilities.

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
GENERAL	ELECTRIC	TRANSPORTATION	100-0801-XXXX-XXXXX		
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2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
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404,385	427,184	462,344	465,976	486,841	
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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-801-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: ELECTRIC
 DEPARTMENT: TRANSPORTATION

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	227,550	248,172	257,741	264,365	270,329
6103-00000	Regular Pay - Temp Employee	0	0	5,000	5,000	0
TOTAL PAYROLL - DIRECT LABOR		227,550	248,172	262,741	269,365	270,329
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	102,532	95,638	125,318	115,686	120,312
TOTAL PAYROLL - INDIRECT LABOR		102,532	95,638	125,318	115,686	120,312
Contractual Services						
6401-00000	Contractual Services	460	179	0	0	0
6404-00000	Postage/Shipping	0	17	0	0	0
6418-00000	Repairs to Motor Vehicles	1,122	5,426	800	4,300	4,300
6419-00000	Repairs to Tires	0	0	100	100	100
6420-00000	Repairs to Tools & Equipment	0	217	700	700	700
6421-00000	Maintenance Radios	0	1,617	700	550	600
6425-00000	Maintenance of Traffic Signals	1,790	6,798	3,950	3,200	3,300
6426-00000	Maint. Mach/Equip/Bldg/Struct	197	0	750	2,000	600
6432-00000	Equipment Rental	71	0	100	75	75
6448-00000	Special Services	1,730	0	0	300	300
6453-00000	Vehicle License & Registration	0	100	0	0	75
6458-00000	Conference and Training	0	20	0	0	10,000
6459-00000	Other Employee Training	0	50	1,000	600	600
6460-00000	Membership Dues	200	0	300	250	250
6466-00000	Misc Contractual Services	789	667	600	500	500
TOTAL CONTRACTUAL SERVICES		6,359	15,091	9,000	12,575	21,400
Utilities						
6471-00000	Electricity	25,037	25,355	26,100	27,500	29,600
6472-00000	Sewer Service	86	613	250	1,000	1,000
6473-00000	Water Service	133	863	350	1,300	1,300
6474-00000	Gas Service	1,668	1,902	2,650	1,700	1,730
6475-00000	Telephones	373	408	400	400	400
TOTAL UTILITIES		27,297	29,141	29,750	31,900	34,030

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	0	796	800	2,000	2,500
6505-00000	Office Supplies	302	89	500	300	1,800
6507-00000	Books & Periodicals	0	0	100	0	500
6509-00000	Computer Supplies	237	110	200	200	250
6513-00000	Motor Oil (Lubricants)	0	55	50	50	50
6517-00000	Supplies/Repair Parts	560	2,070	1,500	1,400	1,470
6518-00000	Other Fuel/Propane	11	218	100	100	100
6519-00000	Tires, Tubes & Rims	173	0	300	300	400
6527-00000	Janitorial Supplies	549	0	500	200	200
6529-00000	Chemicals	0	27	100	100	100
6537-00000	Safety Equipment	412	231	1,000	1,000	1,000
6542-00000	Traffic Signal Materials	24,026	20,090	10,000	15,000	19,400
6545-00000	Tools & Shop Supplies	1,630	1,785	1,000	1,300	1,500
6550-00000	Minor Equipment	871	3,397	1,000	1,000	1,000
6565-00000	Stone/Gravel/Concrete/Asp	353	1,003	300	500	500
6589-00000	Other Materials & Supplies	11,523	9,271	18,085	13,000	10,000
TOTAL MATERIALS & SUPPLIES		40,647	39,142	35,535	36,450	40,770
Capital Outlay						
7212-00000	Radios	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ELECTRIC		404,385	427,184	462,344	465,976	486,841

PERSONNEL SCHEDULE

ACCOUNT: 100-0801-XXXX-XXXXX
FUND: GENERAL
FUNCTION: ELECTRIC
DEPARTMENT: TRANSPORTATION

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Electrical Traffic Division Supervisor	1	1	1	64,998	65,154	66,945
Electrician I	4	4	4	190,243	196,711	200,884
Overtime				2,500	2,500	2,500
Part-time				5,000	5,000	0
Health Insurance	6306			73,140	62,252	66,610
Retirement	6304			30,929	31,724	31,899
Social Security	6302			20,099	20,606	20,680
Life Insurance	6310			600	468	468
Income Continuation Insurance	6312			550	636	655
TOTAL PERSONNEL	5	5	5	388,059	385,051	390,641

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ACCOUNT: 100-0810-XXXX-XXXXX
FUND: GENERAL
FUNCTION: SIGN
DEPARTMENT: TRANSPORTATION

PROGRAM DESCRIPTION: The Transportation Department is responsible for the safe and efficient movement of people, services and goods. It is the mission of the Transportation Department to reduce traffic delays, accidents and fuel consumption through the best use of existing transportation facilities. The Sign Division is responsible for pavement markings and street signage.

PRODUCTS & SERVICES:

- Review traffic regulations.
- Install traffic control signage.
- Maintain informational signs.
- Provide street pavement markings.
- Provide pavement markings for on-street parking and public off-street parking facilities
- Provide safe facilities for public parking, mass transportation users, bicyclists and pedestrians.
- Provide signs for all city departments

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Continued street name replacement program.
- Completed the design stage of the destination sign project.
- Started installation of new destination signs
- Upgrade and removal of signage on major arterials.
- Worked with the Safe Routes to School Committee to improve pedestrian access to Oshkosh schools

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to implement the Mayor's Gateway Committee's recommendations.
- Commence upgrading city signage based on new federal requirements
- Review and update guidelines for installation of specific types of signage
- Continue street name sign replacement program.
- Prepare plans to upgrade overhead signs on major arterials.
- Complete destination sign project.
- Upgrade no parking signs on collector and local streets.
- Experiment with new pavement marking materials and techniques to reduce ongoing maintenance costs
- Implement a sign inventory system
- Continue the handicap-painting project.
- Identify and pursue grant opportunities to accelerate completion of other objectives

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:	
GENERAL	SIGN	TRANSPORTATION	100-0810-XXXX-XXXXX	
<hr/>				
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
<hr/>				
184,885	196,127	188,233	186,281	200,622
<hr/>				

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 100-0810-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: SIGN
 DEPARTMENT: TRANSPORTATION

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	81,810	96,570	86,779	84,014	92,664
6103-00000	Regular Pay - Temp Employee	14,035	12,720	13,150	14,850	15,300
TOTAL PAYROLL - DIRECT LABOR		95,845	109,290	99,929	98,864	107,964
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	50,854	47,561	47,872	44,937	47,418
TOTAL PAYROLL - INDIRECT LABOR		50,854	47,561	47,872	44,937	47,418
Contractual Services						
6418-00000	Repairs to Motor Vehicles	2,342	2,383	1,900	2,500	2,600
6419-00000	Repairs to Tires	70	0	150	100	100
6420-00000	Repairs to Tools & Equipmen	112	0	175	100	100
6421-00000	Maintenance Radios	0	131	300	300	550
6426-00000	Maint. Mach/Equip/Bldg/Stru	0	40	250	150	200
6432-00000	Equipment Rental	0	0	50	50	50
6448-00000	Special Services	0	0	100	0	0
6453-00000	Vehicle License & Registratic	0	0	0	0	0
6459-00000	Other Employee Training	0	0	200	200	300
6466-00000	Misc Contractual Services	0	28	100	100	100
TOTAL CONTRACTUAL SERVICES		2,524	2,582	3,225	3,500	4,000
Utilities						
6471-00000	Electricity	1,560	1,494	1,650	1,620	1,740
6472-00000	Sewer Service	193	16	125	80	0
6473-00000	Water Service	133	24	185	80	0
6474-00000	Gas Service	1,658	1,867	2,700	2,580	2,640
TOTAL UTILITIES		3,544	3,401	4,660	4,360	4,380
Materials & Supplies						
6503-00000	Clothing	478	408	500	600	650
6505-00000	Office Supplies	33	54	100	50	50
6507-00000	Books & Periodicals	0	0	50	0	100
6509-00000	Computer Supplies	0	0	25	0	200
6517-00000	Supplies/Repair Parts	1,201	1,542	1,500	1,800	1,800
6518-00000	Other Fuel/Propane	0	43	50	50	50
6519-00000	Tires, Tubes & Rims	0	0	50	50	1,000
6527-00000	Janitorial Supplies	0	15	25	20	20
6537-00000	Safety Equipment	103	133	350	350	350
6540-00000	Sign Materials	9,336	9,136	8,000	8,800	9,240
6541-00000	Pavement Markings	19,485	21,163	20,397	22,000	22,500
6545-00000	Tools & Shop Supplies	892	403	1,000	500	500
6589-00000	Other Materials & Supplies	590	396	500	400	400
TOTAL MATERIALS & SUPPLIES		32,118	33,293	32,547	34,620	36,860
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL SIGN		184,885	196,127	188,233	186,281	200,622

PERSONNEL SCHEDULE

ACCOUNT: 100-0810-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: SIGN
 DEPARTMENT: TRANSPORTATION

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Traffic Painter II	1	1	1	44,405	44,656	46,779
Traffic Painter	1	1	1	42,374	39,358	45,885
Part-time				13,150	14,850	15,300
Health Insurance	6306			29,256	26,774	27,701
Retirement	6304			10,413	10,081	10,934
Social Security	6302			7,644	7,563	8,259
Life Insurance	6310			339	314	292
Income Continuation Insuran	6312			220	205	232
TOTAL PERSONNEL	2	2	2	147,801	143,801	155,382

O T H E R F U N D S

ACCOUNT: 211-0480-XXXX-XXXXX
FUND: GENERAL
FUNCTION: RECYCLING
DEPARTMENT: PUBLIC WORKS

PROGRAM DESCRIPTION:

The Sanitation Division of the Department of Public Works is responsible for the collection of recyclable materials as required by State statutes. This material is processed by Winnebago County at the Sunnyview Material Recovery Facility located on County Trunk Highway Y. This budget includes a full-time staff of seven.

PRODUCTS & SERVICES:

- Collection of recyclable materials from residential developments (four units or less including condominiums) once a week on an alternating schedule for containers and paper.
- Spring clean up of yard waste and fall leaf collection services.
- Collect brush curbside the first full week of each month.
- Operation of yard waste drop-off site (including brush chipping operations) and disposal of material via use as daily cover at Winnebago County Landfill or distribution to the public.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Awarded a Recycling Efficiency Incentive Grant in the amount of \$42,258.47 for an educational campaign to promote purchasing preferences for items packed in materials that can be recycled.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Revise operations from manual to automated collection to take advantage of the revision by Winnebago County to “Single Stream Recycling” processing.
- Discontinue alternating week collection of blue bags/paper and provide residents with an individual cart for “Single Stream Recycling.”

ACCOUNT: 211-0480-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: RECYCLING
 DEPARTMENT: PUBLIC WORKS

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	284,006	234,794	318,061	349,878	335,683
6103-00000	Regular Pay - Temp Employee	17,444	18,908	20,000	13,822	13,500
TOTAL PAYROLL - DIRECT LABOR		301,450	253,702	338,061	363,700	349,183
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	138,944	109,023	168,015	169,442	194,577
TOTAL PAYROLL - INDIRECT LABOR		138,944	109,023	168,015	169,442	194,577
Contractual Services						
6401-00000	Contractual Services	24,908	26,901	0	0	0
6410-00000	Advertising/Marketing	7,073	4,817	5,800	6,000	7,000
6432-00000	Equipment Rental	639,840	536,981	680,000	670,000	680,000
6445-00000	Land Fill Fees	85,674	79,454	72,625	70,500	63,000
6458-00000	Conference & Training	168	255	300	200	200
TOTAL CONTRACTUAL SERVICES		757,663	648,408	758,725	746,700	750,200
Fixed Charges						
6496-00000	Licenses and Permits	100	100	100	100	100
TOTAL FIXED CHARGES		100	100	100	100	100
Materials & Supplies						
6503-00000	Clothing	851	1,204	1,400	2,700	2,800
6505-00000	Office Supplies	2,890	167	800	450	500
6507-00000	Books & Periodicals	320	0	100	80	100
6509-00000	Computer Supplies	279	184	300	225	300
6517-00000	Supplies/Repair Parts	385	0	0	0	0
6527-00000	Janitorial Supplies	28	0	0	0	0
6537-00000	Safety Equipment	295	0	300	250	300
6545-00000	Tools & Shop Supplies	67	0	150	120	150
6565-00000	Stone/Gravel/Concrete/Asp	0	0	0	0	0
6589-00000	Other Materials & Supplies	7,647	2,728	9,000	5,500	6,000
TOTAL MATERIALS & SUPPLIES		12,762	4,283	12,050	9,325	10,150
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
7210-00000	Motor Vehicles	0	0	208,000	214,850	430,000
7214-00000	Buildings	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	208,000	214,850	430,000
TOTAL RECYCLING		1,210,919	1,015,516	1,484,951	1,504,117	1,734,210

PERSONNEL SCHEDULE

ACCOUNT: 211-0480-XXXX-XXXXX
FUND: GENERAL
FUNCTION: RECYCLING
DEPARTMENT: PUBLIC WORKS

Position		Current	Current	2009	2008	2008	2009
Title		Actual	Budgeted	Proposed	Budget	Estimated	Proposed
		Employees	Employees	Employees	Approp.	Expend.	Budget
Sanitation Supervisor		0.5	0.5	0.5	29,735	36,198	36,359
Sanitation Crew Leader		1.0	1.0	1.0	44,582	48,387	44,783
Sanitation Operator		5.0	5.0	5.0	213,246	232,071	220,423
Office Assistant		0.5	0.5	0.5	17,310	17,484	19,118
Seasonal Help					20,000	13,822	13,500
Overtime					13,188	15,738	15,000
Health Insurance	6306				102,396	98,119	126,528
Retirement	6304				38,167	41,985	39,611
Social Security	6302				25,862	27,823	26,713
Life Insurance	6310				800	877	975
Estimated Adjustment to Salaries					0	0	0
Income Continuation Insurance	6312				790	638	750
TOTAL PERSONNEL		7.0	7.0	7.0	506,076	533,142	543,760

ACCOUNT: 223-0460-XXXX-XXXXX
FUND: GENERAL
FUNCTION: STREET LIGHTING
DEPARTMENT: TRANSPORTATION

PROGRAM DESCRIPTION: The street lighting budget provides funds to operate and maintain the street lighting program in the City of Oshkosh. This budget also provides funding for lighting fixtures in the parks system and city owned parking lots.

PRODUCTS & SERVICES:

- Maintenance and operation of 1,173 city owned ornamental streetlights.
- The cost of electricity to operate 4,843 WPS owned streetlights.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Completed second year of the re-lamping program.
- Continued to meter city-owned streetlights.
- Installed developer-owned streetlights in new sub-divisions.
- Installed experimental LED streetlights

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue re-lamping program.
- Review street lighting plans for new sub-divisions.
- Install solar-powered streetlights.

SUMMARY

FUND: GENERAL	FUNCTION: STREET LIGHTING	DEPARTMENT: TRANSPORTATION	ACCOUNT: 223-0460-XXXX-XXXXX
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2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
1,069,070	1,133,638	1,194,771	1,159,041	1,247,778

<u>COMMENTS:</u>		2007 Actual	2008 Budget	2009 Budget
	Total Budget	1,133,638	1,194,771	1,247,778
	Surplus Applied	0	0	0
	Net Levy Required	1,133,638	1,194,771	1,247,778

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

COMMENTS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 223-0460-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: STREET LIGHTING
 DEPARTMENT: TRANSPORTATION

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	4,004	3,740	32,000	9,000	9,000
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		4,004	3,740	32,000	9,000	9,000
Utilities						
6471-00000	Electricity	1,060,818	1,115,581	1,141,771	1,138,541	1,226,778
TOTAL UTILITIES		1,060,818	1,115,581	1,141,771	1,138,541	1,226,778
Materials & Supplies						
6517-00000	Supplies	3,857	13,142	12,000	10,000	10,000
6565-00000	Stone/Gravel/Concrete/Asp	0	478	2,500	500	1,000
6589-00000	Other Materials & Supplies	391	697	6,500	1,000	1,000
TOTAL MATERIALS & SUPPLIES		4,248	14,317	21,000	11,500	12,000
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL STREET LIGHTING		1,069,070	1,133,638	1,194,771	1,159,041	1,247,778

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ACCOUNT: 231-0760-XXXX-XXXXX
FUND: GENERAL
FUNCTION: SENIOR SERVICES
DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM DESCRIPTION:

Administers services for City that benefit the public, aged 50 and older, and their families. Through diverse programs and services, the Division of Senior Services promotes positive attitudes towards aging, a higher quality of life, and offers an atmosphere that allows adults to continue to be productive and active in their community.

PRODUCTS & SERVICES:

Provides opportunities for making informed decisions and developing skills to better cope with issues associated with growing older.

- Provides Fox Fitness Center (exercise equipment) and a variety of exercise, weight loss, healthy eating and healthy life style opportunities for people age 50+.
- Provides health services, such as health screening, blood pressure clinics, health education, advocacy, support groups, annual Flu clinic, nail care, and health counseling in the Center and in community settings.
- Collaborates/Co-Sponsors services and activities with over 200 different organizations and businesses that provide services and activities at no or reduced costs to participants.
- Provides support services for other public services: Dial-A-Ride I.D.'s, bus passes, Senior Care applications, File for Life, living wills, tax assistance and Health Care Power of Attorney forms.
- Provides meeting space for groups and individuals; rentals generate \$30,000 annually.
- Provides information to aging individuals, their families, other agencies, university students, and community on aging issues and/or available community services

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Developed and hosted “Active Aging” week, with over 220 in attendance.
- Developing a Falls Prevention workshop.
- Expanded our use of “My Senior Center” software to electronically track participants and generate statistics.
- Hosted the strategic planning and reorganization of the Caregiver Coalition of Winnebago County, to improve education and advocacy services to caregivers.

- Continued to increase the number of Support Groups meeting at Oshkosh Senior Center.
- Working to enhance our relationship with our current program partners, Fox Valley Technical College, Winnebago County aging Services, Advocap Nutrition Program, Lutheran Social Services, and AARP.
- Began to require assessments and orientation classes for all participants prior to using the Fox Fitness Center.
- Continue to work with staff, Friends of Oshkosh Senior Center and volunteers to improve significantly our level of customer service
- Oshkosh Committee on Aging hosted a “Safe Driving” seminar with over 110 in attendance.
- Worked with a community committee to hold an Aging Conference with 250 in attendance.

OBJECTIVES TO ACCOMPLISH NEXT YEAR:

- Apply for and receive at least 1 new grant funding opportunity to support programs, services and operations at the Center.
- Develop and hold at least 2 educational socials, with a minimum of 20 in attendance, to be held for business and community leaders for the purpose of educating about the Center and cultivating their financial and in-kind support.
- Enhance our health clinic concept through the recruitment and involvement of at least 1 retired doctor and 1 retired registered nurse to assist with our health service delivery to older adults.
- Recruit at least 4 new professional volunteers for their civic engagement involvement in a leadership role with a project, committee or Board level responsibility.
- Recruit and develop a relationship with a professional marketer for their pro-bono assistance in developing a marketing plan.
- Identify and develop a relationship with at least 1 new radio station for the promotion of the Center to the community.
- Create at least 1 new significant program for each of the three categories of older adults (50–65, 65-80, & 80+).
- Increase by 5%, the overall use of the Center by older adults.
- Update Center Web Site through City Hall IT and assist with the development of a Friends of Oshkosh Senior Center Web Site linked to the Center's.
- Prioritize and establish at least 2 subcommittees under the direction of the Fund-Development Committee of the Oshkosh Senior Center Board of Directors.
- Continue to increase and enhance publicity, and marketing through presentations to at least 6 area groups.
- Accomplish a feasibility study for a potential fund drive to secure necessary dollars to renovate the cold storage area of the North facility along with necessary improvements to the South facility.
- Meet with at least 4 townships, villages and other municipalities for their support and collaboration.
- Attend a minimum of 6 Service/Program Exhibits/Fairs/Expos to promote the Center.
- Establish a baseline and follow-up measures for documentation of outcomes.

SUMMARY

FUND: FUNCTION: DEPARTMENT: ACCOUNT:
 GENERAL SENIOR SERVICES COMMUNITY DEVELOPMENT 231-0760-XXXX-XXXXX

2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
521,976	621,853	603,994	547,299	536,203
		<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
<u>REVENUES</u>				
Total Budget		621,853	603,994	536,203
Revenues:				
Aids		52,803	54,158	43,178
Other *		194,592	177,359	120,548
		<u>247,395</u>	<u>231,517</u>	<u>163,726</u>
Net Levy Required		<u>374,458</u>	<u>372,477</u>	<u>372,477</u>

COMMENTS:

*Anticipated revenues from Friends of the Center, CDBG, program contributions, access fees, room rentals, etc., which will offset funds required by the City.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6402-00000 Increase based on estimated 2008 expenditures and increase in reimbursement rate.
 6404-00000 Postage rate increase and more mailings.
 6426-00000 Anticipated repairs on mechanical equipment serving two buildings.
 6505-00000 Increase based on estimated 2008 expenditure.
 6517-00000 Increase based on estimated 2008 expenditure.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 One time 2008 expense for new A/C at main facility and replace lawnmower.

ACCOUNT: 231-0760-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: SENIOR SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	249,972	288,804	256,367	226,453	213,058
6103-00000	Regular Pay - Temp. Employee	82,928	86,600	91,991	88,001	90,766
TOTAL PAYROLL - DIRECT LABOR		332,900	375,404	348,358	314,454	303,824
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	117,359	156,649	169,095	130,471	135,317
TOTAL PAYROLL - INDIRECT LABOR		117,359	156,649	169,095	130,471	135,317
Contractual Services						
6401-00000	Contractual Services	2,954	2,784	2,500	2,550	2,500
6402-00000	Auto Allowance	484	1,007	900	1,321	1,400
6404-00000	Postage & Shipping	1,362	1,134	2,400	2,751	3,200
6408-00000	Printing & Binding	2,332	1,002	800	778	800
6426-00000	Maint Mach/Equip/Bldg/Struct	4,298	8,385	3,500	10,310	7,000
6432-00000	Equipment Rental	1,460	1,594	1,800	1,712	1,800
6458-00000	Conference & Training	766	2,356	1,600	1,586	1,600
6460-00000	Membership Dues	295	65	409	409	409
TOTAL CONTRACTUAL SERVICES		13,951	18,327	13,909	21,417	18,709
Utilities						
6471-00000	Electricity	23,412	25,042	24,961	25,602	27,602
6472-00000	Sewer Service	867	1,006	1,124	1,429	1,429
6473-00000	Water Service	1,724	1,885	1,972	2,232	2,232
6474-00000	Gas Service	10,214	12,771	17,725	18,628	19,030
6475-00000	Telephones	2,293	2,858	3,014	2,468	3,014
6476-00000	Storm Water	2,667	2,945	3,477	2,948	3,477
6479-00000	Other Utilities	74	52	0	0	0
TOTAL UTILITIES		41,251	46,559	52,273	53,307	56,784
Fixed Charges						
6481-00000	Workers Compensation	3,363	4,871	4,400	4,290	3,323
6482-00000	Building & Contents	3,134	2,232	2,232	2,195	2,751
6483-00000	Comprehensive Liability	528	564	566	564	560
6494-00000	Boiler Insurance	337	380	363	372	437
6496-00000	Licenses and Permits	0	0	0	0	0
TOTAL FIXED CHARGES		7,362	8,047	7,561	7,421	7,071

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Materials & Supplies						
6505-00000	Office Supplies	2,285	2,425	2,300	3,306	3,200
6507-00000	Books & Periodicals	24	72	300	291	300
6517-00000	Supplies/ Repair Parts	87	1,546	200	1,012	1,000
6527-00000	Janitorial Supplies	2,126	2,211	3,448	3,491	3,448
6537-00000	Safety Equipment	23	50	50	47	50
6557-00000	Medical Supplies	3,418	3,900	5,000	3,516	5,000
6589-00000	Other Materials & Supplies	1,190	2,589	1,500	1,912	1,500
TOTAL MATERIAL & SUPPLIES		9,153	12,793	12,798	13,575	14,498
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	0
7204-00000	Machinery & Equipment	0	4,074	0	6,654	0
TOTAL CAPITAL OUTLAY		0	4,074	0	6,654	0
TOTAL SENIOR SERVICES		521,976	621,853	603,994	547,299	536,203

PERSONNEL SCHEDULE

ACCOUNT: 231-0760-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: SENIOR SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director of Senior Services	1.00	1.00	1.00	55,896	55,896	59,013
Senior Center Supervisor	0.00	1.00	0.00	52,667	16,624	0
Building Maintenance Custodian II	1.00	1.00	1.00	38,829	41,180	40,709
Program Coord.	1.00	1.00	1.00	44,848	45,081	46,442
Office Assistant	1.00	1.00	1.00	34,615	36,765	36,345
Clerk Typist II	1.00	1.00	1.00	29,512	30,907	30,549
Receptionist (P.T.)	0.00	1.28	0.00	15,148	6,712	0
Marketing Coordinator (P.T.)	0.47	0.47	0.47	13,801	12,252	12,608
Nurse (P.T.)	0.73	0.73	0.73	40,477	39,831	40,840
Maintenance Person (P.T.)	0.47	0.47	0.47	3,224	5,522	6,340
Activities Coordinator (P.T.)	0.65	0.65	0.65	0	12,250	18,599
Volunteer Coordinator (P.T.)	0.47	0.47	0.47	11,541	11,434	12,379
Development Coord. (P.T.)	0.00	0.40	0.00	7,800	0	0
Health Insurance	6306			102,396	69,417	76,994
Retirement	6304			37,942	35,273	33,391
Social Security	6302			26,650	24,056	23,243
Life Insurance	6310			1,384	1,075	1,071
Income Continuation Insurance	6312			723	650	618
Other Benefits	6320			0	0	0
Reserve for Adjustment to Salaries				0	0	0
TOTAL PERSONNEL	7.79	10.47	7.79	517,453	444,925	439,141

ACCOUNT: 239-1060-XXXX-XXXXX
FUND: GENERAL
FUNCTION: LIBRARY
DEPARTMENT: LIBRARY

PROGRAM DESCRIPTION:

Oshkosh Public Library operates under Chap. 43 Wisc. Stats. and is administered by a ten member Library Board with eight appointed by the Mayor and Council, one member appointed by the County, and the School District Superintendent (or his designee). Day to day management of the library is delegated to the Library Director.

The Library serves all the residents of Oshkosh, Winnebago County and the Winnefox Library System (as the designated Resource Library for the System). In 2009, the library will receive about 19% of its funding from a County Library Levy from which City residents are exempt.

VISION STATEMENT

The Oshkosh Public Library will be a vital community place to find help on the lifelong path to knowledge.

MISSION STATEMENT

To help people find knowledge resources; provide free access to information; preserve local history; and create a vibrant community gathering place.

GUIDING PRINCIPLES

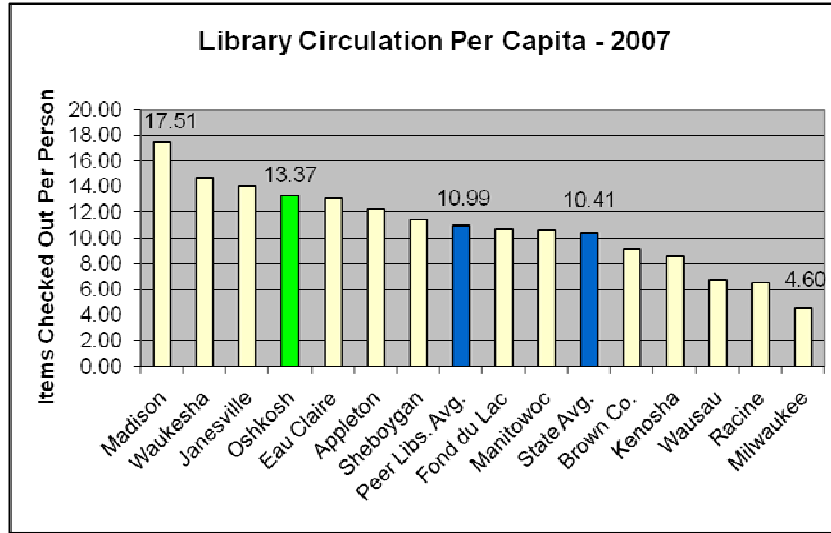
- Literacy opens doors to learning.
- Learning helps people reach life goals.
- Each person's life and goals deserve respect.
- Libraries preserve free access for all to the world of knowledge.
- Libraries protect each person's right to privacy and freedom from censorship in choosing library materials.
- A rich and vital community is created and sustained by people who actively learn and apply knowledge.

STRATEGIES TO GUIDE ACTION

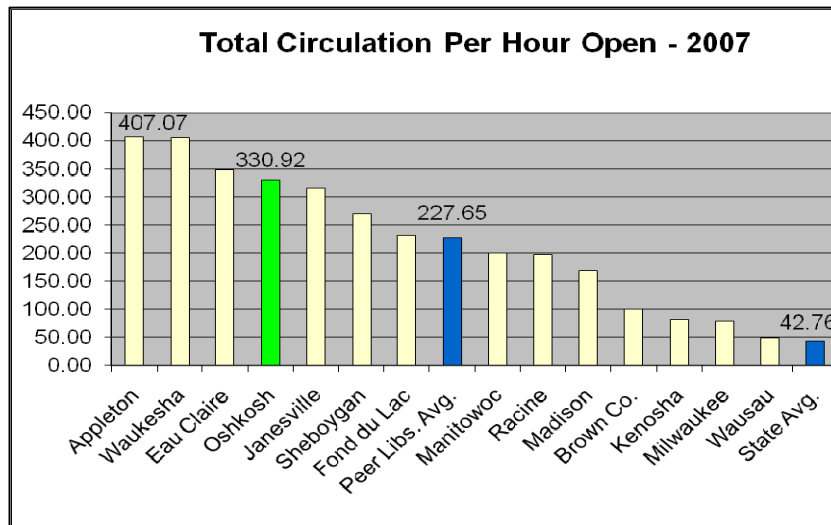
- Personalize customer service.
- Help customers of all generations learn and grow.
- Make it easy to use the library.
- Provide technology to access knowledge resources.
- Enhance the library building as a special community place.
- Become a stronger partner to area educational and cultural organizations.

SERVICES:

- Circulation of Library Materials – About 1,100,000 items will be checked out from the library in 2008 (to more than 37,000 cardholders who will visit about 410,000 times). Circulation in 2008 is running about 2% higher than in 2007.

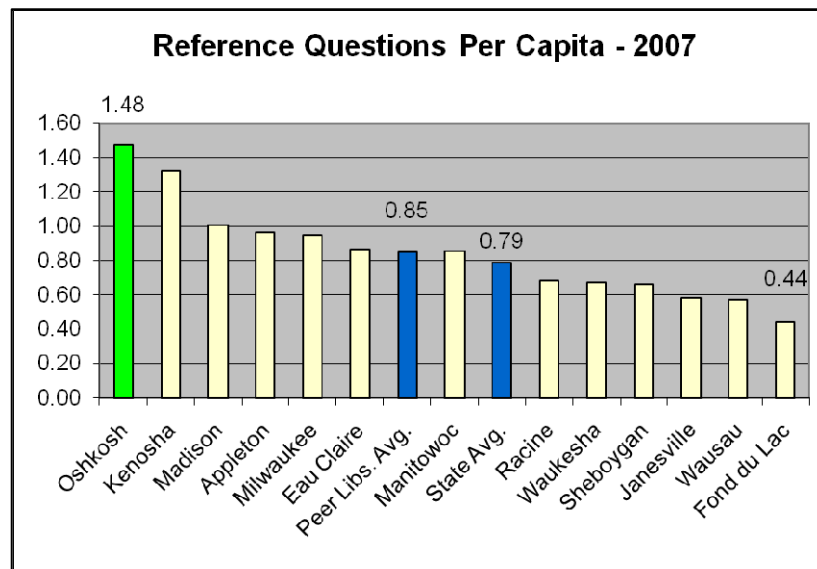


Comparisons to peer libraries in other large Wisconsin communities are useful to put Oshkosh Public Library’s services into a wider perspective. In 2007, Oshkosh area residents borrowed more library materials per person than residents of all but three of these communities.



Only three peer libraries were busier on an hourly basis in 2007. Oshkosh Public Library circulated about 331 items for each hour it was open. If each of these items had an average retail value of \$20, then this library service program delivered \$6,620 in value for every hour it was open in 2007.

- Children’s & Family Outreach Services (C&FOS) – Employees in this department will assist people in locating information and materials for youth about 22,000 times through the Children’s Services desk. This department also coordinates all youth programs and selects all children’s materials for the library.
- Library Programming – Almost 3,000 children, teens and adults participated in the 2008 summer reading programs. The goal of keeping kids reading through the summer was achieved, since 69% of all children who signed up completed the first milestone of reading for four weeks. 25% of all children who signed up read for eight weeks. 18,785 attended OPL children’s programs during 2007, including scheduled story times and popular programs such as “Read to a Dog.” Another 13,400 people attended public programs for adults or made use of the library’s meeting rooms in 2007.
- Library Computers – The library’s public computers were used 89,514 times during 2007.
- Reference & Adult Services (RASD) – OPL’s skilled staff assisted people in locating information and library materials more than 123,408 times at the Information and Reference desks in 2007 – **the busiest among Wisconsin’s larger community libraries** and well above the state average. People who answered the 2007 planning survey highly value the library as a place to get help with research.



This department also selects most library materials for adults and all reference materials, develops and maintains electronic information resources and evaluates electronic information services and web sites.

- Technical Services - Acquisition/Cataloging/Processing of Library Materials – OPL added 25,438 books, CD's, DVDs and magazines to the collection in 2007 and withdrew 41,026 items. The library carries 490 subscriptions to magazines and newspapers. OPL receives contract revenue for 2.7 of the department's 7 FTE employees for database management and other support services for the WALs automation consortium.
- Automation – These services are provided primarily through the Winnefox Automated Library Services (WALS) computer consortium which includes 30 libraries in five counties. The library receives computerized functions including circulation, cataloging, acquisitions, shared online catalog, Internet access and email (via FoxNet fiber), database and web development, and technology and telecommunications network support.
- Facility Operation – Provides for operation and maintenance of the Main Library.
- Administrative Services – Provides overall administrative support for the library and, through contract, for the Winnefox Library System, which provides support services to thirty public libraries in five counties.

RECENT ACCOMPLISHMENTS:

- Remodeled and reorganized the Children's Department with bold colors and a new floor plan. Created *FamilySpace*, a new resource center to provide resources and support for families learning together. The resource center offers reference materials, classes, programs and environments that encourage learning through developmentally-appropriate play. The project was funded by a combination of federal and state grants, along with private and corporate donations.
- Launched *Picture Oshkosh*, a digital community photo album. Oshkosh residents can submit photos or videos that showcase life in Oshkosh. Images of community buildings, events, residents, neighborhood or street scenes and scenic views and attractions are digitized by library staff and included in an online photo album linked to the library web site: www.oshkoshpubliclibrary.org. More than 600 photos have been submitted since the project started in March 2008. Start-up funds for *Picture Oshkosh* were provided by a federal grant.
- The Oshkosh Public Library continues to have great success with its author visits, presenting six in the last year. Among them were two New York Times best-selling fiction writers. These visits have drawn more than 400 people to the library for readings, question-and-answer sessions and book signings.
- In 2007, Book Fest celebrated its 10th anniversary of bringing authors and illustrators to Oshkosh schools with programs by author/illustrator Jim La Marche, a Wisconsin native. La Marche visited 11 schools in Oshkosh, doing presentations for students that focused on his experiences writing and illustrating books. The Oshkosh Public Library also worked with the school district to develop an online Book Fest curriculum, with classroom activities geared to district learning goals.

KEY OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Implement next generation self-checkout technology.
- Consolidate first floor public services in a single Help Desk, phasing out the existing Circulation and Information Desks.
- Begin to implement a service model that concentrates popular, social (i.e. louder) activities on the first floor and quieter research-oriented activities on the second floor. This will include moving adult fiction collections to the second floor.
- Make it easier to use the library, especially for children, teens and people living in poverty.
- Involve interested members of the community in continuing to shape future library services.
- Continue to use the library's strategic plan to guide decision-making and prioritize action.

2009 LIBRARY BUDGET SUMMARY

The proposed 2009 library budget is \$3,553,017. This is a decrease of \$91,929 (or 2.5%) from 2008. The proposed city levy for library support is \$2,420,906. This is a decrease of \$45,539 (or 1.85%) from the 2008 levy amount. The proposed 2009 levy amount is the minimum funding to meet the city maintenance of effort level as required by Wis. Stats. 43.15(4) (b) (5) for continuing membership in the Winnefox Library System. As detailed below, library revenues from sources other than the city levy are expected to decrease by \$46,391 in 2009.

Under the "levy limit" budget constraints of the past three years, the library administration has made tough choices that resulted in staff reductions of just over 5 FTE, the first layoffs of working employees in library history and the elimination of a major service program – the county bookmobile. This last measure led to a decrease in use of OPL services by rural county residents which will, in 2009, result in a \$61,045 drop in funding from Winnebago County. The proposed 2009 library budget contains a reduction in fringe benefits costs of \$118,225 due to the city discontinuing use of a "blended rate" approach for health insurance budgeting. In order to operate within 2009 budget constraints, library materials purchasing will be reduced by \$27,449, with about half of this reduction coming from cancellation of online information database resources and about half from books and audiovisual materials.

Revenues

Expected net revenues decrease by \$46,391. The largest factor is the drop in revenues from Winnebago County mentioned above. More realistic estimates of revenues from fines, fees and photocopies/printouts result in an expected decrease of \$15,000 from 2008 budgeted levels. On the positive side, reimbursements for use by rural residents of

adjoining counties will increase by \$7,010 to a 2009 total of \$36,918. We expect contractual revenues from the Winnefox Library System to increase by \$2,013. And, we will have one-time revenues of \$11,500 in 2009 for sale of the bookmobile vehicle to Fond du Lac Public Library.

Expenditures

Notable changes in expenditure levels are as follows:

Salaries & Wages – increase \$30,347 (1.77%)

Salary increases for all non-represented staff are budgeted at 2.75%. For our represented employees, the arbitration award for our 2007 – 2009 contract with AFSCME local 796-A requires a 2% salary increase in pay period #1 and a 1% salary increase in pay period #14.

Fringe Benefits – decrease \$110,189

Even with a 10% health insurance premium increase assumed, the switch from budgeting based on a “blended rate” to actual cost for covered employees will lead to a large drop in the library’s fringe benefits expenditures for 2009.

Contractual Services – increase \$4,299

The change in this budget line is driven by an increase in library support for a Winnefox Administrative Specialist position, which will take over many record-keeping tasks (payroll, benefits, etc.) after the retirement of the Assistant Director at the end of March, 2009.

Maintenance Office Equipment – increase \$10,000

We dropped the maintenance contract on our aging self-checkout equipment in the 2008 budget. We anticipate installing new self-checkout equipment in late 2008 with a one year warranty. Thus, we expect to make a maintenance contract payment on the new equipment in late 2009. The amount is an estimate.

Library Materials – decrease \$27,449

This will be the first cut in the library materials budget in many years. The library has faced budget constraints in recent years by cutting staff but preserving the library materials budget. That approach can no longer be maintained. We plan to cut approximately \$15,000 to \$17,500 from our budget for electronic information databases. We will stop subscribing to the Reference USA business directory database, which costs approximately \$13,000, as well as other database products. The balance of the budget reduction will be taken from books and audiovisual materials.

SUMMARY

FUND: GENERAL	FUNCTION: LIBRARY	DEPARTMENT: LIBRARY	ACCOUNT: 239-1060-XXXX-XXXXX	
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
3,589,020	3,664,033	3,644,947	3,644,947	3,553,017

<u>ESTIMATED REVENUES:</u>	2007 Actual	2008 Budget	2009 Budget
Total Budget	3,664,033	3,644,947	3,553,017
Revenues:			
Fines	75,605	87,500	75,000
Photocopier	12,758	5,750	12,500
Collection Service Fees	6,993	7,500	7,000
Winnebago County	785,026	762,356	701,311
Calumet County	0	0	974
Fond du Lac County	0	17,252	21,585
Green Lake County	0	2,903	3,671
Waushara County	0	9,372	10,688
Winnefox	74,557	79,734	80,444
WALS	188,804	194,885	196,188
Trust Fund	8,096	9,000	9,000
Meeting Room Rental Income	2,343	2,250	2,250
Grant Revenue	0	0	0
Insurance Proceeds	0	0	0
Miscellaneous	212	0	11,500
	<u>1,154,394</u>	<u>1,178,502</u>	<u>1,132,111</u>
Net Levy Required	<u>2,509,639</u>	<u>2,466,445</u>	<u>2,420,906</u>

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 6401-00000 Contractual services increased costs for financial and personnel record keeping contracted to Winnefox administrative support staff.
- 6424-00000 Maint office equipment, maint contracts on old self checkout equipment cancelled for 2008, expect 2009 payment for 2010 maint on new self checkout equipment.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 239-1060-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: LIBRARY
 DEPARTMENT: LIBRARY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,800,172	1,687,528	1,717,712	1,717,712	1,765,110
TOTAL DIRECT LABOR		1,800,172	1,687,528	1,717,712	1,717,712	1,765,110
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	714,360	757,314	848,342	848,342	730,118
TOTAL INDIRECT LABOR		714,360	757,314	848,342	848,342	730,118
Contractual Services						
6401-00000	Contractual Services	340,933	396,395	346,104	346,104	350,403
6402-00000	Auto Allowance	1,252	1,298	1,700	1,700	1,700
6404-00000	Postage & Shipping	16,769	20,709	17,500	17,500	17,500
6410-00000	Advertising/Marketing	7,997	4,373	8,350	8,350	8,350
6418-00000	Repairs to Motor Vehicles	2,213	1,112	0	0	0
6424-00000	Maintenance Office Equipment	18,098	18,966	9,775	9,775	19,775
6426-00000	Maint Mach/Equip/Bldg/Struct	68,796	93,310	46,900	46,900	46,900
6432-00000	Equipment Rental	194	0	200	200	200
6437-00000	Parking Facility Rental	5,760	4,455	4,350	4,350	4,350
6448-00000	Special Services	1,737	2,181	2,750	2,750	2,750
6454-00000	Legal Professional Service	2,121	29,877	4,000	4,000	4,000
6458-00000	Conference & Training	3,332	2,590	3,150	3,150	3,150
6460-00000	Membership Dues	1,247	710	1,025	1,025	1,025
6466-00000	Misc Contractual Services	75	0	100	100	100
TOTAL CONTRACTUAL SERVICES		470,524	575,976	445,904	445,904	460,203
Utilities						
6471-00000	Electricity	92,895	105,135	106,294	106,294	114,532
6472-00000	Sewer Service	2,151	2,159	2,620	2,620	2,620
6473-00000	Water Service	2,799	3,062	3,494	3,494	3,494
6474-00000	Gas Service	28,468	30,465	31,000	31,000	31,670
6475-00000	Telephones	9,435	7,515	11,390	11,390	7,500
6476-00000	Storm Water	1,330	1,392	1,089	1,089	1,089
TOTAL UTILITIES		137,078	149,728	155,887	155,887	160,905
Sundry Fixed Charges						
6481-00000	Workers Compensation	1,698	2,457	1,989	1,989	1,630
6482-00000	Building & Contents	8,837	7,572	8,976	8,976	8,297
6483-00000	Comprehensive Liability	1,056	1,128	1,131	1,131	1,119
6485-00000	Vehicle Insurance	857	997	0	0	0
6494-00000	Boiler Insurance	1,010	1,518	1,453	1,453	1,741
6496-00000	Licenses and Permits	90	0	200	200	200
TOTAL SUNDRY FIXED CHARGES		13,548	13,672	13,749	13,749	12,987

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Materials & Supplies						
6505-00000	Office Supplies	33,011	37,267	35,784	35,784	35,784
6506-00000	Software Supplies	0	0	0	0	0
6509-00000	Computer Supplies	2,882	3,062	2,500	2,500	2,500
6511-00000	Diesel Fuel	2,286	0	0	0	0
6514-00000	Gasoline	0	0	10	10	200
6517-00000	Supplies/Repair Parts	9,143	14,349	13,000	13,000	13,000
6527-00000	Janitorial Supplies	1,529	2,655	2,220	2,220	2,220
6529-00000	Chemicals	0	1,369	1,500	1,500	1,500
6537-00000	Safety Equipment	95	70	100	100	100
6545-00000	Tools & Shop Supplies	356	0	0	0	0
6550-00000	Minor Equipment	3,702	875	0	0	1,200
6565-00000	Stone/Gravel	0	0	0	0	0
6575-00000	Other Library Materials	390,910	400,924	393,144	393,144	365,695
6589-00000	Other Materials & Supplies	1,503	1,465	1,495	1,495	1,495
TOTAL MATERIALS & SUPPLIES		445,417	462,036	449,753	449,753	423,694
Debt Service - Gov.						
6721-00000	Interest Expense	0	0	0	0	0
TOTAL DEBT SERVICE-GOVERNMENTAL		0	0	0	0	0
Capital Outlay						
7202-00000	Office Equipment	7,921	17,779	0	0	0
7204-00000	Machinery & Equipment	0	0	13,600	13,600	0
7210-00000	Motor Vehicles	0	0	0	0	0
7230-00000	Computer Software	0	0	0	0	0
TOTAL CAPITAL OUTLAY		7,921	17,779	13,600	13,600	0
TOTAL LIBRARY		3,589,020	3,664,033	3,644,947	3,644,947	3,553,017
Estimated Revenues		1,187,782	1,154,394	1,178,502	1,178,502	1,132,111
TOTAL NET LEVY		2,401,238	2,509,639	2,466,445	2,466,445	2,420,906

PERSONNEL SCHEDULE

ACCOUNT: 239-1060-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: LIBRARY
 DEPARTMENT: LIBRARY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director	1.00	1.00	1.00	98,291	98,291	102,003
Admin. Librarian	1.00	1.00	1.00	75,375	75,375	72,477
Managing Non-Librarian	1.00	1.00	1.00	56,473	56,473	59,415
Managing Librarian	4.00	4.00	4.00	256,031	256,031	257,166
Librarian	6.50	6.50	6.25	350,085	350,085	341,286
Business Manager	0.00	0.00	0.00	0	0	0
Supervisor	2.75	2.75	2.75	128,028	128,028	132,852
Library Asst. II	10.25	10.25	14.05	400,348	400,348	558,266
Library Asst. I	4.35	4.35	0.60	146,105	146,105	20,610
Bookmobile Operator	0.00	0.00	0.00	0	0	0
Mainten. Engineer	1.00	1.00	1.00	39,788	39,788	41,151
Hourly Emp. & Pages	8.36	8.36	8.36	152,988	152,988	161,118
Custodian I (P.T.)	0.00	0.00	0.50	0	0	15,566
Income Continuation Insuranc	6312			3,872	3,872	4,405
Health Insurance	6306			519,294	519,294	407,410
Retirement	6304			187,586	187,586	182,949
Social Security	6302			131,290	131,290	128,625
Life Insurance	6310			6,300	6,300	6,729
Salary Reserve				0	0	0
Extra Help	0.08	0.08	0.08	14,200	14,200	3,200
TOTAL PERSONNEL	40.29	40.29	40.59	2,566,054	2,566,054	2,495,228

ACCOUNT: 241-1070-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: MUSEUM
 DEPARTMENT: MUSEUM

PROGRAM DESCRIPTION:

“Our mission is to identify, collect, document, preserve, and interpret material culture, ideas, and values representing Oshkosh and the Lake Winnebago Region. The museum will strive to promote and nurture an understanding and an appreciation of this valuable legacy through easily accessible, quality exhibitions, programs, publications, and other educational experiences.”

The nationally accredited and recognized Oshkosh Public Museum has served the community since 1924 and is the second oldest public museum in Wisconsin. For over 80 years, the museum has been entrusted with the documentation, preservation, care, management, and exhibition of artifacts, photographs, film, and archival materials representing Oshkosh’s people and heritage. A seven-member citizen board, plus two alternates, governs the museum; the Superintendent of Schools and School Board president are *ex officio* board members. The museum operates with a small but well-trained staff.

The museum maintains an outstanding collection that represents Oshkosh and tells the story of growth, change, and continuity. The museum owns in excess of 100,000 objects that relate to the community’s past and the broader context of national history; an average of 70 accessions are added to the collection each year. The museum archives hold an extensive collection of over 47,000 historic photographs and 1,078 linear feet of paper records. This resource is heavily used and is considered one of Wisconsin’s better archives. Thousands of records are Internet accessible, with more added each year.

For over three generations, the museum has presented exciting exhibitions and programs, provided services to citizens, and used its collections in various ways to fulfill its mission. The museum’s educational services encourage citizens to learn about and appreciate their community and its heritage. The museum continues to evolve in response to changing visitor expectations and increased competition for people’s time.

Attendance is directly tied to the popularity of exhibits and how effectively they are marketed. The museum experienced an attendance decline in 2007 from its long-term yearly average of 47,000 people. It is expected that attendance will rebound in 2008 to previous levels due to *The Tsar & the President: Liberator and Emancipator* and the autumn Jan Brett appearance and exhibition.

	General Visitation
2008 (through June 30)	9,000
2007	16,890
2006	48,310
2005	50,939
2004	59,934
2003	48,132
2002	47,922
2001	41,786

PRODUCTS & SERVICES:

- Exhibit Development. The museum maintains eight long-term exhibits, as well as off-site exhibits at Evergreen Retirement Community. In 2008, staff completed the first update to long-term exhibits since 1998.
- Temporary Exhibitions. The museum presents a variety of traveling exhibitions, as well as exhibitions developed from its own collections. Gallery size and exhibit rental costs dictate the type and subject of temporary exhibitions that can be presented.
- Veterans History Project. Since 2000, the museum has been an official partner in the nationwide Veterans History Project, administered by the Library of Congress. One trained volunteer and the director conduct interviews with veterans and encourage the preservation of letters, photos, film, and documents pertaining to military service. Over 125 oral histories have been conducted thus far.
- Educational Outreach. The museum has an active public program series and offers diverse educational services to schools, retirement and church groups, and civic and volunteer organizations. This includes tours of Riverside Cemetery during warm months. Programs are primarily funded by private donations and contributions,
- Technical Guidance & Recommendations. Staff provides services to residents, including information on preservation of family heirlooms and the identification of artifacts and photos.
- Automation. Under the direction of the registrar, artifact information and images are added to the museum's database (PastPerfect), to make the collections and information accessible and useable. Staff and volunteers process and data enter an average of 75 records and 150 digital images per month. There are approximately 39,000 records and 30,000 images in PastPerfect.
- Internet Access to Records. The museum currently has eight large, searchable record groups available for public use through the museum's web site, www.oshkoshmuseum.org. The recently acquired John Hancock Civil War collection should be accessible by the end of 2008.
- Inventory. The staff is charged with the responsibility of managing the extensive collections and is engaged in a multi-year program to fully document and inventory the entire collection. Progress is made each year, but due to the tremendous scope of the collection this remains a long-term project. Staff and volunteers are involved in tasks associated with the long-term preservation of collections and an ongoing process of authentication and analysis.

SIGNIFICANT ACCOMPLISHMENTS IN 2008:

- Tours of Riverside Cemetery were held for the fifth year. A new tour focused on the Civil War was introduced in June.
- Acquisition of the John Hancock Civil War materials, an extensive collection of letters, documents, and artifacts pertaining to an Oshkosh man who served in the 2nd and 14th Wisconsin infantry regiments.
- A world-class exhibition, *The Tsar and the President*, opened July 12.
- Scheduled renowned artist and author Jan Brett to attend November exhibit opening.
- Awarded a Joint Effort Marketing (JEM) grant from the Wisconsin Department of Tourism to promote *The Tsar and the President* to a wider audience.
- Filled the Marketing and Membership Coordinator position.
- Experienced a significant increase in membership, with over 100 new members.
- Completed the first significant upgrade to long-term exhibitions since 1998.

- Presented the major traveling exhibition *Out of This World* during the winter and spring.
- Hired Split Rock Studios to work with staff on the development of an Exhibit Master Plan for the proposed expansion.

KEY TASKS TO BE ACCOMPLISHED IN 2009:

- Complete the 2009 exhibition schedule by January 1, to have at least three exhibits over the twelve month period.
- Attract a minimum of 20,000 paying visitors, demographically broken down to include 10% new visitors and 50% non-Oshkosh residents, as determined by surveying a representative sample.
- Complete and adopt the Split Rock Studios Exhibit Master Plan for the proposed expansion no later than the end of February 2009.
- Complete the operational plan and building schedule for the proposed expansion no later than May 2009.
- Research, write, design, fund, and publish volume one of a self-guided tour of Riverside Cemetery, by September 1.
- Enhance museum marketing practices and brand identity development through implementation of priority one marketing strategies presented in the 2009 marketing budget, with all proposed initiatives underway by December 2009.
- Upgrade membership newsletter subscription benefit with the revamp and redesign of the quarterly, printed newsletter, beginning with the winter 2009 issue.
- Design and launch museum e-updates, distributed monthly to museum members, by April 2009.
- Research and analyze the feasibility and cost of accepting online financial contributions and memberships, by June 2009.
- Revise and print a new version of the Endowment brochure, to be distributed to museum members, select Oshkosh households, local community and business leaders and other key donors, by December 2009.
- Promote the Exhibition Fund through a revised direct mail solicitation, with a goal of raising \$10,000 by December 31, 2009.
- Work cooperatively with staff of the Oshkosh Public Library to research, write, and submit a grant to the Institute of Museum & Library Services, by the February 2009 deadline.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

Significant increases in utility costs, adjustments to salaries and changes in health insurance account for the majority of changes for 2009. For 2009, more funds have also been directed into 6410-00000 and 6588-00000, Marketing and the Museum Store, because both budget lines are crucial to increasing museum revenue and increases offset rising costs. A line for Exhibit Construction (7772) has been added, with \$10,000 pulled from other lines. This is necessary to offset the decline in philanthropic dollars.

Income is based on reaching projected attendance figures. If those target numbers are not reached, the revenue goal cannot be met. However, as this is being written in July, no exhibition has been scheduled for 2009.

Budget reductions significantly impact the museum's ability to operate as a professional institution and many budget lines remain well below the minimum amount needed to operate a professional museum. Moreover, the museum is at a point whereby generating additional revenue is problematic without additional marketing and exhibition funds and changes to the building.

SUMMARY

FUND: GENERAL	FUNCTION: MUSEUM	DEPARTMENT: MUSEUM	ACCOUNT: 241-1070-XXXX-XXXXX	
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
1,170,677	893,356	966,338	940,604	965,237
		2007 <u>Actual</u>	2008 <u>Budget</u>	2009 <u>Budget</u>
<u>ESTIMATED REVENUES</u>				
Total Budget		893,356	966,338	965,237
Revenues:				
Admissions		52,555	90,000	90,000
Donations		3,869	5,000	4,000
Museum Store		24,154	40,000	40,000
Grants		0	0	0
Miscellaneous		13,720	8,000	9,000
Surplus applied		0	0	0
		94,298	143,000	143,000
Net Levy Required		799,058	823,338	822,237

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	New copier to replace eleven plus year old unit.	\$3,000
7222-00000	New exhibit construction, supplies and material	\$5,000

ACCOUNT: 241-1070-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: MUSEUM
 DEPARTMENT: MUSEUM

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	448,362	443,311	466,641	453,802	473,454
6102-xxxxx	Grant/Project Personnel	0	0	0	0	0
6103-00000	Regular Pay - Temp. Employee	34,996	33,692	38,158	38,074	41,593
TOTAL PAYROLL - DIRECT LABOR		483,358	477,003	504,799	491,876	515,047
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	218,391	234,451	285,037	213,871	241,352
TOTAL PAYROLL - INDIRECT LABOR		218,391	234,451	285,037	213,871	241,352
Contractual Services						
6401-00000	Contractual Services	3,382	4,783	2,600	4,300	3,400
6404-00000	Postage & Shipping	8,758	2,116	3,100	4,400	3,800
6406-00000	Computer Service Charges	0	449	0	0	0
6408-00000	Printing & Binding	1,026	148	70	220	70
6410-00000	Advertising/Marketing	26,470	24,471	25,400	61,000	28,500
6418-00000	Repairs to Motor Vehicles	390	0	0	350	1,000
6424-00000	Maint Office Equipment	509	420	0	0	0
6426-00000	Maint Mach/Equip/Bldg/Struct	10,901	9,651	7,900	6,300	9,200
6427-00000	Maint Computer Software	374	0	0	0	400
6440-00000	Other Rental	42,976	61	0	0	0
6445-00000	Land Fill Fees	57	63	40	50	200
6458-00000	Conference & Training	1,018	528	550	720	1,500
6460-00000	Membership Dues	1,040	500	500	850	850
6466-00000	Misc Contractual Services	189,858	1,798	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES		286,759	44,988	42,160	80,190	50,920
Utilities						
6471-00000	Electricity	31,923	38,243	31,744	39,007	44,000
6472-00000	Sewer Service	565	536	750	730	750
6473-00000	Water Service	1,299	1,251	1,800	1,550	1,600
6474-00000	Gas Service	28,749	36,893	39,500	37,630	39,500
6475-00000	Telephones	6,891	7,599	7,400	7,500	7,700
6476-00000	Storm Water	830	864	750	750	775
TOTAL UTILITIES		70,257	85,386	81,944	87,167	94,325

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 PROP.	2008 EST.	2009 PROP.
Account-Project						
Fixed Charges						
6481-00000	Workers Compensation	932	1,338	1,131	1,331	1,131
6482-00000	Buildings & Contents	7,427	7,030	7,152	7,152	7,013
6483-00000	Comprehensive Liability	408	421	425	425	421
6485-00000	Vehicle Insurance	533	608	609	609	621
6494-00000	Boiler Insurance	337	380	363	363	437
6496-00000	Licenses and Permits	485	25	70	70	70
TOTAL FIXED CHARGES		10,122	9,802	9,750	9,950	9,693
Materials & Supplies						
6505-00000	Office Supplies	5,403	3,429	3,500	3,500	3,800
6506-00000	Software Supplies	69	554	0	0	0
6507-00000	Books & Periodicals	332	1,135	300	300	300
6509-00000	Computer Supplies	0	0	100	0	100
6513-00000	Motor Oil	34	8	0	0	0
6514-00000	Gasoline	984	1,024	800	1,100	1,500
6517-00000	Supplies/Repair Parts	120	53	0	0	0
6519-00000	Tires, Tubes & Rims	0	0	0	0	500
6527-00000	Janitorial Supplies	2,356	1,330	1,900	2,100	2,000
6530-00000	Curatorial/Archival Supplies	1,461	1,356	650	650	700
6550-00000	Minor Equipment	270	0	200	200	0
6588-00000	Gift Shop Inventory	66,322	20,475	23,725	37,000	24,000
6589-00000	Other Materials & Supplies	24,130	12,362	11,473	12,700	13,000
TOTAL MATERIALS & SUPPLIES		101,481	41,726	42,648	57,550	45,900
Debt Service-Gov.						
6721-00000	Interest Expense	0	0	0	0	0
TOTAL DEBT-SERVICE GOVERNMENTAL		0	0	0	0	0
Capital Outlay						
7204-00000	Machinery & Equipment	309	0	0	0	3,000
7214-00000	Buildings	0	0	0	0	0
7222-00000	Fine Arts	0	0	0	0	5,000
TOTAL CAPITAL OUTLAY		309	0	0	0	8,000
TOTAL MUSEUM		1,170,677	893,356	966,338	940,604	965,237
Estimated Revenues		471,153	94,298	143,000	143,000	143,000
NET LEVY		699,524	799,058	823,338	797,604	822,237

PERSONNEL SCHEDULE

ACCOUNT: 241-1070-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: MUSEUM
 DEPARTMENT: MUSEUM

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director of Museum Operations	1	1	1	83,351	85,176	87,305
Assistant Director of Operations	1	1	1	62,994	64,289	66,280
Office Assistant	1	1	1	36,018	35,313	35,448
Exhibit Technician	1	1	1	42,138	41,320	41,479
Building Maintenance Custodian	1	1	1	37,649	36,940	37,085
Staff Artist	1	1	1	40,233	39,450	39,601
Curator	1	1	1	42,138	41,320	41,479
Museum Activities Coordinator	1	1	1	34,000	21,592	33,213
Registrar	1	1	1	41,259	40,484	40,643
Archivist	1	1	1	43,861	44,918	45,421
Photogr. 1/2 time	0.53	0.53	0.53	12,984	12,900	13,666
Custodian I (P.T.)	0.53	0.53	0.53	8,940	8,940	10,400
Gift Shop Clerk (P.T.)	0.61	0.61	0.61	10,917	10,917	11,709
Weekend Assistant	0.29	0.29	0.29	5,317	5,317	5,818
Grant/Project Personnel				0	0	0
Overtime				3,000	3,000	5,500
Health Insurance	6306			183,216	114,230	137,666
Retirement	6304			60,123	59,025	60,775
Social Security	6302			38,388	37,628	39,401
Life Insurance	6310			2,135	1,920	2,235
Income Continuation Insurance	6312			1,175	1,068	1,275
Reserve for Adjustment to Salaries				0	0	0
TOTAL PERSONNEL	11.96	11.96	11.96	789,836	705,747	756,399

ACCOUNT: 501-1020-XXXX-XXXXX
FUND: GENERAL
FUNCTION: GRAND OPERA HOUSE
DEPARTMENT: FACILITIES MAINTENANCE

PROGRAM DESCRIPTION:

This budget is intended to support the upkeep and condition of the Oshkosh Opera House.

PRODUCTS & SERVICES:

- The Grand provides a performance venue for local performance organizations and area school activities as well as for local and regional promoters.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Refurbished the front entrance to the Grand.
- Completed electrical upgrade for the theatre house.
- Tuck pointed building and two roof chimneys.
- Reroofed & repaired two lower roof areas.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to refine the five-year facilities plan with the City Facilities Division/Grand Opera House Advisory Board to ensure the Grand facilities are maintained in good operating condition.

SUMMARY

FUND: GENERAL	FUNCTION: GRAND OPERA HOUSE	DEPARTMENT: FACILITIES MAINTENANCE	ACCOUNT: 501-1020-XXXX-XXXXX	
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
66,893	74,740	66,557	92,993	66,622
		<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
Total Budget		74,740	66,557	66,622
4972-00000 Reimbursed Expenses		<u>0</u>	<u>0</u>	<u>0</u>
Net Levy Required		<u>74,740</u>	<u>66,557</u>	<u>66,622</u>

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6426-00000 Unanticipated roof repairs

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 501-1020-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: GRAND OPERA HOUSE
 DEPARTMENT: FACILITIES MAINTENANCE

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	0	75	0	960	0
6426-00000	Maint Mach/Equip/Bldg/Struct	6,929	18,132	10,000	35,300	10,000
6446-00000	Contractual Employment	0	0	0	0	0
6466-00000	Misc Contractual Services	52,785	49,646	49,646	49,646	49,646
TOTAL CONTRACTUAL SERVICES		59,714	67,853	59,646	85,906	59,646
Utilities						
6471-00000	Electricity	0	0	0	0	0
6472-00000	Sewer Service	0	0	0	0	0
6473-00000	Water Service	0	0	0	0	0
6474-00000	Gas Service	0	0	0	0	0
6476-00000	Storm Water	0	0	0	0	0
TOTAL UTILITIES		0	0	0	0	0
Fixed Charges						
6482-00000	Building & Contents	4,178	3,523	3,647	3,647	3,668
6483-00000	Comprehensive Liability	2,664	2,796	2,831	2,801	2,801
6494-00000	Boiler Insurance	337	379	363	379	437
6496-00000	Licenses & Permits	0	0	70	0	70
TOTAL FIXED CHARGES		7,179	6,698	6,911	6,827	6,976
Materials & Supplies						
6505-00000	Office Supplies	0	189	0	0	0
6545-00000	Tools & Shop Supplies	0	0	0	0	0
6589-00000	Other Materials & Supplies	0	0	0	260	0
TOTAL MATERIALS & SUPPLIES		0	189	0	260	0
Capital Outlay						
7204-00000	Machinery & Equipment Purch.	0	0	0	0	0
7206-00000	Capital Construction	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL GRAND OPERA HOUSE		66,893	74,740	66,557	92,993	66,622

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ACCOUNT: 503-1040-XXXX-XXXXX
FUND: GENERAL
FUNCTION: OSHKOSH CENTRE
DEPARTMENT: FACILITIES MAINTENANCE

PROGRAM DESCRIPTION:

Provide oversight of the HVAC equipment and maintenance for Convention Centre Operations.

PRODUCTS & SERVICES:

The Oshkosh Centre is a city owned conference and convention center that is also available for community events.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

Assisted Community Development with the renovation plans and bidding process for the Centre.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

Direct & monitor the HVAC equipment and maintenance for the Centre.

SUMMARY

FUND: GENERAL	FUNCTION: OSHKOSH CENTRE	DEPARTMENT: FACILITIES MAINTENANCE	ACCOUNT: 503-1040-XXXX-XXXXX		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
1,041,684	1,247,607	1,155,031	1,204,366	1,289,563	

COMMENTS:

An operation and maintenance agreement was approved September 1, 1988, between the City and the Oshkosh Hilton Hotel (now the Park Plaza). This budget reflects the conditions of that agreement and the funding for the 2004 Revenue Bonds.

Revenues Needed to Support this Budget:	2008 Budget	2008 Estimated	2009 Budget
Interest Income	40,000	25,000	25,000
TIF Increment	65,000	71,600	73,000
*Facilities & Equipment Rental	15,000	11,000	0
* Food Concessions	8,000	4,700	0
* Beverage Concessions	1,000	250	0
Parking Permits Fees	900	900	900
Parking Permits - Park Plaza	16,000	7,300	0
Parking Stickers	1,200	1,100	1,000
Hotel/Motel Room Tax	1,006,000	1,100,000	1,100,000
Ground Lease	0	0	0
Hyde Bankruptcy Agreement (through 3/2011)	0	0	88,500
Miscellaneous	2,000	2,000	2,000
	1,155,100	1,223,850	1,290,400

*Revenues included in Park Plaza Agreement.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 503-1040-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: OSHKOSH CENTRE
 DEPARTMENT: FACILITIES MAINTENANCE

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPRO.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6103-00000	Regular Pay - Temp Employ	12,375	9,970	13,260	13,000	13,260
TOTAL DIRECT LABOR		12,375	9,970	13,260	13,000	13,260
Payroll - Indirect Labor						
6300-00000	Payroll - Indirect Labor	2,408	1,959	2,605	2,555	2,579
TOTAL INDIRECT LABOR		2,408	1,959	2,605	2,555	2,579
Contractual Services						
6401-00000	Contractual Services	0	1,500	1,500	18,000	1,500
6414-00000	Auditing	0	0	0	0	500
6426-00000	Maint Mach/Equip/Bldg/Struct	17,470	19,331	15,650	10,000	17,933
6432-00000	Equipment Rental	0	245	0	0	0
6446-00000	Contractual Employment	0	0	0	30,000	40,000
6466-00000	Misc Contractual Services	473,406	696,660	618,400	614,310	614,310
6467-00000	Reimbursable Revenue - Park Plaza	49,418	42,227	24,000	6,000	0
6468-00000	Hotel Tax - Grand	117,179	105,022	110,500	119,773	119,773
TOTAL CONTRACTUAL SERVICES		657,473	864,985	770,050	798,083	794,016
Utilities						
6471-00000	Electricity	9,349	10,983	11,000	27,050	55,000
6472-00000	Sewer Service	54	60	60	275	1,500
6473-00000	Water Service	104	262	576	650	2,400
6474-00000	Gas Service	0	0	0	10,000	24,000
6475-00000	Telephones	920	752	1,100	500	1,150
6476-00000	Storm Water	4,760	4,951	4,760	5,059	5,100
TOTAL UTILITIES		15,187	17,008	17,496	43,534	89,150
Fixed Charges						
6482-00000	Building & Contents	5,568	4,779	4,935	4,559	4,585
6483-00000	Comprehensive Liability	4,668	4,908	4,952	4,901	4,901
6486-00000	Other Insurance	0	0	0	0	0
6494-00000	Boiler Insurance	337	379	363	379	437
6496-00000	Licenses and Permits	0	0	0	0	0
6499-00000	Miscellaneous Fixed Charges	0	0	0	0	15,000
TOTAL FIXED CHARGES		10,573	10,066	10,250	9,839	24,923
Materials & Supplies						
6517-00000	Supplies/Repair Parts	0	145	0	0	12,000
6537-00000	Safety Equipment	0	0	0	0	0
6541-00000	Paint	0	0	0	0	0
6565-00000	Stone/Gravel/Concrete/Asphalt	153	0	0	0	0
6589-00000	Other Materials & Supplies	0	134	0	0	19,000
TOTAL MATERIALS & SUPPLIES		153	279	0	0	31,000

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPRO.	2008 EST.	2009 PROP.
Debt Service-Governmental						
6730-00000	Bond Service Fees	400	400	400	400	450
TOTAL DEBT SERVICE-GOVERNMENTAL		400	400	400	400	450
Capital Outlay						
7214-00000	Buildings	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
Debt Service Payment		343,115	342,940	340,970	336,955	334,185
TOTAL OSHKOSH CENTRE		1,041,684	1,247,607	1,155,031	1,204,366	1,289,563

PERSONNEL SCHEDULE

ACCOUNT: 503-1040--XXXX-XXXXX
FUND: GENERAL
FUNCTION: OSHKOSH CENTRE
DEPARTMENT: FACILITIES MAINTENANCE

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Custodian	0.53	0.53	0.53	13,260	13,000	13,260
Retirement				1,591	1,560	1,565
Social Security				1,014	995	1,014
TOTAL PERSONNEL	0.53	0.53	0.53	15,865	15,555	15,839

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ACCOUNT: 247-0650-XXXX-XXXXX
FUND: GENERAL
FUNCTION: RIVERSIDE CEMETERY
DEPARTMENT: PARKS & OTHER FACILITIES

PROGRAM DESCRIPTION:

The cemetery program maintains Riverside, Boyd, and Riverside Catholic Cemeteries (Catholic cemeteries are contracted services).

PRODUCTS & SERVICES

- Through a computerized program, administration provides assistance to families, funeral homes, and monument companies in locating burial sites.
- Assist parties in the procurement of burial lots.
- Maintenance is done under the Perpetual Care program.
 - Provide snow removal services for City properties.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Developed a preliminary Capital Improvements schedule for future site and facilities work to be accomplished.
- Began planning work to upgrade the cemetery recordkeeping and mapping database.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Capital Improvement items to include cemetery road repairs and replacement of the maintenance shop roof if approved.
- Work with non-profit group to conserve Civil War era veteran markers that have degraded.
- Install trees donated from a local nursery operation estate.

SUMMARY

FUND: FUNCTION: DEPARTMENT: ACCOUNT:
 GENERAL RIVERSIDE CEMETERY PARKS & OTHER FACILITIES 247-0650-XXXX-XXXXX

2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
369,255	374,092	391,970	376,338	399,054
		<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
Total Budget		374,092	391,970	399,054
Revenues - Cemetery Fees		156,814	174,000	174,000
Surplus Applied		0	15,000	15,000
Net Levy Required		217,278	202,970	210,054

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Weed whips, 5 @ \$300 each.	\$1,500
7216-00000	Repair to Cemetery roads.	\$3,000

ACCOUNT: 247-0650-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: RIVERSIDE CEMETERY
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	214,986	213,474	211,534	211,534	217,047
6103-00000	Regular Pay - Temp Employee	3,341	3,959	20,000	20,000	25,500
TOTAL PAYROLL - DIRECT LABOR		218,327	217,433	231,534	231,534	242,547
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	89,055	100,921	113,948	88,677	96,264
TOTAL PAYROLL - INDIRECT LABOR		89,055	100,921	113,948	88,677	96,264
Contractual Services						
6401-00000	Contractual Services	0	2	0	0	0
6404-00000	Postage & Shipping	78	68	100	100	100
6410-00000	Advertising/Marketing	0	0	0	0	0
6418-00000	Repairs to Motor Vehicles	4,089	1,284	2,000	3,000	3,000
6419-00000	Repairs to Tires	58	322	200	200	200
6420-00000	Repairs to Tools & Equipment	0	0	100	100	100
6421-00000	Maintenance Radios	0	0	50	50	50
6424-00000	Maintenance Office Equipment	58	66	100	100	100
6426-00000	Maint Mach/Equip/Bldg/Struct	7,263	524	500	4,730	3,800
6440-00000	Other Rental	25	30	100	100	100
6445-00000	Land Fill Fees	63	164	100	100	100
6446-00000	Contractual Employment	3,993	5,076	5,000	5,000	5,000
6448-00000	Special Services	66	0	0	0	0
TOTAL CONTRACTUAL SERVICES		15,693	7,536	8,250	13,480	12,550
Utilities						
6471-00000	Electricity	2,313	2,557	2,900	2,900	3,200
6472-00000	Sewer Service	316	397	450	450	500
6473-00000	Water Service	410	505	750	750	800
6474-00000	Gas Service	6,091	6,413	8,000	8,000	8,175
6475-00000	Telephones	2,612	3,324	1,800	1,800	2,000
6476-00000	Storm Water	9,757	9,853	6,000	9,900	9,900
TOTAL UTILITIES		21,499	23,049	19,900	23,800	24,575

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Fixed Charges						
6481-00000	Workers Compensation	2,797	4,018	2,790	2,790	2,800
6482-00000	Building & Contents	1,212	1,052	1,100	1,100	1,100
6483-00000	Comprehensive Liability	1,068	1,116	1,200	1,200	1,200
6485-00000	Vehicle Insurance	1,991	2,270	2,200	2,200	2,200
6494-00000	Boiler Insurance	337	379	298	298	298
6486-00000	Contractors Equipment	0	0	0	0	0
6496-00000	Licenses & Permits	35	0	0	80	0
TOTAL FIXED CHARGES		7,440	8,835	7,588	7,668	7,598
Materials & Supplies						
6503-00000	Clothing	40	51	200	200	200
6505-00000	Office Supplies	174	160	200	200	200
6507-00000	Books & Periodicals	438	438	0	300	300
6513-00000	Motor Oil (Lubricants)	346	488	500	500	500
6517-00000	Supplies/Repair Parts	6,744	7,306	3,000	4,000	4,000
6518-00000	Other Fuel/Propane	112	(56)	400	100	100
6519-00000	Tires, Tubes & Rims	1,389	1,298	750	1,759	1,800
6527-00000	Janitorial Supplies	151	77	100	100	100
6529-00000	Chemicals	0	0	100	0	0
6537-00000	Safety Equipment	63	338	300	320	320
6545-00000	Tools & Shop Supplies	261	5	200	200	200
6550-00000	Minor Equipment	1,520	2,426	700	700	800
6565-00000	Stone/Gravel/Concrete/Asp	0	0	0	0	0
6589-00000	Other Materials & Supplies	4,003	3,787	3,500	2,000	2,500
TOTAL MATERIAL & SUPPLIES		15,241	16,318	9,950	10,379	11,020
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	800	800	1,500
7216-00000	Land Improvements	2,000	0	0	0	3,000
TOTAL CAPITAL OUTLAY		2,000	0	800	800	4,500
TOTAL RIVERSIDE CEMETERY		369,255	374,092	391,970	376,338	399,054

PERSONNEL SCHEDULE

ACCOUNT: 247-0650-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: RIVERSIDE CEMETERY
 DEPARTMENT: PARKS & OTHER FACILITIES

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Landscape Operations Manager	1.00	1.00	1.00	57,013	57,013	58,607
Groundskeeper	1.00	1.00	1.00	43,485	43,485	44,670
Parks Maintenance Lead Person	1.00	1.00	1.00	45,409	45,409	46,708
Parks Equipment Mechanic	1.00	1.00	1.00	44,605	44,605	45,440
Clerk Typist (P.T.)	0.50	0.50	0.50	20,022	20,022	20,622
Overtime				1,000	1,000	1,000
Seasonal Help	3.07	3.07	3.07	20,000	20,000	25,500
Health Insurance	6306			73,140	46,811	50,708
Retirement	6304			22,981	22,699	25,377
Social Security	6302			16,202	17,712	18,554
Life Insurance	6310			1,100	945	1,100
Income Continuation Insurance	6312			525	510	525
TOTAL PERSONNEL	<u>7.57</u>	<u>7.57</u>	<u>7.57</u>	<u>345,482</u>	<u>320,211</u>	<u>338,811</u>

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ACCOUNT: 255-0610-XXXX-XXXXX
FUND: GENERAL
FUNCTION: PARKS REVENUE FACILITIES
DEPARTMENT: PARKS

PROGRAM DESCRIPTION:

Through the collection of fees and sales, the Parks Department produces income to make improvements to specialized Parks Department facilities. With improved facilities, positive service to community and individual users is enhanced. Revenue facilities include: the Menominee Park Zoo, Boat Launches, Children's Amusement Center, Concessions, Miller's Bay, Vending, and Zooloween Boo.

PRODUCTS & SERVICES:

- Plan for facility and equipment improvements.
- Provide exceptional family and children experiences at the zoo, amusement center, and through special events.
- Work with special interest groups and their events.
- Work with the boating public for water-based facility needs.

2008 ACCOMPLISHMENTS:

- Rebuilt the merry-go-round at the Children's Amusement Center.
- Improved a section of the railroad track at the Children's Amusement Center.
- Extended four boat ramps at the Rainbow Park boat launch.
- Laid new asphalt for repair work to a portion of the 24th Avenue boat launch parking lot.
- Repaired maintenance area fencing at the zoo, plus expanded the zoo's maintenance area.
- Launched a full-scale chemical treatment program in the southern portion of Miller's Bay.
- Worked was done with regard to an aquatics plant study for the entire water area of Miller's Bay.
- The Zooloween Boo event grew with increased "trick-or-treat" sponsors, plus monetary and in-kind donations.
- Amusement ride fees were increased, which resulted in the best gross revenue year ever.

OBJECTIVES TO BE ACCOMPLISHED in 2009:

- Develop plans for improved boat launching, plus parking at the Rainbow Park boat launch. Work to be paid from boat launch fees.
- Work on the construction of new prairie dog and river otter displays at the zoo. Work to be paid from donations to the Oshkosh Area Community Foundation.

SUMMARY

FUND: GENERAL	FUNCTION: PARKS FACILITIES	DEPARTMENT: PARKS REVENUE FACILITIES	ACCOUNT: 255-0610-XXXX-XXXXX	
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
285,674	212,825	182,406	331,175	238,622
REVENUES:				
<u>Project Number:</u>				
		<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
11421	Zoo	468	0	5,000
	Zoo Donations	0	65,000	125,000
11422	Boat Launch Fees	62,675	55,000	60,000
11423	Amusement Rides	37,124	35,000	37,000
11424	Concessions	12,225	12,000	13,000
11426	Miller's Bay	4,119	6,500	6,000
11425	Vending Machines	13,235	12,000	1,000
11428	Zoo Halloween Event	3,344	3,000	3,000
11431	Lakefly Café	31,110	25,000	34,000
	Total Revenues	164,300	213,500	284,000
Less Expenses:		212,825	182,406	238,622
OPERATING INCOME/(LOSS) REQUIRED:		<u>(48,525)</u>	<u>31,094</u>	<u>45,378</u>

COMMENTS:

Zoo donations The 2008 budget of \$65,000 includes donated dollars through the Oshkosh Community Foundation - the Tom and Penny Harenburg Zoo Fund. The 2009 budget of \$125,00 includes the \$65,000 from the Tom and Penny Harenburg Zoo fund and \$60,000 from the Jim Ryan Estate.

11425-Vending Eliminated the position that maintained vending machines. Now contract with vending companies and will receive a commission check.

All Funds: All revenue funds are carried over from previous years to provide dollars for projects.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-xxxxx Worked completed - repaired Bowen Street Fishing deck; repaired a portion of the 24th Avenue boat launch parking area with new asphalt (11422); new zoo perimeter fencing (11421); aquatic plant work (11426).

6529-xxxxx Chemicals to treat aquatic plants (11426).

6589-xxxxx Major work: constructed new zoo perimeter fence and added turnstile counter to the zoos entrance gate (11421); rebuilt merry-go-round and added a new top to the ride (11423).

7206-xxxxx Extension of four boat ramps at Rainbow Park in 2008 (11422).

EXPLANATION OF CAPITAL OUTLAY:

Zoo donations An estimated \$20,000 will be used from the Harenburg Zoo Fund for the construction of a new prairie dog exhibit and, \$60,000 will be used from the Jim Ryan Estate, through the Oshkosh Area Community Foundation, for the construction of a new river otter exhibit.

ACCOUNT: 255-0610-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PARKS
 DEPARTMENT: PARKS REVENUE FACILITIES

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	21,757	20,868	24,238	24,892	18,968
6103-00000	Regular Pay - Temp Employee	45,281	38,732	40,320	40,000	40,000
TOTAL PAYROLL - DIRECT LABOR		67,038	59,600	64,558	64,892	58,968
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	8,666	7,301	7,798	7,951	6,749
TOTAL PAYROLL - INDIRECT LABOR		8,666	7,301	7,798	7,951	6,749
Contractual Services						
6401-00000	Contractual Services	27,834	20,359	20,000	43,000	2,000
6404-00000	Postage & Shipping	1,441	1,732	1,300	1,000	1,500
6408-00000	Printing & Binding	8,942	6,664	5,000	7,000	7,000
6410-00000	Advertising/Marketing	248	462	1,000	500	1,000
6418-00000	Repairs to Motor Vehicles	210	0	0	0	0
6424-00000	Maint Office Equipment	277	273	200	200	275
6426-00000	Maint Mach/Equip/Bldg/Structures	264	3,204	3,000	500	500
6432-00000	Equipment Rental	338	1,339	500	400	500
6440-00000	Other Rental	0	261	0	415	430
6446-00000	Contractual Employment	0	263	0	0	0
6450-00000	Engineering & Consulting Fees	0	697	0	0	0
6451-00000	Architectural Fees	0	2,108	2,000	0	4,000
6460-00000	Membership Dues	70	0	100	469	500
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		39,624	37,362	33,100	53,484	17,705
Utilities						
6471-00000	Electricity	7,674	11,747	3,200	10,000	10,000
6472-00000	Sewer Service	0	0	0	0	0
6473-00000	Water Service	4,933	2,695	5,500	3,000	4,000
6474-00000	Gas Service	56	341	0	400	400
6475-00000	Telephones	0	0	500	0	500
TOTAL UTILITIES		12,663	14,783	9,200	13,400	14,900
Sundry Fixed Charges						
6482-00000	Building & Contents	0	0	0	0	0
6496-00000	Licenses & Permits	1,815	1,595	0	1,925	2,000
6499-00000	Misc Fixed Charges	0	166	0	0	0
TOTAL FIXED CHARGES		1,815	1,761	0	1,925	2,000

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	0	0	500	0	500
6505-00000	Office Supplies	682	990	500	723	800
6506-00000	Software Supplies	0	0	0	0	0
6513-00000	Motor Oil(Lubricants)	169	367	400	200	250
6514-00000	Gasoline	0	0	500	500	500
6517-00000	Supplies/Repair Parts	4,188	4,661	8,000	1,000	1,000
6518-00000	Other Fuel	73	117	100	0	0
6527-00000	Janitorial Supplies	52	25	50	50	50
6529-00000	Chemicals	1,539	7,108	10,000	20,000	5,000
6545-00000	Tools/Shop Supplies	211	217	200	200	200
6550-00000	Minor Equipment	2,298	934	1,500	850	1,000
6565-00000	Stone/Gravel/Concrete/Asphalt	1,685	4,443	1,000	2,000	5,000
6586-00000	Concessions	22,997	23,195	25,000	24,000	24,000
6589-00000	Other Materials & Supplies	24,849	37,647	20,000	45,000	20,000
TOTAL MATERIALS & SUPPLIES		58,743	79,704	67,750	94,523	58,300
Capital Outlay						
7202-00000	Office Equipment Purchases	1,465	0	0	0	0
7204-00000	Machinery & Equipment	1,250	3,634	0	0	0
7206-00000	Capital Construction	0	7,660	0	95,000	80,000
7212-00000	Radios	0	0	0	0	0
7214-00000	Buildings	13,716	0	0	0	0
7216-00000	Land Improvement	80,694	1,020	0	0	0
TOTAL CAPITAL OUTLAY		97,125	12,314	0	95,000	80,000
TOTAL PARKS REVENUE FACILITIES FUND		285,674	212,825	182,406	331,175	238,622

PERSONNEL SCHEDULE

ACCOUNT: 255-0610-XXXX-XXXXX
FUND: GENERAL
FUNCTION: PARKS
DEPARTMENT: PARKS REVENUE FACILITIES

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Park Revenue Facilities Manager	0.50	0.50	0.50	24,238	24,892	18,968
Seasonal Employees	2.40	2.40	2.40	40,320	40,000	40,000
Health Insurance 6306				0	0	0
Retirement 6304				2,909	2,987	2,238
Social Security 6302				4,889	4,964	4,511
Life Insurance 6310				0	0	0
Income Continuation Insurance 6312				0	0	0
TOTAL PERSONNEL	2.90	2.90	2.90	72,356	72,843	65,717

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ACCOUNT: 255-0610-XXXX-11429
FUND: GENERAL
FUNCTION: LEACH AMPHITHEATER
DEPARTMENT: PARKS

PROGRAM DESCRIPTION:

Management of the Leach Amphitheater. The primary function: market, book and schedule the venue for concerts, special events, weddings and gatherings. Another function is the maintenance of the facility as a park property.

OBJECTIVES TO BE ACCOMPLISHED in 2009:

- Develop marketing tools to secure rental opportunities and options, in particular, a brochure and new website.
- Create a community-based concert/entertainment series, with a minimum of four shows.
- Launch a process to secure names and addresses to mail venue schedules and Leach information (direct or email).
- Survey patrons for entertainment interests, food and beverage desires, quality of services, use data, and overall impressions.
- Work towards upgrading the gazebo area for weddings – elevate the area in front of the gazebo, plus add more colorful plants.
- Construct a 40' x 60' maintenance/storage building.

SUMMARY

FUND: GENERAL	FUNCTION: PARKS FACILITIES	DEPARTMENT: LEACH AMPHITHEATER	ACCOUNT: 255-0610-XXXX-11429		
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET	
30,643	23,465	0	36,274	46,000	
<hr/>					
REVENUES:		<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>	
		30,600	33,791	46,000	
Total Revenues		<hr/>	<hr/>	<hr/>	
Less Expenses:		23,465	36,274	46,000	
OPERATING INCOME/(LOSS) REQUIRED:		<hr/>	<hr/>	<hr/>	
		7,135	(2,483)	0	

COMMENTS:

With the Parks Department taking over management from PMI, expenditures will increase.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000 More part-time / seasonal staff
6401-00000 Decreased contractual services for turf management
6448-00000 Community Foundation received remaining dollars from the previous years, 2005 and 2006.
(Payment made for 2005 in 2006 and payment made for 2006 in 2008).
6471-00000 Will absorb PMI's electrical responsibilities

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 2008 - purchased concession equipment from PMI
7216-00000 2008 - replaced dead trees and plants

ACCOUNT: 255-0610-XXXX-11429
 FUND: GENERAL
 FUNCTION: PARKS
 DEPARTMENT: LEACH AMPHITHEATER

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	0	0	0	0	0
6103-00000	Regular Pay - Temp Employee	3,143	3,599	0	4,958	12,000
TOTAL PAYROLL - DIRECT LABOR		3,143	3,599	0	4,958	12,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	240	275	0	379	918
TOTAL PAYROLL - INDIRECT LABOR		240	275	0	379	918
Contractual Services						
6401-00000	Contractual Services	1,968	3,353	0	1,296	1,200
6402-00000	Auto Allowance	0	0	0	49	0
6404-00000	Postage & Shipping	385	365	0	0	350
6410-00000	Advertising/Marketing	0	0	0	0	9,469
6426-00000	Maint Mach/Equip/Bldg/Structures	0	328	0	39	300
6432-00000	Equipment Rental	0	0	0	550	550
6446-00000	Contractual Employment	0	0	0	0	800
6448-00000	Special Services	9,681	0	0	9,037	0
6460-00000	Membership Dues	0	0	0	399	399
TOTAL CONTRACTUAL SERVICES		12,034	4,046	0	11,370	13,068
Utilities						
6471-00000	Electricity	4,620	5,462	0	9,170	10,000
6472-00000	Sewer Service	0	0	0	0	700
6473-00000	Water Service	4,933	2,695	0	2,500	2,500
6474-00000	Gas Service	56	341	0	406	340
6475-00000	Telephones	0	0	0	0	1,175
6476-00000	Storm Water	0	0	0	0	0
TOTAL UTILITIES		9,609	8,498	0	12,076	14,715
Sundry Fixed Charges						
6482-00000	Building & Contents	0	0	0	0	0
6496-00000	Licenses & Permits	0	0	0	0	500
6499-00000	Misc Fixed Charges	0	0	0	0	0
TOTAL FIXED CHARGES		0	0	0	0	500

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Materials & Supplies						
6507-00000	Books and Periodicals	0	0	0	299	299
6517-00000	Supplies/Repair Parts	157	381	0	455	2,000
6529-00000	Chemicals	1,539	0	0	1,354	1,500
6545-00000	Tools and Shop Supplies	38	0	0	90	0
6565-00000	Stone/Gravel/Concrete/Asphalt	0	0	0	218	0
6589-00000	Other Materials & Supplies	2,349	5,646	0	200	1,000
TOTAL MATERIALS & SUPPLIES		4,083	6,027	0	2,616	4,799
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	3,175	0
7214-00000	Buildings	0	0	0	0	0
7216-00000	Land Improvement	1,534	1,020	0	1,700	0
TOTAL CAPITAL OUTLAY		1,534	1,020	0	4,875	0
TOTAL LEACH AMPHITHEATER FUND		30,643	23,465	0	36,274	46,000

PERSONNEL SCHEDULE

ACCOUNT: 255-0610-XXXX-11429
FUND: GENERAL
FUNCTION: PARKS
DEPARTMENT: LEACH AMPHITHEATER FUND

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget	
Seasonal Employees		0.62	0.62	0.62	4,958	12,000	
Social Security	6302				379	918	
TOTAL PERSONNEL		0.62	0.62	0.62	0	5,337	12,918

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ACCOUNT: 259-0610-XXXX-XXXXX
FUND: GENERAL
FUNCTION: POLLOCK COMMUNITY WATER PARK
DEPARTMENT: PARKS & OTHER FACILITIES

PROGRAM DESCRIPTION:

Manage and maintain the water park.

PRODUCTS & SERVICES:

- Provide water park experiences for all ages.
- Provide exceptional concession food and beverages.
- Plan and promote special events, i.e., children's birthday parties.
- Promote the scholarship program for those in financial need.

2008 ACCOMPLISHMENTS:

- Altered original rules to make park more user friendly and customer oriented.
- Increased food choices, including healthy foods.

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- Plan and promote five special events.
- Improve statistical reports via computer information through RecTrac upgrades.

SUMMARY

FUND: GENERAL FUNCTION: POLLOCK WATER PARK DEPARTMENT: PARKS & OTHER FACILITIES ACCOUNT: 259-0610-XXXX-XXXXX

2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
323,340	290,930	326,605	307,955	310,066
	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Estimate</u>	<u>2009 Budget</u>
Total Budget	290,930	326,605	307,955	310,066
Revenues	231,087	286,000	192,972	220,000
School District Contribution	31,239	20,302	57,492	45,033
Net Levy	28,604	20,303	20,303	40,033
Additional City Contribution Required			37,189	5,000

COMMENTS:

The School District will contribute one-half of any budget deficit, up to \$60,000. 2008 was a challenging year for the water park. The park was closed nine straight days in June due to flooding, plus it was closed full or part-time throughout the season because of rainy or cool weather. The summer was on the cool side, which equated to lower attendance numbers and revenues.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6103-00000 Reduced 2008 staff, plus the water park was shut down for nine straight days due to flooding and minimal wages were paid.

6420-00000 Repairs to pump motors due to flooding.

6448-00000 The Oshkosh Area Community Foundation is paid a percentage of season pass and ticket sales.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 Purchase of deck scrubber. \$1,000

ACCOUNT: 259-0610-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: POLLOCK WATER PARK
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6103-00000	Regular Pay - Temp Employee	146,292	44,858	51,000	36,194	40,000
TOTAL PAYROLL - DIRECT LABOR		146,292	44,858	51,000	36,194	40,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	11,934	3,430	3,902	2,757	3,060
TOTAL PAYROLL - INDIRECT LABOR		11,934	3,430	3,902	2,757	3,060
Contractual Services						
6401-00000	Contractual Services	31,189	9,682	21,000	22,658	12,000
6402-00000	Auto Allowance	9	0	0	33	20
6404-00000	Postage and Shipping	435	1,477	1,100	1,216	1,200
6410-00000	Advertising/Marketing	3,329	2,301	2,000	1,028	2,000
6420-00000	Repairs to Tools/Equipment	0	0	0	3,040	0
6426-00000	Maint Mach/Equip/Bldg/Struct	0	1,929	2,000	5,300	2,000
6432-00000	Equipment Rental	211	0	0	0	0
6446-00000	Contractual Employment	0	108,583	117,338	108,012	115,000
6448-00000	Special Services	0	0	0	9,040	10,000
6458-00000	Conference & Training	955	187	200	300	800
6459-00000	Other Employee Training	182	0	0	0	0
6460-00000	Membership Dues	0	0	0	35	35
6466-00000	Misc Contractual Services	0	93	0	0	0
TOTAL CONTRACTUAL SERVICES		36,310	124,252	143,638	150,662	143,055
Utilities						
6471-00000	Electricity	19,624	17,517	25,000	20,000	22,000
6472-00000	Sewer Service	11,205	6,668	10,000	6,500	7,000
6473-00000	Water Service	13,041	7,964	12,000	7,500	11,000
6474-00000	Gas Service	23,836	23,120	27,000	32,765	27,000
6475-00000	Telephones	111	779	1,000	850	1,000
6476-00000	Storm Water	844	1,608	1,000	1,500	1,500
TOTAL UTILITIES		68,661	57,656	76,000	69,115	69,500
Fixed Charges						
6481-00000	Workers Compensation	0	583	468	468	362
6482-00000	Building & Contents	0	0	0	0	0
6483-00000	Comprehensive Liability	0	3,000	3,032	3,002	3,002
6494-00000	Boiler Insurance	337	380	365	380	437
6496-00000	Licenses & Permits	1,430	1,410	0	1,705	1,800
6499-00000	Misc Fixed Charges	1,100	1,471	0	1,400	1,400
TOTAL FIXED CHARGES		2,867	6,844	3,865	6,955	7,001

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Materials & Supplies						
6503-00000	Clothing	664	338	500	0	500
6505-00000	Office Supplies	2,660	1,757	2,000	1,343	1,500
6517-00000	Supplies/Repair Parts	250	78	500	250	250
6527-00000	Janitorial Supplies	4,066	3,629	3,500	600	3,500
6529-00000	Chemicals	0	11,200	11,500	11,280	11,500
6537-00000	Safety Equipment	1,152	0	0	0	0
6545-00000	Tools & Shop Supplies	282	291	200	0	200
6550-00000	Minor Equipment	5,692	1,613	0	975	2,000
6565-00000	Stone/Gravel/Concrete	0	0	0	1,360	0
6586-00000	Concessions	26,331	19,266	27,000	18,855	24,000
6589-00000	Other Materials & Supplies	12,962	8,651	3,000	7,609	3,000
TOTAL MATERIAL & SUPPLIES		54,059	46,823	48,200	42,272	46,450
Capital Outlay						
7204-00000	Machinery & Equipment	3,217	7,067	0	0	1,000
7216-00000	Land Improvements	0	0	0	0	0
TOTAL CAPITAL OUTLAY		3,217	7,067	0	0	1,000
TOTAL POLLOCK COMM WATER PARK		323,340	290,930	326,605	307,955	310,066

PERSONNEL SCHEDULE

ACCOUNT: 259-0610-XXXX-XXXXX
FUND: GENERAL
FUNCTION: POLLOCK COMM WATER PARK
DEPARTMENT: PARKS & OTHER FACILITIES

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Seasonal Help (F.T.E.)	2	2	2	51,000	36,194	40,000
Social Security	6302			3,902	2,757	3,060
TOTAL PERSONNEL	2	2	2	54,902	38,951	43,060

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ACCOUNT: 517-0630-XXXX-XXXXX
FUND: GENERAL
FUNCTION: GOLF COURSE
DEPARTMENT: PARKS & OTHER FACILITIES

PROGRAM DESCRIPTION:

The Lakeshore Municipal Golf Course is a 98-acre, eighteen-hole golf course, which provides a quality golf experience to all golfer demographics living in and around the City of Oshkosh and those visiting.

PRODUCTS & SERVICES:

- General daily play
- League play
- In house tournaments
- Private and Corporate outings
- Food and beverage service
- Junior program
- Recreation Department Junior Program
- Instruction
- Club repair
- Sale of logo merchandise

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Secured sponsorship for City Match Play Championship
- Secured sponsorship for Senior Medal Play Tournament
- Chosen to host 2009 State Eagles Tournament
- Finalist for host of 2010 or 2011 Wisconsin Public Links Mid-Amateur and State Senior Tournaments
- Completed concrete paving surrounding clubhouse
- Constructed target green on practice range

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Begin irrigation installation on practice range
- Construct second target green on practice range
- Expand Email database
- Layout and develop temporary green on hole number five

SUMMARY

FUND: GENERAL	FUNCTION: GOLF COURSE	DEPARTMENT: PARKS & OTHER FACILITIES	ACCOUNT: 517-0630-XXXX-XXXXX	
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
583,828	595,188	608,948	606,324	1,655,104
<hr/>				
REVENUES:		<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
Greens Fees		352,263	403,505	384,705
Carts		81,569	86,000	92,000
Merchandise/Miscellaneous		43,574	54,200	57,000
Concessions		80,434	88,000	88,500
Donations		6,198	6,000	6,000
Sales Tax		(26,563)	(30,082)	(29,685)
Total Revenues		537,475	607,623	598,520
Budgeted Expenses:		595,188	608,948	1,655,104
OPERATING INCOME/(LOSS)LEVY REQUIRED:		(57,713)	(1,325)	(1,056,584)

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6471-00000 WPSC increases.
6511-00000 Rising fuel and other petroleum based products.
6514-00000 Rising fuel and other petroleum based products.
6529-00000 Rising fuel and other petroleum based products.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 Purchase of carry all and utility cart. \$5,000
7214-00000 Tables and chairs for clubhouse concession area. \$7,500
7216-00000 Improvements to range tee target greens and irrigation \$9,500

ACCOUNT: 517-630-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: GOLF COURSE
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	98,402	103,604	102,200	110,782	114,766
6103-00000	Regular Pay - Temp Employee	98,290	91,994	103,000	96,000	103,500
TOTAL PAYROLL - DIRECT LABOR		196,692	195,598	205,200	206,782	218,266
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	59,518	66,263	59,638	57,086	60,607
TOTAL PAYROLL - INDIRECT LABOR		59,518	66,263	59,638	57,086	60,607
Contractual Services						
6401-00000	Contractual Services	5,547	10,152	6,500	6,500	7,000
6402-00000	Auto Allowance	0	0	50	50	100
6404-00000	Postage & Shipping	18	32	50	50	50
6408-00000	Printing & Binding	0	0	0	0	0
6410-00000	Advertising/Marketing	8,082	6,229	5,500	5,800	5,900
6418-00000	Repairs to Motor Vehicles	157	23	200	200	200
6419-00000	Repairs to Tires	52	12	75	75	75
6420-00000	Repairs to Tools & Equip	5,330	5,011	4,500	4,500	4,000
6424-00000	Maintenance Office Equipment	0	0	200	200	200
6426-00000	Maint. Mach/Equip/Bldg/Struct	401	431	250	250	350
6432-00000	Equipment Rental	18,926	20,884	26,500	26,500	25,550
6440-00000	Other Rental	18,744	18,640	19,000	19,000	22,000
6445-00000	Landfill Fees	0	13	50	50	50
6446-00000	Contractual Employment	4,040	4,402	9,000	7,500	4,000
6448-00000	Special Services	477	947	1,000	1,000	1,200
6451-00000	Architectural Fees	0	200	0	0	0
6453-00000	Vehicle License & Registration	0	0	80	80	80
6458-00000	Conference & Training	380	153	400	300	250
6460-00000	Membership Dues	2,223	1,435	1,600	1,600	1,600
6466-00000	Misc Contractual Services	1,855	1,476	600	800	1,650
TOTAL CONTRACTUAL SERVICES		66,232	70,040	75,555	74,455	74,255
Utilities						
6471-00000	Electricity	12,011	12,595	10,500	10,500	13,500
6472-00000	Sewer Service	829	996	800	800	700
6473-00000	Water Service	1,020	1,252	700	700	875
6474-00000	Gas Service	4,139	3,811	5,000	5,250	5,500
6475-00000	Telephones	2,546	2,633	3,000	3,000	2,900
6476-00000	Storm Water	1,445	1,503	1,445	1,445	1,300
TOTAL UTILITIES		21,990	22,790	21,445	21,695	24,775

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Sundry Fixed Charges						
6481-00000	Workers Compensation	2,531	3,634	3,725	3,725	3,725
6482-00000	Buildings & Contents	1,212	1,052	1,100	1,100	1,100
6483-00000	Comprehensive Liability	408	420	450	450	450
6485-00000	Vehicle Insurance	401	464	450	450	475
6494-00000	Boiler Insurance	337	379	380	380	380
6496-00000	Licenses & Permits	355	320	375	375	350
6499-00000	Misc Fixed Charges	5,827	7,697	6,700	6,700	7,750
TOTAL FIXED CHARGES		11,071	13,966	13,180	13,180	14,230
Materials & Supplies						
6503-00000	Clothing	47	18	100	100	100
6505-00000	Office Supplies	307	415	275	275	425
6506-00000	Software Supplies	0	0	50	50	50
6507-00000	Books & Periodicals	45	30	75	75	50
6509-00000	Computer Supplies	0	0	50	50	50
6511-00000	Diesel Fuel	3,433	4,132	4,500	4,500	6,250
6513-00000	Motor Oil (Lubricants)	480	506	500	550	550
6514-00000	Gasoline	8,877	10,135	9,000	9,000	12,000
6517-00000	Supplies/Repair Parts	9,299	7,844	5,750	5,500	7,500
6518-00000	Other Fuel/Propane	204	104	250	250	150
6519-00000	Tires, Tubes & Rims	186	170	600	600	1,000
6527-00000	Janitorial Supplies	726	804	700	200	750
6529-00000	Chemicals	15,046	13,593	17,500	18,000	22,000
6537-00000	Safety Equipment	50	27	75	50	50
6541-00000	Paint	480	224	625	575	625
6545-00000	Tools & Shop Supplies	3,931	3,823	3,000	3,000	3,750
6550-00000	Minor Equipment	433	606	650	350	650
6557-00000	Medical Supplies	5	0	30	20	30
6565-00000	Stone/Gravel/Concrete/Asp	2,764	276	1,000	575	500
6580-00000	Golf Pro Shop	13,237	14,169	14,500	14,500	14,500
6586-00000	Golf Concessions	37,932	39,823	39,500	39,500	39,500
6589-00000	Materials & Supplies	4,575	6,652	4,750	4,500	6,500
TOTAL MATERIALS & SUPPLIES		102,057	103,351	103,480	102,220	116,980
Debt Service - Governmental						
2270-00000	Principal Payment	65,000	65,000	70,000	70,000	1,074,297
6721-00000	Interest Expense	61,268	58,180	54,150	54,150	52,444
TOTAL DEBT SERVICE-GOVERNMENTAL		126,268	123,180	124,150	124,150	1,126,741
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	2,500	2,076	5,000
7214-00000	Buildings	0	0	3,800	0	4,750
7216-00000	Land Improvement	0	0	0	4,680	9,500
TOTAL CAPITAL OUTLAY		0	0	6,300	6,756	19,250
TOTAL GOLF COURSE		583,828	595,188	608,948	606,324	1,655,104

PERSONNEL SCHEDULE

ACCOUNT: 517-0630-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: GOLF COURSE
 DEPARTMENT: PARKS & OTHER FACILITIES

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
General Manager/Superintendent	1.00	1.00	1.00	60,000	65,741	67,306
Club House Manager / Golf Pro	1.00	1.00	1.00	42,200	45,041	47,460
Asst. Superintendent/Mechanic (LTE)	4.40	4.40	4.40	14,000	14,000	15,000
Groundsmen (LTE)	4.50	4.50	4.50	43,500	40,500	43,000
Overtime				500	500	500
Club House (seasonals)				45,000	41,000	45,000
Health Insurance	6306			26,938	24,448	26,159
Retirement	6304			16,540	16,988	17,697
Social Security	6302			15,660	14,730	15,771
Life Insurance	6310			240	440	470
Income Continuation Insurance	6312			260	480	510
TOTAL PERSONNEL	10.90	10.90	10.90	264,838	263,868	278,873

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ACCOUNT: 251-0310-XXXX-XXXXX
FUND: GENERAL
FUNCTION: HEALTH SERVICES
DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM DESCRIPTION:

The Health Services Division provides services to the community in four main program areas: environmental health, public health nursing, laboratory and weights & measures. Acting as agents for the State of Wisconsin, Dept. of Agriculture, Trade & Consumer Protection, the Division of Health and the Dept. of Commerce, environmental staff administer state food regulations through routine inspections, education and enforcement activities in restaurants, retail food establishments and restaurants associated with special events. Staff through local ordinances also license and inspect taverns without food, church kitchens, and temporary food stands. Environmental staff through its agent agreements also license and inspect hotels, motels, public swimming pools, campgrounds and mobile home parks. In addition, environmental staff inspect adult book stores, enforce municipal codes related to pet stores, kennels and grooming salons, public nuisances, administer the well permit program and perform rabies investigations.

Public Health Nursing staff are responsible for communicable disease control, providing assessment, investigation, immunization, counseling and health education. Clinical services include immunizations and health education. The nursing caseload includes individuals and families with concerns related to childbearing, parenting, child development, nutrition, and chronic disease prevention and health promotion. Staff provides education; environmental investigation and case management to families of lead poisoned children. The nurses also work with the safety officer in developing and administering occupational health programs for City employees.

The Laboratory provides testing, technical assistance and referral related to private and public water supplies, swimming pools and environmental sampling.

The Weights & Measures Program regulates the purchase or sale of products or services sold by weight, measure, volume or count to ensure equity. Staff is responsible for the licensing and inspection of all scales, pumps, meters, scanners, and linear devices used in buying and selling. Additionally, prepackaged consumer products are subject to inspection for required labeling and product accuracy.

PRODUCTS & SERVICES:

- Perform more than 750 inspections related to both state and locally licensed establishments.
- Issued more than 175 temporary food licenses.
- Respond to 80 dog bite complaints.
- Respond to at least 75 nuisance complaints.
- Administer over 1,500 vaccines to 900 clients.
- Follow-up and investigate over 225 reported cases of communicable disease.
- Provide more than 3,000 public health nursing contacts.
- Inspect at least 200 establishments related to weights & measures.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Developed and tested portions of our mass vaccination plan related to Oshkosh West.
- Reviewed and recommended fees structure revisions related to the environmental sanitation, weights and measures programs.
- Continue to represent the City on the regional hospital and public health preparedness committees.
- Continue to participate on the City's Health & Wellness Committee.
- Performed a community table-top exercise on community containment related to an influenza pandemic.
- Reviewed and making changes to Chapter Six of the Municipal Code.
- Initiated the development with IT staff of an electronic field inspection/licensing program for the sanitarians.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Coordinate inter-departmental review, utilizing the Advisory Committee on Inspection Services to review Article IV, Nuisances of Municipal Code, Chapter 17.
- Update mass vaccination/distribution plan related to West High School.
- Develop a mass vaccination/distribution plan related to North High School.
- Recommend adoption and implementation of fee structure revisions related to environmental sanitation, weights and measures, and lab services.
- Conduct a Community Health Improvement Process to assess needs and engage community-driven planning to solve public health problems.
- Develop a new monthly/annual report.

SUMMARY

FUND: GENERAL	FUNCTION: HEALTH SERVICES	DEPARTMENT: COMMUNITY DEVELOPMENT	ACCOUNT: 251-0310-XXXX-XXXXX	
2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
825,401	756,250	957,709	980,196	968,426
		<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Budget</u>	<u>2009</u> <u>Budget</u>
<u>ESTIMATED REVENUES:</u> (205 and 251 fund)				
Total Budget		756,250	957,709	968,426
Revenues:				
Weights & Measures #4381		118,795	119,000	119,000
Lab Fees #4624		11,875	15,000	10,000
Water Services - Water Utility #4626		0	75,000	81,000
Retail Food #4338		21,795	22,000	24,000
Hotel & Restaurant #4340		187,410	190,000	219,000
Nurse Fees/Donations #4632-33, 4792, 4952		8,259	5,000	5,000
Surplus applied		0	0	24,000
*Aids #4220		9,315	138,888	112,000
		<u>357,449</u>	<u>564,888</u>	<u>594,000</u>
Net Levy Required		<u>398,801</u>	<u>392,821</u>	<u>374,426</u>

* Anticipated revenues from State of Wisconsin grants (Consolidated Contract, Refugee Assistance, and Pandemic Influenza.)

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000 Increase relates to services required by the State for an ongoing health assessment issue.
6402-00000 Increased based on anticipated 2008 expenditure and increase in reimbursement rate.
6475-00000 Reduction based on anticipated 2008 expenditure.
6496-00000 Reduction based on anticipated 2008 expenditure.
6505-00000 Reduction based on anticipated grant funds available.
6507-00000 Reduction based on anticipated grant funds available.
6557-00000 Reduction based on anticipated grant funds available.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 251-0310-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: HEALTH SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	475,041	489,735	498,565	528,273	515,986
6103-00000	Regular Pay - Temp. Employee	59,066	492	130,638	83,059	79,750
TOTAL PAYROLL - DIRECT LABOR		534,107	490,227	629,203	611,332	595,736
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	229,518	201,588	250,476	286,580	293,710
TOTAL PAYROLL - INDIRECT LABOR		229,518	201,588	250,476	286,580	293,710
Contractual Services						
6401-00000	Contractual Services	5,839	11,762	4,000	20,500	15,000
6402-00000	Auto Allowance	5,266	5,298	7,700	7,950	8,100
6404-00000	Postage & Shipping	0	0	1,000	0	1,000
6418-00000	Repairs to Motor Vehicles	631	0	0	0	0
6426-00000	Maint Mach/Equip/Bldg/Struct	652	735	1,000	100	1,000
6458-00000	Conference & Training	3,100	1,884	3,750	3,750	3,750
6460-00000	Membership Dues	610	540	520	520	520
6466-00000	Misc Contractual Services	9,301	9,187	9,300	9,300	9,300
TOTAL CONTRACTUAL SERVICES		25,399	29,406	27,270	42,120	38,670
Utilities						
6475-00000	Telephones	2,913	3,205	3,750	3,650	3,650
6479-00000	Other Utilities	55	43	0	0	0
TOTAL UTILITIES		2,968	3,248	3,750	3,650	3,650
Fixed Charges						
6481-00000	Workers Compensation	6,494	9,353	8,480	8,268	6,403
6483-00000	Comprehensive Liability	264	276	283	280	280
6485-00000	Vehicle Insurance	413	464	487	466	477
6496-00000	Licenses and Permits	487	264	1,000	600	600
TOTAL FIXED CHARGES		7,658	10,357	10,250	9,614	7,760

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Materials & Supplies						
6505-00000	Office Supplies	5,646	3,640	7,360	5,500	4,000
6507-00000	Books & Periodicals	792	556	2,000	500	1,500
6514-00000	Gas	56	0	500	0	500
6527-00000	Janitorial Supplies	0	33	0	0	0
6557-00000	Medical Supplies	3,757	4,148	6,500	4,500	5,500
6589-00000	Other Materials & Supplies	14,610	12,874	20,400	16,400	17,400
TOTAL MATERIALS & SUPPLIES		24,861	21,251	36,760	26,900	28,900
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
7204-00000	Machinery & Equipment	890	173	0	0	0
7230-00000	Computer Software	0	0	0	0	0
TOTAL CAPITAL OUTLAY		890	173	0	0	0
TOTAL HEALTH SERVICES		825,401	756,250	957,709	980,196	968,426

PERSONNEL SCHEDULE

ACCOUNT: 251-0310-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: HEALTH SERVICES
 DEPARTMENT: COMMUNITY DEVELOPMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Health Director	1.00	1.00	1.00	80,990	81,000	83,227
Sanitarians	2.00	2.00	2.00	113,809	121,757	117,827
City Sealer	1.00	1.00	1.00	57,530	61,216	59,539
Office Assistant	1.00	1.00	1.00	34,615	36,265	35,845
Environmental Health Specialist	1.00	1.00	1.00	40,734	43,857	42,182
Public Health Nurse	3.00	3.00	3.00	170,887	184,178	177,366
Temporary Help	2.40	2.40	2.40	130,638	83,059	79,750
Health Insurance 6306				131,652	163,075	174,490
Retirement 6304				70,250	73,360	70,197
Social Security 6302				44,784	46,767	45,509
Life Insurance 6310				2,487	2,203	2,321
Reserve for Adjustment to Salaries				0	0	0
Income Continuation Insurance 6312				1,303	1,175	1,193
TOTAL PERSONNEL	11.40	11.40	11.40	879,679	897,912	889,446

ACCOUNT: 511-1728-XXXX-XXXXX
FUND: GENERAL
FUNCTION: TRANSIT UTILITY
DEPARTMENT: TRANSPORTATION

PROGRAM DESCRIPTION:

The Oshkosh Transit System (OTS) is dedicated to providing safe, low-cost public transportation that enhances the mobility of its citizens and insures access to the varied resources within the community.

OTS provides bus service on nine regular fixed routes within the City of Oshkosh between 6:15 a.m. and 6:15 p.m. (except holidays). Additional transit service is provided on three peak afternoon tripper (school) routes and special routes during the Experimental Aircraft Association Fly-In and Sport Aviation Exhibition. The regular cash fare of \$0.75 and the monthly pass of \$20.00 are the lowest bus fares in Wisconsin and among the lowest in the nation.

OTS has developed extensive partnerships with Winnebago County, nonprofit agencies, and private companies to provide a wide range of transit and paratransit services within Oshkosh and throughout Winnebago County. The paratransit services are comprised of subsidized transportation programs for elderly, disabled, and low-income citizens.

PRODUCTS & SERVICES:

- Fixed Routes: Bus service for the general public.
- Dial-A-Ride: Subsidized cab service for qualified elderly and disabled individuals within the city of Oshkosh, 24 hours a day, seven days a week.
- Cabulance: Van-assisted door through door service for qualified disabled individuals within the city of Oshkosh, 24 hours a day, seven days a week.
- Lakeside Packaging Plus: Transportation within the city of Oshkosh to and from worksites for disabled adults, Monday-Friday.
- Rural Over 60: Subsidized taxi and van service provided to rural Winnebago County residents ages 60 or older, 24 hours a day, seven days a week.
- Rural Under 60: Subsidized taxi and van service provided to rural Winnebago County residents who are disabled, 24 hours a day, seven days a week.
- Advocap: Subsidized taxi and van service provided to elderly and disabled residents of Oshkosh to and from Elderly Nutrition Sites during the sites' hours of operation.
- Access-To-Jobs: Subsidized taxi and van service provided to residents of Winnebago County to and from work.
- Red Cross: This service provides transportation to citizens that have no other means of travel.
- Cerebral Palsy of Northeast WI Inc.: This service provides non-school transportation to clients of Cerebral Palsy of Northeast Wisconsin Inc.
- Lutheran Homes: This transportation is provided to residents of the various facilities owned by Lutheran Homes of Oshkosh for medical and shopping purposes.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Carried approximately 1.1 million riders on fixed-route service and 90,000 riders on revenue paratransit service
- Implemented various fare increases
- Started contracting for on-vehicle advertising
- Negotiated a new contract with UW-Oshkosh
- Developed annual fare card for rural program users

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR

- Increase ridership on fixed-route service
- Develop marketing plan
- Add bicycle racks to city buses
- Conduct systemwide review of routes
- Work with Valley Transit to enhance service between Oshkosh and Neenah (Route 10)
- Enhance transit web site design
- Incorporate route schedule into Google Transit
- Work with UW-Oshkosh to support potential service expansions
- Revise drivers work schedule.
- Explore and implement fare increases, if required
- Review hours of service for paratransit
- Rehabilitate Transit Center

SUMMARY

FUND: GENERAL	FUNCTION: TRANSIT UTILITY	DEPARTMENT: TRANSIT UTILITY	ACCOUNT: 511-1728-XXXX-XXXXX		
2006 EXPENDITURE	2007 EXPENDITURE	2008 APPROPRIATION	2008 EXPENDITURE	2009 PROPOSED BUDGET	
3,903,031	4,181,924	4,203,588	4,515,845	4,848,944	

Operating Revenues	640,000	678,000	936,000
Deficit to be Funded	3,563,588	3,837,845	3,912,944
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Federal Aids	1,353,555	1,309,050	1,430,438
State Aids	1,084,525	1,198,265	1,309,215
County Aids	354,000	354,340	399,481
Other Grants & Aids	15,600	18,937	23,502
Red Cross	126,400	106,500	107,625
Carry-over Funds	0	0	0
County Inter-City Funds	30,000	30,000	30,000
Local Share	599,508	820,753	612,683

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

Projected reduction of state/federal aids from 60% to 57% with a resulting loss in non-local funding.
 Projected revenue increase is due to fare increase planned for January 1, 2009.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 511-1728-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: TRANSIT UTILITY
 DEPARTMENT: TRANSIT UTILITY

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	422,674	461,991	429,999	439,054	488,079
6112-00000	Regular Pay - Transit Opera.	718,356	714,177	756,559	780,680	812,326
TOTAL PAYROLL - DIRECT LABOR		1,141,030	1,176,168	1,186,558	1,219,734	1,300,405
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	779,226	859,495	907,496	875,841	862,204
TOTAL PAYROLL - INDIRECT LABOR		779,226	859,495	907,496	875,841	862,204
Contractual Services						
6401-00000	Contractual Services	25,540	18,350	19,950	18,550	19,800
6402-00000	Auto Allowance	960	960	960	800	1,200
6403-00000	Clothing Allowance	0	848	200	200	200
6404-00000	Postage & Shipping	49	73	500	70	70
6408-00000	Printing and Binding	479	880	2,130	1,000	1,000
6410-00000	Advertising/Marketing	15,013	18,106	8,000	15,000	20,000
6414-00000	Auditing	4,180	3,950	3,500	4,500	4,500
6418-00000	Repairs To Motor Vehicles	2,158	569	1,300	1,200	1,300
6420-00000	Repairs to Tools & Equipment	516	700	700	700	700
6421-00000	Maintenance Radios	0	0	300	300	300
6424-00000	Maintenance Office Equipment	743	938	1,200	1,200	1,200
6426-00000	Maint Mach/Equip/Bldg/Str	26,964	29,780	29,000	30,500	30,500
6449-00000	Purchased Transportation	1,438,677	1,567,144	1,510,214	1,630,000	1,794,000
6453-00000	Vehicle License & Registration	0	0	50	0	75
6458-00000	Conference and Training	2,619	1,931	1,000	2,400	2,950
6460-00000	Membership Dues	2,403	2,290	2,600	2,290	2,600
6466-00000	Misc Contractual Services	4,224	3,951	2,100	14,000	2,000
TOTAL CONTRACTUAL SERVICES		1,524,525	1,650,470	1,583,704	1,722,710	1,882,395
Utilities						
6471-00000	Electricity	12,483	13,047	13,500	14,100	15,200
6472-00000	Sewer Service	733	307	1,200	200	200
6473-00000	Water Service	1,261	419	1,700	250	250
6474-00000	Gas Service	13,263	14,936	23,000	16,600	17,000
6475-00000	Telephones	3,097	4,217	3,800	4,400	4,500
6476-00000	Storm Water	721	783	800	800	800
6479-00000	Sewer Service	59	0	0	0	0
TOTAL UTILITIES		31,617	33,709	44,000	36,350	37,950

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Fixed Charges						
6481-00000	Workers Compensation	0	0	27,000	27,000	20,100
6482-00000	Buildings & Contents	2,721	1,978	2,005	2,000	2,010
6483-00000	Comprehensive Liability	4,472	4,656	4,812	4,720	4,760
6485-00000	Vehicle Insurance	64,287	78,534	92,000	84,500	94,900
6494-00000	Boiler Insurance	313	341	363	400	440
6496-00000	Licenses and Permits	130	200	200	200	200
6499-00000	Misc Fixed Charges	150	150	200	150	150
TOTAL FIXED CHARGES		72,073	85,859	126,580	118,970	122,560
Materials & Supplies						
6503-00000	Clothing	2,938	2,887	3,000	3,000	3,000
6505-00000	Office Supplies	1,882	2,095	2,000	2,000	2,000
6507-00000	Books and Periodicals	257	257	200	260	350
6509-00000	Computer Supplies	0	516	400	400	400
6511-00000	Diesel Fuel	268,417	289,045	275,000	439,000	535,000
6513-00000	Motor Oil (Lubricants)	6,482	8,508	7,000	10,800	10,800
6514-00000	Gasoline	1,603	1,770	2,000	2,150	2,250
6517-00000	Supplies/Repair Parts	55,400	52,435	50,000	63,500	66,500
6518-00000	Other Fuel/Propane	1,216	790	300	430	430
6519-00000	Tires & Tubes	12,298	13,095	11,000	16,000	18,000
6527-00000	Janitorial Supplies	2,540	3,184	1,500	3,000	3,000
6529-00000	Chemicals	0	0	100	0	0
6537-00000	Safety Equipment	114	139	200	200	200
6545-00000	Tools & Shop Supplies	696	140	1,000	400	400
6550-00000	Minor Equipment	0	0	500	0	0
6557-00000	Medical Supplies	0	0	150	0	0
6589-00000	Other Materials & Supplies	717	1,362	900	1,100	1,100
TOTAL MATERIALS & SUPPLIES		354,560	376,223	355,250	542,240	643,430
Capital Outlay						
1753-00000	Capital Outlay	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL TRANSIT UTILITY		3,903,031	4,181,924	4,203,588	4,515,845	4,848,944

PERSONNEL SCHEDULE

ACCOUNT: 511-1728-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: TRANSIT UTILITY
 DEPARTMENT: TRANSIT UTILITY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Director of Transportation	1	1	1	78,645	62,571	79,309
Transit Administration Supervisor	1	1	1	43,290	43,704	52,828
Transit Operations Supervisor	1	1	1	48,012	48,011	50,191
Transportation Maintenance Supervisor	1	1	1	53,725	53,724	55,202
Mechanics	3	3	3	114,395	120,099	124,931
Service Technician	1	1	1	33,785	37,304	38,666
Transit Operators	18	18	18	752,559	764,843	772,876
Tr. Operator/Mechanic	1	1	1	4,000	15,837	39,450
Administrative Assistant	1	1	1	40,319	40,318	41,426
Dispatcher/Operator (P.T.)	0.50	0.00	1.00	0	12,704	24,664
Dispatcher/Office Clerk (P.T.)	0.60	0.60	0.60	13,828	13,828	13,706
Overtime				4,000	6,791	7,156
Fringe Benefits (Sick, Hol, Vaca, Longevity) 6320				204,296	226,759	186,180
Health Insurance 6306				424,212	363,715	386,127
Retirement 6304				163,818	166,479	169,573
Social Security 6302				105,578	109,268	111,110
Life Insurance 6310				6,472	6,326	5,583
Income Continuation Insurance 6312				3,120	3,294	3,631
TOTAL PERSONNEL	29.10	28.60	29.60	2,094,054	2,095,575	2,162,609

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:	
GENERAL	EQUIPMENT FUND	GENERAL GOVERNMENT	323-XXXX-XXXX-XXXXX	
<hr/>				
2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATED	2009 PROPOSED
EXPENDITURE	EXPENDITURE	APPROPRIATION	EXPENDITURE	BUDGET
<hr/>				
0	0	0	0	0
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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 323-XXXX-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: EQUIPMENT FUND
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
7204-00000	Machinery & Equipment	0	0	0	0	0
7206-00000	Capital Construction	0	0	0	0	0
7210-00000	Motor Vehicles	0	0	0	0	0
7214-00000	Buildings	0	0	0	0	0
7216-00000	Land Improvement	0	0	0	0	0
7226-00000	Local Access TV Equipment	0	0	0	0	0
7230-00000	Software	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL EQUIPMENT FUND		0	0	0	0	0

ACCOUNT: 401-0074-0000-00000
 FUND: GENERAL
 FUNCTION: MUNICIPAL DEBT SERVICE

2007 ACTUAL	2008 ESTIMATE	2009 ESTIMATE
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REVENUES

General Property Tax
 Approp. from Sinking Fund

16,130,462	16,115,651	16,549,086
200,000	375,000	375,000

TOTAL REVENUES

16,330,462	16,490,651	16,924,086
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EXPENDITURES

Detail - Principal Payments

1993 Taxable Corporate Purpose Bonds 820K 10/93	0		
1997 Taxable Refunding Bonds 955K 11/97	75,000	100,000	0
1998 Corporate Purpose Bonds 3,975K 5/98 REF 2005	280,000	285,000	0
1998 Promissory Notes 1,510K 5/98	335,000	0	0
1998 Refunding Bonds 21,090K 5/98 refunded '06 8,940k	0	0	0
1998C Refunding Bonds 5,695K 5/98 refunded '06 2,925k	0	0	0
1999 Corporate Purpose Bonds 3,560K 3/99	125,000	135,000	150,000
1999 Promissory Notes 2,820K 3/99	445,000	460,000	0
1999 Corporate Purpose Ref Bonds 4,540K 3/99	370,000	315,000	335,000
2000 Corporate Purpose Bonds 8,305K 3/00 REF 2005	370,000	390,000	0
2000 Promissory Notes 2,210K 3/00	280,000	295,000	310,000
2000 Promissory Notes-C 1,500K 10/00	65,000	70,000	1,070,000
2001 Corporate Purpose Bonds 6,390K 3/01 REF 2005	280,000	295,000	0
2001 Promissory Notes 2,110K 3/01	250,000	265,000	275,000
2002 Corporate Purpose Bonds 11,225K 3/02	455,000	480,000	505,000
2002 Promissory Notes 2,260K 3/02	260,000	270,000	280,000
2002 Taxable Corporate Purpose Bonds 7,580 3/02	285,000	300,000	315,000
2002 State Trust Loan Ind Park 1,012K 5/02	36,899	38,629	40,675
2003 State Trust Loan TIF #14 375K	13,138	13,750	14,482
2003 State Trust Loan TIF #13 1,365k	47,166	49,364	51,992
2003 Promissory Notes series B, 2,615K 3/03	290,000	300,000	305,000
2003 Taxable Bonds 1,420K 3/03	55,000	60,000	60,000
2003 Corporate Purpose Bonds series A, 11,675K	485,000	510,000	535,000
2003 G.O. Refunding Bonds series 2003D 8,615K	580,000	595,000	615,000
2003 Refunding Promissory Notes 4,380K 8/03	330,000	370,000	355,000
2003 G.O. Refunding Bonds Series 2003E, 1,050K	55,000	55,000	55,000
2003 State Trust Loan TIF #14 226K, 9/03	8,348	8,737	9,202
2004 Corp Purpose Bonds series 2004A, \$6,480K 3/04	265,000	275,000	280,000
2004 G.O. Prom Notes series 2004B, \$1,565K 3/04	165,000	170,000	180,000
2004 State Trust Loan Riverside Park, \$1,200K, 11/04	41,889	43,828	46,175
2004 State Trust Loan TIF #14, \$99K, 12/04	3,450	3,609	3,803
2004 State Trust Loan TIF #14, \$100K, 9/04	3,522	3,685	3,882
2005A G.O. Corp Purpose Bonds \$7,395K, 2/05	285,000	295,000	300,000
2005B G.O. Prom Notes \$2,540K, 2/05	255,000	260,000	265,000
2005 State Trust Loan-Riverside expan., \$200,000, 5/05	6,292	6,581	6,935
2005 Ref '96 Bonds \$815,000	115,000	130,000	135,000
2005 Ref '96A Bonds \$3,875K	600,000	555,000	470,000
2005 Ref '98 Bonds \$2,665K (Crossover, starts in 2009)	0	0	210,000
2005 Ref '00 Bonds \$6,065K (Crossover, starts in 2009)	0	0	430,000
2005 Ref '01 Bonds \$4,915K (Crossover, starts in 2009)	0	0	305,000
2005 State Trust Loan \$656K	16,233	23,760	24,908
2005 State Trust Loan \$1,163K	28,779	42,122	44,158
2006A G.O. Corp Purpose Bonds \$9,265K 2/06	325,000	335,000	360,000
2006B G.O. Prom Note \$2,500K 2/06	235,000	245,000	255,000
2006C G.O. Taxable Bonds \$1,995K 2/06	65,000	70,000	70,000
2006D G.O. Refunding Bonds \$8,940K	2,055,000	1,765,000	1,695,000
2006D G.O. Refunding Bonds \$2,925K	450,000	465,000	480,000
2007A G O Corp Purpose Bonds \$7,950K	0	280,000	290,000
2007B G O Prom Notes \$3,375K	0	310,000	330,000
2008 State Trust Fund Loan \$1,419,815.	0	0	36,736
2008 State Trust Fund Loan \$1,832,000.	0	0	0
2008A G O Corp Purpose Bonds \$5,105K	0	0	180,000
2008B G O Prom Notes \$1,565K	0	0	145,000

TOTAL PRINCIPAL

10,690,716	10,939,065	11,827,948
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ACCOUNT: 401-0074-0000-00000
 FUND: GENERAL
 FUNCTION: MUNICIPAL DEBT SERVICE

2007 ACTUAL	2008 ESTIMATE	2009 ESTIMATE
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INTEREST

Detail-Interest Payments

1993 Taxable Corporate Purpose Bonds 820K 10/93	0		
1997 Taxable Refunding Bonds 955K 11/97	11,300	6,500	0
1998 Corporate Purpose Bonds 3,975K 5/98 REF 2005	157,548	143,548	0
1998 Promissory Notes 1,510K 5/98	14,740	0	0
1998 Refunding Bonds 21,090K 5/98 refunded '06 8,940k	0	0	0
1998C Refunding Bonds 5,695K 5/98 refunded '06 2,925k	0	0	0
1999 Corporate Purpose Bonds 3,560K 3/99	106,512	100,575	95,040
1999 Promissory Notes 2,820K 3/99	36,660	19,090	0
1999 Corporate Purpose Ref Bonds 4,540K 3/99	130,815	116,016	103,258
2000 Corporate Purpose Bonds 8,305K 3/00 REF 2005	387,706	364,580	0
2000 Promissory Notes 2,210K 3/00	46,322	31,762	16,275
2000 Promissory Notes-C 1,500K 10/00	57,237	54,150	50,825
2001 Corporate Purpose Bonds 6,390K 3/01	258,398	246,638	0
2001 Promissory Notes 2110K 3/01	44,054	34,054	23,455
2002 Corporate Purpose Bonds 11,225K 3/02	476,142	457,941	438,262
2002 Promissory Notes 2,260K 3/02	56,650	46,510	35,710
2002 Taxable Corporate Purpose Bonds 7,580 3/02	425,572	410,752	394,402
2002 State Trust Loan Ind Park 1,012K 5/02	43,663	41,932	39,887
2003 State Trust Loan TIF #14 375K	16,964	16,351	15,619
2003 State Trust Loan TIF #13 1,365k	60,902	58,704	56,075
2003 Promissory Notes series B, 2,615K 3/03	62,405	54,575	45,574
2003 Taxable Bonds 1,420K 3/03	69,638	67,574	65,174
2003 Corporate Purpose Bonds series A, 11,675K	456,100	443,974	430,460
2003 G.O. Refunding Bonds series 2003D 8,615K	269,472	253,446	234,674
2003 Refunding Promissory Notes 4,380K 8/03	46,032	36,956	25,856
2003 G.O. Refunding Bonds Series 2003E, 1,050K	25,663	24,013	22,363
2003 State Trust Loan TIF #14 226K, 9/03	10,779	10,390	9,925
2004 Corp Purpose Bonds series 2004A, 6,480K 3/04	246,294	238,344	229,544
2004 G.O. Prom Notes series 2004B, 1,565K 3/04	40,498	36,578	31,904
2004 State Trust Loan Riverside Park, \$1,200K, 11/04	58,882	56,943	54,596
2004 State Trust Loan TIF #14, \$99K, 12/04	4,849	4,689	4,496
2004 State Trust Loan TIF #14, \$100K, 9/04	4,950	4,787	4,590
2005A G.O. Corp Purpose Bonds \$7,395K, 2/05	277,325	264,500	252,700
2005B G.O. Prom Notes \$2,540K, 2/05	75,624	67,974	60,174
2005 State Trust Loan-Riverside expan., \$200,000, 5/05	9,600	9,311	8,956
2005 Ref '96 Bonds \$815K	22,156	18,418	14,194
2005 Ref '96A Bonds \$3,875K	113,788	94,288	76,250
2005 Ref '98 Bonds \$2,665K (Crossover, starts in 2009)	0	0	102,438
2005 Ref '00 Bonds \$6,065K (Crossover, starts in 2009)	0	0	235,324
2005 Ref '01 Bonds \$4,915K (Crossover, starts in 2009)	0	0	191,906
2005 State Trust Fund Loan \$656K	36,394	28,868	27,721
2005 State Trust Fund Loan \$1,163K	64,523	51,180	49,145
2006A G.O. Corp Purpose Bonds \$9,265K 2/06	400,276	385,652	370,576
2006B G.O. Prom Note \$2,500K 2/06	97,230	87,830	78,030
2006C G.O. Taxable Bonds \$1,995K 2/06	105,692	102,345	98,740
2006D G.O. Refunding Bonds \$8,940K	343,693	275,400	204,800
2006D G.O. Refunding Bonds \$2,925K	112,450	99,000	80,400
2007A G O Corp Purpose Bonds \$7,950K	252,998	337,332	326,131
2007B G O Prom Notes \$3,375K	101,250	135,000	122,600
2008 State Trust Fund Loan \$1,419,815.	0	0	83,934
2008 State Trust Fund Loan \$1,832,000.	0	0	0
2008A G O Corp Purpose Bonds \$5,105K	0	171,360	228,480
2008B G O Prom Notes \$1,565K	0	41,756	55,675

TOTAL INTEREST	5,639,746	5,551,586	5,096,138
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TOTAL PRINCIPAL AND INTEREST	16,330,462	16,490,651	16,924,086
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ACCOUNT: 509-1717-0000-0000
 FUND: PARKING UTILITY
 FUNCTION: PARKING UTILITY

2005 ACTUAL	2006 ACTUAL	2007 ACTUAL	2008 EST.	2009 PROP.
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REVENUES

Meter Fees & Hoods #4744-4745	27,721	23,744	20,867	16,335	16,335
Overnight Permits #4746	17,346	15,705	17,968	15,000	15,000
Parking Lot Rentals #4752-4767	31,306	41,221	38,599	35,000	35,000
Forfeitures #4742	99,643	108,828	87,294	56,000	56,000
Parking Stickers #4748	44,632	48,007	42,108	30,000	30,000
B.I.D. District #4750	18,381	16,571	22,255	14,633	19,400
Other #4972	347	2,237	281	14,834	300
Interest Income #4908	1,794	5,461	4,454	2,600	2,500

TOTAL REVENUES	241,170	261,774	233,826	184,402	174,535
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EXPENDITURES

Payroll - Direct Labor					
6102-00000 Regular Pay	86,150	85,640	93,246	96,680	93,373
6103-00000 Regular Pay - Temp. Employee	0	0	0	0	0

TOTAL PAYROLL - DIRECT LABOR	86,150	85,640	93,246	96,680	93,373
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payroll - Indirect Labor					
63xx-00000 Payroll - Indirect Labor	41,321	36,084	30,558	45,519	46,458

TOTAL PAYROLL - INDIRECT LABOF	41,321	36,084	30,558	45,519	46,458
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Contractual Services					
6401-00000 Contractual Services	7	0	0	0	0
6406-00000 Computer Service Chrgs	13,200	22,248	22,915	23,500	24,200
6414-00000 Auditing	1,480	1,520	880	992	1,000
6418-00000 Repairs to Motor Vehicle	928	200	431	2,000	500
6421-00000 Maintenance Radios	231	0	0	0	0
6426-00000 Maint Mach/Equip/Bldg/Struct	0	0	295	0	0
6440-00000 Other Rental	4,670	2,807	2,897	2,995	3,050
6448-00000 Special Services	53	0	57	0	0
6469-00000 Uncollectible Accounts	231	0	0	0	0

TOTAL CONTRACTURAL SERVICES	20,800	26,775	27,475	29,487	28,750
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Utilities					
6471-00000 Electricity	10,084	9,192	10,297	11,000	11,800
6476-00000 Storm Sewer	3,025	4,865	4,947	5,100	5,500

TOTAL UTILITIES	13,109	14,057	15,244	16,100	17,300
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Fixed Charges					
6481-00000 Workers Compensation	471	599	847	741	574
6482-00000 Building & Contents	0	0	0	0	0
6483-00000 Comprehensive Liability	444	396	421	421	421
6485-00000 Vehicle Insurance	395	413	464	466	477

TOTAL FIXED CHARGES	1,310	1,408	1,732	1,628	1,472
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ACCOUNT: 509-1717-0000-0000
 FUND: PARKING UTILITY
 FUNCTION: PARKING UTILITY

	2005 ACTUAL	2006 ACTUAL	2007 ACTUAL	2008 EST.	2009 PROP.
Material & Supplies					
6503-00000 Clothing	7	0	184	100	100
6505-00000 Office Supplies	3,316	8,756	3,471	4,000	4,000
6411-6414 Gasoline/Diesel Fuel	647	753	778	1,100	1,200
6517-00000 Supplies/Repair Parts	220	477	243	1,000	750
6519-00000 Tires, Tubes & Rims	239	0	0	0	0
6565-00000 Stone/Gravel/Concrete	1,311	120	0	0	0
6589-00000 Other Materials/Supplies	3,555	21	1,178	1,500	1,500
TOTAL MATERIALS & SUPPLIES	9,295	10,127	5,854	7,700	7,550
TOTAL EXPENDITURES	171,985	174,091	174,109	197,114	194,903
Transfer from TIF 10 #5274	(9,555)	(7,857)	(9,996)	(10,332)	(10,000)
Interest on Bank Loans #6721	24,869	17,407	16,027	13,909	12,197
Principal on Bank Loans #2270	40,000	39,654	45,000	51,143	50,889
TOTAL	55,314	49,204	51,031	54,720	53,086
TOTAL EXPENSE	227,299	223,295	225,140	251,834	247,989
NET GAIN OR (LOSS)	13,871	38,479	8,686	(67,432)	(73,454)

PERSONNEL SCHEDULE

ACCOUNT: 509-1717-0000-00000
FUND: PARKING UTILITY
FUNCTION: PARKING UTILITY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Parkg. Meter Srvcmn II	1	1	1	45,080	46,914	45,788
Clerk Typist II	1	1	1	29,501	32,671	30,550
Fringe Benefits				29,734	42,073	43,095
TOTAL PERSONNEL	2	2	2	104,315	121,658	119,433
ADMINISTRATIVE SERVICES						
Account Clerk I (1/2)				16,320	17,095	17,035
Fringe Benefits				3,436	3,446	3,363
TOTAL ADMIN. SERVICE				19,756	20,541	20,398
TOTAL PERSONNEL	2	2	2	124,071	142,199	139,831

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ACCOUNT: 541-0000-0000-00000
 FUND: WATER UTILITY
 FUNCTION: WATER UTILITY

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
<u>OPERATING REVENUES</u>					
Residential Service	4,595,568	4,982,219	5,100,000	5,208,000	5,208,000
Commercial Service	2,092,852	2,242,943	2,250,000	2,393,000	2,393,000
Industrial Service	811,552	827,678	807,500	865,000	865,000
Public Service	1,027,416	1,157,478	1,131,000	1,218,000	1,218,000
Municipal Service	70,059	75,449	69,500	78,000	78,000
TOTAL	8,597,447	9,285,767	9,358,000	9,762,000	9,762,000
Public Fire Protection	1,309,163	1,366,272	1,488,000	1,485,000	1,485,000
Rental Income	137,573	132,542	118,000	118,000	118,000
Forfeited Discounts	99,974	112,027	85,000	118,000	120,000
Other	221,238	189,232	125,000	192,000	192,000
TOTAL OPERATING REVENUES	10,365,395	11,085,840	11,174,000	11,675,000	11,677,000
<u>OPERATING EXPENSES</u>					
Pumping	656,940	664,377	633,300	762,550	797,615
Water Treatment	1,245,335	1,389,683	1,179,450	1,423,900	1,452,100
Transmission & Distribution	1,419,574	1,121,675	1,526,665	1,110,200	1,137,500
Customer Service	198,983	163,053	171,600	173,350	177,500
General & Administrative	816,053	851,965	888,743	983,800	947,000
Taxes	753,905	746,292	777,145	785,900	1,141,700
Depreciation & Amortization	2,135,243	3,042,865	2,450,000	3,151,600	3,229,600
TOTAL OPERATING EXPENSES	7,226,033	7,979,910	7,626,903	8,391,300	8,883,015
OPERATING PROFIT/(LOSS)	3,139,362	3,105,930	3,547,097	3,283,700	2,793,985
<u>NON-OPERATING REVENUE</u>					
Interest Income	486,901	520,028	475,000	500,000	480,000
Interest Expense Subsidy	39,101	35,318	31,255	29,760	25,330
TOTAL NON-OPERATING REVENUE	526,002	555,346	506,255	529,760	505,330
<u>NON-OPERATING EXPENSES</u>					
Interest Expense	1,903,365	1,779,741	1,650,000	1,682,000	1,704,200
NET PROFIT/(LOSS)	1,761,999	1,881,535	2,403,352	2,131,460	1,595,115
Principal Payment on Debt	3,140,288	3,136,400	3,150,000	3,150,000	3,292,000

ACCOUNT: 541-0000-0000-00000
 FUND: WATER UTILITY
 FUNCTION: WATER UTILITY

2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
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PUMPING

Electricity	257,767	290,759	225,000	297,250	320,300
Labor	136,064	155,079	142,800	145,700	149,415
Miscellaneous	97,836	80,644	98,000	132,800	136,100
Maintenance-Supervision	34,621	35,545	35,000	36,400	37,400
Maintenance-Structures	123,478	86,822	125,000	144,300	147,200
Maintenance-Power Production Equip.	3,651	13,373	4,000	3,800	4,500
Maintenance-Pumping Equipment	3,523	2,155	3,500	2,300	2,700
TOTAL PUMPING	656,940	664,377	633,300	762,550	797,615

WATER TREATMENT

Chemicals	231,492	276,491	220,000	266,000	324,500
Labor	140,926	161,939	158,100	147,200	151,000
Miscellaneous	215,133	176,582	180,000	213,800	185,000
Utility Charges	406,844	504,932	375,000	494,500	499,200
Maintenance-Supervision	34,621	35,545	36,350	36,400	37,400
Maintenance-Structures	216,319	234,194	210,000	266,000	255,000
TOTAL WATER TREATMENT	1,245,335	1,389,683	1,179,450	1,423,900	1,452,100

TRANSMISSION & DISTRIBUTION

Supervision	122,430	130,425	123,265	123,000	125,200
Storage Facilities	6,151	6,075	5,900	6,500	6,500
Lines Expense	27,856	33,049	28,000	30,000	30,000
Meter Expense	30,067	28,554	45,000	54,200	48,000
Miscellaneous	144,790	180,278	165,000	149,000	150,000
Rents	945	0	1,000	600	600
Maintenance-Mains	454,424	294,025	455,000	282,200	300,000
Maintenance-Services	402,503	266,525	400,000	267,200	275,000
Maintenance-Meters	115,478	106,272	180,000	120,700	124,200
Maintenance-Hydrants	68,383	67,805	75,000	66,500	67,500
Maintenance-Reservoirs	30,238	0	40,000	0	0
Maintenance-Structures	11,478	3,215	4,000	5,200	5,500
Maintenance-Miscellaneous	4,831	5,452	4,500	5,100	5,000
TOTAL TRANSMISSION & DISTRIBUTION	1,419,574	1,121,675	1,526,665	1,110,200	1,137,500

ACCOUNT: 541-0000-0000-00000
 FUND: WATER UTILITY
 FUNCTION: WATER UTILITY

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
<u>CUSTOMER SERVICE</u>					
Supervision	17,160	18,014	19,100	19,050	20,000
Meter Reading Expense	23,134	19,197	17,500	15,800	16,200
Records & Collections	158,689	125,842	135,000	138,500	141,300
TOTAL CUSTOMER SERVICE	198,983	163,053	171,600	173,350	177,500
<u>GENERAL & ADMINISTRATIVE</u>					
Labor	44,880	61,921	47,200	66,100	63,200
Office Supplies	14,875	24,354	25,000	14,600	18,700
Outside Services	124,383	107,781	110,000	209,800	148,000
Property Insurance	39,422	38,769	40,000	40,000	42,500
Injuries & Damages	45,701	57,645	46,000	52,800	57,600
Pension Cost	176,564	174,273	199,443	201,600	206,600
Health & Accident	363,925	374,204	407,700	384,800	396,000
Life Insurance	2,890	4,601	4,700	5,400	5,500
Other Benefits	3,311	3,417	3,700	3,700	3,900
Regulatory Expense	102	5,000	5,000	5,000	5,000
TOTAL GENERAL & ADMINISTRATIVE	816,053	851,965	888,743	983,800	947,000
<u>TAXES</u>					
Social Security Tax	122,808	114,479	127,145	152,900	156,700
Real Estate Tax	631,097	631,813	650,000	633,000	985,000
TOTAL TAXES	753,905	746,292	777,145	785,900	1,141,700

PERSONNEL SCHEDULE

ACCOUNT: 541-0000-0000-00000
 FUND: WATER UTILITY
 FUNCTION: WATER UTILITY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Utilities Superintendent	0.50	0.50	0.50	40,500	39,800	41,780
Water Distribution Superintendent	1.00	1.00	1.00	67,030	67,085	70,200
Water Filtration Plant Superintendent	1.00	1.00	1.00	72,718	72,718	74,718
Assistant Water Distribution Superintendent	1.00	1.00	1.00	56,235	55,875	55,009
Water Meter Servicepersons	5.00	5.00	5.00	228,100	229,810	235,560
Filtration Plant Operator	5.00	5.00	5.00	235,100	230,957	236,730
Filtration Plant Maintenance Mech Tech	2.00	2.00	2.00	92,900	91,299	93,580
Filtration Plant Electrical Maint Tech	2.00	2.00	2.00	105,800	110,099	112,850
Filtration Plant Electrician	1.00	1.00	1.00	52,900	52,990	54,310
Equipment Operator/Leadperson	1.00	1.00	1.00	45,600	48,880	50,100
Maintenance Worker II	3.00	3.00	3.00	138,300	135,399	138,780
Maintenance Worker I	5.00	5.00	5.00	217,400	221,442	226,980
Office Assistant	2.00	2.00	2.00	69,200	69,454	71,190
Part-time				23,000	22,800	24,000
Employees Shared with Sewer and/or Storm Water						
Meter Reader	0.50	0.50	0.50	22,300	24,325	24,930
Engineer I	0.33	0.33	0.33	16,300	23,100	23,680
Engineering Specialist/C.E.T. Draftprsn	0.67	0.67	0.67	29,200	27,822	28,520
Account Clerk II	0.33	0.33	0.33	11,500	11,600	11,890
TOTAL PERSONNEL	31.33	31.33	31.33	1,524,083	1,535,455	1,574,807
BENEFITS ON ABOVE:						
Health Insurance 6306				407,700	487,230	509,160
Retirement Fund 6304				182,890	184,250	188,980
Life Insurance 6302				9,000	830	850
Social Security 6310				116,592	139,730	143,310
TOTAL BENEFITS				716,182	812,040	842,300
ADMINISTRATIVE SERVICES:						
Director of Finance (1/4)				26,500	32,250	25,700
Utility Billing & Records Spr (1/3)				19,100	19,050	20,000
Account Clerk II (1/2)				17,700	16,300	16,700
Account Clerk II (1/10)				3,500	7,350	7,600
Account Clerk I (1/3)				10,500	10,400	10,700
Account Clerk I (1/3)				10,500	10,400	10,700
Account Clerk I (1/5)				6,300	6,300	6,500
Collection/Cashier (1/3)				11,700	11,200	11,500
Safety Coordinator (1/3)				15,800	16,200	17,100
Director of Public Works (1/5)				21,300	20,000	20,600
Part-Time				0	0	0
Benefits				67,150	79,038	78,678
TOTAL ADMIN. SERVICES	0	0	0	210,050	228,488	225,778
GRAND TOTAL	31.33	31.33	31.33	2,450,315	2,575,983	2,642,885

ACCOUNT: 551-0000-0000-00000
 FUND: SEWER UTILITY
 FUNCTION: SEWER UTILITY

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
<u>OPERATING REVENUES</u>					
Sewage Service	7,498,668	8,157,337	8,571,000	8,850,000	8,850,000
Miscellaneous Service	12,473	2,061	2,500	1,500	1,500
Pretreatment Program	78,818	69,953	75,000	75,000	75,000
Septic Haulers	91,798	100,827	75,000	111,000	110,000
TOTAL OPERATING REVENUES	7,681,757	8,330,178	8,723,500	9,037,500	9,036,500
<u>OPERATING EXPENSES</u>					
Sanitary Sewer	1,051,158	1,036,237	1,058,700	1,068,900	1,083,000
Pumping Stations	408,724	401,376	450,300	427,305	449,100
Disposal Plant	2,599,187	2,669,652	2,698,250	2,849,775	2,959,300
Solid Disposal	772,511	728,408	771,100	745,050	757,500
Laboratory	85,242	90,773	90,950	96,240	100,250
Maintenance	705,934	739,518	730,300	799,900	820,250
General & Administrative	596,956	541,507	628,770	567,125	583,150
Meter Reading	445,487	441,206	435,850	454,252	461,500
Pretreatment Program	31,915	1,785	32,500	2,300	2,200
TOTAL OPERATING EXPENSES	6,697,114	6,650,462	6,896,720	7,010,847	7,216,250
OPERATING PROFIT/(LOSS)	984,643	1,679,716	1,826,780	2,026,653	1,820,250
<u>NON-OPERATING REVENUES & (EXPENSES)</u>					
Interest Income	628,909	708,108	600,000	650,000	650,000
Forfeited Discounts	80,225	88,575	65,000	92,000	100,000
Interest Expense	(1,163,851)	(1,203,549)	(1,087,000)	(1,086,600)	(1,021,000)
NET NON-OPERATING REVENUE/(EXPENSE)	(454,717)	(406,866)	(422,000)	(344,600)	(271,000)
NET PROFIT/(LOSS)	529,926	1,272,850	1,404,780	1,682,053	1,549,250
PRINCIPAL PAYMENT ON DEBT	2,890,584	2,942,242	3,100,000	3,040,300	3,050,000
DEPRECIATION	2,000,498	2,049,991	2,067,500	2,083,250	2,098,400

ACCOUNT: 551-0000-0000-00000
 FUND: SEWER UTILITY
 FUNCTION: SEWER UTILITY

2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
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SANITARY SEWER

Labor	132,332	131,902	139,000	135,000	138,400
Retirement Benefits	24,937	25,562	26,900	28,050	29,100
Insurance Benefits	23,408	21,659	25,100	27,000	27,900
Contractual Services	3,077	2,858	5,000	5,000	5,000
Repairs to Motor Vehicles	23,981	20,792	17,500	18,000	20,000
Maint Mach/Equip/Bldg/Struct	53,679	21,579	55,000	19,500	20,000
Building Rent	10,194	5,097	10,200	6,000	6,000
TV Inspection	2,918	0	3,200	0	0
Miscellaneous	7,077	6,206	10,000	10,000	7,500
Diesel Fuel	12,925	10,564	8,800	13,500	15,000
Supplies and Repair Parts	23,882	33,889	27,000	32,100	33,000
Sewer Maintenance Supplies	856	1,032	5,000	900	1,000
Safety Equipment	0	34	0	50	100
Stone/Gravel/Concrete/Asphalt	32,102	12,861	16,000	8,800	10,000
Depreciation	699,790	742,202	710,000	765,000	770,000
TOTAL SANITARY SEWER	1,051,158	1,036,237	1,058,700	1,068,900	1,083,000

PUMPING STATIONS

Labor	42,569	38,635	44,700	42,400	43,500
Repair Parts	14,194	32,517	16,000	15,200	15,600
Gas & Oil	1,533	519	1,000	480	500
Heat	20,471	26,982	34,000	44,000	46,200
Equipment Rental	348	0	250	0	0
Postage	825	95	500	0	100
Professional Services	5,855	0	5,000	0	1,000
Other Supplies	308	535	500	0	500
Telephone	5,031	4,711	5,000	5,040	5,500
Chemicals	57,750	16,857	60,000	24,700	30,000
Water	1,301	2,446	1,000	3,400	3,900
Sewer	0	18	0	0	0
Storm Water	856	876	550	940	1,000
Supplies and Repair Parts	31,287	48,991	35,000	45,200	47,000
Power & Light	63,313	67,110	63,000	80,800	87,000
Insurance	1,626	1,714	1,800	2,145	2,300
Depreciation	161,457	159,370	182,000	163,000	165,000
TOTAL PUMPING STATIONS	408,724	401,376	450,300	427,305	449,100

DISPOSAL PLANT

Labor	631,401	606,732	663,500	623,200	632,100
Retirement Benefits	119,636	118,368	123,300	130,100	134,200
Insurance Benefits	151,645	155,030	159,300	196,400	202,400
Repair Parts	225,489	171,929	175,000	226,800	225,000
Office Supplies	9,371	5,715	5,500	6,200	6,000
Gas & Oil	1,302	1,000	2,000	3,800	4,000

ACCOUNT: 551-0000-0000-00000
 FUND: SEWER UTILITY
 FUNCTION: SEWER UTILITY

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
Heat	146,101	164,207	205,000	183,300	192,500
Chemicals	161,496	214,178	200,000	241,300	294,400
Contractual Services/Engineering & Consulting Fee:	27,938	109,175	38,000	68,000	65,000
Tools	225	17	500	300	250
Other Supplies	6,226	6,147	6,000	5,800	6,000
Telephone	1,606	1,555	1,500	1,500	1,600
Water	11,689	10,618	11,500	10,500	11,000
Storm Water	4,381	6,686	6,700	6,700	6,700
Power & Light	304,414	305,993	305,000	349,200	376,400
Car Allowance	132	230	250	175	200
Conference & Training	9,264	4,670	5,400	5,800	5,800
Insurance	29,058	30,618	30,000	28,900	30,000
Depreciation	705,238	707,056	710,000	709,000	711,000
Dues	2,375	2,271	3,500	2,300	2,300
Equipment Rental	1,399	1,768	1,500	900	1,000
Clothing	292	432	200	400	450
Miscellaneous	5,425	5,402	1,500	5,200	5,500
Fees & Permits	43,084	39,855	43,100	44,000	45,500
TOTAL DISPOSAL PLANT	2,599,187	2,669,652	2,698,250	2,849,775	2,959,300

SOLID DISPOSAL

Labor	129,444	134,894	136,000	136,600	140,100
Retirement Benefits	25,059	26,421	26,300	28,700	29,400
Insurance Benefits	40,479	37,631	42,200	45,700	46,900
Repair Parts	33,102	0	25,000	0	0
Chemicals	4,570	0	2,500	0	0
Insurance	5,868	6,182	6,000	6,300	6,500
Depreciation	382,233	380,253	400,000	385,000	390,000
Maintenance	21,715	13,982	22,500	14,700	15,000
Miscellaneous	599	429	500	1,500	1,500
Special Services	122,107	120,981	100,000	118,000	120,000
Uniforms	100	50	100	50	100
Supplies	7,235	7,585	10,000	8,500	8,000
TOTAL SOLID DISPOSAL	772,511	728,408	771,100	745,050	757,500

LABORATORY

Labor	54,806	56,592	57,600	58,900	60,400
Retirement Benefits	10,645	11,214	11,100	12,370	12,650
Insurance Benefits	7,178	6,942	7,600	8,600	8,800
Repairs	965	913	1,250	870	900
Chemicals	3,594	5,744	2,800	6,900	8,300
Other Supplies	3,906	3,362	5,000	3,100	3,400

ACCOUNT: 551-0000-0000-00000
 FUND: SEWER UTILITY
 FUNCTION: SEWER UTILITY

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
Insurance	2,475	2,608	2,500	2,600	2,600
Depreciation	995	2,200	2,500	2,200	2,200
Conference & Training	0	0	0	100	100
Office Supplies	0	198	100	100	150
Professional Services	678	1,000	500	500	750
TOTAL LABORATORY	85,242	90,773	90,950	96,240	100,250
<u>MAINTENANCE</u>					
Labor	405,814	413,812	422,500	455,100	466,700
Retirement Benefits	85,331	88,862	88,600	95,600	98,000
Insurance Benefits	84,968	82,291	88,200	106,700	109,800
Motor Vehicle Expense	6,189	4,635	5,500	4,600	4,500
Contractual Services	13,783	9,812	10,000	10,800	11,500
Gas & Oil	6,754	6,657	6,000	6,800	7,100
Minor Equipment	2,885	2,530	2,000	2,400	2,500
Office Supplies	204	503	500	350	400
Other Supplies	7,846	6,929	10,000	6,500	7,000
Repairs/Maint	24,171	46,751	27,000	35,000	35,000
Insurance	18,453	19,442	18,500	18,800	19,200
Depreciation	49,118	55,861	51,000	56,000	57,000
Clothing	0	686	100	980	1,000
Miscellaneous	76	2	100	0	50
Equipment Rental	242	745	300	270	500
Conference & Training	100	0	0	0	0
TOTAL MAINTENANCE	705,934	739,518	730,300	799,900	820,250
<u>GENERAL & ADMINISTRATIVE</u>					
Labor	312,195	289,962	330,900	306,300	314,900
Retirement Benefits	73,505	56,688	68,500	64,300	65,900
Insurance Benefits	84,026	82,761	88,200	88,800	91,500
Software Supplies	0	300	300	300	300
Office Supplies/Equipment	300	157	250	100	150
Postage	25,642	27,671	27,000	29,000	29,800
Computer Charges	39,552	40,700	42,000	40,900	41,200
Telephone	185	165	150	225	225
Car Allowance	1,526	2,011	1,750	2,000	2,000
Maintenance Office Equipment	4,419	3,082	5,000	4,200	4,200
Professional Services	8,817	0	4,000	0	0
Audit	5,700	5,000	8,500	5,000	5,000
Insurance	11,312	11,918	11,300	12,400	13,800
Uncollectable Accounts	19,952	1,976	20,000	2,300	2,700
Depreciation	1,667	3,049	12,000	3,050	3,200
Bond Issue Expense	7,794	15,768	8,500	8,000	8,000
Conference & Training	200	132	250	100	100
Dues	164	167	170	150	175
TOTAL GENERAL & ADMINISTRATIVE	596,956	541,507	628,770	567,125	583,150

ACCOUNT: 551-0000-0000-00000
 FUND: SEWER UTILITY
 FUNCTION: SEWER UTILITY

2006	2007	2008	2008	2009
ACTUAL	ACTUAL	BUDGET	ESTIMATE	PROPOSED

METER READING

Labor	31,665	14,452	21,200	24,325	24,900
Retirement Benefits	7,216	8,257	4,200	5,100	5,200
Insurance Benefits	14,539	13,749	7,000	8,027	8,200
Meter Repairs	374,225	386,985	385,000	398,700	405,000
Office Supplies	15,933	15,752	16,500	16,000	16,000
Insurance	1,909	2,011	1,950	2,100	2,200
TOTAL METER READING	445,487	441,206	435,850	454,252	461,500

PRETREATMENT PROGRAM

Professional Services	31,414	1,785	32,000	2,100	2,000
Licenses & Permits	90	0	100	0	0
Office Supplies	411	0	400	200	200
TOTAL PRETREATMENT PROGRAM	31,915	1,785	32,500	2,300	2,200

PERSONNEL SCHEDULE

ACCOUNT: 551-0000-0000-00000
 FUND: SEWER UTILITY
 FUNCTION: SEWER UTILITY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Utilities Superintendent	0.50	0.50	0.50	40,500	39,800	41,780
Wastewater Plant Superintendent	1.00	1.00	1.00	63,000	63,000	64,730
Chemist	1.00	1.00	1.00	57,600	58,900	60,370
Wastewater Plant Supervisor	1.00	1.00	1.00	64,400	64,400	66,170
Sewage Plant Operator	11.00	11.00	11.00	499,200	497,200	509,880
Utility Operator	1.00	1.00	1.00	42,100	43,600	44,690
Wastewater Maintenance Supervisor	1.00	1.00	1.00	64,400	64,400	66,170
Sewage Plant Maintenance Mechanic	4.00	4.00	4.00	187,300	185,100	189,730
Sewage Plant Maintenance Worker	2.00	2.00	2.00	87,700	83,900	86,000
Instrumentation/Electro Mechanical Tech	2.00	2.00	2.00	96,100	98,900	101,370
Industrial / Electrical Technician	1.00	1.00	1.00	62,700	64,900	66,520
Plumbing Inspector/Pretreatment Coord.	1.00	1.00	1.00	61,400	62,800	64,370
Office Assistant	1.00	1.00	1.00	34,600	34,420	36,140
Equipment Operator II	3.00	3.00	3.00	131,900	141,900	145,450
Employees shared w/ Water and/or Storm Water:						
Water Meter Reader / Service Person	0.50	0.50	0.50	22,300	24,325	24,930
Civil Engineer I	0.33	0.33	0.33	16,300	23,100	23,680
Engineering Specialist/C.E.T. Draftprsn	0.67	0.67	0.67	29,200	27,600	28,290
Account Clerk II	0.33	0.33	0.33	11,800	11,600	11,890
Part time				4,000	3,500	4,000
TOTAL PERSONNEL	32.33	32.33	32.33	1,576,500	1,593,345	1,636,160
BENEFITS FOR PLANT:						
Health Insurance	6306			435,500	419,800	436,600
Retirement Fund	6304			189,180	191,200	193,100
Life Insurance	6302			10,000	3,000	3,100
Social Security	6310			120,602	145,000	148,900
TOTAL BENEFITS				755,282	759,000	781,700
ADMINISTRATIVE SERVICES:						
Street Supervisor (3/4)				41,000	38,900	40,000
Public Works Clerk Dispatcher (1/4)				9,800	8,500	8,700
Director of Finance (1/4)				26,500	32,250	25,700
Utility Billing & Records Spr (1/3)				19,100	19,050	20,000
Account Clerk II (1/4)				8,900	8,150	8,350
Account Clerk II (.15)				5,300	4,900	5,050
Account Clerk I (1/3)				10,500	10,400	10,700
Account Clerk I (1/3)				10,500	10,400	10,700
Account Clerk I (1/5)				6,300	6,300	6,500
Collection/Cashier (1/3)				11,500	11,200	11,500
Safety Coordinator (1/3)				15,800	16,200	17,100
Director of Public Works (1/5)				21,300	20,000	20,600
Benefits				89,350	88,721	88,339
TOTAL ADMIN. SERVICES				275,850	274,971	273,239
GRAND TOTAL	32.33	32.33	32.33	2,607,632	2,627,316	2,691,099

ACCOUNT: 561-0000-0000-00000
 FUND: STORM WATER UTILITY
 FUNCTION: STORM WATER UTILITY

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
<u>OPERATING REVENUES</u>					
User Charges	2,662,044	2,829,146	2,834,000	2,835,000	2,835,000
<u>OPERATING EXPENSES</u>					
Program Management	205,970	263,475	319,475	334,700	318,150
Engineering and Planning	209,523	163,736	435,900	374,650	641,200
Inspection and Enforcement	9,948	17,914	34,475	49,900	52,300
Operations and Maintenance	619,077	676,103	694,550	692,919	779,050
TOTAL OPERATING EXPENSES	1,044,518	1,121,228	1,484,400	1,452,169	1,790,700
OPERATING PROFIT/(LOSS)	1,617,526	1,707,918	1,349,600	1,382,831	1,044,300
<u>NON-OPERATING REVENUES & (EXPENSES)</u>					
Interest Income	367,305	343,101	285,000	365,000	350,000
Forfeited Discounts	15,305	21,402	14,500	22,500	23,000
State Aid	44,940	0	50,000	125,000	0
Miscellaneous Income	14,573	4,641	7,000	13,000	5,000
Interest Expense	(387,267)	(378,133)	(367,000)	(366,820)	(516,000)
NET NON-OPERATING REVENUE/(EXPENSE)	54,856	(8,989)	(10,500)	158,680	(138,000)
NET PROFIT/(LOSS)	1,672,382	1,698,929	1,339,100	1,541,511	906,300
PRINCIPAL PAYMENT ON DEBT	381,556	414,597	433,000	432,900	475,000
DEPRECIATION	99,374	133,282	115,000	155,000	205,000

ACCOUNT: 561-0000-0000-00000
 FUND: STORM WATER UTILITY
 FUNCTION: STORM WATER UTILITY

2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
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PROGRAM MANAGEMENT

Labor	128,716	176,572	209,475	215,550	215,400
Retirement Benefits	40,028	34,339	41,900	45,500	45,400
Insurance Benefits	37,098	52,432	67,800	53,550	57,200
Contractual Services	0	0	0	20,000	0
Office Supplies	128	132	300	100	150
TOTAL PROGRAM MANAGEMENT	205,970	263,475	319,475	334,700	318,150

ENGINEERING AND PLANNING

Labor	131,121	90,113	199,400	180,700	187,400
Retirement Benefits	24,565	20,779	39,200	38,100	39,500
Insurance Benefits	35,276	23,728	52,500	47,100	54,500
Contractual Services	12,699	23,183	134,000	100,000	350,000
Conference and Training	1,893	2,148	6,000	5,000	6,000
Licenses and Dues	3,535	3,140	3,600	3,200	3,200
Office Supplies	434	645	1,200	550	600
TOTAL ENGINEERING AND PLANNING	209,523	163,736	435,900	374,650	641,200

INSPECTION AND ENFORCEMENT

Labor	8,386	15,241	28,775	41,200	43,200
Retirement Benefits	1,562	2,673	5,700	8,700	9,100
TOTAL INSPECTION AND ENFORCEMENT	9,948	17,914	34,475	49,900	52,300

OPERATIONS AND MAINTENANCE

Labor	117,678	175,555	128,500	150,600	154,400
Retirement Benefits	23,093	30,940	25,300	31,800	32,600
Insurance Benefits	39,993	40,517	46,300	48,600	54,800
Contractual Services	50,001	42,371	50,000	45,000	50,000
Auto Allowance	297	765	2,500	800	1,000
Audit Expense	0	4,250	3,500	4,600	5,000
Computer Service Charges	22,248	22,900	23,500	23,500	25,000
Repairs to Motor Vehicles	45,832	19,854	46,000	18,000	25,000
Maint/Mach/Equip/Bldg/Struct	29,394	225	40,250	500	1,500
Maintenance Computer Software	3,507	1,891	0	1,000	1,500
Equipment Rental	242	4,396	2,500	3,500	3,500
Building and Office Rental	10,431	5,216	10,500	5,300	5,500
TV Inspection	1,318	0	2,000	2,500	0
Special Services	108	0	100	0	0
Engineering & Consultants	0	0	4,000	0	0
Conference and Training	72	220	500	700	700
Membership Dues	3,067	67	3,100	69	75
Misc Contractual Services	623	0	500	0	0
Uncollectible Accounts	1,249	329	2,000	1,000	1,200
Water Service	1,321	1,601	1,725	1,750	1,900

ACCOUNT: 561-0000-0000-00000

FUND: STORM WATER UTILITY

FUNCTION: STORM WATER UTILITY

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 ESTIMATE	2009 PROPOSED
Comp Liability	1,950	4,012	1,275	4,500	5,000
Vehicle Insurance	5,392	2,230	3,250	2,600	3,000
Licenses and Permits	235	8,000	10,500	8,000	8,500
Land fill Fees	21	19,039	0	25,500	27,000
Misc Fixed Charges	594	0	600	0	0
Clothing	93	568	100	250	250
Office Supplies	392	64	400	100	125
Software Supplies	0	408	500	600	800
Diesel Fuel	22,860	18,308	26,500	24,000	27,000
Motor Oil	21	83	200	100	100
Supplies and Repair Parts	76,008	85,379	84,700	92,000	97,000
Sewer Maintenance Supplies	5,052	405	5,000	200	400
Tools	0	0	250	0	0
Street Sweeping Supplies	9,576	1,439	12,000	4,500	2,500
Stone/Gravel/Concrete/Asphalt	42,163	50,172	37,000	35,000	37,000
Other Materials and Supplies	2,668	917	2,000	1,000	1,000
Depreciation	99,374	133,282	115,000	155,000	205,000
Bond Issue	2,204	700	2,500	350	700
TOTAL OPERATIONS AND MAINTENANCE	619,077	676,103	694,550	692,919	779,050

PERSONNEL SCHEDULE

ACCOUNT: 561-0000-0000-00000
 FUND: STORM WATER UTILITY
 FUNCTION: STORM WATER UTILITY

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Engineering Specialist/C.E.T. Draftsprsn.	0.67	0.67	0.67	28,500	30,400	31,200
Civil Engineer I	1.00	1.00	1.00	50,100	53,400	57,060
Civil Engineer II	1.00	1.00	1.00	65,000	63,200	66,400
C.E.T. Draftsperson	1.00	1.00	1.00	47,700	48,200	49,400
Equipment Operator II	3.00	3.00	3.00	128,500	142,100	145,700
Engineer I	0.33	0.33	0.33	16,300	22,600	23,200
Account Clerk II	0.33	0.33	0.33	11,800	11,600	11,890
Parttime				23,100	22,500	23,100
Health Insurance				91,500	93,200	95,200
Retirement				37,728	47,300	49,000
Social Security				29,800	35,900	37,100
Life Insurance				400	550	600
Income Continuation Insurance				600	1,000	1,000
TOTAL PERSONNEL	7.33	7.33	7.33	531,028	571,950	590,850
ADMINISTRATIVE SERVICES						
Street Supervisor (3/4)				39,200	38,900	40,000
Public Works Clerk Dispatcher (1/4)				9,600	8,500	8,700
Dir of Finance (1/4)				26,500	32,250	25,700
Utility Billing & Records Supr. (1/3)				19,100	19,050	20,000
Account Clerk II (1/4)				8,900	8,150	8,350
Account Clerk II (.1)				3,500	3,600	3,700
Account Clerk I (1/3)				10,500	10,400	10,700
Account Clerk I (1/3)				10,500	10,400	10,700
Account Clerk I (.2)				6,300	6,300	6,500
Collection/Cashier (1/3)				11,700	11,200	11,500
Asst. Dir./Public Works (1/3)				27,833	25,300	26,000
Public Works Director (1/5)				21,559	20,000	20,600
Fringes				130,429	95,400	110,200
TOTAL ADMIN. SERVICES				325,621	289,450	302,650
TOTAL PERSONNEL	7.33	7.33	7.33	856,649	861,400	893,500

2009 BUDGET POLICE PENSION FUND
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Police Pensions	65,000
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REVENUE ESTIMATES

Police Fines & Costs	42,000
Interest on Investments	22,900
Sundry Fees	100
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65,000

TOTAL	0
Surplus Applied	<u>0</u>

BUDGET APPROPRIATION	<u>0</u>
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2009 BUDGET FIRE PENSION FUND
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Fire Pensions	67,000
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REVENUE ESTIMATES

Interest on Investments	9,000
Fire Insurance Premiums	58,000
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67,000

TOTAL	0
Surplus Applied	<u>0</u>

BUDGET APPROPRIATION	<u>0</u>
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2009 BUDGET SAFETY & WORKER'S COMPENSATION

Total Expenses	388,815
Items to be Reimbursed	355,032

TOTAL	33,783
Surplus Applied	<u>0</u>

BUDGET APPROPRIATION	<u>33,783</u>
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ACCOUNT: 603-0909-XXXX-XXXXX
FUND: SAFETY & WORKERS COMPENSATION
FUNCTION: SAFETY & WORKERS COMPENSATION
DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM DESCRIPTION:

The purpose of the Safety Department is to provide a safe work place for our employees, To comply with Department of Commerce (which includes safety education of all Employees) and to manage the City's worker's compensation claims.

PRODUCTS & SERVICES:

- Advisor to the Safety Committee.
- Coordinate employee training to comply with Department of Commerce regulations.
- Inspect facilities and work sites.
- Administer Drug & Alcohol program (D.O.T.) for CDL drivers.
- Handle all Workers' Compensation cases.
- Research/provide information to departments on safety issues.

Safety 2008 Highlights and Accomplishments:

- Workers' Compensation recordable injuries down 37% (62 injuries in 2007 compared to 39 injuries in 2008).
- Helped coordinate a Healthy Cooking presentation that will take place in November for all Fire Department employees.
- Created and posted evacuation maps for City Hall and the Oshkosh Public Museum.
- Investigated and reported on air quality concerns at City Hall.
- Continued with safety audits of City of Oshkosh facilities, and following up with the progress of areas needing improvement at safety committee meetings.

Safety Challenges for 2009:

- Continue to eliminate injuries and reduce the associated workers' compensation costs through proactive injury prevention and claims management.
- Coordinate CPR/First Aid/AED training to be conducted by Oshkosh Fire Department employees.
- Develop emergency action plans for all facilities.
- Conduct confined space entry training for all city employees required to have it as part of their job.
- Work with UWO to improve the strength and conditioning process for Police and Fire Department and have officers and firefighters become team leaders.
- Facilitate Forklift training.
- Provide training to employees who have a commercial driver's license on the drug testing procedures and requirements.

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:
GENERAL	SAFETY & WRKR'S COMP	ADMINISTRATIVE SERVICES	603-0909-XXXX-XXXXX

2006 ACTUAL EXPENDITURE	2007 ACTUAL EXPENDITURE	2008 BUDGET APPROPRIATION	2008 ESTIMATED EXPENDITURE	2009 PROPOSED BUDGET
533,890	374,347	471,321	370,057	388,815

	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
Total Budget	374,347	471,321	388,815
Less: Self Funded Insurance Charge	295,452	390,000	302,043
Less: Charges to Utilities	44,167	48,598	52,989
	339,619	438,598	355,032
Net Levy Required	34,728	32,723	33,783

COMMENTS:

Due to the retirement of the Purchasing Agent/Insurance Coordinator, I have asked our Safety Coordinator to assume this position's risk management responsibilities in addition to Safety. I have also asked the former Media Services Director to assume the responsibility for overseeing Purchasing and Facilities Maintenance in addition to Media Services. The Safety and Risk Management Coordinator position is listed in Safety and Worker's Compensation and the former Media Services Director position is now listed in Purchasing as Director of General Services. This will allow us to us to redirect the majority of the resources remaining as a result of this retirement to two staff positions. A Communications Coordinator listed in Media Services and a Clerk Typist I listed in Purchasing.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 603-0909-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: SAFETY & WRKR'S COMP
 DEPARTMENT: ADMINISTRATIVE SERVICES

NUMBER	CLASSIFICATION	2006 EXPEND.	2007 EXPEND.	2008 APPROP.	2008 EST.	2009 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	39,711	47,810	48,525	38,378	53,637
TOTAL PAYROLL - DIRECT LABOR		39,711	47,810	48,525	38,378	53,637
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	18,286	21,175	24,371	7,608	10,621
TOTAL PAYROLL - INDIRECT LABOR		18,286	21,175	24,371	7,608	10,621
Account-Project						
Contractual Services						
6401-00000	Contractual Services	37,612	31,320	27,996	38,378	38,378
6402-00000	Auto Allowance	655	625	750	750	750
6448-00000	Special Services	385,581	219,507	316,539	228,582	228,582
6458-00000	Conference & Training	390	1,696	1,750	1,750	1,750
6460-00000	Membership Dues	884	875	885	958	958
TOTAL CONTRACTUAL SERVICES		425,122	254,023	347,920	270,418	270,418
Utilities						
6475-00000	Telephones	121	195	200	334	334
TOTAL UTILITIES		121	195	200	334	334
Fixed Charges						
6481-00000	Workers Compensation	45,140	44,625	45,465	45,465	45,465
6499-00000	Misc Fixed Charges	4,714	6,284	4,140	7,115	7,640
TOTAL FIXED CHARGES		49,854	50,909	49,605	52,580	53,105
Materials & Supplies						
6505-00000	Office Supplies	273	121	150	189	150
6510-00000	Employee Training Materials	206	94	200	200	200
6537-00000	Safety Equipment	119	20	150	150	150
6557-00000	Medical Supplies	186	0	200	200	200
6589-00000	Other Materials & Supplies	12	0	0	0	0
TOTAL MATERIALS & SUPPLIES		796	235	700	739	700
TOTAL SAFETY & WRKR'S COMPENSATION		533,890	374,347	471,321	370,057	388,815

PROGRAM AND ACTIVITY COSTS

ACCOUNT: 603-XXXX-XXXX-XXXXX
FUND: GENERAL
FUNCTION: SAFETY & WORKER'S COMPENSATION
DEPARTMENT: ADMINISTRATIVE SERVICES

Position Title	Current Actual Employees	Current Budgeted Employees	2009 Proposed Employees	2008 Budget Approp.	2008 Estimated Expend.	2009 Proposed Budget
Safety Coordinator/Risk Management	1	1	1	48,525	38,378	53,637
Health Insurance				14,628	0	0
Retirement				5,823	4,605	6,329
Social Security				3,712	2,936	4,103
Life Insurance				95	41	66
Income Continuation Insurance				113	26	123
TOTAL PERSONNEL	1	1	1	72,896	45,986	64,258