

# City of Oshkosh

## 2010 Annual Budget

For the fiscal year ending December 31, 2010



**OSHKOSH**  
ON THE WATER

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## MEMORANDUM

Date: December 9, 2009  
To: Mayor & City Council  
From: Mark A. Rohloff  
Subject: 2010 CITY OPERATING BUDGET

Presented herewith is the adopted budget for the City of Oshkosh for the 2010 fiscal year. The 2010 budget was adopted at the November 24, 2009 Council Meeting. Prior to adoption, the Council held budget work sessions on October 20<sup>th</sup> and November 3<sup>rd</sup>. Additionally, a public information meeting was held at the Oshkosh Seniors Center on October 26<sup>th</sup>, and a public hearing was held on November 10, 2009. Comments received at the work sessions and the public meetings resulted in the changes made by Council at their November 24<sup>th</sup> Council Meeting. The total city budget for 2010 is \$65,764,000. This includes an operations budget of \$41,711,000; a debt service budget of \$17,164,100; and an agency fund budget of \$22,400. In addition, there are levies for the Library in the amount of \$2,492,500; the Museum in the amount of \$883,100; the Transit Utility in the amount of \$793,300; Recycling in the amount of \$478,200; Senior Services in the amount of \$367,700; the Grand Opera House in the amount of \$66,400; the Cemetery in the amount of \$210,300; Health Services in the amount of \$352,100; Street Lighting in the amount of \$1,150,100; and the Pollock Community Water Park in the amount of \$72,800.

The revenues other than property taxes are \$36,977,200, resulting in a levy of \$28,786,800. This results in a tax rate of \$8.399 per \$1,000 of assessed valuation. This is an increase of \$0.173 over the 2008 local tax rate.

The amounts in the final budget as compared to the 2010 budget are as follows:

	<u>2010 ADOPTED</u>	<u>2009 ADOPTED</u>	<u>% CHANGE</u>
Operating Budget	\$41,711,000	\$40,565,426	2.82%
Debt Service	\$17,164,100	\$16,924,086	1.42%
Agency Funds	\$22,400	\$33,783	-33.69%
Library	\$2,492,500	\$2,420,906	2.96%
Museum	\$883,100	\$822,237	7.40%
Transit Utility	\$793,300	\$612,683	29.48%
Recycling	\$478,200	\$937,951	-49.02%

	<u>2010 ADOPTED</u>	<u>2009 ADOPTED</u>	<u>% CHANGE</u>
Cemetery	\$210,300	\$210,054	0.12%
Senior Services	\$367,700	\$372,477	-1.28%
Grand Opera House	\$66,400	\$66,622	-0.33%
Health Services	\$352,100	\$374,426	-5.96%
Street Lighting	\$1,150,100	\$1,247,778	-7.83%
Pollock Water Park	<u>\$72,800</u>	<u>\$40,033</u>	81.85%
<b>TOTAL BUDGET</b>	<b>\$65,764,000</b>	<b>\$64,628,462</b>	<b>1.76%</b>

The overall property tax rate increased by \$0.444 per \$1,000 of assessed valuation over the 2008 rate. The property tax rate increase for Oshkosh Area Schools was \$0.328 per \$1,000 of assessed valuation. The tax rate for Winnebago County decreased by (\$0.039) per \$1,000 of assessed valuation. The tax rate for Fox Valley Technical College decreased by (\$0.013) per \$1,000 of assessed valuation, and the state reforestation tax rate decreased by (\$0.005). The gross tax rate increased to \$24.117 of assessed valuation, which is a 1.88% increase from the 2008 rate. The state tax credit decreased from the 2009 amount by (\$0.031) per \$1,000 of assessed valuation. Applying this to the gross tax rate, the net tax rate for 2010 is \$22.853 per \$1,000 of assessed valuation, or \$0.475 per \$1,000 of assessed valuation greater than the net tax rate for 2008.

On an equalized tax rate basis, there is an increase in the rate for the City of Oshkosh portion of the tax bill. The 2008 equalized rate was \$7.814, and the 2009 equalized rate is \$8.191.

Even with a reduction of four (4) positions from the 2009 budget, the City Council has adopted a budget that provides for no decrease in services to the citizens of Oshkosh for 2010. At the same time, the 2010 budget was predicated on several assumptions that we will need to work through as we continue our discussions with employee bargaining units. Additionally, we will need to keep an eye on revenues that have been conservatively budgeted, but are still subject to variations based upon the current economic conditions.

In conclusion, I want to again express my appreciation to the department heads for their efforts in developing a responsible budget package for the Council's consideration. I also want to extend my appreciation to Finance Director Peggy Steeno and her staff for their efforts in bringing together this fiscally responsible budget.

(CARRIED 7-0 LOST \_\_\_\_\_ LAID OVER \_\_\_\_\_ WITHDRAWN \_\_\_\_\_)  
 AS AMENDED

PURPOSE: ADOPT 2010 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 2010 wherein is listed all anticipated revenues for the year 2010 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 10, 2009.

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 2010 with the following exceptions:

<u>REVENUES</u>	<u>FROM</u>	<u>TO</u>	<u>PAGE</u>
Interest Income	750,000	751,000	7
 <u>EXPENDITURES</u>			
<i>Recycling Fund – Machinery and Equipment *</i>	112,600	182,600	177
<i>Cemetery Fund – Mapping / Management Software *</i>	0	15,000	194
Library – Net Levy Required	2,426,500	2,461,800 <b>2,492,500</b>	273
Revenues Other Than General Fund Property Tax	36,976,200	36,977,200	1

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

\* Does not affect tax rate

NOVEMBER 24, 2009

09-453

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 2009 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.

***Bold & Italics Indicate Amendment***

## 2010 BUDGET SUMMARY

	2007 ACTUAL EXPEND.	2008 ACTUAL EXPEND.	2009 BUDGET APPROP.	2009 ESTIMATE EXPEND.	2010 PROPOSED BUDGET
<b>EXPENDITURES</b>					
GENERAL GOVERNMENT	5,854,439	5,849,561	5,959,416	5,839,150	5,924,400
PUBLIC SAFETY	20,987,273	21,958,684	22,478,941	22,437,000	22,896,500
PUBLIC WORKS	6,554,954	7,379,575	7,576,020	7,213,700	8,170,500
PARKS & OTHER FACILITIES	1,713,923	1,701,506	1,731,375	1,701,500	1,769,300
COMMUNITY DEVELOPMENT	1,559,578	1,624,654	1,712,011	1,690,100	1,725,800
DEPT. OF TRANSPORTATION	623,311	629,293	687,463	692,700	706,400
UNCLASSIFIED	416,417	675,718	420,200	517,800	518,100
<b>TOTAL BUDGET</b>	<b>37,709,895</b>	<b>39,818,991</b>	<b>40,565,426</b>	<b>40,091,950</b>	<b>41,711,000</b>
Levy for Recycling *	845,398	1,037,951	937,951	937,951	478,200
Levy for Street Lighting *	1,267,360	1,194,771	1,247,778	1,247,778	1,150,100
Levy for Senior Services *	374,458	372,477	372,477	372,477	367,700
Levy for Transit Utility *	516,422	599,508	612,683	612,683	793,300
Levy for Library *	2,395,035	2,466,445	2,420,906	2,420,906	2,492,500
Levy for Museum *	747,917	823,338	822,237	822,237	883,100
Levy for Grand Opera House *	67,011	66,557	66,622	66,622	66,400
Levy for Cemetery *	198,291	202,205	210,054	210,054	210,300
Levy for Health Services *	354,197	392,821	374,426	374,426	352,100
Levy for Equipment Fund	0	0	0	0	0
Levy Pollock Community Water Park	15,950	20,303	40,033	40,033	72,800
Levy for Golf Course	0	0	0	0	0
<b>TOTAL OPER. BUDGET</b>	<b>44,491,934</b>	<b>46,995,367</b>	<b>47,670,593</b>	<b>47,197,117</b>	<b>48,577,500</b>
Debt Service	16,330,462	16,490,651	16,924,086	17,242,800	17,164,100
Agency Funds	34,728	32,723	33,783	33,783	22,400
<b>TOTAL CITY BUDGET</b>	<b>60,857,124</b>	<b>63,518,741</b>	<b>64,628,462</b>	<b>64,473,700</b>	<b>65,764,000</b>
<b>REVENUES</b>					
Revenue other than Gen. Fund Property Tax	35,699,099	36,309,981	36,368,194	36,402,500	36,602,200
Approp. from Sinking Fund	200,000	200,000	375,000	375,000	375,000
<b>TOTAL REVENUES</b>	<b>35,899,099</b>	<b>36,509,981</b>	<b>36,743,194</b>	<b>36,777,500</b>	<b>36,977,200</b>
TOTAL EXPENDITURES	60,857,124	63,518,741	64,628,462	64,473,700	65,764,000
TOTAL REVENUES	35,899,099	36,509,981	36,743,194	36,777,500	36,977,200
<b>NET LEVY REQUIREMENT</b>	<b>24,958,025</b>	<b>27,008,760</b>	<b>27,885,268</b>	<b>27,696,200</b>	<b>28,786,800</b>
<b>TAX RATE REQUIRED</b>	7.82	7.82	8.226	8.226	8.399

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



(CARRIED 7-0 LOST \_\_\_\_\_ LAID OVER \_\_\_\_\_ WITHDRAWN \_\_\_\_\_)  
 AS AMENDED

PURPOSE: APPROVE 2009 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 2010 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 10, 2009 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 2010, 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 2010, 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 2009, which is outside the Algoma Sanitary District No. 1 and the Winneconne School District, the following tax, to wit:

State Tax		645,192
County Tax and All County Specials		19,496,778
City of Oshkosh:		
Operations	14,967,000	<b>11,997,700</b>
Debt Service	<u>16,789,100</u>	<del>28,756,100</del> <b>28,786,800</b>
Vocational Area School District		6,021,254
Oshkosh Area Schools		27,758,578

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 2009, which is inside the Algoma Sanitary District No. 1, the following tax, to wit:

State Tax		645,192
County Tax and All County Specials		19,496,778
City of Oshkosh:		
Operations	<del>44,967,000</del> <b>11,997,700</b>	
Debt Service	<u>16,789,100</u> <del>28,756,100</del> <b>28,786,800</b>	
Vocational Area School District		6,021,254
Oshkosh Area Schools		27,758,578
Algoma Sanitary District No. 1		39,350

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 2009, which is inside the Winneconne School District, the following tax, to wit:

State Tax		645,192
County Tax and All County Specials		19,496,778
City of Oshkosh:		
Operations	<del>44,967,000</del> <b>11,997,700</b>	
Debt Service	<u>16,789,100</u> <del>28,756,100</del> <b>28,786,800</b>	
Vocational Area School District		6,021,254
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 2009 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.

***Bold & Italics Indicate Amendments***

(CARRIED 7-0 LOST \_\_\_\_\_ LAID OVER \_\_\_\_\_ WITHDRAWN \_\_\_\_\_)  
 AS AMENDED

PURPOSE: ADOPT 2009 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		645,192	
County Tax and All County Specials		19,496,778	
Oshkosh Area School		27,758,578	
Vocational Area School District		6,021,254	
City of Oshkosh			
Operation	<b>11,997,700</b>		
Debt Service	<u>16,789,100</u>		<b>28,786,800</b>
			<b><u>82,708,602</u></b>

2009 COMBINED TAX RATE

	<u>LEVY</u>	<u>2009 ASSESSED RATE</u>	<u>2008 ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	645,192	0.174	0.179	(.005)
County Tax	19,496,778	5.688	5.727	(.039)
Area Schools	27,758,578	8.099	7.771	.328
Area Vocational	6,021,254	1.757	1.770	(.013)
<b>City Tax</b>	<b><u>28,786,800</u></b>	<b><u>8.399</u></b>	<b><u>8.226</u></b>	<b><u>.173</u></b>
<b>TOTAL TAX LEVY &amp; RATE COMPARISON</b>	<b><u>82,708,602</u></b>	<b><u>24.117</u></b>	<b>23.673</b>	<b><u>0.444</u></b>
State Credit	<u>4,692,040</u>	<u>1.264</u>	<u>1.295</u>	<u>(0.031)</u>
	<b><u>78,016,562</u></b>	<b><u>22.853</u></b>	<b>22.378</b>	<b><u>0.475</u></b>

NOVEMBER 24, 2009

09-455

RESOLUTION  
CONT'D

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		645,192
County Tax and All County Specials		19,496,778
Oshkosh Area School		27,758,578
Vocational Area School District		6,021,254
City of Oshkosh		
Operation	<b>11,997,700</b>	
Debt Service	<u>16,789,100</u>	<b>28,786,800</b>
Algoma Sanitary District No. 1		<u>39,350</u>
		<b><u>82,747,952</u></b>

2009 COMBINED TAX RATE

	<u>LEVY</u>	2009 <u>ASSESSED RATE</u>	2008 <u>ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	645,192	0.174	0.179	(.005)
County Tax	19,496,778	5.688	5.727	(.039)
Area Schools	27,758,578	8.099	7.771	.328
Area Vocational	6,021,254	1.757	1.770	(.013)
<b>City Tax</b>	<b>28,786,800</b>	<b>8.399</b>	8.226	<b>.173</b>
Algoma Sanitary District	<u>39,350</u>	<u>0.272</u>	<u>0.271</u>	<u>.001</u>
 TOTAL TAX LEVY & RATE COMPARISON	 <b>82,747,952</b>	 <b>24.389</b>	23.944	<b>0.445</b>
State Credit	<u>4,692,040</u>	<u>1.264</u>	<u>1.295</u>	<u>(0.031)</u>
	<b>78,055,912</b>	<b>23.125</b>	22.649	<b>0.476</b>

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:

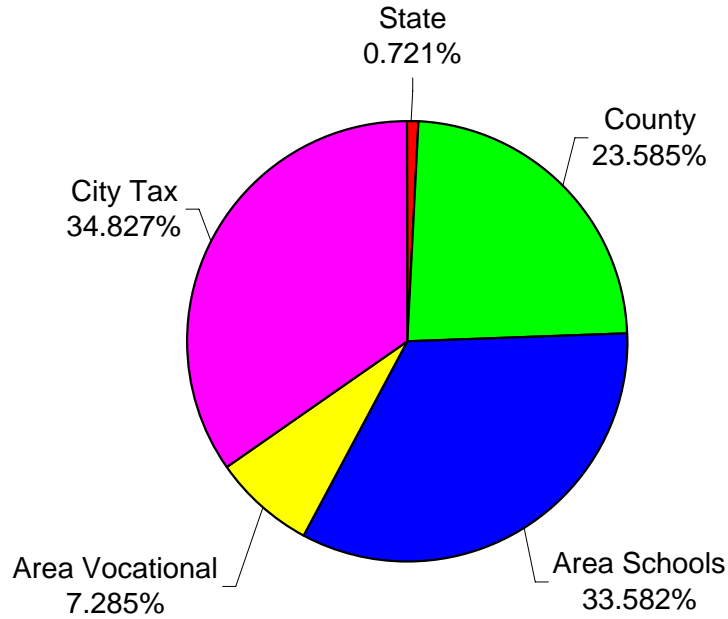
State Tax		645,192
County Tax and All County Specials		19,496,778
Winneconne School District		17
Vocational Area School District		6,021,254
City of Oshkosh		
Operation	<b><i>11,997,700</i></b>	
Debt Service	<u>16,789,100</u>	<b><i>28,786,800</i></b>
		<b><i><u>54,950,041</u></i></b>

2009 COMBINED TAX RATE

	<u>LEVY</u>	2009 <u>ASSESSED RATE</u>	2008 <u>ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	645,192	0.174	0.179	(.005)
County Tax	19,496,778	5.688	5.727	(.039)
Area Schools	17	9.189	9.047	.142
Area Vocational	6,021,254	1.757	1.770	(.013)
<b><i>City Tax</i></b>	<b><i><u>28,786,800</u></i></b>	<b><i><u>8.399</u></i></b>	<b><i><u>8.226</u></i></b>	<b><i><u>.173</u></i></b>
TOTAL TAX LEVY & RATE COMPARISON	<b><i><u>54,950,041</u></i></b>	<b><i><u>25.207</u></i></b>	24.949	<b><i><u>0.258</u></i></b>
State Credit	<u>4,692,040</u>	<u>1.264</u>	<u>1.295</u>	<u>(0.031)</u>
	<b><i><u>50,258,001</u></i></b>	<b><i><u>23.943</u></i></b>	23.654	<b><i><u>0.289</u></i></b>

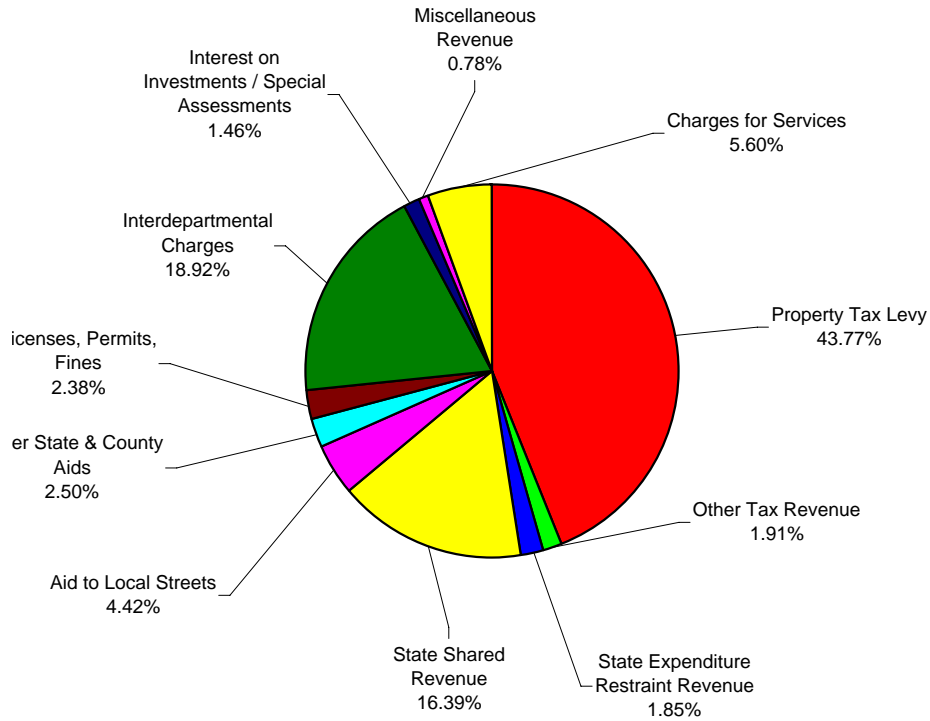
***Bold & Italics Indicate Amendments***

2010 LEVY - 2009 TAX RATE



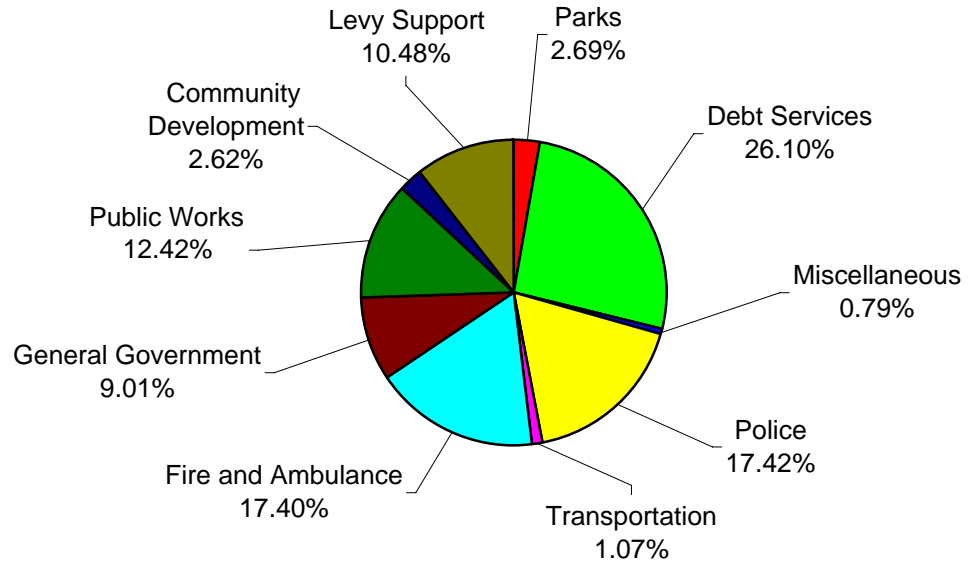
	<u>PER \$1,000 OF TAXES</u>	<u>2009 TAX RATE</u>	<u>2008 TAX RATE</u>	<u>INCREASE (DECREASE)</u>
<b>State</b>	0.721 %	\$ 0.174	\$ 0.179	\$ (0.01)
<b>County</b>	23.585	5.688	5.727	(0.04)
<b>Area Schools</b>	33.582	8.099	7.771	0.33
<b>Area Vocational</b>	7.285	1.757	1.770	(0.01)
<b>City Tax</b>	<u>34.827</u>	<u>8.399</u>	<u>8.226</u>	<u>0.17</u>
	100.000	\$ 24.117	\$ 23.673	\$ 0.44
<b>State Credit</b>		<u>1.264</u>	<u>1.295</u>	<u>(0.03)</u>
		<u>\$ 22.853</u>	<u>\$ 22.378</u>	<u>\$ 0.47</u>

SOURCE OF FUNDS



<u>WHERE THE MONEY COMES FROM</u>	<u>AMOUNT</u>	<u>2010 PER CENT</u>	<u>2009 PER CENT</u>	<u>INCREASE (DECREASE)</u>
Property Tax Levy	\$ 28,786,800	43.77%	43.15%	0.01 %
Other Tax Revenue	1,257,100	1.91%	1.92%	(0.00)
State Expenditure Restraint Revenue	1,217,300	1.85%	1.88%	(0.00)
State Shared Revenue	10,779,700	16.39%	17.15%	(0.01)
Aid to Local Streets	2,909,500	4.42%	4.70%	(0.00)
Other State & County Aids	1,645,100	2.50%	2.72%	(0.00)
Licenses, Permits, Fines	1,568,400	2.38%	2.45%	(0.00)
Interdepartmental Charges	12,441,000	18.92%	17.94%	0.01
Interest on Investments / Special Asses	961,000	1.46%	1.72%	(0.00)
Miscellaneous Revenue	515,000	0.78%	0.77%	0.00
Charges for Services	3,683,100	5.60%	5.60%	0.00
	<u>\$ 65,764,000</u>	<u>100.00% %</u>	<u>100.00% %</u>	

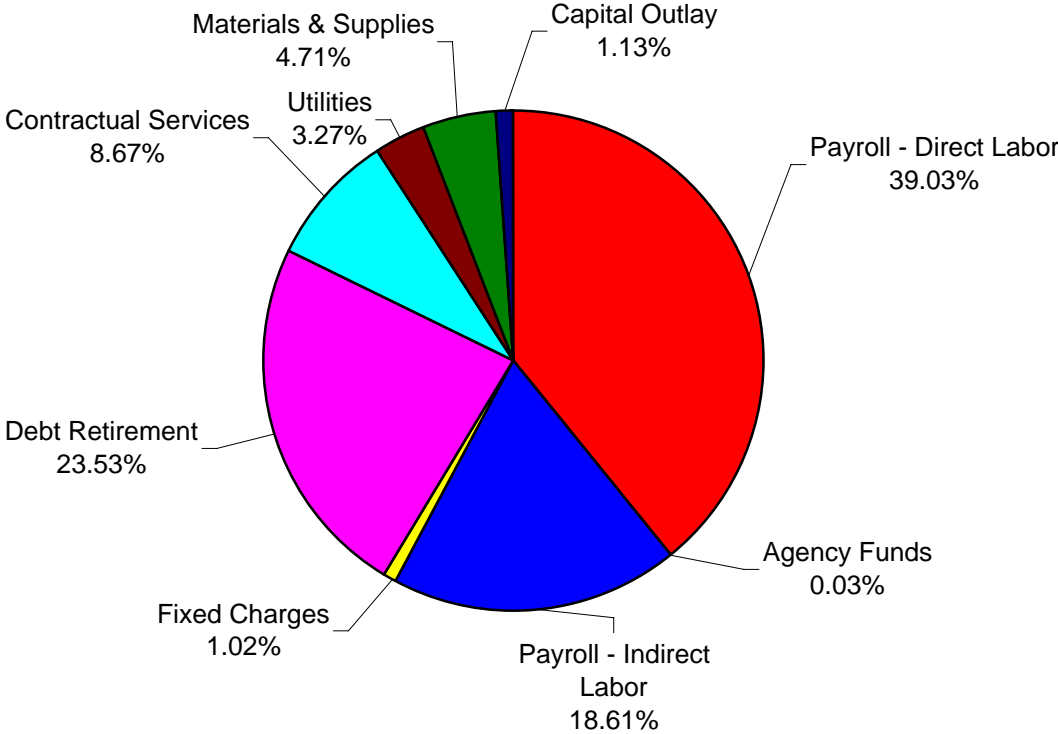
USE OF FUNDS



<u>WHERE THE MONEY GOES</u>	<u>AMOUNT</u>	<u>2010 PER CENT</u>	<u>2009 PER CENT</u>	<u>INCREASE (DECREASE)</u>
Parks	1,769,300	2.69%	2.68%	0.00 %
Debt Services	17,164,100	26.10%	26.19%	(0.00)
Miscellaneous	518,100	0.79%	0.65%	0.00
Police	11,456,600	17.42%	17.51%	(0.00)
Transportation	706,400	1.07%	1.06%	0.00
Fire and Ambulance	11,439,900	17.40%	17.27%	0.00
General Government	5,924,400	9.01%	9.22%	(0.00)
Public Works	8,170,500	12.42%	11.72%	0.01
Community Development	1,725,800	2.62%	2.65%	(0.00)
Levy Support	6,888,900	10.48%	11.05%	(0.01)
	<u>\$ 65,764,000</u>	<u>100.00%</u>	<u>100.00%</u>	



2010 BUDGET - HOW THE FUNDS ARE EXPENDED



	<u>AMOUNT</u>	<u>PER CENT</u>
<b>Payroll - Direct Labor</b>	\$ 28,466,200	39.03 %
<b>Agency Funds</b>	22,400	0.03
<b>Payroll - Indirect Labor</b>	13,571,800	18.61
<b>Fixed Charges</b>	743,900	1.02
<b>Debt Retirement</b>	17,164,100	23.53
<b>Contractual Services</b>	6,326,100	8.67
<b>Utilities</b>	2,384,000	3.27
<b>Materials &amp; Supplies</b>	3,439,000	4.71
<b>Capital Outlay</b>	823,400	1.13
	<u>\$ 72,940,900</u>	<u>100.00 %</u>

## 2010 BUDGET SUMMARY

	2007 ACTUAL EXPEND.	2008 ACTUAL EXPEND.	2009 BUDGET APPROP.	2009 ESTIMATE EXPEND.	2010 PROPOSED BUDGET
<b>EXPENDITURES</b>					
GENERAL GOVERNMENT	5,854,439	5,849,561	5,959,416	5,839,150	5,924,400
PUBLIC SAFETY	20,987,273	21,958,684	22,478,941	22,437,000	22,896,500
PUBLIC WORKS	6,554,954	7,379,575	7,576,020	7,213,700	8,170,500
PARKS & OTHER FACILITIES	1,713,923	1,701,506	1,731,375	1,701,500	1,769,300
COMMUNITY DEVELOPMENT	1,559,578	1,624,654	1,712,011	1,690,100	1,725,800
DEPT. OF TRANSPORTATION	623,311	629,293	687,463	692,700	706,400
UNCLASSIFIED	416,417	675,718	420,200	517,800	518,100
<b>TOTAL BUDGET</b>	<b>37,709,895</b>	<b>39,818,991</b>	<b>40,565,426</b>	<b>40,091,950</b>	<b>41,711,000</b>
Levy for Recycling *	845,398	1,037,951	937,951	937,951	478,200
Levy for Street Lighting *	1,267,360	1,194,771	1,247,778	1,247,778	1,150,100
Levy for Senior Services *	374,458	372,477	372,477	372,477	367,700
Levy for Transit Utility *	516,422	599,508	612,683	612,683	793,300
Levy for Library *	2,395,035	2,466,445	2,420,906	2,420,906	2,492,500
Levy for Museum *	747,917	823,338	822,237	822,237	883,100
Levy for Grand Opera House *	67,011	66,557	66,622	66,622	66,400
Levy for Cemetery *	198,291	202,205	210,054	210,054	210,300
Levy for Health Services *	354,197	392,821	374,426	374,426	352,100
Levy for Equipment Fund	0	0	0	0	0
Levy Pollock Community Water Park	15,950	20,303	40,033	40,033	72,800
Levy for Golf Course	0	0	0	0	0
<b>TOTAL OPER. BUDGET</b>	<b>44,491,934</b>	<b>46,995,367</b>	<b>47,670,593</b>	<b>47,197,117</b>	<b>48,577,500</b>
Debt Service	16,330,462	16,490,651	16,924,086	17,242,800	17,164,100
Agency Funds	34,728	32,723	33,783	33,783	22,400
<b>TOTAL CITY BUDGET</b>	<b>60,857,124</b>	<b>63,518,741</b>	<b>64,628,462</b>	<b>64,473,700</b>	<b>65,764,000</b>
<b>REVENUES</b>					
Revenue other than Gen. Fund Property Tax	35,699,099	36,309,981	36,368,194	36,402,500	36,602,200
Approp. from Sinking Fund	200,000	200,000	375,000	375,000	375,000
<b>TOTAL REVENUES</b>	<b>35,899,099</b>	<b>36,509,981</b>	<b>36,743,194</b>	<b>36,777,500</b>	<b>36,977,200</b>
TOTAL EXPENDITURES	60,857,124	63,518,741	64,628,462	64,473,700	65,764,000
TOTAL REVENUES	35,899,099	36,509,981	36,743,194	36,777,500	36,977,200
<b>NET LEVY REQUIREMENT</b>	<b>24,958,025</b>	<b>27,008,760</b>	<b>27,885,268</b>	<b>27,696,200</b>	<b>28,786,800</b>
<b>TAX RATE REQUIRED</b>	<b>7.82</b>	<b>7.82</b>	<b>8.226</b>	<b>8.226</b>	<b>8.399</b>

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

## *2010 BUDGET SUMMARY DETAILS*

2007 EXPEND	2008 EXPEND	2009 APPROP	2009 EST.	2010 PROP.
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### GENERAL GOVERNMENT

City Council	39,052	39,875	46,621	46,250	51,000
City Manager	319,435	172,609	249,577	248,000	251,700
City Attorney	373,728	344,000	385,590	385,200	395,800
Personnel	647,596	580,677	571,727	581,100	549,600
City Clerk	209,631	239,543	225,440	220,400	226,900
Elections	44,151	103,041	59,140	67,000	129,000
Finance	940,811	991,508	1,017,255	965,700	991,800
Assessor	478,504	499,046	526,548	529,700	541,100
Purchasing	168,061	184,108	235,079	247,500	226,300
Central Services	159,038	156,162	157,411	167,900	154,800
Information Technology	960,062	1,074,094	1,040,397	1,037,300	1,027,800
Insurance	684,177	617,185	623,207	543,000	559,900
City Hall/Safety Building Maintenance	549,784	571,741	588,374	585,000	590,700
Independent Audit	19,920	22,725	22,725	22,700	22,700
Media Services	260,489	253,247	210,325	192,400	205,300
<b>TOTAL GENERAL GOVERNMENT</b>	<b>5,854,439</b>	<b>5,849,561</b>	<b>5,959,416</b>	<b>5,839,150</b>	<b>5,924,400</b>

### PUBLIC SAFETY

Police	10,364,445	10,808,687	11,124,639	11,179,000	11,284,400
Animal Care	70,659	72,380	74,395	74,400	76,200
Fire & Ambulance	9,749,570	10,293,830	10,495,550	10,416,800	10,782,100
Hydrant Rental	670,010	650,000	650,000	650,000	650,000
Auxiliary Police	5,031	5,033	6,545	5,300	4,600
Crossing Guards	95,818	94,133	96,612	95,900	83,600
Police & Fire Commission	31,740	34,621	31,200	15,600	15,600
<b>TOTAL PUBLIC SAFETY</b>	<b>20,987,273</b>	<b>21,958,684</b>	<b>22,478,941</b>	<b>22,437,000</b>	<b>22,896,500</b>

### PUBLIC WORKS

Public Works - Admin.	322,343	331,092	347,906	346,300	359,400
Engineering	1,050,065	1,072,702	1,045,024	1,080,000	1,175,600
Streets - General	2,129,489	2,502,400	2,646,416	2,621,000	2,824,500
Central Garage	1,621,926	2,132,093	2,148,870	1,721,300	1,912,800
Garbage Coll. & Disposal	1,431,131	1,341,288	1,387,804	1,445,100	1,898,200
<b>TOTAL PUBLIC WORKS</b>	<b>6,554,954</b>	<b>7,379,575</b>	<b>7,576,020</b>	<b>7,213,700</b>	<b>8,170,500</b>

	2007 EXPEND	2008 EXPEND	2009 APPROP	2009 EST.	2010 PROP.
<b>PARKS &amp; OTHER FACILITIES</b>					
Parks	1,457,469	1,452,580	1,457,728	1,431,600	1,490,600
Forestry	256,454	248,926	273,647	269,900	278,700
<b>TOTAL PARKS &amp; OTHER FAC.</b>	<b>1,713,923</b>	<b>1,701,506</b>	<b>1,731,375</b>	<b>1,701,500</b>	<b>1,769,300</b>
<b>COMMUNITY DEVELOPMENT</b>					
Planning Services	790,374	795,447	850,634	832,900	847,600
Inspection Services	769,204	829,207	861,377	857,200	878,200
<b>TOTAL COMMUNITY DEV.</b>	<b>1,559,578</b>	<b>1,624,654</b>	<b>1,712,011</b>	<b>1,690,100</b>	<b>1,725,800</b>
<b>TRANSPORTATION</b>					
Electric	427,184	458,826	486,841	497,500	506,200
Sign	196,127	170,467	200,622	195,200	200,200
<b>TOTAL TRANSPORTATION</b>	<b>623,311</b>	<b>629,293</b>	<b>687,463</b>	<b>692,700</b>	<b>706,400</b>
<b>UNCLASSIFIED</b>					
Unemployment Compensation	22,464	25,223	18,900	52,000	52,000
Direct Deposit Fees	1,964	0	1,800	0	0
Uncollectible Accounts	164,815	417,215	180,000	225,000	225,000
Employee Benefit Fees	14,594	12,632	12,000	13,700	14,000
Patriotic Celebrations	7,540	7,540	8,000	7,600	7,600
Adjustment of Salaries	0	0	0	0	0
Unclass. Expense	131,086	138,886	125,000	145,000	145,000
Mobile Home Tax	36,454	36,722	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
<b>TOTAL UNCLASSIFIED</b>	<b>416,417</b>	<b>675,718</b>	<b>420,200</b>	<b>517,800</b>	<b>518,100</b>
<b>TOTAL BUDGET</b>	<b>37,709,895</b>	<b>39,818,991</b>	<b>40,565,426</b>	<b>40,091,950</b>	<b>41,711,000</b>

	2007 EXPEND	2008 EXPEND	2009 APPROP	2009 EST.	2010 PROP.
Levy for Recycling *	845,398	1,037,951	937,951	937,951	478,200
Levy for Street Lighting *	1,267,360	1,194,771	1,247,778	1,247,778	1,150,100
Levy for Senior Services *	374,458	372,477	372,477	372,477	367,700
Levy for Transit Utility *	516,422	599,508	612,683	612,683	793,300
Levy for Library *	2,395,035	2,466,445	2,420,906	2,420,906	2,492,500
Levy for Museum *	747,917	823,338	822,237	822,237	883,100
Levy for Grand Opera House *	67,011	66,557	66,622	66,622	66,400
Levy for Cemetery*	198,291	202,205	210,054	210,054	210,300
Levy for Health Services*	354,197	392,821	374,426	374,426	352,100
Levy for Equipment Fund	0	0	0	0	0
Levy Leach Amphetheater	0	0	0	0	0
Levy Pollock Comm Water Park	15,950	20,303	40,033	40,033	72,800
Levy for Golf Course	0	0	0	0	0
<b>TOTAL OPERATING BUDGET</b>	44,491,934	46,995,367	47,670,593	47,197,117	48,577,500
Debt Services	16,330,462	16,490,651	16,924,086	17,242,800	17,164,100
Agency Funds	34,728	32,723	33,783	33,783	22,400
<b>TOTAL CITY BUDGET</b>	60,857,124	63,518,741	64,628,462	64,473,700	65,764,000

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

# 2010 OPERATING BUDGET BY FUNCTION

	PAYROLL - DIRECT LABOR	PAYROLL - INDIRECT LABOR	CONTRAC- TUAL SERVICES	UTILITIES	FIXED CHARGES	MATERIALS AND SUPPLIES	CAPITAL OUTLAY	TOTAL BUDGET
<b>GENERAL GOVERNMENT</b>								
City Council	28,500	2,200	18,500	0	0	1,800	0	51,000
City Manager	174,200	63,200	13,100	0	0	1,200	0	251,700
City Attorney	233,200	99,700	56,400	0	0	6,500	0	395,800
Personnel	295,800	98,400	152,400	0	0	3,000	0	549,600
City Clerk	148,400	50,800	15,800	0	100	3,300	8,500	226,900
Elections	105,600	1,900	13,500	1,000	0	7,000	0	129,000
Finance	665,200	316,300	4,400	0	0	4,400	1,500	991,800
Assessor	335,100	165,500	36,600	0	0	3,900	0	541,100
Purchasing	148,500	71,800	4,400	0	0	1,600	0	226,300
Central Services	27,600	12,900	96,500	0	0	17,800	0	154,800
Information Technology Division	393,500	216,100	240,900	55,500	0	47,600	74,200	1,027,800
Insurance	0	0	0	0	559,900	0	0	559,900
Facilities Maintenance	185,900	104,200	54,600	212,100	300	33,600	0	590,700
Independant Audit	0	0	22,700	0	0	0	0	22,700
Media Services	148,900	51,600	2,100	500	0	2,200	0	205,300
<b>TOTAL GENERAL GOVERNMENT</b>	<b>2,890,400</b>	<b>1,254,600</b>	<b>731,900</b>	<b>269,100</b>	<b>560,300</b>	<b>133,900</b>	<b>84,200</b>	<b>5,924,400</b>
<b>PUBLIC SAFETY</b>								
Police	7,257,100	3,547,500	169,900	42,000	300	152,500	115,100	11,284,400
Animal Care	0	0	76,000	200	0	0	0	76,200
Fire & Ambulance	7,107,600	3,183,100	129,000	112,900	0	234,700	14,800	10,782,100
Hydrant Rental	0	0	650,000	0	0	0	0	650,000
Auxiliary Police	0	0	1,300	200	0	3,100	0	4,600
Crossing Guards	76,800	6,100	0	0	0	700	0	83,600
Police & Fire Commission	0	0	15,400	0	0	200	0	15,600
<b>TOTAL PUBLIC SAFETY</b>	<b>14,441,500</b>	<b>6,736,700</b>	<b>1,041,600</b>	<b>155,300</b>	<b>300</b>	<b>391,200</b>	<b>129,900</b>	<b>22,896,500</b>
<b>PUBLIC WORKS</b>								
Public Works - Admin.	249,700	104,700	4,100	0	100	800	0	359,400
Engineering	781,100	354,900	17,500	4,900	200	14,400	2,600	1,175,600
Streets - General	1,517,400	809,200	59,700	2,200	800	419,200	16,000	2,824,500
Central Garage	396,300	224,500	141,500	118,500	1,100	1,030,900	0	1,912,800
Garbage Coll. & Disposal	518,200	303,400	623,300	0	1,200	74,900	377,200	1,898,200
<b>TOTAL PUBLIC WORKS</b>	<b>3,462,700</b>	<b>1,796,700</b>	<b>846,100</b>	<b>125,600</b>	<b>3,400</b>	<b>1,540,200</b>	<b>395,800</b>	<b>8,170,500</b>
<b>PARKS &amp; OTHER FACILITIES</b>								
Parks	821,500	386,400	30,200	168,500	300	80,700	3,000	1,490,600
Forestry	187,800	61,900	12,400	200	200	13,200	3,000	278,700
<b>TOTAL PARKS &amp; OTHER FAC.</b>	<b>1,009,300</b>	<b>448,300</b>	<b>42,600</b>	<b>168,700</b>	<b>500</b>	<b>93,900</b>	<b>6,000</b>	<b>1,769,300</b>

	PAYROLL - DIRECT LABOR	PAYROLL - INDIRECT LABOR	CONTRACTUAL SERVICES	UTILITIES	FIXED CHARGES	MATERIALS AND SUPPLIES	CAPITAL OUTLAY	TOTAL BUDGET
<b>COMMUNITY DEVELOPMENT</b>								
Planning Services	608,900	223,200	9,800	100	0	5,600	0	847,600
Inspection Services	578,000	264,200	22,200	1,200	1,000	11,600	0	878,200
<b>TOTAL COMMUNITY DEV.</b>	<b>1,186,900</b>	<b>487,400</b>	<b>32,000</b>	<b>1,300</b>	<b>1,000</b>	<b>17,200</b>	<b>0</b>	<b>1,725,800</b>
<b>DEPT. OF TRANSPORTATION</b>								
Electric	283,400	129,700	12,300	34,000	0	46,800	0	506,200
Sign	105,300	49,700	3,900	3,900	0	37,400	0	200,200
<b>TOTAL DEPT. OF TRANS.</b>	<b>388,700</b>	<b>179,400</b>	<b>16,200</b>	<b>37,900</b>	<b>0</b>	<b>84,200</b>	<b>0</b>	<b>706,400</b>
<b>UNCLASSIFIED</b>								
Unemployment Compensation		52,000						52,000
Direct Deposit Fees			0					0
Uncollectible Accounts			225,000					225,000
Employee Benefit Fees			14,000					14,000
Patriotic Celebration			7,600					7,600
Adjustment of Salaries	0							0
Unclassified Expenses			145,000					145,000
Mobile Trailer Tax			37,000					37,000
Industrial Development			37,500					37,500
<b>TOTAL UNCLASSIFIED</b>	<b>0</b>	<b>52,000</b>	<b>466,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>518,100</b>
<b>TOTAL BUDGET</b>								
	23,379,500	10,955,100	3,176,500	757,900	565,500	2,260,600	615,900	41,711,000
Budget for Recycling	248,100	132,300	424,200	0	100	7,900	182,600	995,200
Budget for Street Lighting	0	0	30,000	1,156,100	0	34,000	0	1,220,100
Budget for Senior Services	312,400	152,900	18,700	58,200	7,000	12,700	0	561,900
Budget for Transit Utility	1,325,900	932,500	1,896,200	40,300	119,600	533,300	6,600	4,854,400
Budget for Library	1,753,600	719,400	468,200	168,600	12,200	434,400	2,300	3,558,700
Budget for Museum	544,700	264,000	50,400	87,800	9,600	50,600	0	1,007,100
Budget for Grand Opera House	0	0	59,700	0	6,700	0	0	66,400
Budget for Cemetery	245,800	103,100	12,800	26,600	7,800	14,200	15,000	425,300
Budget for Health Services	609,200	308,900	36,100	3,700	7,800	28,900	0	994,600
Budget for Leach Amphitheater	12,000	900	13,700	14,300	300	14,700	0	55,900
Budget for Pollock Comm Wtr Park	35,000	2,700	139,600	70,500	7,300	47,700	1,000	303,800
Budget for Equipment Fund	0	0	0	0	0	0	0	0
<b>TOTAL OPERATING BUDGET</b>	<b>28,466,200</b>	<b>13,571,800</b>	<b>6,326,100</b>	<b>2,384,000</b>	<b>743,900</b>	<b>3,439,000</b>	<b>823,400</b>	<b>55,754,400</b>

# REVENUES

2007 ACTUAL REVENUES	2008 ACTUAL REVENUES	2009 BUDGETED REVENUES	2009 ESTIMATED REVENUES	2010 PROPOSED BUDGET
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## TAXES LEVIED BY CITY

General Property Tax 0072-4102	25,597,997	26,605,671	27,885,268	27,885,300	28,786,800
Municipal Owned Utility 0072-4112	650,000	650,000	1,000,000	1,000,000	1,000,000
Snow Removal 0072-4172	10,831	27,012	10,000	20,000	13,000
Weed Cutting 0072-4171	22,190	23,251	17,000	17,000	17,000
Mobile Home Tax 0072-4108	109,626	110,369	109,000	109,000	109,000
Payment in Lieu of Taxes 0072-4118	128,181	124,793	105,000	118,000	118,000

<b>TOTAL TAXES LEVIED</b>	<b>26,518,825</b>	<b>27,541,096</b>	<b>29,126,268</b>	<b>29,149,300</b>	<b>30,043,800</b>
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## LICENSES & PERMITS

Heating 0750-4377	105,772	116,070	90,000	75,000	90,000
Liquor License 0050-4322	131,159	123,788	125,000	125,000	125,000
Cigarette License 0050-4358	11,160	11,207	11,000	10,000	10,000
Sundry License 0050-4972	37,928	38,246	38,000	38,000	38,000
Electric Permits 0750-4376	113,069	105,105	100,000	100,000	100,000
Building Permits 0750-4374	397,601	308,884	300,000	250,000	250,000
Plumbing Permits 0750-4378	104,047	99,299	90,000	75,000	90,000
Flammable Tank Fees 0750-4384	1,055	500	1,000	500	2,000
Housing Fees 0750-4386	3,660	3,660	3,200	4,000	3,200
Code Seals & Plan. Fees 0750-4383	1,735	1,230	1,000	700	700
Zoning Ordinances 0740 / 750 - 4334	55,809	51,453	50,000	46,000	46,000

<b>TOTAL LICENSES &amp; PERMITS</b>	<b>962,995</b>	<b>859,442</b>	<b>809,200</b>	<b>724,200</b>	<b>754,900</b>
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## FINES & COSTS

County Court 0211-4406	295,590	276,456	281,500	281,500	281,500
Police Dept. 0211-4402	437,659	396,333	405,000	460,000	450,000
Penalties 0072-4120	118,434	86,498	90,000	78,000	82,000

<b>TOTAL FINES &amp; COSTS</b>	<b>851,683</b>	<b>759,287</b>	<b>776,500</b>	<b>819,500</b>	<b>813,500</b>
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## STATE & COUNTY AIDS

Town Aid - Cable TV 1010-4252	6,332	8,654	8,600	9,000	9,000
Town Ambulance Aid 0240-4251	174,934	169,389	71,340	71,300	71,300
Aid to Local Streets 0073-4228	2,843,112	3,006,134	3,035,000	3,027,500	2,909,500
Municipal Services 0073-4232	1,322,063	1,356,188	1,245,000	1,252,800	1,178,800
State Shared Aids 0073-4210	11,073,726	11,086,173	11,085,237	11,085,600	10,779,700
State/Fedl Emer Asst 4792-40530	0	263,299	0	56,600	0
State Aids-Parks/Forestry 0610-4236-40	5,398	0	0	2,500	0
State Aids - Fire 0230-4236	40,000	45,000	58,000	56,900	56,000
Aids-Police 0211-4226 & 4253	206,572	186,658	195,000	195,000	195,000
State Computer Credit 0073-4237	199,152	179,659	180,000	141,800	135,000
Expenditure Restraint 0073-4238	1,088,157	1,212,311	1,212,185	1,211,800	1,217,300

<b>TOTAL STATE &amp; CO. AIDS</b>	<b>16,959,446</b>	<b>17,513,465</b>	<b>17,090,362</b>	<b>17,110,800</b>	<b>16,551,600</b>
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## USE OF MONEY & PROPERTY

Interest on Investments 0073-4908	1,170,963	946,940	900,000	725,000	751,000
Interest on Spec. Assess. 0072-4910	223,292	209,897	210,000	210,000	210,000
Rent 0073-4922 - 4926	2,041	2,084	75	100	100
Sale of Land 0073-4943	0	0	0	0	0

<b>TOTAL USE OF MONEY &amp; PROP.</b>	<b>1,396,296</b>	<b>1,158,921</b>	<b>1,110,075</b>	<b>935,100</b>	<b>961,100</b>
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	2007 ACTUAL REVENUES	2008 ACTUAL REVENUES	2009 BUDGETED REVENUES	2009 ESTIMATED REVENUES	2010 PROPOSED BUDGET
<b>CHARGES FOR CURRENT SERVICES</b>					
Police Dept. Fees 0211- 4532	143,268	154,018	103,000	165,000	115,000
Fire Dept. Fees 0230-4534	140,571	116,204	101,000	101,000	109,800
Ambulance Fees 0240-4538	1,859,907	2,101,344	2,119,100	2,156,500	2,160,000
Engineering Fees 0420-4520	15,694	108,126	60,000	60,000	60,000
Street Services 0420 & 0430-4557	59,178	96,069	75,000	75,000	75,000
Electrical Dept. 0801-4520	45,125	85,668	25,000	25,000	25,000
Sign Dept. 0810-4520	1,729	10,244	1,500	1,500	1,500
Park Fees 0610-4572 - 4972	84,761	17,818	15,000	17,000	17,000
City Clerk Fees 0050-4520	6,239	6,975	6,500	6,500	6,500
Community Dev. 0740-4811	353,188	344,554	403,000	403,000	404,200
Cable Access Fees 0150-4520	10,180	13,491	15,000	2,000	2,000
CATV Revenue 1010-4312	658,070	664,040	650,000	665,000	665,000
Xerox Charges 0090-4517	2,338	1,330	1,100	1,100	1,100
Property Search 0073-4519	28,710	23,460	25,000	19,500	19,500
Hazardous Materials 0230-4540	0	354	500	900	1,500
Garbage Fees 0470-4558	88,958	26,724	21,000	20,000	20,000
<b>TOTAL CHGS. FOR CUR. SERV.</b>	<b>3,497,916</b>	<b>3,770,419</b>	<b>3,621,700</b>	<b>3,719,000</b>	<b>3,683,100</b>
<b>INTERDEPARTMENTAL REVENUES</b>					
Materials & Labor-Utilities 0430-4812	202,961	321,766	400,000	400,000	400,000
Sup./Admin. Labor-Util 0410,420,430-4814	291,059	318,597	311,400	317,200	323,500
Acct. Services-Utilities 0073-4806	589,092	643,889	660,000	621,000	633,400
Equip/Labor Rental - Recycling 0480-4834	536,981	594,004	680,000	550,000	350,000
Computer Services - Utilities 0110-4822	127,300	130,800	152,500	153,500	158,100
Water G.O. Bond Abatement 0074-5275	1,755,997	1,747,363	1,738,703	1,784,900	1,843,000
Sewer G.O. Bond Abatement 0074-5273	2,001,996	2,145,399	1,977,115	2,020,500	2,023,000
Storm G.O. Bond Abatement 0074-5278	428,905	436,706	438,729	566,100	1,077,200
Parking G.O. Bond Abatement 0074-5272	60,381	65,052	63,086	63,100	61,000
Ind. Dev. G.O. Bond Abatement 0074-5270	285,223	284,969	330,991	331,000	375,400
TIF Districts G.O. Bond Abatement 0074-5274	3,742,845	3,786,668	3,687,906	3,690,300	3,699,900
Golf Course G.O. Bond Abatement 0074-5277	122,237	127,980	480,191	480,200	6,000
Centre G.O. Bond Abatement	0	0	0	0	233,400
Cable TV G.O. Bond Abatement xxxx-5279	67,383	74,390	73,736	73,700	73,800
Insurance Fund Rate Equalization	0	0	0	0	583,300
Engineering Fees-Const. 0420-4555	789,992	385,318	600,000	600,000	600,000
<b>TOTAL INTER. DEP. REV.</b>	<b>11,002,352</b>	<b>11,062,901</b>	<b>11,594,357</b>	<b>11,651,500</b>	<b>12,441,000</b>
<b>UNCLASSIFIED</b>					
Sundry Revenue 0073 etc - 4952-4972	77,583	220,121	95,000	148,400	110,000
Bond Proceeds 0073-5302	30,000	30,000	30,000	30,000	30,000
Approp. from Sinking Fund 0073-5308	200,000	200,000	375,000	375,000	375,000
<b>TOTAL UNCLASSIFIED</b>	<b>307,583</b>	<b>450,121</b>	<b>500,000</b>	<b>553,400</b>	<b>515,000</b>
<b>TOTAL REVENUES</b>	<b>61,497,096</b>	<b>63,115,652</b>	<b>64,628,462</b>	<b>64,662,800</b>	<b>65,764,000</b>

**ASSESSED VALUATION**

	2008	2009	INCREASE (DECREASE)
Personal Property	117,232,139	125,807,028	8,574,889
Real Estate	3,272,493,399	3,301,712,830	29,219,431
	<u>3,389,725,538</u>	<u>3,427,519,858</u>	<u>37,794,320</u>

**INDEBTEDNESS**

	2007	2008	2009
General Obligation Debt as of December 31	\$133,080,054	\$119,684,805	\$128,864,318

**DEBT LIMIT****CITY:**

Limit - 5% of City Equalized Valuation of:	\$3,801,817,900	
5% of \$3,801,817,900		\$190,090,895
Present Debt - 67.79%		<u>\$128,864,318</u>
Legal Debt Margin - 32.21%		<u>\$61,226,577</u>

**CITY INDEBTEDNESS RECAP**

General City	\$54,878,992
Convention Centre	\$1,932,000
Parking Utility	\$283,055
Sewer Utility	\$15,360,167
Water Utility	\$12,993,791
Industrial Development	\$3,630,634
TIF District	\$28,238,895
Storm Sewer	\$11,508,377
Golf Course	<u>\$38,407</u>
	<u>\$128,864,318</u>

***SUMMARY***

FUND: GENERAL	FUNCTION: CITY COUNCIL	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0010-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
39,052	39,875	46,621	46,250	51,000

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	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	17,467	17,534	25,100	24,800	28,500
TOTAL PAYROLL - DIRECT LABOR		17,467	17,534	25,100	24,800	28,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	1,336	1,341	1,921	1,900	2,200
TOTAL PAYROLL - INDIRECT LABOR		1,336	1,341	1,921	1,900	2,200
Contractual Services						
6410-00000	Advertising/Marketing	0	135	0	0	0
6458-00000	Conference & Training	0	0	2000	750	2000
6460-00000	Membership Dues	19,336	19,131	16,500	16,500	16,500
TOTAL CONTRACTUAL SERVICES		19,336	19,266	18,500	17,250	18,500
Materials & Supplies						
6505-00000	Office Supplies	503	1,020	400	600	600
6507-00000	Books & Periodicals	0	232	200	200	200
6589-00000	Other Materials & Supplies	410	482	500	1,500	1,000
TOTAL MATERIALS & SUPPLIES		913	1,734	1,100	2,300	1,800
TOTAL CITY COUNCIL		39,052	39,875	46,621	46,250	51,000

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Council Members	7	7	7	25,100	24,800	28,500
Social Security	6302			1,921	1,900	2,200
<b>TOTAL PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>27,021</b>	<b>26,700</b>	<b>30,700</b>

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

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**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
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
319,435	172,609	249,577	248,000	251,700

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	245,890	111,850	175,486	174,200	174,200
TOTAL PAYROLL - DIRECT LABOR		245,890	111,850	175,486	174,200	174,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	64,982	33,916	60,041	59,900	63,200
TOTAL PAYROLL - INDIRECT LABOR		64,982	33,916	60,041	59,900	63,200
Contractual Services						
6401-00000	Contractual Services	0	20,629	0	0	0
6402-00000	Auto Allowance	5,000	500	6,000	6,000	6,000
6458-00000	Conference & Training	1,694	1,594	4,000	3,500	4,000
6460-00000	Membership Dues	1,260	1,225	1,500	1,500	1,600
6466-00000	Misc. Contractual Services	0	0	1,200	1,500	1,500
TOTAL CONTRACTUAL SERVICES		7,954	23,948	12,700	12,500	13,100
Materials & Supplies						
6505-00000	Office Supplies	410	1,004	550	1,000	800
6507-00000	Books & Periodicals	199	182	200	200	200
6589-00000	Other Materials & Supplies	0	552	600	200	200
TOTAL MATERIALS & SUPPLIES		609	1,738	1,350	1,400	1,200
Capital Outlay						
7202-00000	Office Equipment	0	1,157	0	0	0
TOTAL CAPITAL OUTLAY		0	1,157	0	0	0
TOTAL CITY MANAGER		319,435	172,609	249,577	248,000	251,700



***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
City Manager	1	1	1	126,323	125,000	125,000
Administrative Assistant	1	1	1	49,163	49,200	49,200
Health Insurance	6306			22,825	22,600	24,500
Retirement	6304			24,308	24,300	25,400
Social Security	6302			11,955	12,000	12,300
Life Insurance	6310			661	700	700
Income Continuation Insurance	6312			292	300	300
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>235,527</b>	<b>234,100</b>	<b>237,400</b>

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

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#### 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 ACCOMPLISHMENTS:

- Completed draft of Special Events ordinance/policy
- Assisted with revision of Chapter 6 – Animals
- Participated in Board of Review as it heard property owner appeals
- Assisted in litigation of numerous lawsuits
- Participated in review of insurance carrier's claims process
- Prosecuted all City citations in adult and juvenile court; filed pleadings in cases before the Court of Appeals regarding various court trials

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Expand Board of Review Training
- Complete Gift/Donations Policy
- Revise/update Chapter 12 – Finance, bidding
- 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
- Continue work on a searchable data base for office files

***SUMMARY***

FUND: GENERAL	FUNCTION: CITY ATTORNEY	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0030-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
373,728	344,000	385,590	385,200	395,800

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6460-00000      No longer paying dues to IMLA, a national association.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	251,077	208,053	228,337	228,500	233,200
TOTAL PAYROLL - DIRECT LABOR		251,077	208,053	228,337	228,500	233,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	90,689	74,673	93,578	93,700	99,700
TOTAL PAYROLL - INDIRECT LABOR		90,689	74,673	93,578	93,700	99,700
Contractual Services						
6404-00000	Postage & Shipping	110	126	130	100	100
6424-00000	Maintenance Office Equipment	0	0	115	100	100
6446-00000	Contractual Employment	22,348	48,000	50,000	50,100	50,100
6456-00000	Service/Witness Fees	400	1,392	1,700	1,700	1,700
6458-00000	Conference & Training	1,530	1,859	3,500	3,500	3,400
6460-00000	Membership Dues	1,799	1,166	1,800	1,000	1,000
TOTAL CONTRACTUAL SERVICES		26,187	52,543	57,245	56,500	56,400
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	0	0	0	0	0
TOTAL SUNDRY FIXED CHARGES		0	0	0	0	0
Materials & Supplies						
6505-00000	Office Supplies	611	1,041	680	700	700
6507-00000	Books & Periodicals	5,164	6,025	5,750	5,800	5,800
TOTAL MATERIALS & SUPPLIES		5,775	7,066	6,430	6,500	6,500
Capital Outlay						
7202-00000	Office Equipment	0	1,665	0	0	0
TOTAL CAPITAL OUTLAY		0	1,665	0	0	0
TOTAL CITY ATTORNEY		373,728	344,000	385,590	385,200	395,800

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
City Attorney	1	1	1	97,024	97,100	99,800
Asst. City Attorney	1	1	1	82,157	82,200	84,200
Legal Secretary	1	1	1	49,156	49,200	49,200
Health Insurance	6306			48,134	48,200	51,700
Retirement	6304			26,944	27,000	28,900
Social Security	6302			17,468	17,500	17,800
Life Insurance	6310			590	600	800
Income Continuation Insurance	6312			442	400	500
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>321,915</b>	<b>322,200</b>	<b>332,900</b>

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

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**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:**

- Prepared for and initiated collective bargaining for all represented employee groups
- Expanded employee training program
- Continued efforts toward multi year process of “Well Workplace” and “Well City” designation
- Expanded HR software capabilities

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Update all personnel policy related documents
- Continue to expand employee training focusing specifically on succession planning, customer service and sustainability initiatives
- Continue efforts toward multi year process of “Well Workplace and Well City” designation
- Continue to expand HR software capabilities. Implement electronic application project

## *SUMMARY*

FUND: GENERAL	FUNCTION: PERSONNEL	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0040-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
647,596	580,677	571,727	581,100	549,600

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000      2009 estimate, extra work by Benefits Coordinator and Administrative Assistant due to the absence/  
retirement of Payroll Coordinator. Retirement payout for Payroll Coordinator.

63xx-00000      2009 estimate, FICA increases related to the above. 2010 Health insurance increase.

6401-00000      2009 estimate and 2010 proposed; reduced staffing and consultant use

6410-00000      2009 estimate and 2010 proposed; reduced staffing

6459-00000      2010 proposed, customer service training

6466-00000      2009 estimate, moving expenses less than anticipated

6505-00000      2009 estimates, less supplies used

6507-00000      2009 estimate, unforeseen reference material costs

6589-00000      2010 reduced employee recognition costs

EXPLANATION OF CAPITAL OUTLAY:



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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	298,148	301,943	300,495	331,800	295,800
TOTAL PAYROLL - DIRECT LABOR		298,148	301,943	300,495	331,800	295,800
Payroll - Indirect Payroll						
63xx-00000	Payroll - Indirect Payroll	92,708	94,625	95,469	98,900	98,400
TOTAL PAYROLL - INDIRECT LABOR		92,708	94,625	95,469	98,900	98,400
Contractual Services						
6401-00000	Contractual Services	151,612	91,722	100,500	90,500	89,500
6402-00000	Auto Allowance	960	960	960	1,000	1,000
6410-00000	Advertising/Marketing	96,235	71,804	55,400	40,000	40,000
6458-00000	Conference & Training	2,861	4,668	4,400	4,400	4,400
6459-00000	Other Employee Training	0	1,378	0	0	16,700
6460-00000	Membership Dues	650	959	800	800	800
6466-00000	Misc Contractual Services	0	8,879	9,000	9,000	0
TOTAL CONTRACTUAL SERVICES		252,318	180,370	171,060	145,700	152,400
Materials & Supplies						
6505-00000	Office Supplies	2,349	1,574	2,628	1,500	1,500
6507-00000	Books & Periodicals	0	291	0	300	0
6589-00000	Other Materials & Supplies	2,073	1,874	2,075	2,900	1,500
TOTAL MATERIALS & SUPPLIES		4,422	3,739	4,703	4,700	3,000
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PERSONNEL		647,596	580,677	571,727	581,100	549,600

**PERSONNEL SCHEDULE**

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Asst City Manager/Dir of Admin Svcs	1	1	1	111,068	111,000	113,000
Personnel Generalist	1	1	1	51,248	51,200	52,500
Payroll Coordinator	1	1	1	53,417	78,200	42,300
Administrative Assistant	1	1	1	40,982	43,800	43,100
Benefits Coordinator	1	1	1	43,780	47,600	44,900
Health Insurance				6306 35,297	35,800	37,800
Retirement				6304 35,459	36,400	36,700
Social Security				6302 22,988	25,400	22,600
Life Insurance				6310 1,075	800	700
Income Continuation Insurance				6312 650	500	600
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>395,964</b>	<b>430,700</b>	<b>394,200</b>

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

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#### 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 tax roll
- 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:

- Implement new license software
- Analyze demerit system for license holders / work in conjunction with Attorney & Police
- 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

***SUMMARY***

FUND: GENERAL	FUNCTION: CITY CLERK	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0050-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
209,631	239,543	225,440	220,400	226,900

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000      Compensation - staff - election work  
6507-00000      Increase due to purchase of City Directory  
7230-00000      To purchase license software - IT (in-house) created

EXPLANATION OF CAPITAL OUTLAY:

7202-00000      Replace work stations      \$8,500

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	141,354	161,616	145,373	149,100	148,400
TOTAL PAYROLL - DIRECT LABOR		141,354	161,616	145,373	149,100	148,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	51,604	53,658	52,352	52,600	50,800
TOTAL PAYROLL - INDIRECT LABOR		51,604	53,658	52,352	52,600	50,800
Contractual Service						
6410-00000	Advertising/Marketing	12,546	20,156	15,000	14,600	15,000
6458-00000	Conference & Training	900	581	500	600	600
6460-00000	Membership Dues	145	195	195	200	200
TOTAL CONTRACTUAL SERVICE		13,591	20,932	15,695	15,400	15,800
Fixed Charges						
6488-00000	Employee Bond	0	20	20	0	100
6496-00000	Licenses and Permits	0	0	0	0	0
TOTAL FIXED CHARGES		0	20	20	0	100
Materials & Supplies						
6505-00000	Office Supplies	2,971	3,226	2,900	2,900	2,900
6507-00000	Books & Periodicals	111	91	100	400	400
6517-00000	Supplies/Repair Parts	0	0	0	0	0
6550-00000	Minor Equipment	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		3,082	3,317	3,000	3,300	3,300
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	8,500
7230-00000	Computer Software	0	0	9,000	0	0
TOTAL CAPITAL OUTLAY		0	0	9,000	0	8,500
TOTAL CITY CLERK		209,631	239,543	225,440	220,400	226,900

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
City Clerk	1	1	1	72,878	72,900	74,600
Dep. City Clerk	1	1	1	41,958	43,600	43,100
Secretary I	1	1	1	30,537	32,600	30,700
Health Insurance	6306			23,530	23,500	20,500
Retirement	6304			17,154	17,200	18,400
Social Security	6302			11,120	11,400	11,400
Life Insurance	6310			206	200	200
Income Continuation Insurance	6312			342	300	300
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>197,725</b>	<b>201,700</b>	<b>199,200</b>

### CAPITAL OUTLAY REQUEST SUMMARY

Dept: ELECTIONS / CITY CLERK

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 8,500

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Work Stations	replace	4	2,125	8,500



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

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#### 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:

- Administered two elections
- Handled increased activity with new staff, voting equipment and statewide database
- Continue to train Chief Election Inspectors (state required)
- 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 four elections
- Purchase / Train Staff and Election Inspectors on Accu-Vote OSX equipment
- Create Election Inspector Training Video
- Coordinate State Voter Registration System Data Files
- Distribute incentive funds to enhance election-related initiatives
- 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	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
44,151	103,041	59,140	67,000	129,000

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 61xx-00000      Two elections in 2009, four elections in 2010  
Early voting potential, staffing of satellite location 15 to 20 days prior to election day
- 64xx-00000      Increase in publication due to additional elections in 2010
- 65xx-00000      Increase in election supplies (absentee envelopes/voting machine seals/forms) due to additional elections

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	26,993	69,034	39,460	39,200	96,600
6102-00000	Maintenance-Labor	5,319	9,870	396	400	0
6102-00000	Regular Pay - Temp. Employee	0	0	5,513	11,000	9,000
TOTAL PAYROLL - DIRECT LABOR		32,312	78,904	45,369	50,600	105,600
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	697	484	451	1,800	1,900
TOTAL PAYROLL - INDIRECT LABOR		697	484	451	1,800	1,900
Contractual Services						
6402-00000	Auto Allowance	62	278	120	200	400
6410-00000	Advertising/Marketing	1,785	2,990	1,600	1,200	3,000
6426-00000	Maint. Mach/Equip/Bldg/Struct	0	300	1,000	0	1,000
6458-00000	Conference and Training	0	58	0	0	100
6466-00000	Misc. Contr. Services (Ballots/Prog)	5,545	9,605	6,500	9,400	9,000
TOTAL CONTRACTUAL SERVICES		7,392	13,231	9,220	10,800	13,500
Utilities						
6475-00000	Telephones	0	945	1,100	800	1,000
TOTAL UTILITIES		0	945	1,100	800	1,000
Materials & Supplies						
6505-00000	Office Supplies	3,750	9,477	3,000	3,000	7,000
6507-00000	Books & Periodicals	0	0	0	0	0
6517-00000	Supplies/Repair Parts	0	0	0	0	0
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		3,750	9,477	3,000	3,000	7,000
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		44,151	103,041	59,140	67,000	129,000

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Poll Workers	6102			39,460	39,200	96,600
Maintenance-Labor	6102			396	400	0
Extra Help	6102			5,513	11,000	9,000
Health Insurance	6306			0	0	0
Retirement	6304			0	0	1,100
Social Security	6302			451	1,800	700
Life Insurance	6310			0	0	100
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,820</b>	<b>52,400</b>	<b>107,500</b>

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

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#### 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
- Ambulance billing and record management assistance to outside billing service
- Animal licensing

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Quarterly financial reports to Council
- Bonding for current year – saved over \$1 Million using BAB's
- Implementation of a new payroll system
- Completed all regulatory reporting on time, including: State Report – Form B, PSC Report, and the Audit
- Coordinating Parking Utility transition with Transportation Department
- Began Fund Analysis of all City Funds
- Completed request for funding for \$634,100 Energy Efficiency Grant
- Completed all FEMA reporting / reconciliations for 2008 funding – City received \$320,000
- Began revamping City wide budget to provide more information
- Completed one entire cycle as new director – learned remainder of duties

## OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Coordinate utility rate review/rate increase process
- Continue Fund Analysis of all City funds
- Implementation of Finance Committee
- Continue revamping City wide budget to provide more information
- Policy development/assistance – Budget, Contracts, Procurement, Fund Balance
- Complete RFP Process for Banking Services 2010
- Community Outreach
- Complete all regulatory reporting on time, including: State Report – Form B, PSC Report, and the Audit

***SUMMARY***

FUND: GENERAL	FUNCTION: FINANCE	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0071-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
940,811	991,508	1,017,255	965,700	991,800

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7202-00000	First floor office / configuration needs	\$1,500
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ACCOUNT: 100-0071-XXXX-XXXXX  
 FUND: GENERAL  
 FUNCTION: FINANCE  
 DEPARTMENT: GENERAL GOVERNMENT

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	635,434	665,196	671,200	641,800	647,200
6102-00000	Regular Pay - Part-time	16,049	19,727	16,500	14,800	18,000
TOTAL PAYROLL - DIRECT LABOR		651,483	684,923	687,700	656,600	665,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	281,968	298,209	321,115	300,600	316,300
TOTAL PAYROLL - INDIRECT LABOR		281,968	298,209	321,115	300,600	316,300
Contractual Services						
6402-00000	Auto Allowance	1,032	728	1,100	1,100	1,100
6404-00000	Postage & Shipping	31	33	65	100	100
6410-00000	Advertising / Marketing	0	507	0	0	0
6424-00000	Maintenance Office Equipment	64	0	0	0	0
6432-00000	Equipment Rental	0	0	0	0	0
6458-00000	Conference & Training	1,298	1,634	2,200	2,200	2,500
6460-00000	Membership Dues	500	435	650	700	700
TOTAL CONTRACTUAL SERVICES		2,925	3,337	4,015	4,100	4,400
Materials & Supplies						
6505-00000	Office Supplies	3,614	4,506	3,900	3,900	3,900
6507-00000	Books & Periodicals	821	533	525	500	500
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		4,435	5,039	4,425	4,400	4,400
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	1,500
TOTAL CAPITAL OUTLAY		0	0	0	0	1,500
TOTAL FINANCE		940,811	991,508	1,017,255	965,700	991,800



## *PERSONNEL SCHEDULE*

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget	
Director of Finance	1	1	1	103,345	103,400	105,800	
Assistant Finance Director	1	1	1	79,570	79,600	81,500	
Accounting Supervisor	1	1	1	61,181	61,200	62,700	
Utility Billing & Records Supervisor	1	1	1	60,035	60,000	61,600	
Accountant	1	1	1	42,682	42,700	42,900	
Account Clerk II	3	2	3	71,265	104,100	106,400	
Cashier	2	2	2	71,691	71,700	72,000	
Account Clerk I	2	4	2	135,135	72,800	66,800	
Administrative Assistant	1	1	1	45,296	45,300	46,500	
Overtime				1,000	1,000	1,000	
Part-time	6102	0.75	0.75	0.80	16,500	14,800	18,000
Health Insurance	6306				184,271	168,300	178,000
Retirement	6304				81,149	78,300	83,300
Social Security	6302				52,610	50,700	51,400
Life Insurance	6310				1,600	1,900	2,100
Income Continuation Insurance	6312				1,485	1,400	1,500
<b>TOTAL PERSONNEL</b>		13.75	14.75	13.80	1,008,815	957,200	981,500

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: Finance

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 1,500

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	First floor office / configuration needs	Replace	1	1,500	1,500

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

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#### 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 for the determination of equalization
- 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 869 sales
- Reviewed 6,129 permits.
- All residential building sketches are in the software system
- There were an estimated 387,708 searches on the assessor web site in 2008
- Assessment notices for the 2009 roll were real estate 1,071 and personal property 1,564
- Discovered and valued \$74,976,300 of new construction and higher land use
- Implemented the neighborhood review process in May of 2009
- Distinguished Research and Development awards from the Wisconsin Association of Assessors for Exemption Guide and Commercial Sales database
- Chairperson of the Year Award from the Wisconsin Associations of Assessing Officers for chairing the Commercial
- Steven Schwoerer nominated the President-elect for the Wisconsin Association of Assessing Officers

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Inspect and accurately value, classify and describe new construction, building permits, annexations, parcel splits, personal property, and other changes
- Continue to verify property information and update records
- Generate values for properties that have changed using appropriate appraisal methodology
- Update old photographs and photograph new parcels
- Continue converting land units into square foot format
- Review 20% of residential properties per year using a combination of sales reviews, permit reviews and neighborhood reviews
- Assign income models for all commercial properties

***SUMMARY***

FUND: GENERAL	FUNCTION: ASSESSOR	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0080-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATED EXPENDITURE	2010 PROPOSED BUDGET
478,504	499,046	526,548	529,700	541,100

**COMMENTS:**

2009 had several changes in the Assessor office. One staff member retired creating the opportunity to reevaluate staff duties and look at ways to improve the division. The change in duties enabled the starting of neighborhood review process without the need for additional staff. The neighborhood review process is increasing the accuracy of our records and has become an effective public relations tool. The reception from the public in regards to the neighborhood review process has been positive.

The Department of Revenue (DOR) regulates Assessors and the assessment process. The DOR increased sales reporting requirements, tightened up deadlines for reports, and emphasized assessment practices this year. Some of the items addressed this year are: a list of what information needs to be collected and maintained, electronic filing of Real Estate Transfer Returns, electronic filing of reports, fielding of valid sales, and reviews of the assessment process. The DOR is standardizing codes, forms, and directing a uniform application of the assessment practices statewide.

**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 to do so. This charge started in 2003.
- 6466-00000      2009 increase is due to the number of days the Board of Review was in session.
- 6508-00000      2010 increase is due to the need to purchase two ink cartridges at a cost of \$200 each.

**EXPLANATION OF CAPITAL OUTLAY:**

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	288,602	301,990	311,714	314,100	313,700
6102-00000	Regular Pay - Temp. Employee	21,059	21,735	24,274	21,400	21,400
TOTAL PAYROLL - DIRECT LABOR		309,661	323,725	335,988	335,500	335,100
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	131,406	136,570	151,090	154,200	165,500
TOTAL PAYROLL - INDIRECT LABOR		131,406	136,570	151,090	154,200	165,500
Contractual Services						
6401-00000	Contractual Services	0	0	0	0	0
6402-00000	Auto Allowance	3,794	4,066	4,000	4,400	4,400
6424-00000	Maintenance Office Equipment	67	88	100	100	100
6448-00000	Special Services	19,457	20,671	21,720	23,400	25,000
6458-00000	Conference & Training	8,801	8,451	7,500	5,500	5,500
6459-00000	Other Employee Training	0	0	0	0	0
6460-00000	Membership Dues	245	305	525	400	400
6466-00000	Misc. Contr. Ser. (Bd of Review)	766	1,636	1,200	2,000	1,200
TOTAL CONTRACTUAL SERVICES		33,130	35,217	35,045	35,800	36,600
Materials & Supplies						
6505-00000	Office Supplies	2,721	2,432	2,700	2,700	2,000
6507-00000	Books & Periodicals	1,132	996	1,200	1,100	1,100
6508-00000	Maps & Records	421	106	425	400	800
6589-00000	Other Materials & Supplies	33	0	100	0	0
TOTAL MATERIALS & SUPPLIES		4,307	3,534	4,425	4,200	3,900
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ASSESSOR		478,504	499,046	526,548	529,700	541,100

## ***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
City Assessor	1	1	1	73,057	73,100	75,000
Deputy City Assessor	1	1	1	61,209	60,700	61,000
Property Appraiser II	2	2	2	143,336	100,700	101,200
Office Assistant	1	1	1	34,112	27,200	34,600
Property Appraiser I	1	1	1	0	52,400	41,900
Part-time	6102	0.80	0.80	24,274	21,400	21,400
Health Insurance	6306			84,332	87,500	96,800
Retirement	6304			39,647	39,600	41,600
Social Security	6302			25,703	25,700	25,600
Life Insurance	6310			578	600	700
Income Continuation Insurance	6312			830	800	800
<b>TOTAL PERSONNEL</b>	<b>6.80</b>	<b>6.80</b>	<b>6.80</b>	<b>487,078</b>	<b>489,700</b>	<b>500,600</b>

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

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#### PROGRAM DESCRIPTION:

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

#### PRODUCTS & SERVICES:

- Provide contract administration and procurement services for city projects, goods and services
- Explore, create or participate in cooperative purchasing programs and opportunities for city departments
- Educate employees on cost-saving procurement processes and options
- Coordinate the disposal of surplus city property

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Provided contract administration and oversight of the Oshkosh Convention Center renovation project
- Provided project management and oversight of the Grand Opera House renovation project
- Coordinated energy audit of city buildings and facilities and developed energy conservation strategies as part of EECBG grant application process
- In conjunction with Safety/Risk Management and the Sustainability Advisory Board coordinated the municipal greenhouse gas inventory project
- Encouraged continued departmental usage of P-Card program resulting in \$25,575 rebate in 2008 (466% increase from '07)
- Updated the Osh-Buy terms and conditions policies
- Updated the City Hall facility usage policies
- Completed Oshkosh Convention Center inventory
- Consolidated Parks Department, Seniors Center and Fire Department purchasing to maximize savings for purchases of janitorial paper goods, copy paper, cleaning supplies, copier/lease programs and office supplies
- Assisted departments on procurement of equipment and projects in the 2009 CIP program

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Oversee implementation and completion of energy conservation strategies funded via EECBG grants
- Work with legal and finance to update procurement policies
- Continue to explore cooperative purchase agreements to benefit city departments
- Continue to educate staff on procurement processes, options and benefits



## *SUMMARY*

FUND: GENERAL	FUNCTION: PURCHASING	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0090-XXXX-XXXXX	
<hr/>				
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
<hr/>				
168,061	184,108	235,079	247,500	226,300
<hr/>				

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000      2009 estimated, retirement related payout  
                    2010 estimated, step increases  
63xx-00000      2009 estimated and 2010 proposed, budgeted health insurance not taken

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	116,602	120,402	146,045	171,000	148,500
6103-00000	Regular Pay - Temp Employ	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		116,602	120,402	146,045	171,000	148,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	46,905	59,377	83,084	70,900	71,800
TOTAL PAYROLL - INDIRECT LABOR		46,905	59,377	83,084	70,900	71,800
Contractual Services						
6404-00000	Postage & Shipping	103	0	0	0	0
6410-00000	Advertising/Marketing	2,612	2,522	2,750	2,500	2,800
6458-00000	Conference & Training	981	748	1,500	1,500	1,500
6459-00000	Other Employee Training	0	105	0	0	0
6460-00000	Membership Dues	75	50	100	100	100
6496-00000	Licenses & Permits	20	0	0	0	0
TOTAL CONTRACTUAL SERVICES		3,791	3,425	4,350	4,100	4,400
Materials & Supplies						
6505-00000	Office Supplies	740	904	1,500	1,400	1,500
6507-00000	Books & Periodicals	0	0	100	100	100
6589-00000	Other Materials & Supplies	23	0	0	0	0
TOTAL MATERIALS & SUPPLIES		763	904	1,600	1,500	1,600
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PURCHASING		168,061	184,108	235,079	247,500	226,300

**PERSONNEL SCHEDULE**

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Director of General Services	1	1	1	75,816	75,700	77,600
Clerk Typist I	1	1	1	27,518	16,800	27,800
Purchasing Agent/Insurance Coord.	0	0	0	0	32,800	0
Senior Buyer	1	1	1	42,711	45,700	43,100
Health Insurance 6306				54,192	40,800	41,400
Retirement 6304				17,233	16,500	18,400
Social Security 6302				11,172	13,100	11,400
Life Insurance 6310				187	200	300
Income Continuation Insurance 6312				300	300	300
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>229,129</b>	<b>241,900</b>	<b>220,300</b>

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

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**PROGRAM DESCRIPTION:**

Serve as the central office for printing and mail services 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 Information Technology to reduce printing time & maximize leased equipment utilization
- Created electronic print/copy request form to reduce the amount of paper flow and consumption

**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: GENERAL	FUNCTION: CENTRAL SERVICES	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0100-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
159,038	156,162	157,411	167,900	154,800

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000      2009 estimated, retirement related payout  
                    2010 proposed, new hire at entry level rate  
63xx-00000      2009 estimated, change in health insurance due to staffing change  
6404-00000      2009 estimated and 2010 proposed, efficiencies

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	28,655	29,685	30,047	41,300	27,600
TOTAL PAYROLL - DIRECT LABOR		28,655	29,685	30,047	41,300	27,600
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	17,479	12,268	12,664	13,900	12,900
TOTAL PAYROLL - INDIRECT LABOR		17,479	12,268	12,664	13,900	12,900
Contractual Services						
6404-00000	Postage & Shipping	65,064	67,996	65,000	62,800	63,000
6424-00000	Maintenance Office Equipment	16,453	17,244	17,500	17,100	17,500
6432-00000	Equipment Rental	15,631	16,418	16,000	15,200	16,000
TOTAL CONTRACTUAL SERVICES		97,148	101,658	98,500	95,100	96,500
Materials & Supplies						
6505-00000	Office Supplies	11,744	11,476	15,000	16,000	16,000
6509-00000	Computer Supplies	1,200	1,075	1,200	1,600	1,800
TOTAL MATERIALS & SUPPLIES		12,944	12,551	16,200	17,600	17,800
Capital Outlay						
7202-00000	Office Equipment	2,812	0	0	0	0
TOTAL CAPITAL OUTLAY		2,812	0	0	0	0
TOTAL CENTRAL SERVICES		159,038	156,162	157,411	167,900	154,800

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Central Services Coordinator	1	1	1	30,047	41,300	27,600
Health Insurance 6306				6,588	7,200	7,200
Retirement 6304				3,546	3,300	3,400
Social Security 6302				2,299	3,200	2,100
Life Insurance 6310				156	100	100
Income Continuation Insurance 6312				75	100	100
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>42,711</b>	<b>55,200</b>	<b>40,500</b>

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

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#### 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:

- Technical assistance with City computer related projects, problems, requests, etc.
- Telecommunications services & support
- Coordinate and assist City departments with research, analysis and design of computer systems
- Research, plan and purchase all computer related equipment to ensure standardized systems are utilized and interaction is provided between systems when required
- Administer Internet, City web sites and Intranet services
- Administer network functionality with a 24-hour response line
- Provide backups on a regular basis with off-site storage
- Supply the public with information. 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
- Ensures computer support contracts are kept up-to-date for all hardware and software

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Upgraded Assessor's Integrated Assessment System
- Worked in conjunction with Assessor's office to create numerous enhanced reporting tools (cost analysis, data subsets, field inspections) providing for greater efficiencies within their office
- Implemented online employment application & tracking system
- Purchased, configured & implemented Enhanced 911 system allowing proper emergency service personnel location response
- Worked in cooperation with the Health Division to plan & develop a restaurant inspection system
- Worked cooperatively with Oshkosh Transit to design the Oshkosh Transit System web site, resulting in an average 1,000 hits per week from 800 hosts
- Worked cooperatively with the Sustainability Advisory Board on design of the Sustainable Oshkosh web site
- Worked cooperatively with the Parks Department to design the Leach Amphitheater web site, resulting in 4,000-7,000 hits per week from 600-1,000 hosts



- Researched, purchased & installed new City telephone system, with local survivability at Transit, Public Museum & Water Filtration reducing the total number of circuits billed by 8 (approx. \$18,000 total annual savings)
- Worked in cooperation with the City Clerk's Office to plan & develop a License Manager System for tracking liquor, mechanical, cigarette and other licenses in an efficient manner
- Converted all bills/notices to a common output processor, eliminating \$2,000 maintenance costs for multiple form processing packages
- Installed public Wi-Fi networks in the Council Chambers, Leach Amphitheater & Convention Center
- Created an online City employee phone directory on the City Intranet, reducing printed/bound copies from 400 to 100

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Expand the capabilities and versatility of the Assessor web site
- Enhance data analysis reporting for Water Utility & Assessors
- Redesign City web site
- Redesign OshBuy management software for City staff usage
- Evaluate & design a weights & measures licensing system
- Eliminate monthly phone bill copies by delivering via e-mail to divisions/departments
- In cooperation with personnel, implement the option to receive direct deposit notices via e-mail versus printed/folded/stuffed copy

## ***SUMMARY***

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:
GENERAL	INFO. TECH. DIV.	GENERAL GOVERNMENT	100-0110-XXXX-XXXX

2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
960,062	1,074,094	1,040,397	1,037,300	1,027,800

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS.

6102-00000	Comp time due to additional projects
63xx-00000	2009 estimated and 2010 proposed, due to health insurance coverage change
6424-00000	Removed obsolete hardware contracts
6427-00000	Software contracts begin on new software (1st year incl. w/purchase)
6550-00000	Moved items costing under \$1,000 from 7202-00000/7224-00000

EXPLANATION OF CAPITAL OUTLAY:

7202-00000	LaserJet 4250TN 9@ \$1,400	12,600	
	Laptops 4 @ \$1,000	4,000	
	Toughbook CF-19 (Fire) 3 @ \$3,000	9,000	
	Toughbook CF-30 (Police) 5 @ \$3,500	<u>17,500</u>	\$43,100
7230-00000	SQL Server Enterprise - STD 3 @ \$5,400	16,200	
	SQL Server Enterprise - Processor 1 @ \$14,900	<u>14,900</u>	\$31,100

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	379,739	400,379	390,344	393,500	393,500
6103-00000	Regular Pay - Temp. Employee	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		379,739	400,379	390,344	393,500	393,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	148,756	189,241	196,368	201,700	216,100
TOTAL PAYROLL - INDIRECT LABOR		148,756	189,241	196,368	201,700	216,100
Contractual Services						
6401-00000	Contractual Services	7,615	7,864	6,500	5,500	5,500
6402-00000	Auto Allowance	214	395	250	300	300
6404-00000	Postage & Shipping	192	35	200	200	200
6406-00000	Computer Service Charges	7,962	6,488	7,056	6,500	6,500
6424-00000	Maintenance Office Equipment	55,819	39,221	34,710	29,900	26,300
6426-00000	Maintenance Mach/Equip/Bldg	32,148	32,468	32,400	32,400	32,400
6427-00000	Maintenance Computer Software	146,630	152,419	162,964	158,600	164,400
6458-00000	Conference & Training	4,933	4,328	5,000	5,000	5,000
6460-00000	Membership Dues	125	265	325	300	300
TOTAL CONTRACTUAL SERVICES		255,638	243,483	249,405	238,700	240,900
Utilities						
6475-00000	Telephones	53,669	61,279	55,500	55,500	55,500
6479-00000	Other Utilities	43	0	0	0	0
TOTAL UTILITIES		53,712	61,279	55,500	55,500	55,500
Materials & Supplies						
6505-00000	Office Supplies	3,858	3,272	2,471	2,400	2,500
6506-00000	Software Supplies	4,176	4,325	4,000	4,000	4,000
6507-00000	Books & Periodicals	474	499	650	500	500
6509-00000	Computer Supplies	15,170	14,034	10,252	10,000	9,200
6510-00000	Training Materials	88	0	200	200	200
6517-00000	Supplies/Repair Parts	143	217	200	200	200
6550-00000	Minor Equipment	9,912	8,152	8,480	8,400	30,800
6589-00000	Other Materials & Supplies	146	604	200	200	200
TOTAL MATERIALS & SUPPLIES		33,967	31,103	26,453	25,900	47,600
Capital Outlay						
7202-00000	Office Equipment	86,401	81,938	76,400	76,400	43,100
7224-00000	GIS	1,849	1,898	1,500	1,600	0
7230-00000	Computer Software	0	64,773	44,427	44,000	31,100
TOTAL CAPITAL OUTLAY		88,250	148,609	122,327	122,000	74,200
TOTAL INFORMATION TECHNOLOGY		960,062	1,074,094	1,040,397	1,037,300	1,027,800

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Director of IT	1	1	1	83,227	83,200	83,200
PC Hardware Technician	1	1	1	42,063	44,200	44,200
Database Administrator	1	1	1	73,119	73,100	73,100
Telecommunications Specialist	1	1	1	37,177	37,600	37,400
Programmer / Analyst	2	2	2	117,577	117,700	118,200
Computer Operator	1	1	1	37,181	37,700	37,400
Health Insurance 6306				118,692	123,400	135,900
Retirement 6304				46,061	46,400	48,500
Social Security 6302				29,861	30,100	29,900
Life Insurance 6310				864	900	900
Income Continuation Insurance 6312				890	900	900
<b>TOTAL PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>586,712</b>	<b>595,200</b>	<b>609,600</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: Administrative Services/Information Technology

**TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:** \$ 74,200

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	LaserJet 4250TN	Replace	9	1,400	12,600
2	Laptops	Replace	4	1,000	4,000
3	Toughbook CF-19 (Fire)	Replace	3	3,000	9,000
4	Toughbook CF-30 (Police)	Replace	5	3,500	17,500
5	SQL Server Enterprise - Std	Replace	3	5,400	16,200
6	SQL Server Enterprise - Processor	Replace	1	14,900	14,900

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

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#### PROGRAM DESCRIPTION:

The Risk Management Division is responsible for procuring insurance coverage for city operations. The types of insurance coverage include Worker Compensation, General Liability, Police Professional, Fleet Liability, Public Officials, Employee Dishonesty & Crime, Property & Contractors Equipment, Fleet Comprehensive & Collision, Boiler & Machinery, Tank Liability, and Pollution Liability. This is a cooperative process with the assistance of our Legal department and other professionals.

#### PRODUCTS & SERVICES:

- Work with our Legal department to review contracts
- Work with our City Clerk department on general liability claims
- Submit all auto, property, boiler, tank and pollution insurance claims to the appropriate insurance carrier and assist the claims processor with investigation

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Participated in the State of Wisconsin Local Government Property Insurance Fund (LGPIF) 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 thorough review of the general liability insurance which included obtaining competitive quotes from three major insurance companies, in addition to current carrier

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue involvement with the local government property fund advisory council to ensure coverage on city property and contents
- Continue to review insurance programs to ensure proper coverage and cost effectiveness
- Continue to identify opportunities for improvement in risk management and insurance requirements

## ***SUMMARY***

FUND: GENERAL	FUNCTION: INSURANCE	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0120-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
684,177	617,185	623,207	543,000	559,900

### COMMENTS:

City	559,900
Water	90,800
Sewer	71,800
Senior Center	7,000
Parking	700
Transit	28,700
Pool	3,900
Cemetery	7,800
Library	12,000
Museum	9,000
Grand Opera	6,700
Health	7,200
Golf Course	4,200
Centre	9,900
Storm Water	7,800
<b>TOTAL INSURANCE</b>	<b>827,400</b>

### REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6481-00000	2010 proposed, decrease in stop loss costs
6482-00000	2009 estimated and 2010 proposed, estimated rates for Local Government Property Insurance Fund were reduced
6494-00000	2009 estimated and 2010 proposed, contracted with new carrier for a lower premium

### EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Fixed Charges						
6480-00000	Fixed Charges	0	0	20,000	10,000	15,000
6481-00000	Workers Compensation	491,817	404,614	302,043	302,000	300,000
6482-00000	Building & Contents	107,804	107,821	111,129	101,200	107,500
6483-00000	Comprehensive Liability	257,096	254,948	256,804	256,800	257,300
6485-00000	Vehicle Insurance	122,595	124,825	128,903	128,900	129,500
6488-00000	Employee Bonds	0	240	235	200	200
6494-00000	Boiler Insurance	17,864	17,132	21,819	15,600	17,900
TOTAL FIXED CHARGES		997,176	909,580	840,933	814,700	827,400
TOTAL INSURANCE:		997,176	909,580	840,933	814,700	827,400
Less Allocation to Other Budgets:		312,999	292,395	217,726	271,700	267,500
NET INSURANCE BUDGET		684,177	617,185	623,207	543,000	559,900



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

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#### PROGRAM DESCRIPTION:

Facilities Maintenance is responsible for the buildings, grounds and facilities of Oshkosh City Hall, Safety Building and the Oshkosh Convention Center. In addition, Facilities Maintenance provides maintenance oversight of the Oshkosh Grand Opera House.

#### PRODUCTS & SERVICES:

- Provide general custodial support services
- Oversee project management for buildings and grounds, renovations and maintenance
- Maintain building lifecycle and equipment service reports
- Plan for and coordinate building/grounds/facility/equipment replacement programs

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Provided project management for various work projects as part of the Convention Center renovation
- Integrated on-going maintenance needs of Convention Center into Facilities Maintenance area
- Provided maintenance support during the Grand Opera House renovation process
- Participated in energy audit tours/discussions and energy conservation planning as part of the EECBG strategies and application process
- Implemented cross-training plan within division
- Coordinated over 100 maintenance work order projects for city departments

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to assist with any maintenance needs related to the Grand Opera House renovation process
- Finalize recommendations for long term building/facility/equipment replacement program
- Assist city departments in various facilities maintenance projects

## *SUMMARY*

FUND: GENERAL	FUNCTION: FACILITIES MAINT.	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0130-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
549,784	571,741	588,374	585,000	590,700

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000	2009 estimated, comp-time paid
6103-00000	2009 estimated, budgeting modification, funds budgeted in Convention Centre and charged to Maintenance
63xx-00000	2010 proposed, Health Insurance increase
6426-00000	2009 estimated, HVAC repairs
6471-00000	2009 estimated and 2010 proposed, conservative estimate of anticipated energy costs
6474-00000	2009 estimated and 2010 proposed, conservative estimate of anticipated energy costs

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	167,097	170,930	163,973	168,200	164,800
6103-00000	Regular Pay - Temp Employee	0	4,962	12,740	20,100	21,100
TOTAL PAYROLL - DIRECT LABOR		167,097	175,892	176,713	188,300	185,900
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	80,472	91,753	95,782	95,400	104,200
TOTAL PAYROLL - INDIRECT LABOR		80,472	91,753	95,782	95,400	104,200
Contractual Services						
6401-00000	Contractual Services	34,163	10,159	12,000	11,000	12,000
6418-00000	Repairs to Motor Vehicles	0	59	300	200	300
6426-00000	Maint. Mach/Equip/Bldg/Struct	43,502	48,272	42,000	46,000	42,000
6432-00000	Equipment Rental	215	0	0	0	0
6440-00000	Other Rental	0	6,334	0	0	0
6458-00000	Conference & Training	198	253	250	200	300
6460-00000	Membership Dues	0	1,200	0	0	0
TOTAL CONTRACTUAL SERVICES		78,078	66,277	54,550	57,400	54,600
Utilities						
6471-00000	Electricity	123,369	133,076	125,476	120,000	120,000
6472-00000	Sewer Service	3,156	3,974	3,700	3,700	3,700
6473-00000	Water Service	5,515	6,620	5,700	5,700	5,700
6474-00000	Gas Service	54,129	63,480	88,053	78,000	78,000
6475-00000	Telephones	4,534	1,660	1,700	1,700	1,700
6476-00000	Storm Water	3,306	3,306	3,000	3,000	3,000
6479-00000	Other Utilities	43	0	0	0	0
TOTAL UTILITIES		194,052	212,116	227,629	212,100	212,100
Fixed Charges						
6496-00000	Licenses and Permits	105	210	100	100	100
6499-00000	Misc Fixed Charges	150	150	0	200	200
TOTAL FIXED CHARGES		255	360	100	300	300
Materials & Supplies						
6503-00000	Clothing	513	516	400	400	400
6505-00000	Office Supplies	277	238	200	200	200
6507-00000	Books & Periodicals	0	15	0	0	0

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
6517-00000	Supplies/Repair Parts	12,422	11,595	16,500	15,500	16,500
6527-00000	Janitorial Supplies	6,880	7,579	7,500	7,000	7,500
6537-00000	Safety Equipment	0	31	0	0	0
6545-00000	Tools & Shop Supplies	815	996	1,000	900	1,000
6589-00000	Other Materials & Supplies	7,824	4,373	8,000	7,500	8,000
TOTAL MATERIALS & SUPPLIES		28,731	25,343	33,600	31,500	33,600
Capital Outlay						
7204-00000	Machinery & Equipment	1,099	0	0	0	0
TOTAL CAPITAL OUTLAY		1,099	0	0	0	0
TOTAL FACILITIES MAINTENANCE		549,784	571,741	588,374	585,000	590,700

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Maintenance Coordinator	1.00	1.00	1.00	48,143	51,200	48,400
Building Maintenance Custodian	3.00	3.00	3.00	115,830	117,000	116,400
Custodian (P.T.)	0.53	0.53	0.53	12,740	20,100	21,100
Health Insurance	6306			60,149	57,100	65,500
Retirement	6304			20,852	22,500	23,100
Social Security	6302			13,519	14,600	14,200
Life Insurance	6310			832	800	900
Income Continuation Insurance	6312			430	400	500
<b>TOTAL PERSONNEL</b>	<b>4.53</b>	<b>4.53</b>	<b>4.53</b>	<b>272,495</b>	<b>283,700</b>	<b>290,100</b>

***SUMMARY***

FUND: GENERAL	FUNCTION: INDEPENDENT AUDIT	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0140-XXXX-XXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
19,920	22,725	22,725	22,700	22,700

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	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Contractual Services						
6414-00000	Auditing	19,920	22,725	22,725	22,700	22,700
TOTAL CONTRACTUAL SERVICES		19,920	22,725	22,725	22,700	22,700
TOTAL INDEPENDENT AUDIT		19,920	22,725	22,725	22,700	22,700

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

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#### 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 provided through the annual franchise fees the city receives from local video service providers (estimated \$650,000 in 2009).

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- OCMS videostreaming on [www.OshkoshCommunityMedia.org](http://www.OshkoshCommunityMedia.org) recorded over 110,000 hits in 2009; an estimated 130% increase since 2008
- In conjunction with IT, coordinated the development of three new web pages on the city website including single stream recycling, H1N1 Swine Flu & American Reinvestment Act Funding projects
- Worked with departments to coordinate public information initiatives and/or media advisories for various city projects including the bike rack program, single stream recycling, the Grand renovations and the permit parking program
- Wrote and distributed approximately 50 media releases on various city notices, advisories, updates or other public information
- Provided information to residents on the national digital TV transition
- Coordinated training, setup and maintenance on new A/V equipment at the Oshkosh Convention Center.
- Received 18 WAPC (Wisconsin Association of PEG Channels) programming excellence awards for CATV 2 and CitiCable 10 programs
- 2009 Projected Statistics:
  - CitiCable 10 programming hours: 12.75 hrs. per day/4,654 hrs. per year (+2%)
  - CATV 2 programming hours: 12.65 hrs. per day/4,604 hours (+1%)
  - CitiCable 10 live meeting coverage: 358 hours (+19%)
  - CitiCable 10 municipal series/specials coverage: 38 hours (-22%)
  - CATV 2 public affairs/specials coverage: 32 hours (-16%)
  - CitiCable 10 bulletin board postings: 958 (-20%)
  - CATV 2 bulletin board postings: 1,872 (-7%)
  - [www.OshkoshCommunityMedia.org](http://www.OshkoshCommunityMedia.org) hits: 110,000(+130%)

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Explore social networking opportunities and tools for sharing municipal information and updates with residents
- Work with IT to continue updates and refinement to city website
- Continue to assist city departments in the preparation and submittal of media releases to alert residents of municipal news, updates and activities



## *SUMMARY*

FUND: GENERAL	FUNCTION: MEDIA SERVICES	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0150-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
260,489	253,247	210,325	192,400	205,300

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000	2010 proposed, Communications Coordinator hired after the beginning of the year
63xx-00000	2009 estimated and 2010 proposed, budgeted health insurance not taken

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	159,675	163,729	134,167	133,100	141,500
6103-00000	Regular Pay - Temp. Employee	12,704	14,430	7,436	7,400	7,400
TOTAL PAYROLL - DIRECT LABOR		172,379	178,159	141,603	140,500	148,900
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	80,039	70,469	63,982	47,400	51,600
TOTAL PAYROLL - INDIRECT LABOR		80,039	70,469	63,982	47,400	51,600
Contractual Services						
6404-00000	Postage & Shipping	10	0	0	0	0
6410-00000	Advertising/Marketing	60	140	0	0	0
6418-00000	Repairs to Motor Vehicles	656	55	100	100	100
6426-00000	Maint. Mach/Equip/Bldg/Struct	2,773	428	600	500	600
6458-00000	Conference & Training	1,089	1,031	1,000	1,000	1,000
6460-00000	Membership Dues	840	365	400	400	400
TOTAL CONTRACTUAL SERVICES		5,428	2,019	2,100	2,000	2,100
Utilities						
6475-00000	Telephones	635	674	500	500	500
TOTAL UTILITIES		635	674	500	500	500
Materials & Supplies						
6505-00000	Office Supplies	729	233	750	800	800
6509-00000	Computer Supplies	90	0	90	100	100
6517-00000	Supplies/Repair Parts	315	86	300	200	300
6589-00000	Other Materials & Supplies	874	1,607	1,000	900	1,000
TOTAL MATERIALS & SUPPLIES		2,008	1,926	2,140	2,000	2,200
Capital Outlay						
7204-00000	Machinery & Equipment Purch.	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL MEDIA SERVICES		260,489	253,247	210,325	192,400	205,300

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Operations Coordinator	1.00	1.00	1.00	54,165	55,500	55,600
Communications Coordinator	1.00	1.00	1.00	41,559	39,200	47,300
Production Specialist	1.00	1.00	1.00	38,443	38,400	38,600
Production Assistants (P.T.)	0.35	0.35	0.35	7,436	7,400	7,400
Health Insurance	6306			35,939	19,500	21,100
Retirement	6304			16,709	16,600	18,500
Social Security	6302			10,833	10,800	11,400
Life Insurance	6310			171	200	200
Income Continuation Insurance	6312			330	300	400
<b>TOTAL PERSONNEL</b>	<b>3.35</b>	<b>3.35</b>	<b>3.35</b>	<b>205,585</b>	<b>187,900</b>	<b>200,500</b>

***SUMMARY***

FUND: GENERAL	FUNCTION: UNCLASSIFIED	DEPARTMENT: UNCLASSIFIED	ACCOUNT: 100-(0902-1040)-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
416,417	675,718	420,200	517,800	518,100

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

0914-00000      Fox Valley Tech training, deer culling, budget survey, funds to the Foundation for the visioning study.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
0902-00000	Unemployment Comp 6320	22,464	25,223	18,900	52,000	52,000
0907-00000	Direct Deposit Fees 6465	1,964	0	1,800	0	0
0908-00000	Uncollectible Accounts 6469	164,815	417,215	180,000	225,000	225,000
0910-00000	Employee Benefit Fees 6466	14,594	12,632	12,000	13,700	14,000
0911-00000	Patriotic Celebrations 6587-89	7,540	7,540	8,000	7,600	7,600
0913-00000	Adjustment of Salaries	0	0	0	0	0
0914-00000	Unclassified Expense	131,086	138,886	125,000	145,000	145,000
0918-00000	Mobile Trailer Tax 6466	36,454	36,722	37,000	37,000	37,000
1040-00000	Industrial Development 6466	37,500	37,500	37,500	37,500	37,500
TOTAL UNCLASSIFIED		416,417	675,718	420,200	517,800	518,100

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

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#### PROGRAM DESCRIPTION:

- The Oshkosh Police Department provides public safety services to the City of Oshkosh 24 hours a day, 365 days a year, and patrol over 24 square miles by squad car, bike patrol and foot patrol. 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. The Oshkosh Police Department Teams actively engages in problem-solving to enhance the quality of life in our neighborhoods. We provide our services following a community based, problem oriented, and data driven style of operation that we call Team Policing.

#### PRODUCTS AND SERVICES:

- The Oshkosh Police Department responds to more than 41,000 Calls for Service/Incidents each year, with 2008 being the highest year on record for calls for service or incidents
- The Oshkosh Police Department initiates and completes investigations of criminal complaints through the combined efforts of the Patrol Services and Investigative Services Bureaus
- Six (6) officers teach Drug Abuse Resistance Education to all fifth grade students in the City of Oshkosh. Two (2) Police School Liaison Officers at the High Schools teach Alcohol Awareness and Safety to students during Health and Drivers Education Classes. One Crime Prevention Officer teaches bike, gun, and personal safety to grade school students through various crime prevention and safety awareness programs
- One officer is assigned to the Metropolitan Enforcement Group (MEG). 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 (3) 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. These teams are utilized during high risk critical incidents and during major special events in our community
- The Oshkosh Police Department has seven (7) non-sworn part-time Community Service Officers. The Community Service Officers are generally Technical College and University students that are hired to enforce parking regulations, investigate animal complaints, and enforce bicycle ordinance violations, as well as to provide a variety of other support services to our sworn officers and staff
- Officers assigned to the Crash Investigation Team are responsible for conducting and managing the investigation of crashes involving serious injuries or death
- Two (2) 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 Officer coordinates police staffing and development of operational action

plans for approximately 225 special community events held in the City of Oshkosh each year. Some of the major events include Country USA, Lifefest, EAA AirVenture, Waterfest, Sawdust Daze, National Hmong Soccer Tournament, numerous parades, the Annual Oshkosh Half Marathon and a variety of athletic events

- The Administrative Services Bureau (ASB) is commanded by a Captain who oversees personnel in the Planning, Training and Research Division, Office Manager, Records Division, Word Processing, Court Liaison and our front desk Telecommunications. The Administrative Services Bureau processes all complaints/reports and supporting documents received by the Oshkosh Police Department. This includes typing or data entering all incidents, processing all Open Records Requests, answering all non-emergency telephone calls, and assisting Walk-In customers
- The Planning, Training, and Research Division are comprised of a Lieutenant, Training Sergeant, Crime Prevention Officer and Community Programs Coordinator. The Lieutenant of Planning, Training, and Research serves as the Division's Supervisor, Accreditation Manager and Citizen's Academy Coordinator. This division coordinates or conducts employee training, policy development, issue based research, and community outreach crime prevention and education programs
- The Investigative Service Bureau (ISB) is commanded by a Captain who oversees a Lieutenant, Sergeant, seven (7) Detectives, and Evidence/Property Clerks. 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 (5) officers are assigned full time as Police School Liaison Officers. Two (2) of these Police School Liaison Officers are assigned to the High Schools, while three (3) officers are assigned to the Middle Schools as well as to East High School. A Detective is each assigned to one of the seven (7) Teams under the Team Policing model
- The Investigative Services Bureau has a fully equipped Crime Scene Investigation Van that is available to respond to all major crime scenes with the basic equipment necessary to process the scene
- The Patrol Services Bureau (PSB) is commanded by a Captain who oversees three (3) Lieutenants, nine (9) Sergeants, sixty-six (66) Patrol Officers, seven (7) Community Service Officers, one (1) full time and two (2) part-time Parking Control Officers, and a part-time Vehicle Maintenance Coordinator. Patrol officers are assigned to one of seven (7) Team Areas and proactively resolve problems in their assigned areas, develop partnerships with stakeholders, investigate all citizen crime complaints, and enforce all criminal, municipal, and traffic laws

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Continued implementation of our Team Policing philosophy and method of operation throughout the organization. There are seven (7) 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:
  - Increased neighborhood interaction addressing quality of life issues (loud parties, disturbances, parking problems, speeding, neighbor conflicts and many others);
  - Conducted numerous community based meetings and collaborative efforts;
  - Traffic related problems are being addressed through selective enforcement details, such as

- the Jackson Street Speeding enforcement detail;
  - Enhanced information sharing and greater accountability within the Department and to the community;
  - Numerous successful drug investigations and search warrants executed;
  - Creation of “Team Oriented Problem (TOP)” electronic forms for tracking action plans and follow up accountability to identified problems in the various team areas;
  - Increase of Neighborhood Watch to 123 groups;
  - Expansion of the public safety wireless hotspots on public buildings in the team areas;
  - Increased use of foot and bike patrols by team officers;
  - Development of electronic Team Newsletters that are emailed to subscribed stakeholders;
  - Successfully completed numerous Nuisance Abatements at problem properties.
- 
- Completed installation of the Traffic and Criminal Software (TraCS) system in our marked squad cars to reduce officer and motorist time on vehicle stops, and enabled electronic submission of citations to DOT and courts, which has streamlined our internal workflow processes and reduced our paper use
  - Implemented one-to-one cell phones for all officers, including voicemail, which has enhanced our interaction, availability and communication capabilities with the public, as well as enabled better accountability and follow through with Team Policing initiatives
  - Redesign of the Oshkosh Police Department Website ([www.oshkoshpd.com](http://www.oshkoshpd.com)) to include Team Policing information (map with officer email and phone contact information), electronic Records request, Crash Report Request Form, enhance Crime Victim information, news media releases, and photos of officers involved in community events. Our stakeholders can now request copies of crash reports electronically through our website which has led to increased efficiencies in our open records request process
  - Wrote Federal, State and local grants totaling approximately \$325,000 for the purpose of special programs, equipment and reimbursement costs for directed enforcement activity to address underage drinking, seat belt usage, child safety seat usage, speeding, pedestrian safety, bicycle safety and impaired driving enforcement and education. Included in the grant funding is a limited term Crime Analyst that will analyze data to identify crime trends and patterns, develop crime maps, and assist us in allocating our resources more efficiently and effectively
  - Conducted our third annual “National Night Out” Program held in South Park with over 1200 community members in attendance and expanded list of community partners involved in supporting and participating in the program
  - Conducted the annual “Christmas Gifts from the Heart” program in partnership with the UW-Oshkosh Head Start that provided gifts to over 400 low-income children
  - Completion of the sixth year of the Safety City Program that provides safety education to over 250 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 by The Wisconsin Crime Prevention Practitioners Association in September 2008
  - Continued compliance with CALEA and WILEAG Accreditation Standards. The Oshkosh Police Department has been Nationally Accredited since 1994, and is one of only two CALEA Accredited agencies in the State of Wisconsin and one of less than 600 nation-wide. Compliance to CALEA Standards assures the public that we are recognized for operating according to the best practices of policing



- Enhanced partnership with City Cable/OCAT, the Oshkosh Northwestern, and other media outlets to promote Oshkosh Police Department crime prevention and educational programs as well as other public relations and crime incident information. The “Beyond the Badge” Cable Program continues to be a popular program
- Created an electronic Team Oriented Policing (TOP) form that is used by officers to document problem action plans and log their follow up activities. The electronic form enables supervisors to track our success and hold ourselves accountable for resolving community problems. The TOP sheets are a performance measurement mechanism for officer proactive problem identification initiatives and problem solving activities
- We continue to expand our wireless public safety hotspot network to enable officers to stay in their assigned Team Areas to turn in completed work, check and respond to email, make follow up entries in the TOP sheets, and complete other routine communications
- Active involvement by officers in community fundraising events such as for Special Olympics and other charities

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Continue to align our organizational processes with our Team Policing operational philosophy, including our hiring, promotional, performance evaluation, award & recognition, and disciplinary processes
- 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 sworn female officers to 16% of the department workforce (from 14 to 16) and increase the number of other minority officers to 5% of the department workforce (from 3 to 5). This is dependant on sworn officer vacancies occurring in 2010

	<b>2008</b>	<b>2009</b>	<b>2010</b>
Female Officers	14	14	16
Other Minority Officers	3	3	5
Authorized Sworn Officers	99	99	99

- Secure funding to purchase digital voice recorders as an input device for reporting incidents for data entry or digital storage. Integration of LaserFiche with LRMS as a records storage system and eliminate the use of cassette tapes for incident dictation by officers. We need to expand the use of CAD short-form reporting, reclassify our priority type reports for data entry and continue to enhance our incident report workflow processes to reduce the backlog which has adversely impacted other department processes such as case assignment and UCR reporting
- Continue the Jackson Street speeding enforcement detail model to other problem areas in the City of Oshkosh. As we identify problem areas, we will seek input from residents in the affected area as to the tolerable speeds in their neighborhood. Then we will get speed tube data to identify the eighty-fifth percentile (85%) speed to set our citation threshold. Our aggressive enforcement is preceded by a public awareness and educational notification to the media. An after action report is then completed outlining our enforcement efforts and additional speed data is collected to determine short and long term effectiveness of the detail. Our goal is to enhance safety by developing a reputation of active enforcement in problem areas of the community
- Increase citation rate to 32% of vehicle stops in 2010. The special speed enforcement details have increased our citation percentage rate as citation thresholds are established. Prior to 2009, approximately 24% of our vehicle stops resulted in a citation being issued

	<b>2009</b>	<b>2010 Goal</b>
Number of Vehicle Stops	*7346	10,000
% Citations	*29.8	32
% Warnings	*69.5	67
% Reports	*.97	1

\*Activity through September 25, 2009

- 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 a goal of maintaining police officer staffing at no less than a minimum of 1.51 officers per thousand populations
- Strengthen our partnership with the Christine Ann Center through our Team Policing in the collaborative neighborhood program "Neighbors Ending Domestic Abuse" to educate the community on when and how to get involved to reduce Domestic violence
- Implement a K9 program of at least one dog/handler team with a focus on drug detection, interdiction and aggressive enforcement. Drug abuse is a significant common contributing factor to the incidence of violent crime in this community and is part of our drug control strategies aimed at mitigating the adverse impact that drug abuse has in our community. We need to increase the number of drug investigations, warrant executions and arrests in 2010
- Install a prescription drug drop box at the Police Department whereby residents can dispose of their unused or unwanted prescription medications to law enforcement. This will keep medications out of the homes and prevent home invasions and other crimes as prescription drug abuse and the desire for painkillers is the cause of victimization in our community. This effort will also keep unwanted medications out of our water system
- Continue to meet CALEA and WILEAG Accreditation Standards. Our next CALEA Accreditation On-site assessment is August 2011
- 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. We are an Internet Crimes Against Children (ICAC) affiliate agency and have at least one Detective scheduled for advanced training in 2010
- Develop and implement a radio replacement schedule as a result of an FCC mandate with a goal towards interoperability and migration to narrow band by January 1, 2013. We have personnel assigned to a County and Regional committee researching this issue. \*This most likely will be a future CIP request
- Continue to explore call management strategies with a goal of increasing uncommitted time to spend on proactive problem solving to further meet our Team Policing goals. Currently we do not have a software program to measure our uncommitted time, but we hope to enhance our CAD capabilities to do so in 2010. We need to be more data driven to be more effective. Some of the possible strategies to accomplish this include implementing citizen self-reporting methods such as telephone and web based reporting, the use of a tele-service officer, expanding the responsibilities of CSOs, and expanding the use of short-form reports

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Proj</b>	<b>2010 Proj</b>
Calls for Service	39960	41494	*43700	45000

\*32,651 incidents as of 9-27-09 (+1678 over same date in 2008)

- Increase the number of impaired driving arrests by at least 10%. In 2008, we made 347 OWI arrests with a goal to increase OWI arrests by 10% in 2009. Our projected 2009 arrests data indicates a possible 27% increase over 2008 arrests. Our goal for 2009 was to increase our actual OWI arrest number by 5%, and we are on pace to far exceed that goal this year

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Proj</b>	<b>2010 Goal</b>
OWI Arrests	315	347	*440	480

\*estimate based on validated data through June

- Reduce the incidence and increase the clearance of Violent Crimes (Includes Homicide, Aggravated Assault, Forcible Rape and Robbery)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Goal</b>
# of Violent Crimes	210	186	*107	175
% Violent Crime Cleared	71%	67%		73%

\*2009 Data UCR validated through June

- Reduce the incidence and increase the clearance of Property Crime (Includes Burglary, Larceny, Auto theft and Arson)

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Goal</b>
# of Property Crimes	2395	2300	*1030	
% of Property Crime Cleared	21%	25%		28%

\*2009 Data UCR validated through June

### **Administrative Services Bureau Performance Outputs**

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Goal</b>
# of News Releases distributed to Media	NA	NA	30	60
# of Active Neighborhood Watch Groups	45	101	123	150
# of Open Records Requests	13000			
% of Open Records processed within 10 working days	NA	NA		100%
# of Policies Reviewed	103	105	105	105
# of Policies new or revised	31	30		35
# of Grants Received	7	8	7	7
\$ Amount of Grants Received	\$301,500	\$83,264	\$342,500	\$100,000
# of Formal Citizen Complaints / IA Investigations	18	9	12	8
% of Citizen Comp/IA Invest completed in 45 days	NA	100%	92%	100%
# of Performance Evaluations Completed	NA	NA	NA	137
% of Employees Performance Evaluated	NA	NA	NA	100%

**Patrol Services Bureau Performance Outputs**

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Goal</b>
# of Nuisance Abatements Initiated	0	14	8	10
# of Parking Tickets Issued	29757	25313	**29000	30000
# of Team Policing TOP's initiated	NA	100	301	200
# of Team Policing Presentations Conducted	NA	NA		25
# of Special Events Hours Worked	2897	*4138	#2432	2200
# of Annual Overtime Hours Worked	22981	26311	23900	23500

\*Public Enemies overtime accounted for 1208 hours

\*\*Estimate based on August report

# Data as of Pay Period 18 in 2009

**Investigative Services Bureau Performance Outputs**

	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>**2009 Actual</b>	<b>2010 Goal</b>
# of Cases assigned to Detectives	917	*719	440	700
Average # of cases assigned to Detectives per month	11	10	7	8
% of Det. Assigned Cases Cleared with Arrest	34%	42%		50%
# of Cases assigned to PSLO	661	544	374	500
Average # of cases assigned to PSLO per month	12	9	7	8
% of PSLO Assigned Cases Cleared	70%	72%		75%
# of Property Items Taken in	6820	7219	5011	8500
# of Property items Disposed of	1689	1908	1102	2500

\*6 active Detectives for most of the year

\*\*Data through Oct 1, 2009

## **SUMMARY**

FUND: GENERAL	FUNCTION: POLICE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0211-XXXX-XXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
10,364,445	10,808,687	11,124,639	11,179,000	11,284,400

**COMMENTS:**

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

Department of Transportation Alcohol Enforcement	20,000
DOJ Vest Grant (2)	4,172
Bureau of Justice Assistance Radio Grant (Edward Byrne Memorial Grant)	31,565
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)	7,507
Department of Transportation Youth Alcohol Enforcement	7,000
U S Department of Justice Grant	2,346
Bureau of Justice Assistance Grant (Drug Education & Enforcement)	38,096
Bureau of Justice Assistance Recovery Act Grant (Crime Analyst)	<u>156,669</u>
	<b>271,355</b>
Security Billings (Lifest, Lao/Hmong Festival & local requests)	29,358
Country USA	62,291
EAA Traffic	18,986
Oshkosh School District Police School Liaison billing	181,186
Misc police fees	<u>19,568</u>
	<b>311,389</b>

**REASONS FOR CHANGES IN EXPENDITURE LEVELS:**

6102-00000	Sworn Officers, Non-sworn, and non-represented step increase. Part-time employee wages frozen
63xx-00000	8% Health insurance increase
6401-00000	Laundering & dry cleaning contract increase 6.5%, State Accreditation fees increase, hepatitis shots
6404-00000	Decrease in number of department mailings
6418-00000	Increase in vehicle maintenance cost due to aging fleet
6419-00000	Decrease in the number of tire repairs
6421-00000	Decrease in maintenance and repair costs of current radio inventory
6426-00000	Maintenance and repair costs associated with department taser inventory
6466-00000	Increase in the number of OWI blood tests, increase squad change over costs
6471-00000	Decrease in usage
6474-00000	Increase in usage and 3.44% increase
6503-00000	Decrease in the number of new and replacement uniforms
6505-00000	Decrease in the number of office supplies
6517-00000	Decrease in the number of new squad battery purchases
6519-00000	Decrease in the number of new and replacement tires for squads
6550-00000	Protective masks purchase in 2009, camera equipment purchases in 2009, new and replacement body armor moved from account number 7204

6589-00000	Grant funding for crime prevention programs and materials, increase in the number of OWI blood tests, decrease in the number of radio equipment purchases, protective masks items (filters) purchased in 2009, increase in training materials and equipment for officer certifications
7204-00000	Investigative equipment purchase in 2009, decrease in cost of squad detailing and moved to account number 6466, new and replacement body armor moved to account number 6550
7210-00000	Increase in number of detective vehicles , purchasing price increase

**EXPLANATION OF CAPITAL OUTLAY:**

7210-00000	Investigative services vehicle 2 @ \$17,796	35,600
	Auction of ISB vehicles 2 @ \$1,000	(2,000)
	Patrol squad vehicles 4 @ \$23,500	94,000
	Auction of patrol squads 5 @ \$2,500	<u>(12,500)</u>

115,100

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	6,637,187	6,890,438	7,277,846	7,308,200	7,240,900
6103-00000	Regular Pay - Temp. Employee	307,559	339,100	10,800	12,600	16,200
TOTAL PAYROLL - DIRECT LABOR		6,944,746	7,229,538	7,288,646	7,320,800	7,257,100
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	2,958,217	3,106,171	3,356,129	3,364,300	3,547,500
TOTAL PAYROLL - INDIRECT LABOR		2,958,217	3,106,171	3,356,129	3,364,300	3,547,500
Contractual Services						
6401-00000	Contractual Services	33,489	34,071	35,120	36,100	38,000
6403-00000	Clothing Allowance	0	0	7,650	7,700	7,700
6404-00000	Postage and Shipping	190	156	1,400	800	600
6408-00000	Printing and Binding	1,318	750	350	300	400
6418-00000	Repairs to Motor Vehicles	67,315	68,489	50,500	77,500	52,000
6419-00000	Repairs to Tires	1,701	1,519	2,000	1,900	1,200
6420-00000	Repairs to Tools & Equipment	0	25	350	0	0
6421-00000	Maintenance Radios	1,418	2,036	2,000	1,300	1,000
6424-00000	Maintenance Office Equipment	725	631	585	600	700
6426-00000	Maint. Mach/Equip/Bldg/Struct	2,093	628	3,900	3,700	5,700
6432-00000	Equipment Rental	5,773	6,134	6,444	6,500	6,600
6446-00000	Contractual Employment	15	1,994	2,400	2,400	2,400
6448-00000	Special Services	2,500	2,500	2,500	2,500	2,500
6453-00000	Vehicle License & Registration	296	595	150	200	200
6456-00000	Service/Witness Fees	27	0	0	0	0
6458-00000	Conference & Training	23,151	32,927	29,300	28,800	29,300
6459-00000	Other Employee Training	4,000	656	0	0	0
6460-00000	Membership Dues	935	1,085	958	600	600
6466-00000	Misc. Contractual Services	20,018	11,359	18,380	17,800	21,000
TOTAL CONTRACTUAL SERVICES		164,964	165,555	163,987	188,700	169,900
Utilities:						
6471-00000	Electricity	3,141	3,072	3,841	2,900	3,100
6472-00000	Sewer Service	206	468	120	100	200
6473-00000	Water Service	391	692	208	200	200
6474-00000	Gas Service	6,623	7,418	6,201	7,200	7,500
6475-00000	Telephones	27,276	21,907	30,200	28,600	30,200
6476-00000	Storm Water	812	812	800	800	800
6479-00000	Other Utilities	2,260	799	0	400	0
TOTAL UTILITIES		40,709	35,168	41,370	40,200	42,000
Fixed Charges						
6496-00000	Licenses and Permits	35	80	515	400	300

TOTAL FIXED CHARGES

35

80

515

400

300



NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	33,892	48,745	39,300	39,100	31,700
6505-00000	Office Supplies	32,078	35,759	41,410	39,800	34,200
6506-00000	Software Supplies	66	0	0	0	0
6507-00000	Books & Periodicals	1,072	717	891	1,000	600
6514-00000	Gasoline	0	54	0	0	0
6517-00000	Supplies/Repair Parts	3,884	4,931	3,300	2,600	2,700
6519-00000	Tires/Tubes	8,590	12,008	12,000	11,300	12,600
6527-00000	Janitorial Supplies	0	163	0	0	0
6537-00000	Safety Equipment	573	567	1,244	1,200	1,300
6545-00000	Tools & Shop Supplies	60	0	100	100	600
6550-00000	Minor Equipment	6,357	6,196	8,417	8,300	13,100
6589-00000	Other Materials & Supplies	57,578	46,173	56,762	55,200	55,700
TOTAL MATERIALS & SUPPLIES		144,150	155,313	163,424	158,600	152,500
Capital Outlay						
7204-00000	Machinery & Equipment	17,185	13,956	9,858	9,700	0
7210-00000	Motor Vehicles	91,890	101,962	100,710	96,300	115,100
7212-00000	Radios	2,549	944	0	0	0
TOTAL CAPITAL OUTLAY		111,624	116,862	110,568	106,000	115,100
TOTAL POLICE		10,364,445	10,808,687	11,124,639	11,179,000	11,284,400

## *PERSONNEL SCHEDULE*

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Police Chief	1.00	1.00	1.00	89,082	91,500	94,000
Captains	3.00	3.00	3.00	237,796	240,600	244,300
Lieutenants	5.00	5.00	5.00	342,767	346,100	350,200
Sergeants	11.00	11.00	11.00	723,249	707,100	725,300
Detectives I & II	7.00	7.00	7.00	427,920	414,800	419,000
Police Officers	72.00	72.00	72.00	3,967,249	3,960,300	3,912,500
Police Office Administration Manager	1.00	1.00	1.00	58,470	59,500	61,600
Computer Operator	1.00	1.00	1.00	32,001	33,200	34,800
Detective Secretary	1.00	1.00	1.00	33,763	33,900	34,300
Administrative Assistant	1.00	1.00	1.00	40,296	41,400	42,500
Records Clerk	2.00	2.00	2.00	66,776	65,100	66,600
Court Liason / Telecom Clerk	1.00	1.00	1.00	37,009	37,100	37,200
Property Evidence Clerk	1.00	1.00	1.00	36,345	36,500	36,800
Telecommunications Clerk	3.00	3.00	3.00	103,503	101,500	103,800
Word Processing Operator	4.00	4.00	4.00	132,052	128,200	130,300
Community Programs Coordinator	1.00	1.00	1.00	45,890	45,900	46,700
Parking Control	1.00	1.00	1.00	28,568	28,800	28,900
Comm. Service Officer (P.T.)	6102	7.00	7.00	88,179	86,900	87,800
Word Processing Operator (4 P.T.)	6102	2.20	2.20	68,745	68,100	68,500
Vehicle Fleet Manager (P.T.)	6102	0.56	0.56	11,924	11,900	11,900
UWO Summer Work Study (2 P.T.)	6103	0.54	0.54	10,800	12,600	16,200
Parking Control (2 P.T.)	6102	1.06	1.06	26,812	24,200	26,500
Telecommunications Clerk (3 P.T.)	6102	1.65	1.65	55,158	50,300	52,300
Court Clerk (1 P.T.)	6102	0.53	0.53	16,062	15,000	15,000
Property Evidence Clerk (1 P.T.)	6102	0.53	0.53	14,965	14,600	14,600
Holiday Pay				175,856	176,400	180,000
Shift Differential				17,409	14,100	15,500
Overtime				400,000	475,200	400,000
Health Insurance	6306			1,585,311	1,586,200	1,711,700
Retirement	6304			1,178,117	1,188,100	1,246,200
Social Security	6302			562,285	562,600	561,800
Life Insurance	6310			14,520	12,100	12,300
Income Continuation Insurance	6312			15,896	15,300	15,500
<b>TOTAL PERSONNEL</b>		<b>130.07</b>	<b>130.07</b>	<b>10,644,775</b>	<b>10,685,100</b>	<b>10,804,600</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: Police Department

**TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:**

\$ 115,100

Item No.	Item Requested	New/Replace	Quantity	Unit Cost	Total Cost
1	Investigative Services Vehicles (Ford Fusion)	Replace	2	17,796	35,600
2	Patrol Services Vehicles (Ford Crown Victoria)	Replace	4	23,500	94,000
3	Auction of Investigative Services Vehicles		2	(1,000)	(2,000)
4	Auction of Patrol Services Vehicles		5	(2,500)	(12,500)

## ***SUMMARY***

FUND: GENERAL	FUNCTION: ANIMAL CARE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0214-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
70,659	72,380	74,395	74,400	76,200

**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	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	0	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	70,483	72,245	74,201	74,200	76,000
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		70,483	72,245	74,201	74,200	76,000
Utilities						
6471-00000	Electricity	176	135	194	200	200
6474-00000	Gas Service	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		176	135	194	200	200
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		70,659	72,380	74,395	74,400	76,200

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 are non-sworn, non-paid volunteers that 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. The Auxiliary Police was first established to assist the citizens of Oshkosh and the Oshkosh Police Department in times of emergency. The role of the Auxiliary has changed through the years and 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 over 200,000 hours of voluntary service to the community with an estimated 2,500 hours worked in 2009.

#### PRODUCTS AND SERVICES:

- There are currently 33 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 have a large vehicle that is used as a command post vehicle at special events as needed
- The Auxiliary Police Unit has their own civilian rank structure including a Chief, Deputy Chief, three Captains, three Lieutenants and three Sergeants. All members of the Auxiliary Police Unit 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 Oshkosh Police Department Speed Boards

- 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 three vehicles, a cargo van and two retired squad cars. The Auxiliary Police Unit is also equipped with multi channel UHF portable radios and two cell phones for their unit commanders to facilitate activations
- Each Auxiliary Police Officer is fully uniformed for all types of weather

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- The Auxiliary Police celebrated its' 50<sup>th</sup> Anniversary of service to the community in 2009. An awards and recognition ceremony was conducted to honor the long term commitment to the Auxiliary by its members
- Provided approximately 2,500 hours of volunteer duty, within the City of Oshkosh, in 2009
- Auxiliary Police Unit members were activated for nearly 100 scheduled events in 2009 and responded to several other "emergency situations" where members were called upon for assistance
- Many Auxiliary members attended Citizen Emergency Response Team (CERT) training and can be called upon during critical incidents to assist the Police Department. These trained members will assist in training many of our Neighborhood Block Captains for disaster response readiness

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to maintain the present level of service to the community, and expand the CERT training to more members
- 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 40 active members
- Continue to enhance Volunteers in Policing (VIP) program objectives by participating in a variety of community focused public safety projects
- Revise the current Auxiliary web site and link to the Oshkosh Police Department 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
- Continue to get Auxiliary Officers involved in the Oshkosh Police Department Citizens Academy

***SUMMARY***

FUND: GENERAL	FUNCTION: AUXILIARY POLICE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0217-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
5,031	5,033	6,545	5,300	4,600

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6537-00000          Safety equipment (vests) purchase in 2009

EXPLANATION OF CAPITAL OUTLAY:



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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	40	79	50	100	200
6404-00000	Postage & Shipping	32	0	25	0	0
6410-00000	Advertising	0	0	100	100	100
6418-00000	Repairs to Motor Vehicles	1,474	2,882	500	500	500
6421-00000	Maintenance Radios	0	0	200	0	200
6458-00000	Conference & Training	0	0	100	100	300
6466-00000	Misc. Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		1,546	2,961	975	800	1,300
Utilities						
6475-00000	Telephones	0	155	300	200	200
6479-00000	Other Utilities	104	109	0	0	0
TOTAL UTILITIES		104	264	300	200	200
Materials & Supplies						
6503-00000	Clothing	1,757	1,125	2,000	1,900	2,000
6505-00000	Office Supplies	592	45	100	100	100
6517-00000	Supplies/Repair Parts	128	326	1,000	400	500
6519-00000	Tires, tubes, and rims	0	0	100	100	100
6537-00000	Safety equipment	0	0	1,020	1,000	0
6550-00000	Minor Equipment	0	0	250	0	0
6589-00000	Other Materials & Supplies	374	312	800	800	400
TOTAL MATERIALS & SUPPLIES		2,851	1,808	5,270	4,300	3,100
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
7212-00000	Radios	530	0	0	0	0
TOTAL CAPITAL OUTLAY		530	0	0	0	0
TOTAL AUXILIARY POLICE		5,031	5,033	6,545	5,300	4,600

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

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#### PROGRAM DESCRIPTION:

Crossing Guards are part time civilian employees of the Oshkosh Police Department. They are assigned and supervised by police employees of 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 eighteen (18) regular and six (6) substitute school crossing guards
- Each School Crossing Guard is equipped with 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

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Reduction of two crossing guard locations as a result of school closures
- 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 Speed Watch Program near schools (week one – signage; week two – trained citizens running radar; week three – enhanced patrol enforcement)
- Continuation of the Safe Driver Award Program to encourage school zone safety

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Expand the Speed Watch Program to more schools by training more parent and school volunteers
- Continue to review School Crossing Guard assignments for a possible reduction based upon child count surveys, traffic patterns and budget restrictions. Work with schools to review student movement to school patterns to reallocate crossing guards to different locations as appropriate

***SUMMARY***

FUND: GENERAL	FUNCTION: CROSSING GUARDS	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0218-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
95,818	94,133	96,612	95,900	83,600

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000      Reduction of two Crossing Guards with school closings  
6503-00000      Jackets no longer provided

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6103-00000	Regular Pay	87,989	86,536	88,632	88,400	76,800
TOTAL PAYROLL - DIRECT LABOR		87,989	86,536	88,632	88,400	76,800
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	7,156	6,619	6,780	6,700	6,100
TOTAL PAYROLL - INDIRECT LABOR		7,156	6,619	6,780	6,700	6,100
Contractual Services						
6401-00000	Contractual Services	18	307	0	100	0
6410-00000	Advertising	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		18	307	0	100	0
Materials & Supplies						
6503-00000	Clothing	140	70	500	0	0
6537-00000	Safety Equipment	306	580	400	500	400
6589-00000	Other Materials & Supplies	209	21	300	200	300
TOTAL MATERIALS & SUPPLIES		655	671	1,200	700	700
Capital Outlay						
7212-00000	Radios	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL CROSSING GUARDS		95,818	94,133	96,612	95,900	83,600

## ***PERSONNEL SCHEDULE***

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

Position Title		Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Crossing Guards	6103	18	18	18	88,632	88,400	76,800
Holiday Pay					0	0	0
Retirement	6304				0	0	0
Social Security	6302				6,780	6,700	6,100
Income Continuation Ins	6312				0	0	0
<b>TOTAL PERSONNEL</b>		<b>18</b>	<b>18</b>	<b>18</b>	<b>95,412</b>	<b>95,100</b>	<b>82,900</b>

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

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**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 less than five minute 90% of the time
    - Assignment of 14 or more firefighters at structure fires 90% of the time
  - Emergency medical 1<sup>st</sup> responder/ defibrillation
    - Response to Life threatening Medical Emergencies in the City less than 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:

- Implemented fire records management compatible with new emergency medical systems reporting format
- Convert fire inspection records and software for paperless fire inspection implementation in 2010
- Completed department level Strategic Planning Process involving 60% of the departments employees
- Developed Fire/Emergency Training Facility, explored potential partnerships for development
- Implemented firsts year of Fire Fighting Protective clothing replacement program
- Replaced one Fire Engine
- Completed Renovation of Central Fire Station
- In conjunction with Winnebago County Fire Chiefs, became a division within the Wisconsin Mutual Aid Box Alarm System
- Updated City Emergency Operations Plan and Continuation of Operations Plans
- Collaborated with local hospitals to improve and streamline care for patients with strokes and heart attacks

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Develop deployment and strategic/tactical operations for Highway 41 project response
- Review administrative organization and assignments of the department
- Develop implementation plan for new Fox Comm. radio system
- Complete a standards of emergency services coverage plan
- Complete a facility maintenance replacement schedule including furnishings and equipment
- Implement plan for quarterly fire and life safety program for public access television
- Provide multi-language forms and public education messages for web site and direct delivery
- Prepare and deliver a campaign for proper use of 911 emergency services to control increase in demand

- Develop a plan to incorporate new communications technology such as texting and mass calling software for communicating with personnel
- Explore alternative delivery methods for training including technology applications to decrease non-emergency travel and ensure balanced emergency coverage
- Complete plans and construct Fire/Emergency Training Facility
- Complete renovations and updates to Station 16



***SUMMARY***

FUND: GENERAL	FUNCTION: FIRE & AMBULANCE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0230-XXXX-XXXX	
2007 EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
9,749,570	10,293,830	10,495,550	10,416,800	10,782,100

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000	Increase of \$10,000 for EMS Medical Director Contract, and an increase of \$18,756 Fire/EMS records management
6418-00000	Decrease of \$3,500 anticipating positive impact of new engine in fleet
6421-00000	Increase in heart monitor maintenance contract
6426-00000	Increase of \$2,000 for parking lot sealcoating
6459-00000	Decrease in shifting of cost of training to 6458 and cuts in training
6460-00000	Cut membership in WI EMS Association
6517-00000	Decrease of \$4,800 anticipating impact of new engine in fleet
6519-00000	Increase of \$1,500 due to cost increase in tires
6537-00000	Decrease of \$800 road safety vest replaced in 2009
6557-00000	Increase of \$2,400 in cost of medical supplies and medications

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Third year of large diameter hose replacement	\$14,800
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ACCOUNT: 100-0230-XXXX-XXXXX  
 FUND: GENERAL  
 FUNCTION: FIRE & AMBULANCE  
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	6,807,761	7,001,899	7,103,517	7,077,100	7,107,600
TOTAL PAYROLL - DIRECT LABOR		6,807,761	7,001,899	7,103,517	7,077,100	7,107,600
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	2,520,697	2,840,006	2,896,485	2,892,400	3,183,100
TOTAL PAYROLL - INDIRECT LABOR		2,520,697	2,840,006	2,896,485	2,892,400	3,183,100
Contractual Services						
6401-00000	Contractual Services	9,617	4,298	10,500	10,000	35,600
6404-00000	Postage & Shipping	329	152	100	100	100
6418-00000	Repairs to Motor Vehicles	20,118	33,411	32,500	27,000	29,000
6419-00000	Repairs to Tires	1,497	325	0	0	0
6420-00000	Repairs to Tools & Equipment	883	1,513	5,000	4,800	5,000
6421-00000	Maintenance Radios	3,934	3,871	4,700	3,500	4,700
6422-00000	Maintenance Contract Cost	14,400	14,400	15,400	15,400	16,900
6424-00000	Maintenance Office Equipment	0	0	0	0	0
6426-00000	Maint. Mach/Equip/Bldg/Struct	24,184	26,886	21,000	20,000	23,000
6432-00000	Equipment Rental	2,579	1,975	2,800	2,800	2,800
6448-00000	Special Services	0	0	250	200	300
6453-00000	Vehicle License & Registration	50	353	0	0	0
6458-00000	Conference & Training	5,762	6,100	9,150	9,000	9,400
6459-00000	Other Employee Training	4,073	1,564	5,950	5,200	400
6460-00000	Membership Dues	1,190	815	1,915	1,500	1,600
6466-00000	Misc. Contractual Services	421	637	200	200	200
TOTAL CONTRACTUAL SERVICES		89,037	96,300	109,465	99,700	129,000
Utilities						
6471-00000	Electricity	55,908	56,872	64,000	52,000	58,000
6472-00000	Sewer Service	2,676	3,232	3,000	3,300	3,300
6473-00000	Water Service	5,137	5,773	5,600	5,800	6,000
6474-00000	Gas Service	31,428	36,232	46,000	35,000	37,000
6475-00000	Telephones	4,731	3,350	4,000	3,600	3,700
6476-00000	Storm Water	4,884	4,884	4,900	4,900	4,900
TOTAL UTILITIES		104,764	110,343	127,500	104,600	112,900
Fixed Charges						
6496-00000	Licenses and Permits	0	0	0	0	0
TOTAL FIXED CHARGES		0	0	0	0	0

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Materials & Supplies						
6503-00000	Clothing	38,356	22,163	26,000	26,000	26,000
6505-00000	Office Supplies	3,540	4,914	3,500	3,500	3,500
6507-00000	Books & Periodicals	1,639	1,503	1,900	1,000	1,300
6509-00000	Computer Supplies	0	0	0	0	0
6510-00000	Employee Training Materials	1,185	0	0	0	0
6511-00000	Diesel Fuel	0	20	0	0	0
6513-00000	Motor Oil (Lubricants)	4,187	2,936	3,700	2,800	3,000
6514-00000	Gasoline	0	51	0	100	0
6517-00000	Supplies/Repair Parts	42,853	38,869	42,303	35,000	37,500
6518-00000	Other Fuel/Propane	76	81	900	0	1,000
6519-00000	Tires, Tubes & Rims	8,316	10,596	8,500	8,500	10,000
6527-00000	Janitorial Supplies	5,752	5,459	7,250	7,200	7,000
6537-00000	Safety Equipment	16,251	32,992	48,200	47,000	47,400
6538-00000	Fire Fighting Equipment	5,524	3,491	5,300	5,000	5,300
6545-00000	Tools & Shop Supplies	2,965	815	1,900	1,000	500
6550-00000	Minor Equipment	1,739	758	2,000	1,600	1,000
6555-00000	Environmental Supplies	246	625	750	700	800
6557-00000	Medical Supplies	79,049	88,255	77,350	75,000	79,800
6589-00000	Other Materials & Supplies	8,198	8,242	10,430	10,000	10,600
TOTAL MATERIALS & SUPPLIES		219,876	221,770	239,983	224,400	234,700
Capital Outlay						
7204-00000	Machinery & Equipment	3,450	18,600	18,600	18,600	14,800
7212-00000	Radios	0	0	0	0	0
7214-00000	Buildings	3,985	4,912	0	0	0
TOTAL CAPITAL OUTLAY		7,435	23,512	18,600	18,600	14,800
TOTAL FIRE & AMBULANCE		9,749,570	10,293,830	10,495,550	10,416,800	10,782,100

**PERSONNEL SCHEDULE**

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Fire Chief	1	1	1	97,061	97,100	99,200
Asst. Fire Chief	1	1	1	86,098	86,100	90,200
Battalion Chiefs	6	6	6	440,201	440,200	444,600
Fire Captains	7	7	7	461,684	461,700	453,800
Fire Lieutenant Inspector	1	1	1	62,415	62,400	62,400
Fire Lieutenants	14	14	14	878,179	878,200	871,900
Equipment Operators	21	21	21	1,252,691	1,252,700	1,253,900
Fire Equip. Mechanic	1	1	1	53,224	53,200	53,200
Firefighters	53	54	54	2,991,087	2,950,100	3,021,700
Administrative Assistant	1	1	1	41,204	41,200	42,300
Public Education Specialist	1	1	1	53,062	53,100	51,500
Holiday Pay				250,000	215,000	225,000
Overtime Pay				156,000	206,000	156,000
Ambulance Pay				172,211	172,100	173,500
FLSA Overtime				85,000	85,000	85,000
Out of Class Pay				23,400	23,000	23,400
Health Insurance	6306			1,568,013	1,565,000	1,762,800
Retirement	6304			1,207,751	1,207,800	1,299,600
Social Security	6302			91,233	91,200	91,800
Life Insurance	6310			12,876	12,800	12,400
Income Continuation Insuranc	6312			16,612	15,600	16,500
<b>TOTAL PERSONNEL</b>	<b>107</b>	<b>108</b>	<b>108</b>	<b>10,000,002</b>	<b>9,969,500</b>	<b>10,290,700</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: Fire

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 14,800

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Large Diameter Supply Hose	Replace	19	775	14,800

***SUMMARY***

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:	
GENERAL	HYDRANT RENTAL	PUBLIC SAFETY	100-0250-XXXX-XXXXX	
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
<hr/>				
670,010	650,000	650,000	650,000	650,000
<hr/>				

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	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Contractual Services						
6439-00000	Hydrant Rental	670,010	650,000	650,000	650,000	650,000
TOTAL CONTRACTUAL SERVICES		670,010	650,000	650,000	650,000	650,000
TOTAL HYDRANT RENTAL		670,010	650,000	650,000	650,000	650,000

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

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**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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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
31,740	34,621	31,200	15,600	15,600

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000            2009 estimated and 2010 proposed, reduced staffing

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	22,970	27,117	25,000	8,800	8,800
6410-00000	Advertising/Marketing	8,550	7,319	6,000	6,600	6,600
TOTAL CONTRACTUAL SERVICES		31,520	34,436	31,000	15,400	15,400
Materials & Supplies						
6505-00000	Office Supplies	0	96	200	200	200
6507-00000	Books & Periodicals	0	89	0	0	0
6589-00000	Other Materials & Supplies	220	0	0	0	0
TOTAL MATERIALS & SUPPLIES		220	185	200	200	200
TOTAL POLICE & FIRE COMM.		31,740	34,621	31,200	15,600	15,600

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

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#### 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, Jackson Street (Murdock Avenue to US Highway 41), and for reconstruction of CTH Y
- Complete right-of-way acquisitions for Jackson/ Murdock roundabout and Main Street (Fox River to Irving Ave)
- Obtain Federal Stimulus Funding (\$732,750) for asphalt mill/ overlay project on Snell Road (Jackson Street to USHWY 41)
- Completed traffic analysis for 9<sup>th</sup>/Westhaven intersection (roundabout or traffic signals not recommended at this time)
- Coordinate consultant inspection of various sanitary sewers & bid project to eliminate infiltration/ inflow from various manholes

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue analysis of long-range facilities planning for the sanitary sewer/storm sewer/water main systems
- Identify all streets that need reconstruction and incorporate them in the Capital Improvement Program
- Complete design /construction of street and utility expansions in the Southwest Industrial Park
- Work with the IT Division to improve the DPW web page to provide better information to City of Oshkosh residents

***SUMMARY***

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

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<u>2007 ACTUAL EXPENDITURE</u>	<u>2008 ACTUAL</u>	<u>2009 BUDGET APPROPRIATION</u>	<u>2009 ESTIMATE</u>	<u>2010 PROPOSED BUDGET</u>
322,343	331,092	347,906	346,300	359,400

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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	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	229,837	233,881	243,971	244,100	249,700
6103-00000	Regular Pay - Temp. Employee	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		229,837	233,881	243,971	244,100	249,700
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	78,323	93,061	98,860	97,800	104,700
TOTAL PAYROLL - INDIRECT LABOR		78,323	93,061	98,860	97,800	104,700
Contractual Services						
6401-00000	Contractual Services	10,395	0	0	0	0
6402-00000	Auto Allowance	1,088	960	1,200	1,100	1,200
6404-00000	Postage & Shipping	0	0	50	100	100
6408-00000	Printing & Binding	0	11	0	0	0
6424-00000	Maintenance Office Equipment	128	52	200	100	200
6458-00000	Conference & Training	1,129	1,531	2,000	1,800	2,000
6459-00000	Other Employee Training	219	150	0	0	0
6460-00000	Membership Dues	567	575	450	600	600
TOTAL CONTRACTUAL SERVICES		13,526	3,279	3,900	3,700	4,100
Utilities						
6479-00000	Other Utilities	0	0	0	0	0
TOTAL UTILITIES		0	0	0	0	0
Fixed Charges						
6496-00000	Licenses and Permits	0	116	0	0	100
TOTAL FIXED CHARGES		0	116	0	0	100
Materials & Supplies						
6505-00000	Office Supplies	445	570	675	500	600
6507-00000	Books and Periodicals	212	182	300	200	200
6589-00000	Other Materials & Supplies	0	3	200	0	0
TOTAL MATERIALS & SUPPLIES		657	755	1,175	700	800
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		322,343	331,092	347,906	346,300	359,400

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Dir/Public Works	1	1	1	113,764	113,800	116,300
Assistant Director of Public Works	1	1	1	88,929	89,000	91,000
Administrative Assistant	1	1	1	41,278	41,300	42,400
Health Insurance 6306				49,612	49,100	53,200
Retirement 6304				29,277	28,800	31,000
Social Security 6302				18,664	18,700	19,100
Life Insurance 6310				867	800	900
Income Continuation 6312				440	400	500
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>342,831</b>	<b>341,900</b>	<b>354,400</b>

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

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#### 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 19. 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: 2009 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 plans for new subdivisions: Lakeview Park, Bristol Square, Casey's Meadow Phase 1A, 1B
- Coordinate with Wisconsin Department of Transportation and 2010 Downtown Committee to develop plans for the construction of Main Street from the Fox River to Irving Avenue
- Coordinate with Wisconsin Department of Transportation on the utility and street relocation work needed in conjunction with the Hwy 41 expansion projects
- Coordinated with the Wisconsin Department of Transportation on the Jackson/Murdock intersection improvements and Jackson Street median installation
- Complete construction of two (2) sanitary sewer interceptor projects: 1) Hazel Street and New York Avenue area, 2) Sawyer Creek from Fox Tail Lane to Clairville Road

- Began construction of storm water detention basin at Tipler Middle School. Secured \$150,000 grant from WisDNR and awarded bid for construction of storm water detention basin at Oakwood Road/Badger Avenue
- Presented final draft of Sawyer Creek Stormwater Management Plan and continued analysis of Glatz Creek and Libbey/Nicolet area drainage basin

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Continue to coordinate with the WisDOT on the utility and street relocation work needed in conjunction with the Hwy 41 expansion projects, the construction of the Jackson/Murdock roundabout, the Jackson Street median installation, and the reconstruction of Main Street
- Design, bid, and inspect the construction of the expanded 2010 Concrete Paving, Utility, Asphalt Overlay, and Cold Mix Overlay programs
- Construct storm water pipe upgrades to the detention basin at Tippler Middle School, finish construction of storm water detention basin at Oakwood Road, and complete design/construction of detention basins at the National Guard Armory property and at North High School
- Implement utilization of new computer aid design program for street/utility reconstruction projects





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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	698,466	663,639	721,937	681,600	706,100
6103-00000	Regular Pay - Temp Employee	49,563	52,974	0	51,500	75,000
TOTAL PAYROLL - DIRECT LABOR		748,029	716,613	721,937	733,100	781,100
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	265,963	310,964	286,187	310,900	354,900
TOTAL PAYROLL - INDIRECT LABOR		265,963	310,964	286,187	310,900	354,900
Contractual Services						
6401-00000	Contractual Services	430	0	5,000	5,000	4,000
6402-00000	Auto Allowance	1,294	1,452	1,900	1,500	2,500
6404-00000	Postage & Shipping	0	0	100	0	100
6418-00000	Repairs to Motor Vehicles	4,379	5,984	2,800	400	2,500
6419-00000	Repairs to Tires	30	0	100	100	100
6426-00000	Maint. Mach/Equip/Bldg/Struc	161	402	1,100	500	800
6446-00000	Contractual Employment	15,481	0	0	0	0
6453-00000	Vehicle License & Reg	50	0	50	100	100
6458-00000	Conference & Training	2,355	576	5,000	9,000	7,000
6459-00000	Other Employee Training	0	100	500	200	400
TOTAL CONTRACTUAL SERVICES		24,180	8,514	16,550	16,800	17,500
Utilities						
6475-00000	Telephones	0	2,007	5,100	4,000	4,900
TOTAL UTILITIES		0	2,007	5,100	4,000	4,900
Fixed Charges						
6496-00000	Licenses & Permits	0	116	100	0	200
TOTAL FIXED CHARGES		0	116	100	0	200
Materials & Supplies						
6503-00000	Clothing	0	0	200	600	700
6505-00000	Office Supplies	1,682	1,531	2,000	2,100	2,500
6506-00000	Software Supplies	0	588	1,000	700	800
6507-00000	Books & Periodicals	0	0	300	100	300
6508-00000	Maps & Records	258	278	800	300	400
6509-00000	Computer Supplies	778	828	900	1,200	1,200
6517-00000	Supplies/Repair Parts	3,226	149	2,200	900	1,000
6519-00000	Tires, Tubes & Rims	245	377	400	500	500
6537-00000	Safety Equipment	278	215	550	900	600
6545-00000	Tools & Shop Supplies	41	0	400	200	200
6589-00000	Other Materials & Supplies	5,385	2,631	5,200	6,600	6,200
TOTAL MATERIALS & SUPPLIES		11,893	6,597	13,950	14,100	14,400
Capital Outlay						
7204-00000	Machinery & Equipment	0	27,891	1,200	1,100	2,600
TOTAL CAPITAL OUTLAY		0	27,891	1,200	1,100	2,600
TOTAL ENGINEERING		1,050,065	1,072,702	1,045,024	1,080,000	1,175,600

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Civil Engineer II	1.00	1.00	1.00	68,077	68,000	69,800
Civil Engineer I Senior	2.00	2.00	2.00	135,724	135,700	136,400
Civil Engineer Tech.	2.00	2.00	2.00	104,824	104,800	105,300
C.E.T. Draftsperson	1.00	1.00	1.00	51,370	51,400	51,600
Civil Engineering Aide III	1.00	1.00	1.00	47,496	47,400	47,700
Engineering Specialist	4.00	4.00	4.00	183,446	183,400	184,300
Overtime				69,000	78,000	90,000
Part time 6102	0.50	0.50	0.50	62,000	12,900	21,000
Summer / Seasonal help 6103	3.75	3.75	3.75	0	51,500	75,000
Health Insurance 6306				148,786	170,900	202,600
Retirement 6304				77,873	80,500	88,000
Social Security 6302				55,228	56,100	60,000
Life Insurance 6310				2,500	2,000	2,500
Income Continuation Insuran 6312				1,800	1,400	1,800
<b>TOTAL PERSONNEL</b>	<b>15.25</b>	<b>15.25</b>	<b>15.25</b>	<b>1,008,124</b>	<b>1,044,000</b>	<b>1,136,000</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: PUBLIC WORKS - ENGINEERING

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 2,600

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	GPS automated vehicle location systems	New	4	650	2,600

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

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#### 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 demolition of Convention Center restrooms and final restoration of Delttox property
- Completed cold-mix asphalt overlay program for 2009
- Updated billing rates for mowing/weed control
- Revised snow removal and mowing operations with Parks Department to facilitate more efficient operations
- Revised parking restriction requirements of the Municipal Code relating to snow emergencies
- Emphasized increased street maintenance (crack filling) and storm/sanitary sewer maintenance activities

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to expand pavement repair operations
- Continue emphasis on storm and sanitary sewer maintenance/construction activities
- Review seal coating maintenance vs/in addition to cold mix program
- Continue to evaluate the use of salt brine and other pre-wetting liquids for snow/ice control
- Identify strategic locations for underground power line relocation regarding street reconstruction projects in the 2011 – 2014 CIP

## ***SUMMARY***

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

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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
2,129,489	2,502,400	2,646,416	2,621,000	2,824,500

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### COMMENTS:

### REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000 Funds to cover monthly GPS monitoring  
6544-00000 Funds to be used for cold-mix asphalt paving and/or asphalt pavement maintenance program (sealcoating)  
6561-00000 Over budget for 2009 due to price increase from \$41.05 to \$59.55 per ton  
6565-00000 Increased to continue maintenance activities on streets

### EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Zero turn mower (new)	5,000	
	GPS - additional 15 units	<u>11,000</u>	
			\$16,000

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

NUMBER	CLASSIFICATION	2007 EXPEND	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,240,699	1,303,432	1,407,891	1,354,700	1,503,800
6103-00000	Regular Pay - Temp Employee	6,618	5,866	12,000	13,500	13,600
TOTAL PAYROLL - DIRECT LABOR		1,247,317	1,309,298	1,419,891	1,368,200	1,517,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	580,451	713,233	795,175	730,800	809,200
6255-00000	Meal Allowance	0	0	0	0	0
TOTAL PAYROLL - INDIRECT LABOR		580,451	713,233	795,175	730,800	809,200
Contractual Services						
6401-00000	Contractual Services	491	917	750	1,300	14,500
6402-00000	Auto Allowance	0	1,782	0	1,600	1,800
6418-00000	Repairs to Motor Vehicles	0	4,983	0	0	0
6419-00000	Repairs to Tires	11	0	0	0	0
6420-00000	Repairs to Tools & Equipment	535	0	500	200	500
6426-00000	Maint Mach/Equip/Bldg/Str	142	0	0	0	0
6432-00000	Equipment Rental	3,254	1,173	6,000	5,800	6,000
6445-00000	Land Fill Fees	5,735	7,703	0	1,000	1,000
6453-00000	Vehicle License & Registration	105	0	100	0	0
6458-00000	Conference & Training	688	1,402	3,000	1,600	2,000
6459-00000	Other Employee Training	108	109	1,000	500	500
6460-00000	Membership Dues	159	0	400	0	400
6466-00000	Misc. Contractual	8,126	23,289	23,000	30,000	23,000
6466-12001	Misc. Contractual (Snow Removal)	8,608	20,568	10,000	20,000	10,000
TOTAL CONTRACTUAL SERVICES		27,962	61,926	44,750	62,000	59,700
Utilities						
6475-00000	Telephones	3,339	2,623	3,000	2,100	2,200
TOTAL UTILITIES		3,339	2,623	3,000	2,100	2,200
Fixed Charges						
6499-00000	Misc. Fixed Charges	360	360	750	800	800
TOTAL FIXED CHARGES		360	360	750	800	800

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
<b>Materials &amp; Supplies</b>						
6503-00000	Clothing	8,410	10,414	3,500	3,400	3,500
6505-00000	Office Supplies	891	1,008	1,000	900	1,000
6507-00000	Books and Periodicals	704	245	250	300	300
6510-00000	Employee Training Materials	826	245	400	200	200
6513-00000	Motor Oil (Lubricants)	715	946	1,000	300	500
6517-00000	Supplies/Repair Parts	7,166	8,825	7,000	6,900	7,000
6518-00000	Other Fuel/Propane	542	21	600	500	600
6519-00000	Tires, Tubes & Rims	0	4,878	0	0	0
6527-00000	Janitorial Supplies	0	201	100	100	100
6537-00000	Safety Supplies	1,795	2,433	2,500	2,100	2,500
6544-00000	Street Oiling Supplies	56,777	70,066	71,500	71,500	75,100
6545-00000	Tools & Shop Supplies	5,685	1,104	4,000	4,000	4,000
6550-00000	Minor Equipment	680	2,887	3,000	3,200	3,000
6557-00000	Medical Supplies	0	75	0	0	0
6561-00000	Sodium Chloride	111,435	223,809	175,000	233,500	220,000
6565-00000	Stone/Gravel/Concrete/Asp.	49,669	64,598	68,000	67,800	71,400
6589-00000	Other Materials & Supplies	22,045	21,285	30,000	29,500	30,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>267,340</b>	<b>413,040</b>	<b>367,850</b>	<b>424,200</b>	<b>419,200</b>
<b>Capital Outlay</b>						
7204-00000	Machinery & Equipment	2,720	1,920	15,000	32,900	16,000
7210-00000	Motor Vehicles	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>2,720</b>	<b>1,920</b>	<b>15,000</b>	<b>32,900</b>	<b>16,000</b>
<b>TOTAL STREETS - GENERAL</b>		<b>2,129,489</b>	<b>2,502,400</b>	<b>2,646,416</b>	<b>2,621,000</b>	<b>2,824,500</b>



**PERSONNEL SCHEDULE**

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Street, Sanitation & Garage Super.	1	1	1	77,737	75,800	77,700
Street Supervisor	2	2	2	104,603	91,400	106,500
Equip. Operator III	1	1	1	46,120	45,600	48,200
Equip. Operator II	25	25	25	1,071,643	1,037,100	1,162,800
Clerk Dispatcher	1	1	1	37,782	37,900	38,400
Shop Maintenance Worker	1	1	1	45,006	43,900	45,200
Overtime				25,000	23,000	25,000
Seasonal Help				12,000	13,500	13,600
Health Insurance 6306				501,713	461,100	501,200
Retirement 6304				166,131	159,900	186,500
Social Security 6302				121,331	104,700	116,100
Life Insurance 6310				3,000	2,200	2,100
Income Continuation Insurance 6312				3,000	2,900	3,300
<b>TOTAL PERSONNEL</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>2,215,066</b>	<b>2,099,000</b>	<b>2,326,600</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: PUBLIC WORKS - STREETS

**TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:** \$ 16,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Zero turn mower (new)	New	1	5,000	5,000
2	GPS - additional 15 units	New	1	11,000	11,000

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

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#### PROGRAM DESCRIPTION:

The Central Garage is responsible for repair and maintenance activities on a variety of vehicles/equipment used by twelve departments and 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 people.

#### PRODUCTS & SERVICES:

- Provide repair and preventative maintenance services for various departments of the City
- Maintain all buildings and grounds of the Central Garage complex and related buildings
- Store materials for various departments of the City
- Provide fueling (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 2009 purchase
- Purchased adjoining Witzel Avenue property from Oshkosh School District
- Hired consultant to review options to upgrade existing facility versus relocation to new site

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Purchase vehicles/equipment approved with the Capital Improvement Program
- Pursue the steps needed to start the process of building a new Central Garage
- Investigate opportunities for purchasing vehicles that utilize alternative fuels

## ***SUMMARY***

FUND: GENERAL	FUNCTION: CENTRAL GARAGE	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0450-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
1,621,926	2,132,093	2,148,870	1,721,300	1,912,800

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6511-00000	Estimated 2010 purchase of 135,000 gallons @ \$3.15 per gallon
6514-00000	Estimated 2010 purchase of 130,000 gallons @ \$2.75 per gallon

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	382,461	462,533	400,213	396,300	396,300
TOTAL PAYROLL - DIRECT LABOR		382,461	462,533	400,213	396,300	396,300
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	171,108	223,134	233,938	242,600	224,500
TOTAL PAYROLL - INDIRECT LABOR		171,108	223,134	233,938	242,600	224,500
Contractual Services						
6401-00000	Contractual Services	8,176	8,816	19,800	11,100	12,000
6418-00000	Repairs to Motor Vehicles	14,219	55,693	48,000	65,000	50,000
6419-00000	Repairs to Tires	3,024	7,758	5,000	6,700	6,500
6420-00000	Repairs to Tools & Equip	0	739	0	200	200
6421-00000	Maintenance Radios	6,320	11,504	7,000	4,800	5,000
6426-00000	Maint. Mach/Equip/Bldg/Struct	15,668	32,659	60,000	55,000	60,000
6427-00000	Maint. Computer Software	0	0	0	1,500	1,500
6432-00000	Equipment Rental	424	455	0	300	0
6434-00000	Building & Office Rental	14,687	0	0	0	0
6445-00000	Land Fill Fees	5	0	0	0	0
6448-00000	Special Services	2,183	1,864	1,700	2,200	1,800
6453-00000	Vehicle License & Reg.	0	195	0	0	0
6458-00000	Conference & Training	303	1,125	1,000	800	1,000
6459-00000	Other Employee Training	1,168	2,253	3,000	1,000	3,000
6460-00000	Membership Dues	445	0	500	0	500
TOTAL CONTRACTUAL SERVICES		66,622	123,061	146,000	148,600	141,500
Utilities						
6471-00000	Electricity	36,321	38,596	44,600	38,000	39,900
6472-00000	Sewer Service	1,487	2,389	2,679	2,300	2,600
6473-00000	Water Service	3,293	3,067	6,710	5,000	5,300
6474-00000	Gas Service	43,424	41,579	62,100	55,000	60,000
6476-00000	Storm Water	7,098	10,646	9,545	10,700	10,700
TOTAL UTILITIES		91,623	96,277	125,634	111,000	118,500
Fixed Charges						
6496-00000	Licenses and Permits	0	145	1,110	1,100	1,100
TOTAL FIXED CHARGES		0	145	1,110	1,100	1,100

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	100	771	300	300	300
6505-00000	Office Supplies	68	1,578	300	700	400
6507-00000	Books & Periodicals	0	0	75	200	100
6511-00000	Diesel Fuel	357,019	534,104	540,000	304,000	425,200
6513-00000	Motor Oil (Lubricants)	17,015	24,480	19,500	19,000	21,000
6514-00000	Gasoline	322,419	384,510	455,000	262,000	357,500
6517-00000	Supplies/Repair Parts	140,907	199,184	155,000	142,000	145,000
6518-00000	Other Fuel/Propane	3,458	6,401	6,000	3,200	4,500
6519-00000	Tires, Tubes & Rims	15,829	25,337	20,000	24,000	24,000
6527-00000	Janitorial Supplies	2,972	2,827	1,900	2,200	2,000
6529-00000	Chemicals	5,940	5,688	4,000	5,900	6,000
6537-00000	Safety Equipment	242	1,146	400	300	400
6545-00000	Tools & Shop Supplies	12,238	11,173	9,000	8,100	9,000
6550-00000	Minor Equipment	0	476	500	500	500
6557-00000	Medical Supplies	0	75	0	0	0
6565-00000	Stone/Gravel/Concrete	537	0	0	4,300	0
6589-00000	Other Materials & Supplies	27,914	26,238	30,000	45,000	35,000
TOTAL MATERIALS & SUPPLIES		906,658	1,223,988	1,241,975	821,700	1,030,900
Capital Outlay						
7204-00000	Mach. & Equipment	3,454	2,955	0	0	0
7210-00000	Motor Vehicles	0	0	0	0	0
TOTAL CAPITAL OUTLAY		3,454	2,955	0	0	0
TOTAL CENTRAL GARAGE		1,621,926	2,132,093	2,148,870	1,721,300	1,912,800

**PERSONNEL SCHEDULE**

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Central Garage Supervisor	1	1	1	61,044	61,000	62,200
Shop Laborer	1	1	1	42,249	42,500	42,500
Equipment Mechanic	4	4	4	188,993	164,300	188,200
Mechanic III	1	1	1	49,928	64,800	49,800
Maintenance Welder	1	1	1	48,999	55,200	44,600
Overtime				9,000	8,500	9,000
Health Insurance 6306				153,545	164,100	144,100
Retirement 6304				47,225	45,800	48,000
Social Security 6302				30,616	30,300	30,300
Life Insurance 6310				1,520	1,300	1,100
Income Continuation Insurance 6312				1,032	1,100	1,000
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>634,151</b>	<b>638,900</b>	<b>620,800</b>

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

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**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:**

- Developed new tracking system to log complaints to better address resident's needs
- Continue inspections of former landfill sites to monitor overall condition and provide necessary maintenance

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Utilize existing personnel and equipment to handle additional areas with annexations to the City or newly developed subdivisions
- Begin study of options to automate the collection of garbage
- Upgrade methane gas dispersal to an active system at Quarry Park



## ***SUMMARY***

FUND: GENERAL	FUNCTION: GARBAGE COLL. & DIS.	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0470-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
1,431,131	1,341,288	1,387,804	1,445,100	1,898,200

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### COMMENTS:

### REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000      Correctly allocates environmental consulting fees to monitor Quarry Park Landfill and  
Timmerman Landfill

6445-00000      Solid waste tonnage estimated at 12,275 tons @ \$33.40 per ton  
(Note: 2010 Tipping fee increase from \$26.30 per ton (2009) = + \$7.10 per ton)

### EXPLANATION OF CAPITAL OUTLAY:

7204-00000	GPS automated vehicle location system	7,200	
7210-00000	Rear loading collection vehicles, 2 @ \$185,000	<u>370,000</u>	
			\$377,200

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	539,009	494,128	503,832	555,200	517,300
6103-00000	Regular Pay - Temp Employee	0	890	850	900	900
TOTAL PAYROLL - DIRECT LABOR		539,009	495,018	504,682	556,100	518,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	238,701	263,785	300,057	262,000	303,400
TOTAL PAYROLL - INDIRECT LABOR		238,701	263,785	300,057	262,000	303,400
Contractual Services						
6401-00000	Contractual Services	115,400	51,528	70,000	150,000	150,000
6418-00000	Repairs to Motor Vehicles	64,120	123,820	51,750	43,000	50,000
6419-00000	Repairs to Tires	19,950	1,058	1,500	3,100	3,500
6421-00000	Maintenance Radios	0	1,592	2,000	1,000	1,000
6426-00000	Maint Mach/Equip/Bldg/Struc	513	516	500	500	500
6432-00000	Equipment Rental	424	455	500	300	400
6445-00000	Land Fill Fees	276,029	354,014	368,200	350,000	410,000
6446-00000	Contractual Employment	3,810	9,304	3,000	7,400	7,000
6448-00000	Special Services	172	0	1,200	0	0
6453-00000	Vehicle License & Registr.	5	1	0	0	0
6458-00000	Conference & Training	235	137	500	400	500
6459-00000	Other Employee Training	22	0	150	100	200
6460-00000	Membership Dues	159	171	250	200	200
TOTAL CONTRACTUAL SERVICES		480,839	542,596	499,550	556,000	623,300
Fixed Charges						
6496-00000	Licenses and Permits	1,034	968	1,200	1,000	1,200
TOTAL FIXED CHARGES		1,034	968	1,200	1,000	1,200
Materials & Supplies						
6503-00000	Clothing	2,180	3,671	2,500	3,200	2,500
6505-00000	Office Supplies	443	1,208	800	400	400
6507-00000	Books & Periodicals	0	143	200	100	100
6509-00000	Computer Supplies	81	0	175	100	100
6513-00000	Motor Oil (Lubricants)	1,537	683	3,000	2,500	2,700
6517-00000	Supplies/Repair Parts	48,185	8,345	46,000	37,500	40,000
6519-00000	Tires, Tubes & Rims	9,724	22,558	25,740	21,600	25,000
6527-00000	Janitorial Supplies	150	398	250	200	200
6529-00000	Chemicals	560	295	150	400	300
6537-00000	Safety Equipment	0	372	600	500	500
6545-00000	Tools & Shop Supplies	26	68	100	300	100

NUMBER	CLASSIFICATION	2007	2008	2009	2009	500
		EXPEND.	EXPEND.	PROP.	EST.	2010 PROP.
Account-Project						
6550-00000	Minor Equipment	0	0	0	0	0
6589-00000	Other Materials & Supplies	2,823	1,180	2,800	3,200	3,000
TOTAL MATERIALS & SUPPLIES		65,709	38,921	82,315	70,000	74,900
Capital Outlay						
7204-00000	Mach. & Equipment	0	0	0	0	7,200
7210-00000	Motor Vehicles	105,839	0	0	0	370,000
TOTAL CAPITAL OUTLAY		105,839	0	0	0	377,200
TOTAL GARBAGE COLL/DISPOSAL		1,431,131	1,341,288	1,387,804	1,445,100	1,898,200

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Sanitation Supervisor	0.5	0.5	0.5	36,359	25,500	26,100
Sanitation Operator	10.0	10.0	10.0	433,355	495,800	454,000
Office Assistant	0.5	0.5	0.5	19,118	18,000	19,200
Overtime				15,000	15,900	18,000
Seasonal Help				850	900	900
Health Insurance	####			201,390	152,500	197,800
Retirement	####			58,649	65,500	64,100
Social Security	####			38,087	42,500	39,600
Life Insurance	####			1,153	500	700
Income Continuation Insurance	####			778	1,000	1,200
<b>TOTAL PERSONNEL</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>804,739</b>	<b>818,100</b>	<b>821,600</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: PUBLIC WORKS - GARBAGE COLL & DIS

**TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:**

\$ 377,200

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	GPS automated vehicle location systems	New	11	650	7,200
2	Rear loading collection vehicles	Replace	2	185,000	370,000

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

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#### 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

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Refurbished the South Park pavilion
- Roof replacement parks operations building
- Constructed and installed park property signs at 8 locations
- Performed landscape improvements at the Oshkosh Convention Center following renovation
- Paved Spanbauer Field parking lot
- Glatz Park fence repair
- Numerous other repair and replacement projects

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Through the 2010 CIP: refurbish central restrooms in Menominee
- Work on plans to upgrade the parking area in South Park
- Continue landscape improvements to Oshkosh Convention Center
- Begin developing a master plan for park improvements and deferred maintenance
- Develop an invasive species/aquatic plant management plan for Miller’s Bay

## *SUMMARY*

FUND: GENERAL	FUNCTION: PARKS	DEPARTMENT: PARKS & OTHER FACILITIES	ACCOUNT: 100-0610-XXXX-XXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
1,457,469	1,452,580	1,457,728	1,431,600	1,490,600

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7216-00000	Park trees	\$3,000
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ACCOUNT: 100-0610-XXXX-XXXXX  
 FUND: GENERAL  
 FUNCTION: PARKS  
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	750,871	731,985	779,773	745,100	771,000
6103-00000	Regular Pay - Temp Employee	85,059	70,679	50,500	50,500	50,500
TOTAL PAYROLL - DIRECT LABOR		835,930	802,664	830,273	795,600	821,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	322,233	335,646	350,980	359,700	386,400
TOTAL PAYROLL - INDIRECT LABOR		322,233	335,646	350,980	359,700	386,400
Contractual Services						
6401-00000	Contractual Services	8,196	15,348	8,000	7,800	8,000
6402-00000	Auto Allowance	960	960	1,000	1,000	1,000
6404-00000	Postage & Shipping	232	744	200	500	500
6408-00000	Printing and Binding	65	64	100	0	0
6410-00000	Advertising/Marketing	1,341	1,638	0	0	0
6418-00000	Repairs to Motor Vehicles	6,645	7,684	6,000	5,900	6,000
6419-00000	Repairs to Tires	576	205	300	300	300
6420-00000	Repairs to Tools & Equip	275	62	300	200	300
6421-00000	Maintenance Radios	50	0	100	0	100
6424-00000	Maintenance Office Equipment	138	41	100	100	100
6426-00000	Maint. Mach/Equip/Bldg/Struct	4,572	7,687	6,000	5,900	6,000
6432-00000	Equipment Rental	171	132	200	300	300
6440-00000	Other Rental	3,264	576	0	0	0
6445-00000	Land Fill Fees	(87)	0	0	300	300
6446-00000	Contractual Employment	10,040	9,711	5,000	12,000	5,000
6448-00000	Special Services	110	0	0	0	0
6453-00000	Vehicle License & Registration	200	75	75	0	100
6458-00000	Conference & Training	1,378	3,054	2,500	2,000	1,500
6459-00000	Other Employee Training	0	300	0	100	100
6460-00000	Membership Dues	680	655	600	500	600
6466-00000	Misc Contractual Services	336	0	0	0	0
TOTAL CONTRACTUAL SERVICES		39,142	48,936	30,475	36,900	30,200
Utilities						
6471-00000	Electricity	74,282	74,999	74,000	70,000	77,700
6472-00000	Sewer Service	18,379	20,542	18,000	17,000	18,000
6473-00000	Water Service	35,730	38,657	30,000	27,900	30,000
6474-00000	Gas Service	11,534	10,827	14,000	15,000	16,000
6475-00000	Telephones	1,997	1,491	2,000	1,600	1,800
6476-00000	Storm Water	25,018	25,549	23,000	25,000	25,000
TOTAL UTILITIES		166,940	172,065	161,000	156,500	168,500



NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Sundry Fixed Charges						
6496-00000	Licenses & Permits	278	235	300	300	300
TOTAL FIXED CHARGES		278	235	300	300	300
Materials & Supplies						
6503-00000	Clothing	823	375	900	400	800
6505-00000	Office Supplies	1,055	1,658	1,200	1,000	1,200
6507-00000	Books & Periodicals	323	339	100	0	0
6513-00000	Motor Oil (Lubricants)	441	1,315	500	300	300
6514-00000	Gasoline	(888)	6	0	0	0
6517-00000	Supplies/Repair Parts	11,966	14,318	14,000	13,900	14,000
6518-00000	Other Fuel/Propane	2,776	904	3,000	2,900	3,000
6519-00000	Tires, Tubes & Rims	2,283	2,219	2,500	2,500	2,500
6527-00000	Janitorial Supplies	7,168	8,969	7,000	6,900	7,000
6529-00000	Chemicals	716	1,849	2,000	1,900	2,000
6537-00000	Safety Equipment	114	221	400	400	400
6545-00000	Tools & Shop Supplies	2,623	1,821	2,600	2,500	2,000
6550-00000	Minor Equipment	2,364	3,926	4,000	4,000	4,000
6565-00000	Stone/Gravel/Concrete/Asp	8,300	9,178	2,500	2,400	2,500
6586-00000	Concessions	351	126	0	0	0
6587-00000	Gift Expenditures	0	0	0	0	0
6589-00000	Materials & Supplies	48,387	40,839	41,000	40,500	41,000
TOTAL MATERIALS & SUPPLIES		88,802	88,063	81,700	79,600	80,700
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	0
7204-00000	Machinery & Equipment	0	2,435	0	0	0
7216-00000	Land Improvement	4,144	2,536	3,000	3,000	3,000
TOTAL CAPITAL OUTLAY		4,144	4,971	3,000	3,000	3,000
TOTAL PARKS		1,457,469	1,452,580	1,457,728	1,431,600	1,490,600

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Director of Parks	1.00	1.00	1.00	91,312	93,800	91,700
Parks Operations Manager	1.00	1.00	1.00	58,878	33,800	54,000
Park Revenue Facilities Manager	0.64	0.50	0.64	33,571	33,600	34,300
Parks Maintenance Worker	1.00	1.00	1.00	48,654	43,900	43,900
Parks Trades Technician	5.00	5.00	5.00	225,419	221,900	224,600
Zoo Specialist	1.00	1.00	1.00	42,566	43,100	43,100
Groundskeeper	5.00	5.00	5.00	223,022	217,600	222,000
Administrative Assistant	1.00	1.00	1.00	39,351	40,400	40,400
Overtime				17,000	17,000	17,000
Seasonal Help	6103	2.75	2.75	2.75	50,500	50,500
Health Insurance	6306				190,704	206,100
Retirement	6304				91,069	87,900
Social Security	6302				63,861	60,800
Life Insurance	6310				3,546	3,000
Income Continuation Insurance	6312				1,800	1,900
<b>TOTAL PERSONNEL</b>	<b>18.39</b>	<b>18.25</b>	<b>18.39</b>	<b>1,181,253</b>	<b>1,155,300</b>	<b>1,207,900</b>

# CAPITAL OUTLAY REQUEST SUMMARY

Dept: Parks

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 3,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Parks trees	NEW	1	3,000	3,000

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

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#### 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:

- Further 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
- Implemented 2009 Gypsy Moth Suppression Program

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue with the street tree pruning program
- Continue systematic tree hazard assessments and removals
- Implement 2010 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
- Increase tree planting program as recommended through the 2009 "Visioning" study
- 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	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
256,454	248,926	273,647	269,900	278,700

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7216-00000	Purchase trees for terrace planting	\$3,000
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ACCOUNT: 100-0620-XXXX-XXXXX  
 FUND: GENERAL  
 FUNCTION: FORESTRY  
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	173,663	179,706	188,107	186,500	187,800
6103-00000	Regular Pay - Temp Employee	0	0	0	0	0
<b>TOTAL PAYROLL - DIRECT LABOR</b>		<b>173,663</b>	<b>179,706</b>	<b>188,107</b>	<b>186,500</b>	<b>187,800</b>
Payroll - Indirect Labor						
63xx-00000	Fringe Benefits	69,886	54,419	57,290	58,200	61,900
<b>TOTAL PAYROLL - INDIRECT LABOR</b>		<b>69,886</b>	<b>54,419</b>	<b>57,290</b>	<b>58,200</b>	<b>61,900</b>
Contractual Services						
6401-00000	Contractual Services	0	0	5,500	4,200	5,000
6418-00000	Repairs to Motor Vehicles	3,323	3,784	3,500	3,500	4,000
6419-00000	Repairs to Tires	24	0	200	200	200
6421-00000	Maintenance Radios	0	118	0	0	0
6420-00000	Repairs to Tools & Equipment	0	0	200	200	200
6424-00000	Maintenance Office Equipment	0	41	0	0	0
6426-00000	Maint. Mach/Equip/Bldg/Struct	228	63	1,500	1,000	1,500
6458-00000	Conference & Training	873	1,203	1,200	1,000	1,000
6460-00000	Membership Dues	420	285	500	400	500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>4,868</b>	<b>5,494</b>	<b>12,600</b>	<b>10,500</b>	<b>12,400</b>
Utilities						
6475-00000	Telephones	0	0	200	200	200
<b>TOTAL UTILITIES</b>		<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>200</b>
Sundry Fixed Charges						
6496-00000	Licenses & Permits	0	0	200	200	200
<b>TOTAL FIXED CHARGES</b>		<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>200</b>
Materials & Supplies						
6503-00000	Clothing	752	100	500	0	0
6505-00000	Office Supplies	244	57	200	200	200
6507-00000	Books & Periodicals	0	154	200	100	100
6513-00000	Motor Oil (Lubricants)	64	33	150	800	800
6517-00000	Supplies/Repair Parts	1,088	958	2,500	2,500	3,500
6518-00000	Other Fuel/Propane	0	100	300	300	300
6519-00000	Tires, Tubes & Rims	813	1,129	2,000	1,500	2,000
6529-00000	Chemicals	487	0	300	300	300

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 PROP.	2009 EST.	2010 EST.
Account-Project						
6537-00000	Safety Equipment	159	49	400	300	300
6545-00000	Tools & Shop Supplies	991	751	700	500	700
6550-00000	Minor Equipment	84	0	3,000	3,000	3,000
6589-00000	Other Materials & Supplies	796	1,592	2,000	1,800	2,000
TOTAL MATERIALS & SUPPLIES		5,478	4,923	12,250	11,300	13,200
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
7216-00000	Land Improvements	2,559	4,384	3,000	3,000	3,000
TOTAL CAPITAL OUTLAY		2,559	4,384	3,000	3,000	3,000
TOTAL FORESTRY		256,454	248,926	273,647	269,900	278,700

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Arborist Crew Leader	1	1	1	45,371	45,100	45,100
Arborist	1	1	1	44,466	44,200	44,200
Urban Forestry Technician	1	1	1	44,671	43,500	44,700
Horticulturist	1	1	1	43,674	43,900	43,900
Overtime				9,925	9,800	9,900
Seasonal Help				0	0	0
Health Insurance	6306			19,765	21,800	21,900
Retirement	6304			22,196	21,900	24,600
Social Security	6302			14,389	13,500	14,400
Life Insurance	6310			500	500	500
Income Continuation Insurance	6312			440	500	500
<b>TOTAL PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>245,397</b>	<b>244,700</b>	<b>249,700</b>



## CAPITAL OUTLAY REQUEST SUMMARY

Dept: Forestry

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 3,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Forestry - terrace trees	NEW	1	3,000	3,000

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

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#### 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 seven 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 50 applications
  - 13 new projects in regular program
  - 4 first time buyer down payment assistance loans and rehabs with 2 buyer rehabs underway
- One Near East rental rehab project approved and completed
- Revised Downtown Overlay Ordinance adopted
- Developed and implemented a new Site Plan Review process and Site Plan Review Committee with Planning Services as the central point of contact
- Commenced process to update the Bicycle Circulation Plan
- Commenced work on Community Sustainability Plan
- One Comprehensive Plan text amendment adopted
- Plan approval for construction of 4 new structures in the Marion Road Redevelopment Area
- Construction and completion of 3 of four apartment buildings on the former Miles Kimball block in the South Shore Redevelopment Area
- Establish Neighbor Works in the community to work with neighborhood programming
- Obtained a \$600,000 Brownfield Grant from the Department of Commerce for the Marion Road Project

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Forward to Council a recommendation on a draft Sustainability Plan from the Sustainability Advisory Board and Sustainability Planning Committee
- Forward a Cooperative Plan to Council for adoption relative to the Boundary Agreement between the City and Town of Nekimi
- Forward a Cooperative Plan to Council for adoption relative to the Boundary Agreement between the City and Town of Black Wolf
- 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 the Plan Commission and Council to officially map a West Side Arterial route
- Forward to Council for its consideration and adoption a proposed update to the Economic Development Element of the Comprehensive Plan
- Working with the Information Technology Department, create a web page to provide information on economic development resources in the community
- Working with the Plan Commission, update the City's Sign Regulations for Council consideration.
- 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 NeighborWorks as and where appropriate in support of neighborhood improvement efforts and the creation of Neighborhood Associations, including the preparation and adoption of Neighborhood Improvement Plan(s) and associated Redevelopment Plan(s)
- Work with homeowners, complete 13 Housing Rehabilitation Projects
- Work with the Winnebago County Housing Authority First Time Home Buyer Program to provide CDBG funds to assist five households in purchasing homes

## ***SUMMARY***

FUND: GENERAL	FUNCTION: PLANNING SERVICES	DEPARTMENT: COMMUNITY DEVELOPMENT	ACCOUNT: 100-0740-XXXX-XXXXX	
2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
790,374	795,447	850,634	832,900	847,600

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000      2009 appropriation related to possible expenditures associated with Sustainability Advisory Board. Those expenses, however, came out of other line items.  
6458-00000      Increase to attend sustainability related conference(s).  
6460-00000      Increase for membership in ICLEI.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	565,451	575,013	595,061	603,200	604,900
6102-00000	Regular Pay - Part-time	0	2,276	4,000	4,000	4,000
TOTAL PAYROLL - DIRECT LABOR		565,451	577,289	599,061	607,200	608,900
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	212,129	206,236	235,958	211,500	223,200
TOTAL PAYROLL - INDIRECT LABOR		212,129	206,236	235,958	211,500	223,200
Contractual Services						
6401-00000	Contractual Services	0	0	2,000	0	0
6402-00000	Auto Allowance	2,397	2,129	2,259	2,000	2,300
6404-00000	Postage & Shipping	58	0	0	0	0
6408-00000	Printing & Binding	65	0	0	0	0
6410-00000	Advertising/Marketing	509	343	0	0	0
6424-00000	Maintenance Office Equipment	332	0	0	0	0
6454-00000	Legal Professional Services	0	0	0	0	0
6458-00000	Conference & Training	1,771	892	2,500	2,500	3,500
6460-00000	Membership Dues	2,410	2,607	3,096	4,000	4,000
6466-00000	Misc Contractual Services	0	1,949	0	0	0
TOTAL CONTRACTUAL SERVICES		7,542	7,920	9,855	8,500	9,800
Utilities:						
6475-00000	Telephones	229	126	148	100	100
TOTAL UTILITIES		229	126	148	100	100
Fixed Charges:						
6496-00000	Licenses & Permits	0	0	30	0	0
TOTAL FIXED CHARGES		0	0	30	0	0
Materials & Supplies						
6505-00000	Office Supplies	3,594	3,360	5,012	5,000	5,000
6507-00000	Books & Periodicals	1,429	516	570	600	600
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		5,023	3,876	5,582	5,600	5,600
Capital Outlay						
7214-00000	Buildings	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PLANNING SERVICES		790,374	795,447	850,634	832,900	847,600

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget	
Director-Community Development	1.00	1.00	1.00	113,010	113,000	113,000	
Administrative Assistant	1.00	1.00	1.00	49,162	54,200	49,200	
Director of Planning	1.00	1.00	1.00	80,964	82,800	83,200	
Principal Planner	2.00	2.00	2.00	139,951	141,600	143,300	
Assoc. Planner/Zoning Administrator	1.00	2.00	1.00	51,210	51,200	52,600	
Office Assistant	1.00	1.00	1.00	37,181	37,200	37,400	
Secretary I	0.50	0.50	0.50	16,496	15,000	16,000	
Associate Planner / GIS Specialist	1.00	0.00	1.00	55,440	55,400	56,800	
Housing Rehab Specialist	1.00	1.00	1.00	51,647	52,800	53,400	
Part-time	6102	0.40	0.40	4,000	4,000	4,000	
Health Insurance	6306			117,021	90,500	98,200	
Retirement	6304			70,217	71,200	75,000	
Social Security	6302			45,522	46,500	46,700	
Life Insurance	6310			1,808	1,800	1,800	
Income Continuation Insurance	6312			1,390	1,500	1,500	
<b>TOTAL PERSONNEL</b>		9.90	9.90	9.90	835,019	818,700	832,100

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

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#### 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

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Held quarterly meetings with Advisory Committee on Inspection Services in continuing efforts to improve communications and relations with contractors/public
- Work/participated with other City Departments/Divisions in developing procedures for a streamlined Inter-Departmental Development Review Process
- Coordinated inter-departmental review, utilizing the Advisory Committee on Inspection Services to review Article IV, Nuisances of Municipal Code, and Chapter 17
- Worked with Advisory Committee on Inspection Services, explore appropriateness of adoption of local building codes for homes predating the statewide Uniform Dwelling Code (June, 1980.)
- Worked with Advisory Committee on Inspection Services, explore appropriateness for modifications to Article II, Minimum Housing Code of Municipal Code, and Chapter 16
- Recommended adoption and implementation of a Revised Permit Fee schedule
- Researched costs associated with multi-lingual conversion of Division Brochures
- Published 3 newsletters to communicate code issues with customer base
- Continued to emphasize and enhance customer relations and services
- Continued conversion of Existing Property Files into Electronic Format
- Commenced modification of project brochures to a Project Guide Format to provide better guidance on Permit Application and Applicable Codes
- Improved/expanded web page



**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Continue Public Education efforts addressing community perceptions/attitudes toward Division
- Submit code modifications identified in committee meetings with the Code Review Committee to Common Council for codification
- Commence conversion of Division brochures to multi-lingual format
- Publish at least 3 newsletters
- Continue conversion of existing property files into electronic format

## ***SUMMARY***

FUND: GENERAL	FUNCTION: INSPECTION SERVICES	DEPARTMENT: COMMUNITY DEVELOPMENT	ACCOUNT: 100-0750-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
769,204	829,207	861,377	857,200	878,200

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6402-00000	Decrease due to mileage rate reimbursement reduction
6458-00000	Increase reflects increasing costs to attend conferences to maintain state licenses
6475-00000	Decrease due to new phone contracts
6496-00000	Increase based on state schedule for inspector licenses renewals
6505-00000	Decrease to offset increases in other line items
6507-00000	Increase to purchase four sets of commercial building codes which cycle every three years.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	531,120	559,389	574,329	574,000	578,000
TOTAL PAYROLL - DIRECT LABOR		531,120	559,389	574,329	574,000	578,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	204,327	236,445	250,018	248,800	264,200
TOTAL PAYROLL - INDIRECT LABOR		204,327	236,445	250,018	248,800	264,200
Contractual Services						
6401-00000	Contractual Services	405	210	0	0	0
6402-00000	Auto Allowance	12,814	14,381	15,325	13,500	14,000
6458-00000	Conference & Training	5,579	6,379	7,000	7,000	7,500
6460-00000	Membership Dues	655	710	650	700	700
TOTAL CONTRACTUAL SERVICES		19,453	21,680	22,975	21,200	22,200
Utilities						
6475-00000	Telephones	2,371	1,154	2,000	1,000	1,200
TOTAL UTILITIES		2,371	1,154	2,000	1,000	1,200
Fixed Charges						
6496-00000	Licenses and Permits	470	180	420	500	1,000
TOTAL FIXED CHARGES		470	180	420	500	1,000
Materials & Supplies						
6505-00000	Office Supplies	9,135	8,148	8,800	8,800	7,200
6507-00000	Books & Periodicals	2,085	1,470	1,500	1,500	3,000
6537-00000	Safety Equipment	0	0	50	100	100
6589-00000	Other Materials & Supplies	243	741	1,285	1,300	1,300
TOTAL MATERIALS & SUPPLIES		11,463	10,359	11,635	11,700	11,600
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL INSPECTION SERVICES		769,204	829,207	861,377	857,200	878,200

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Inspection Services Director	1.00	1.00	1.00	78,918	78,900	78,900
Building Systems Inspector	6.00	6.00	6.00	365,256	366,100	367,600
Housing Inspector	1.00	1.00	1.00	54,255	54,300	55,700
Secretary I	6102	2.50	2.50	75,900	74,700	75,800
Health Insurance	6306			135,978	134,800	145,900
Retirement	6304			67,771	67,700	71,700
Social Security	6302			43,936	43,900	44,200
Life Insurance	6310			950	1,000	1,000
Income Continuation Insurance	6312			1,383	1,400	1,400
<b>TOTAL PERSONNEL</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>824,347</b>	<b>822,800</b>	<b>842,200</b>

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

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**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 electric utilities and lighting poles for reconstructed 400 Block East parking lots
- Reviewed interim design documents for Main Street reconstruction project and new roundabouts
- Secured training for city staff on maintenance of city-owned fiber-optic cable

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Install traffic signals as approved by the Common Council.
- Develop and implement plan for replacing LED signal heads
- Develop detailed inventory of traffic signal hardware
- Re-time traffic signals
- Inspect future city-maintained electric infrastructure being installed during US Highway 41 reconstruction

## ***SUMMARY***

FUND: GENERAL	FUNCTION: ELECTRIC	DEPARTMENT: TRANSPORTATION	ACCOUNT: 100-0801-XXXX-XXXXX
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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
427,184	458,826	486,841	497,500	506,200

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6458-00000	Fiber optic training in 2009 will not need to be repeated for a couple of years
6509-00000	Includes purchase of software to facilitate 2010 signal re-timing and coordination effort
6517-00000	Emergency bucket truck repair in 2009 to fix hydraulic problem
6542-00000	Need to start replacing obsolete signal controllers
6565-00000	Increase in stone and gravel due to growing need to replace collapsed manholes

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	248,172	269,006	270,329	271,700	278,400
6103-00000	Regular Pay - Temp Employee	0	792	0	0	5,000
TOTAL PAYROLL - DIRECT LABOR		248,172	269,798	270,329	271,700	283,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	95,638	115,352	120,312	120,500	129,700
TOTAL PAYROLL - INDIRECT LABOR		95,638	115,352	120,312	120,500	129,700
Contractual Services						
6401-00000	Contractual Services	179	0	0	0	0
6404-00000	Postage/Shipping	17	0	0	0	0
6418-00000	Repairs to Motor Vehicles	5,426	997	4,300	4,500	4,500
6419-00000	Repairs to Tires	0	30	100	100	100
6420-00000	Repairs to Tools & Equipment	217	1,670	700	700	700
6421-00000	Maintenance Radios	1,617	0	600	600	500
6425-00000	Maintenance of Traffic Signals	6,798	4,453	3,300	4,000	4,000
6426-00000	Maint. Mach/Equip/Bldg/Struct	0	1,904	600	600	500
6432-00000	Equipment Rental	0	0	75	100	100
6448-00000	Special Services	0	0	300	300	300
6453-00000	Vehicle License & Registration	100	0	75	0	0
6458-00000	Conference and Training	20	0	10,000	10,000	200
6459-00000	Other Employee Training	50	196	600	700	700
6460-00000	Membership Dues	0	0	250	200	300
6466-00000	Misc Contractual Services	667	22	500	500	400
TOTAL CONTRACTUAL SERVICES		15,091	9,272	21,400	22,300	12,300
Utilities						
6471-00000	Electricity	25,355	26,218	29,600	27,200	28,600
6472-00000	Sewer Service	613	1,127	1,000	1,200	1,200
6473-00000	Water Service	863	1,523	1,300	1,500	1,500
6474-00000	Gas Service	1,902	1,749	1,730	2,200	2,300
6475-00000	Telephones	408	319	400	400	400
TOTAL UTILITIES		29,141	30,936	34,030	32,500	34,000
Fixed Charges						
6496-00000	Licenses and Permits	0	35	0	0	0
TOTAL FIXED CHARGES		0	35	0	0	0

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	796	553	2,500	2,500	1,500
6505-00000	Office Supplies	89	50	1,800	200	200
6507-00000	Books & Periodicals	0	367	500	1,200	500
6509-00000	Computer Supplies	110	239	250	200	2,200
6513-00000	Motor Oil (Lubricants)	55	0	50	0	0
6517-00000	Supplies/Repair Parts	2,070	751	1,470	8,500	1,500
6518-00000	Other Fuel/Propane	218	294	100	200	200
6519-00000	Tires, Tubes & Rims	0	0	400	400	400
6527-00000	Janitorial Supplies	0	246	200	200	200
6529-00000	Chemicals	27	0	100	100	100
6537-00000	Safety Equipment	231	872	1,000	1,000	1,000
6542-00000	Traffic Signal Materials	20,090	16,069	19,400	21,000	25,000
6545-00000	Tools & Shop Supplies	1,785	2,127	1,500	2,000	2,000
6550-00000	Minor Equipment	3,397	285	1,000	1,500	1,500
6565-00000	Stone/Gravel/Concrete/Asp	1,003	564	500	1,500	1,500
6589-00000	Other Materials & Supplies	9,271	11,016	10,000	10,000	9,000
TOTAL MATERIALS & SUPPLIES		39,142	33,433	40,770	50,500	46,800
Capital Outlay						
7212-00000	Radios	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ELECTRIC		427,184	458,826	486,841	497,500	506,200



***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Electrical Traffic Division Supervisor	1	1	1	66,945	69,600	71,600
Electrician I	4	4	4	200,884	199,600	204,300
Overtime				2,500	2,500	2,500
Part-time Seasonal	6103			0	0	5,000
Health Insurance	6306			66,610	66,500	72,800
Retirement	6304			31,899	32,100	34,500
Social Security	6302			20,680	20,800	21,300
Life Insurance	6310			468	500	500
Income Continuation Insurance	6312			655	600	600
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>390,641</b>	<b>392,200</b>	<b>413,100</b>

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

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#### 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
- Continued installation of new destination signs
- Upgrade and removal of signage on major arterials
- Supported experimental demonstration of ladder-style crosswalks near schools
- Worked with Wisconsin Department of Transportation and consultants on developing signage plans for new roundabouts

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to implement the Mayor's Gateway Committee's recommendations
- Review and update guidelines for installation of specific types of signage
- Continue street name sign replacement program
- Start upgrading 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
- Continue to support the Oshkosh Safe Routes to School Committee

## ***SUMMARY***

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

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2007 ACTUAL EXPENDITURE	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
196,127	170,467	200,622	195,200	200,200

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COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	96,570	82,051	92,664	88,200	89,500
6103-00000	Regular Pay - Seasonal	12,720	11,388	15,300	15,300	15,800
TOTAL PAYROLL - DIRECT LABOR		109,290	93,439	107,964	103,500	105,300
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	47,561	44,197	47,418	46,600	49,700
TOTAL PAYROLL - INDIRECT LABOR		47,561	44,197	47,418	46,600	49,700
Contractual Services						
6418-00000	Repairs to Motor Vehicles	2,383	2,444	2,600	2,500	2,500
6419-00000	Repairs to Tires	0	15	100	100	100
6420-00000	Repairs to Tools & Equipme	0	0	100	100	100
6421-00000	Maintenance Radios	131	0	550	500	500
6426-00000	Maint. Mach/Equip/Bldg/Str	40	22	200	200	200
6432-00000	Equipment Rental	0	0	50	100	100
6459-00000	Other Employee Training	0	0	300	300	300
6466-00000	Misc Contractual Services	28	0	100	100	100
TOTAL CONTRACTUAL SERVICES		2,582	2,481	4,000	3,900	3,900
Utilities						
6471-00000	Electricity	1,494	1,549	1,740	1,800	1,900
6472-00000	Sewer Service	16	0	0	0	0
6473-00000	Water Service	24	0	0	0	0
6474-00000	Gas Service	1,867	2,462	2,640	1,900	2,000
TOTAL UTILITIES		3,401	4,011	4,380	3,700	3,900
Materials & Supplies						
6503-00000	Clothing	408	651	650	600	600
6505-00000	Office Supplies	54	0	50	100	100
6507-00000	Books & Periodicals	0	0	100	100	100
6509-00000	Computer Supplies	0	0	200	100	100
6517-00000	Supplies/Repair Parts	1,542	1,544	1,800	1,600	1,600
6518-00000	Other Fuel/Propane	43	0	50	100	0
6519-00000	Tires, Tubes & Rims	0	0	1,000	1,000	500
6527-00000	Janitorial Supplies	15	0	20	0	0
6537-00000	Safety Equipment	133	164	350	300	300
6540-00000	Sign Materials	9,136	10,403	9,240	9,200	9,700
6541-00000	Pavement Markings	21,163	13,166	22,500	23,500	23,500
6545-00000	Tools & Shop Supplies	403	238	500	500	500
6589-00000	Other Materials & Supplies	396	173	400	400	400
TOTAL MATERIALS & SUPPLIES		33,293	26,339	36,860	37,500	37,400
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL SIGN		196,127	170,467	200,622	195,200	200,200

**PERSONNEL SCHEDULE**

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Traffic Painter II	1	1	1	46,779	45,900	46,100
Traffic Painter	1	1	1	45,885	42,300	43,400
Part-time seasonal	6103			15,300	15,300	15,800
Health Insurance	6306			27,701	27,800	30,100
Retirement	6304			10,934	10,400	11,100
Social Security	6302			8,259	7,900	8,000
Life Insurance	6310			292	300	300
Income Continuation Insuran	6312			232	200	200
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>155,382</b>	<b>150,100</b>	<b>155,000</b>

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

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**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 five.

**PRODUCTS & SERVICES:**

- Collection of recyclable materials from residential developments (four units or less including condominiums) every other week for single stream recycling
- 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:**

- Ordered new collection vehicles and recycling carts to implement automated single stream collection in fall
- Began public education on single stream recycling through use of web site, TV, radio, newspaper
- Awarded a Recycling Efficiency Incentive Grant in the amount of \$36,771.21 for an educational campaign to promote electronic recycling

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Continue to educate the public on single stream recycling
- Monitor collection routes to evaluate cart utilization and equal balance of stops per route

## SUMMARY

FUND: GENERAL	FUNCTION: RECYCLING	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 211-0480-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:		669,532	669,532	1,361,702	1,361,702	(287,647)
<b>REVENUES:</b>						
Net Levy Required #4102		1,037,951	1,037,951	937,951	937,951	478,200
State Aids #4227		330,000	402,371	359,000	360,700	350,000
Fines		12,000	0	12,000	0	0
Drop-off fees #4554		80,000	69,301	70,000	69,000	69,000
Recycling fee #4556		0	16,976	0	15,000	12,000
Special Charge for Recycling #4559						963,400
Recycling surplus - commodity rebate		0	0	100,000	0	0
Miscellaneous #4972		0	1,773	0	0	0
Other Reimbursements #4966			276,760	0	0	0
Surplus Applied		25,000	25,000	255,259	255,259	0
<b>TOTAL RESOURCES:</b>		<b>1,484,951</b>	<b>1,830,132</b>	<b>1,734,210</b>	<b>1,637,910</b>	<b>1,872,600</b>
<b>EXPENSES:</b>						
Personnel		506,076	440,374	543,760	491,400	380,400
Contractual Services		758,725	664,397	750,200	617,800	424,200
Fixed Charges		100	100	100	100	100
Materials & Supplies		12,050	8,091	10,150	9,300	7,900
Capital Outlay		208,000	0	430,000	1,601,400	182,600
Reserve for Equipment Replacement			0	0	312,000	136,000
<b>TOTAL USES:</b>		<b>1,484,951</b>	<b>1,112,962</b>	<b>1,734,210</b>	<b>3,032,000</b>	<b>1,131,200</b>
<b>CURRENT NET SURPLUS/DEFICIT</b>		<b>0</b>	<b>717,170</b>	<b>0</b>	<b>(1,394,090)</b>	<b>741,400</b>
Ending Fund Balance:		644,532	1,361,702	1,106,443	(287,647)	453,753
Fund balance allocations:						
Reserved for equipment replacement						448,000
Undesignated						5,753

### REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000	2010 - reduction from elimination of two full-time employees
6445-00000	2010 - expense calculated from 4,400 tons @ \$15 per ton
7204-00000	2009 - expense for recycling carts and loader
7210-00000	2009 - expense for three automated collection vehicles

### EXPLANATION OF CAPITAL OUTLAY:

7204-00000	GPS for automated vehicle location system	2,600	
	Loader	<u>180,000</u>	
			\$182,600

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	234,794	275,513	335,683	323,900	233,300
6103-00000	Regular Pay - Temp Employee	18,908	16,894	13,500	14,800	14,800
TOTAL PAYROLL - DIRECT LABOR		253,702	292,407	349,183	338,700	248,100
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	109,023	147,967	194,577	152,700	132,300
TOTAL PAYROLL - INDIRECT LABOR		109,023	147,967	194,577	152,700	132,300
Contractual Services						
6401-00000	Contractual Services	26,901	0	0	0	2,000
6404-00000	Postage & Shipping	0	0	0	7,300	0
6410-00000	Advertising/Marketing	4,817	4,922	7,000	5,000	6,000
6432-00000	Equipment Rental	536,981	594,004	680,000	550,000	350,000
6445-00000	Land Fill Fees	79,454	65,471	63,000	55,500	66,000
6458-00000	Conference & Training	255	0	200	0	200
TOTAL CONTRACTUAL SERVICES		648,408	664,397	750,200	617,800	424,200
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	1,204	4,814	2,800	2,700	2,500
6505-00000	Office Supplies	167	70	500	700	800
6507-00000	Books & Periodicals	0	0	100	100	100
6509-00000	Computer Supplies	184	0	300	100	200
6517-00000	Supplies/Repair Parts	0	81	0	300	0
6527-00000	Janitorial Supplies	0	0	0	0	0
6537-00000	Safety Equipment	0	444	300	100	200
6545-00000	Tools & Shop Supplies	0	68	150	100	100
6565-00000	Stone/Gravel/Concrete/Asp	0	0	0	0	0
6589-00000	Other Materials & Supplies	2,728	2,614	6,000	5,200	4,000
TOTAL MATERIALS & SUPPLIES		4,283	8,091	10,150	9,300	7,900
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	963,400	182,600
7210-00000	Motor Vehicles	0	0	430,000	638,000	0
7214-00000	Buildings	0	0	0	0	0
	Reserve for Equipment Repl.	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	430,000	1,601,400	182,600
TOTAL RECYCLING		1,015,516	1,112,962	1,734,210	2,720,000	995,200



***PERSONNEL SCHEDULE***

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

Position		Current	Current	2010	2009	2009	2010
Title		Actual	Budgeted	Proposed	Budget	Estimated	Proposed
		Employees	Employees	Employees	Approp.	Expend.	Budget
Sanitation Supervisor		0.5	0.5	0.5	36,359	25,500	26,100
Sanitation Crew Leader		1.0	1.0	1.0	44,783	45,000	45,000
Sanitation Operator		5.0	5.0	3.0	220,423	221,000	134,900
Office Assistant		0.5	0.5	0.5	19,118	18,300	19,200
Seasonal Help					13,500	14,800	14,800
Overtime					15,000	14,100	8,100
Health Insurance	6306				126,528	99,100	84,500
Retirement	6304				39,611	31,500	28,700
Social Security	6302				26,713	20,500	17,700
Life Insurance	6310				975	900	800
Estimated Adjustment to Salaries					0	0	0
Income Continuation Insurance	6312				750	700	600
<b>TOTAL PERSONNEL</b>		<b>7.0</b>	<b>7.0</b>	<b>5.0</b>	<b>543,760</b>	<b>491,400</b>	<b>380,400</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: PUBLIC WORKS - RECYCLING

**TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:** \$ 182,600

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	GPS for automated vehicle location system	New	4	650	2,600
2	Loader	Replace	1	180,000	180,000

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

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**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 third year of the re-lamping program
- Continued to meter city-owned streetlights
- Installed developer-owned streetlights in new sub-divisions
- Continued installation of experimental LED streetlights
- Created a policy regarding use of bridge lighting system

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Develop written guidelines on purpose, use and recommended layout of street lighting
- Continue re-lamping program
- Review street lighting plans for new sub-divisions
- Continue retro-fitting of LED into streetlights
- Install solar-powered streetlights

## *SUMMARY*

FUND: GENERAL	FUNCTION: STREET LIGHTING	DEPARTMENT: TRANSPORTATION	ACCOUNT: 223-0460-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:	106,705	106,705	179,098	179,098	248,276	248,276
<u>REVENUES:</u>						
Net Levy Required #4102	1,194,771	1,194,771	1,247,778	1,247,778	1,150,100	1,150,100
Misc Rev #4972	0	0	0	0	0	0
Surplus Applied #4966	0	0	0	0	70,000	70,000
TOTAL SOURCES:	1,194,771	1,194,771	1,247,778	1,247,778	1,220,100	1,220,100
<u>EXPENSES:</u>						
Contractual Services #6400's	32,000	420	9,000	50,000	30,000	30,000
Utilities #6471	1,141,771	1,101,554	1,226,778	1,101,600	1,156,100	1,156,100
Materials & Supplies #6500's	21,000	20,404	12,000	27,000	34,000	34,000
Capital Outlay #7200's	0	0	0	0	0	0
TOTAL USES:	1,194,771	1,122,378	1,247,778	1,178,600	1,220,100	1,220,100
CURRENT NET SURPLUS/(DEFICIT)	0	72,393	0	69,178	0	0
Ending Fund Balance	106,705	179,098	179,098	248,276	178,276	178,276

### COMMENTS:

### REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000                    2008 expenses for de-watting were billed in 2009  
6471-00000                    Electricity - 2009 charges were lower than budgeted due to the cost-saving benefits of de-watting of street lights in earlier years  
6517-00000                    Materials and supplies - increased expenses are foreseen in order to retrofit LEDs into existing street lights, as well as to re-stock the inventory of decorative lighting poles

### EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	3,740	420	9,000	50,000	30,000
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		3,740	420	9,000	50,000	30,000
Utilities						
6471-00000	Electricity	1,115,581	1,101,554	1,226,778	1,101,600	1,156,100
TOTAL UTILITIES		1,115,581	1,101,554	1,226,778	1,101,600	1,156,100
Materials & Supplies						
6517-00000	Supplies	13,142	19,104	10,000	25,000	30,000
6565-00000	Stone/Gravel/Concrete/Asp	478	601	1,000	1,000	2,000
6589-00000	Other Materials & Supplies	697	699	1,000	1,000	2,000
TOTAL MATERIALS & SUPPLIES		14,317	20,404	12,000	27,000	34,000
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL STREET LIGHTING		1,133,638	1,122,378	1,247,778	1,178,600	1,220,100

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

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#### 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 and assisting them to age in place.

#### PRODUCTS & SERVICES:

- Provides opportunities for making informed decisions and developing skills to better cope with issues associated with growing older
- Fox Fitness Center (exercise equipment) and a variety of exercise, weight loss, healthy eating and healthy life style opportunities for people age 50+
- 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
- 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
- Meeting space for groups and individuals; rentals generate \$30,000 annually
- Information to aging individuals, their families, other agencies, university students, and community on aging issues and/or available community services

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Have frequently broken the 300 daily participants, an increase of over 5%
- Developed a working agreement with the UW Oshkosh School of Nursing to enhance our Health Program offerings
- Four new members of the Oshkosh Committee on Aging are area professionals
- Applied for and received a grant from the Women's Division
- Wonderful presence and participation on the Oshkosh 4th of July Parade
- Making regular appearances on the WOSH morning show
- Well on the way to accomplishing more than 6 OSC community presentations

- Began holding monthly soup and meal days, accomplished by 3 volunteer teams with over 300 people in attendance for hot dog day
- Over 300 involved in the quarterly “Women’s Wellness” retreats
- Hosted “Active Aging” week, with over 240 in attendance
- Began “Social for the Single Seniors” averaging 25 in attendance
- Developed a “Matter of Balance” Falls Prevention workshop, held 2 sessions
- Hosting of Legal workshops and individual appointments, provided by local attorneys
- Developed Arthritis Exercise session classes averaging 55 people per class
- Conducting fitness assessments and orientation classes for all participants, attendance has doubled since their inception
- Hosted 2<sup>nd</sup> annual senior triathlon with the inclusion of a single day event as well
- Continue to work with staff, Friends of Oshkosh Senior Center and volunteers to significantly improve our equal treatment of each building participants and our level of customer service
- Partnered twice with the Police department to host a “Car Fit” program with over 50 in attendance
- Committee on Aging is bringing back the “Living in 2010 Aging Conference” along with a community committee of volunteers, to be held at the Convention Center with 800 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
- Recruit and develop a relationship with a professional marketer for their pro-bono assistance in developing a marketing plan
- Create at least 1 new significant program for each of the three categories of older adults (50–65, 65-80, & 80+)
- 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
- 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

**SUMMARY**

FUND: GENERAL	FUNCTION: SENIOR SERVICES	DEPARTMENT: COMMUNITY DEVEL	ACCOUNT: 231-0760-XXXX-XXXX
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	2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:	(15,818)	(15,818)	19,471	19,471	20,971
<b>REVENUES</b>					
Net Levy Required #4102	372,477	372,477	372,477	372,500	367,700
County Aid #4246	22,000	22,360	8,400	21,500	22,000
Grants & Aids #4260	45,400	45,248	44,400	44,500	44,500
Copying Charges #4517	200	176	100	200	100
Misc Serv Charge #4792	19,200	25,028	26,600	26,000	26,900
Serv Charge Comm Dev #4811	14,000	14,437	14,000	15,000	15,000
Building Rent #4924	32,000	35,193	30,000	31,000	33,800
Gifts & Donations #4952	57,000	48,446	40,226	25,000	41,900
Misc Revenue #4972	41,717	472	0	0	0
Surplus Applied #4966	0	0	0	0	10,000
<b>TOTAL SOURCES:</b>	<b>603,994</b>	<b>563,837</b>	<b>536,203</b>	<b>535,700</b>	<b>561,900</b>
<b>EXPENSES:</b>					
Personnel #6300's	517,453	427,046	439,141	439,900	465,300
Contractual Services #6400's	13,909	20,921	18,709	18,600	18,700
Utilities #647x's	52,273	52,859	56,784	55,300	58,200
Fixed Charges #648x-649x	7,561	7,320	7,071	7,200	7,000
Material & Supplies #6500's	12,798	13,748	14,498	13,200	12,700
Capital Outlay #7200's	0	6,654	0	0	0
<b>TOTAL USES:</b>	<b>603,994</b>	<b>528,548</b>	<b>536,203</b>	<b>534,200</b>	<b>561,900</b>
<b>CURRENT NET SURPLUS/DEFICIT</b>	<b>0</b>	<b>35,289</b>	<b>0</b>	<b>1,500</b>	<b>0</b>
Ending Fund Balance:	(15,818)	19,471	19,471	20,971	10,971

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6505-00000	Decrease based on 2009 anticipated usage
6507-00000	Decrease to offset increases in other line items
6537-00000	Decrease to offset increases in other line items
6557-00000	Decrease based on past usage

EXPLANATION OF CAPITAL OUTLAY:



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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	288,804	223,982	213,058	206,300	214,000
6102-00000	Regular Pay - Part-time	86,600	70,732	90,766	97,700	98,400
TOTAL PAYROLL - DIRECT LABOR		375,404	294,714	303,824	304,000	312,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	156,649	132,332	135,317	135,900	152,900
TOTAL PAYROLL - INDIRECT LABOR		156,649	132,332	135,317	135,900	152,900
Contractual Services						
6401-00000	Contractual Services	2,784	3,074	2,500	2,300	2,500
6402-00000	Auto Allowance	1,007	1,723	1,400	1,200	1,400
6404-00000	Postage & Shipping	1,134	2,417	3,200	2,900	3,200
6408-00000	Printing & Binding	1,002	127	800	600	800
6426-00000	Maint Mach/Equip/Bldg/Struct	8,385	9,736	7,000	7,900	7,000
6432-00000	Equipment Rental	1,594	1,468	1,800	1,800	1,800
6458-00000	Conference & Training	2,356	1,738	1,600	1,500	1,600
6460-00000	Membership Dues	65	165	409	400	400
6466-00000	Misc Contractual Services	0	473	0	0	0
TOTAL CONTRACTUAL SERVICES		18,327	20,921	18,709	18,600	18,700
Utilities						
6471-00000	Electricity	25,042	28,830	27,602	28,600	30,000
6472-00000	Sewer Service	1,006	2,015	1,429	1,300	1,400
6473-00000	Water Service	1,885	2,609	2,232	1,600	2,200
6474-00000	Gas Service	12,771	13,193	19,030	17,500	18,100
6475-00000	Telephones	2,858	2,940	3,014	3,300	3,000
6476-00000	Storm Water	2,945	3,272	3,477	3,000	3,500
6479-00000	Other Utilities	52	0	0	0	0
TOTAL UTILITIES		46,559	52,859	56,784	55,300	58,200
Fixed Charges						
6481-00000	Workers Compensation	4,871	4,290	3,323	3,500	3,300
6482-00000	Building & Contents	2,232	2,195	2,751	2,500	2,700
6483-00000	Comprehensive Liability	564	564	560	700	600
6494-00000	Boiler Insurance	380	271	437	400	400
6496-00000	Licenses and Permits	0	0	0	100	0
TOTAL FIXED CHARGES		8,047	7,320	7,071	7,200	7,000

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Materials & Supplies						
6505-00000	Office Supplies	2,425	2,549	3,200	2,500	2,800
6507-00000	Books & Periodicals	72	503	300	200	0
6517-00000	Supplies/ Repair Parts	1,546	664	1,000	1,200	1,000
6527-00000	Janitorial Supplies	2,211	3,367	3,448	3,600	3,400
6537-00000	Safety Equipment	50	0	50	100	0
6557-00000	Medical Supplies	3,900	3,355	5,000	4,000	4,000
6565-00000	Stone/Gravel/Concrete/Asphalt	0	29	0	0	0
6589-00000	Other Materials & Supplies	2,589	3,281	1,500	1,600	1,500
TOTAL MATERIAL & SUPPLIES		12,793	13,748	14,498	13,200	12,700
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	0
7204-00000	Machinery & Equipment	4,074	6,654	0	0	0
TOTAL CAPITAL OUTLAY		4,074	6,654	0	0	0
TOTAL SENIOR SERVICES		621,853	528,548	536,203	534,200	561,900

***PERSONNEL SCHEDULE***

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

Position Title		Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Director of Senior Services		1.00	1.00	1.00	59,013	59,000	60,600
Building Maintenance Custodian II		1.00	1.00	1.00	40,709	40,700	40,900
Program Coord.		1.00	1.00	1.00	46,442	46,400	46,700
Office Assistant		1.00	1.00	1.00	36,345	29,700	35,100
Clerk Typist II		1.00	1.00	1.00	30,549	30,500	30,700
Marketing Coordinator (P.T.)	6102	0.47	0.47	0.47	12,608	12,100	12,100
Nurse (P.T.)	6102	0.73	0.73	0.73	40,840	42,200	42,200
Maintenance Person (P.T.)	6102	0.47	0.47	0.40	6,340	3,500	6,200
Activities Coordinator (P.T.)	6102	0.65	0.65	0.65	18,599	18,200	18,200
Volunteer Coordinator (P.T.)	6102	0.47	0.47	0.47	12,379	16,000	16,000
Development Coord. (P.T.)	6102	0.00	0.00	0.37	0	5,700	3,700
Health Insurance	6306				76,994	78,600	90,900
Retirement	6304				33,391	32,900	36,800
Social Security	6302				23,243	22,800	23,500
Life Insurance	6310				1,071	1,000	1,100
Income Continuation Insurance	6312				618	600	600
Other Benefits	6320				0	0	0
Reserve for Adjustment to Salaries					0	0	0
<b>TOTAL PERSONNEL</b>		<b>7.79</b>	<b>7.79</b>	<b>8.09</b>	<b>439,141</b>	<b>439,900</b>	<b>465,300</b>

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

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#### 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.

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

The Oshkosh Public Library initiated major changes at the end of 2008 to upgrade customer service and create an atmosphere that enhances the customer's overall library experience. Changes made in late 2008 and continuing into 2009 have created an atmosphere on first floor that is more social and vibrant – a lot like a popular bookstore. Second floor appeals to customers who want a quieter place to read, do research, use local history and genealogy collections, or study. Some of the key changes included:

- Moving fiction collections to 2<sup>nd</sup> floor, closer to staff who are experts at recommending good reading material

- Moving the Our Space teen area down to 1<sup>st</sup> floor and adding new furnishings that appeal to teens.
- Redesigning the area for new books on 1<sup>st</sup> floor, with bookstore-style display shelves that make it easier to browse.
- Installing new self-service checkout units, to move staff away from routine, mechanical checkout duties and free them up to work more closely with customers to find materials, handle questions about library use and provide computer assistance.

The Oshkosh Public Library also introduced its first Featured Collection – Green Living - in fall 2008. Featured Collections group similarly-themed books and other resources from throughout the library into one easy-to-browse collection, making it easier for library customers to find resources on popular topics. Green Living pulls together the latest resources on environmentally friendly practices, which previously were spread throughout the library in different subject areas. Companion links on the library web site direct library users to related electronic resources the library offers. Featured Collections on topics including personal finance and self-help also are planned.

Adult programming continues to grow, with events designed to bring people with a wide variety of interests to the library. Programs since fall 2008 have included both local and nationally-known best-selling authors, local history and genealogy presentations, book discussions, Gallery Walk exhibits - even a watercolor demonstration and a fashion show on the history of American style. Most of the events have been collaborations with local organizations.

Beyond cultural activities the library also works with the University of Wisconsin-Oshkosh to offer tax assistance and with the Winnebago County courts to offer free legal assistance to community members.

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Complete a long-range facility development plan
- Complete addition of Radio Frequency Identification (RFID) inventory control / materials security tags to items in the library's book collection
- Continue to use the library's strategic plan to guide decision-making and prioritize action

## **2010 LIBRARY BUDGET SUMMARY**

The 2010 library budget is \$3,558,700. This is an increase of \$5,683 from the 2009 budget approved by the library board on October 15, 2008 and a decrease of \$74,317 from the revised 2009 budget approved by the library board on April 30, 2009. The approved city levy for 2010 library support is \$2,492,500. This is an increase of \$71,594 (or 2.96%) from the 2009 approved levy amount. As detailed below, library revenues from sources other than the city levy are expected to decrease by \$50,100 in 2010.

Under the budget constraints of the past four 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 2010, result in a \$21,900 drop in funding from Winnebago County. This follows on the heels of a \$61,000 drop in county funding from 2008 to 2009.

### **Revenues**

Expected net revenues decrease by \$50,100. The largest factor is the \$21,900 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 2009 budgeted levels. We believe that our effort to notify library customers via email of impending due dates for borrowed materials is a significant reason for the continuing decrease of fine revenues. Finally, 2009 revenues benefited by the \$11,500 sale of the bookmobile to Fond du Lac Public Library, while no comparable source of miscellaneous revenues is foreseen in 2010.

Reimbursements for use by rural residents of adjoining counties will decrease by \$3,800 to a 2010 total of \$33,200. We expect contractual revenues from the Winnefox Library System to increase by about \$2,000.

## **Expenditures**

Notable changes in expenditure levels are as follows:

### **Salaries & Wages – change unknown pending labor contract settlement**

Salary increases for all union and non-represented staff are budgeted at 0%. The current contract with AFSCME local 796-A expires on December 31, 2009. Changes to salaries and wages that will follow from settlement of a new contract are not reflected in this budget.

### **Fringe Benefits – decrease \$10,632**

Changes to the mix of insurance coverage choices by library employees created savings that offset increases to employer contributions for health insurance premiums and retirement.

### **Contractual Services – decrease \$9,145**

We are working with our cleaning contractors to reduce the cost of services in 2010.

### **Maintenance of Machinery, Equipment and Structures – increase \$7,825**

This line is higher in anticipation of increased costs for maintenance of the library's fire safety and other building systems.

### **Legal Professional Services – increase \$11,000**

We anticipate higher legal professional expenses with the negotiation of a new labor contract.

### **Office Supplies – increase \$10,000**

Higher office supplies expenditures are expected as we purchase Radio Frequency Identification (RFID) inventory control / materials security tags for new library materials.

## SUMMARY

FUND: GENERAL	FUNCTION: LIBRARY	DEPARTMENT: LIBRARY	ACCOUNT: 239-1060-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:		107,193	107,193	305,261	305,261	287,361
<u>REVENUES</u>						
Net Levy Required #4102		2,466,445	2,466,445	2,420,906	2,420,900	2,492,500
Fines #4601		87,500	74,210	75,000	60,000	60,000
Photocopier #4603		5,750	13,132	12,500	12,500	12,500
Collection Service Fees		7,500	0	7,000	7,000	7,000
Winnebago County #4240, #4613		762,356	1,067,430	701,311	701,300	679,400
Calumet County #4613		0	0	974	1,000	2,300
Fond du Lac County #4613		17,252	0	21,585	21,600	18,400
Green Lake County #4613		2,903	0	3,671	3,700	3,800
Waushara County #4613		9,372	0	10,688	10,700	8,700
Winnefox #4613		79,734	0	80,444	80,400	79,400
WALS #4613		194,885	0	196,188	180,400	183,400
Trust Fund Interest #4908		9,000	9,218	9,000	7,600	9,000
Meeting Room Rent Income #4617		2,250	3,135	2,250	1,700	2,300
Grant Revenue #4260		0	7,700	0	3,100	0
Gifts & Donations #4952		0	0	0	0	0
Miscellaneous #4619		0	802	11,500	11,600	0
Surplus Applied		0	0	0	0	0
<b>TOTAL SOURCES:</b>		<b>3,644,947</b>	<b>3,642,072</b>	<b>3,553,017</b>	<b>3,523,500</b>	<b>3,558,700</b>
<u>EXPENSES:</u>						
Personnel #6300's		2,566,054	2,432,521	2,495,228	2,448,700	2,473,000
Contractual Services #6400's		445,904	436,115	460,203	468,100	468,200
Utilities #6470's		155,887	156,880	160,905	161,500	168,600
Fixed Charges #648x-649x's		13,749	13,063	12,987	12,900	12,200
Materials & Supplies #6500's		449,753	386,216	423,694	450,000	434,400
Capital Outlay #7200's		13,600	19,209	0	200	2,300
<b>TOTAL USES:</b>		<b>3,644,947</b>	<b>3,444,004</b>	<b>3,553,017</b>	<b>3,541,400</b>	<b>3,558,700</b>
CURRENT NET SURPLUS/ (DEFICIT)		0	198,068	0	(17,900)	0
Ending Fund Balance:		107,193	305,261	305,261	287,361	287,361
Debt Principal Payment - Paid by City			465,000	480,000	480,000	
Debt Interest Payment - Paid by City			99,000	80,400	123,600	
Outstanding Debt after '09		1,653,600				
Average yearly pmt.		551,200				
number of payment years		3				
remaining.						

EXPLANATION OF CAPITAL OUTLAY:

7202-00000	Aficio MP 1600 digital copier / Children's Department	1,300
7202-00000	Aficio MP 171 digital copier / Rederence Department	1,000



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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,687,528	1,731,188	1,765,110	1,788,300	1,753,600
TOTAL DIRECT LABOR		1,687,528	1,731,188	1,765,110	1,788,300	1,753,600
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	757,314	701,333	730,118	660,400	719,400
TOTAL INDIRECT LABOR		757,314	701,333	730,118	660,400	719,400
Contractual Services						
6401-00000	Contractual Services	396,395	347,566	350,403	350,400	340,700
6402-00000	Auto Allowance	1,298	1,700	1,700	200	900
6404-00000	Postage & Shipping	20,709	17,821	17,500	17,500	17,500
6410-00000	Advertising/Marketing	4,373	4,206	8,350	8,400	6,000
6418-00000	Repairs to Motor Vehicles	1,112	8	0	0	0
6424-00000	Maintenance Office Equipment	18,966	7,435	19,775	19,800	21,700
6426-00000	Maint Mach/Equip/Bldg/Struct	93,310	34,650	46,900	58,600	54,700
6432-00000	Equipment Rental	0	0	200	200	200
6437-00000	Parking Facility Rental	4,455	4,350	4,350	4,400	4,400
6448-00000	Special Services	2,181	1,678	2,750	2,000	2,800
6454-00000	Legal Professional Service	29,877	11,684	4,000	4,000	15,000
6458-00000	Conference & Training	2,590	3,492	3,150	1,500	3,200
6459-00000	Other Employee Training	0	687	0	0	0
6460-00000	Membership Dues	710	838	1,025	1,000	1,000
6466-00000	Misc Contractual Services	0	0	100	100	100
TOTAL CONTRACTUAL SERVICES		575,976	436,115	460,203	468,100	468,200
Utilities						
6471-00000	Electricity	105,135	110,480	114,532	114,500	120,200
6472-00000	Sewer Service	2,159	2,294	2,620	2,600	2,700
6473-00000	Water Service	3,062	3,183	3,494	3,500	3,600
6474-00000	Gas Service	30,465	32,507	31,670	31,700	32,800
6475-00000	Telephones	7,515	7,024	7,500	7,500	7,500
6476-00000	Storm Water	1,392	1,392	1,089	1,700	1,800
TOTAL UTILITIES		149,728	156,880	160,905	161,500	168,600
Sundry Fixed Charges						
6481-00000	Workers Compensation	2,457	1,989	1,630	1,600	1,600
6482-00000	Building & Contents	7,572	7,710	8,297	8,300	8,000
6483-00000	Comprehensive Liability	1,128	1,128	1,119	1,100	1,000
6485-00000	Vehicle Insurance	997	1,007	0	0	0
6494-00000	Boiler Insurance	1,518	1,084	1,741	1,700	1,400
6496-00000	Licenses and Permits	0	145	200	200	200
TOTAL SUNDRY FIXED CHARGES		13,672	13,063	12,987	12,900	12,200

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Materials & Supplies						
6505-00000	Office Supplies	37,267	21,393	35,784	35,800	45,800
6509-00000	Computer Supplies	3,062	2,579	2,500	2,500	2,800
6514-00000	Gasoline	0	0	200	200	500
6517-00000	Supplies/Repair Parts	14,349	9,148	13,000	10,000	13,000
6527-00000	Janitorial Supplies	2,655	2,684	2,220	3,000	2,700
6529-00000	Chemicals	1,369	647	1,500	700	1,500
6537-00000	Safety Equipment	70	0	100	100	100
6550-00000	Minor Equipment	875	2,050	1,200	1,200	1,000
6575-00000	Other Library Materials	400,924	345,509	365,695	395,000	365,000
6589-00000	Other Materials & Supplies	1,465	2,206	1,495	1,500	2,000
TOTAL MATERIALS & SUPPLIES		462,036	386,216	423,694	450,000	434,400
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	17,779	0	0	0	2,300
7204-00000	Machinery & Equipment	0	19,209	0	200	0
TOTAL CAPITAL OUTLAY		17,779	19,209	0	200	2,300
TOTAL LIBRARY		3,664,033	3,444,004	3,553,017	3,541,400	3,558,700
Estimated Revenues		1,154,394	1,175,627	1,132,111	1,102,600	1,066,200
TOTAL NET LEVY		2,509,639	2,268,377	2,420,906	2,438,800	2,492,500

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Director	1.00	1.00	1.00	102,003	102,200	102,200
Admin. Librarian	1.00	1.00	1.00	72,477	106,800	70,800
Managing Non-Librarian	1.00	1.00	1.00	59,415	58,400	59,500
Managing Librarian	4.00	4.00	4.00	257,166	259,100	255,600
Librarian	6.25	6.25	6.25	341,286	336,600	343,700
Supervisor	2.75	2.75	2.75	132,852	129,000	135,500
Library Asst. II	13.90	14.05	13.90	558,266	557,600	543,400
Library Asst. I	1.20	0.60	1.20	20,610	30,300	41,700
Mainten. Engineer	1.00	1.00	1.00	41,151	43,600	41,300
Hourly Emp. & Pages	7.43	8.36	7.43	161,118	152,000	140,900
Custodian I (P.T.)	6102 0.50	0.50	0.50	15,566	9,500	15,800
Income Continuation Insurance	6312			4,405	3,700	4,400
Health Insurance	6306			407,410	355,300	389,000
Retirement	6304			182,949	169,800	191,700
Social Security	6302			128,625	124,900	129,000
Life Insurance	6310			6,729	6,700	5,300
Salary Reserve				0	0	0
Extra Help	0.00	0.08	0.08	3,200	3,200	3,200
<b>TOTAL PERSONNEL</b>	<b>40.03</b>	<b>40.59</b>	<b>40.11</b>	<b>2,495,228</b>	<b>2,448,700</b>	<b>2,473,000</b>

**CAPITAL OUTLAY REQUEST SUMMARY**

Dept: Oshkosh Public Library

**TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:** \$ 2,300

<b>Item No.</b>	<b>Item Requested</b>	<b>New/ Replace</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	Aficio MP 1600 digital copier for Children's Dept	Replace	1	1,300	1,300
2	Aficio MP 171 digital copier for Reference Dept	Replace	1	1,000	1,000

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

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#### 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 85 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 has served five generations of citizens and continues to evolve in response to changing visitor expectations and increased competition for people's time. The undersized marketing allocation (6410) is inadequate to achieve greater awareness and increase attendance. Museum publications, exhibitions, web pages, and educational services encourage citizens to learn about and appreciate their community and its heritage.

The museum preserves a large and outstanding collection that represents Oshkosh and the Lake Winnebago Region and tells the story of growth, change, and continuity. An ongoing assessment of the collection indicates that the museum holds in excess of a quarter of a million objects relating to the community's past. With existing staffing levels and at the current rate of cataloging the backlog, it is estimated that it will take almost 50 years — two generations — to complete this process and have all collections in the database.

The archival collections, heavily used and considered one of Wisconsin's better archives, contains over 50,000 historic photographs and 1,080 linear feet of paper records. Thousands of records and photographs are Internet accessible.

#### PRODUCTS & SERVICES:

- Exhibit Development. The museum maintains eight long-term exhibits, as well as off-site exhibits at Evergreen Retirement Community
- Temporary Exhibitions. Each year the museum presents a variety of temporary and traveling exhibitions
- Traveling Exhibitions. In 2010, the museum will launch its first traveling exhibition, *The World of Jan Brett*
- 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 140 oral histories have been conducted

- Educational Outreach. The museum offers a range of educational services, including downloads of student and teacher materials and worksheets
- Tours of Riverside Cemetery. Over 1,200 people have discovered the history of the community and its people through tours of historic Riverside Cemetery
- 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 searchable. Staff and volunteers process and data enter an average of 75 records and 150 digital images per month. As of July 31, 2009, there are over 42,500 records and 34,350 images in Past Perfect
- Internet Access to Records. The museum has nine searchable record groups available for public use through the museum's web site, [www.oshkoshmuseum.org](http://www.oshkoshmuseum.org)
- Inventory. The staff is charged with the responsibility of managing the extensive collections and is engaged in a multi-year program to inventory and document the collection. Progress is made each year, but due to the scope of the collection and the tremendous number of items that have never been cataloged, and small staff, this remains a long-term project
- Staff continue to upgrade storage materials and techniques to improve the long-term preservation of artifacts, and are involved in an ongoing process of identification and cataloging

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Participated in a Performance Management Survey through the American Association for State and Local History, comparing the Oshkosh Public Museum to national benchmarks and to other museums of the same class and size
- Presented three major temporary exhibitions, including *The Era of Public Enemies: A Wave of Crime in a Troubled Time*, developed and created in-house
- Awarded a Joint Effort Marketing (JEM) grant from the Wisconsin Department of Tourism to promote *The Era of Public Enemies: A Wave of Crime in a Troubled Time*
- Partnered with the BID on the June 30 event to maximize the events associated with the Oshkosh premier of the movie *Public Enemies*
- Completed the entry of all accession ledgers, dating back to 1905, into the PastPerfect database
- Developed a series of themed educational packets and materials for teachers and students, available as downloads from the web site
- Installed the Oshkosh Brewing Company emblem, with accompanying brochure and web page detailing the history of the company
- Experienced continued growth in membership
- Worked with Split Rock Studios of Arden Hills, MN, to complete an Exhibit Master Plan for the proposed expansion
- Tours of Riverside Cemetery was held for the sixth year. To date, over 1,200 people have participated in the museum's cemetery tours
- Researched, wrote, and prepared for publication the first of three self-guided tours of Riverside Cemetery. (Publication pending funding)
- Upgraded and redesigned the membership quarterly newsletter
- Designed and launched museum e-updates, distributed monthly to museum members
- A revised version of the Endowment brochure should be completed by December 31, 2009, to be distributed to museum members, Oshkosh households, and other members of the community

## OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Complete and launch the museum's first traveling exhibition, *The World of Jan Brett*
- Review and analyze the findings of the Performance Management Survey, implementing changes as necessary to improve visitor satisfaction
- Increase the number of archival and object collection records that are added to the data base with a minimum of 1,000 new records
- Complete the 2010 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
- Begin developing storylines identified in the Split Rock Studios Exhibit Master Plan for the proposed expansion through research and cataloging of specific sub-collections
- Continue collaboration with departments of the University of Wisconsin Oshkosh, the Wisconsin Department of Natural Resources, and Wisconsin Sturgeon for Tomorrow/Sturgeon History Project, and the University of Wisconsin Sea Grant Institute, to begin developing theme areas of the Exhibit Master Plan
- Continue to enhance museum marketing practices and brand identity development through implementation of priority one marketing strategies
- Determine the appropriate integrated software system for admissions, sales, and membership, by July 1, 2010
- Continue to build and enhance the volunteer program
- Launch online financial contributions and memberships by June 30, 2010

## *SUMMARY*

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

	2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:	(27,656)	(27,656)	(51,585)	(51,585)	(27,548)
<b>REVENUES:</b>					
Net Levy Required #4102	823,338	823,338	822,237	822,237	883,100
Admissions #4949	90,000	56,716	90,000	65,000	70,000
Donations #4952	5,000	20,024	4,000	4,400	4,000
Museum Store #4947	40,000	35,233	40,000	22,000	22,000
Photographs/Copies #4520	0	1,442	0	1,900	2,000
Miscellaneous #4972	8,000	27,138	9,000	42,100	6,000
Rental Fees	0	0	0	0	20,000
Interest #4908	0	183	0	100	0
Surplus Applied #4966	0	0	0	0	0
TOTAL SOURCES:	966,338	964,074	965,237	957,737	1,007,100
<b>EXPENSES:</b>					
Personnel #6300's	789,836	720,238	756,399	756,400	808,700
Contractual Services #6400	42,160	96,821	50,920	49,000	50,400
Utilities #647x's	81,944	83,160	94,325	77,500	87,800
Fixed Charges #648x-649x	9,750	9,055	9,693	9,600	9,600
Materials & Supplies #6500	42,648	75,566	45,900	36,300	50,600
Capital Outlay #7200's	0	3,163	8,000	4,900	0
TOTAL USES:	966,338	988,003	965,237	933,700	1,007,100
CURRENT NET SURPLUS (DEFICIT).	0	(23,929)	0	24,037	0
Ending Fund Balance:	(27,656)	(51,585)	(51,585)	(27,548)	(27,548)

### COMMENTS:

### REASONS FOR CHANGES IN EXPENDITURE LEVELS:

63XX-00000                      [Step increases and changes in health insurance](#)

### EXPLANATION OF CAPITAL OUTLAY:



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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	443,311	465,023	473,454	484,800	503,000
6102-xxxxx	Grant/Project Personnel	0	0	0	0	0
6102-00000	Regular Pay - Part-time	33,692	37,898	41,593	35,500	41,700
<b>TOTAL PAYROLL - DIRECT LABOR</b>		<b>477,003</b>	<b>502,921</b>	<b>515,047</b>	<b>520,300</b>	<b>544,700</b>
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	234,451	217,317	241,352	236,100	264,000
<b>TOTAL PAYROLL - INDIRECT LABOR</b>		<b>234,451</b>	<b>217,317</b>	<b>241,352</b>	<b>236,100</b>	<b>264,000</b>
Contractual Services						
6401-00000	Contractual Services	4,783	4,634	3,400	3,300	3,400
6402-00000	Auto Allowance	0	9	0	0	0
6404-00000	Postage & Shipping	2,116	4,095	3,800	3,500	3,800
6406-00000	Computer Service Charges	449	0	0	0	0
6408-00000	Printing & Binding	148	85	70	100	100
6410-00000	Advertising/Marketing	24,471	70,347	28,500	28,500	28,500
6418-00000	Repairs to Motor Vehicles	0	182	1,000	500	500
6424-00000	Maint Office Equipment	420	432	0	500	0
6426-00000	Maint Mach/Equip/Bldg/Struct	9,651	7,811	9,200	7,200	9,200
6427-00000	Maint Computer Software	0	412	400	400	400
6440-00000	Other Rental	61	0	0	0	0
6445-00000	Land Fill Fees	63	80	200	200	200
6458-00000	Conference & Training	528	796	1,500	1,400	1,500
6459-00000	Other Employee Training	0	26	0	0	0
6460-00000	Membership Dues	500	915	850	1,400	800
6466-00000	Misc Contractual Services	1,798	6,997	2,000	2,000	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>44,988</b>	<b>96,821</b>	<b>50,920</b>	<b>49,000</b>	<b>50,400</b>
Utilities						
6471-00000	Electricity	38,243	36,440	44,000	32,600	39,500
6472-00000	Sewer Service	536	704	750	900	1,000
6473-00000	Water Service	1,251	1,541	1,600	1,300	1,300
6474-00000	Gas Service	36,893	35,726	39,500	33,800	37,000
6475-00000	Telephones	7,599	7,885	7,700	8,000	8,100
6476-00000	Storm Water	864	864	775	900	900
<b>TOTAL UTILITIES</b>		<b>85,386</b>	<b>83,160</b>	<b>94,325</b>	<b>77,500</b>	<b>87,800</b>

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 PROP.	2009 EST.	2010 PROP.
Account-Project						
Fixed Charges						
6481-00000	Workers Compensation	1,338	1,131	1,131	1,100	1,100
6482-00000	Buildings & Contents	7,030	6,446	7,013	7,000	7,000
6483-00000	Comprehensive Liability	421	421	421	400	400
6485-00000	Vehicle Insurance	608	611	621	600	600
6494-00000	Boiler Insurance	380	271	437	400	400
6496-00000	Licenses and Permits	25	175	70	100	100
TOTAL FIXED CHARGES		9,802	9,055	9,693	9,600	9,600
Materials & Supplies						
6505-00000	Office Supplies	3,429	3,766	3,800	3,800	3,800
6506-00000	Software Supplies	554	2,185	0	0	0
6507-00000	Books & Periodicals	1,135	474	300	300	300
6509-00000	Computer Supplies	0	0	100	100	100
6513-00000	Motor Oil	8	5	0	0	0
6514-00000	Gasoline	1,024	1,200	1,500	700	1,000
6517-00000	Supplies/Repair Parts	53	603	0	3,400	0
6519-00000	Tires, Tubes & Rims	0	0	500	500	0
6527-00000	Janitorial Supplies	1,330	1,671	2,000	1,800	2,000
6530-00000	Curatorial/Archival Supplies	1,356	1,396	700	700	700
6537-00000	Safety Equipment	0	98	0	500	700
6550-00000	Minor Equipment	0	0	0	0	5,000
6588-00000	Gift Shop Inventory	20,475	48,758	24,000	12,500	24,000
6589-00000	Other Materials & Supplies	12,362	15,410	13,000	12,000	13,000
TOTAL MATERIALS & SUPPLIES		41,726	75,566	45,900	36,300	50,600
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 Purchases	0	3,163	0	0	0
7204-00000	Machinery & Equipment	0	0	3,000	0	0
7214-00000	Buildings	0	0	0	0	0
7222-00000	Fine Arts	0	0	5,000	4,900	0
TOTAL CAPITAL OUTLAY		0	3,163	8,000	4,900	0
TOTAL MUSEUM		893,356	988,003	965,237	933,700	1,007,100
Estimated Revenues		94,298	964,074	143,000	135,500	124,000
NET LEVY		799,058	23,929	822,237	798,200	883,100

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget	
Director of Museum Operations	1	1	1	87,305	89,700	91,700	
Assistant Director of Operations	1	1	1	66,280	68,100	69,700	
Office Assistant	1	1	1	35,448	36,000	36,000	
Exhibit Technician	1	1	1	41,479	42,300	42,300	
Building Maintenance Custodian	1	1	1	37,085	38,300	38,300	
Staff Artist	1	1	1	39,601	40,300	53,200	
Curator	1	1	1	41,479	42,300	42,300	
Museum Activities Coordinator	1	1	1	33,213	34,700	36,800	
Registrar	1	1	1	40,643	42,000	42,000	
Archivist	1	1	1	45,421	45,200	45,200	
Photographer 1/2 time	6102	0.53	0.53	0.53	13,666	13,700	
Custodian I (P.T.)	6102	0.53	0.53	0.53	10,400	5,000	
Gift Shop Clerk (P.T.)	6102	0.61	0.61	0.61	11,709	11,700	
Weekend Assistant	6102	0.29	0.29	0.29	5,818	5,100	
Grant/Project Personnel				0	0	0	
Overtime				5,500	5,900	5,500	
Health Insurance	6306			137,666	137,000	157,500	
Retirement	6304			60,775	56,600	63,600	
Social Security	6302			39,401	39,000	39,400	
Life Insurance	6310			2,235	2,200	2,200	
Income Continuation Insurance	6312			1,275	1,300	1,300	
Reserve for Adjustment to Salaries				0	0	0	
<b>TOTAL PERSONNEL</b>		11.96	11.96	11.96	756,399	756,400	808,700

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

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**PROGRAM DESCRIPTION:**

Facilities Maintenance utilizes this program budget to coordinate oversight of the Grand Opera House building, grounds and facilities.

**PRODUCTS & SERVICES:**

The Grand Opera House provides a performance venue for local organizations, area schools and local/regional promoters

**RECENT SIGNIFICANT ACCOMPLISHMENTS:**

For most of 2009 the Grand Opera House was closed for structural analysis/identification of repair options for structural deficient roof trusses. However, some preventive maintenance projects were accomplished, including:

- Minor roof repairs above the lobby building
- Masonry repairs on the front step
- Water pump repairs to the exterior emergency generator

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Continue facility maintenance assistance with the Grand renovation project
- Continue spring/fall preventive maintenance program of all HVAC units
- Complete needed repairs on the 20 & 50 ton HVAC units
- Continue to update short and long term FIM (facility improvement measures) list for the Grand Opera House

**SUMMARY**

FUND: GENERAL	FUNCTION: GRAND OPERA HOUSE	DEPARTMENT: FACILITIES MAINT	ACCOUNT: 501-1020-XXXX-XXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL EXPENDITURE	2009 BUDGET APPROPRIATION	2009 ESTIMATED EXPENDITURE	2010 PROPOSED BUDGET
<u>REVENUES:</u>						
General Property Tax #4102		66,557	66,557	66,622	66,622	66,400
Other #4972		0	0	0	0	0
TOTAL RESOURCES:		66,557	66,557	66,622	66,622	66,400
<u>EXPENSES:</u>						
Contractual Services		59,646	92,596	59,646	59,700	59,700
Utilities		0	0	0	0	0
Fixed Charges		6,911	6,714	6,976	6,500	6,700
Materials & Supplies		0	556	0	0	0
Capital Outlay		0	0	0	0	0
TOTAL USES:		66,557	99,866	66,622	66,200	66,400
CURRENT NET SURPLUS/DEFICIT		0	(33,309)	0	422	0
Due to General Fund		(19,592)	(52,901)	(52,901)	(52,479)	(52,479)

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	75	1,824	0	0	0
6404-00000	Postage and Shipping	0	8	0	0	0
6426-00000	Maint Mach/Equip/Bldg/Struct	18,132	41,118	10,000	10,000	10,000
6446-00000	Contractual Employment	0	0	0	0	0
6466-00000	Misc Contractual Services	49,646	49,646	49,646	49,700	49,700
TOTAL CONTRACTUAL SERVICES		67,853	92,596	59,646	59,700	59,700
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	3,523	3,647	3,668	3,300	3,500
6483-00000	Comprehensive Liability	2,796	2,796	2,801	2,800	2,800
6494-00000	Boiler Insurance	379	271	437	400	400
6496-00000	Licenses & Permits	0	0	70	0	0
TOTAL FIXED CHARGES		6,698	6,714	6,976	6,500	6,700
Materials & Supplies						
6505-00000	Office Supplies	189	0	0	0	0
6545-00000	Tools & Shop Supplies	0	0	0	0	0
6589-00000	Other Materials & Supplies	0	556	0	0	0
TOTAL MATERIALS & SUPPLIES		189	556	0	0	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		74,740	99,866	66,622	66,200	66,400

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

---

#### PROGRAM DESCRIPTION:

Facilities Maintenance utilizes this program budget to coordinate oversight of the Oshkosh Convention Center building, grounds and facilities.

#### PRODUCTS & SERVICES:

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

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Provided project management for various work projects as part of the Convention Center renovation and ongoing maintenance issues
- In conjunction with OPD conducted CPTED (Crime Prevention Through Environmental Design) Survey and made subsequent improvements of Convention Center buildings and grounds
- Began several landscaping improvements in conjunction/consultation with Forestry Division.
- Identified several street infrastructure improvements working in conjunction/consultation with Public Works to be included in future CIP improvements
- Developed short-term FIM (facility improvement measures) list for various Convention Center projects

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue roof maintenance/repair projects
- Complete plumbing work for work sink in boiler room
- Repair loading docks
- Provide preventive maintenance to garage bay doors
- Repair moveable room divider doors
- Continue landscaping improvements
- Upgrade to larger dumpsters
- Continue identifying short and long term FIM projects

## SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
CONVENTION CENTER	OSHKOSH CENTER	FACILITIES MAINT.	503-1040-XXXX-XXXX		
<hr/>					
	2008 BUDGET APPROPRIATION	2008 ACTUAL EXPENDITURE	2009 BUDGET APPROPRIATION	2009 ESTIMATED EXPENDITURE	2010 PROPOSED BUDGET
<hr/>					
<b>REVENUES</b>					
Interest Income #4906-4908	40,000	24,991	25,000	13,100	9,000
TIF Increment	65,000	71,606	73,000	72,500	0
Facilities & Equip Rent #490	15,000	11,080	0	0	0
Food Concessions #4734	8,000	4,706	0	0	0
Beverage Concessions #4730	1,000	250	0	0	0
Parking Permits Fees #4744	900	636	900	1,100	0
Parking Permits Park Plaza #	16,000	7,275	0	0	0
Parking Stickers #4748	1,200	1,074	1,000	1,100	1,100
Hotel/Motel Room Tax #470	1,006,000	1,092,657	1,100,000	1,027,600	1,027,600
Contributed Capital Int #498	0	122,891	0	0	0
Hyde Bankruptcy					
Agreement	0	0	88,500	80,600	84,700
Miscellaneous #4972	2,000	11,045	2,000	2,000	2,000
<b>TOTAL RESOURCES:</b>	<b>1,155,100</b>	<b>1,348,211</b>	<b>1,290,400</b>	<b>1,198,000</b>	<b>1,124,400</b>
<hr/>					
<b>EXPENSES:</b>					
Personnel 6300's	15,865	11,702	15,839	0	0
Contractual Services 6400's	770,050	956,154	794,016	815,100	777,600
Utilities 647x	17,496	54,062	89,150	111,600	112,000
Fixed Charges 648x-649x	10,250	10,361	24,923	9,500	9,900
Materials & Supplies 6500's	0	1,393	31,000	24,000	15,000
Debt-Bond Service Fees #6730	400	400	450	400	400
Debt Payment P & I	340,970	340,970	334,185	334,200	568,100
Capital Outlay	0	0	0	0	5,000
<b>TOTAL USES:</b>	<b>1,155,031</b>	<b>1,375,042</b>	<b>1,289,563</b>	<b>1,294,800</b>	<b>1,488,000</b>
<hr/>					
<b>CURRENT NET</b>					
<b>SURPLUS/DEFICIT</b>	69	(26,831)	837	(96,800)	(363,600)
<hr/>					
Ending Fund Balance *		(183,081)		(279,881)	(643,481)
<hr/>					
Outstanding Debt		3,223,449			
Average yearly pmt.		293,041			
Number of pmts remaining.		11			

\* Please see Debt Analysis Attached

### REASONS FOR CHANGES IN EXPENDITURE LEVELS:

63xx-00000                      [The Custodian is now part of the Administrative Services budget and all custodial functions will be coordinated Facilities Maintenance.](#)

### EXPLANATION OF CAPITAL OUTLAY:



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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPRO.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6103-00000	Regular Pay - Temp Employ	9,970	9,780	13,260	0	0
TOTAL DIRECT LABOR		9,970	9,780	13,260	0	0
Payroll - Indirect Labor						
6300-00000	Payroll - Indirect Labor	1,959	1,922	2,579	0	0
TOTAL INDIRECT LABOR		1,959	1,922	2,579	0	0
Contractual Services						
6401-00000	Contractual Services	1,500	20,633	1,500	27,600	7,500
6404-00000	Postage and Shipping	0	8	0	0	0
6408-00000	Printing and Binding	0	17,424	0	0	0
6414-00000	Auditing	0	0	500	0	0
6426-00000	Maint Mach/Equip/Bldg/Struct	19,331	20,076	17,933	41,100	24,000
6432-00000	Equipment Rental	245	0	0	300	0
6446-00000	Contractual Employment	0	30,000	40,000	40,000	40,000
6466-00000	Misc Contractual Services	696,660	710,151	614,310	590,300	590,300
6467-00000	Reimbursable Revenue - Park Plaza	42,227	18,936	0	0	0
6468-00000	Hotel Tax - Grand	105,022	138,926	119,773	115,800	115,800
6469-00000	Uncollectible Account	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		864,985	956,154	794,016	815,100	777,600
Utilities						
6471-00000	Electricity	10,983	34,066	55,000	70,000	70,000
6472-00000	Sewer Service	60	569	1,500	1,800	1,800
6473-00000	Water Service	262	1,112	2,400	2,400	2,400
6474-00000	Gas Service	0	12,803	24,000	28,000	28,000
6475-00000	Telephones	752	113	1,150	2,400	2,400
6476-00000	Storm Water	4,951	5,399	5,100	7,000	7,400
TOTAL UTILITIES		17,008	54,062	89,150	111,600	112,000
Fixed Charges						
6482-00000	Building & Contents	4,779	4,962	4,585	4,100	4,400
6483-00000	Comprehensive Liability	4,908	4,908	4,901	5,000	5,100
6486-00000	Other Insurance	0	0	0	0	0
6494-00000	Boiler Insurance	379	271	437	400	400
6496-00000	Licenses and Permits	0	220	0	0	0
6499-00000	Miscellaneous Fixed Charges	0	0	15,000	0	0
TOTAL FIXED CHARGES		10,066	10,361	24,923	9,500	9,900
Materials & Supplies						
6505-00000	Minor Equipment	0	0	0	0	5,000
6517-00000	Supplies/Repair Parts	145	49	12,000	6,000	4,000
6537-00000	Safety Equipment	0	17	0	0	0
6541-00000	Paint	0	0	0	0	0
6565-00000	Stone/Gravel/Concrete/Asphalt	0	0	0	0	4,000
6589-00000	Other Materials & Supplies	134	1,327	19,000	18,000	2,000
TOTAL MATERIALS & SUPPLIES		279	1,393	31,000	24,000	15,000

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPRO.	2009 EST.	2010 PROP.
Debt Service-Governmental						
6730-00000	Bond Service Fees	400	400	450	400	400
TOTAL DEBT SERVICE-GOVERNMENTAL		400	400	450	400	400
Capital Outlay						
7214-00000	Buildings	0	0	0	0	5,000
TOTAL CAPITAL OUTLAY		0	0	0	0	5,000
Debt Service Payment		342,940	340,970	334,185	334,200	568,100
TOTAL OSHKOSH CENTER		1,247,607	1,375,042	1,289,563	1,294,800	1,488,000

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Custodian	0.53	0.53	0.53	13,260	0	0
Retirement				1,565	0	0
Social Security				1,014	0	0
<b>TOTAL PERSONNEL</b>	<b>0.53</b>	<b>0.53</b>	<b>0.53</b>	<b>15,839</b>	<b>0</b>	<b>0</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: Oshkosh Convention Center

**TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:** \$ 5,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Industrial Floor Scrubber		1	3,000	3,000
2	Industrial Vaccum		1	2,000	2,000

Oshkosh Convention Center  
Debt Analysis  
10/30/2009

<b>Year</b>	<b>Debt Payment (Principal &amp; Interest)</b>	<b>Amount of Hotel/Motel Tax Revenue Estimated to be Available for Debt Payment **</b>	<b>Annual Balance of Debt to be Repaid through Future Hotel/Motel Tax Revenue</b>	<b>Cumulative Balance</b>
2009	\$334,185	\$205,520	\$128,665	\$128,665
2010	\$568,098	\$215,000	\$353,098	\$481,763
2011	\$566,899	\$215,000	\$351,899	\$833,662
2012	\$233,449	\$215,000	\$18,449	\$852,111
2013	\$233,449	\$220,000	\$13,449	\$865,560
2014	\$233,448	\$220,000	\$13,448	\$879,008
2015	\$233,448	\$220,000	\$13,448	\$892,456
2016	\$233,448	\$225,000	\$8,448	\$900,904
2017	\$233,449	\$225,000	\$8,449	\$909,353
2018	\$233,448	\$225,000	\$8,448	\$917,801
2019	\$233,448	\$225,000	\$8,448	\$926,249
2020	\$220,865	\$225,000	-\$4,135	\$922,114
2021		\$225,000	-\$225,000	\$697,114
2022		\$225,000	-\$225,000	\$472,114
2023		\$225,000	-\$225,000	\$247,114
2024		\$225,000	-\$225,000	\$22,114
2025		\$22,114	-\$22,114	\$0
<b>Total Debt Payments *</b>	<b>\$3,557,634</b>			

\*Amount of Debt Outstanding after 12/31/2009

\$3,223,449

\*\* Estimate of Funds Available Through Future Hotel/Motel Tax (First 2% of the Tax)

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

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**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 record keeping and mapping database

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Develop a maintenance plan to better manage site and building repairs and improvements
- Research the need to increase cemetery and contract fees

**SUMMARY**

FUND: GENERAL	FUNCTION: RIVERSIDE CEMETERY	DEPARTMENT: PARKS & OTHER FACILITIES	ACCOUNT: 247-0650-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:		127,708	127,708	91,315	91,315	58,915
<b>REVENUES</b>						
Net Levy Required #4102		202,970	202,205	210,054	210,100	210,300
Sale of Lots #4578		94,000	97,624	94,000	87,000	88,100
Other Charges #4580		30,000	31,000	30,000	31,000	31,000
Interest #4908		50,000	51,003	50,000	35,000	37,000
Misc Rev #4972		0	344	0	0	0
Surplus Applied #4966		15,000	15,000	15,000	15,000	45,000
<b>TOTAL SOURCES:</b>		<b>391,970</b>	<b>397,176</b>	<b>399,054</b>	<b>378,100</b>	<b>411,400</b>
<b>EXPENSES:</b>						
Personnel 6300's		345,482	356,697	338,811	335,600	348,900
Contractual Services 6400's		8,250	12,421	12,550	11,000	12,800
Utilities 647x		19,900	22,205	24,575	24,400	26,600
Fixed Charges 648x-649x		7,588	8,314	7,598	7,600	7,800
Materials & Supplies 6500's		9,950	18,932	11,020	13,900	14,200
Capital Outlay 7200'x		800	0	4,500	3,000	15,000
<b>TOTAL USES:</b>		<b>391,970</b>	<b>418,569</b>	<b>399,054</b>	<b>395,500</b>	<b>425,300</b>
<b>CURRENT NET SURPLUS/DEFICIT</b>		<b>0</b>	<b>(21,393)</b>	<b>0</b>	<b>(17,400)</b>	<b>(13,900)</b>
Ending Fund Balance:		112,708	91,315	76,315	58,915	15

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7230-00000	Purchase of Mapping/Management software w/CIP	15,000
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ACCOUNT: 247-0650-XXXX-XXXXX  
 FUND: GENERAL  
 FUNCTION: RIVERSIDE CEMETERY  
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	213,474	241,518	217,047	215,800	220,300
6103-00000	Regular Pay - Temp Employee	3,959	13,690	25,500	25,500	25,500
TOTAL PAYROLL - DIRECT LABOR		217,433	255,208	242,547	241,300	245,800
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	100,921	101,489	96,264	94,300	103,100
TOTAL PAYROLL - INDIRECT LABOR		100,921	101,489	96,264	94,300	103,100
Contractual Services						
6401-00000	Contractual Services	2	0	0	500	500
6404-00000	Postage & Shipping	68	79	100	100	100
6418-00000	Repairs to Motor Vehicles	1,284	3,458	3,000	2,500	3,000
6419-00000	Repairs to Tires	322	30	200	100	200
6420-00000	Repairs to Tools & Equipment	0	0	100	100	100
6421-00000	Maintenance Radios	0	0	50	0	100
6424-00000	Maintenance Office Equipment	66	76	100	100	100
6426-00000	Maint Mach/Equip/Bldg/Struct	524	4,730	3,800	2,500	3,500
6440-00000	Other Rental	30	30	100	0	100
6445-00000	Land Fill Fees	164	0	100	100	100
6446-00000	Contractual Employment	5,076	4,018	5,000	5,000	5,000
TOTAL CONTRACTUAL SERVICES		7,536	12,421	12,550	11,000	12,800
Utilities						
6471-00000	Electricity	2,557	2,431	3,200	3,200	3,400
6472-00000	Sewer Service	397	557	500	500	500
6473-00000	Water Service	505	405	800	800	800
6474-00000	Gas Service	6,413	5,816	8,175	8,000	9,000
6475-00000	Telephones	3,324	3,384	2,000	2,000	3,000
6476-00000	Storm Water	9,853	9,612	9,900	9,900	9,900
TOTAL UTILITIES		23,049	22,205	24,575	24,400	26,600



NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Fixed Charges						
6481-00000	Workers Compensation	4,018	3,549	2,800	2,900	2,700
6482-00000	Building & Contents	1,052	1,088	1,100	1,100	1,100
6483-00000	Comprehensive Liability	1,116	1,116	1,200	1,200	1,000
6485-00000	Vehicle Insurance	2,270	2,290	2,200	2,100	2,600
6494-00000	Boiler Insurance	379	271	298	300	400
6486-00000	Contractors Equipment	0	0	0	0	0
6496-00000	Licenses & Permits	0	0	0	0	0
TOTAL FIXED CHARGES		8,835	8,314	7,598	7,600	7,800
Materials & Supplies						
6503-00000	Clothing	51	147	200	0	0
6505-00000	Office Supplies	160	294	200	200	200
6507-00000	Books & Periodicals	438	439	300	0	0
6513-00000	Motor Oil (Lubricants)	488	17	500	0	0
6517-00000	Supplies/Repair Parts	7,306	5,459	4,000	5,500	5,500
6518-00000	Other Fuel/Propane	(56)	115	100	1,000	1,500
6519-00000	Tires, Tubes & Rims	1,298	1,759	1,800	1,500	1,200
6527-00000	Janitorial Supplies	77	310	100	400	500
6537-00000	Safety Equipment	338	893	320	0	0
6545-00000	Tools & Shop Supplies	5	936	200	500	500
6550-00000	Minor Equipment	2,426	1,216	800	2,300	2,300
6565-00000	Stone/Gravel/Concrete/Asp	0	1,043	0	0	0
6589-00000	Other Materials & Supplies	3,787	6,304	2,500	2,500	2,500
TOTAL MATERIAL & SUPPLIES		16,318	18,932	11,020	13,900	14,200
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	1,500	0	0
7216-00000	Land Improvements	0	0	3,000	3,000	0
7230-00000	Computer Software	0	0	0	0	15,000
TOTAL CAPITAL OUTLAY		0	0	4,500	3,000	15,000
TOTAL RIVERSIDE CEMETERY		374,092	418,569	399,054	395,500	425,300

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Landscape Operations Manager	1.00	1.00	1.00	58,607	61,100	62,000
Groundskeeper	1.00	1.00	1.00	44,670	43,100	44,100
Parks Maintenance Lead Person	1.00	1.00	1.00	46,708	45,500	46,500
Parks Equipment Mechanic	1.00	1.00	1.00	45,440	44,200	45,200
Clerk Typist (P.T.) 6102	0.50	0.50	0.50	20,622	20,900	21,500
Overtime 6102				1,000	1,000	1,000
Seasonal Help 6103	3.07	3.07	3.07	25,500	25,500	25,500
Health Insurance 6306				50,708	54,000	58,600
Retirement 6304				25,377	24,000	24,200
Social Security 6302				18,554	14,800	18,800
Life Insurance 6310				1,100	1,000	1,000
Income Continuation Insurance 6312				525	500	500
<b>TOTAL PERSONNEL</b>	<b>7.57</b>	<b>7.57</b>	<b>7.57</b>	<b>338,811</b>	<b>335,600</b>	<b>348,900</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: Parks/Cemetery

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 15,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Cemetery Management Software/Mapping	New	1	15,000	\$15,000

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

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**PROGRAM DESCRIPTION:**

Through the collection of fees and sales, the Parks Department produces income to make improvements to specialized Parks 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 AND 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

**RECENT SIGNIFICANT ACCOMPLISHMENTS:**

- Performed preliminary engineering and architectural work for the River Otter exhibit
- Replaced and repaired section of train track at the Children's Amusement area
- Replaced several fences at amusements and zoo
- Moved farm animal displays at zoo to make room for river otter and prairie dog exhibits
- Improved boat launches at Rainbow Park through the boat launch fees
- Purchased a new canopy for the Merry Go Round
- Improved the Zooloween Boo event at the Menominee Park Zoo. Added new in 2009, inflatable's for the children to enjoy

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Implement management plan for aquatic invasive species at Miller's Bay
- Work on construction of a new prairie dog and river otter display at the zoo
- Work to be paid for from donations to the Oshkosh Area Community Foundation
- Change the Zooloween Boo event from a one day event to a two day event

## SUMMARY

FUND: GENERAL	FUNCTION: PARKS FACILITIES	DEPARTMENT: PARKS REVENUE FACILITIES	ACCOUNT: 255-0610-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:		46,860	46,860	(9,273)	(9,273)	27,150
<b>REVENUES:</b>						
<u>Project Number:</u>						
11421 zoo		0	760	5,000	5,500	5,000
zoo donations 11421		65,000	84,089	125,000	65,000	70,800
11422 boat launch fees		55,000	59,478	60,000	40,200	40,000
11423 rides		35,000	41,851	37,000	40,400	40,000
11424 concessions		12,000	12,355	13,000	13,500	13,000
11424 TSF from other			10,943			
11426 Miller's Bay		6,500	5,929	6,000	5,000	5,500
11425 vending		12,000	1,711	1,000	1,700	1,700
11428 Zoo Halloween		3,000	5,460	3,000	3,000	3,000
11429 Leach		30,000	30,000		0	0
11431 Lakefly Café		25,000	36,288	34,000	38,600	38,000
<b>TOTAL SOURCES:</b>		<b>243,500</b>	<b>288,864</b>	<b>284,000</b>	<b>212,900</b>	<b>217,000</b>
<b>EXPENSES:</b>						
Personnel 6300's		72,356	71,684	65,717	71,600	72,200
Contractual Services 6400's		33,100	66,780	17,705	18,000	18,600
Utilities 647x's		9,200	7,846	14,900	15,100	15,100
Fix Charges 648x-649x's		0	1,860	2,000	1,100	1,500
Materials & Supplies 6500's		67,750	93,405	58,300	56,800	59,700
Capital Outlay 7200's		0	103,422	80,000	0	75,000
Transfer to other funds:					13,877	
<b>TOTAL USES:</b>		<b>182,406</b>	<b>344,997</b>	<b>238,622</b>	<b>176,477</b>	<b>242,100</b>
<b>CURRENT NET SURPLUS/DEFICIT</b>		<b>61,094</b>	<b>(56,133)</b>	<b>45,378</b>	<b>36,423</b>	<b>(25,100)</b>
Ending Fund Balance:		107,954	(9,273)	36,105	27,150	2,050

\*2008 Budget / Actual includes Leach / moved to separate fund for 2009

### COMMENTS:

Zoo donations                      The 2010 budget includes \$65,000 from the Tom and Penny Harenburg Zoo Fund (\$30,000 for operations and \$35,000 for improvements) and \$5,800 from the Jim Ryan Estate for improvements.

### REASONS FOR CHANGES IN EXPENDITURE LEVELS:

### EXPLANATION OF CAPITAL OUTLAY:

Zoo donations                      An estimated \$35,000 will be used from the Harenburg Zoo Fund, \$5,800 will be used from the Jim Ryan Estate, and \$34,200 will be used from operations to fund the construction of a new river otter exhibit.

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	20,868	55,151	18,968	19,000	19,000
6103-00000	Regular Pay - Temp Employee	38,732	8,647	40,000	40,000	40,000
TOTAL PAYROLL - DIRECT LABOR		59,600	63,798	58,968	59,000	59,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	7,301	7,886	6,749	12,600	13,200
TOTAL PAYROLL - INDIRECT LABOR		7,301	7,886	6,749	12,600	13,200
Contractual Services						
6401-00000	Contractual Services	20,359	38,229	2,000	10,000	10,000
6404-00000	Postage & Shipping	1,732	1,542	1,500	1,250	1,400
6406-00000	Computer Service	0	650	0	0	0
6408-00000	Printing & Binding	6,664	10,759	7,000	0	0
6410-00000	Advertising/Marketing	462	717	1,000	800	1,000
6420-00000	Repairs to Tools	0	179	0	0	0
6424-00000	Maint Office Equipment	273	75	275	500	500
6426-00000	Maint Mach/Equip/Bldg/Structures	3,204	386	500	500	500
6432-00000	Equipment Rental	1,339	560	500	500	500
6440-00000	Other Rental	261	4,128	430	250	400
6446-00000	Contractual Employment	263	0	0	0	0
6448-00000	Special Services	0	9,037	0	0	0
6450-00000	Engineering & Consulting Fees	697	0	0	0	0
6451-00000	Architectural Fees	2,108	0	4,000	4,000	4,000
6458-00000	Conference and Training	0	49	0	0	0
6460-00000	Membership Dues	0	469	500	200	300
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		37,362	66,780	17,705	18,000	18,600
Utilities						
6471-00000	Electricity	11,747	5,044	10,000	10,000	10,000
6472-00000	Sewer Service	0	0	0	200	200
6473-00000	Water Service	2,695	2,756	4,000	4,000	4,000
6474-00000	Gas Service	341	46	400	400	400
6475-00000	Telephones	0	0	500	500	500
TOTAL UTILITIES		14,783	7,846	14,900	15,100	15,100
Sundry Fixed Charges						
6482-00000	Building & Contents	0	0	0	0	0
6496-00000	Licenses & Permits	1,595	1,860	2,000	1,100	1,500
6499-00000	Misc Fixed Charges	166	0	0	0	0
TOTAL FIXED CHARGES		1,761	1,860	2,000	1,100	1,500

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	0	0	500	400	400
6505-00000	Office Supplies	990	703	800	500	800
6507-00000	Books and Periodicals	0	299	0	0	0
6509-00000	Computer Supplies	0	0	0	200	200
6513-00000	Motor Oil(Lubricants)	367	377	250	200	200
6514-00000	Gasoline	0	0	500	400	400
6517-00000	Supplies/Repair Parts	4,661	1,053	1,000	4,500	4,500
6518-00000	Other Fuel	117	35	0	100	0
6527-00000	Janitorial Supplies	25	0	50	5,000	5,000
6529-00000	Chemicals	7,108	19,530	5,000	0	0
6537-00000	Safety Equipment	0	0	0	0	0
6545-00000	Tools/Shop Supplies	217	176	200	200	200
6550-00000	Minor Equipment	934	850	1,000	800	1,000
6565-00000	Stone/Gravel/Concrete/Asphalt	4,443	1,649	5,000	2,500	3,000
6586-00000	Concessions	23,195	18,732	24,000	23,500	24,000
6589-00000	Other Materials & Supplies	37,647	50,001	20,000	18,500	20,000
TOTAL MATERIALS & SUPPLIES		79,704	93,405	58,300	56,800	59,700
Capital Outlay						
7202-00000	Office Equipment Purchases	0	932	0	0	0
7204-00000	Machinery & Equipment	3,634	3,175	0	0	0
7206-00000	Capital Construction	7,660	0	80,000	0	75,000
7212-00000	Radios	0	778	0	0	0
7216-00000	Land Improvement	1,020	98,537	0	0	0
TOTAL CAPITAL OUTLAY		12,314	103,422	80,000	0	75,000
TOTAL PARKS REVENUE FACILITIES FUND		212,825	344,997	238,622	162,600	242,100

***PERSONNEL SCHEDULE***

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Park Revenue Facilities Manager	0.50	0.50	0.36	18,968	19,000	19,000
Seasonal Employees	2.40	2.40	2.40	40,000	40,000	40,000
Health Insurance 6306				0	5,700	6,000
Retirement 6304				2,238	2,200	2,400
Social Security 6302				4,511	4,500	4,600
Life Insurance 6310				0	100	100
Income Continuation Insurance 6312				0	100	100
<b>TOTAL PERSONNEL</b>	<b>2.90</b>	<b>2.90</b>	<b>2.76</b>	<b>65,717</b>	<b>71,600</b>	<b>72,200</b>



ACCOUNT: 256-0610-XXXX-11429  
FUND: GENERAL  
FUNCTION: LEACH AMPHITHEATER  
DEPARTMENT: PARKS

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**PROGRAM DESCRIPTION:**

Comprehensive management of the Leach Amphitheater. The primary function: market, book and schedule the venue for concerts, special events, weddings and gatherings. Maintain the facility as a park property.

**RECENT SIGNIFICANT ACOMPLISHMENTS:**

- Created a community based concert/entertainment series
- Developed marketing plan to secure rental opportunities and options to include the Leach Amphitheater website
- Constructed a new maintenance/storage building

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Further development of the Leach Amphitheater marketing plan
- Gain new sponsorships for the community based concert series
- Create a sales kit for venue bookings
- Investigate additional revenue generating options for the venue
- Create advertising and public relations plans

## ***SUMMARY***

FUND: GENERAL	FUNCTION: PARKS FACILITIES	DEPARTMENT: LEACH AMPHITHEATER	ACCOUNT: 256-0610-XXXX-00000
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	2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:		16,526	13,900	13,900	0
<b><u>REVENUES:</u></b>					
	<b><u>Services Contracted to PMI</u></b>				
Facility Fees #4571	0	0	40,000	36,000	38,500
Facility Rentals #4572	0	0	0	900	1,000
Gifts & Donations #4952	0	0	5,000	8,500	5,000
Misc Revenue #4972	30,000	30,000	1,000	30,000	15,000
Concessions #4577	0	0	0	1,200	2,000
Stanhilber Trust			0	21,100	0
<b>TOTAL SOURCES:</b>	30,000	30,000	46,000	97,700	61,500
<b><u>EXPENSES:</u></b>					
Personnel 6300's		5,337	12,918	19,400	12,900
Contractual Services 6400's		12,021	13,068	36,500	13,700
Utilities #647x's	Combined w/	7,846	14,715	13,700	14,300
Fixes Charges #6482x-649x	Revenue Facilities	0	500	300	300
Materials & Supplies 6500's		2,547	4,799	20,600	14,700
Capital Outlay 7200's		4,875	0	21,100	0
<b>TOTAL USES:</b>		32,626	46,000	111,600	55,900
<b>CURRENT NET SURPLUS/(DEFICIT)</b>		(2,626)	0	(13,900)	5,600
<b>Ending Fund Balance:</b>		13,900	13,900	0	5,600

**COMMENTS:**

**REASONS FOR CHANGES IN EXPENDITURE LEVELS:**

72xx-00000                      [Capital Outlay includes one time expenses for kitchen equipment and a sign.](#)

**EXPLANATION OF CAPITAL OUTLAY:**

ACCOUNT: 256-0610-XXXX-00000  
 FUND: GENERAL  
 FUNCTION: PARKS  
 DEPARTMENT: LEACH AMPHITHEATER

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	0	0	0	0	0
6103-00000	Regular Pay - Temp Employee	3,599	4,958	12,000	17,000	12,000
TOTAL PAYROLL - DIRECT LABOR		3,599	4,958	12,000	17,000	12,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	275	379	918	2,400	900
TOTAL PAYROLL - INDIRECT LABOR		275	379	918	2,400	900
Contractual Services						
6401-00000	Contractual Services	3,353	1,296	1,200	25,300	2,500
6402-00000	Auto Allowance	0	0	0	0	0
6404-00000	Postage & Shipping	365	0	350	300	400
6406-00000	Computer Service	0	650	0	700	700
6410-00000	Advertising/Marketing	0	0	9,469	7,700	8,000
6426-00000	Maint Mach/Equip/Bldg/Structures	328	39	300	0	0
6432-00000	Equipment Rental	0	551	550	500	500
6445-00000	Land Fill Fees	0	0	0	1,200	1,200
6446-00000	Contractual Employment	0	0	800	0	0
6448-00000	Special Services	0	9,037	0	0	0
6458-00000	Conference/Training	0	49	0	400	0
6460-00000	Membership Dues	0	399	399	400	400
TOTAL CONTRACTUAL SERVICES		4,046	12,021	13,068	36,500	13,700
Utilities						
6471-00000	Electricity	5,462	5,044	10,000	9,100	9,500
6472-00000	Sewer Service	0	0	700	700	700
6473-00000	Water Service	2,695	2,756	2,500	2,700	2,800
6474-00000	Gas Service	341	46	340	400	400
6475-00000	Telephones	0	0	1,175	800	900
6476-00000	Storm Water	0	0	0	0	0
TOTAL UTILITIES		8,498	7,846	14,715	13,700	14,300
Sundry Fixed Charges						
6482-00000	Building & Contents	0	0	0	0	0
6496-00000	Licenses & Permits	0	0	500	300	300
6499-00000	Misc Fixed Charges	0	0	0	0	0
TOTAL FIXED CHARGES		0	0	500	300	300

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	0	0	0	400	0
6505-00000	Office Supplies	0	0	0	300	300
6507-00000	Books and Periodicals	0	299	299	600	600
6517-00000	Supplies/Repair Parts	381	455	2,000	3,700	1,500
6527-00000	Janitorial Supplies	0	0	0	5,900	6,000
6529-00000	Chemicals	0	1,354	1,500	0	0
6537-00000	Janitorial Supplies	0	0	0	300	300
6545-00000	Tools and Shop Supplies	0	90	0	1,000	0
6550-00000	Minor Equipment	0	0	0	800	500
6565-00000	Stone/Gravel/Concrete/Asphalt	0	218	0	0	0
6586-00000	Concessions	0	0	0	2,200	2,000
6589-00000	Other Materials & Supplies	5,646	131	1,000	5,400	3,500
TOTAL MATERIALS & SUPPLIES		6,027	2,547	4,799	20,600	14,700
Capital Outlay						
7202-00000	Office Equipment Purchases	0	0	0	1,600	0
7204-00000	Machinery & Equipment	0	3,175	0	19,500	0
7214-00000	Buildings	0	0	0	0	0
7216-00000	Land Improvement	1,020	1,700	0	0	0
TOTAL CAPITAL OUTLAY		1,020	4,875	0	21,100	0
TOTAL LEACH AMPHITHEATER FUND		23,465	32,626	46,000	111,600	55,900

## ***PERSONNEL SCHEDULE***

ACCOUNT: 256-0610-XXXX-00000  
 FUND: GENERAL  
 FUNCTION: PARKS  
 DEPARTMENT: LEACH AMPHITHEATER FUND

Position Title		Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Regular Pay	6102						
Regular Pay - Temp Employee	6103	0.00	0.62	0.50	12,000	17,000	12,000
Social Security	6302				918	2,400	900
Retirement	6304						
Health Insurance	6306						
Life Insurance	6310						
<b>TOTAL PERSONNEL</b>		<b>0.00</b>	<b>0.62</b>	<b>0.50</b>	<b>12,918</b>	<b>19,400</b>	<b>12,900</b>

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

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**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

**RECENT SIGNIFICANT ACCOMPLISHMENTS:**

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

**OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:**

- Plan and promote five special events
- Improve statistical reports via computer information through RecTrac upgrades
- Develop marketing strategies to increase water park use

## SUMMARY

FUND: GENERAL	FUNCTION: POLLOCK WATER PARK	DEPARTMENT: PARKS & OTHER	ACCOUNT: 259-0610-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:		(65,691)	(65,691)	(101,901)	(106,901)	(67,368)
<u>REVENUES</u>						
Net Levy Required #4102			20,303	40,033	40,033	72,800
Park Fees #4571			139,186	160,000	141,200	140,000
Concessions #4577	Combined		53,406	60,000	48,100	50,000
Misc Rev #4972		326,605	62,866	45,033	100,400	41,000
Surplus Applied #4966						
<b>TOTAL SOURCES:</b>		326,605	275,761	305,066	329,733	303,800
<u>EXPENSES</u>						
Personnel #6300's		54,902	41,141	43,060	35,900	37,700
Contractual Services #6400'		143,638	150,918	143,055	135,500	139,600
Utilities #647x's		76,000	71,263	69,500	64,400	70,500
Fixed Charges #648x-649x		3,865	6,440	7,001	7,200	7,300
Materials & Supplies #6500		48,200	42,209	46,450	46,300	47,700
Capital Outlay #7200's		0	0	1,000	900	1,000
<b>TOTAL USES:</b>		326,605	311,971	310,066	290,200	303,800
<u>CURRENT NET SURPLUS/DEFICIT</u>						
		0	(36,210)	(5,000)	39,533	0
Ending Fund Balance:		(65,691)	(101,901)	(106,901)	(67,368)	(67,368)

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Pressure washer for pool deck	\$1,000
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ACCOUNT: 259-0610-XXXX-XXXXX  
 FUND: GENERAL  
 FUNCTION: POLLOCK WATER PARK  
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6103-00000	Regular Pay - Temp Employee	44,858	38,011	40,000	33,300	35,000
TOTAL PAYROLL - DIRECT LABOR		44,858	38,011	40,000	33,300	35,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	3,430	3,130	3,060	2,600	2,700
TOTAL PAYROLL - INDIRECT LABOR		3,430	3,130	3,060	2,600	2,700
Contractual Services						
6401-00000	Contractual Services	9,682	31,932	12,000	12,200	12,000
6402-00000	Auto Allowance	0	33	20	0	0
6404-00000	Postage and Shipping	1,477	1,224	1,200	500	1,200
6410-00000	Advertising/Marketing	2,301	1,028	2,000	1,200	1,000
6420-00000	Repairs to Tools/Equipment	0	3,040	0	400	1,500
6426-00000	Maint Mach/Equip/Bldg/Struct	1,929	5,314	2,000	2,200	2,500
6432-00000	Equipment Rental	0	0	0	0	0
6446-00000	Contractual Employment	108,583	108,012	115,000	108,000	110,000
6448-00000	Special Services	0	0	10,000	9,800	9,800
6458-00000	Conference & Training	187	300	800	1,100	1,500
6460-00000	Membership Dues	0	35	35	100	100
6466-00000	Misc Contractual Services	93	0	0	0	0
TOTAL CONTRACTUAL SERVICES		124,252	150,918	143,055	135,500	139,600
Utilities						
6471-00000	Electricity	17,517	19,942	22,000	21,000	23,100
6472-00000	Sewer Service	6,668	7,052	7,000	6,900	7,000
6473-00000	Water Service	7,964	8,407	11,000	9,300	11,000
6474-00000	Gas Service	23,120	33,261	27,000	24,000	26,000
6475-00000	Telephones	779	1,090	1,000	1,300	1,300
6476-00000	Storm Water	1,608	1,511	1,500	1,900	2,100
TOTAL UTILITIES		57,656	71,263	69,500	64,400	70,500
Fixed Charges						
6481-00000	Workers Compensation	583	468	362	400	400
6482-00000	Building & Contents	0	0	0	0	0
6483-00000	Comprehensive Liability	3,000	3,000	3,002	3,000	3,100
6494-00000	Boiler Insurance	380	271	437	500	400
6496-00000	Licenses & Permits	1,410	1,705	1,800	1,900	2,000
6499-00000	Misc Fixed Charges	1,471	996	1,400	1,400	1,400
TOTAL FIXED CHARGES		6,844	6,440	7,001	7,200	7,300



NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Materials & Supplies						
6503-00000	Clothing	338	0	500	700	700
6505-00000	Office Supplies	1,757	1,343	1,500	1,000	1,000
6517-00000	Supplies/Repair Parts	78	81	250	1,700	1,200
6527-00000	Janitorial Supplies	3,629	576	3,500	1,200	1,500
6529-00000	Chemicals	11,200	11,280	11,500	11,400	11,500
6537-00000	Safety Equipment	0	0	0	0	0
6545-00000	Tools & Shop Supplies	291	27	200	200	200
6550-00000	Minor Equipment	1,613	976	2,000	0	1,000
6565-00000	Stone/Gravel/Concrete	0	1,360	0	0	0
6586-00000	Concessions	19,266	18,855	24,000	23,500	24,000
6589-00000	Other Materials & Supplies	8,651	7,711	3,000	6,600	6,600
TOTAL MATERIAL & SUPPLIES		46,823	42,209	46,450	46,300	47,700
Capital Outlay						
7204-00000	Machinery & Equipment	7,067	0	1,000	900	1,000
7216-00000	Land Improvements	0	0	0	0	0
TOTAL CAPITAL OUTLAY		7,067	0	1,000	900	1,000
TOTAL POLLOCK COMM WATER PARK		290,930	311,971	310,066	290,200	303,800

***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	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Seasonal Help (F.T.E.)	6103	2	2	2	40,000	33,300	35,000
Social Security	6302				3,060	2,600	2,700
TOTAL PERSONNEL		2	2	2	43,060	35,900	37,700

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: Pollock Pool

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 1,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Pressure Washer for Pool Deck	New/	1	1,000	1,000

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

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#### PROGRAM DESCRIPTION:

Originally the Algoma Country Club established in 1899, Lakeshore Municipal Golf Course has been a mainstay in area golf for over 100 years. Throughout those years, Lakeshore has been home to a past PGA Championship winner, Ryder Cup team member, Omega Asian masters champion, numerous South America Tour winners, Wisconsin State Amateur Champion, an NCAA All-American and a Big East collegiate champion. Lakeshore continues to provide a quality golf experience to all golfer demographics living in, around, and visiting the City of Oshkosh.

#### PRODUCTS & SERVICES:

- League play
- Oshkosh City Tournament
- Oshkosh Match Play Championship
- Corporate and Charity Outings
- Food and Beverage Service
- Junior program
- Oshkosh Recreation Department Junior Program
- Boys and Girls High School Golf
- Instruction and Club Repair / Fitting

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Host of two State Public Links Championships in the last five years
- Host of 2009 Wisconsin State Eagles Tournament
- Host of numerous regional and sectional WIAA tournaments
- Increased size of 3<sup>rd</sup> Tee Box by 100%
- Hosted National "Courage to Stand" outing

#### OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Expand the 12<sup>th</sup> and 18<sup>th</sup> tees
- Construct cart path on the 15<sup>th</sup> tee

## SUMMARY

FUND: GENERAL	FUNCTION: GOLF COURSE	DEPARTMENT: PARKS & OTHER	ACCOUNT: 517-0630-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
<u>REVENUES</u>						
Greens Fees #4730	403,505	335,170	384,705	386,000	385,000	
Carts #4730	86,000	74,413	92,000	86,000	90,000	
Merchandise/Misc. #4730	54,200	35,023	57,000	47,000	45,000	
Concessions #4736	88,000	70,194	88,500	87,000	88,500	
Donations #4952	6,000	1,516	6,000	3,500	6,000	
Sale of Land #4943	0	0	0	111,800	0	
Misc Revenue #4972	0	0	0	5,000	0	
Sales Tax	(30,082)	(24,378)	(29,685)	(27,000)	(27,380)	
<b>TOTAL SOURCES:</b>	<b>607,623</b>	<b>491,938</b>	<b>598,520</b>	<b>699,300</b>	<b>587,120</b>	
<u>EXPENSES</u>						
Personnel #6300's	264,838	283,875	278,873	284,900	293,900	
Contractual Svcs #6400's	75,555	63,825	74,255	100,500	62,100	
Utilities #647x's	21,445	22,986	24,775	24,300	26,500	
Fixed Charges #648x-649x	13,180	10,344	14,230	14,400	14,700	
Materials & Supplies #6500's	103,480	111,091	116,980	114,000	119,100	
Capital Outlay #7200's	6,300	0	19,250	19,300	0	
<b>TOTAL</b>	<b>484,798</b>	<b>492,121</b>	<b>528,363</b>	<b>557,400</b>	<b>516,300</b>	
Operating Income	122,825	(183)	70,157	141,900	70,820	
<u>Non-Operating Revenues &amp; (Expenses)</u>						
Principal Payment	70,000	72,296	1,074,297	1,074,300	4,500	
Interest Expense #6721	54,150	56,742	52,444	52,400	1,400	
<b>TOTAL</b>	<b>124,150</b>	<b>129,038</b>	<b>1,126,741</b>	<b>1,126,700</b>	<b>5,900</b>	
<b>TOTAL USES:</b>	<b>608,948</b>	<b>621,159</b>	<b>1,655,104</b>	<b>1,684,100</b>	<b>522,200</b>	
<b>CURRENT NET SURPLUS/(DEFICIT)</b>	<b>(1,325)</b>	<b>(129,221)</b>	<b>(1,056,584)</b>	<b>(984,800)</b>	<b>64,920</b>	
Due to General Fund		340,844		1,325,644	1,254,824	
Depreciation Expense #6619		23,903		23,903	23,900	
Outstanding Debt after '09	44,959					
Average yearly pmt.	5,620					
number of payment years remaining.	8					

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 6401-00000                   2009 increase due to replacement of landscaping around area sold to DOT, and flooding required cleaning, plumbing work, and new flooring.
- 6440-00000                   Other Rental reduced by \$10,000, fund expenditure moved to account 7204 for the purchase of a like new used sprayer unit rather than expending up to \$10,000 for each of the next three years.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	103,604	109,619	114,766	114,800	117,500
6103-00000	Regular Pay - Temp Employee	91,994	99,985	103,500	109,500	113,300
TOTAL PAYROLL - DIRECT LABOR		195,598	209,604	218,266	224,300	230,800
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	66,263	74,271	60,607	60,600	63,100
TOTAL PAYROLL - INDIRECT LABOR		66,263	74,271	60,607	60,600	63,100
Contractual Services						
6401-00000	Contractual Services	10,152	6,060	7,000	36,000	7,000
6402-00000	Auto Allowance	0	0	100	100	100
6404-00000	Postage & Shipping	32	42	50	0	0
6408-00000	Printing & Binding	0	0	0	0	0
6410-00000	Advertising/Marketing	6,229	6,082	5,900	5,900	6,200
6418-00000	Repairs to Motor Vehicles	23	854	200	200	200
6419-00000	Repairs to Tires	12	68	75	100	100
6420-00000	Repairs to Tools & Equip	5,011	2,527	4,000	4,500	4,500
6424-00000	Maintenance Office Equipment	0	0	200	200	200
6426-00000	Maint. Mach/Equip/Bldg/Struct	431	48	350	300	400
6432-00000	Equipment Rental	20,884	22,865	25,550	25,500	26,700
6440-00000	Other Rental	18,640	18,644	22,000	22,000	12,000
6445-00000	Landfill Fees	13	0	50	100	100
6446-00000	Contractual Employment	4,402	3,094	4,000	500	500
6448-00000	Special Services	947	338	1,200	800	1,000
6451-00000	Architectural Fees	200	0	0	0	0
6453-00000	Vehicle License & Registration	0	0	80	100	100
6458-00000	Conference & Training	153	341	250	300	300
6460-00000	Membership Dues	1,435	1,964	1,600	2,200	1,600
6466-00000	Misc Contractual Services	1,476	898	1,650	1,700	1,100
TOTAL CONTRACTUAL SERVICES		70,040	63,825	74,255	100,500	62,100
Utilities						
6471-00000	Electricity	12,595	12,351	13,500	13,000	14,200
6472-00000	Sewer Service	996	1,139	700	700	1,000
6473-00000	Water Service	1,252	1,133	875	900	1,300
6474-00000	Gas Service	3,811	4,124	5,500	5,500	5,700
6475-00000	Telephones	2,633	2,923	2,900	2,900	2,900
6476-00000	Storm Water	1,503	1,316	1,300	1,300	1,400
TOTAL UTILITIES		22,790	22,986	24,775	24,300	26,500

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Sundry Fixed Charges						
6481-00000	Workers Compensation	3,634	2,379	3,725	3,700	3,700
6482-00000	Buildings & Contents	1,052	1,088	1,100	1,100	1,100
6483-00000	Comprehensive Liability	420	420	450	500	500
6485-00000	Vehicle Insurance	464	467	475	500	500
6494-00000	Boiler Insurance	379	271	380	400	400
6496-00000	Licenses & Permits	320	0	350	500	500
6499-00000	Misc Fixed Charges	7,697	5,719	7,750	7,700	8,000
TOTAL FIXED CHARGES		13,966	10,344	14,230	14,400	14,700
Materials & Supplies						
6503-00000	Clothing	18	115	100	100	100
6505-00000	Office Supplies	415	156	425	300	400
6506-00000	Software Supplies	0	0	50	100	100
6507-00000	Books & Periodicals	30	0	50	100	100
6509-00000	Computer Supplies	0	0	50	100	100
6511-00000	Diesel Fuel	4,132	5,282	6,250	6,000	6,200
6513-00000	Motor Oil (Lubricants)	506	646	550	1,500	1,600
6514-00000	Gasoline	10,135	11,077	12,000	11,000	12,000
6517-00000	Supplies/Repair Parts	7,844	10,185	7,500	7,500	6,000
6518-00000	Other Fuel/Propane	104	77	150	200	100
6519-00000	Tires, Tubes & Rims	170	415	1,000	400	500
6527-00000	Janitorial Supplies	804	683	750	800	800
6529-00000	Chemicals	13,593	20,078	22,000	22,000	23,800
6537-00000	Safety Equipment	27	89	50	100	100
6541-00000	Paint	224	337	625	400	500
6545-00000	Tools & Shop Supplies	3,823	4,565	3,750	2,500	2,500
6550-00000	Minor Equipment	606	619	650	1,300	1,200
6557-00000	Medical Supplies	0	38	30	0	0
6565-00000	Stone/Gravel/Concrete/Asp	276	114	500	400	500
6578-00000	Irrigation Supplies	0	0	0	500	2,500
6580-00000	Golf Pro Shop	14,169	11,926	14,500	13,500	14,500
6586-00000	Golf Concessions	39,823	38,071	39,500	41,200	41,000
6589-00000	Materials & Supplies	6,652	6,618	6,500	4,000	4,500
TOTAL MATERIALS & SUPPLIES		103,351	111,091	116,980	114,000	119,100
Debt Service - Governmental						
2270-00000	Principal Payment	65,000	72,296	1,074,297	1,074,300	4,500
6721-00000	Interest Expense	58,180	56,742	52,444	52,400	1,400
TOTAL DEBT SERVICE-GOVERNMENTAL		123,180	129,038	1,126,741	1,126,700	5,900
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	5,000	5,000	0
7210-00000	Motor Vehicles	0	0	0	0	0
7214-00000	Buildings	0	0	4,750	4,800	0
7216-00000	Land Improvement	0	0	9,500	9,500	0
TOTAL CAPITAL OUTLAY		0	0	19,250	19,300	0
TOTAL GOLF COURSE		595,188	621,159	1,655,104	1,684,100	522,200

**PERSONNEL SCHEDULE**

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
General Manager/Superintendent	1.00	1.00	1.00	67,306	67,300	68,900
Club House Manager / Golf Pro	1.00	1.00	1.00	47,460	47,500	48,600
Asst. Superintendent/Mechanic (LTE) 6103	1.00	1.00	1.00	15,000	16,000	17,000
Groundsmen (LTE) 6103	6.00	4.50	6.00	43,000	48,000	49,500
Overtime - seasonals 6103				500	500	500
Club House (seasonals) 6103	4.40	4.40	4.40	45,000	45,000	46,300
Health Insurance 6306				26,159	26,100	28,200
Retirement 6304				17,697	17,700	18,100
Social Security 6302				15,771	15,800	15,800
Life Insurance 6310				470	500	500
Income Continuation Insurance 6312				510	500	500
<b>TOTAL PERSONNEL</b>	<b>13.40</b>	<b>11.90</b>	<b>13.40</b>	<b>278,873</b>	<b>284,900</b>	<b>293,900</b>



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

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#### 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 DEVEL	ACCOUNT: 251-0310-XXXX-XXXXX		
	2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:	77,972	77,972	97,176	97,176	72,876
<b>REVENUES</b>					
(205 and 251 fund)					
Net Levy Required #4102	392,821	392,821	374,426	374,400	352,100
Weights & Measures #4381	119,000	123,934	119,000	120,000	119,000
Lab Fees #4624	15,000	11,830	10,000	10,000	10,000
Water Services - Wtr Util #4626	75,000	145,000	81,000	81,000	81,000
Retail Food #4338	22,000	26,220	24,000	25,000	24,000
Hotel & Restaurant #4340	190,000	207,931	219,000	219,000	225,000
Nurse Fees/Donations 4632-33, 4792, 4952	5,000	11,783	5,000	2,000	5,000
*Aids #4220	138,888	0	112,000	112,000	128,500
Surplus applied #4966	0	0	24,000	24,000	50,000
<b>TOTAL SOURCES:</b>	<b>957,709</b>	<b>919,519</b>	<b>968,426</b>	<b>967,400</b>	<b>994,600</b>
<b>EXPENSES:</b>					
Personnel 6300's	879,679	928,176	889,446	905,300	918,100
Contractual Services 6400's	27,270	35,894	38,670	27,000	36,100
Utilities 647x's	3,750	4,100	3,650	3,700	3,700
Fixed Charges #6480x-649x's	10,250	9,498	7,760	7,600	7,800
Materials & Supplies #6500's	36,760	19,114	28,900	23,700	28,900
Capital Outlay #7200's	0	1,500	0	400	0
<b>TOTAL USES:</b>	<b>957,709</b>	<b>998,282</b>	<b>968,426</b>	<b>967,700</b>	<b>994,600</b>
<b>CURRENT NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>(78,763)</b>	<b>0</b>	<b>(300)</b>	<b>0</b>
Ending Fund Balance	77,972	97,176	97,176	72,876	22,876

\*correcting entry completed in 2009, (\$97,967)

**REASONS FOR CHANGES IN EXPENDITURE LEVELS:**

<p>6401-00000</p> <p>6404-00000</p> <p>6453-00000</p> <p>6466-00000</p>	<p>Decrease based on 2009 usage patterns for translator services / increase 2010 for pharmaceutical take back program.</p> <p>Decrease based on past usage; grant funded line item</p> <p>DMV license plate fee for weights and measures truck</p> <p>Increase in mandatory reimbursement to State of Wisconsin due to increased licensable activities and establishments</p>
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**EXPLANATION OF CAPITAL OUTLAY:**

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	489,735	526,141	515,986	523,200	518,500
6102-00000	Regular Pay - Temp. Employee	492	113,396	79,750	90,500	90,700
TOTAL PAYROLL - DIRECT LABOR		490,227	639,537	595,736	613,700	609,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	201,588	288,639	293,710	291,600	308,900
TOTAL PAYROLL - INDIRECT LABOR		201,588	288,639	293,710	291,600	308,900
Contractual Services						
6401-00000	Contractual Services	11,762	14,384	15,000	6,000	12,600
6402-00000	Auto Allowance	5,298	6,674	8,100	6,000	8,100
6404-00000	Postage & Shipping	0	0	1,000	0	0
6418-00000	Repairs to Motor Vehicles	0	8	0	100	0
6426-00000	Maint Mach/Equip/Bldg/Struct	735	603	1,000	300	1,000
6453-00000	Vehicle License	0	75	0	100	100
6458-00000	Conference & Training	1,884	3,351	3,750	4,000	3,800
6460-00000	Membership Dues	540	655	520	500	500
6466-00000	Misc Contractual Services	9,187	10,144	9,300	10,000	10,000
TOTAL CONTRACTUAL SERVICES		29,406	35,894	38,670	27,000	36,100
Utilities						
6475-00000	Telephones	3,205	4,100	3,650	3,700	3,700
6479-00000	Other Utilities	43	0	0	0	0
TOTAL UTILITIES		3,248	4,100	3,650	3,700	3,700
Fixed Charges						
6481-00000	Workers Compensation	9,353	8,268	6,403	6,700	6,400
6483-00000	Comprehensive Liability	276	276	280	200	300
6485-00000	Vehicle Insurance	464	467	477	400	500
6496-00000	Licenses and Permits	264	487	600	300	600
TOTAL FIXED CHARGES		10,357	9,498	7,760	7,600	7,800

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Materials & Supplies						
6505-00000	Office Supplies	3,640	5,138	4,000	4,500	4,000
6507-00000	Books & Periodicals	556	851	1,500	300	1,500
6514-00000	Gas	0	390	500	500	500
6527-00000	Janitorial Supplies	33	0	0	0	0
6557-00000	Medical Supplies	4,148	6,705	5,500	5,000	5,500
6589-00000	Other Materials & Supplies	12,874	6,030	17,400	13,400	17,400
TOTAL MATERIALS & SUPPLIES		21,251	19,114	28,900	23,700	28,900
Capital Outlay						
7202-00000	Office Equipment	0	1,500	0	0	0
7204-00000	Machinery & Equipment	173	0	0	400	0
7230-00000	Computer Software	0	0	0	0	0
TOTAL CAPITAL OUTLAY		173	1,500	0	400	0
TOTAL HEALTH SERVICES		756,250	998,282	968,426	967,700	994,600

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Health Director	1.00	1.00	1.00	83,227	83,200	83,200
Sanitarians	2.00	2.00	2.00	117,827	121,100	118,400
City Sealer	1.00	1.00	1.00	59,539	60,700	59,800
Office Assistant	1.00	1.00	1.00	35,845	36,800	36,000
Environmental Health Specialist	1.00	1.00	1.00	42,182	43,600	42,400
Public Health Nurse	3.00	3.00	3.00	177,366	177,800	178,700
Part-time help 6102	2.40	2.40	2.40	79,750	90,500	90,700
Health Insurance 6306				174,490	168,600	182,900
Retirement 6304				70,197	72,400	75,500
Social Security 6302				45,509	46,900	46,600
Life Insurance 6310				2,321	2,400	2,400
Reserve for Adjustment to Salaries				0	0	0
Income Continuation Insurance 6312				1,193	1,300	1,500
<b>TOTAL PERSONNEL</b>	<b>11.40</b>	<b>11.40</b>	<b>11.40</b>	<b>889,446</b>	<b>905,300</b>	<b>918,100</b>

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

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#### 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 \$1.00 equals the lowest bus fare in Wisconsin and is 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 900,000 riders on fixed-route service and over 100,000 riders on revenue paratransit service
- Implemented various fare increases
- Developed annual marketing plan
- Added bicycle racks to city buses
- Inaugurated new web site (<http://www.oshkoshtransit.com>)
- Provided advisory support of UW-Oshkosh's Titan Transit service
- Obtained stimulus/recovery grant funding for purchase of new hybrid buses
- Adapted EAA service to new FTA charter service regulations

## OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR

- Complete Transit Development Plan
- Develop management plan
- Increase ridership on fixed-route service
- Work with Valley Transit to enhance service between Oshkosh and Neenah (Route 10)
- Update marketing plan
- Incorporate route schedule into Google Transit
- Upgrade route maps
- Revise Drug and Alcohol policy
- Revise drivers work schedule
- Rehabilitate Transit Center and Maintenance Building
- Integrate hybrid buses into fixed route operation



**SUMMARY**

FUND: GENERAL	FUNCTION: TRANSIT UTILITY	DEPARTMENT: TRANSIT UTILITY	ACCOUNT: 511-1728-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
<b>REVENUES:</b>						
Net Levy Required #4262		599,508	599,508	612,683	612,683	793,300
Operating Revenues #4774		640,000	646,876	936,000	767,000	782,000
Federal Aids #4207		1,353,555	1,309,050	1,430,438	1,581,596	1,575,200
State Aids #4222		1,084,525	1,198,265	1,309,215	1,211,194	1,206,300
County Aids #4242		354,000	392,223	399,481	372,076	318,300
Other Grants & Aids #4260		15,600	142,114	23,502	23,502	28,700
Red Cross		126,400	0	107,625	107,625	120,600
Rent, Advertising, Misc		0	38,240	0	10,185	0
Amortization of Grant #5355		0	13,656	0	0	0
County Inter-City Funds		30,000	0	30,000	30,000	30,000
Surplus Applied #4966		0	0	0	0	0
<b>TOTAL SOURCES:</b>		4,203,588	4,339,932	4,848,944	4,715,861	4,854,400
<b>EXPENSES:</b>						
Personnel #6300's		2,094,054	2,072,147	2,162,609	2,164,200	2,258,400
Contractual Services #6400's		1,583,704	1,749,154	1,882,395	1,780,200	1,896,200
Utilities #647x's		44,000	36,073	37,950	38,800	40,300
Fixed Charges #648x-649x's		126,580	92,054	122,560	103,200	119,600
Materials & Supplies #6500's		355,250	527,266	643,430	373,900	533,300
Capital Outlay #7200's			0	0	0	6,600
<b>TOTAL USES:</b>		4,203,588	4,476,694	4,848,944	4,460,300	4,854,400
<b>TOTAL USES:</b>		4,203,588	4,476,694	4,848,944	4,460,300	4,854,400
<b>CURRENT NET SURPLUS / (DEFICIT)</b>		0	(136,762)	0	255,561	0
Due to General Fund		(42,918)	(179,680)	(179,680)	75,881	75,881
Depreciation Expense #6619			359,231		360,000	360,000
Outstanding Debt after '09		306,097				
Average yearly pmt.		34,011				
number of payment years		9				
remaining.						

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000	2010 includes local share for Transit Development Plan. City plans to contract with East Central Wisconsin RPC, which will create the opportunity to lower the local share. This plan will help guide the system in route, fare, schedule and facilities decisions over the next several years.
6481-00000	6481, Worker's Comp is now being charged to 6320.
6511-00000	2009 budget was based on an assumed price of \$4.50/gallon, which followed WisDOT's instructions at the time the budget was developed. Actual fuel prices have been far less.
6517-00000	2010 assumes a price of \$3.15/gallon, which follows WisDOT's current instructions.
6449-00000	2009 expenses were high due to an unexpected engine failure.
6458-00000	2009 estimates were high due to declining participation in Access to Jobs program, and less than expected growth in usage of para-transit. Growth from 2009 to 2010 is based on most recent ridership trends.
6458-00000	The increase in 2010 reflects the hiring of a new operations supervisor, and the training that will be required.
6485-00000	Our insurer changed its premium formula to put a higher weight on accident history. A higher than average history in earlier years is therefore causing a significant increase in the 2010 premium.
6519-00000	2009 was high as division made transition from leased tires to purchase tires. 2010 will complete this transition, which should ultimately result in lower costs for the system.

EXPLANATION OF CAPITAL OUTLAY:

1753-00000	Google Transit route mapping service	1,600	
	Photocopier	3,000	
	Radio recording system	<u>2,000</u>	
	(all local share only)		\$6,600

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	461,991	478,720	488,079	481,400	519,500
6112-00000	Regular Pay - Transit Opera.	714,177	750,678	812,326	804,700	806,400
TOTAL PAYROLL - DIRECT LABOR		1,176,168	1,229,398	1,300,405	1,286,100	1,325,900
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	859,495	842,749	862,204	878,100	932,500
TOTAL PAYROLL - INDIRECT LABOR		859,495	842,749	862,204	878,100	932,500
Contractual Services						
6401-00000	Contractual Services	18,350	15,183	19,800	19,000	35,000
6402-00000	Auto Allowance	960	560	1,200	1,000	1,000
6403-00000	Clothing Allowance	848	92	200	200	200
6404-00000	Postage & Shipping	73	21	70	100	100
6408-00000	Printing and Binding	880	102	1,000	1,000	1,000
6410-00000	Advertising/Marketing	18,106	13,641	20,000	20,000	20,000
6411-00000	Promotional Materials	0	4,177	0	0	0
6414-00000	Auditing	3,950	4,500	4,500	3,900	4,200
6418-00000	Repairs To Motor Vehicles	569	1,292	1,300	5,700	1,700
6420-00000	Repairs to Tools & Equipment	700	1,085	700	2,400	1,200
6421-00000	Maintenance Radios	0	0	300	300	300
6424-00000	Maintenance Office Equipment	938	2,354	1,200	2,400	2,400
6426-00000	Maint Mach/Equip/Bldg/Str	29,780	31,673	30,500	32,000	32,500
6449-00000	Purchased Transportation	1,567,144	1,655,030	1,794,000	1,684,000	1,787,000
6453-00000	Vehicle License & Registration	0	0	75	0	0
6458-00000	Conference and Training	1,931	2,251	2,950	3,100	4,500
6460-00000	Membership Dues	2,290	2,290	2,600	2,600	2,600
6466-00000	Misc Contractual Services	3,951	14,903	2,000	2,500	2,500
TOTAL CONTRACTUAL SERVICES		1,650,470	1,749,154	1,882,395	1,780,200	1,896,200
Utilities						
6471-00000	Electricity	13,047	13,135	15,200	15,900	16,700
6472-00000	Sewer Service	307	192	200	200	200
6473-00000	Water Service	419	244	250	300	300
6474-00000	Gas Service	14,936	16,846	17,000	16,500	17,000
6475-00000	Telephones	4,217	4,873	4,500	5,100	5,300
6476-00000	Storm Water	783	783	800	800	800
TOTAL UTILITIES		33,709	36,073	37,950	38,800	40,300

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
<b>Fixed Charges</b>						
6481-00000	Workers Compensation	0	0	20,100	0	0
6482-00000	Buildings & Contents	1,978	1,982	2,010	1,800	2,000
6483-00000	Comprehensive Liability	4,656	4,825	4,760	4,800	5,100
6485-00000	Vehicle Insurance	78,534	84,526	94,900	95,800	111,700
6494-00000	Boiler Insurance	341	371	440	400	400
6496-00000	Licenses and Permits	200	200	200	200	200
6499-00000	Misc Fixed Charges	150	150	150	200	200
<b>TOTAL FIXED CHARGES</b>		<b>85,859</b>	<b>92,054</b>	<b>122,560</b>	<b>103,200</b>	<b>119,600</b>
<b>Materials &amp; Supplies</b>						
6503-00000	Clothing	2,887	2,476	3,000	2,800	2,700
6505-00000	Office Supplies	2,095	1,771	2,000	2,000	2,000
6507-00000	Books and Periodicals	257	257	350	400	400
6509-00000	Computer Supplies	516	328	400	400	400
6511-00000	Diesel Fuel	289,045	400,166	535,000	244,000	409,500
6513-00000	Motor Oil (Lubricants)	8,508	10,845	10,800	7,000	7,000
6514-00000	Gasoline	1,770	2,351	2,250	1,700	1,700
6517-00000	Supplies/Repair Parts	52,435	66,057	66,500	80,000	80,000
6518-00000	Other Fuel/Propane	790	451	430	400	400
6519-00000	Tires & Tubes	13,095	36,505	18,000	30,000	24,000
6527-00000	Janitorial Supplies	3,184	3,934	3,000	3,500	3,500
6537-00000	Safety Equipment	139	0	200	200	200
6545-00000	Tools & Shop Supplies	140	181	400	200	200
6550-00000	Minor Equipment	0	406	0	100	100
6557-00000	Medical Supplies	0	190	0	100	100
6589-00000	Other Materials & Supplies	1,362	1,348	1,100	1,100	1,100
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>376,223</b>	<b>527,266</b>	<b>643,430</b>	<b>373,900</b>	<b>533,300</b>
<b>Capital Outlay</b>						
1753-00000	Capital Outlay	0	0	0	0	6,600
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,600</b>
<b>TOTAL TRANSIT UTILITY</b>		<b>4,181,924</b>	<b>4,476,694</b>	<b>4,848,944</b>	<b>4,460,300</b>	<b>4,854,400</b>

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Director of Transportation	1	1	1	79,309	78,000	81,300
Transit Administration Supervisor	1	1	1	52,828	52,200	54,100
Transit Operations Supervisor	1	1	1	50,191	53,600	62,800
Transportation Maintenance Supervisor	1	1	1	55,202	55,200	55,200
Mechanics	3	3	3	124,931	123,300	132,700
Service Technician	1	1	1	38,666	38,000	40,600
Transit Operators	18	18	18	772,876	767,400	769,100
Tr. Operator/Mechanic	1	1	1	39,450	37,300	37,300
Administrative Assistant	1	1	1	41,426	40,500	40,500
Dispatcher/Operator (P.T.) 6102	1.00	1.00	1.00	24,664	10,800	22,500
Dispatcher/Office Clerk (P.T.) 6102	0.80	0.60	0.80	13,706	18,600	18,600
Overtime				7,156	11,200	11,200
Fringe Benefits (Sick, Hol., Vac., Long., W/C) 6320				186,180	219,900	217,900
Health Insurance 6306				386,127	362,800	403,000
Retirement 6304				169,573	172,900	186,400
Social Security 6302				111,110	113,700	116,600
Life Insurance 6310				5,583	5,500	5,300
Income Continuation Insurance 6312				3,631	3,300	3,300
<b>TOTAL PERSONNEL</b>	<b>29.80</b>	<b>29.60</b>	<b>29.80</b>	<b>2,162,609</b>	<b>2,164,200</b>	<b>2,258,400</b>

## CAPITAL OUTLAY REQUEST SUMMARY

Dept: TRANSPORTATION / TRANSIT

**TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:** \$ 6,600

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost
1	Google Transit Route Mapping Service	New/	1	1,600	1,600
2	Photocopier	Replace	1	3,000	3,000
3	Radio Recording System	New/	1	2,000	2,000
	All Items Cost Share - Total Cost Below				
	1 - \$8,000				
	2 - \$15,000				
	3 - \$10,000				

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

2008	2009	2010
ACTUAL	ESTIMATE	ESTIMATE

**REVENUES**

<b>General Property Tax</b>	16,115,651	16,549,086	16,789,100
<b>Approp. from Sinking Fund</b>	375,000	375,000	375,000
<b>TOTAL REVENUES</b>	<b>16,490,651</b>	<b>17,242,800</b>	<b>17,164,100</b>

**EXPENDITURES**

**Detail - Principal Payments**

1997 Taxable Refunding Bonds 955K 11/97	100,000	0	0
1998 Corporate Purpose Bonds 3,975K 5/98 REF 2005	285,000	0	0
1999 Corporate Purpose Bonds 3,560K 3/99	135,000	150,000	165,000
1999 Promissory Notes 2,820K 3/99	460,000	0	0
1999 Corporate Purpose Ref Bonds 4,540K 3/99	315,000	335,000	285,000
2000 Corporate Purpose Bonds 8,305K 3/00 REF 2005	390,000	0	0
2000 Promissory Notes 2,210K 3/00	295,000	310,000	0
2000 Promissory Notes-C 1,500K 10/00, Golf Course	70,000	1,070,000	0
2001 Corporate Purpose Bonds 6,390K 3/01 REF 2005	295,000	0	0
2001 Promissory Notes 2,110K 3/01	265,000	275,000	290,000
2002 Corporate Purpose Bonds 11,225K 3/02	480,000	505,000	530,000
2002 Promissory Notes 2,260K 3/02	270,000	280,000	295,000
2002 Taxable Corporate Purpose Bonds 7,580 3/02	300,000	315,000	335,000
2002 State Trust Loan Ind Park 1,012K 5/02	38,629	40,675	42,709
2003 State Trust Loan TIF #14 375K	13,750	14,482	15,206
2003 State Trust Loan TIF #13 1,365k	49,364	51,992	54,592
2003 Promissory Notes series B, 2,615K 3/03	300,000	305,000	315,000
2003 Taxable Bonds 1,420K 3/03	60,000	60,000	65,000
2003 Corporate Purpose Bonds series A, 11,675K	510,000	535,000	545,000
2003 G.O. Refunding Bonds series 2003D 8,615K	595,000	615,000	430,000
2003 Refunding Promissory Notes 4,380K 8/03	370,000	355,000	395,000
2003 G.O. Refunding Bonds Series 2003E, 1,050K	55,000	55,000	55,000
2003 State Trust Loan TIF #14 226K, 9/03	8,737	9,202	9,662
2004 Corp Purpose Bonds series 2004A, \$6,480K 3/04	275,000	280,000	295,000
2004 G.O. Prom Notes series 2004B, \$1,565K 3/04	170,000	180,000	180,000
2004 State Trust Loan Riverside Park, \$1,200K, 11/04	43,828	46,175	48,484
2004 State Trust Loan TIF #14, \$99K, 12/04	3,609	3,803	3,993
2004 State Trust Loan TIF #14, \$100K, 9/04	3,685	3,882	4,076
2005A G.O. Corp Purpose Bonds \$7,395K, 2/05	295,000	300,000	310,000
2005B G.O. Prom Notes \$2,540K, 2/05	260,000	265,000	275,000
2005 State Trust Loan-Riverside expan., \$200,000, 5/05	6,581	6,935	7,282
2005 Ref '96 Bonds \$815,000	130,000	135,000	135,000
2005 Ref '96A Bonds \$3,875K	555,000	470,000	410,000
2005 Ref '98 Bonds \$2,665K (Crossover, starts in 2009)	0	210,000	280,000
2005 Ref '00 Bonds \$6,065K (Crossover, starts in 2009)	0	430,000	450,000
2005 Ref '01 Bonds \$4,915K (Crossover, starts in 2009)	0	305,000	345,000
2005 State Trust Loan \$656K	23,760	24,908	26,028
2005 State Trust Loan \$1,163K	42,122	44,158	46,145
2006A G.O. Corp Purpose Bonds \$9,265K 2/06	335,000	360,000	370,000
2006B G.O. Prom Note \$2,500K 2/06	245,000	255,000	265,000
2006C G.O. Taxable Bonds \$1,995K 2/06	70,000	70,000	75,000
2006D G.O. Refunding Bonds \$8,940K	1,765,000	1,695,000	1,330,000
2006D G.O. Refunding Bonds \$2,925K	465,000	480,000	495,000
2007A G O Corp Purpose Bonds \$7,950K	280,000	290,000	300,000
2007B G O Prom Notes \$3,375K	310,000	330,000	345,000
2008 State Trust Fund Loan \$1,419,815.	0	36,736	48,059
2008 State Trust Fund Loan \$1,122,000	0	0	94,879
2008 State Trust Fund Loan \$1,832,000.	0	0	105,950
2008A G O Corp Purpose Bonds \$5,105K	0	180,000	185,000
2008B G O Prom Notes \$1,565K	0	145,000	155,000
2009 State Trust Fund Loan \$1,322,463	0	0	112,945
2009A G O Corp Purpose Bonds \$16,740K	0	0	905,000
2009B G O Prom Notes \$2,945K	0	0	335,000
<b>TOTAL PRINCIPAL</b>	<b>10,939,065</b>	<b>11,827,948</b>	<b>11,765,010</b>

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

2008	2009	2010
ACTUAL	ESTIMATE	ESTIMATE

**INTEREST**

**Detail-Interest Payments**

1997 Taxable Refunding Bonds 955K 11/97	6,500	0	0
1998 Corporate Purpose Bonds 3,975K 5/98 REF 2005	143,548	0	0
1999 Corporate Purpose Bonds 3,560K 3/99	100,575	95,040	88,816
1999 Promissory Notes 2,820K 3/99	19,090	0	0
1999 Corporate Purpose Ref Bonds 4,540K 3/99	116,016	103,258	89,356
2000 Corporate Purpose Bonds 8,305K 3/00 REF 2005	364,580	0	0
2000 Promissory Notes 2,210K 3/00	31,762	16,275	0
2000 Promissory Notes-C 1,500K 10/00, Golf Course	54,150	50,825	0
2001 Corporate Purpose Bonds 6,390K 3/01	246,638	0	0
2001 Promissory Notes 2110K 3/01	34,054	23,455	12,181
2002 Corporate Purpose Bonds 11,225K 3/02	457,941	438,262	416,547
2002 Promissory Notes 2,260K 3/02	46,510	35,710	24,511
2002 Taxable Corporate Purpose Bonds 7,580 3/02	410,752	394,402	376,763
2002 State Trust Loan Ind Park 1,012K 5/02	41,932	39,887	37,854
2003 State Trust Loan TIF #14 375K	16,351	15,619	14,896
2003 State Trust Loan TIF #13 1,365k	58,704	56,075	53,477
2003 Promissory Notes series B, 2,615K 3/03	54,575	45,574	35,511
2003 Taxable Bonds 1,420K 3/03	67,574	65,174	62,476
2003 Corporate Purpose Bonds series A, 11,675K	443,974	430,460	411,736
2003 G.O. Refunding Bonds series 2003D 8,615K	253,446	234,674	216,836
2003 Refunding Promissory Notes 4,380K 8/03	36,956	25,856	14,319
2003 G.O. Refunding Bonds Series 2003E, 1,050K	24,013	22,363	20,659
2003 State Trust Loan TIF #14 226K, 9/03	10,390	9,925	9,466
2004 Corp Purpose Bonds series 2004A, 6,480K 3/04	238,344	229,544	220,585
2004 G.O. Prom Notes series 2004B, 1,565K 3/04	36,578	31,904	26,505
2004 State Trust Loan Riverside Park, \$1,200K, 11/04	56,943	54,596	52,288
2004 State Trust Loan TIF #14, \$99K, 12/04	4,689	4,496	4,307
2004 State Trust Loan TIF #14, \$100K, 9/04	4,787	4,590	4,397
2005A G.O. Corp Purpose Bonds \$7,395K, 2/05	264,500	252,700	242,951
2005B G.O. Prom Notes \$2,540K, 2/05	67,974	60,174	51,563
2005 State Trust Loan-Riverside expan., \$200,000, 5/05	9,311	8,956	8,610
2005 Ref '96 Bonds \$815K	18,418	14,194	9,807
2005 Ref '96A Bonds \$3,875K	94,288	76,250	60,976
2005 Ref '98 Bonds \$2,665K (Crossover, starts in 2009)	0	102,438	95,613
2005 Ref '00 Bonds \$6,065K (Crossover, starts in 2009)	0	235,324	221,351
2005 Ref '01 Bonds \$4,915K (Crossover, starts in 2009)	0	191,906	181,995
2005 State Trust Fund Loan \$656K	28,868	27,721	26,599
2005 State Trust Fund Loan \$1,163K	51,180	49,145	47,157
2006A G.O. Corp Purpose Bonds \$9,265K 2/06	385,652	370,576	354,376
2006B G.O. Prom Note \$2,500K 2/06	87,830	78,030	67,830
2006C G.O. Taxable Bonds \$1,995K 2/06	102,345	98,740	95,135
2006D G.O. Refunding Bonds \$8,940K	275,400	204,800	137,000
2006D G.O. Refunding Bonds \$2,925K	99,000	80,400	61,200
2007A G O Corp Purpose Bonds \$7,950K	337,332	326,131	314,532
2007B G O Prom Notes \$3,375K	135,000	122,600	109,400
2008 State Trust Fund Loan \$1,419,815.	0	83,934	72,612
2008 State Trust Fund Loan \$1,122,000	0	0	60,865
2008 State Trust Fund Loan \$1,832,000.	0	0	114,914
2008A G O Corp Purpose Bonds \$5,105K	171,360	228,480	220,380
2008B G O Prom Notes \$1,565K	41,756	55,675	50,962
2009 State Trust Fund Loan \$1,322,463	0	0	53,478
2009A G O Corp Purpose Bonds \$16,740K	0	280,959	481,644
2009B G O Prom Notes \$2,945K	0	37,755	64,654
<b>TOTAL INTEREST</b>	<b>5,551,586</b>	<b>5,414,852</b>	<b>5,399,090</b>

<b>TOTAL PRINCIPAL AND INTEREST</b>	<b>16,490,651</b>	<b>17,242,800</b>	<b>17,164,100</b>
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***PARKING UTILITY SUMMARY***

FUND: UTILITY	FUNCTION: PARKING	ACCOUNT: 509-1717-XXXX-XXXXX			
	<u>2008 Budget</u> <u>Appropriations</u>	<u>2008</u> <u>Actual</u>	<u>2009 Budget</u> <u>Appropriations</u>	<u>2009</u> <u>Estimated</u>	<u>2010</u> <u>Budget</u>
<u>REVENUES:</u>	232,704	208,112	174,535	209,200	206,800
<u>EXPENSES:</u>					
Personnel #6300's	124,071	132,914	139,831	155,500	76,000
Contractual Services #6400's	27,994	29,475	28,750	28,200	28,800
Utilities #6470's	15,000	16,175	17,300	16,000	16,800
Fixed Charges #6480's	1,630	1,629	1,472	1,500	1,000
Materials & Supplies #6500's	7,280	4,919	7,550	5,850	5,000
Transfer from TIF	(9,900)	(10,332)	(10,000)	(11,100)	(11,100)
Interest on Bank Loan	13,909	14,513	12,197	12,200	10,500
Principal on Bank Loans	51,143	51,143	50,889	50,900	50,500
TOTAL EXPENSE:	<u>231,127</u>	<u>240,436</u>	<u>247,989</u>	<u>259,050</u>	<u>177,500</u>
 NET GAIN OR (LOSS)	 1,577	 (32,324)	 (73,454)	 (49,850)	 29,300
 Due to General Fund		 (177,731)	 (251,185)	 (227,581)	 (198,281)
 Outstanding Debt	 283,055				
Average yearly pmt.	47,176				
# of payments remaining	6				

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 EST.	2010 PROP.
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**REVENUES**

Meter Fees & Hoods #4744-4745	23,744	20,867	19,495	16,335	16,400	3,600
Overnight Permits #4746	15,705	17,968	18,544	15,000	18,800	18,800
Parking Lot Rentals #4752-4767	41,221	38,599	37,545	35,000	35,000	35,000
Forfeitures #4742	108,828	87,294	68,542	56,000	84,100	101,000
Parking Stickers #4748	48,007	42,108	31,552	30,000	30,000	30,000
B.I.D. District #4750	16,571	22,255	14,633	19,400	19,400	17,900
Other #4972	2,237	281	15,089	300	5,300	300
Interest Income #4908	5,461	4,454	2,712	2,500	200	200

<b>TOTAL REVENUES</b>	<b>261,774</b>	<b>233,826</b>	<b>208,112</b>	<b>174,535</b>	<b>209,200</b>	<b>206,800</b>
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**EXPENDITURES**

Payroll - Direct Labor

6102-00000 Regular Pay	85,640	93,246	90,322	93,373	106,900	47,700
6103-00000 Regular Pay - Temp. Employee	0	0	0	0	0	0

<b>TOTAL PAYROLL - DIRECT LABOR</b>	<b>85,640</b>	<b>93,246</b>	<b>90,322</b>	<b>93,373</b>	<b>106,900</b>	<b>47,700</b>
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payroll - Indirect Labor

63xx-00000 Payroll - Indirect Labor	36,084	30,558	42,592	46,458	48,600	28,300
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<b>TOTAL PAYROLL - INDIRECT LABOR</b>	<b>36,084</b>	<b>30,558</b>	<b>42,592</b>	<b>46,458</b>	<b>48,600</b>	<b>28,300</b>
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Contractual Services

6406-00000 Computer Service Chrgs	22,248	22,915	23,544	24,200	24,200	24,900
6414-00000 Auditing	1,520	880	992	1,000	900	900
6418-00000 Repairs to Motor Vehicle	200	431	1,842	500	100	0
6421-00000 Maintenance Radios	0	0	0	0	0	0
6426-00000 Maint Mach/Equip/Bldg/Struc	0	295	0	0	0	0
6440-00000 Other Rental	2,807	2,897	2,995	3,050	3,000	3,000
6448-00000 Special Services	0	57	0	0	0	0
6469-00000 Uncollectible Accounts	0	0	102	0	0	0

<b>TOTAL CONTRACTURAL SERVICES</b>	<b>26,775</b>	<b>27,475</b>	<b>29,475</b>	<b>28,750</b>	<b>28,200</b>	<b>28,800</b>
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Utilities

6471-00000 Electricity	9,192	10,297	11,004	11,800	9,800	10,300
6476-00000 Storm Sewer	4,865	4,947	5,171	5,500	6,200	6,500

<b>TOTAL UTILITIES</b>	<b>14,057</b>	<b>15,244</b>	<b>16,175</b>	<b>17,300</b>	<b>16,000</b>	<b>16,800</b>
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Fixed Charges

6481-00000 Workers Compensation	599	847	741	574	600	600
6483-00000 Comprehensive Liability	396	421	421	421	400	400
6485-00000 Vehicle Insurance	413	464	467	477	500	0

<b>TOTAL FIXED CHARGES</b>	<b>1,408</b>	<b>1,732</b>	<b>1,629</b>	<b>1,472</b>	<b>1,500</b>	<b>1,000</b>
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ACCOUNT: 509-1717-0000-00000  
 FUND: PARKING UTILITY  
 FUNCTION: PARKING UTILITY

	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 EST.	2010 PROP.
Material & Supplies						
6503-00000 Clothing	0	184	0	100	0	0
6505-00000 Office Supplies	8,756	3,471	2,035	4,000	4,000	4,000
6411-6414 Gasoline/Diesel Fuel	753	778	961	1,200	600	0
6517-00000 Supplies/Repair Parts	477	243	917	750	250	0
6519-00000 Tires, Tubes & Rims	0	0	0	0	0	0
6565-00000 Stone/Gravel/Concrete	120	0	0	0	0	0
6589-00000 Other Materials/Supplies	21	1,178	1,006	1,500	1,000	1,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>10,127</b>	<b>5,854</b>	<b>4,919</b>	<b>7,550</b>	<b>5,850</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	<b>174,091</b>	<b>174,109</b>	<b>185,112</b>	<b>194,903</b>	<b>207,050</b>	<b>127,600</b>
Transfer from TIF 10 #5274	(7,857)	(9,996)	(10,332)	(10,000)	(11,100)	(11,100)
Interest on Bank Loans #6721	17,407	16,027	14,513	12,197	12,200	10,500
Principal on Bank Loans #2270	39,654	45,000	51,143	50,889	50,900	50,500
<b>TOTAL</b>	<b>49,204</b>	<b>51,031</b>	<b>55,324</b>	<b>53,086</b>	<b>52,000</b>	<b>49,900</b>
<b>TOTAL EXPENSE</b>	<b>223,295</b>	<b>225,140</b>	<b>240,436</b>	<b>247,989</b>	<b>259,050</b>	<b>177,500</b>
<b>NET GAIN OR (LOSS)</b>	<b>38,479</b>	<b>8,686</b>	<b>(32,324)</b>	<b>(73,454)</b>	<b>(49,850)</b>	<b>29,300</b>
Depreciation (#6609)	34,672	34,759	34,672	35,000	35,000	35,000

## **PERSONNEL SCHEDULE**

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

<b>Position Title</b>	<b>Current Actual Employees</b>	<b>Current Budgeted Employees</b>	<b>2010 Proposed Employees</b>	<b>2009 Budget Approp.</b>	<b>2009 Estimated Expend.</b>	<b>2010 Proposed Budget</b>
Parkg. Meter Srvcmn II	1	1	0	45,788	59,400	0
Clerk Typist II	1	1	1	30,550	30,600	30,700
Fringe Benefits				43,095	45,200	24,700
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>119,433</b>	<b>135,200</b>	<b>55,400</b>
<b>ADMINISTRATIVE SERVICES</b>						
Account Clerk I (1/2)				17,035	16,900	17,000
Fringe Benefits				3,363	3,400	3,600
<b>TOTAL ADMIN. SERVICE</b>				<b>20,398</b>	<b>20,300</b>	<b>20,600</b>
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>139,831</b>	<b>155,500</b>	<b>76,000</b>

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

	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
<b><u>OPERATING REVENUES</u></b>					
Residential Service	4,982,219	5,195,110	5,208,000	5,126,800	5,127,000
Commercial Service	2,242,943	2,379,608	2,393,000	2,342,800	2,343,000
Industrial Service	827,678	843,744	865,000	810,900	811,000
Public Service	1,157,478	1,195,684	1,218,000	1,172,000	1,175,000
Municipal Service	75,449	80,731	78,000	71,200	72,000
<b>TOTAL</b>	<b>9,285,767</b>	<b>9,694,877</b>	<b>9,762,000</b>	<b>9,523,700</b>	<b>9,528,000</b>
Public Fire Protection	1,366,272	1,488,229	1,485,000	1,490,500	1,490,500
Rental Income	132,542	135,217	118,000	135,000	135,000
Late Charges	112,027	151,345	120,000	150,000	150,000
Other	189,232	271,000	192,000	167,000	167,000
<b>TOTAL OPERATING REVENUES</b>	<b>11,085,840</b>	<b>11,740,668</b>	<b>11,677,000</b>	<b>11,466,200</b>	<b>11,470,500</b>
<b><u>OPERATING EXPENSES</u></b>					
Pumping	664,377	733,642	797,615	748,700	757,400
Water Treatment	1,389,683	1,467,301	1,452,100	1,391,000	1,471,600
Transmission & Distribution	1,121,675	1,200,014	1,137,500	1,127,100	1,331,600
Customer Service	163,053	217,994	177,500	223,200	224,400
General & Administrative	851,965	1,065,467	947,000	1,053,100	1,168,900
Taxes	746,292	1,091,542	1,141,700	1,114,700	1,117,600
Depreciation & Amortization	3,042,865	3,127,365	3,229,600	3,298,000	3,350,000
<b>TOTAL OPERATING EXPENSES</b>	<b>7,979,910</b>	<b>8,903,325</b>	<b>8,883,015</b>	<b>8,955,800</b>	<b>9,421,500</b>
<b>OPERATING PROFIT/(LOSS)</b>	<b>3,105,930</b>	<b>2,837,343</b>	<b>2,793,985</b>	<b>2,510,400</b>	<b>2,049,000</b>
<b><u>NON-OPERATING REVENUE</u></b>					
Interest Income	520,028	315,177	480,000	72,900	75,000
<b>TOTAL NON-OPERATING REVENUE</b>	<b>520,028</b>	<b>315,177</b>	<b>480,000</b>	<b>72,900</b>	<b>75,000</b>
<b><u>NON-OPERATING EXPENSES</u></b>					
Interest Expense	1,744,423	1,728,843	1,678,870	1,561,600	1,511,100
<b>NET PROFIT/(LOSS)</b>	<b>1,881,535</b>	<b>1,423,677</b>	<b>1,595,115</b>	<b>1,021,700</b>	<b>612,900</b>
<b>Principal Payment on Debt</b>	<b>3,136,400</b>	<b>7,671,006</b>	<b>3,072,000</b>	<b>2,922,100</b>	<b>3,287,900</b>

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

2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
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**PUMPING**

Electricity	290,759	299,540	320,300	312,500	328,000
Labor	155,079	122,467	149,415	145,000	145,000
Miscellaneous	80,644	131,583	136,100	111,000	115,000
Maintenance-Supervision	35,545	36,210	37,400	35,200	35,600
Maintenance-Structures	86,822	137,925	147,200	137,400	125,400
Maintenance-Power Production Equip.	13,373	4,946	4,500	5,000	5,500
Maintenance-Pumping Equipment	2,155	971	2,700	2,600	2,900
<b>TOTAL PUMPING</b>	<b>664,377</b>	<b>733,642</b>	<b>797,615</b>	<b>748,700</b>	<b>757,400</b>

**WATER TREATMENT**

Chemicals	276,491	339,856	324,500	321,500	380,000
Labor	161,939	123,111	151,000	151,000	156,000
Miscellaneous	176,582	219,932	185,000	165,800	170,000
Utility Charges	504,932	422,572	499,200	466,000	480,000
Maintenance-Supervision	35,545	34,555	37,400	35,200	35,600
Maintenance-Structures	234,194	327,275	255,000	251,500	250,000
<b>TOTAL WATER TREATMENT</b>	<b>1,389,683</b>	<b>1,467,301</b>	<b>1,452,100</b>	<b>1,391,000</b>	<b>1,471,600</b>

**TRANSMISSION & DISTRIBUTION**

Supervision	130,425	118,501	125,200	122,400	123,400
Storage Facilities	6,075	7,361	6,500	7,500	7,400
Lines Expense	33,049	28,722	30,000	27,300	27,500
Meter Expense	28,554	28,402	48,000	30,000	32,000
Miscellaneous	180,278	134,156	150,000	111,000	268,000
Rents	0	595	600	600	600
Maintenance-Mains	294,025	380,724	300,000	366,700	375,000
Maintenance-Services	266,525	298,874	275,000	258,800	275,000
Maintenance-Meters	106,272	121,290	124,200	122,000	125,000
Maintenance-Hydrants	67,805	72,129	67,500	59,300	65,000
Maintenance-Reservoirs	0	0	0	10,000	20,000
Maintenance-Structures	3,215	5,846	5,500	8,000	8,200
Maintenance-Miscellaneous	5,452	3,414	5,000	3,500	4,500
<b>TOTAL TRANSMISSION &amp; DISTRIBUTION</b>	<b>1,121,675</b>	<b>1,200,014</b>	<b>1,137,500</b>	<b>1,127,100</b>	<b>1,331,600</b>

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

2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
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**CUSTOMER SERVICE**

Supervision	18,014	18,985	20,000	20,000	20,400
Meter Reading Expense	19,197	18,680	16,200	18,200	19,000
Records & Collections	125,842	180,329	141,300	185,000	185,000
<b>TOTAL CUSTOMER SERVICE</b>	<b>163,053</b>	<b>217,994</b>	<b>177,500</b>	<b>223,200</b>	<b>224,400</b>

**GENERAL & ADMINISTRATIVE**

Labor	61,921	68,265	63,200	67,800	101,100
Office Supplies and Expenses	24,354	16,771	18,700	17,400	16,000
Outside Services	107,781	253,361	148,000	193,800	198,000
Property Insurance	38,769	44,902	42,500	45,000	46,000
Injuries & Damages	57,645	46,908	57,600	47,000	55,000
Pension Cost	174,273	191,767	206,600	200,900	223,900
Health & Accident	374,204	431,471	396,000	466,300	513,500
Life Insurance	4,601	2,939	5,500	4,700	4,800
Other Benefits	3,417	3,458	3,900	4,200	4,400
Regulatory Expense	5,000	5,625	5,000	6,000	6,200
<b>TOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>851,965</b>	<b>1,065,467</b>	<b>947,000</b>	<b>1,053,100</b>	<b>1,168,900</b>

**TAXES**

Social Security Tax	114,479	114,495	156,700	129,700	132,600
Real Estate Tax	631,813	977,047	985,000	985,000	985,000
<b>TOTAL TAXES</b>	<b>746,292</b>	<b>1,091,542</b>	<b>1,141,700</b>	<b>1,114,700</b>	<b>1,117,600</b>

## PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Utilities Superintendent	0.50	0.50	0.50	41,780	42,300	43,300
Water Distribution Superintendent	1.00	1.00	1.00	70,200	70,400	70,400
Water Filtration Plant Superintendent	1.00	1.00	1.00	74,718	70,300	69,100
Assistant Water Distribution Superintendent	1.00	1.00	1.00	55,009	52,000	53,000
Water Meter Servicepersons	5.00	5.00	5.00	235,560	231,100	231,100
Filtration Plant Operator	5.00	5.00	5.00	236,730	238,300	238,300
Filtration Plant Maintenance Mech Tech	2.00	2.00	2.00	93,580	59,800	95,700
Filtration Plant Electrical Maint Tech	2.00	2.00	2.00	112,850	104,700	104,700
Filtration Plant Electrician	1.00	1.00	1.00	54,310	52,100	52,100
Equipment Operator/Leadperson	1.00	1.00	1.00	50,100	45,300	45,300
Maintenance Worker II	3.00	3.00	3.00	138,780	136,200	136,200
Maintenance Worker I	5.00	5.00	5.00	226,980	218,700	218,700
Office Assistant	2.00	2.00	2.00	71,190	71,700	71,700
Part-time	0.85	0.85	0.85	24,000	20,600	20,600
Overtime				0	56,700	56,700
Employees Shared with Sewer and/or Storm Water						
Meter Reader	0.50	0.50	0.50	24,930	23,000	23,000
Civil Engineer I	0.33	0.33	0.67	23,680	22,600	41,100
Engineering Specialist/C.E.T. Draftprsn	0.67	0.67	1.00	28,520	31,900	44,600
Account Clerk II	0.33	0.33	0.33	11,890	12,100	12,100
<b>TOTAL PERSONNEL</b>	<b>32.18</b>	<b>32.18</b>	<b>32.85</b>	<b>1,574,807</b>	<b>1,559,800</b>	<b>1,627,700</b>
<b>BENEFITS ON ABOVE:</b>						
Health Insurance 6306				509,160	432,100	478,300
Retirement Fund 6304				188,980	184,100	201,800
Life Insurance 6302				850	4,400	4,500
Social Security 6310				143,310	119,300	124,500
Income Continuation Insurance 6312				0	3,900	4,200
<b>TOTAL BENEFITS</b>				<b>842,300</b>	<b>743,800</b>	<b>813,300</b>
<b>ADMINISTRATIVE SERVICES:</b>						
Director of Finance (1/4)				25,700	25,800	26,400
Utility Billing & Records Spr (1/3)				20,000	20,000	20,400
Account Clerk II (1/2)				16,700	17,200	17,200
Account Clerk II (1/10)				7,600	3,500	3,500
Account Clerk I (1/3)				10,700	1,000	0
Account Clerk I (1/3)				10,700	10,300	10,700
Account Clerk I (1/5)				6,500	6,200	6,200
Collection/Cashier (1/3)				11,500	11,200	11,200
Safety Coordinator (1/3)				17,100	17,900	18,300
Director of Public Works (1/5)				20,600	22,300	22,800
Benefits				78,678	62,000	65,900
<b>TOTAL ADMIN. SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>225,778</b>	<b>197,400</b>	<b>202,600</b>
<b>GRAND TOTAL</b>	<b>32.18</b>	<b>32.18</b>	<b>32.85</b>	<b>2,642,885</b>	<b>2,501,000</b>	<b>2,643,600</b>



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

2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
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**OPERATING REVENUES**

Sewage Service	8,157,337	8,987,116	8,850,000	8,693,000	8,695,000
Miscellaneous Service	2,061	30,995	1,500	6,300	6,300
Pretreatment Program	69,953	72,811	75,000	76,000	75,000
Septic Haulers	100,827	141,247	110,000	130,000	130,000
<b>TOTAL OPERATING REVENUES</b>	<b>8,330,178</b>	<b>9,232,169</b>	<b>9,036,500</b>	<b>8,905,300</b>	<b>8,906,300</b>

**OPERATING EXPENSES**

Sanitary Sewer	1,036,237	1,096,442	1,083,000	1,091,500	1,121,600
Pumping Stations	401,376	460,228	449,100	457,300	494,100
Disposal Plant	2,669,652	3,001,841	2,959,300	3,063,600	3,144,500
Solid Disposal	728,408	824,373	757,500	786,200	848,600
Laboratory	90,773	93,237	100,250	134,700	101,000
Maintenance	739,518	812,399	820,250	829,800	851,700
General & Administrative	541,507	586,648	585,050	564,100	686,400
Meter Reading	441,206	438,636	461,500	455,700	462,200
Pretreatment Program	1,785	119	2,200	100	100
<b>TOTAL OPERATING EXPENSES</b>	<b>6,650,462</b>	<b>7,313,923</b>	<b>7,218,150</b>	<b>7,383,000</b>	<b>7,710,200</b>

**OPERATING PROFIT/(LOSS) 1,679,716 1,918,246 1,818,350 1,522,300 1,196,100**

**NON-OPERATING REVENUES & (EXPENSES)**

Interest Income	708,108	384,347	650,000	105,000	110,000
Late Charges	88,575	121,073	100,000	105,000	115,000
Interest Expense	(1,203,549)	(1,112,668)	(1,021,000)	(989,500)	(913,700)

**NET NON-OPERATING REV/(EXP) (406,866) (607,248) (271,000) (779,500) (688,700)**

**NET PROFIT/(LOSS) 1,272,850 1,310,998 1,547,350 742,800 507,400**

**PRINCIPAL PAYMENT ON DEBT 2,942,242 3,040,300 3,050,000 3,011,700 3,089,200**

**DEPRECIATION 2,049,991 2,121,510 2,098,400 2,159,500 2,222,700**

ACCOUNT: 551-0000-0000-00000

FUND: SEWER UTILITY

FUNCTION: SEWER UTILITY

2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
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**SANITARY SEWER**

Labor	131,902	139,741	138,400	126,000	127,200
Retirement Benefits	25,562	26,711	29,100	24,500	25,500
Insurance Benefits	21,659	27,188	27,900	36,900	39,800
Contractual Services	2,858	30,844	5,000	5,500	5,500
Repairs to Motor Vehicles	20,792	10,088	20,000	15,000	18,000
Maint Mach/Equip/Bldg/Struct	21,579	0	20,000	0	0
Building Rent	5,097	550	6,000	600	600
Miscellaneous	6,206	5,136	7,500	7,000	7,000
Diesel Fuel	10,564	11,118	15,000	13,300	15,000
Supplies and Repair Parts	33,889	41,633	33,000	31,500	36,000
Sewer Maintenance Supplies	1,032	1,651	1,000	19,000	19,000
Safety Equipment	34	0	100	0	0
Stone/Gravel/Concrete/Asphalt	12,861	17,599	10,000	17,200	18,000
Depreciation	742,202	784,183	770,000	795,000	810,000
<b>TOTAL SANITARY SEWER</b>	<b>1,036,237</b>	<b>1,096,442</b>	<b>1,083,000</b>	<b>1,091,500</b>	<b>1,121,600</b>

**PUMPING STATIONS**

Labor	38,635	34,721	43,500	35,600	35,600
Repair Parts	32,517	54,735	15,600	22,000	30,000
Gas & Oil	519	0	500	500	500
Heat	26,982	33,475	46,200	35,800	37,600
Postage	95	156	100	100	200
Professional Services	0	79	1,000	0	0
Other Supplies	535	317	500	800	800
Telephone	4,711	4,154	5,500	4,400	4,700
Chemicals	16,857	49,359	30,000	41,000	41,000
Water	2,446	3,808	3,900	2,700	3,200
Sewer	18	0	0	0	0
Storm Water	876	876	1,000	1,100	1,200
Supplies and Repair Parts	48,991	18,854	47,000	62,000	62,000
Power & Light	67,110	85,606	87,000	72,600	77,700
Insurance	1,714	1,638	2,300	1,700	1,600
Depreciation	159,370	172,450	165,000	177,000	198,000
<b>TOTAL PUMPING STATIONS</b>	<b>401,376</b>	<b>460,228</b>	<b>449,100</b>	<b>457,300</b>	<b>494,100</b>

**DISPOSAL PLANT**

Labor	606,732	647,840	632,100	643,800	648,300
Retirement Benefits	118,368	117,871	134,200	132,100	137,100
Insurance Benefits	155,030	190,525	202,400	201,100	213,600
Repair Parts	171,929	318,242	225,000	325,000	330,000
Office Supplies	5,715	8,977	6,000	9,500	9,500
Gas & Oil	1,000	5,618	4,000	4,500	4,500

ACCOUNT: 551-0000-0000-00000

FUND: SEWER UTILITY

FUNCTION: SEWER UTILITY

	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
Heat	164,207	168,597	192,500	192,000	202,800
Chemicals	214,178	247,982	294,400	265,000	270,000
Cont Svcs/Engineering & Consulting Fees	109,175	79,292	65,000	65,000	65,000
Tools	17	346	250	300	300
Other Supplies	6,147	5,280	6,000	4,500	5,000
Telephone	1,555	1,738	1,600	1,500	1,600
Water	10,618	15,593	11,000	10,200	11,000
Storm Water	6,686	8,357	6,700	8,200	10,500
Power & Light	305,993	379,336	376,400	375,000	390,000
Car Allowance	230	415	200	300	300
Conference & Training	4,670	7,652	5,800	6,300	6,000
Insurance	30,618	29,265	30,000	30,000	29,500
Depreciation	707,056	720,022	711,000	735,000	755,000
Dues	2,271	2,241	2,300	2,300	2,300
Equipment Rental	1,768	1,755	1,000	1,000	1,000
Clothing	432	971	450	700	700
Miscellaneous	5,402	3,451	5,500	5,300	5,500
Fees & Permits	39,855	40,475	45,500	45,000	45,000
<b>TOTAL DISPOSAL PLANT</b>	<b>2,669,652</b>	<b>3,001,841</b>	<b>2,959,300</b>	<b>3,063,600</b>	<b>3,144,500</b>

**SOLID DISPOSAL**

Labor	134,894	129,989	140,100	130,800	131,400
Retirement Benefits	26,421	31,006	29,400	25,400	26,300
Insurance Benefits	37,631	45,843	46,900	38,300	41,300
Repair Parts	0	48,847	0	54,100	55,000
Insurance	6,182	5,910	6,500	6,300	6,000
Depreciation	380,253	382,997	390,000	386,000	390,000
Maintenance	13,982	14,362	15,000	18,500	65,000
Miscellaneous	429	1,086	1,500	800	1,000
Special Services	120,981	141,666	120,000	119,000	125,000
Uniforms	50	50	100	100	100
Supplies	7,585	21,810	8,000	6,900	7,500
Landfill Fees	0	807	0	0	0
<b>TOTAL SOLID DISPOSAL</b>	<b>728,408</b>	<b>824,373</b>	<b>757,500</b>	<b>786,200</b>	<b>848,600</b>

**LABORATORY**

Labor	56,592	58,583	60,400	85,500	54,900
Retirement Benefits	11,214	11,383	12,650	16,600	11,000
Insurance Benefits	6,942	8,687	8,800	16,500	17,800
Repairs	913	469	900	1,100	1,300
Chemicals	5,744	9,177	8,300	8,000	8,500
Other Supplies	3,362	2,038	3,400	2,600	3,000

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

	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
Insurance	2,608	2,492	2,600	2,600	2,500
Depreciation	2,200	238	2,200	500	500
Conference & Training	0	91	100	0	100
Office Supplies	198	34	150	400	400
Professional Services	1,000	45	750	900	1,000
<b>TOTAL LABORATORY</b>	<b>90,773</b>	<b>93,237</b>	<b>100,250</b>	<b>134,700</b>	<b>101,000</b>
<b><u>MAINTENANCE</u></b>					
Labor	413,812	487,462	466,700	465,300	467,300
Retirement Benefits	88,862	101,926	98,000	90,500	93,700
Insurance Benefits	82,291	96,781	109,800	136,000	145,300
Motor Vehicle Expense	4,635	804	4,500	1,200	1,500
Contractual Services	9,812	8,431	11,500	11,900	12,500
Gas & Oil	6,657	2,270	7,100	4,500	5,000
Minor Equipment	2,530	2,536	2,500	2,100	2,500
Office Supplies	503	219	400	200	300
Other Supplies	6,929	4,941	7,000	5,300	5,700
Repairs/Maint	46,751	31,470	35,000	33,000	35,000
Insurance	19,442	18,584	19,200	18,700	18,700
Depreciation	55,861	55,942	57,000	60,000	63,000
Clothing	686	703	1,000	700	800
Miscellaneous	2	0	50	0	0
Equipment Rental	745	260	500	400	400
Conference & Training	0	70	0	0	0
<b>TOTAL MAINTENANCE</b>	<b>739,518</b>	<b>812,399</b>	<b>820,250</b>	<b>829,800</b>	<b>851,700</b>
<b><u>GENERAL &amp; ADMINISTRATIVE</u></b>					
Labor	289,962	332,907	314,900	301,100	333,700
Retirement Benefits	56,688	58,256	65,900	58,600	66,900
Insurance Benefits	82,761	88,302	91,500	88,100	106,200
Software Supplies	300	300	300	600	600
Office Supplies/Equipment	157	0	150	100	100
Postage	27,671	27,763	29,800	28,500	29,500
Computer Charges	40,700	41,856	43,100	43,100	44,400
Telephone	165	240	225	300	300
Contractual Services	0	0	0	0	60,000
Car Allowance	2,011	2,259	2,000	1,900	2,000
Maintenance Office Equipment	3,082	5,981	4,200	4,200	4,200
Audit	5,000	5,625	5,000	5,800	6,000
Insurance	11,918	11,393	13,800	11,600	11,500
Uncollectable Accounts	1,976	5,919	2,700	6,000	6,500
Depreciation	3,049	5,678	3,200	6,000	6,200
Bond Issue Expense	15,768	0	8,000	8,000	8,000
Conference & Training	132	0	100	0	100
Dues	167	169	175	200	200
<b>TOTAL GENERAL &amp; ADMIN.</b>	<b>541,507</b>	<b>586,648</b>	<b>585,050</b>	<b>564,100</b>	<b>686,400</b>

ACCOUNT: 551-0000-0000-00000

FUND: SEWER UTILITY

FUNCTION: SEWER UTILITY

2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
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**METER READING**

Labor	14,452	11,753	24,900	23,000	23,600
Retirement Benefits	8,257	2,278	5,200	4,500	4,700
Insurance Benefits	13,749	5,781	8,200	5,900	6,400
Meter Repairs	386,985	406,272	405,000	410,000	415,000
Office Supplies	15,752	10,629	16,000	10,300	10,500
Insurance	2,011	1,923	2,200	2,000	2,000

**TOTAL METER READING** **441,206** **438,636** **461,500** **455,700** **462,200**

**PRETREATMENT PROGRAM**

Professional Services	1,785	0	2,000	0	0
Office Supplies	0	119	200	100	100

**TOTAL PRETREATMENT PROGRAM** **1,785** **119** **2,200** **100** **100**

## PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Utilities Superintendent	0.50	0.50	0.50	41,780	42,300	43,300
Wastewater Plant Superintendent	1.00	1.00	1.00	64,730	67,000	68,700
Chemist	1.00	1.00	1.00	60,370	81,400	50,900
Wastewater Plant Supervisor	1.00	1.00	1.00	66,170	66,200	66,200
Sewage Plant Operator	11.00	11.00	11.00	509,880	504,400	508,000
Utility Operator	1.00	1.00	1.00	44,690	45,500	45,500
Wastewater Maintenance Supervisor	1.00	1.00	1.00	66,170	66,200	66,200
Sewage Plant Maintenance Mechanic	4.00	5.00	5.00	189,730	236,900	237,000
Sewage Plant Maintenance Worker	2.00	1.00	1.00	86,000	43,800	43,800
Instrumentation/Electro Mechanical Tech	2.00	2.00	2.00	101,370	98,300	99,300
Industrial / Electrical Technician	1.00	1.00	1.00	66,520	60,200	60,200
Plumbing Inspector/Pretreatment Coord.	1.00	1.00	1.00	64,370	62,500	62,800
Office Assistant	1.00	1.00	1.00	36,140	35,800	36,000
Equipment Operator II	3.00	3.00	3.00	145,450	130,000	130,000
Employees shared w/ Water and/or Storm Water:						
Water Meter Reader / Service Person	0.50	0.50	0.50	24,930	23,000	23,000
Civil Engineer I	0.33	0.33	0.67	23,680	22,600	41,100
Engineering Specialist/C.E.T. Draftprsn	0.67	0.67	1.00	28,290	31,900	44,600
Account Clerk II	0.33	0.33	0.33	11,890	12,100	12,100
Part time				4,000	4,000	4,000
<b>TOTAL PERSONNEL</b>	<b>32.33</b>	<b>32.33</b>	<b>33.00</b>	<b>1,636,160</b>	<b>1,634,100</b>	<b>1,642,700</b>
<b>BENEFITS FOR PLANT:</b>						
Health Insurance 6306				436,600	454,300	498,400
Retirement Fund 6304				193,100	192,800	203,700
Life Insurance 6302				3,100	5,700	5,700
Social Security 6310				148,900	148,700	149,500
<b>TOTAL BENEFITS</b>				<b>781,700</b>	<b>801,500</b>	<b>857,300</b>
<b>ADMINISTRATIVE SERVICES:</b>						
Street Supervisor (3/4)				40,000	39,200	40,200
Public Works Clerk Dispatcher (1/4)				8,700	8,800	8,800
Director of Finance (1/4)				25,700	25,800	26,400
Utility Billing & Records Spr (1/3)				20,000	20,000	20,400
Account Clerk II (1/4)				8,350	8,600	8,600
Account Clerk II (.15)				5,050	5,700	5,700
Account Clerk I (1/3)				10,700	1,000	0
Account Clerk I (1/3)				10,700	10,300	10,700
Account Clerk I (1/5)				6,500	6,200	6,200
Collection/Cashier (1/3)				11,500	11,200	11,200
Safety Coordinator (1/3)				17,100	17,900	18,300
Director of Public Works (1/5)				20,600	22,300	22,800
Benefits				88,339	73,500	78,300
<b>TOTAL ADMIN. SERVICES</b>				<b>273,239</b>	<b>250,500</b>	<b>257,600</b>
<b>GRAND TOTAL</b>	<b>32.33</b>	<b>32.33</b>	<b>33.00</b>	<b>2,691,099</b>	<b>2,686,100</b>	<b>2,757,600</b>

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

	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
<b><u>OPERATING REVENUES</u></b>					
User Charges	2,829,146	2,834,452	2,835,000	3,356,600	3,694,600
<b><u>OPERATING EXPENSES</u></b>					
Program Management	263,475	296,811	318,150	246,900	252,800
Engineering and Planning	163,736	291,129	641,200	513,400	490,300
Inspection and Enforcement	17,914	42,410	52,300	56,000	58,500
Operations and Maintenance	676,103	757,117	779,050	1,020,400	1,135,500
<b>TOTAL OPERATING EXPENSES</b>	<b>1,121,228</b>	<b>1,387,467</b>	<b>1,790,700</b>	<b>1,836,700</b>	<b>1,937,100</b>
<b>OPERATING PROFIT/(LOSS)</b>	<b>1,707,918</b>	<b>1,446,985</b>	<b>1,044,300</b>	<b>1,519,900</b>	<b>1,757,500</b>
<b><u>NON-OPERATING REVENUES &amp; (EXPENSES)</u></b>					
Interest Income	343,101	183,993	350,000	85,000	85,000
Forfeited Discounts	21,402	27,695	23,000	25,000	25,000
State Aid	0	0	0	228,200	150,000
Miscellaneous Income	4,641	12,559	5,000	4,000	5,000
Interest Expense	(378,133)	(365,178)	(516,000)	(480,400)	(555,800)
<b>NET NON-OPERATING REVENUE/(EXPENSE)</b>	<b>(8,989)</b>	<b>(140,931)</b>	<b>(138,000)</b>	<b>(138,200)</b>	<b>(290,800)</b>
<b>NET PROFIT/(LOSS)</b>	<b>1,698,929</b>	<b>1,306,054</b>	<b>906,300</b>	<b>1,381,700</b>	<b>1,466,700</b>
<b>PRINCIPAL PAYMENT ON DEBT</b>	<b>414,597</b>	<b>432,899</b>	<b>475,000</b>	<b>447,400</b>	<b>881,600</b>
<b>DEPRECIATION</b>	<b>133,282</b>	<b>188,690</b>	<b>205,000</b>	<b>199,000</b>	<b>250,000</b>

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

2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 PROPOSED
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**PROGRAM MANAGEMENT**

Labor	176,572	203,956	215,400	159,900	161,800
Retirement Benefits	34,339	37,935	45,400	31,100	31,500
Insurance Benefits	52,432	54,441	57,200	49,700	54,300
Contractual Services	0	326	0	6,000	5,000
Office Supplies	132	153	150	200	200
<b>TOTAL PROGRAM MANAGEMENT</b>	<b>263,475</b>	<b>296,811</b>	<b>318,150</b>	<b>246,900</b>	<b>252,800</b>

**ENGINEERING AND PLANNING**

Labor	90,113	137,448	187,400	157,400	187,100
Retirement Benefits	20,779	26,432	39,500	30,600	36,400
Insurance Benefits	23,728	50,196	54,500	63,600	79,700
Computer Maintenance	0	1,000	0	1,000	1,000
Contractual Services	23,183	67,151	350,000	250,000	175,000
Conference and Training	2,148	3,517	6,000	6,000	6,000
Licenses and Dues	3,140	5,013	3,200	3,700	4,000
Office Supplies	645	372	600	1,100	1,100
<b>TOTAL ENGINEERING AND PLANNING</b>	<b>163,736</b>	<b>291,129</b>	<b>641,200</b>	<b>513,400</b>	<b>490,300</b>

**INSPECTION AND ENFORCEMENT**

Labor	15,241	35,507	43,200	46,900	49,000
Retirement Benefits	2,673	6,903	9,100	9,100	9,500
<b>TOTAL INSPECTION AND ENFORCEMENT</b>	<b>17,914</b>	<b>42,410</b>	<b>52,300</b>	<b>56,000</b>	<b>58,500</b>

**OPERATIONS AND MAINTENANCE**

Labor	175,555	161,769	154,400	189,900	197,400
Retirement Benefits	30,940	32,167	32,600	36,900	38,400
Insurance Benefits	40,517	49,339	54,800	59,100	67,100
Contractual Services	42,371	44,402	50,000	65,000	60,000
Auto Allowance	765	1,503	1,000	1,900	2,000
Audit Expense	4,250	5,625	5,000	5,900	6,000
Computer Service Charges	22,900	23,544	25,000	43,100	44,400
Repairs to Motor Vehicles	19,854	30,673	25,000	27,200	27,500
Maint/Mach/Equip/Bldg/Struct	225	11,835	1,500	22,000	18,000
Maintenance Computer Software	1,891	1,891	1,500	4,000	4,000
Equipment Rental	4,396	7,310	3,500	4,600	5,000
Building and Office Rental	5,216	0	5,500	0	0
Special Services	0	0	0	125,000	135,000
Conference and Training	220	1,149	700	500	500
Membership Dues	67	69	75	200	200
Misc Contractual Services	0	0	0	10,000	10,000
Uncollectible Accounts	329	1,362	1,200	1,300	1,500
Water Service	1,601	1,108	1,900	1,500	2,200



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

	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2009</b>	<b>2010</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>
Comp Liability	4,012	4,704	5,000	4,700	3,900
Vehicle Insurance	2,230	3,290	3,000	3,300	3,900
Licenses and Permits	8,000	8,000	8,500	8,200	8,500
Land fill Fees	19,039	24,183	27,000	29,200	62,000
Clothing	568	0	250	0	0
Office Supplies	64	70	125	0	100
Software Supplies	408	300	800	700	700
Diesel Fuel	18,308	23,617	27,000	24,800	27,000
Motor Oil	83	0	100	0	0
Supplies and Repair Parts	85,379	69,836	97,000	82,700	85,000
Sewer Maintenance Supplies	405	2,072	400	19,000	20,000
Tools	0	1,364	0	0	0
Street Sweeping Supplies	1,439	8,571	2,500	6,300	7,000
Stone/Gravel/Concrete/Asphalt	50,172	47,397	37,000	41,200	45,000
Other Materials and Supplies	917	577	1,000	2,500	2,500
Depreciation	133,282	188,690	205,000	199,000	250,000
Bond Issue	700	700	700	700	700
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>676,103</b>	<b>757,117</b>	<b>779,050</b>	<b>1,020,400</b>	<b>1,135,500</b>

**PERSONNEL SCHEDULE**

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

<b>Position Title</b>	<b>Current Actual Employees</b>	<b>Current Budgeted Employees</b>	<b>2010 Proposed Employees</b>	<b>2009 Budget Approp.</b>	<b>2009 Estimated Expend.</b>	<b>2010 Proposed Budget</b>
Engineering Specialist/C.E.T. Draftsp	0.67	0.67	1.00	31,200	30,700	43,400
Civil Engineer I	1.33	1.33	1.67	80,260	79,400	101,200
Civil Engineer II	1.00	1.00	1.00	66,400	66,700	68,400
C.E.T. Draftsperson	1.00	1.00	1.00	49,400	44,000	46,300
Equipment Operator II	3.00	3.00	3.00	145,700	135,400	135,400
Account Clerk II	0.33	0.33	0.33	11,890	12,100	12,100
Parttime				23,100	0	0
Health Insurance				95,200	114,900	135,700
Retirement				49,000	43,500	50,400
Social Security				37,100	28,200	31,100
Life Insurance				600	900	1,000
Income Continuation Insurance				1,000	1,100	1,200
<b>TOTAL PERSONNEL</b>	<b>7.33</b>	<b>7.33</b>	<b>8.00</b>	<b>590,850</b>	<b>556,900</b>	<b>626,200</b>
<b>ADMINISTRATIVE SERVICES</b>						
Street Supervisor (3/4)				40,000	39,200	40,300
Public Works Clerk Dispatcher (1/4)				8,700	8,800	8,800
Dir of Finance (1/4)				25,700	25,800	26,400
Utility Billing & Records Supr. (1/3)				20,000	20,000	20,400
Account Clerk II (1/4)				8,350	8,600	8,600
Account Clerk II (1/10)				3,700	3,500	3,500
Account Clerk I (1/3)				10,700	1,000	0
Account Clerk I (1/3)				10,700	10,300	10,700
Account Clerk I (1/5)				6,500	6,200	6,200
Collection/Cashier (1/3)				11,500	11,200	11,200
Asst. Dir./Public Works (1/3)				26,000	28,900	29,600
Public Works Director (1/5)				20,600	22,300	22,800
Fringes				110,200	91,500	97,500
<b>TOTAL ADMIN. SERVICES</b>				<b>302,650</b>	<b>277,300</b>	<b>286,000</b>
<b>TOTAL PERSONNEL</b>	<b>7.33</b>	<b>7.33</b>	<b>8.00</b>	<b>893,500</b>	<b>834,200</b>	<b>912,200</b>

<b>2010 BUDGET POLICE PENSION FUND</b>
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**Police Pensions** **60,000**

**REVENUE ESTIMATES**

Police Fines & Costs	45,000	
Interest on Investments	14,900	
Sundry Fees	100	
	<u>          </u>	
		<u>60,000</u>

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

<b>BUDGET APPROPRIATION</b>		<u><u>0</u></u>
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<b>2010 BUDGET FIRE PENSION FUND</b>
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**Fire Pensions** **63,000**

**REVENUE ESTIMATES**

Interest on Investments	7,000	
Fire Insurance Premiums	56,000	
	<u>          </u>	
		<u>63,000</u>

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

<b>BUDGET APPROPRIATION</b>		<u><u>0</u></u>
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<b>2010 BUDGET SAFETY &amp; WORKER'S COMPENSATION</b>
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Total Expenses	388,900
Items to be Reimbursed	344,100

<b>TOTAL</b>	44,800
Surplus Applied	<u>22,400</u>

<b>BUDGET APPROPRIATION</b>	<u><u>22,400</u></u>
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ACCOUNT: 603-0909-XXXX-XXXXX  
FUND: SAFETY & WORKER COMPENSATION  
FUNCTION: SAFETY & WORKER COMPENSATION  
DEPARTMENT: ADMINISTRATIVE SERVICES

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#### PROGRAM DESCRIPTION:

The purpose of the Safety Division is to provide a safe work place for our employees, to comply with Department of Commerce regulations (including safety education of all employees) and to manage the City's Worker 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 testing program (D.O.T.) for CDL drivers
- Manage all Worker Compensation claims in concert with Worker Compensation insurance claim adjuster
- Research and provide information to City departments on safety and Worker Compensation issues

#### RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Worker Compensation recordable injuries down 35% (62 injuries in 2008 compared to 40 injuries in 2009)
- Along with the Sanitation Supervisor, became certified as a Forklift Trainer. This will allow no-cost training to be conducted for all city department personnel that require certification (Cost savings of approximately \$45/trained employee)
- Along with Wastewater Plant Superintendant, received training on use of Respirator Fit Test machine. This will allow all employees that are required to wear respirators to be tested free of charge. (Cost savings of approximately \$25/employee)
- Completed confined space entry training for all city employees that are required to enter a confined space as part of their job
- Researched and assisted in the transition of vendors for quarterly random drug testing of Transit employees (Cost savings of approximately \$15/employee)
- Continued safety audits of City of Oshkosh facilities, addressed areas needing improvement and discussed progress at safety committee meetings
- Arranged D.O.T. Supervisory Training to be conducted for all City of Oshkosh Supervisors that are involved in the Drug & Alcohol testing program

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to eliminate injuries and reduce the associated Worker Compensation costs through proactive injury prevention and claims management
- Update the Fleet Safety program for the City of Oshkosh
- Cooperatively work with Aurora and the University of Wisconsin Oshkosh to improve the strength and conditioning process for Police Officers and Firefighters/ Paramedics
- Establish employees as team leaders for future programming
- Facilitate Blood borne Pathogen, HAZCOM, and Forklift training
- Work with Utilities, Wastewater and Water Filtration Superintendants to update their Process Safety Management/Risk Management Plan

## ***SUMMARY***

FUND: GENERAL	FUNCTION: SAFETY & WRKR'S COMP	DEPARTMENT: ADMIN SERVICES	ACCOUNT: 603-0909-XXXX-XXXXX			
		2008 BUDGET APPROPRIATION	2008 ACTUAL	2009 BUDGET APPROPRIATION	2009 ESTIMATE	2010 PROPOSED BUDGET
Fund Balance:		255,180	255,180	400,871	400,871	401,371
<b><u>REVENUES</u></b>						
General Property Tax #4102		32,723	32,723	33,783	33,800	22,400
Serv Chg Interdepart #4816		48,598	30,618	52,989	53,000	44,100
Misc Rev #4972		390,000	396,845	302,043	302,000	300,000
Surplus Applied #4966			1,054			22,400
<b>TOTAL RESOURCES:</b>		<b>471,321</b>	<b>461,240</b>	<b>388,815</b>	<b>388,800</b>	<b>388,900</b>
<b><u>EXPENSES:</u></b>						
Personnel 6300's		72,896	51,488	64,258	64,100	66,200
Contractual Services 6400's		347,920	215,535	270,418	270,000	275,100
Utilities 647x		200	320	334	300	300
Fixed Charges 648x-649x		49,605	47,706	53,105	53,100	44,600
Materials & Supplies 6500's		700	500	700	800	2,700
<b>TOTAL USES:</b>		<b>471,321</b>	<b>315,549</b>	<b>388,815</b>	<b>388,300</b>	<b>388,900</b>
<b>CURRENT NET SURPLUS/DEFICIT</b>		<b>0</b>	<b>145,691</b>	<b>0</b>	<b>500</b>	<b>0</b>
Ending Fund Balance:		255,180	400,871	400,871	401,371	378,971

**COMMENTS:**

**REASONS FOR CHANGES IN EXPENDITURE LEVELS:**

6448-00000                    2009 estimated and 2010 proposed, workers comp claim trend adjustment  
6481-00000                    2010 proposed, stop loss premium reduction  
6499-00000                    2010 proposed, self insurance adjustment fee lowered  
6589-00000                    2010 - AED unit for City Hall

**EXPLANATION OF CAPITAL OUTLAY:**

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

NUMBER	CLASSIFICATION	2007 EXPEND.	2008 EXPEND.	2009 APPROP.	2009 EST.	2010 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	47,810	41,711	53,637	53,500	55,000
TOTAL PAYROLL - DIRECT LABOR		47,810	41,711	53,637	53,500	55,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	21,175	9,777	10,621	10,600	11,200
TOTAL PAYROLL - INDIRECT LABOR		21,175	9,777	10,621	10,600	11,200
Account-Project						
Contractual Services						
6401-00000	Contractual Services	31,320	42,712	38,378	38,400	38,000
6402-00000	Auto Allowance	625	237	750	800	800
6448-00000	Special Services	219,507	170,680	228,582	228,000	233,500
6458-00000	Conference & Training	1,696	828	1,750	1,800	1,800
6460-00000	Membership Dues	875	1,078	958	1,000	1,000
TOTAL CONTRACTUAL SERVICES		254,023	215,535	270,418	270,000	275,100
Utilities						
6475-00000	Telephones	195	320	334	300	300
TOTAL UTILITIES		195	320	334	300	300
Fixed Charges						
6481-00000	Workers Compensation	44,625	40,594	45,465	45,500	38,500
6499-00000	Misc Fixed Charges	6,284	7,112	7,640	7,600	6,100
TOTAL FIXED CHARGES		50,909	47,706	53,105	53,100	44,600
Materials & Supplies						
6505-00000	Office Supplies	121	200	150	200	200
6510-00000	Employee Training Materials	94	152	200	200	200
6537-00000	Safety Equipment	20	0	150	200	200
6557-00000	Medical Supplies	0	148	200	200	200
6589-00000	Other Materials & Supplies	0	0	0	0	1,900
TOTAL MATERIALS & SUPPLIES		235	500	700	800	2,700
TOTAL SAFETY & WRKR'S COMPENSATION		374,347	315,549	388,815	388,300	388,900

**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	2010 Proposed Employees	2009 Budget Approp.	2009 Estimated Expend.	2010 Proposed Budget
Safety Coordinator/Risk Management	1	1	1	53,637	53,500	55,000
Health Insurance				0	0	0
Retirement				6,329	6,300	6,800
Social Security				4,103	4,100	4,200
Life Insurance				66	100	100
Income Continuation Insurance				123	100	100
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>64,258</b>	<b>64,100</b>	<b>66,200</b>