

City of Oshkosh

2011 Budget

For the fiscal year ending December 31, 2011



OSHKOSH

ON THE WATER

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MEMORANDUM

Date: December 30, 2010
To: Mayor & City Council
From: Mark A. Rohloff
Subject: 2011 CITY OPERATING BUDGET

Presented herewith is the adopted budget for the City of Oshkosh for the 2011 fiscal year. The 2011 budget was adopted at the November 23, 2010 Council Meeting. Prior to adoption, the Council held budget work sessions on October 21st and October 28th. Additionally, a public information meeting was held at the Oshkosh Seniors Center on November 4th, and a public hearing was held on November 9, 2010. Comments received at the work sessions and the public meetings resulted in the changes made by Council at their November 23rd Council Meeting. The total city budget for 2011 is \$65,806,965. This includes an operations budget of \$42,763,600; a debt service budget of \$16,762,400; and an agency fund budget of \$20,365. In addition, there are levies for the Library in the amount of \$2,460,000; the Museum in the amount of \$869,000; the Transit Utility in the amount of \$764,400; Recycling in the amount of \$404,700; Senior Services in the amount of \$185,300; the Grand Opera House in the amount of \$66,200; the Cemetery in the amount of \$276,400; Health Services in the amount of \$240,200; Street Lighting in the amount of \$1,013,000; and the Pollock Community Water Park in the amount of \$71,400.

The revenues other than property taxes are \$36,318,800, resulting in a levy of \$29,488,165. This results in a 2010 tax rate of \$8.608 per \$1,000 of assessed valuation. This is an increase of \$0.209 over the 2009 local tax rate.

The amounts in the final 2011 budget as compared to the 2010 budget are as follows:

	<u>2011 ADOPTED</u>	<u>2010 ADOPTED</u>	<u>% CHANGE</u>
Operating Budget	\$42,673,600	\$41,711,000	2.31%
Debt Service	\$16,762,400	\$17,164,100	-2.34%
Agency Funds	\$20,365	\$22,400	-9.08%
Library	\$2,460,000	\$2,492,500	-1.30%
Museum	\$869,000	\$883,100	-1.60%
Transit Utility	\$764,400	\$793,300	-3.64%
Recycling	\$404,700	\$478,200	-15.37%

	<u>2011 ADOPTED</u>	<u>2010 ADOPTED</u>	<u>% CHANGE</u>
Cemetery	\$276,400	\$210,300	31.43%
Senior Services	\$185,300	\$367,700	-49.61%
Grand Opera House	\$66,200	\$66,400	-0.30%
Health Services	\$240,200	\$352,100	-31.78%
Street Lighting	\$1,013,000	\$1,150,100	-11.92%
Pollock Water Park	<u>\$71,400</u>	<u>\$72,800</u>	-1.92%
TOTAL BUDGET	\$65,806,965	\$65,764,000	0.07%

The overall property tax rate increased by \$1.074 per \$1,000 of assessed valuation over the 2009 rate. The property tax rate increase for Oshkosh Area Schools was \$0.693 per \$1,000 of assessed valuation. The tax rate for Winnebago County increased by \$0.116 per \$1,000 of assessed valuation. The tax rate for Fox Valley Technical College increased by \$0.057 per \$1,000 of assessed valuation, and the state reforestation tax rate decreased by (\$0.001). The gross tax rate increased to \$25.191 of assessed valuation, which is a 4.45% increase from the 2009 rate. The state tax credit decreased from the 2009 amount by (\$0.019) per \$1,000 of assessed valuation. Applying this to the gross tax rate, the net tax rate for 2010 is \$23.946 per \$1,000 of assessed valuation, or \$1.093 per \$1,000 of assessed valuation greater than the net tax rate for 2009.

On an equalized tax rate basis, there is an increase in the rate for the City of Oshkosh portion of the tax bill. The 2009 equalized rate was \$8.191, and the 2010 equalized rate is \$8.445.

Even with a reduction of three (3) positions from the 2010 budget, the City Council has adopted a budget that provides for no decrease in services to the citizens of Oshkosh for 2011. 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 2011 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 2011 wherein is listed all anticipated revenues for the year 2011 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 9, 2010.

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 2011 with the following changes:

	<u>FROM</u>	<u>TO</u>	<u>PAGE</u>
<u>REVENUES</u>			
<u>EXPENDITURES</u>			
<i>Increase Capital Outlay – Police Budget</i>	<i>\$120,600</i>	<i>\$186,600</i>	<i>Page 109</i>
<i>Reduce Wages/Benefits for Non-Represented Employees</i>	<i>\$6,967,800</i>	<i>\$6,759,265</i>	<i>Various</i>
<i>Reduce Professional Services for Labor Negotiations</i>	<i>\$30,000</i>	<i>\$0</i>	<i>Page 53</i>
<i>Add a Compensation and Classification Study for Non-Represented Employees</i>	<i>\$0</i>	<i>\$30,000</i>	<i>Page 53</i>

BE IT FURTHER RESOLVED THAT such changes be adopted in the tax levy and rates to effectuate the above changes.

Bold & Italics Indicate Amendment

2011 BUDGET SUMMARY

	2008 ACTUAL EXPEND.	2009 ACTUAL EXPEND.	2010 BUDGET APPROP.	2010 ESTIMATE EXPEND.	2011 PROPOSED BUDGET
EXPENDITURES					
GENERAL GOVERNMENT	5,350,515	5,085,124	5,383,300	5,418,400	5,467,400
PUBLIC SAFETY	21,958,684	22,429,342	22,896,500	22,600,500	23,693,800
PUBLIC WORKS	7,379,575	7,400,465	8,170,500	7,842,900	8,062,100
PARKS & OTHER FACILITIES	1,701,506	1,841,431	1,769,300	1,861,600	1,918,800
COMMUNITY DEVELOPMENT	2,123,700	2,184,232	2,266,900	2,135,700	2,297,400
DEPT. OF TRANSPORTATION	629,293	661,954	706,400	696,300	722,000
UNCLASSIFIED	675,718	388,792	518,100	466,100	512,100
TOTAL BUDGET	39,818,991	39,991,340	41,711,000	41,021,500	42,673,600
Levy for Recycling *	1,037,951	937,951	478,200	478,200	404,700
Levy for Street Lighting *	1,194,771	1,247,778	1,150,100	1,150,100	1,013,000
Levy for Senior Services *	372,477	372,447	367,700	367,700	185,300
Levy for Transit Utility *	599,508	612,683	793,300	793,300	764,400
Levy for Library *	2,466,445	2,420,906	2,492,500	2,492,500	2,460,000
Levy for Museum *	823,338	822,237	883,100	883,100	869,000
Levy for Grand Opera House *	66,557	66,622	66,400	66,400	66,200
Levy for Cemetery *	202,205	210,054	210,300	210,300	276,400
Levy for Health Services *	392,821	374,426	352,100	352,100	240,200
Levy for Equipment Fund	0	0	0	0	0
Levy Leach Amphitheater	0	0	0	0	0
Levy Pollock Community Water Park	20,303	40,033	72,800	72,800	71,400
Levy for Golf Course	0	0	0	0	0
TOTAL OPER. BUDGET	46,995,367	47,096,477	48,577,500	47,888,000	49,024,200
Debt Service	16,490,651	17,242,800	17,164,100	17,458,200	16,762,400
Agency Funds	32,723	33,783	22,400	22,400	20,365
TOTAL CITY BUDGET	63,518,741	64,373,060	65,764,000	65,368,600	65,806,965
REVENUES					
Revenue other than Gen. Fund Property Tax	36,309,981	37,509,253	36,602,200	36,553,300	35,943,800
Appropriation from Debt Service Fund	200,000	200,000	375,000	375,000	375,000
TOTAL REVENUES	36,509,981	37,709,253	36,977,200	36,928,300	36,318,800
TOTAL EXPENDITURES	63,518,741	64,373,060	65,764,000	65,368,600	65,806,965
TOTAL REVENUES	36,509,981	37,709,253	36,977,200	36,928,300	36,318,800
NET LEVY REQUIREMENT	27,008,760	26,663,807	28,786,800	28,440,300	29,488,165
TAX RATE REQUIRED					
	7.98	8.226	8.399	8.399	8.608

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

(CARRIED 7-0 LOST _____ LAID OVER _____ WITHDRAWN _____)

PURPOSE: APPROVE 2010 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 2011 in accordance with the statutes and ordinances; and

WHEREAS, a public hearing was duly held in the Council Chambers in the City Hall, Oshkosh, Wisconsin, at 6:00 pm, November 9, 2010 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 2011, after making such changes therein as were approved by the proper number of votes; and

WHEREAS, the Common Council of the City of Oshkosh having adopted said budget for the City of Oshkosh for the year 2011, now desire to levy the necessary taxes and provide the moneys required by said budget.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Oshkosh that 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 2010, which is outside the Algoma Sanitary District No. 1 and the Winneconne School District, the following tax:

State Tax	641,392
County Tax and All County Specials	19,882,754
City of Oshkosh:	
Operations 13,243,300 13,100,765	
Debt Service	<u>16,387,400</u>
	29,630,700 29,488,165
Vocational Area School District	6,212,920
Oshkosh Area Schools	30,116,037

BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh that 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 2010, which is inside the Algoma Sanitary District No. 1, the following tax:

State Tax	641,392
County Tax and All County Specials	19,882,754
City of Oshkosh:	
Operations 13,243,300 13,100,765	
Debt Service	<u>16,387,400</u>
	29,630,700 29,488,165
Vocational Area School District	6,212,920
Oshkosh Area Schools	30,116,037
Algoma Sanitary District No. 1	40,803

BE IT FURTHER RESOLVED by the Common Council of the City of Oshkosh that 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 2010, which is inside the Winneconne School District, the following tax:

State Tax	641,392
County Tax and All County Specials	19,882,754
City of Oshkosh:	
Operations 13,243,300 13,100,765	
Debt Service	<u>16,387,400</u>
	29,630,700 29,488,165
Vocational Area School District	6,212,920
Winneconne School District	20

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 2010 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 _____)

PURPOSE: ADOPT 2010 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.

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				641,392
County Tax and All County Specials				19,882,754
Oshkosh Area School				30,116,037
Vocational Area School District				6,212,920
City of Oshkosh				
Operation	43,243,300	13,100,765		
Debt Service		<u>16,387,400</u>	29,630,700	29,488,165
			86,483,803	<u>86,341,268</u>

2010 COMBINED TAX RATE

	<u>LEVY</u>	<u>2010 ASSESSED RATE</u>	<u>2009 ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	641,392	0.173	0.174	(.001)
County Tax	19,882,754	5.804	5.688	.116
Area Schools	30,116,037	8.792	8.099	.693
Area Vocational	6,212,920	1.814	1.757	.057
City Tax	29,630,700 <u>29,488,165</u>	8.650 <u>8.608</u>	<u>8.399</u>	.251 <u>.209</u>

TOTAL TAX LEVY &
RATE COMPARISON

	86,483,803 <u>86,341,268</u>	25.233 <u>25.191</u>	24.117	4.116	<u>1.074</u>
State Credit			<u>1.264</u>		<u>(0.000)*</u>
	86,483,803 <u>86,341,268</u>	25.233 <u>25.191</u>	22.853	4.116	<u>1.074</u>

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

State Tax				641,392
County Tax and All County Specials				19,882,754
Oshkosh Area School				30,116,037
Vocational Area School District				6,212,920
City of Oshkosh				
Operation	13,243,300	13,100,765		
Debt Service		<u>16,387,400</u>	29,630,700	29,488,165
Algoma Sanitary District No. 1				<u>40,803</u>
			<u>86,524,606</u>	<u>86,382,071</u>

2010 COMBINED TAX RATE

	<u>LEVY</u>	<u>2010 ASSESSED RATE</u>	<u>2009 ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	641,392	0.173	0.174	(.001)
County Tax	19,882,754	5.804	5.688	.116
Area Schools	30,116,037	8.792	8.099	.693
Area Vocational	6,212,920	1.814	1.757	.057
City Tax	29,630,700 29,488,165	8.650 8.608	8.399	-.251 .209
Algoma Sanitary District	<u>40,803</u>	<u>0.282</u>	<u>0.272</u>	<u>.010</u>

TOTAL TAX LEVY &
RATE COMPARISON

	86,524,606	86,382,071	25.515	25.473	24.389	4.126	1.084
State Credit		<u> </u>		<u> </u>	<u>1.264</u>		<u>(0.000)*</u>
	86,524,606	86,382,071	25.515	25.473	23.125	4.126	1.084

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				641,392
County Tax and All County Specials				19,882,754
Winneconne School District				20
Vocational Area School District				6,212,920
City of Oshkosh				
Operation	13,243,300	13,100,765		
Debt Service		<u>16,387,400</u>	29,630,700	29,488,165
			<u>56,367,786</u>	56,225,251

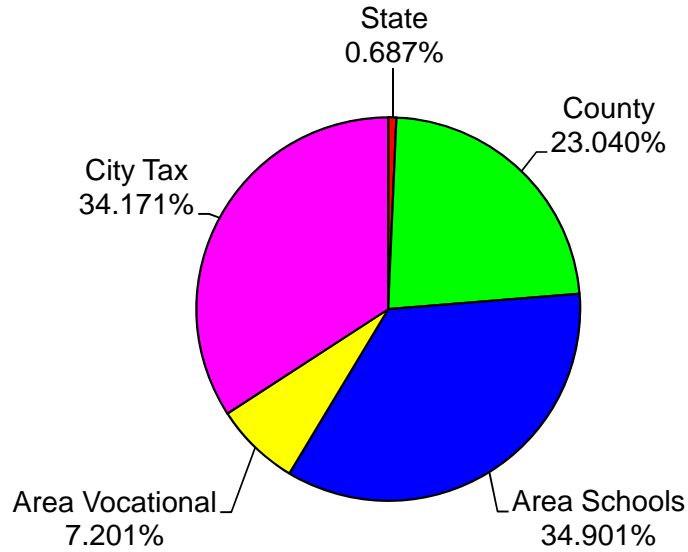
2010 COMBINED TAX RATE

	<u>LEVY</u>	<u>2010 ASSESSED RATE</u>	<u>2009 ASSESSED RATE</u>	<u>INCREASE (DECREASE)</u>
State	641,392	0.173	0.174	(.001)
County Tax	19,882,754	5.804	5.688	.116
Area Schools	20	10.426	9.189	1.237
Area Vocational	6,212,920	1.814	1.757	.057
City Tax	29,630,700 29,488,165	8.650 8.608	<u>8.399</u>	.251 .209
TOTAL TAX LEVY & RATE COMPARISON				
	56,367,786 56,225,251	26.867 26.825	25.207	1.660 1.618
State Credit			<u>1.264</u>	<u>(0.000)*</u>
	56,367,786 56,225,251	26.867 26.825	23.943	1.660 1.618

*State credit is expected from the Department of Revenue on Wednesday 11/24/10.

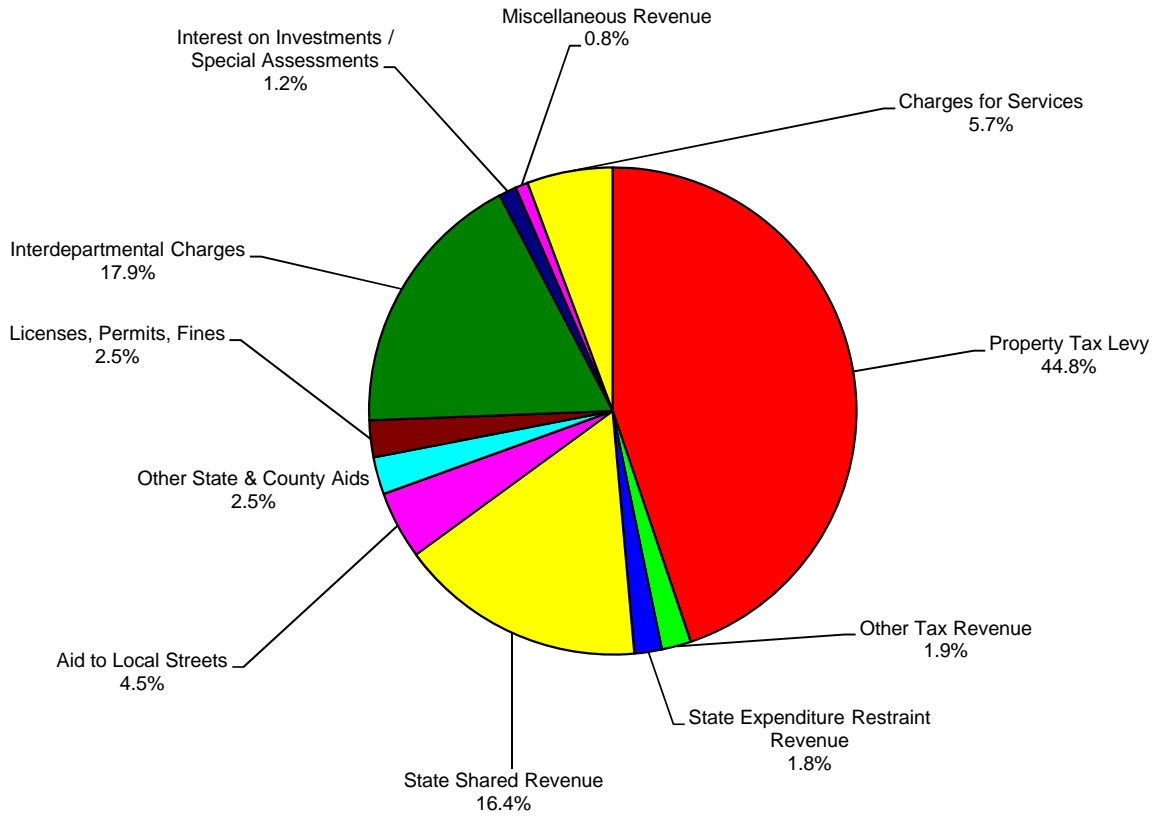
Bold & Italics Indicate Amendments

2011 LEVY - 2010 TAX RATE



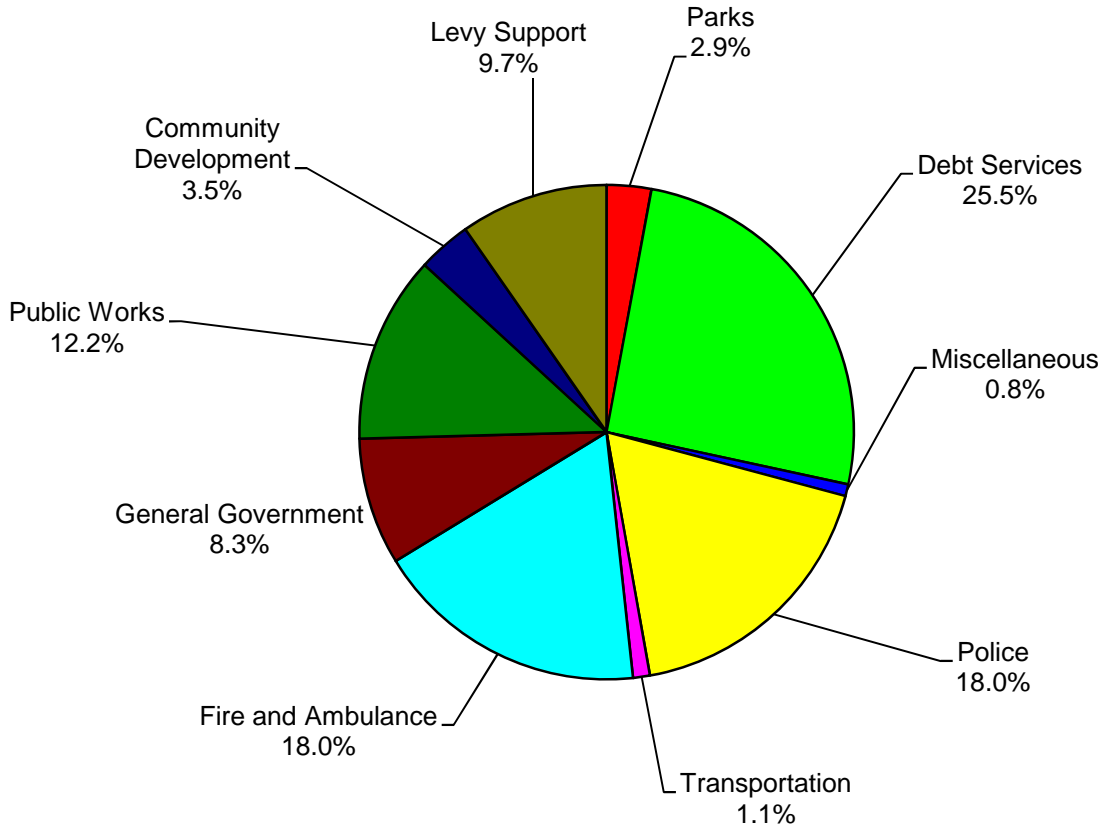
	<u>PER \$1,000 OF TAXES</u>	<u>2010 TAX RATE</u>	<u>2009 TAX RATE</u>	<u>INCREASE (DECREASE)</u>
State	0.687 %	\$ 0.173	\$ 0.174	\$ (0.001)
County	23.040	5.804	5.688	0.116
Area Schools	34.901	8.792	8.099	0.693
Area Vocational	7.201	1.814	1.757	0.057
City Tax	<u>34.171</u>	<u>8.608</u>	<u>8.399</u>	<u>0.209</u>
	100.000	\$ 25.191	\$ 24.117	\$ 1.074
State Credit		<u>1.245</u>	<u>1.264</u>	<u>(0.019)</u>
		<u>\$ 23.946</u>	<u>\$ 22.853</u>	<u>\$ 1.093</u>

SOURCE OF FUNDS



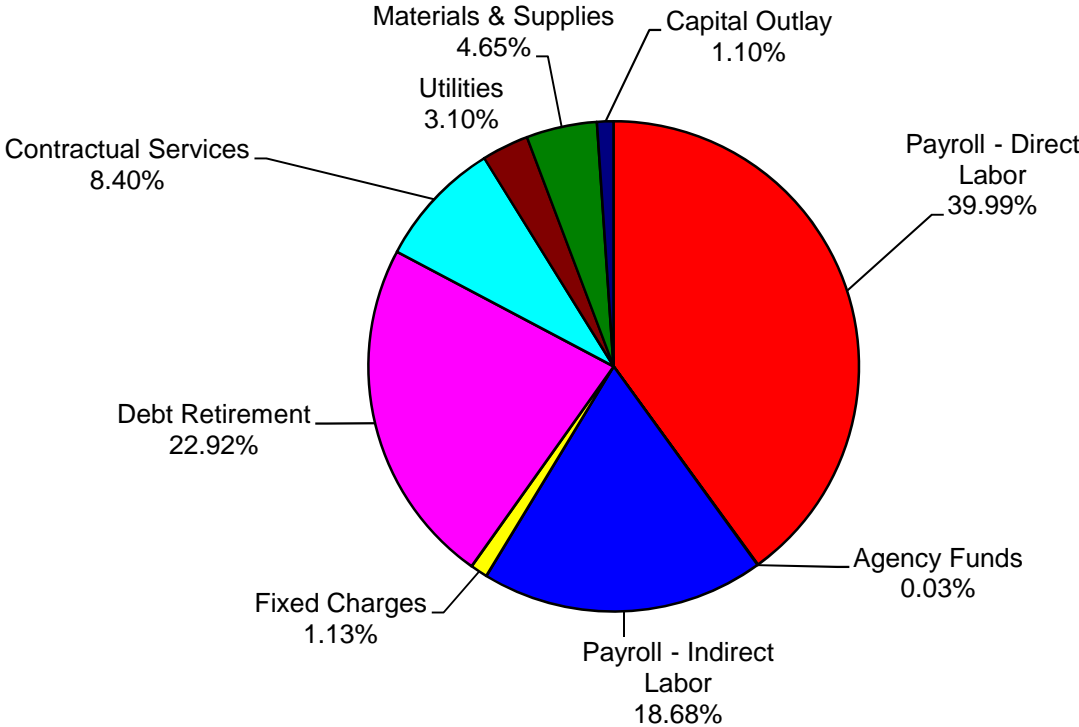
<u>WHERE THE MONEY COMES FROM</u>	<u>AMOUNT</u>	<u>2011 PER CENT</u>	<u>2010 PER CENT</u>	<u>INCREASE (DECREASE)</u>
Property Tax Levy	\$ 29,488,165	44.81%	43.77%	1.04%
Other Tax Revenue	1,282,000	1.95%	1.91%	0.04%
State Expenditure Restraint Revenue	1,198,400	1.82%	1.85%	-0.03%
State Shared Revenue	10,781,100	16.38%	16.39%	-0.01%
Aid to Local Streets	2,967,700	4.51%	4.42%	0.09%
Other State & County Aids	1,625,600	2.47%	2.50%	-0.03%
Licenses, Permits, Fines	1,614,300	2.45%	2.38%	0.07%
Interdepartmental Charges	11,784,400	17.91%	18.92%	-1.01%
Interest on Investments / Special Assessments	768,100	1.17%	1.46%	-0.29%
Miscellaneous Revenue	550,000	0.84%	0.78%	0.06%
Charges for Services	3,747,200	5.69%	5.60%	0.09%
	<u>\$ 65,806,965</u>	<u>100.00%</u>	<u>100.0%</u>	

USE OF FUNDS



<u>WHERE THE MONEY GOES</u>	<u>AMOUNT</u>	<u>2011 PER CENT</u>	<u>2010 PER CENT</u>	<u>INCREASE (DECREASE)</u>
Parks	1,918,800	2.92%	2.69%	0.23%
Debt Services	16,762,400	25.47%	26.10%	-0.63%
Miscellaneous	512,100	0.78%	0.79%	-0.01%
Police	11,861,900	18.03%	17.42%	0.61%
Transportation	722,000	1.10%	1.07%	0.03%
Fire and Ambulance	11,831,900	17.98%	17.40%	0.58%
General Government	5,467,400	8.31%	9.01%	-0.70%
Public Works	8,062,100	12.25%	12.42%	-0.17%
Community Development	2,297,400	3.49%	2.62%	0.87%
Levy Support	6,370,965	9.68%	10.48%	-0.80%
	<u>\$ 65,806,965</u>	<u>100.00%</u>	<u>100.00%</u>	

2011 BUDGET - HOW THE FUNDS ARE EXPENDED



	<u>AMOUNT</u>	<u>PER CENT</u>
Payroll - Direct Labor	\$ 29,245,000	39.99 %
Agency Funds	20,365	0.03
Payroll - Indirect Labor	13,661,000	18.68
Fixed Charges	826,700	1.13
Debt Retirement	16,762,400	22.92
Contractual Services	6,135,800	8.40
Utilities	2,269,400	3.10
Materials & Supplies	3,404,000	4.65
Capital Outlay	807,600	1.10
	<u>\$ 73,132,265</u>	<u>100.00 %</u>

2011 BUDGET SUMMARY

	2008 ACTUAL EXPEND.	2009 ACTUAL EXPEND.	2010 BUDGET APPROP.	2010 ESTIMATE EXPEND.	2011 PROPOSED BUDGET
EXPENDITURES					
GENERAL GOVERNMENT	5,350,515	5,085,124	5,383,300	5,418,400	5,467,400
PUBLIC SAFETY	21,958,684	22,429,342	22,896,500	22,600,500	23,693,800
PUBLIC WORKS	7,379,575	7,400,465	8,170,500	7,842,900	8,062,100
PARKS & OTHER FACILITIES	1,701,506	1,841,431	1,769,300	1,861,600	1,918,800
COMMUNITY DEVELOPMENT	2,123,700	2,184,232	2,266,900	2,135,700	2,297,400
DEPT. OF TRANSPORTATION	629,293	661,954	706,400	696,300	722,000
UNCLASSIFIED	675,718	388,792	518,100	466,100	512,100
TOTAL BUDGET	39,818,991	39,991,340	41,711,000	41,021,500	42,673,600
Levy for Recycling *	1,037,951	937,951	478,200	478,200	404,700
Levy for Street Lighting *	1,194,771	1,247,778	1,150,100	1,150,100	1,013,000
Levy for Senior Services *	372,477	372,447	367,700	367,700	185,300
Levy for Transit Utility *	599,508	612,683	793,300	793,300	764,400
Levy for Library *	2,466,445	2,420,906	2,492,500	2,492,500	2,460,000
Levy for Museum *	823,338	822,237	883,100	883,100	869,000
Levy for Grand Opera House *	66,557	66,622	66,400	66,400	66,200
Levy for Cemetery *	202,205	210,054	210,300	210,300	276,400
Levy for Health Services *	392,821	374,426	352,100	352,100	240,200
Levy for Equipment Fund	0	0	0	0	0
Levy Leach Amphitheater	0	0	0	0	0
Levy Pollock Community Water Park	20,303	40,033	72,800	72,800	71,400
Levy for Golf Course	0	0	0	0	0
TOTAL OPER. BUDGET	46,995,367	47,096,477	48,577,500	47,888,000	49,024,200
Debt Service	16,490,651	17,242,800	17,164,100	17,458,200	16,762,400
Agency Funds	32,723	33,783	22,400	22,400	20,365
TOTAL CITY BUDGET	63,518,741	64,373,060	65,764,000	65,368,600	65,806,965
REVENUES					
Revenue other than Gen.					
Fund Property Tax	36,309,981	37,509,253	36,602,200	36,553,300	35,943,800
Appropriation from Debt Service Fund	200,000	200,000	375,000	375,000	375,000
TOTAL REVENUES	36,509,981	37,709,253	36,977,200	36,928,300	36,318,800
TOTAL EXPENDITURES	63,518,741	64,373,060	65,764,000	65,368,600	65,806,965
TOTAL REVENUES	36,509,981	37,709,253	36,977,200	36,928,300	36,318,800
NET LEVY REQUIREMENT	27,008,760	26,663,807	28,786,800	28,440,300	29,488,165
TAX RATE REQUIRED					
	7.98	8.226	8.399	8.399	8.608

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

2011 BUDGET SUMMARY DETAILS

	2008 EXPEND	2009 EXPEND	2010 APPROP	2010 EST.	2011 PROP.
GENERAL GOVERNMENT					
City Council	39,875	45,227	51,000	50,500	46,300
City Manager	172,609	248,779	251,700	250,500	254,900
City Attorney	344,000	383,670	395,800	396,900	405,800
Personnel	580,677	588,314	549,600	588,100	535,400
City Clerk	239,543	235,966	226,900	227,700	236,400
Elections	103,041	49,633	129,000	108,400	54,000
Finance	991,508	989,926	991,800	992,800	972,600
Purchasing	184,108	244,829	226,300	231,600	237,500
Central Services	156,162	166,297	154,800	155,000	152,500
Information Technology	1,074,094	1,023,934	1,027,800	1,025,600	1,083,800
Insurance	617,185	311,044	559,900	549,500	597,300
Facilities Maintenance	571,741	578,977	590,700	608,600	654,000
Independent Audit	22,725	22,573	22,700	22,700	22,700
Media Services	253,247	195,955	205,300	210,500	214,200
TOTAL GENERAL GOVERNMENT	5,350,515	5,085,124	5,383,300	5,418,400	5,467,400
PUBLIC SAFETY					
Police	10,808,687	11,134,045	11,284,400	10,969,100	11,686,000
Animal Care	72,380	74,050	76,200	77,700	78,100
Fire & Ambulance	10,293,830	10,454,908	10,782,100	10,802,800	11,174,900
Hydrant Rental	650,000	650,000	650,000	650,000	650,000
Auxiliary Police	5,033	5,864	4,600	4,600	4,900
Crossing Guards	94,133	88,843	83,600	87,300	85,900
Police & Fire Commission	34,621	21,632	15,600	9,000	14,000
TOTAL PUBLIC SAFETY	21,958,684	22,429,342	22,896,500	22,600,500	23,693,800
PUBLIC WORKS					
Public Works - Admin.	331,092	344,305	359,400	359,900	367,500
Engineering	1,072,702	1,219,838	1,175,600	1,197,700	1,263,600
Streets - General	2,502,400	2,480,034	2,824,500	2,719,100	2,772,400
Central Garage	2,132,093	1,910,423	1,912,800	1,796,200	1,944,900
Garbage Coll. & Disposal	1,341,288	1,445,865	1,898,200	1,770,000	1,713,700
TOTAL PUBLIC WORKS	7,379,575	7,400,465	8,170,500	7,842,900	8,062,100

	2008 EXPEND	2009 EXPEND	2010 APPROP	2010 EST.	2011 PROP.
PARKS & OTHER FACILITIES					
Parks	1,452,580	1,566,960	1,490,600	1,572,900	1,613,300
Forestry	248,926	274,471	278,700	288,700	305,500
TOTAL PARKS & OTHER FAC.	1,701,506	1,841,431	1,769,300	1,861,600	1,918,800
COMMUNITY DEVELOPMENT					
Assessor	499,046	527,065	541,100	534,900	557,500
Planning Services	795,447	835,841	847,600	799,000	836,500
Inspection Services	829,207	821,326	878,200	801,800	903,400
TOTAL COMMUNITY DEV.	2,123,700	2,184,232	2,266,900	2,135,700	2,297,400
TRANSPORTATION					
Electric	458,826	482,280	506,200	498,000	516,900
Sign	170,467	179,674	200,200	198,300	205,100
TOTAL TRANSPORTATION	629,293	661,954	706,400	696,300	722,000
UNCLASSIFIED					
Unemployment Compensation	25,223	50,927	52,000	31,000	32,000
Uncollectible Accounts	417,215	115,700	225,000	240,000	300,000
Employee Benefit Fees	12,632	12,484	14,000	14,000	14,000
Patriotic Celebrations	7,540	7,534	7,600	6,600	6,600
Adjustment of Salaries	0	0	0	0	0
Unclass. Expense	138,886	128,657	145,000	100,000	85,000
Mobile Home Tax	36,722	35,990	37,000	37,000	37,000
Industrial Development	37,500	37,500	37,500	37,500	37,500
TOTAL UNCLASSIFIED	675,718	388,792	518,100	466,100	512,100
TOTAL BUDGET					
	39,818,991	39,991,340	41,711,000	41,021,500	42,673,600

	2008 EXPEND	2009 EXPEND	2010 APPROP	2010 EST.	2011 PROP.
Levy for Recycling *	1,037,951	937,951	478,200	478,200	404,700
Levy for Street Lighting *	1,194,771	1,247,778	1,150,100	1,150,100	1,013,000
Levy for Senior Services *	372,477	372,447	367,700	367,700	185,300
Levy for Transit Utility *	599,508	612,683	793,300	793,300	764,400
Levy for Library *	2,466,445	2,420,906	2,492,500	2,492,500	2,460,000
Levy for Museum *	823,338	822,237	883,100	883,100	869,000
Levy for Grand Opera House *	66,557	66,622	66,400	66,400	66,200
Levy for Cemetery*	202,205	210,054	210,300	210,300	276,400
Levy for Health Services*	392,821	374,426	352,100	352,100	240,200
Levy for Equipment Fund	0	0	0	0	0
Levy Leach Amphetheater	0	0	0	0	0
Levy Pollock Comm Water Park	20,303	40,033	72,800	72,800	71,400
Levy for Golf Course	0	0	0	0	0
TOTAL OPERATING BUDGET	46,995,367	47,096,477	48,577,500	47,888,000	49,024,200
Debt Services	16,490,651	17,242,800	17,164,100	17,458,200	16,762,400
Agency Funds	32,723	33,783	22,400	22,400	20,365
TOTAL CITY BUDGET	63,518,741	64,373,060	65,764,000	65,368,600	65,806,965

2011 OPERATING BUDGET BY FUNCTION

	PAYROLL - DIRECT LABOR	PAYROLL - INDIRECT LABOR	CONTRAC- TUAL SERVICES	UTILITIES	FIXED CHARGES	MATERIALS AND SUPPLIES	CAPITAL OUTLAY	TOTAL BUDGET
GENERAL GOVERNMENT								
City Council	28,500	2,200	13,600	0	0	2,000	0	46,300
City Manager	177,600	63,000	13,100	0	0	1,200	0	254,900
City Attorney	240,000	101,900	57,400	0	0	6,500	0	405,800
Personnel	309,300	102,200	120,000	0	0	3,900	0	535,400
City Clerk	153,300	64,100	15,800	0	0	3,200	0	236,400
Elections	38,400	400	10,800	900	0	3,500	0	54,000
Finance	651,400	312,600	4,400	0	0	4,200	0	972,600
Purchasing	156,500	72,900	6,700	0	0	1,400	0	237,500
Central Services	30,800	13,400	94,300	0	0	14,000	0	152,500
Information Technology Division	407,900	216,700	281,500	46,900	0	59,800	71,000	1,083,800
Insurance	0	0	0	0	597,300	0	0	597,300
Facilities Maintenance	231,900	127,900	65,100	191,200	300	37,600	0	654,000
Independant Audit	0	0	22,700	0	0	0	0	22,700
Media Services	155,400	54,100	2,100	500	0	2,100	0	214,200
TOTAL GENERAL GOVERNMENT	2,581,000	1,131,400	707,500	239,500	597,600	139,400	71,000	5,467,400
PUBLIC SAFETY								
Police	7,468,000	3,653,500	192,400	38,300	200	145,800	187,800	11,686,000
Animal Care	0	0	78,100	0	0	0	0	78,100
Fire & Ambulance	7,306,600	3,374,800	127,600	114,400	0	237,500	14,000	11,174,900
Hydrant Rental	0	0	650,000	0	0	0	0	650,000
Auxiliary Police	0	0	1,500	200	0	3,200	0	4,900
Crossing Guards	79,800	6,100	0	0	0	0	0	85,900
Police & Fire Commission	0	0	13,800	0	0	200	0	14,000
TOTAL PUBLIC SAFETY	14,854,400	7,034,400	1,063,400	152,900	200	386,700	201,800	23,693,800
PUBLIC WORKS								
Public Works - Admin.	256,600	106,000	4,100	0	0	800	0	367,500
Engineering	841,100	379,300	17,300	4,900	0	15,500	5,500	1,263,600
Streets - General	1,502,800	800,000	55,000	5,000	500	409,100	0	2,772,400
Central Garage	413,000	225,000	141,000	126,800	1,100	1,038,000	0	1,944,900
Garbage Coll. & Disposal	471,300	276,200	663,300	0	2,300	60,600	240,000	1,713,700
TOTAL PUBLIC WORKS	3,484,800	1,786,500	880,700	136,700	3,900	1,524,000	245,500	8,062,100
PARKS & OTHER FACILITIES								
Parks	863,200	398,900	57,300	192,900	300	98,500	2,200	1,613,300
Forestry	194,400	80,400	12,600	200	0	13,400	4,500	305,500
TOTAL PARKS & OTHER FAC.	1,057,600	479,300	69,900	193,100	300	111,900	6,700	1,918,800

	PAYROLL - DIRECT LABOR	PAYROLL - INDIRECT LABOR	CONTRAC- TUAL SERVICES	UTILITIES	FIXED CHARGES	MATERIALS AND SUPPLIES	CAPITAL OUTLAY	TOTAL BUDGET
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COMMUNITY DEVELOPMENT

Assessor	353,000	164,000	37,100	0	0	3,400	0	557,500
Planning Services	604,300	212,600	13,300	200	0	6,100	0	836,500
Inspection Services	602,600	264,800	24,400	1,500	1,000	9,100	0	903,400

TOTAL COMMUNITY DEV.	1,559,900	641,400	74,800	1,700	1,000	18,600	0	2,297,400
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DEPT. OF TRANSPORTATION

Electric	296,400	131,800	11,500	33,900	0	43,300	0	516,900
Sign	108,100	49,800	3,600	3,600	0	40,000	0	205,100

TOTAL DEPT. OF TRANS.	404,500	181,600	15,100	37,500	0	83,300	0	722,000
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UNCLASSIFIED

Unemployment Compensation		32,000						32,000
Uncollectible Accounts			300,000					300,000
Employee Benefit Fees			14,000					14,000
Patriotic Celebration			6,600					6,600
Adjustment of Salaries	0		0					0
Unclassified Expenses			85,000					85,000
Mobile Trailer Tax			37,000					37,000
Industrial Development			37,500					37,500

TOTAL UNCLASSIFIED	0	32,000	480,100	0	0	0	0	512,100
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TOTAL BUDGET

	23,942,200	11,286,600	3,291,500	761,400	603,000	2,263,900	525,000	42,673,600
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Budget for Recycling	248,500	140,400	432,500	600	100	17,600	255,000	1,094,700
Budget for Street Lighting	0	0	20,000	1,050,000	0	83,000	0	1,153,000
Budget for Senior Services	254,500	132,000	24,200	59,500	7,500	7,400	0	485,100
Budget for Transit Utility	1,544,000	726,300	1,564,100	36,500	165,400	444,400	22,300	4,503,000
Budget for Library	1,800,200	745,000	459,300	174,200	12,500	438,800	1,300	3,631,300
Budget for Museum	560,400	242,200	63,800	82,300	8,700	43,500	0	1,000,900
Budget for Grand Opera House	0	0	59,700	0	6,500	0	0	66,200
Budget for Cemetery	229,200	102,100	14,400	24,600	8,200	14,600	1,500	394,600
Budget for Health Services	616,800	282,600	38,100	3,700	8,500	26,900	0	976,600
Budget for Leach Amphitheater	10,000	800	28,500	18,300	200	10,700	2,000	70,500
Budget for Pollock Comm Wtr Park	39,200	3,000	139,700	58,300	6,100	53,200	500	300,000
Budget for Equipment Fund	0	0	0	0	0	0	0	0

TOTAL OPERATING BUDGET	29,245,000	13,661,000	6,135,800	2,269,400	826,700	3,404,000	807,600	56,349,500
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REVENUES

2008 ACTUAL REVENUES	2009 ACTUAL REVENUES	2010 BUDGETED REVENUES	2010 ESTIMATED REVENUES	2011 PROPOSED BUDGET
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TAXES LEVIED BY CITY

General Property Tax 0072-4102	26,605,671	27,885,268	28,786,800	28,786,800	29,488,165
Municipal Owned Utility 0072-4112	650,000	1,000,000	1,000,000	1,000,000	1,000,000
Snow Removal 0072-4172	27,012	31,605	13,000	33,900	25,000
Weed Cutting 0072-4171	23,251	26,047	17,000	34,900	29,000
Mobile Home Tax 0072-4108	110,369	108,231	109,000	110,000	110,000
Payment in Lieu of Taxes 0072-4118	124,793	53,943	118,000	118,000	118,000

TOTAL TAXES LEVIED	27,541,096	29,105,094	30,043,800	30,083,600	30,770,165
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LICENSES & PERMITS

Heating 0750-4377	116,070	71,204	90,000	82,000	82,000
Liquor License 0050-4322	123,788	127,024	125,000	135,000	130,000
Cigarette License 0050-4358	11,207	9,360	10,000	8,000	8,000
Sundry License 0050-4972	38,246	38,470	38,000	40,000	40,000
Electric Permits 0750-4376	105,105	85,378	100,000	91,500	91,500
Building Permits 0750-4374	308,884	234,859	250,000	258,000	258,000
Plumbing Permits 0750-4378	99,299	73,272	90,000	81,000	81,000
Flammable Tank Fees 0750-4384	500	320	2,000	500	500
Housing Fees 0750-4386	3,660	3,615	3,200	3,600	3,600
Code Seals & Plan. Fees 0750-4383	1,230	525	700	700	700
Zoning Ordinances 0740 / 750 - 4334	51,453	41,506	46,000	43,000	43,000

TOTAL LICENSES & PERMITS	859,442	685,533	754,900	743,300	738,300
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FINES & COSTS

County Court 0211-4406	276,456	278,503	281,500	300,000	300,000
Police Dept. 0211-4402	396,333	462,455	450,000	450,000	500,000
Penalties 0072-4120	86,498	77,051	82,000	76,000	76,000

TOTAL FINES & COSTS	759,287	818,009	813,500	826,000	876,000
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STATE & COUNTY AIDS

Town Aid - Cable TV 1010-4252	8,654	6,762	9,000	11,700	9,600
State Aid - Elections 0060-4236	0	3,847	0	0	0
Town Ambulance Aid 0240-4251	169,389	71,400	71,300	71,600	73,000
Aid to Local Streets 0073-4228	3,006,134	3,027,523	2,909,500	2,909,500	2,967,700
Municipal Services 0073-4232	1,356,188	1,252,757	1,178,800	1,189,800	1,119,000
State Shared Aids 0073-4210	11,086,173	11,085,640	10,779,700	10,782,700	10,781,100
State/Fedl Emer Asst 4792-40530	263,299	56,591	0	0	0
State Aids-Parks/Forestry 0610-4236-40	0	2,532	0	1,600	0
State Aids - Fire 0230-4236	45,000	56,867	56,000	60,000	114,000
Aids-Police 0211-4226 & 4253	186,658	190,000	195,000	195,000	195,000
State Computer Credit 0073-4237	179,659	141,788	135,000	123,500	115,000
Expenditure Restraint 0073-4238	1,212,311	1,211,765	1,217,300	1,203,000	1,198,400

TOTAL STATE & CO. AIDS	17,513,465	17,107,472	16,551,600	16,548,400	16,572,800
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USE OF MONEY & PROPERTY

Interest on Investments 0073-4908	946,940	655,410	751,000	450,000	533,000
Interest on Spec. Assess. 0072-4910	209,897	199,649	210,000	235,000	235,000
Rent 0073-4922 - 4926	2,084	85	100	100	100
Sale of Land 0073-4943	0	0	0	0	0

TOTAL USE OF MONEY & PROP.	1,158,921	855,144	961,100	685,100	768,100
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	2008 ACTUAL REVENUES	2009 ACTUAL REVENUES	2010 BUDGETED REVENUES	2010 ESTIMATED REVENUES	2011 PROPOSED BUDGET
CHARGES FOR CURRENT SERVICES					
Police Dept. Fees 0211- 4532	154,018	168,872	115,000	115,000	115,000
Fire Dept. Fees 0230-4534	116,204	88,910	109,800	109,800	116,400
Ambulance Fees 0240-4538	2,101,344	2,225,059	2,160,000	2,160,000	2,170,000
Engineering Fees 0420-4520	108,126	14,560	60,000	60,000	60,000
Street Services 0420 & 0430-4557	96,069	121,773	75,000	108,500	108,500
Electrical Dept. 0801-4520	85,668	22,600	25,000	25,000	25,000
Sign Dept. 0810-4520	10,244	4,191	1,500	2,000	2,000
Park Fees 0610 / 0620-4572 - 4972	17,818	18,049	17,000	20,700	20,800
City Clerk Fees 0050-4520	6,975	6,585	6,500	6,500	6,500
Community Dev. 0740-4811	344,554	355,847	404,200	350,000	375,500
Cable Access Fees 0150-4520	13,491	2,845	2,000	2,500	2,500
CATV Revenue 1010-4312	664,040	668,001	665,000	665,000	700,000
Xerox Charges 0090-4517	1,330	0	1,100	0	0
Property Search 0073-4519	23,460	21,025	19,500	19,000	20,000
Hazardous Materials 0230-4540	354	910	1,500	2,400	1,500
Garbage Fees 0470-4558	26,724	17,860	20,000	23,500	23,500
TOTAL CHGS. FOR CUR. SERV.	3,770,419	3,737,087	3,683,100	3,669,900	3,747,200
INTERDEPARTMENTAL REVENUES					
Materials & Labor-Utilities 0430-4812	321,766	372,604	400,000	400,000	400,000
Sup./Admin. Labor-Util 0410,420,430-4814	318,597	305,571	323,500	309,000	315,200
Acct. Services-Utilities 0073-4806	643,889	619,711	633,400	591,500	591,500
Equip/Labor Rental - Recycling 0480-4834	594,004	742,348	350,000	360,000	375,000
Computer Services - Utilities 0110-4822	130,800	153,500	158,100	158,100	162,800
Water G.O. Bond Abatement 0074-5275	1,747,363	1,781,910	1,843,000	1,843,000	1,619,200
Sewer G.O. Bond Abatement 0074-5273	2,145,399	2,020,501	2,023,000	2,023,000	1,768,700
Storm G.O. Bond Abatement 0074-5278	436,706	566,108	1,077,200	1,077,200	1,086,900
Parking G.O. Bond Abatement 0074-5272	65,052	63,086	61,000	61,000	57,900
Ind. Dev. G.O. Bond Abatement 0074-5270	284,969	330,991	375,400	436,300	423,000
TIF Districts G.O. Bond Abatement 0074-5274	3,786,668	3,690,256	3,699,900	3,699,900	3,222,400
Golf Course G.O. Bond Abatement 0074-5277	127,980	1,126,742	6,000	6,000	6,000
Centre G.O. Bond Abatement 0074-5261	0	0	233,400	233,400	211,900
Cable TV G.O. Bond Abatement 0074-5279	74,390	73,736	73,800	73,800	69,900
Build America Bond Credits				294,200	431,600
Insurance Fund Rate Equalization 0000-5530	0	0	583,300	442,400	442,400
Engineering Fees-Const. 0420-4555	385,318	1,076,677	600,000	600,000	600,000
TOTAL INTER. DEP. REV.	11,062,901	12,923,741	12,441,000	12,608,800	11,784,400
UNCLASSIFIED					
Sundry Revenue 0073 etc - 4952-4972	220,121	162,441	110,000	175,000	175,000
Bond Proceeds 0073-5302	30,000	0	30,000	0	0
Approp. from Debt Svc. Fund 0073-5308	200,000	200,000	375,000	375,000	375,000
TOTAL UNCLASSIFIED	450,121	362,441	515,000	550,000	550,000
TOTAL REVENUES	63,115,652	65,594,521	65,764,000	65,715,100	65,806,965

ASSESSED VALUATION

	2009	2010	INCREASE (DECREASE)
Assessed Value	3,427,519,859	3,425,583,731	(1,936,128)

INDEBTEDNESS

	2008	2009	2010
General Obligation Debt as of December 31	\$119,684,801	\$129,657,250	\$131,696,805

DEBT LIMIT

CITY:

Limit - 5% of City Equalized Valuation of:	\$3,779,437,800	
5% of \$3,779,437,800		\$188,971,890
Present Debt - 69.69%		<u>\$131,696,805</u>
Legal Debt Margin - 30.31%		<u><u>\$57,275,085</u></u>

CITY INDEBTEDNESS RECAP

General City	\$61,152,328
Convention Centre	\$1,881,460
Parking Utility	\$232,555
Sewer Utility	\$14,796,756
Water Utility	\$11,921,618
Industrial Development	\$3,408,135
TIF District	\$27,271,662
Storm Sewer	\$10,998,421
Golf Course	<u>\$33,870</u>
	<u><u>\$131,696,805</u></u>

ANALYSIS OF GENERAL FUND EQUITY

October 8, 2010

Historical Balances

12/31/2004		\$6,832,251
12/31/2005		\$5,081,692
12/31/2006		\$6,324,521
12/31/2007		\$7,292,509
12/31/2008		\$6,965,275
12/31/2009		\$7,623,103
	Allowance-Due From Golf Course/Non-Current Receivable	<u>-\$480,191</u>
		\$7,142,912

Current Year Budget

January 1, 2010 Balance		\$7,142,912
Budgeted Expenditures for 2010	\$65,764,000	
Budgeted Revenues for 2010	<u>\$65,764,000</u>	
Net Change in Fund Balance		<u>\$0</u>
<i>Budgeted Fund Balance, 12-31-10</i>		<u><u>\$7,142,912</u></u>

Current Year Estimate

January 1, 2010 Balance		\$7,142,912
Estimated Expenditures for 2010	\$65,368,600	
Plus: Reserve for 2012 Garbage Truck Purchase	<u>\$240,000</u>	
		\$65,608,600
Estimated Revenues for 2010	<u>\$65,715,100</u>	
Net Change in Fund Balance		<u>\$106,500</u>
Estimated Fund Balance, 12-31-10		<u><u>\$7,249,412</u></u>

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

SUMMARY

FUND: GENERAL	FUNCTION: CITY COUNCIL	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0010-XXXX-XXXXX	
<hr/>				
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
<hr/>				
39,875	45,227	51,000	50,500	46,300
<hr/>				

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	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	17,534	24,676	28,500	28,500	28,500
TOTAL PAYROLL - DIRECT LABOR		17,534	24,676	28,500	28,500	28,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	1,341	1,887	2,200	2,200	2,200
TOTAL PAYROLL - INDIRECT LABOR		1,341	1,887	2,200	2,200	2,200
Contractual Services						
6410-00000	Advertising/Marketing	135	0	0	0	0
6458-00000	Conference & Training	0	386	2000	500	2000
6460-00000	Membership Dues	19,131	16,272	16,500	16,300	11,600
TOTAL CONTRACTUAL SERVICES		19,266	16,658	18,500	16,800	13,600
Materials & Supplies						
6505-00000	Office Supplies	1,020	510	600	800	800
6507-00000	Books & Periodicals	232	0	200	200	200
6589-00000	Other Materials & Supplies	482	1,496	1,000	2,000	1,000
TOTAL MATERIALS & SUPPLIES		1,734	2,006	1,800	3,000	2,000
TOTAL CITY COUNCIL		39,875	45,227	51,000	50,500	46,300

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Council Members	7	7	7	28,500	28,500	28,500
Social Security	6302			2,200	2,200	2,200
TOTAL PERSONNEL	7	7	7	30,700	30,700	30,700

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

SUMMARY

FUND: GENERAL	FUNCTION: CITY MANAGER	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0020-XXXX-XXXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
172,609	248,779	251,700	250,500	254,900

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	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	111,850	174,752	174,200	175,100	177,600
TOTAL PAYROLL - DIRECT LABOR		111,850	174,752	174,200	175,100	177,600
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	33,916	60,009	63,200	61,100	63,000
TOTAL PAYROLL - INDIRECT LABOR		33,916	60,009	63,200	61,100	63,000
Contractual Services						
6401-00000	Contractual Services	20,629	0	0	0	0
6402-00000	Auto Allowance	500	6,000	6,000	6,000	6,000
6458-00000	Conference & Training	1,594	3,655	4,000	4,000	4,000
6460-00000	Membership Dues	1,225	1,516	1,600	1,600	1,600
6466-00000	Misc. Contractual Services	0	1,450	1,500	1,500	1,500
TOTAL CONTRACTUAL SERVICES		23,948	12,621	13,100	13,100	13,100
Materials & Supplies						
6505-00000	Office Supplies	1,004	1,149	800	800	800
6507-00000	Books & Periodicals	182	222	200	200	200
6589-00000	Other Materials & Supplies	552	26	200	200	200
TOTAL MATERIALS & SUPPLIES		1,738	1,397	1,200	1,200	1,200
Capital Outlay						
7202-00000	Office Equipment	1,157	0	0	0	0
TOTAL CAPITAL OUTLAY		1,157	0	0	0	0
TOTAL CITY MANAGER		172,609	248,779	251,700	250,500	254,900

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
City Manager	1	1	1	125,000	125,000	127,500
Administrative Assistant	1	1	1	49,200	50,100	50,100
Health Insurance	6306			24,500	22,500	23,000
Retirement	6304			25,400	25,300	26,700
Social Security	6302			12,300	12,300	12,300
Life Insurance	6310			700	700	700
Income Continuation Insurance	6312			300	300	300
TOTAL PERSONNEL	2	2	2	237,400	236,200	240,600

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT (2010) ACCOMPLISHMENTS:

- Completed Special Events ordinance/policy, including information packet.
- Completed Development Agreement w/Oshkosh Corp.
- Expanded Board of Review Training and participated in Board of Review as it heard property owner appeals.
- Developed procedure for Raze & Nuisance Abatement.
- Developed procedures for vicious animals.
- Assisted in litigation of numerous lawsuits.

- Prosecuted all City citations in adult and juvenile court; filed pleadings in cases before the Court of Appeals regarding various court trials.
- Training for Urban Wildlife Committee, Parks Board, Board of Appeals, Long-Range Finance Committee on duties and responsibilities, meetings law and code of ethics for public officials.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to Assist Inspections Department with implementing raze and nuisance abatement procedures.
- Complete Gift/Donations Policy.
- Complete revision/update Chapter 12 – Finance, bidding.
- Revise City’s Standard Public Works bidding documents and contracts.
- Assist in development of policy for Interns and Volunteers.
- Continue 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 preparation for transition of Administrative Assistant.

SUMMARY

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

2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
344,000	383,670	395,800	396,900	405,800

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	208,053	229,514	233,200	237,900	240,000
TOTAL PAYROLL - DIRECT LABOR		208,053	229,514	233,200	237,900	240,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	74,673	92,710	99,700	96,200	101,900
TOTAL PAYROLL - INDIRECT LABOR		74,673	92,710	99,700	96,200	101,900
Contractual Services						
6404-00000	Postage & Shipping	126	7	100	100	100
6424-00000	Maintenance Office Equipment	0	0	100	100	100
6446-00000	Contractual Employment	48,000	50,040	50,100	50,000	51,100
6456-00000	Service/Witness Fees	1,392	1,936	1,700	1,700	1,700
6458-00000	Conference & Training	1,859	1,101	3,400	3,400	3,400
6459-00000	Other Employee Training	0	1,270	0	0	0
6460-00000	Membership Dues	1,166	948	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES		52,543	55,302	56,400	56,300	57,400
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	1,041	753	700	700	700
6507-00000	Books & Periodicals	6,025	5,391	5,800	5,800	5,800
TOTAL MATERIALS & SUPPLIES		7,066	6,144	6,500	6,500	6,500
Capital Outlay						
7202-00000	Office Equipment	1,665	0	0	0	0
TOTAL CAPITAL OUTLAY		1,665	0	0	0	0
TOTAL CITY ATTORNEY		344,000	383,670	395,800	396,900	405,800

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
City Attorney	1	1	1	99,800	101,800	102,500
Asst. City Attorney	1	1	1	84,200	86,000	87,400
Legal Secretary	1	1	1	49,200	50,100	50,100
Health Insurance 6306				51,700	47,400	51,200
Retirement 6304				28,900	29,500	31,200
Social Security 6302				17,800	18,200	18,300
Life Insurance 6310				800	700	700
Income Continuation Insurance 6312				500	400	500
TOTAL PERSONNEL	3	3	3	332,900	334,100	341,900

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- 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 in cooperation with FVTC focusing specifically on LEAN 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	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
580,677	588,314	549,600	588,100	535,400

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000 Includes a compensation and classification study for non-represented employees - \$30,000.
6410-00000 Advertising and marketing demand is anticipated to be reduced due to less staffing.
6459-00000 This years training program is focused on specific projects rather than a citywide initiative.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	301,943	334,383	295,800	308,300	309,300
TOTAL PAYROLL - DIRECT LABOR		301,943	334,383	295,800	308,300	309,300
Payroll - Indirect Payroll						
63xx-00000	Payroll - Indirect Payroll	94,625	99,311	98,400	97,500	102,200
TOTAL PAYROLL - INDIRECT LABOR		94,625	99,311	98,400	97,500	102,200
Contractual Services						
6401-00000	Contractual Services	91,722	63,576	89,500	130,000	80,000
6402-00000	Auto Allowance	960	960	1,000	1,000	1,000
6410-00000	Advertising/Marketing	71,804	71,555	40,000	26,500	24,500
6458-00000	Conference & Training	4,668	3,741	4,400	1,900	4,400
6459-00000	Other Employee Training	1,378	0	16,700	12,600	9,200
6460-00000	Membership Dues	959	910	800	900	900
6466-00000	Misc Contractual Services	8,879	9,150	0	5,500	0
TOTAL CONTRACTUAL SERVICES		180,370	149,892	152,400	178,400	120,000
Materials & Supplies						
6505-00000	Office Supplies	1,574	1,444	1,500	1,500	1,500
6507-00000	Books & Periodicals	291	311	0	0	0
6589-00000	Other Materials & Supplies	1,874	2,973	1,500	2,400	2,400
TOTAL MATERIALS & SUPPLIES		3,739	4,728	3,000	3,900	3,900
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PERSONNEL		580,677	588,314	549,600	588,100	535,400

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Asst City Manager/Dir of Admin Svcs	1	1	1	113,000	115,300	115,300
Personnel Generalist	1	1	1	52,500	53,600	54,900
Payroll Coordinator	1	1	1	42,300	43,200	43,500
Administrative Assistant	1	1	1	43,100	44,100	44,600
Benefits Coordinator	1	1	1	44,900	45,900	46,000
Overtime					6,200	5,000
Health Insurance	6306			37,800	34,800	37,500
Retirement	6304			36,700	38,200	40,200
Social Security	6302			22,600	23,100	23,100
Life Insurance	6310			700	800	800
Income Continuation Insurance	6312			600	600	600
TOTAL PERSONNEL	5	5	5	394,200	405,800	411,500

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Maintain and finalize special assessments / transfer to 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
- Implement new license software

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- 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	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
239,543	235,966	226,900	227,700	236,400

COMMENTS:

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

[EXPLANATION OF CAPITAL OUTLAY:](#)

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	161,616	159,495	148,400	149,100	153,300
TOTAL PAYROLL - DIRECT LABOR		161,616	159,495	148,400	149,100	153,300
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	53,658	52,111	50,800	60,100	64,100
TOTAL PAYROLL - INDIRECT LABOR		53,658	52,111	50,800	60,100	64,100
Contractual Service						
6410-00000	Advertising/Marketing	20,156	20,046	15,000	14,900	15,000
6458-00000	Conference & Training	581	672	600	400	600
6460-00000	Membership Dues	195	210	200	200	200
TOTAL CONTRACTUAL SERVICE		20,932	20,928	15,800	15,500	15,800
Fixed Charges						
6488-00000	Employee Bond	20	20	100	0	0
6496-00000	Licenses and Permits	0	0	0	0	0
TOTAL FIXED CHARGES		20	20	100	0	0
Materials & Supplies						
6505-00000	Office Supplies	3,226	3,041	2,900	2,900	2,900
6507-00000	Books & Periodicals	91	371	400	100	300
6550-00000	Minor Equipment	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		3,317	3,412	3,300	3,000	3,200
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	8,500	0	0
7230-00000	Computer Software	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	8,500	0	0
TOTAL CITY CLERK		239,543	235,966	226,900	227,700	236,400

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
City Clerk	1	1	1	74,600	76,100	76,900
Dep. City Clerk	1	1	1	43,100	44,100	44,600
Secretary I	1	1	1	30,700	26,500	31,800
Overtime				0	2,400	0
Health Insurance	6306			20,500	29,700	32,000
Retirement	6304			18,400	18,500	19,900
Social Security	6302			11,400	11,400	11,700
Life Insurance	6310			200	200	200
Income Continuation Insurance	6312			300	300	300
TOTAL PERSONNEL	3	3	3	199,200	209,200	217,400

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Administered four 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 two 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	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
103,041	49,633	129,000	108,400	54,000

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

61xx-00000 Four elections in 2010, two elections in 2011.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	69,034	27,452	96,600	79,300	32,900
6102-00000	Maintenance-Labor	9,870	0	0	0	0
6103-00000	Regular Pay - Temp. Employee	0	947	9,000	8,800	5,500
TOTAL PAYROLL - DIRECT LABOR		78,904	28,399	105,600	88,100	38,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	484	1,001	1,900	700	400
TOTAL PAYROLL - INDIRECT LABOR		484	1,001	1,900	700	400
Contractual Services						
6402-00000	Auto Allowance	278	97	400	400	200
6410-00000	Advertising/Marketing	2,990	1,609	3,000	2,200	1,500
6426-00000	Maint. Mach/Equip/Bldg/Struct	300	0	1,000	400	100
6458-00000	Conference and Training	58	50	100	0	0
6466-00000	Misc. Contr. Services (Ballots/Prog)	9,605	12,043	9,000	8,800	9,000
TOTAL CONTRACTUAL SERVICES		13,231	13,799	13,500	11,800	10,800
Utilities						
6475-00000	Telephones	945	735	1,000	800	900
TOTAL UTILITIES		945	735	1,000	800	900
6503-95873	Clothing	0	156	0	0	0
6505-00000	Office Supplies	9,477	2,831	7,000	7,000	3,500
6505-95873	Office Supplies / other	0	0	0	0	0
6507-00000	Books & Periodicals	0	0	0	0	0
6509-95873	Computer Supplies	0	167	0	0	0
6517-00000	Supplies/Repair Parts	0	45	0	0	0
6550-95873	Minor Equipment	0	55	0	0	0
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		9,477	3,254	7,000	7,000	3,500
Capital Outlay						
7202-95873	Office Equipment Purchase	0	2,445	0	0	0
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	2,445	0	0	0
TOTAL ELECTIONS		103,041	49,633	129,000	108,400	54,000

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget	
Poll Workers	6102			96,600	79,300	32,900	
Maintenance-Labor	6102			0	0	0	
Extra Help	6103			9,000	8,800	5,500	
Health Insurance	6306			0	0	0	
Retirement	6304			1100	0	0	
Social Security	6302			700	700	400	
Life Insurance	6310			100	0	0	
TOTAL PERSONNEL		0	0	0	107,500	88,800	38,800

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

PROGRAM DESCRIPTION:

The Department of Finance is responsible for the administration of the following offices: 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 treasury management services, 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:

- Successfully transitioned down another position in the Accounting/Records Area
- Bonding for current year – Completed a number of refinancing, as well as utilized the BAB Program again to save a substantial amount of interest costs
- Completed all regulatory reporting accurately and on time, including: State Report – Form B, PSC Report, and the Audit
- Continue Fund Analysis of all City Funds
- Continue to work on \$634,100 Energy Efficiency Grant, and monitor all Economic Stimulus Program Involvement
- Continue to revamp City wide budget to provide better information
- Coordinate utility rate review/rate increase process
- Implementation of Finance Committee
- Leading the City Wide Fees Analysis Project

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Account for and Monitor all City funds
- Implement new utility rates
- Complete the City Wide Fees Analysis Project; Fees Policy and Manual
- Continue Fund Analysis of all City funds
- Continue work with Finance Committee
- Continue revamping City wide budget to provide more information
- Policy development/assistance – Budget, Contracts, Fund Balance, Investments
- Complete RFP Process for Banking Services
- Community Outreach
- Complete all regulatory reporting on time, including: Audit, State Report – Form C, and PSC Report

SUMMARY

FUND: GENERAL	FUNCTION: FINANCE	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0071-XXXX-XXXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
991,508	989,926	991,800	992,800	972,600

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	665,196	673,446	647,200	657,200	633,900
6102-00000	Regular Pay - Part-time	19,727	14,502	18,000	19,100	17,500
TOTAL PAYROLL - DIRECT LABOR		684,923	687,948	665,200	676,300	651,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	298,209	295,446	316,300	308,800	312,600
TOTAL PAYROLL - INDIRECT LABOR		298,209	295,446	316,300	308,800	312,600
Contractual Services						
6402-00000	Auto Allowance	728	1,003	1,100	1,000	1,100
6404-00000	Postage & Shipping	33	11	100	100	100
6410-00000	Advertising / Marketing	507	0	0	0	0
6458-00000	Conference & Training	1,634	444	2,500	2,000	2,500
6460-00000	Membership Dues	435	882	700	700	700
TOTAL CONTRACTUAL SERVICES		3,337	2,340	4,400	3,800	4,400
Materials & Supplies						
6505-00000	Office Supplies	4,506	4,154	3,900	3,400	3,700
6507-00000	Books & Periodicals	533	38	500	500	500
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		5,039	4,192	4,400	3,900	4,200
Capital Outlay						
7202-00000	Office Equipment	0	0	1,500	0	0
TOTAL CAPITAL OUTLAY		0	0	1,500	0	0
TOTAL FINANCE		991,508	989,926	991,800	992,800	972,600

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget	
Director of Finance	1	1	1	105,800	107,800	108,400	
Assistant Finance Director	1	1	1	81,500	83,300	83,300	
Accounting Supervisor	1	1	1	62,700	63,900	64,500	
Utility Billing & Records Supervisor	1	1	1	61,600	62,800	63,000	
Accountant	1	1	1	42,900	43,700	44,600	
Account Clerk II	3	3	3	106,400	106,000	110,700	
Cashier	2	2	2	72,000	74,700	76,200	
Account Clerk I	2	2	1	66,800	67,600	34,300	
Administrative Assistant	1	1	1	46,500	47,400	47,900	
Overtime				1,000	0	1,000	
Part-time	6102	0.80	0.80	0.80	18,000	19,100	17,500
Health Insurance	6306				178,000	170,900	175,500
Retirement	6304				83,300	83,300	84,600
Social Security	6302				51,400	51,600	49,500
Life Insurance	6310				2,100	1,800	1,800
Income Continuation Insurance	6312				1,500	1,200	1,200
TOTAL PERSONNEL		13.80	13.80	12.80	981,500	985,100	964,000

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

PROGRAM DESCRIPTION:

The Purchasing Division's mission is to acquire commodities and services for the City in an effective, efficient and impartial manner. Specific objectives of this mission include a) ensuring fair and equitable treatment of all vendors and persons who deal with the procurement process; b) fostering public confidence in these purchasing procedures through the use of modern and professional business tools and c) securing the advantages and economies derived from a centralized and standardized purchasing system.

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Coordinated over 30 capital outlay or CIP project bids for equipment and services including water brass goods, digester cleaning, road materials, elevator improvements, light fixtures, heavy equipment, trucks, vehicles, police cars, cemetery mapping system and more.
- Provided contract administration and oversight on over 15 capital projects or Requests for Proposals (RFP's) including the Grand Opera House repair, Transit Parking Lot Assessment, PD Wrecking Service, Fire Extinguisher Maintenance, CD Property Management, PD Uniform Replacement, OFD Firehouse #16 Renovation, Transit Para Transit Services, OFD Vehicle Storage Building, PW Sidewalk Snow Removal and Transit Roof Analysis.
- Provided project oversight of EECBG projects (DOE funded energy conservation/efficiency initiatives) in various municipal facilities with energy partner McKinstry.
- Updated Purchasing Policies and Procedures with assistance of Finance Department.
- Updated Chapter 12 municipal code language with assistance of City Attorney's Office.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Solicit RFP's for multi-year contracts of various facility maintenance service agreements and testing services.
- Work with OFD for renewal of state-wide cooperative agreement for EMS supplies.
- Incorporate environmentally sensitive language into our purchasing policy.
- Continue to encourage vendors to register for online bid/proposal notification (NovusVendor).

SUMMARY

FUND: GENERAL	FUNCTION: PURCHASING	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0090-XXXX-XXXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
184,108	244,829	226,300	231,600	237,500

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6410-00000 2010 estimated and 2011 proposed, all newspaper advertising for Invitation to Bids for Purchasing, Community Development, and Public works are charged to this account.
Increase is due to increased projects and subsequent advertising.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	120,402	170,030	148,500	155,200	156,500
6103-00000	Regular Pay - Temp Employ	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		120,402	170,030	148,500	155,200	156,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	59,377	69,069	71,800	69,400	72,900
TOTAL PAYROLL - INDIRECT LABOR		59,377	69,069	71,800	69,400	72,900
Contractual Services						
6402-00000	Auto Allowance	0	18	0	100	100
6410-00000	Advertising/Marketing	2,522	3,996	2,800	4,000	5,000
6458-00000	Conference & Training	748	261	1,500	1,400	1,500
6459-00000	Other Employee Training	105	0	0	0	0
6460-00000	Membership Dues	50	105	100	100	100
6496-00000	Licenses & Permits	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		3,425	4,380	4,400	5,600	6,700
Materials & Supplies						
6505-00000	Office Supplies	904	1,350	1,500	1,400	1,400
6507-00000	Books & Periodicals	0	0	100	0	0
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		904	1,350	1,600	1,400	1,400
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PURCHASING		184,108	244,829	226,300	231,600	237,500

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Director of General Services	1	1	1	77,600	79,200	79,200
Clerk Typist I	1	1	1	27,800	29,200	30,700
Senior Buyer	1	1	1	43,100	44,100	44,100
Overtime					2,700	2,500
Health Insurance 6306				41,400	37,700	40,300
Retirement 6304				18,400	19,200	20,000
Social Security 6302				11,400	11,900	11,800
Life Insurance 6310				300	300	400
Income Continuation Insurance 6312				300	300	400
TOTAL PERSONNEL	3	3	3	220,300	224,600	229,400

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

PROGRAM DESCRIPTION:

Serve as the central office for printing and mail services for City Departments

PRODUCTS & SERVICES:

- Provide efficient and timely 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
- Developed plan for the 2011 integration of outbound mail processing for the Oshkosh Public Library, maximizing efficiency through the elimination of a redundant function and reducing the Oshkosh Public Library's postage costs.

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	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
156,162	166,297	154,800	155,000	152,500

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6432-00000 New copiers leased with scanning and network printing capabilities-reducing paper consumption.
6505-00000 Reduced due to efficiencies in "paperless" efforts.
6509-00000 Eliminated costs by moving color printing to a lease unit.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	29,685	41,633	27,600	29,600	30,800
TOTAL PAYROLL - DIRECT LABOR		29,685	41,633	27,600	29,600	30,800
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	12,268	14,023	12,900	12,500	13,400
TOTAL PAYROLL - INDIRECT LABOR		12,268	14,023	12,900	12,500	13,400
Contractual Services						
6401-00000	Contractual Services	0	0	0	0	0
6404-00000	Postage & Shipping	67,996	59,317	63,000	63,000	61,000
6424-00000	Maintenance Office Equipment	17,244	17,121	17,500	17,200	17,200
6432-00000	Equipment Rental	16,418	16,452	16,000	18,700	16,100
TOTAL CONTRACTUAL SERVICES		101,658	92,890	96,500	98,900	94,300
Materials & Supplies						
6505-00000	Office Supplies	11,476	13,974	16,000	14,000	14,000
6509-00000	Computer Supplies	1,075	3,777	1,800	0	0
TOTAL MATERIALS & SUPPLIES		12,551	17,751	17,800	14,000	14,000
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL CENTRAL SERVICES		156,162	166,297	154,800	155,000	152,500

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Central Services Coordinator	1	1	1	27,600	29,600	30,800
Overtime						
Health Insurance 6306				7,200	6,500	6,900
Retirement 6304				3,400	3,700	4,000
Social Security 6302				2,100	2,200	2,400
Life Insurance 6310				100	0	0
Income Continuation Insurance 6312				100	100	100
TOTAL PERSONNEL	1	1	1	40,500	42,100	44,200

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

PROGRAM DESCRIPTION:

The Information Technology Division will provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the internal support services, governance, and community service for the City of Oshkosh and its Citizenry.

PRODUCTS & SERVICES:

- Provide technical assistance with City computer related projects, problems, requests, etc.
- Coordinate and assist City departments with research, analysis and design of computer systems
- Provide telecommunications services & support
- Research, plan and purchase all computer related equipment to ensure standardized systems are utilized and interaction is provided between systems when required
- Manage Internet access, 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. 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
- Ensure computer support contracts are kept up-to-date for all hardware and software

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Worked cooperatively with numerous city departments/divisions to research, plan and implement a new City of Oshkosh web site, launched on May 10, 2010.
- Worked with Personnel to implement an e-mail option for direct deposit notices, reducing the quantity printed by 32%.
- Implemented a digital voice recorder/transcription system with the Police department, allowing for dictations to be prioritized and sent directly from the squads to the transcriptionists.
- Worked with the Police department and the District Attorney's Office to implement eReferral, allowing for paperless transfer of criminal case referrals.
- Developed a system to convert cassette tape dictations to searchable digital audio files.
- Created automated interface between Collections system and Permitting system for contractor fees, reducing the amount of paperwork produced.
- Built an application for Osh-Buy maintenance allowing for more efficient management and flexible reporting of the online auction system.

- Enhanced permit system for system interoperability with cash receipting and assessors systems, resulting in reduced printing for records.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Begin implementation of ESRI GIS geodatabase and associated software solution for city-wide deployment.
- Develop mobile solutions for City department/division field workers, to increase efficiency and maximize effectiveness.
- Provide neighborhood dwelling data and various computations to support the creation of neighborhood GIS layers for further use by various City departments.
- Help to facilitate the transition of the Assessor software to a web-based client-server environment.
- Enhance in-house permit software to allow for performance measurement reports.
- Increase multi-system interoperability, through increased use of GIS and expanded accessibility.
- Continue expansion of Laserfiche document management system and enhance other city systems, enabling further governmental transparency and accountability.
- Test and modify appropriately to ensure all in-house software is compatible with Windows 7 operating system.

SUMMARY

FUND: GENERAL	FUNCTION: INFO. TECH. DIV.	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0110-XXXX-XXXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
1,074,094	1,023,934	1,027,800	1,025,600	1,083,800

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS.

6406-00000	Move DOJ TIME system charges from line charges to Officer access charges.
6424-00000	Replaced older servers resulting in lower maintenance contracts.
6426-00000	Cost savings reallocated to account number 6427.
6427-00000	Increase in Winnebago County's CAD/LRMS software (\$7K), add phone switch maintenance (\$19K), ESRI GIS Platform change (\$25K), and miscellaneous maintenance contract adjustments.
6475-00000	Cost savings reallocated to 6427.
6550-00000	Increased quantity of Pcs replaced (moved from 6.5 year to 5 year life cycle rotation).

EXPLANATION OF CAPITAL OUTLAY:

7202-00000	HP Laser Jet 5 @ \$1,400	\$7,000	
	Laptops 4 @ \$1,000	4,000	
	Toughbook CF19 w/digitizer 9 @ \$3,500	31,500	
	Toughbook CF19 (Fire) 3 @ \$3,000	9,000	
	Toughbook CF31 (Police) 5 @ \$3,500	<u>17,500</u>	\$69,000
7230-00000	ETS Professional Sign Software Update		\$2,000

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	400,379	391,983	393,500	401,300	407,900
6103-00000	Regular Pay - Temp. Employee	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		400,379	391,983	393,500	401,300	407,900
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	189,241	201,742	216,100	205,400	216,700
TOTAL PAYROLL - INDIRECT LABOR		189,241	201,742	216,100	205,400	216,700
Contractual Services						
6401-00000	Contractual Services	7,864	3,748	5,500	4,000	4,000
6402-00000	Auto Allowance	395	277	300	500	500
6404-00000	Postage & Shipping	35	118	200	200	200
6406-00000	Computer Service Charges	6,488	6,849	6,500	10,600	11,500
6424-00000	Maintenance Office Equipment	39,221	22,299	26,300	26,300	19,000
6426-00000	Maintenance Mach/Equip/Bldg	32,468	23,347	32,400	32,400	21,600
6427-00000	Maintenance Computer Software	152,419	158,992	164,400	164,400	219,400
6458-00000	Conference & Training	4,328	4,923	5,000	5,000	5,000
6460-00000	Membership Dues	265	200	300	200	300
TOTAL CONTRACTUAL SERVICES		243,483	220,753	240,900	243,600	281,500
Utilities						
6475-00000	Telephones	61,279	57,435	55,500	55,500	46,900
TOTAL UTILITIES		61,279	57,435	55,500	55,500	46,900
Materials & Supplies						
6505-00000	Office Supplies	3,272	3,325	2,500	2,500	3,200
6506-00000	Software Supplies	4,325	3,841	4,000	4,000	4,000
6507-00000	Books & Periodicals	499	399	500	500	500
6509-00000	Computer Supplies	14,034	9,690	9,200	9,200	9,200
6510-00000	Training Materials	0	24	200	0	0
6517-00000	Supplies/Repair Parts	217	175	200	200	0
6550-00000	Minor Equipment	8,152	8,086	30,800	30,800	42,900
6589-00000	Other Materials & Supplies	604	200	200	200	0
TOTAL MATERIALS & SUPPLIES		31,103	25,740	47,600	47,400	59,800
Capital Outlay						
7202-00000	Office Equipment	81,938	81,187	43,100	43,100	69,000
7224-00000	GIS	1,898	1,603	0	0	0
7230-00000	Computer Software	64,773	43,491	31,100	29,300	2,000
TOTAL CAPITAL OUTLAY		148,609	126,281	74,200	72,400	71,000
TOTAL INFORMATION TECHNOLOGY		1,074,094	1,023,934	1,027,800	1,025,600	1,083,800

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Director of IT	1	1	1	83,200	84,900	84,900
PC Hardware Technician	1	1	1	44,200	46,600	47,500
Database Administrator	1	1	1	73,100	72,600	72,600
Telecommunications Specialist	1	1	1	37,400	38,600	41,200
Programmer / Analyst	2	2	2	118,200	120,500	122,900
Computer Operator	1	1	1	37,400	38,100	38,800
Overtime						
Health Insurance	6306			135,900	123,000	130,600
Retirement	6304			48,500	49,800	53,100
Social Security	6302			29,900	30,700	31,100
Life Insurance	6310			900	1,000	1,000
Income Continuation Insurance	6312			900	900	900
TOTAL PERSONNEL	7	7	7	609,600	606,700	624,600

CAPITAL OUTLAY REQUEST SUMMARY

2011

Dept: Information Technology

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 71,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	HP Laserjets	Replace	5	\$1,400	\$7,000
2	Laptops	Replace	4	\$1,000	\$4,000
3	Toughbook CF19 w/ digitizers	New	9	\$3,500	\$31,500
4	Toughbook CF19 (Fire)	Replace	3	\$3,000	\$9,000
5	ETS Profesional Sign Software Update	Replace	1	\$2,000	\$2,000
6	Toughbook CF31 (Police)	Replace	5	\$3,500	\$17,500
7					\$0
8					\$0
9					\$0
10					\$0
					\$0
					\$0
					\$0
					\$0
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					\$0
					\$0
					\$0
					\$0
					\$0

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

PROGRAM DESCRIPTION:

The risk management operation is responsible for securing insurance coverage for city property and activities. The types of insurance 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 several City departments.

PRODUCTS & SERVICES:

- Work with our Legal department to review contracts
- Work with our City Clerk and Legal departments on general liability claims
- Work with all departments to submit all auto, property, boiler, tank and pollution insurance claims insurance carrier and assist with the process as needed

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Participated on the State of Wisconsin Local Government Property Insurance Fund (LGPIF) Advisory Committee. This committee recommends to the Office of the Insurance Commissioner coverage for building & content policies in addition to insurance rates for participating governmental agencies
- Coordinated research and development of insurance requirements for City contracts.
- Developed and implemented City Visitor Injury Response Policy

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue involvement with the Local Government Property Insurance Fund Advisory Council
- Continue to review insurance programs to ensure proper coverage and cost effectiveness
- Continue to identify opportunities for improvement in risk management and insurance coverage requirements in addition to claims processing and customer service
- Coordinate development of Volunteer and Intern Policy
- Update Fleet Safety Policy

SUMMARY

FUND: GENERAL	FUNCTION: INSURANCE	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0120-XXXX-XXXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
617,185	311,044	559,900	549,500	597,300

COMMENTS:

City	597,300
Water	92,600
Sewer	70,900
Senior Center	7,500
Parking	700
Transit	30,800
Pool	3,900
Cemetery	8,200
Library	11,300
Museum	8,500
Grand Opera	6,500
Health	7,900
Golf Course	4,300
Centre	9,700
Storm Water	8,400
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TOTAL INSURANCE	868,500

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6481-00000	Anticipated costs for previous years injuries.
6482-00000	Building values reduced.
6483-00000	Increased costs due to claims pooled with other communities.
6485-00000	Replacement of vehicles.
6494-00000	New vendor, reduced costs.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Fixed Charges						
6480-00000	Fixed Charges	0	7,771	15,000	15,000	15,000
6481-00000	Workers Compensation	404,614	212,834	300,000	300,000	329,300
6482-00000	Building & Contents	107,821	28,800	107,500	97,100	99,600
6483-00000	Comprehensive Liability	254,948	206,823	257,300	257,300	268,700
6485-00000	Vehicle Insurance	124,825	105,493	129,500	129,500	141,400
6488-00000	Employee Bonds	240	200	200	200	200
6494-00000	Boiler Insurance	17,132	823	17,900	17,900	14,300
TOTAL FIXED CHARGES		909,580	562,744	827,400	817,000	868,500
TOTAL INSURANCE:		909,580	562,744	827,400	817,000	868,500
Less Allocation to Other Budgets:		292,395	251,700	267,500	267,500	271,200
NET INSURANCE BUDGET		617,185	311,044	559,900	549,500	597,300

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

PROGRAM DESCRIPTION:

Facilities Maintenance is responsible for the buildings, grounds and facilities of City Hall (including its surrounding storage/garage facilities), the Safety Building (including the Police Department's evidence storage/impound facility), the Seniors Center (including both North and South buildings) 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:

- Coordinated the oversight and repairs associated with the Grand Opera House renovation project
- Integrated on-going maintenance needs of Seniors Center North and South buildings into Facilities Maintenance
- Contracted for roof and HVAC assessment reports for all buildings managed by Facilities Maintenance
- Began cross-training of new Facilities Maintenance staff within division
- Executed maintenance work order projects which included painting, carpentry, plumbing, light construction, office renovations/updates and HVAC/roofing troubleshooting
- Formulated matrix of facilities maintenance service agreements/testing requirements for elevators, life safety systems, fire pumps, smoke detectors, fire extinguishers, kitchen hoods, security systems and generators

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Work with Purchasing to solicit RFP's for multi-year contracts of various facility maintenance service agreements and testing services
- Explore creation of a working group consisting of Oshkosh-based public institution facility managers to discuss/share common facility maintenance challenges and issues
- Create matrix to track energy usage of all buildings managed by Facilities Maintenance
- Continue to explore energy saving initiatives, rebates and programs for Facilities Maintenance buildings
- Assist with facility inventory needs as outlined in the City's strategic plan
- Assist City departments and facilities in various maintenance projects

SUMMARY

FUND: GENERAL	FUNCTION: FACILITIES MAINT.	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0130-XXXX-XXXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
571,741	578,977	590,700	608,600	654,000

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS DUE TO CHANGE WITH SENIOR SERVICES:

6102-00000	2010 estimate, plus \$24,000 from assuming responsibility for Senior Services maintenance. 2011 proposed, plus \$34,600 from moving maintenance custodian from the Seniors Services budget to Facilities Maintenance budget.
6103-00000	2011 proposed, \$5,800 increase from moving part-time custodian from Senior Services budget to Facilities Maintenance budget
63xx-00000	2010 estimate plus \$14,500, 2011 proposed plus \$25,800, from moving maintenance custodian from Senior Services budget to Facilities Maintenance budget.
6401-00000	2011 proposed, \$3,500 increase from integrating Senior Services budget to this budget.
6426-00000	2011 proposed, \$7,000 increase from integrating Senior Services budget to this budget.
6517-00000	2011 proposed, \$1,000 increase from integrating Senior Services supplies / repair parts into this budget.
6527-00000	2011 proposed, \$3,000 increase from integrating Senior Services janitorial supplies into this budget.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000	2011 proposed, plus \$14,000 from moving City Hall / Safety Building elevator maintenance from account 6426 to 6401.
6426-00000	2011 proposed, \$14,000 decrease from moving City Hall / Safety Building elevator maintenance to 6401.
6471-00000	2010 estimate and 2011 proposed, conservative estimate of anticipated energy costs.
6474-00000	2010 estimate and 2011 proposed, conservative estimate of anticipated energy costs.
7214-00000	2010 estimate, replacement windows and doors for the new Parks Administration offices.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	170,930	170,864	164,800	192,600	205,500
6103-00000	Regular Pay - Temp Employee	4,962	19,947	21,100	21,100	26,400
TOTAL PAYROLL - DIRECT LABOR		175,892	190,811	185,900	213,700	231,900
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	91,753	95,473	104,200	119,600	127,900
TOTAL PAYROLL - INDIRECT LABOR		91,753	95,473	104,200	119,600	127,900
Contractual Services						
6401-00000	Contractual Services	10,159	13,170	12,000	12,000	29,500
6418-00000	Repairs to Motor Vehicles	59	0	300	300	300
6426-00000	Maint. Mach/Equip/Bldg/Struct	48,272	38,164	42,000	42,000	35,000
6432-00000	Equipment Rental	0	0	0	0	0
6440-00000	Other Rental	6,334	0	0	0	0
6458-00000	Conference & Training	253	0	300	200	300
6460-00000	Membership Dues	1,200	0	0	0	0
TOTAL CONTRACTUAL SERVICES		66,277	51,334	54,600	54,500	65,100
Utilities						
6471-00000	Electricity	133,076	136,880	120,000	120,000	125,000
6472-00000	Sewer Service	3,974	4,386	3,700	3,700	4,000
6473-00000	Water Service	6,620	6,721	5,700	5,700	6,000
6474-00000	Gas Service	63,480	50,349	78,000	50,000	51,000
6475-00000	Telephones	1,660	1,621	1,700	1,700	1,700
6476-00000	Storm Water	3,306	4,194	3,000	3,200	3,500
6479-00000	Other Utilities	0	0	0	0	0
TOTAL UTILITIES		212,116	204,151	212,100	184,300	191,200
Fixed Charges						
6496-00000	Licenses and Permits	210	70	100	300	100
6499-00000	Misc Fixed Charges	150	180	200	200	200
TOTAL FIXED CHARGES		360	250	300	500	300

Materials & Supplies

6503-00000	Clothing	516	0	400	800	400
6505-00000	Office Supplies	238	167	200	200	200
6507-00000	Books & Periodicals	15	0	0	0	0

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
6517-00000	Supplies/Repair Parts	11,595	16,865	16,500	16,500	17,500
6527-00000	Janitorial Supplies	7,579	8,368	7,500	7,500	10,500
6537-00000	Safety Equipment	31	0	0	0	0
6545-00000	Tools & Shop Supplies	996	413	1,000	1,000	1,000
6589-00000	Other Materials & Supplies	4,373	7,150	8,000	7,000	8,000
TOTAL MATERIALS & SUPPLIES		25,343	32,963	33,600	33,000	37,600
Capital Outlay						
7202-00000	Office Equipment	0	3,995	0	0	0
7214-00000	Buildings	0	0	0	3,000	0
TOTAL CAPITAL OUTLAY		0	3,995	0	3,000	0
TOTAL FACILITIES MAINTENANCE		571,741	578,977	590,700	608,600	654,000

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Maintenance Coordinator	1.00	1.00	1.00	48,400	49,300	50,300
Building Maintenance Custodian	4.00	3.00	4.00	116,400	143,300	155,200
Custodian (P.T.)	1.06	1.06	1.33	21,100	21,100	26,400
Overtime	6102				1,300	
Health Insurance	6306			65,500	75,400	80,200
Retirement	6304			23,100	26,700	29,400
Social Security	6302			14,200	16,400	17,200
Life Insurance	6310			900	600	600
Income Continuation Insurance	6312			500	500	500
TOTAL PERSONNEL	6.06	5.06	6.33	290,100	334,600	359,800

SUMMARY

FUND: GENERAL	FUNCTION: INDEPENDENT AUDIT	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0140-XXXX-XXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
22,725	22,573	22,700	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	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Contractual Services						
6414-00000	Auditing	22,725	22,573	22,700	22,700	22,700
TOTAL CONTRACTUAL SERVICES		22,725	22,573	22,700	22,700	22,700
TOTAL INDEPENDENT AUDIT		22,725	22,573	22,700	22,700	22,700

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

PROGRAM DESCRIPTION:

OCMS (Oshkosh Community Media Services) provides municipal, community and educational programming on channels CitiCable 10 (government access), CATV 2 (community access) and provides oversight to WOCT radio 101.9 FM—a joint City of Oshkosh/Friends of OCM partnership providing Oshkosh residents with Oshkosh’s only non-commercial, community radio station. Media Services also coordinates the City’s PIO (public information officer) team during EOC (Emergency Operation Center) situations. Media Services funding is provided through the annual franchise fees the city receives from local video service providers (estimated \$675,000 in 2011).

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Public Education Campaigns: Worked with departments to produce public education campaigns aired on topics such as; DOT roundabouts, 2010 Census, Nixle notification service, Main Street Reconstruction Project, Bare Essentials Food & Clothing project and hybrid busses
- Web and Social Media Initiatives: Assisted IT in the redesign and revamping of city website including the coordination of new photos, new OCMS webstreaming links, new “Hot Topics” pages and City Manager’s video welcome for the website. Created new OCMS Facebook page to expand promotion of OCMS programming and City activities
- Video Projects and Productions: Coordinated and produced several programs on city projects/issues including stormwater management, stimulus funding, DOT Roundabouts, Drug Drop Off News Conference, candidate forums, Grand Opera House repairs, City Clerk Election Training, Vision Oshkosh, bi-weekly Main Street Reconstruction and DOT construction updates, 2010 State of the City and Citizen Service Awards and video public service announcements for various city departments
- Public Information: Worked with departments to produce and post over 110 public information documents for City website and 70 press releases, informational updates and advisories
- Emergency Operations: Worked with EOC staff to provide PIO duties for June, 2010 flooding incidents and August 12 City/UW-Oshkosh and Winnebago County Emergency Training Exercise
- State & National Awards: Received 15 WAPC (Wisconsin Association of PEG Channels) programming excellence awards for CATV 2 and CitiCable 10 programs. “Oshkosh Today” recognized as Best Entertainment Talk Show in National Alliance for Community Media (ACM) Video Competition
- 2010 Projected Statistics:
 - CitiCable 10 programming hours: 13.10 hrs. per day/4,768.4 hrs. per year (+2%)
 - CATV 2 programming hours: 12.9 hrs. per day/4,695.6 hours (+2%)
 - CitiCable 10 live meeting coverage: 360 hours (same as 2010)
 - CitiCable 10 municipal series/specials coverage: 42 hours (+11%)
 - CATV 2 public affairs/specials coverage: 37 hours (+16%)
 - CitiCable 10 bulletin board postings: 895 (-7%)
 - CATV 2 bulletin board postings: 1,740 (-7%)

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Coordinate reactivation of Citizens Academy and establish City Speakers Bureau
- Expand video introductions/welcomes of city departments for City website
- Continue storm water management, roundabout and other public education campaigns via OCMS

SUMMARY

FUND: GENERAL	FUNCTION: MEDIA SERVICES	DEPARTMENT: GENERAL GOVERNMENT	ACCOUNT: 100-0150-XXXX-XXXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
253,247	195,955	205,300	210,500	214,200

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	163,729	135,785	141,500	146,900	148,000
6103-00000	Regular Pay - Temp. Employee	14,430	8,954	7,400	7,400	7,400
TOTAL PAYROLL - DIRECT LABOR		178,159	144,739	148,900	154,300	155,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	70,469	46,230	51,600	51,700	54,100
TOTAL PAYROLL - INDIRECT LABOR		70,469	46,230	51,600	51,700	54,100
Contractual Services						
6410-00000	Advertising/Marketing	140	0	0	0	0
6418-00000	Repairs to Motor Vehicles	55	36	100	100	100
6426-00000	Maint. Mach/Equip/Bldg/Struct	428	13	600	500	600
6458-00000	Conference & Training	1,031	2,116	1,000	1,000	1,000
6460-00000	Membership Dues	365	340	400	400	400
TOTAL CONTRACTUAL SERVICES		2,019	2,505	2,100	2,000	2,100
Utilities						
6475-00000	Telephones	674	503	500	500	500
TOTAL UTILITIES		674	503	500	500	500
Materials & Supplies						
6505-00000	Office Supplies	233	903	800	800	800
6509-00000	Computer Supplies	0	0	100	0	0
6517-00000	Supplies/Repair Parts	86	106	300	200	300
6589-00000	Other Materials & Supplies	1,607	969	1,000	1,000	1,000
TOTAL MATERIALS & SUPPLIES		1,926	1,978	2,200	2,000	2,100
Capital Outlay						
7204-00000	Machinery & Equipment Purch.	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL MEDIA SERVICES		253,247	195,955	205,300	210,500	214,200

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Operations Coordinator	1.00	1.00	1.00	55,600	58,100	58,900
Communications Coordinator	1.00	1.00	1.00	47,300	48,300	48,400
Production Specialist	1.00	1.00	1.00	38,600	39,900	40,700
Overtime					600	
Production Assistants (P.T.)	0.35	0.35	0.35	7,400	7,400	7,400
Health Insurance	6306			21,100	19,400	20,800
Retirement	6304			18,500	19,600	20,600
Social Security	6302			11,400	12,100	12,100
Life Insurance	6310			200	200	200
Income Continuation Insurance	6312			400	400	400
TOTAL PERSONNEL	3.35	3.35	3.35	200,500	206,000	209,500

SUMMARY

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

2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
675,718	388,792	518,100	466,100	512,100

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
0902-00000	Unemployment Comp 6320	25,223	50,927	52,000	31,000	32,000
0908-00000	Uncollectible Accounts 6469	417,215	115,700	225,000	240,000	300,000
0910-00000	Employee Benefit Fees 6466	12,632	12,484	14,000	14,000	14,000
0911-00000	Patriotic Celebrations 6587-89	7,540	7,534	7,600	6,600	6,600
0913-00000	Adjustment of Salaries	0	0	0	0	0
0914-00000	Unclassified Expense	138,886	128,657	145,000	100,000	85,000
0918-00000	Mobile Trailer Tax 6466	36,722	35,990	37,000	37,000	37,000
1040-00000	Industrial Development 6466	37,500	37,500	37,500	37,500	37,500
TOTAL UNCLASSIFIED		675,718	388,792	518,100	466,100	512,100

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

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 over 45,000 Calls for Service/Incidents each year, with 2009 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. Our District Teams engage in active problem-solving and proactive enforcement of local ordinances and state laws.
- Six (6) officers teach Drug Abuse Resistance Education (DARE) 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, as well as other topics such as Bullying, Sexting and Internet Safety. One (1) Crime Prevention Officer teaches bike, gun, and personal safety to grade school students through various crime prevention and safety awareness programs.
- One (1) officer is assigned to the Metropolitan Enforcement Group (MEG), a multi-jurisdictional drug task force.
- The Oshkosh Police Department has a ten (10) member Crisis Reaction Team as well as a twenty-five (25) 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.
- Seven (7) non-sworn part-time Community Service Officers (CSO) assist in the Patrol Services Bureau. The Community Service Officers are generally Technical College and University students that are hired to enforce parking regulations, investigate animal complaints, assist with traffic control at crash scenes, 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 major motor vehicle crashes involving serious injuries or death. They also reconstruct the scene and assist Detectives at major crime scenes.
- A Special Operations Officer coordinates police staffing and development of operational action plans for over 200 community special events held in the City of Oshkosh each year. Some of the major events include Country USA, Lifest, EAA AirVenture, Waterfest, and Sawdust Daze, Hmong Labor Day Soccer Tournament, numerous parades/runs/walks, Oshkosh Half Marathon and a variety of athletic events.
- A Crime Analyst conducts a daily review of data to identify crime trends and hotspots for effective allocation of resources. The Analyst creates daily crash maps and other crime maps as needed for crime problem awareness. The Crime Analyst helps us to know what are the most prevalent and emerging problems, where they are happening and by whom.
- 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 with a high level of customer service.
- The Planning, Training, and Research (PTR) Division is comprised of a Lieutenant, Training Sergeant, Crime Prevention Officer and civilian 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, strategic planning, issue based research, and community outreach crime prevention and educational 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 team 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 the Police School Liaison Officers are assigned to the High Schools, while three (3) officers are assigned to the Middle Schools. A Detective is each assigned to one of the seven 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 Team Districts and proactively resolve problems in their assigned districts, develop partnerships and communicate with stakeholders, develop and strengthen neighborhood watch groups, investigate all citizen crime complaints, and enforce criminal, municipal, and traffic laws.

SIGNIFICANT ACCOMPLISHMENTS IN 2010:

- Continued implementation of our Team Policing philosophy and method of operation throughout the organization. There teams of officers that correspond to the designated seven (7) patrol districts 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 district. This is done by reaching out and developing partnerships and relationships with the residents and businesses within each district. 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, drug investigations, speeding, neighbor conflicts and many others).
 - Conducted numerous community based and neighborhood watch meetings;
 - Conducted numerous selective traffic enforcement details at problem areas throughout the community.
 - Conducted numerous successful drug investigations and search warrants executions;
 - Increased use of “Team Oriented Problem (TOP)” electronic forms for tracking action plans and our progress or follow-up on identified problems.
 - Enhanced Neighborhood Watch program with an increase to over 180 block captains and groups.
 - Increased use of foot and bike patrols by team officers.
 - Enhanced communication with stakeholders through electronic Team Newsletters, Facebook, Nixle and our Website.
 - Successfully completed numerous Nuisance Abatements at problem properties.
- Installation of Corona Solutions CADmining program to assist in our crime analysis functions and increased reliance on CAD data. This program enables us to track officer activity, frequency of call types and events, crime trend identification, and allows us to be more data driven and proactive in our efforts. The city was further divided into 150 reporting areas that allow us to conduct crime analysis at individual neighborhood levels.
- Transitioned from cassette tape recorders to digital voice recorders for incident reporting. Officers can now dictate their reports into a digital recorder and immediately transfer the report to the word processor for data entry into our records management system via a secure wireless connection a various public safety hotspots in the community. This keeps the officer in the field, and reduces the time delay in the incident reporting process that starts with the officer’s field investigation and continues with data entry, data analysis, criminal investigation and problem solving, submittal to courts/DA/CJ agencies, and availability of reports to victims and other stakeholders.
- Hired a Crime Analyst, which is an LTE grant position, to conduct crime analysis and mapping. The Analyst reviews all the data and information sources available to us to help us identify crime trends and patterns and to link all our information sources to tell us who is doing what, where, when and how.
- Installed a Drug Drop Box in the Safety Building Lobby to enable Oshkosh citizens to dispose of their unused and unneeded prescription medications. This effort helps to reduce victimization in our community by getting prescription medications out of our homes, off the streets and out of our school playgrounds.
- Continued use of the Oshkosh Police Department Website (www.oshkoshpd.com) for providing crime alerts, media releases and crime scene video for suspect identification, as well as to promote upcoming special events, crime prevention programs and officer involvement in the community.

- Wrote Federal, State and local grants totaling over \$630,000 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.
- Conducted our fourth annual “National Night Out” Program held in South Park with over 1000 community members in attendance and expanded list of community partners involved in sponsoring 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 seventh year of the Safety City Program that provides safety education to Oshkosh kids between the ages of four to nine. 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.
- 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” Community Cable Program continues to be a popular program.
- Active involvement by officers in community fundraising events such as for Special Olympics and other charities.

OBJECTIVES AND PERFORMANCE OUTPUTS TO BE ACCOMPLISHED IN 2011:

- Continue to align our organizational processes with our Team Policing operational philosophy, including our hiring, promotional, performance evaluation, award & recognition, and disciplinary processes.
- Implementation of Police Canine Unit to include two handlers/canine teams to help with narcotics detection and interdiction, suspect apprehension and person tracking.
- Continued implementation of our Drug Control Strategies to include active and aggressive initiation of drug investigations and enforcement, increase in drug warrant executions, participation on and assistance to the MEG Drug Unit, enhanced use of our Drug Recognition Experts, continued DARE education program, and continued promotion of our Drug Drop Box.
- Continued implementation of our Alcohol Abuse Control Strategies to include active and aggressive impaired driving enforcement, tavern and alcohol license accountability and monitoring, underage drinking/house party enforcement and implementation of other strategies and recommendations identified in the Alcohol, Culture and Environment Report completed by the Wisconsin State Council on Alcohol and Other Drug Abuse Prevention Committee and the Alcohol, Culture and Environment Workgroup.
- Continued active involvement by officers in interacting and mentoring at risk youth at the Oshkosh Boys & Girls Club that was started in the summer of 2010. Officers spend time with kids teaching internet safety, eating lunch with kids, playing basketball and other activities to have a positive influence in their lives as role models.
- 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 2011.

	2008	2009	2010	2011
Female Officers	14	14	14	16
Other Minority Officers	3	3	3	5
Authorized Sworn Officers	99	99	99	99

- Integration of Laser Fiche with LRMS as a records storage system. Continue to increase the use of CAD short-form or Computer 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 selective speeding enforcement details at problem areas throughout 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 2011. 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.

	2009	2010	2011 Goal
Number of Vehicle Stops	11,163	*8387	13,000
% Citations	30.48	*30.57	32
% Warnings	68.90	*67.95	66
% Reports	0.84	*1.48	2

*Activity through September 17, 2010

- Continue to 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.
- Continue to meet CALEA and WILEAG Accreditation Standards. Our next CALEA Accreditation On-site assessment is August 2011.
- Continue 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.
- 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 and compatibility with enhanced radio infrastructure as developed by the County Communications Center.
- 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. 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 or computer reports.

	2007	2008	2009	2010 Proj	2011 Est
Calls for Service	39960	41494	44131	*45800	47750

*30,699 incidents as of 9-23-10 (+1519 over same date in 2009)

- Increase the number of impaired driving arrests by at least 5%. In 2009, we made 444 OWI arrests with a goal to increase OWI arrests by 10% in 2010 and we are on pace or slightly below the pace to date on meeting our goal.

	2007	2008	2009	2010	2011 Goal
OWI Arrests	315	347	444	*255	500

*number of arrests based on validated data through July 2010

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

	2007	2008	2009	2010	2011 Goal
# Violent Crimes	210	181	248	*108	180
% Violent Crime Cleared	71%	67%	64%		75%

*2010 Data UCR validated through July

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

	2007	2008	2009	2010	2011 Goal
# Property Crimes	2395	2314	2120	*1052	1900
% Property Crime Cleared	21%	25%	26%		28%

*2010 Data UCR validated through July

Administrative Services Bureau Performance Outputs

	2008	2009	2010	2011 Goal
# of News Releases distributed to Media	NA	23	*30	60
# of Active Neighborhood Watch Groups	101	123	*180	200
# of Open Records Requests	#12000	#12500	*3400	8000
% of Open Records processed within 10 working days	NA	100%	100%	100%
# of Policies Reviewed	105	105	105	105
# of Policies new or revised	30	9	*6	10
# of Grants Received	8	7	10	5
\$ Amount of Grants Received	\$83,264	\$342,500	\$630,000	\$300,00
# of Formal Citizen Complaints / IA Investigations	9	14	*13	8
% of Citizen Comp/IA Invest completed in 45 days	100%	92%	80%	100%
# of Performance Evaluations Completed	NA	NA	*102	137
% of Employees Performance Evaluated	NA	NA	75%	100%

#Estimate

*Data as of September 23, 2010

Patrol Services Bureau Performance Outputs

	2008	2009	*2010	2011 Goal
# of Nuisance Abatements Initiated	14	8	*9	10
# of Parking Tickets Issued	25313	37805		40000
# of Team Policing TOP's initiated	100	301	200	200
# of Team Policing Presentations Conducted	NA		25	30
# of Special Events Hours Worked	4138	2432		2200
# of Annual Overtime Hours Worked	26311	24382	*15102	21500

*Data as September 1, 2010

Investigative Services Bureau Performance Outputs

	2008	2009	2010	2011 Goal
# of Cases assigned to Detectives	719	#585	*429	600
Average # of cases assigned to Detectives per month	10	7	7	7
% of Det. Assigned Cases Cleared with Arrest	42%	38.5%		45%
# of Cases assigned to PSLO	544	524	435	500
Average # of cases assigned to PSLO per month	9	9	9	8
% of PSLO Assigned Cases Cleared	72%	69%		70%
# of Property Items Taken in	7219	6966	3195	5500
# of Property items Disposed of	1908	1674	1979	3000

*Data through September 23, 2010

#6 Detectives most of the year

SUMMARY

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

2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
10,808,687	11,134,045	11,284,400	10,969,100	11,686,000

COMMENTS:

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

Department of Transportation Speed Enforcement	35,000
Department of Transportation Alcohol Enforcement	35,000
DOJ Vest Grant	14,871
DOJ Vest Grant	28,752
2010 JAG Investigative & Tactical Resources	34,580
WI OJA Buffer Zone Protection	193,872
Bureau of Justice Assistance Grant (Drug Education & Enforcement)	38,096
Bureau of Justice Assistance Recovery Act Grant (Crime Analyst)	<u>256,948</u>
	637,119
Life Fest	7,811
Country USA Traffic	10,235
Country USA	38,876
EAA Traffic	14,667
Oshkosh School District Police School Liaison billing	166,970
Misc Security Billings	2,938
La Hmong Festival	24,891
Misc police fees	<u>6,476</u>
	272,864

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000	2% pay increases for 2010, and 2011.
6103-00000	Health Insurance and retirement increases.
6401-00000	Investigative tools and equipment.
6403-00000	Clothing allowance increase (contractual).
6404-00000	Accreditation mailing requirements.
6418-00000	Increased maintenance costs due to aging fleet.
6426-00000	Reduction in maintenance on equipment (some equipment obsolete).
6448-00000	Decrease in the amount of fund needed.
6458-00000	Increase in the amount of training conducted on site with OPD instructors.
6466-00000	Increased costs related to squad change over.
6471-00000	Decrease in usage.
6474-00000	Decrease in usage.
6503-00000	Uniform items purchased in 2010.
6505-00000	Decrease in amount of standard office supplies and paper.
6519-00000	Reduction in the number of tire repairs.
6537-00000	Items purchased in 2010.
6589-00000	Items purchased in 2010.
7210-00000	Increase in the number of vehicles purchased and the purchasing price.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Light bar for unmarked squad		\$1,200
7210-00000	Detective vehicle	\$18,000	
	Auction of Detective vehicle	(1,000)	
	Patrol Squads 8 @ \$25,000	212,000	
	2010 Reserve	(36,000)	
	Auction of nine (9) vehicles, eight (8) patrol and one (1) CSO	(22,500)	
	Community Service Officer vehicle	<u>16,100</u>	\$186,600

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	6,890,438	7,216,993	7,240,900	7,187,300	7,455,700
6103-00000	Regular Pay - Temp. Employee	339,100	288,386	16,200	14,700	12,300
TOTAL PAYROLL - DIRECT LABOR		7,229,538	7,505,379	7,257,100	7,202,000	7,468,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	3,106,171	3,206,900	3,547,500	3,281,800	3,653,500
TOTAL PAYROLL - INDIRECT LABOR		3,106,171	3,206,900	3,547,500	3,281,800	3,653,500
Contractual Services						
6401-00000	Contractual Services	34,071	34,944	38,000	37,400	45,200
6403-00000	Clothing Allowance	0	0	7,700	7,600	8,700
6404-00000	Postage and Shipping	156	568	600	600	1,600
6408-00000	Printing and Binding	750	0	400	400	400
6418-00000	Repairs to Motor Vehicles	68,489	71,526	52,000	75,300	70,000
6419-00000	Repairs to Tires	1,519	1,181	1,200	1,300	1,200
6420-00000	Repairs to Tools & Equipment	25	0	0	0	0
6421-00000	Maintenance Radios	2,036	401	1,000	900	1,000
6424-00000	Maintenance Office Equipment	631	669	700	500	700
6426-00000	Maint. Mach/Equip/Bldg/Struct	628	2,840	5,700	4,700	4,500
6432-00000	Equipment Rental	6,134	6,933	6,600	6,600	6,600
6446-00000	Contractual Employment	1,994	2,297	2,400	1,900	2,400
6448-00000	Special Services	2,500	2,500	2,500	2,500	2,000
6453-00000	Vehicle License & Registration	595	369	200	400	300
6458-00000	Conference & Training	32,927	16,389	29,300	28,600	25,100
6459-00000	Other Employee Training	656	531	0	0	0
6460-00000	Membership Dues	1,085	718	600	600	700
6466-00000	Misc. Contractual Services	11,359	15,733	21,000	19,700	22,000
TOTAL CONTRACTUAL SERVICES		165,555	157,599	169,900	189,000	192,400
Utilities:						
6471-00000	Electricity	3,072	2,039	3,100	2,100	2,400
6472-00000	Sewer Service	468	243	200	200	200
6473-00000	Water Service	692	419	200	400	400
6474-00000	Gas Service	7,418	5,020	7,500	3,500	4,200
6475-00000	Telephones	21,907	28,610	30,200	29,800	30,200
6476-00000	Storm Water	812	966	800	900	900
6479-00000	Other Utilities	799	447	0	0	0
TOTAL UTILITIES		35,168	37,744	42,000	36,900	38,300
Fixed Charges						
6496-00000	Licenses and Permits	80	0	300	100	200
TOTAL FIXED CHARGES		80	0	300	100	200

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	48,745	27,078	31,700	29,200	30,700
6505-00000	Office Supplies	35,759	34,843	34,200	31,900	29,500
6507-00000	Books & Periodicals	717	829	600	400	700
6514-00000	Gasoline	54	0	0	0	0
6517-00000	Supplies/Repair Parts	4,931	3,258	2,700	2,700	2,700
6519-00000	Tires/Tubes	12,008	10,654	12,600	13,100	13,600
6527-00000	Janitorial Supplies	163	0	0	0	0
6537-00000	Safety Equipment	567	1,143	1,300	1,100	2,400
6545-00000	Tools & Shop Supplies	0	90	600	500	1,200
6550-00000	Minor Equipment	6,196	1,512	13,100	12,100	11,700
6589-00000	Other Materials & Supplies	46,173	41,508	55,700	55,000	53,300
TOTAL MATERIALS & SUPPLIES		155,313	120,915	152,500	146,000	145,800
Capital Outlay						
7204-00000	Machinery & Equipment	13,956	5,689	0	1,300	1,200
7210-00000	Motor Vehicles	101,962	99,819	115,100	112,000	186,600
7212-00000	Radios	944	0	0	0	0
TOTAL CAPITAL OUTLAY		116,862	105,508	115,100	113,300	187,800
TOTAL POLICE		10,808,687	11,134,045	11,284,400	10,969,100	11,686,000

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget	
Police Chief	1.00	1.00	1.00	94,000	97,800	97,100	
Captains	3.00	3.00	3.00	244,300	254,100	257,800	
Lieutenants	5.00	5.00	5.00	350,200	357,200	363,600	
Sergeants	11.00	11.00	11.00	725,300	739,800	753,600	
Detectives I & II	7.00	7.00	7.00	419,000	427,400	438,100	
Police Officers	72.00	72.00	72.00	3,912,500	3,735,000	4,024,800	
Police Office Administration Manager	1.00	1.00	1.00	61,600	64,100	63,000	
Computer Operator	1.00	1.00	1.00	34,800	35,500	37,500	
Detective Secretary	1.00	1.00	1.00	34,300	35,000	35,600	
Administrative Assistant	1.00	1.00	1.00	42,500	44,200	43,500	
Records Clerk	2.00	2.00	2.00	66,600	67,900	69,300	
Court Liason / Telecom Clerk	1.00	1.00	1.00	37,200	37,900	38,700	
Property Evidence Clerk	1.00	1.00	1.00	36,800	37,500	38,200	
Telecommunications Clerk	3.00	3.00	3.00	103,800	105,900	108,000	
Word Processing Operator	4.00	4.00	4.00	130,300	132,900	138,000	
Community Programs Coordinator	1.00	1.00	1.00	46,700	47,600	48,600	
Parking Control	1.00	1.00	1.00	28,900	29,500	30,800	
Comm. Service Officer (P.T.)	6102	7.00	7.00	7.00	87,800	86,500	85,600
Word Processing Operator (5 P.T.)	6102	2.75	2.20	2.75	68,500	65,000	83,300
Vehicle Fleet Manager (P.T.)	6102	0.56	0.56	0.56	11,900	12,100	12,100
UWO Summer Work Study (2 P.T.)	6103	0.54	0.54	0.54	16,200	14,700	12,300
Parking Control (2 P.T.)	6102	1.06	1.06	1.06	26,500	27,000	27,100
Telecommunications Clerk (2 P.T.)	6102	1.10	1.65	1.10	52,300	44,400	35,700
Court Clerk (1 P.T.)	6102	0.53	0.53	0.53	15,000	15,300	15,300
Property Evidence Clerk (1 P.T.)	6102	0.53	0.53	0.53	14,600	10,900	14,900
Holiday Pay				180,000	178,000	180,000	
Shift Differential				15,500	15,400	15,500	
Overtime				400,000	483,400	400,000	
Health Insurance	6306			1,711,700	1,424,800	1,698,700	
Retirement	6304			1,246,200	1,279,200	1,342,400	
Social Security	6302			561,800	549,800	583,800	
Life Insurance	6310			12,300	12,500	12,600	
Income Continuation Insurance	6312			15,500	15,500	16,000	
TOTAL PERSONNEL		130.07	130.07	130.07	10,804,600	10,483,800	11,121,500

CAPITAL OUTLAY REQUEST SUMMARY 2011

Dept: 100-0211-72XX-XXXXX

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED:

\$ 187,800

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Emergency Light Bar for vehicle	New	1	\$1,200	\$1,200
2	Detective Vehicle	New	1	\$18,000	\$18,000
3	Auction of Detective vehicle		1	(\$1,000)	(\$1,000)
4	Patrol Squads	New	8	\$26,500	\$212,000
5	\$36,000 from 2010 Reserves				(\$36,000)
6	Community Service Officer Vehilce	New	1	\$16,100	\$16,100
7	Auction of 9 squads (8 Patrol & 1 CSO)		9	(\$2,500)	(\$22,500)
8					\$0
9					\$0
10					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
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					\$0
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SUMMARY

FUND: GENERAL	FUNCTION: ANIMAL CARE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0214-XXXX-XXXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
72,380	74,050	76,200	77,700	78,100

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	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Contractual Services						
6426-00000	Maint. Mach/Equip/Bldg/Struct	0	0	0	0	0
6430-00000	Animal Shelter	72,245	74,050	76,000	77,700	78,100
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		72,245	74,050	76,000	77,700	78,100
Utilities						
6471-00000	Electricity	135	0	200	0	0
6474-00000	Gas Service	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		135	0	200	0	0
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 Purchas	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ANIMAL CARE		72,380	74,050	76,200	77,700	78,100

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 203,200 hours of voluntary service to the community with an estimated 3,200 hours worked in 2010.

PRODUCTS AND SERVICES:

- There are currently 35 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 trailer 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, four 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' 51st Anniversary of service to the community in 2010.
- Provided approximately 3200 hours of volunteer duty, within the City of Oshkosh, in 2010
- Auxiliary Police Unit members were activated for nearly 110 scheduled events in 2010 and responded to several other "emergency situations" where members were called upon for assistance

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to maintain the present level of service to the community
- Investigate other duties and services that may be of value to the community
- Place a heightened emphasis on membership development and retention to reach a goal of 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, National Night Out, and other Department programs

SUMMARY

FUND: GENERAL	FUNCTION: AUXILIARY POLICE	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0217-XXXX-XXXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
5,033	5,864	4,600	4,600	4,900

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6418-00000 Additional vehicle acquired in 2010.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	79	34	200	100	200
6404-00000	Postage and Shipping	0	0	0	0	0
6410-00000	Advertising	0	0	100	100	100
6418-00000	Repairs to Motor Vehicles	2,882	1,426	500	1,000	1,000
6421-00000	Maintenance Radios	0	0	200	0	0
6458-00000	Conference & Training	0	0	300	300	200
TOTAL CONTRACTUAL SERVICES		2,961	1,460	1,300	1,500	1,500
Utilities						
6475-00000	Telephones	155	97	200	200	200
6479-00000	Other Utilities	109	69	0	0	0
TOTAL UTILITIES		264	166	200	200	200
Materials & Supplies						
6503-00000	Clothing	1,125	1,618	2,000	1,900	2,000
6505-00000	Office Supplies	45	25	100	100	100
6517-00000	Supplies/Repair Parts	326	424	500	500	500
6519-00000	Tires, tubes, and rims	0	0	100	100	200
6537-00000	Safety equipment	0	1,020	0	0	100
6589-00000	Other Materials & Supplies	312	1,151	400	300	300
TOTAL MATERIALS & SUPPLIES		1,808	4,238	3,100	2,900	3,200
Capital Outlay						
7212-00000	Radios	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL AUXILIARY POLICE		5,033	5,864	4,600	4,600	4,900

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

PROGRAM DESCRIPTION:

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

PRODUCTS AND SERVICE:

- There are currently eighteen (18) regular and five (5) substitute school crossing guards.
- Each School Crossing Guard is equipped with new fluorescent lime green vests, a portable hand held stop sign, and appropriate traffic cones or signs.
- The primary responsibility of the School Crossing Guard is the safety of the 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 violation of the law, as it relates to the school crossing.

SIGNIFICANT ACCOMPLISHMENTS IN 2010:

- Ongoing recognition award program, as well as a retirement/service appreciation program.
- Ongoing efforts to hire college students to staff our School Crossing Guard Program.
- Enhanced recruitment efforts through the Oshkosh Police Department Website.
- Maintain pay at competitive levels in an effort to attract, train, and retain qualified Crossing Guards.
- Continuation of the three phase Speed Watch Program at School Crossings (Week One – Signage; Week Two – Trained Speed Watch members running radar; Week Three – Enhanced Patrol Enforcement)
- Participation in the Safe Routes to School Committee.
- Continuation of the Safe Driver Award Program to encourage school zone safety.

OBJECTIVES TO BE ACCOMPLISHED 2011:

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

SUMMARY

FUND: GENERAL	FUNCTION: CROSSING GUARDS	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0218-XXXX-XXXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
94,133	88,843	83,600	87,300	85,900

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6103-00000	Regular Pay - Temp Employee	86,536	82,012	76,800	81,100	79,800
TOTAL PAYROLL - DIRECT LABOR		86,536	82,012	76,800	81,100	79,800
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	6,619	6,273	6,100	6,200	6,100
TOTAL PAYROLL - INDIRECT LABOR		6,619	6,273	6,100	6,200	6,100
Contractual Services						
6401-00000	Contractual Services	307	317	0	0	0
TOTAL CONTRACTUAL SERVICES		307	317	0	0	0
Materials & Supplies						
6503-00000	Clothing	70	0	0	0	0
6537-00000	Safety Equipment	580	62	400	0	0
6589-00000	Other Materials & Supplies	21	179	300	0	0
TOTAL MATERIALS & SUPPLIES		671	241	700	0	0
Capital Outlay						
7212-00000	Radios	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL CROSSING GUARDS		94,133	88,843	83,600	87,300	85,900

PERSONNEL SCHEDULE

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

Position Title		Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Crossing Guards	6103	18	18	18	76,800	81,100	79,800
Holiday Pay					0	0	0
Retirement	6304				0	0	0
Social Security	6302				6,100	6,200	6,100
Income Continuation Ins	6312				0	0	0
TOTAL PERSONNEL		18	18	18	82,900	87,300	85,900

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

PROGRAM DESCRIPTION:

The mission of the City of Oshkosh fire Department is to Prevent, Respond to and Minimize harmful situations involving the people we serve. The Departments provides 24 hour emergency fire-rescue 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 1st responder/ defibrillation
 - Response to Life threatening Medical Emergencies in the City in 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:

- Developed deployment and strategic/tactical operations for Highway 41 project response
- Reviewed and reorganized administrative positions and assignments of the department.
- Provide multi-language forms and public education messages for web site and direct delivery
- Developed a plan to incorporate new communications technology such as texting and mass calling software for communicating with personnel
- Complete renovations and updates to Station 16
- Completed storage facility for spare and specialty apparatus at Station 19
- In conjunction with Winnebago County Fire Chiefs, continued development with Wisconsin Mutual Aid Box Alarm System
- Developed Plan for alternative delivery methods for training including technology applications to decrease non-emergency travel and ensure balanced emergency coverage.
- Completed performance audit of department with the Insurance Service Office (ISO)

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Update City Emergency Operations Center communications and computer technology and software.
- Develop implementation plan for new Fox Comm. radio system
- Develop new building pre-plan program in conjunction with inspection software program with response vehicle access.
- 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
- Complete plans and construct Fire/Emergency Training Facility

SUMMARY

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

2008 EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
10,293,830	10,454,908	10,782,100	10,802,800	11,174,900

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

61xx-00000	Personnel, decrease one Battalion Chief, add one Lt. Instructor.
6418-00000	Increase in cost of vehicle repairs.
6421-00000	Trend in less radio repairs.
6458-00000	Reduced attendance at seminars, outside training.
6471-6476-00000	Projected increases in utility charges.
6503-00000	Increase in cost of uniform embroidery.
6513-00000	Increase in motor oil cost and increase frequency of oil changes.
6517-00000	Increase in cost for repair parts.
6538-00000	Decrease, cut back in tool replacement and improvement.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Replace one inspector vehicle	\$14,000
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ACCOUNT: 100-0230-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: FIRE & AMBULANCE
 DEPARTMENT: PUBLIC SAFETY

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	7,001,899	7,075,513	7,107,600	7,226,400	7,306,600
TOTAL PAYROLL - DIRECT LABOR		7,001,899	7,075,513	7,107,600	7,226,400	7,306,600
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	2,840,006	2,901,246	3,183,100	3,097,500	3,374,800
TOTAL PAYROLL - INDIRECT LABOR		2,840,006	2,901,246	3,183,100	3,097,500	3,374,800
Contractual Services						
6401-00000	Contractual Services	4,298	11,101	35,600	33,900	35,800
6404-00000	Postage & Shipping	152	202	100	100	100
6418-00000	Repairs to Motor Vehicles	33,411	34,998	29,000	30,000	31,100
6419-00000	Repairs to Tires	325	0	0	0	0
6420-00000	Repairs to Tools & Equipment	1,513	1,145	5,000	3,800	4,000
6421-00000	Maintenance Radios	3,871	2,535	4,700	2,600	3,700
6422-00000	Maintenance Contract Cost	14,400	14,400	16,900	15,900	17,000
6424-00000	Maintenance Office Equipment	0	28	0	0	0
6426-00000	Maint. Mach/Equip/Bldg/Struct	26,886	28,230	23,000	22,000	23,000
6432-00000	Equipment Rental	1,975	1,840	2,800	1,900	1,900
6448-00000	Special Services	0	0	300	200	300
6453-00000	Vehicle License & Registration	353	75	0	0	0
6458-00000	Conference & Training	6,100	7,032	9,400	7,800	8,800
6459-00000	Other Employee Training	1,564	3,666	400	1,200	400
6460-00000	Membership Dues	815	959	1,600	1,300	1,300
6466-00000	Misc. Contractual Services	637	134	200	200	200
TOTAL CONTRACTUAL SERVICES		96,300	106,345	129,000	120,900	127,600
Utilities						
6471-00000	Electricity	56,872	58,329	58,000	59,000	64,000
6472-00000	Sewer Service	3,232	3,221	3,300	3,300	3,500
6473-00000	Water Service	5,773	6,657	6,000	6,000	7,000
6474-00000	Gas Service	36,232	24,009	37,000	26,000	30,000
6475-00000	Telephones	3,350	3,221	3,700	3,600	3,700
6476-00000	Storm Water	4,884	5,768	4,900	5,800	6,200
TOTAL UTILITIES		110,343	101,205	112,900	103,700	114,400
Fixed Charges						
6496-00000	Licenses and Permits	0	0	0	0	0
TOTAL FIXED CHARGES		0	0	0	0	0

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Materials & Supplies						
6503-00000	Clothing	22,163	27,190	26,000	29,000	26,800
6505-00000	Office Supplies	4,914	3,665	3,500	3,000	3,500
6507-00000	Books & Periodicals	1,503	1,396	1,300	1,200	1,300
6509-00000	Computer Supplies	0	21	0	0	0
6510-00000	Employee Training Materials	0	0	0	100	0
6511-00000	Diesel Fuel	20	0	0	0	0
6513-00000	Motor Oil (Lubricants)	2,936	5,585	3,000	3,000	5,000
6514-00000	Gasoline	51	172	0	0	0
6517-00000	Supplies/Repair Parts	38,869	48,509	37,500	37,000	38,500
6518-00000	Other Fuel/Propane	81	(72)	1,000	1,000	1,000
6519-00000	Tires, Tubes & Rims	10,596	10,141	10,000	10,000	11,000
6527-00000	Janitorial Supplies	5,459	6,197	7,000	7,200	7,500
6537-00000	Safety Equipment	32,992	49,115	47,400	47,000	46,300
6538-00000	Fire Fighting Equipment	3,491	5,043	5,300	5,200	3,800
6545-00000	Tools & Shop Supplies	815	1,667	500	600	500
6550-00000	Minor Equipment	758	7,498	1,000	900	1,000
6555-00000	Environmental Supplies	625	345	800	700	800
6557-00000	Medical Supplies	88,255	75,016	79,800	79,000	79,700
6589-00000	Other Materials & Supplies	8,242	10,532	10,600	10,800	10,800
TOTAL MATERIALS & SUPPLIES		221,770	251,999	234,700	235,700	237,500
Capital Outlay						
7204-00000	Machinery & Equipment	18,600	18,600	14,800	18,600	14,000
7214-00000	Buildings	4,912	0	0	0	0
TOTAL CAPITAL OUTLAY		23,512	18,600	14,800	18,600	14,000
TOTAL FIRE & AMBULANCE		10,293,830	10,454,908	10,782,100	10,802,800	11,174,900

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Fire Chief	1	1	1	99,200	100,800	101,800
Asst. Fire Chief	1	1	1	90,200	83,600	83,200
Battalion Chiefs	5	6	5	444,600	377,700	385,100
Fire Captains	7	7	7	453,800	462,900	476,700
Fire Lieutenant Inspector	1	1	2	62,400	63,600	118,600
Fire Lieutenants	14	14	14	871,900	889,800	916,300
Equipment Operators	21	21	21	1,253,900	1,277,400	1,305,000
Fire Equip. Mechanic	1	1	1	53,200	53,200	54,900
Firefighters	55	54	54	3,021,700	3,152,800	3,081,900
Administrative Assistant	1	1	1	42,300	43,200	43,500
Public Education Specialist	1	1	1	51,500	52,300	53,600
Holiday Pay				225,000	225,000	216,000
Overtime Pay				156,000	156,000	176,000
Ambulance Pay				173,500	179,700	184,600
FLSA Overtime				85,000	85,000	85,000
Out of Class Pay				23,400	23,400	24,400
Health Insurance	6306			1,762,800	1,595,700	1,703,900
Retirement	6304			1,299,600	1,365,700	1,528,400
Social Security	6302			91,800	107,100	109,200
Life Insurance	6310			12,400	12,500	14,300
Income Continuation Insurance	6312			16,500	16,500	19,000
TOTAL PERSONNEL	108	108	108	10,290,700	10,323,900	10,681,400

CAPITAL OUTLAY REQUEST SUMMARY 2011

Dept: Fire

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 14,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Inspector vehicle	Replace	1	\$14,000	\$14,000
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
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SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:	
GENERAL	HYDRANT RENTAL	PUBLIC SAFETY	100-0250-XXXX-XXXXX	
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
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650,000	650,000	650,000	650,000	650,000
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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	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Contractual Services						
6439-00000	Hydrant Rental	650,000	650,000	650,000	650,000	650,000
TOTAL CONTRACTUAL SERVICES		650,000	650,000	650,000	650,000	650,000
TOTAL HYDRANT RENTAL		650,000	650,000	650,000	650,000	650,000

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

PROGRAM DESCRIPTION:

This budget is used to accommodate the requirements outlined in Wisconsin State Statute 62.13, related to the employment of police officers and firefighters.

PRODUCTS & SERVICES:

- All activities related to Police and Fire staffing as well as specialized labor relations activities

RECENT SIGNIFICANT ACCOMPLISHMENTS:

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

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to staff anticipated vacancies

SUMMARY

FUND: GENERAL	FUNCTION: POLICE & FIRE COMM.	DEPARTMENT: PUBLIC SAFETY	ACCOUNT: 100-0290-XXXX-XXXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
34,621	21,632	15,600	9,000	14,000

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000	Consolidated hiring process for Fire personnel with FVTC regional recruitment.
6410-00000	Savings realized by consolidated hiring process for Fire personnel with FVTC regional recruitment, as well as conversion to exclusive web based advertising.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	27,117	14,863	8,800	8,800	13,800
6410-00000	Advertising/Marketing	7,319	6,642	6,600	0	0
TOTAL CONTRACTUAL SERVICES		34,436	21,505	15,400	8,800	13,800
Materials & Supplies						
6505-00000	Office Supplies	96	127	200	200	200
6507-00000	Books & Periodicals	89	0	0	0	0
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		185	127	200	200	200
TOTAL POLICE & FIRE COMM.		34,621	21,632	15,600	9,000	14,000

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Develop/submit the operating and capital budgets for the divisions of the Department
- Coordinated with WisDOT for projects on Main Street, Jackson Street/Murdock Avenue roundabout, and for upgrades on US Hwy 41
- Completed installation of methane gas vent system at Quarry Park and begin acquisition of four adjoining properties
- Began capacity analysis of potable water system
- Reviewed/monitored Riverwalk project's impact to street or utility systems
- Completed construction of second stormwater pump station for City (Melvin Avenue at Miller's Bay)
- Monitored Wastewater Utility project to upgrade several pump stations
- Coordinated 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 Department of Community Development to identify locations for underground power line installations in conjunction with arterial street reconstruction projects

SUMMARY

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

<u>2008 ACTUAL EXPENDITURE</u>	<u>2009 ACTUAL</u>	<u>2010 BUDGET APPROPRIATION</u>	<u>2010 ESTIMATE</u>	<u>2011 PROPOSED BUDGET</u>
331,092	344,305	359,400	359,900	367,500

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	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	233,881	243,978	249,700	255,100	256,600
6103-00000	Regular Pay - Temp. Employee	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR		233,881	243,978	249,700	255,100	256,600
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	93,061	97,141	104,700	100,400	106,000
TOTAL PAYROLL - INDIRECT LABOR		93,061	97,141	104,700	100,400	106,000
Contractual Services						
6402-00000	Auto Allowance	960	1,000	1,200	1,100	1,200
6404-00000	Postage & Shipping	0	0	100	100	100
6408-00000	Printing & Binding	11	0	0	0	0
6424-00000	Maintenance Office Equipment	52	0	200	200	200
6458-00000	Conference & Training	1,531	387	2,000	1,500	2,000
6459-00000	Other Employee Training	150	0	0	0	0
6460-00000	Membership Dues	575	583	600	600	600
TOTAL CONTRACTUAL SERVICES		3,279	1,970	4,100	3,500	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	116	0	100	200	0
TOTAL FIXED CHARGES		116	0	100	200	0
Materials & Supplies						
6505-00000	Office Supplies	570	1,031	600	600	600
6507-00000	Books and Periodicals	182	185	200	100	200
6589-00000	Other Materials & Supplies	3	0	0	0	0
TOTAL MATERIALS & SUPPLIES		755	1,216	800	700	800
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 PUBLIC WORKS - ADMIN		331,092	344,305	359,400	359,900	367,500

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Dir/Public Works	1	1	1	116,300	118,800	119,600
Assistant Director of Public Works	1	1	1	91,000	93,000	93,500
Administrative Assistant	1	1	1	42,400	43,300	43,500
Overtime						
Health Insurance 6306				53,200	48,900	52,800
Retirement 6304				31,000	31,600	33,400
Social Security 6302				19,100	18,800	18,700
Life Insurance 6310				900	700	700
Income Continuation 6312				500	400	400
TOTAL PERSONNEL	3	3	3	354,400	355,500	362,600

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

PROGRAM DESCRIPTION:

The Engineering Division of the Department of Public Works is responsible for the planning, design, supervision, and coordination for various public construction and maintenance projects. These projects include grading/graveling, concrete paving, asphalt surfacing, sanitary sewers, drainage ways, storm sewers, water mains, sidewalks, and parking lots. This division includes a full-time staff of 19. Three are budgeted through the Storm Water Utility and five 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 and large-scale developments
- Administer and maintain the City Storm Water Utility

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Coordinated completion of the following major construction projects: 2010 Concrete Paving Program, cold mix asphalt overlay program, various utility construction projects and the annual sidewalk rehab program
- Coordinated street and/or utility plans and construction for new subdivisions: First Addition to Casey's Meadow
- Coordinated with WisDOT and 2010 Downtown Committee during the reconstruction of Main Street (US Hwy 45) from the Fox River to Irving Avenue, for Jackson Street/Murdock Avenue (US Hwy 45/STH 76) roundabout, and Jackson Street (STH 76) asphalt paving and median improvements
- Coordinated with WisDOT on the utility and street relocation work needed in conjunction with the Hwy 41 expansion projects (Snell Road, Fernau Avenue, STH 21, Witzel Avenue, 9th Avenue, and 20th Avenue)
- Completed the Oakwood Road and North High School Area stormwater detention basin projects
- Secured one million dollar grant for the construction of the James Road Area stormwater detention basin

- Implemented use of new computer drafting software
- Secured ARRA (Stimulus) funding and coordinated with WisDOT for completion of the asphalt paving on Snell Road (Jackson Street to Walter Street)

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
- Design, bid, and inspect the construction of the expanded 2011 Concrete Paving, Utility, and Hot-Mix Asphalt Overlay programs
- Acquire land for detention basins at James Road Area, National Guard Armory, and 9th Avenue/Washburn Street Area
- Complete design and construct stormwater detention basins for Westhaven Circle Area and James Road Area
- Complete analysis of Glatz Creek and Libbey Avenue/Nicolet Avenue Area drainage basins
- Begin analysis of the Stringham Creek (South Park) Area drainage basin

SUMMARY

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

2008 EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
1,072,702	1,219,838	1,175,600	1,197,700	1,263,600

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6589-00000 Additional \$600 for ink and paper for color plotter, previously in Assessor's budget and increase to provide needed supplies for expanded CIP

EXPLANATION OF CAPITAL OUTLAY:

7202-00000 Office furniture to create space for new employees to implement expanded CIP
\$5,500

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	663,639	738,021	706,100	739,400	777,100
6103-00000	Regular Pay - Temp Employee	52,974	82,136	75,000	63,600	64,000
TOTAL PAYROLL - DIRECT LABOR		716,613	820,157	781,100	803,000	841,100
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	310,964	365,335	354,900	357,000	379,300
TOTAL PAYROLL - INDIRECT LABOR		310,964	365,335	354,900	357,000	379,300
Contractual Services						
6401-00000	Contractual Services	0	5,215	4,000	3,600	4,000
6402-00000	Auto Allowance	1,452	900	2,500	1,500	2,500
6404-00000	Postage & Shipping	0	0	100	100	100
6418-00000	Repairs to Motor Vehicles	5,984	2,119	2,500	2,000	3,000
6419-00000	Repairs to Tires	0	30	100	100	100
6420-00000	Repairs to Tools and Equipment	0	0	0	500	500
6426-00000	Maint. Mach/Equip/Bldg/Struct	402	0	800	1,200	1,200
6453-00000	Vehicle License & Reg	0	0	100	0	100
6458-00000	Conference & Training	576	8,214	7,000	3,100	3,300
6459-00000	Other Employee Training	100	0	400	4,400	2,500
TOTAL CONTRACTUAL SERVICES		8,514	16,478	17,500	16,500	17,300
Utilities						
6475-00000	Telephones	2,007	4,749	4,900	4,700	4,900
TOTAL UTILITIES		2,007	4,749	4,900	4,700	4,900
Fixed Charges						
6496-00000	Licenses & Permits	116	0	200	200	0
TOTAL FIXED CHARGES		116	0	200	200	0
Materials & Supplies						
6503-00000	Clothing	0	50	700	700	800
6505-00000	Office Supplies	1,531	2,009	2,500	2,400	2,500
6506-00000	Software Supplies	588	99	800	200	1,500
6507-00000	Books & Periodicals	0	277	300	200	200
6508-00000	Maps & Records	278	278	400	300	300
6509-00000	Computer Supplies	828	593	1,200	700	800
6517-00000	Supplies/Repair Parts	149	367	1,000	800	500
6519-00000	Tires, Tubes & Rims	377	1,235	500	400	500
6537-00000	Safety Equipment	215	623	600	900	700
6545-00000	Tools & Shop Supplies	0	0	200	100	200
6589-00000	Other Materials & Supplies	2,631	6,248	6,200	7,400	7,500
TOTAL MATERIALS & SUPPLIES		6,597	11,779	14,400	14,100	15,500
Capital Outlay						
7202-00000	Office Equipment Purchases	0	0	0	0	5,500
7204-00000	Machinery & Equipment	27,891	1,340	2,600	2,200	0
TOTAL CAPITAL OUTLAY		27,891	1,340	2,600	2,200	5,500
TOTAL ENGINEERING		1,072,702	1,219,838	1,175,600	1,197,700	1,263,600

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Civil Engineer II	1.00	1.00	1.00	69,800	71,300	71,600
Civil Engineer I Senior	2.00	2.00	2.00	136,400	139,400	142,100
Civil Engineer Tech.	2.00	2.00	2.00	105,300	107,800	109,900
C.E.T. Draftsperson	2.00	1.00	2.00	51,600	105,100	107,200
Civil Engineering Aide III	1.00	1.00	1.00	47,700	48,600	49,600
Engineering Specialist	3.00	4.00	4.00	184,300	144,800	184,400
Overtime				90,000	100,100	90,000
Part time 6102	0.81	0.81	0.81	21,000	22,300	22,300
Summer / Seasonal help 6103				75,000	63,600	64,000
Health Insurance 6306				202,600	191,700	219,900
Retirement 6304				88,000	99,600	97,500
Social Security 6302				60,000	61,400	57,400
Life Insurance 6310				2,500	2,600	2,700
Income Continuation Insuran 6312				1,800	1,700	1,800
TOTAL PERSONNEL	11.81	11.81	12.81	1,136,000	1,160,000	1,220,400

CAPITAL OUTLAY REQUEST SUMMARY 2011

Dept: Public Works / Engineering

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 5,500

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Office partitions, desks, files, electrical..	New	3 cubes	LS	\$5,500
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
					\$0
					\$0
					\$0
					\$0
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					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Assisted with landscaping restoration for the Quarry Park landfill gas venting system project
- Completed cold-mix asphalt overlay program for 2010
- Completed demolition of KFC Restaurant prior to WisDOT roundabout construction at Jackson Street/Murdock Avenue intersection
- Built temporary parking lot in 600 block of Jefferson Street for businesses impacted by the reconstruction of Main Street
- Completed various maintenance activities for Stormwater Management facilities (ditch excavation, brush removal, nuisance plant control)
- Replaced sanitary sewer manhole castings in the Campbell Creek watershed (Witzel, Sawyer, 9th, Koeller area) to reduce flood water inflow

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to expand pavement repair operations
- Review seal coating street maintenance vs/in addition to cold mix asphalt paving program
- Continue emphasis on storm and sanitary sewer maintenance/construction activities

SUMMARY

FUND: GENERAL	FUNCTION: STREETS - GENERAL	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0430-XXXX-XXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
2,502,400	2,480,034	2,824,500	2,719,100	2,772,400

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6466-00000 Increase in 2010 expenses for sidewalk shoveling performed by outside contractor based on number of complaint locations.

6475-00000 Cell phone charge related to GPS.

6544-00000 Funds to be used for cold-mix asphalt paving and/or asphalt pavement maintenance program (sealcoating).

6561-00000 Price for road salt for 2010-2011 season will reduce from \$59.55 to \$57.76 per ton.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,303,432	1,258,962	1,503,800	1,458,500	1,489,200
6103-00000	Regular Pay - Temp Employee	5,866	13,036	13,600	13,600	13,600
TOTAL PAYROLL - DIRECT LABOR		1,309,298	1,271,998	1,517,400	1,472,100	1,502,800
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	713,233	673,506	809,200	751,600	800,000
6255-00000	Meal Allowance	0	0	0	0	0
TOTAL PAYROLL - INDIRECT LABOR		713,233	673,506	809,200	751,600	800,000
Contractual Services						
6401-00000	Contractual Services	917	2,308	14,500	11,200	12,000
6402-00000	Auto Allowance	1,782	1,491	1,800	1,200	1,500
6418-00000	Repairs to Motor Vehicles	4,983	0	0	0	0
6419-00000	Repairs to Tires	0	0	0	0	0
6420-00000	Repairs to Tools & Equipment	0	417	500	500	500
6426-00000	Maint Mach/Equip/Bldg/Struct	0	0	0	100	0
6432-00000	Equipment Rental	1,173	4,504	6,000	4,500	5,000
6445-00000	Land Fill Fees	7,703	94	1,000	0	700
6453-00000	Vehicle License & Registration	0	8	0	100	100
6458-00000	Conference & Training	1,402	115	2,000	600	1,500
6459-00000	Other Employee Training	109	0	500	0	500
6460-00000	Membership Dues	0	147	400	200	200
6466-00000	Misc. Contractual	23,289	44,676	23,000	23,000	23,000
6466-12001	Misc. Contract.(Snow Removal)	20,568	25,412	10,000	20,000	10,000
TOTAL CONTRACTUAL SERVICES		61,926	79,172	59,700	61,400	55,000
Utilities						
6475-00000	Telephones	2,623	2,613	2,200	4,900	5,000
TOTAL UTILITIES		2,623	2,613	2,200	4,900	5,000
Fixed Charges						
6499-00000	Misc. Fixed Charges	360	425	800	500	500
TOTAL FIXED CHARGES		360	425	800	500	500

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Materials & Supplies						
6503-00000	Clothing	10,414	4,355	3,500	3,600	3,500
6505-00000	Office Supplies	1,008	1,361	1,000	1,000	1,000
6506-00000	Software Supplies	0	0	0	0	0
6507-00000	Books and Periodicals	245	0	300	0	200
6508-00000	Maps and Records	0	0	0	0	0
6509-00000	Computer Supplies	0	18	0	0	0
6510-00000	Employee Training Materials	245	0	200	0	200
6513-00000	Motor Oil (Lubricants)	946	272	500	400	500
6517-00000	Supplies/Repair Parts	8,825	5,286	7,000	6,800	7,000
6518-00000	Other Fuel/Propane	21	30	600	200	200
6519-00000	Tires, Tubes & Rims	4,878	0	0	0	0
6527-00000	Janitorial Supplies	201	0	100	300	0
6529-00000	Chemicals	0	81	0	0	0
6537-00000	Safety Supplies	2,433	2,368	2,500	2,700	2,500
6544-00000	Street Oiling Supplies	70,066	67,794	75,100	75,100	75,000
6545-00000	Tools & Shop Supplies	1,104	1,366	4,000	4,200	4,000
6550-00000	Minor Equipment	2,887	2,492	3,000	2,900	3,000
6557-00000	Medical Supplies	75	0	0	0	0
6561-00000	Sodium Chloride	223,809	238,732	220,000	220,000	211,000
6565-00000	Stone/Gravel/Concrete/Asp.	64,598	74,595	71,400	70,000	71,000
6589-00000	Other Materials & Supplies	21,285	23,942	30,000	31,400	30,000
TOTAL MATERIALS & SUPPLIES		413,040	422,692	419,200	418,600	409,100
Capital Outlay						
7204-00000	Machinery & Equipment	1,920	29,628	16,000	10,000	0
TOTAL CAPITAL OUTLAY		1,920	29,628	16,000	10,000	0
TOTAL STREETS - GENERAL		2,502,400	2,480,034	2,824,500	2,719,100	2,772,400

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Street, Sanitation & Garage Super.	1	1	1	77,700	81,300	83,300
Street Supervisor	2	2	2	106,500	108,700	109,400
Equip. Operator III	1	1	1	48,200	47,500	48,400
Equip. Operator II	25	25	25	1,162,800	1,111,100	1,136,600
Clerk Dispatcher	1	1	1	38,400	39,100	39,900
Shop Maintenance Worker	1	1	1	45,200	45,800	46,600
Overtime				25,000	25,000	25,000
Seasonal Help				13,600	13,600	13,600
Health Insurance 6306				501,200	454,800	485,000
Retirement 6304				186,500	177,800	193,600
Social Security 6302				116,100	112,600	114,900
Life Insurance 6310				2,100	3,100	3,100
Income Continuation Insurance 6312				3,300	3,300	3,400
TOTAL PERSONNEL	31	31	31	2,326,600	2,223,700	2,302,800

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

PROGRAM DESCRIPTION:

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

- Removed asbestos from several offices at existing Central Garage facility
- Wrote specifications for the various equipment approved for 2010 purchase
- Installed a storage tank for brine pre-wet systems to reduce salt usage and improve winter road maintenance operations
- Upgraded additional winter maintenance equipment to include pre-wet systems
- Hired a consultant to review options to upgrade the existing Central Garage versus relocation to new site

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Upgrade software for vehicle maintenance management program
- Purchase vehicles/equipment approved with the 2011 Capital Improvement Program
- Continue to investigate opportunities for purchasing vehicles that utilize alternative fuels
- Finalize recommendations for the construction of a new Central Garage
- Continue planning for mobile radio upgrade (January 2013) with Winnebago County and Police/Fire Departments

SUMMARY

FUND: GENERAL	FUNCTION: CENTRAL GARAGE	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0450-XXXX-XXXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
2,132,093	1,910,423	1,912,800	1,796,200	1,944,900

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6511-00000	Estimated 2011 purchase of 141,700 gallons @ \$2.90 per gallon.
6514-00000	Estimated 2011 purchase of 130,000 gallons @ \$2.80 per gallon.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	462,533	499,527	396,300	404,700	413,000
TOTAL PAYROLL - DIRECT LABOR		462,533	499,527	396,300	404,700	413,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	223,134	262,940	224,500	213,000	225,000
TOTAL PAYROLL - INDIRECT LABOR		223,134	262,940	224,500	213,000	225,000
Contractual Services						
6401-00000	Contractual Services	8,816	6,634	12,000	7,200	12,000
6404-00000	Postage & Shipping	0	5	0	0	0
6418-00000	Repairs to Motor Vehicles	55,693	75,100	50,000	48,000	50,000
6419-00000	Repairs to Tires	7,758	5,947	6,500	3,500	6,000
6420-00000	Repairs to Tools & Equip	739	0	200	200	200
6421-00000	Maintenance Radios	11,504	7,507	5,000	4,800	5,000
6424-00000	Maintenance Office Equip	0	0	0	200	0
6426-00000	Maint. Mach/Equip/Bldg/Struct	32,659	47,941	60,000	45,000	60,000
6427-00000	Maint. Computer Software	0	1,495	1,500	1,600	1,500
6432-00000	Equipment Rental	455	4,609	0	100	0
6448-00000	Special Services	1,864	2,944	1,800	1,700	1,800
6453-00000	Vehicle License & Reg.	195	0	0	0	0
6458-00000	Conference & Training	1,125	486	1,000	100	1,000
6459-00000	Other Employee Training	2,253	0	3,000	0	3,000
6460-00000	Membership Dues	0	0	500	500	500
TOTAL CONTRACTUAL SERVICES		123,061	152,668	141,500	112,900	141,000
Utilities						
6471-00000	Electricity	38,596	37,925	39,900	42,000	42,000
6472-00000	Sewer Service	2,389	1,962	2,600	2,000	2,600
6473-00000	Water Service	3,067	2,438	5,300	2,300	5,300
6474-00000	Gas Service	41,579	36,109	60,000	50,200	60,000
6475-00000	Telephones	0	0	0	0	300
6476-00000	Storm Water	10,646	10,360	10,700	10,600	16,600
TOTAL UTILITIES		96,277	88,794	118,500	107,100	126,800
Fixed Charges						
6496-00000	Licenses and Permits	145	425	1,100	1,100	1,100
TOTAL FIXED CHARGES		145	425	1,100	1,100	1,100

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	771	499	300	300	300
6505-00000	Office Supplies	1,578	831	400	400	400
6507-00000	Books & Periodicals	0	169	100	100	100
6511-00000	Diesel Fuel	534,104	314,093	425,200	375,000	411,000
6513-00000	Motor Oil (Lubricants)	24,480	23,669	21,000	18,600	21,000
6514-00000	Gasoline	384,510	261,571	357,500	321,000	364,000
6517-00000	Supplies/Repair Parts	199,184	173,989	145,000	150,500	150,000
6518-00000	Other Fuel/Propane	6,401	4,233	4,500	5,100	5,100
6519-00000	Tires, Tubes & Rims	25,337	36,646	24,000	24,200	24,000
6527-00000	Janitorial Supplies	2,827	3,192	2,000	4,000	4,000
6529-00000	Chemicals	5,688	12,809	6,000	10,000	10,000
6537-00000	Safety Equipment	1,146	798	400	700	600
6545-00000	Tools & Shop Supplies	11,173	9,078	9,000	8,900	9,000
6550-00000	Minor Equipment	476	0	500	600	500
6557-00000	Medical Supplies	75	893	0	0	0
6565-00000	Stone/Gravel/Concrete	0	8,222	0	0	0
6589-00000	Other Materials & Supplies	26,238	51,517	35,000	38,000	38,000
TOTAL MATERIALS & SUPPLIES		1,223,988	902,209	1,030,900	957,400	1,038,000
Capital Outlay						
7204-00000	Mach. & Equipment	2,955	0	0	0	0
7214-00000	Buildings	0	3,860	0	0	0
TOTAL CAPITAL OUTLAY		2,955	3,860	0	0	0
TOTAL CENTRAL GARAGE		2,132,093	1,910,423	1,912,800	1,796,200	1,944,900

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Central Garage Supervisor	1	1	1	62,200	63,800	63,900
Shop Laborer	1	1	1	42,500	43,300	44,200
Equipment Mechanic	4	4	4	188,200	192,400	197,200
Mechanic III	1	1	1	49,800	50,500	51,400
Maintenance Welder	1	1	1	44,600	45,700	47,300
Overtime				9,000	9,000	9,000
Health Insurance 6306				144,100	130,700	139,400
Retirement 6304				48,000	49,400	52,500
Social Security 6302				30,300	30,700	30,900
Life Insurance 6310				1,100	1,300	1,300
Income Continuation Insurance 6312				1,000	900	900
TOTAL PERSONNEL	8	8	8	620,800	617,700	638,000

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

PROGRAM DESCRIPTION:

The Sanitation Division of the Department of Public Works is responsible for the collection of solid waste from various residential properties and enforcement of State Statutes relating to solid waste disposal by commercial, institutional, and industrial properties. This waste is hauled to the Winnebago County Landfill for disposal. This budget includes a full-time staff of 10.

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:

- Purchased two rear-loading collection vehicles (McNalius Truck & Mfg.)
- Continued inspections of former landfill sites to monitor overall condition and provide necessary maintenance
- Revised solid waste ordinance to include disposal ban for electronic equipment and regulation of cart storage on private property

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Utilize existing personnel and equipment to handle additional areas with annexations to the City or newly developed subdivisions
- Continue study of steps required to automate the collection of garbage

SUMMARY

FUND: GENERAL	FUNCTION: GARBAGE COLLECTION & DISPOSAL	DEPARTMENT: PUBLIC WORKS	ACCOUNT: 100-0470-XXXX-XXXXX
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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
1,341,288	1,445,865	1,898,200	1,770,000	1,713,700

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000	Environmental consulting fees to monitor Quarry Park Landfill and Timmerman Landfill.
6445-00000	Solid waste tonnage estimated at 12,900 tons at \$34.40 per ton (note: 2011 tipping fee increase from \$33.40 ton (2010)).
6446-00000	Increase in cost of Winnebago Correctional Center labor from \$1.00/hour to \$3.00/hour.

EXPLANATION OF CAPITAL OUTLAY:

7210-00000	Reserve Funds for 2012 Purchase of Replacement Vehicles. (Vehicle type depends on decision to automate)	
	Automated collection vehicle, 1 @ \$240,000	\$240,000

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	494,128	534,929	517,300	482,800	471,300
6103-00000	Regular Pay - Temp Employee	890	0	900	0	0
TOTAL PAYROLL - DIRECT LABOR		495,018	534,929	518,200	482,800	471,300
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	263,785	278,337	303,400	270,500	276,200
TOTAL PAYROLL - INDIRECT LABOR		263,785	278,337	303,400	270,500	276,200
Contractual Services						
6401-00000	Contractual Services	51,528	67,686	150,000	150,000	150,000
6418-00000	Repairs to Motor Vehicles	123,820	103,445	50,000	50,000	45,000
6419-00000	Repairs to Tires	1,058	4,091	3,500	3,400	3,500
6421-00000	Maintenance Radios	1,592	0	1,000	300	1,000
6426-00000	Maint Mach/Equip/Bldg/Struc	516	695	500	300	500
6432-00000	Equipment Rental	455	384	400	500	400
6445-00000	Land Fill Fees	354,014	352,890	410,000	440,000	444,000
6446-00000	Contractual Employment	9,304	16,453	7,000	18,000	18,000
6453-00000	Vehicle License & Registr.	1	149	0	0	0
6458-00000	Conference & Training	137	0	500	100	500
6459-00000	Other Employee Training	0	0	200	0	200
6460-00000	Membership Dues	171	0	200	0	200
TOTAL CONTRACTUAL SERVICES		542,596	545,793	623,300	662,600	663,300
Fixed Charges						
6475-00000	Telephones	0	113	0	700	1,100
6496-00000	Licenses and Permits	968	1,034	1,200	1,200	1,200
TOTAL FIXED CHARGES		968	1,147	1,200	1,900	2,300
Materials & Supplies						
6503-00000	Clothing	3,671	3,545	2,500	2,400	2,500
6505-00000	Office Supplies	1,208	653	400	500	500
6507-00000	Books & Periodicals	143	1,102	100	0	100
6509-00000	Computer Supplies	0	0	100	0	100
6513-00000	Motor Oil (Lubricants)	683	381	2,700	2,500	2,000
6517-00000	Supplies/Repair Parts	8,345	39,609	40,000	20,000	25,000
6519-00000	Tires, Tubes & Rims	22,558	34,214	25,000	24,000	25,000
6527-00000	Janitorial Supplies	398	1,289	200	1,000	300
6529-00000	Chemicals	295	2,025	300	1,500	2,500
6537-00000	Safety Equipment	372	217	500	600	500
6545-00000	Tools & Shop Supplies	68	300	100	100	100

<u>NUMBER</u>	<u>CLASSIFICATION</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
		<u>EXPEND.</u>	<u>EXPEND.</u>	<u>PROP.</u>	<u>EST.</u>	<u>PROP.</u>
<u>Account-Project</u>						
6550-00000	Minor Equipment	0	0	0	0	0
6589-00000	Other Materials & Supplies	1,180	2,324	3,000	1,500	2,000
TOTAL MATERIALS & SUPPLIES		38,921	85,659	74,900	54,100	60,600
<u>Capital Outlay</u>						
7204-0000	Mach. & Equipment	0	0	7,200	1,000	0
7210-0000	Motor Vehicles	0	0	370,000	297,100	240,000
TOTAL CAPITAL OUTLAY		0	0	377,200	298,100	240,000
TOTAL GARBAGE COLL/DISPOSAL		<u>1,341,288</u>	<u>1,445,865</u>	<u>1,898,200</u>	<u>1,770,000</u>	<u>1,713,700</u>

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Sanitation Supervisor	0.5	0.5	0.5	26,100	26,700	26,000
Sanitation Operator	9.0	10.0	9.0	454,000	422,100	408,600
Office Assistant	0.5	0.5	0.5	19,200	18,400	18,700
Overtime				18,000	15,600	18,000
Seasonal Help				900	0	0
Health Insurance 6306				197,800	171,600	176,500
Retirement 6304				64,100	59,600	61,200
Social Security 6302				39,600	36,900	36,100
Life Insurance 6310				700	1,200	1,200
Income Continuation Insurance 6312				1,200	1,200	1,200
TOTAL PERSONNEL	10.0	11.0	10.0	821,600	753,300	747,500

**CAPITAL OUTLAY REQUEST SUMMARY
2011**

Dept: Public Works - Garbage Collection & Disposal

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 240,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Automated Collection Vehicles	New	1	\$240,000	\$240,000
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
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ACCOUNT: 100-0610-XXXX-XXXXX
FUND: GENERAL
FUNCTION: PARKS
DEPARTMENT: PARKS & OTHER FACILITIES

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Relocated administration offices to Witzel Avenue
- Roof replacement parks operations building
- Constructed and installed park property signs at 6 locations
- Constructed the river walk in Riverside Park
- Installed new backstops and baseline fences on 2 diamonds at Menominee Park
- Repaired the Rusch Park boardwalk and pedestrian bridge
- Hired new Parks Director and Park Operations Manager
- Developed an invasive species/aquatic plant management plan for Miller’s Bay
- Numerous other repair and replacement projects

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Update the Comprehensive Park and Open Space Plan
- Work with the Community Development and Planning Departments on developing the next sections of the river walk
- Repairs to Red Arrow Park parking lot
- Renovate the ball field at Stoegbauer Park

SUMMARY

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

2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
1,452,580	1,566,960	1,490,600	1,572,900	1,613,300

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000 Weed control athletic fields / asphalt restoration, Red Arrow Park \$5,000.
6418-00000 Fleet maintenance for trucks, plows, and lift gates.
6419-00000 Contracted tire repair that can not be handled in house.
6420-00000 Repairs for small engine equipment, push mowers, trimmers, chainsaws, blowers, and edgers.
6426-00000 Machine maintenance; commercial mowers, utility carts, trailers, skidsteer, tractors, fencing, bldg security.
6440-00000 Combine with 6442 for athletic field maintenance equipment; skidsteer attachments, copier rental contract.
6445-00000 Shop clean up and reorganizing.
6446-00000 Inmate labor or utilize funds to increase seasonal employment (under review).
6448-00000 Geese removal services, USDA.
6459-00000 Combine with 6458; staff training, athletic field maintenance, and chainsaw safety.
6513-00000 Includes engine oil, transmission fluid, two cycle, bar oil, power steering, and hydraulic.
6517-00000 Playground equipment, increased parts replacement and frequency for mechanical equipment.
6537-00000 Personal protective equipment.
6545-00000 Tools for trade techs and mechanic.
6557-00000 First aid kit supply stations and individual kits for vehicles.
6589-00000 Building supplies, Zoo operations, playground supplies (chips \$15,000), historical signage (\$5,000), grounds improvement.
7202-00000 Park shop office equipment.
7204-00000 Pressure washer.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Stihl Combo Unit: Trimmer/Pruner/Edger, 4 @ \$550	\$2,200
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ACCOUNT: 100-0610-XXXX-XXXXX
 FUND: GENERAL
 FUNCTION: PARKS
 DEPARTMENT: PARKS & OTHER FACILITIES

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	731,985	779,344	771,000	768,900	810,200
6103-00000	Regular Pay - Temp Employee	70,679	58,927	50,500	58,900	53,000
TOTAL PAYROLL - DIRECT LABOR		802,664	838,271	821,500	827,800	863,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	335,646	349,725	386,400	365,500	398,900
TOTAL PAYROLL - INDIRECT LABOR		335,646	349,725	386,400	365,500	398,900
Contractual Services						
6401-00000	Contractual Services	15,348	8,114	8,000	9,000	10,000
6402-00000	Auto Allowance	960	960	1,000	1,000	1,000
6404-00000	Postage & Shipping	744	583	500	0	500
6408-00000	Printing and Binding	64	0	0	100	0
6410-00000	Advertising/Marketing	1,638	250	0	400	0
6418-00000	Repairs to Motor Vehicles	7,684	8,035	6,000	13,000	10,000
6419-00000	Repairs to Tires	205	0	300	300	600
6420-00000	Repairs to Tools & Equip	62	157	300	2,000	1,100
6421-00000	Maintenance Radios	0	0	100	600	600
6424-00000	Maintenance Office Equipment	41	94	100	100	400
6426-00000	Maint. Mach/Equip/Bldg/Struct	7,687	6,270	6,000	10,000	8,000
6432-00000	Equipment Rental	132	786	300	1,500	1,000
6440-00000	Other Rental	576	1,356	0	2,700	1,500
6445-00000	Land Fill Fees	0	988	300	1,200	1,200
6446-00000	Contractual Employment	9,711	26,960	5,000	30,000	15,000
6448-00000	Special Services	0	1,130	0	0	2,500
6453-00000	Vehicle License & Registration	75	0	100	100	300
6458-00000	Conference & Training	3,054	0	1,500	1,500	3,000
6459-00000	Other Employee Training	300	18	100	0	0
6460-00000	Membership Dues	655	930	600	500	600
TOTAL CONTRACTUAL SERVICES		48,936	56,631	30,200	74,000	57,300
Utilities						
6471-00000	Electricity	74,999	80,808	77,700	79,800	82,200
6472-00000	Sewer Service	20,542	18,159	18,000	20,700	22,700
6473-00000	Water Service	38,657	33,854	30,000	36,000	38,900
6474-00000	Gas Service	10,827	11,585	16,000	11,800	12,000
6475-00000	Telephones	1,491	1,206	1,800	1,800	2,000
6476-00000	Storm Water	25,549	29,633	25,000	31,400	35,100
TOTAL UTILITIES		172,065	175,245	168,500	181,500	192,900

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Sundry Fixed Charges						
6496-00000	Licenses & Permits	235	185	300	200	300
TOTAL FIXED CHARGES		235	185	300	200	300
Materials & Supplies						
6503-00000	Clothing	375	686	800	1,500	800
6505-00000	Office Supplies	1,658	1,555	1,200	1,900	1,500
6507-00000	Books & Periodicals	339	116	0	200	200
6513-00000	Motor Oil (Lubricants)	1,315	153	300	2,200	2,000
6514-00000	Gasoline	6	0	0	0	0
6517-00000	Supplies/Repair Parts	14,318	27,567	14,000	40,000	25,000
6518-00000	Other Fuel/Propane	904	3,995	3,000	1,500	2,000
6519-00000	Tires, Tubes & Rims	2,219	4,347	2,500	1,500	3,000
6527-00000	Janitorial Supplies	8,969	9,528	7,000	9,300	9,000
6529-00000	Chemicals	1,849	1,953	2,000	2,300	2,000
6537-00000	Safety Equipment	221	599	400	1,100	1,500
6545-00000	Tools & Shop Supplies	1,821	3,210	2,000	2,500	2,500
6550-00000	Minor Equipment	3,926	3,667	4,000	4,000	4,000
6557-00000	Medical Supplies	0	3	0	800	1,000
6565-00000	Stone/Gravel/Concrete/Asp	9,178	9,752	2,500	2,500	3,000
6586-00000	Concessions	126	140	0	0	0
6587-00000	Gift Expenditures	0	39	0	0	0
6589-00000	Materials & Supplies	40,839	72,805	41,000	46,000	41,000
TOTAL MATERIALS & SUPPLIES		88,063	140,115	80,700	117,300	98,500
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	1,400	0
7204-00000	Machinery & Equipment	2,435	165	0	1,000	2,200
7216-00000	Land Improvement	2,536	6,623	3,000	4,200	0
TOTAL CAPITAL OUTLAY		4,971	6,788	3,000	6,600	2,200
TOTAL PARKS		1,452,580	1,566,960	1,490,600	1,572,900	1,613,300

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Director of Parks	1.00	1.00	1.00	91,700	83,700	87,000
Parks Operations Manager	1.00	1.00	1.00	54,000	37,800	65,500
Park Revenue Facilities Manager	0.64	0.64	0.64	34,300	35,100	35,100
Parks Trades Technician	3.00	5.00	3.00	224,600	139,800	142,600
Assistant Parks Maintenance Technician	2.00	1.00	2.00	43,900	94,300	97,300
Zoo Specialist	1.00	1.00	1.00	43,100	44,400	45,300
Groundskeeper	5.00	5.00	5.00	222,000	228,000	232,700
Parks Equipment Mechanic	1.00	0.00	1.00	0	46,500	48,300
Administrative Assistant	1.00	1.00	1.00	40,400	42,300	42,400
Overtime				17,000	17,000	14,000
Seasonal Help 6103				50,500	58,900	53,000
Health Insurance 6306				222,600	200,600	223,900
Retirement 6304				96,100	96,800	104,600
Social Security 6302				62,800	63,300	65,500
Life Insurance 6310				3,000	2,900	3,000
Income Continuation Insurance 6312				1,900	1,900	1,900
TOTAL PERSONNEL	15.64	15.64	15.64	1,207,900	1,193,300	1,262,100

CAPITAL OUTLAY REQUEST SUMMARY 2011

Dept: Parks Operations

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 2,200

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Stihl Combo Unit: Trimmer/Prunner/Edged	Replace	4	\$550	\$2,200

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Developed and implemented the "Taking Root" 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

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue with the street tree pruning program
- Continue systematic tree hazard assessments and removals
- Continue stocking Park and Street Trees
- Continue EAB education and monitoring program
- Continue development of a digital Park Tree Inventory as a supplement to the Street Tree Inventory for more efficient resource management
- Increase the "Taking Root" tree planting program as recommended through the 2009 "Visioning" study

SUMMARY

FUND: GENERAL	FUNCTION: FORESTRY	DEPARTMENT: PARKS & OTHER FACILITIES	ACCOUNT: 100-0620-XXXX-XXXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
248,926	274,471	278,700	288,700	305,500

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Purchase two chainsaws @ \$750	\$1,500
7216-00000	Trees	\$3,000

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	179,706	186,109	187,800	186,600	188,900
6103-00000	Regular Pay - Temp Employee	0	0	0	3,800	5,500
TOTAL PAYROLL - DIRECT LABOR		179,706	186,109	187,800	190,400	194,400
Payroll - Indirect Labor						
63xx-00000	Fringe Benefits	54,419	66,610	61,900	68,500	80,400
TOTAL PAYROLL - INDIRECT LABOR		54,419	66,610	61,900	68,500	80,400
Contractual Services						
6401-00000	Contractual Services	0	4,191	5,000	4,800	5,000
6418-00000	Repairs to Motor Vehicles	3,784	4,007	4,000	3,800	4,000
6419-00000	Repairs to Tires	0	0	200	100	200
6421-00000	Maintenance Radios	118	0	0	0	0
6420-00000	Repairs to Tools & Equipment	0	0	200	100	200
6424-00000	Maintenance Office Equipment	41	0	0	0	0
6426-00000	Maint. Mach/Equip/Bldg/Struct	63	1,053	1,500	1,400	1,500
6445-00000	Land Fill Fees	0	28	0	200	200
6453-00000	Vehicle License & Registration	0	75	0	0	0
6458-00000	Conference & Training	1,203	703	1,000	1,000	1,000
6460-00000	Membership Dues	285	795	500	500	500
TOTAL CONTRACTUAL SERVICES		5,494	10,852	12,400	11,900	12,600
Utilities						
6475-00000	Telephones	0	0	200	200	200
TOTAL UTILITIES		0	0	200	200	200
Sundry Fixed Charges						
6496-00000	Licenses & Permits	0	100	200	0	0
TOTAL FIXED CHARGES		0	100	200	0	0

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 PROP.	2010 EST.	2011 EST.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	100	388	0	400	400
6505-00000	Office Supplies	57	108	200	200	200
6507-00000	Books & Periodicals	154	139	100	0	0
6513-00000	Motor Oil (Lubricants)	33	775	800	400	200
6517-00000	Supplies/Repair Parts	958	3,631	3,500	2,800	3,500
6518-00000	Other Fuel/Propane	100	0	300	300	300
6519-00000	Tires, Tubes & Rims	1,129	394	2,000	1,600	1,600
6529-00000	Chemicals	0	171	300	0	300
6537-00000	Safety Equipment	49	0	300	900	300
6545-00000	Tools & Shop Supplies	751	318	700	700	900
6550-00000	Minor Equipment	0	2,968	3,000	2,800	3,000
6589-00000	Other Materials & Supplies	1,592	1,764	2,000	3,500	2,700
TOTAL MATERIALS & SUPPLIES		4,923	10,656	13,200	13,600	13,400
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	1,500
7216-00000	Land Improvements	4,384	144	3,000	4,100	3,000
TOTAL CAPITAL OUTLAY		4,384	144	3,000	4,100	4,500
TOTAL FORESTRY		248,926	274,471	278,700	288,700	305,500

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Arborist Crew Leader	1	1	1	45,100	47,500	48,400
Arborist	1	1	2	44,200	36,900	90,000
Urban Forestry Technician	1	1	0	44,700	52,100	0
Horticulturist	1	1	1	43,900	45,600	46,500
Overtime				9,900	4,500	4,000
Seasonal Help				0	3,800	5,500
Health Insurance	6306			21,900	32,000	41,200
Retirement	6304			24,600	21,300	24,000
Social Security	6302			14,400	14,400	14,400
Life Insurance	6310			500	400	400
Income Continuation Insurance	6312			500	400	400
TOTAL PERSONNEL	4	4	4	249,700	258,900	274,800

CAPITAL OUTLAY REQUEST SUMMARY
2011

Dept: Parks/Forestry

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 4,500

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Replace 2 Stihl Chain Saws	Replace	2	\$750	\$1,500
2	Terrace Tree Plant Requests	New	1	\$3,000	\$3,000
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
					\$0
					\$0
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					\$0
					\$0
					\$0
					\$0
					\$0
					\$0

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

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 and the information is accurate. The office also serves as an information resource to the community and City departments. Weekly downloads of the assessor database is sent to the web, utility billing, collections, health department, Clerk's, permit system, and GIS to name a few. Updated and accurate records are a vital part of the operations for the City of Oshkosh.

PRODUCTS & SERVICES:

- Inspect and value new construction, building permits, annexations, new subdivisions, mobile home parks, etc.
- Maintain over 22,519 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 1,600 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 570 sales
- Reviewed 4,112 permits
- Assessment notices for the 2009 roll were real estate 1,002 and personal property 1,606
- Discovered and valued \$28,576,100 of new construction and higher land use
- In the last twelve months there were 680,991 searches on the assessor web site
- Continuation of neighborhood reviews to increase record accuracy
- Steven Schwoerer nominated the President for the Wisconsin Association of Assessing Officers
- Review of properties owned by non-profit organizations to ensure compliance with Act 28
- Acquired all of the manufacturing parcel records

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
- Review of properties owned by non-profit organizations to ensure compliance with Act 28
- Enter manufacturing parcel information into the CAMA system

SUMMARY

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

2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATED EXPENDITURE	2011 PROPOSED BUDGET
499,046	527,065	541,100	534,900	557,500

COMMENTS:

The Wisconsin Department of Revenue (DOR) continues to put out requirements for assessment practices. Oshkosh is compliant with all of the current requirements. The DOR is starting a process to police assessment practices statewide. To accomplish this, all records will have to be electronic and list a minimal amount of property attributes. The DOR will then request property information at several intervals of the assessment process to determine if there are improprieties in the assessment practices. Some of the requirements will assist assessors in their duties such as the statewide sales database that will be developed. Others will increase reporting requirements and statistical analysis of databases to ensure compliance with the increased standards. All jurisdictions are to be USPAP compliant by the year 2014 and there are new educational/designation requirements being discussed. Some of the new requirements will result in more costs for maintaining assessor certification and time spent on reports.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6402-00000	Increase associated with new DOR requirements.
6458-00000	Additional travel required for Assessor serving as President of WAAO.
6459-00000	Every other year expense associated with Board of Review training.
6466-00000	Decrease based on Board of Review efforts to shorten time spent on hearings.
6508-00000	Decrease based on plotter printer supplies on hand.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	301,990	315,843	313,700	319,600	330,300
6103-00000	Regular Pay - Temp. Employee	21,735	22,009	21,400	22,700	22,700
TOTAL PAYROLL - DIRECT LABOR		323,725	337,852	335,100	342,300	353,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	136,570	151,400	165,500	153,900	164,000
TOTAL PAYROLL - INDIRECT LABOR		136,570	151,400	165,500	153,900	164,000
Contractual Services						
6401-00000	Contractual Services	0	0	0	0	0
6402-00000	Auto Allowance	4,066	5,192	4,400	4,400	4,500
6424-00000	Maintenance Office Equipment	88	100	100	100	100
6448-00000	Special Services	20,671	23,369	25,000	23,000	25,000
6458-00000	Conference & Training	8,451	3,050	5,500	5,500	6,000
6459-00000	Other Employee Training	0	20	0	500	0
6460-00000	Membership Dues	305	469	400	500	500
6466-00000	Misc. Contr. Ser. (Bd of Review)	1,636	1,754	1,200	1,000	1,000
TOTAL CONTRACTUAL SERVICES		35,217	33,954	36,600	35,000	37,100
Fixed Charges						
6496-00000	Licenses and Permits	0	20	0	0	0
TOTAL FIXED CHARGES		0	20	0	0	0
Materials & Supplies						
6505-00000	Office Supplies	2,432	2,494	2,000	2,000	2,000
6507-00000	Books & Periodicals	996	967	1,100	900	1,000
6508-00000	Maps & Records	106	378	800	800	400
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		3,534	3,839	3,900	3,700	3,400
Capital Outlay						
7202-00000	Office Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ASSESSOR		499,046	527,065	541,100	534,900	557,500

PERSONNEL SCHEDULE

ACCOUNT: 100-0080-XXXX-XXXXXX
 FUND: GENERAL
 FUNCTION: ASSESSOR
 DEPARTMENT: COMMUNITY DEVELOPMENT

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
City Assessor	1	1	1	75,000	76,500	77,300
Deputy City Assessor	1	1	1	61,000	62,900	64,200
Property Appraiser II	2	2	3	101,200	144,900	151,600
Office Assistant	1	1	1	34,600	35,300	37,200
Property Appraiser I	1	1	0	41,900	0	0
Overtime						
Part-time	6102	0.80	0.80	0.80	21,400	22,700
Health Insurance	6306				96,800	83,900
Retirement	6304				41,600	42,400
Social Security	6302				25,600	26,200
Life Insurance	6310				700	600
Income Continuation Ins.	6312				800	800
TOTAL PERSONNEL		6.80	6.80	6.80	500,600	496,200

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

PROGRAM DESCRIPTION:

The Planning Services Division is responsible for a variety of planning and development related activities, including: implementation of City's Comprehensive Plan; preparation of special Comprehensive Plan elements and reports; administration and enforcement of land use control ordinances and regulations such as Zoning Ordinance, Subdivision Regulations, Floodplain and Shoreland Provisions; Sewer Service Area planning; economic development including Tax Incremental Finance (TIF); Central City redevelopment, neighborhood revitalization; housing rehabilitation and programming; Geographic Information System (GIS) mapping; community development related grants solicitation and administration; historic preservation; coordination of the City's site plan review process (SPRC); and staff support to seven citizen boards/commissions.

PRODUCTS & SERVICES:

Public Education and Information

- Responding to inquiries from public, builders, and 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.
- Preparation of GIS maps for public, for other departments and for meetings by Council, Boards and Commissions.

Neighborhood Services

- Work with homeowners interested in participating in the Housing Rehabilitation Loan Program.
- Work with landlords interested in participating in the Rental Rehabilitation Program.
- Preparation of Community Development Block Grant Action Plan and other associated documents/drawdown requests and administration of CDBG projects/programs.

Current Planning Activities

- Site Plan Review Committee coordination
- 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.
- Attendance at Council meetings and other City board/commission meetings.

Economic Development Finance and Promotion

- Attendance at CHAMCO and OAEDC meetings and participation in working committees.
- Preparation of Tax Incremental District Plans and implementation/coordination of TIF project activities.
- Coordination of Economic Development agencies.

Downtown and Riverfront Redevelopment

- Preparation of Redevelopment Project Area Plans and implementation of acquisition, relocation and demolition activities.
- Grant applications and administration for successful environmental remediation and riverwalk development grants.

Comprehensive Planning

- Special Planning Studies – sustainability, neighborhoods, etc.
- Ordinance updates
- Participation in meetings of East Central Wisconsin Regional Planning Commission regarding Sewer Service Area planning and transportation planning.
- Submittal of grant applications and administration of grants received for comprehensive plan related activities like stormwater, street improvements, bike and pedestrian, parks etc.
- Coordination with surrounding municipalities.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

Established Site Plan Review process.

- Housing Rehabilitation Program
 - 50 applications were submitted for consideration
 - 13 applications approved for new projects
 - 6 applications mailed for possible emergency repairs; 3 were returned and approved
 - 7 first time homebuyer down payment assistance loans with rehabilitation work were approved
- Updated CDBG Consolidated Plan 2010-2014.
- Worked with Oshkosh Corporation to facilitate major expansion to the south plant with TIF assistance.
- Worked continued on update to Bicycle and Pedestrian Plan
- Work continued on Community Sustainability Plan
- Commenced greenhouse gas inventory for community.
- One Comprehensive Plan text amendment adopted.
- Adoption of a major update to the Zoning Ordinance's Downtown Overlay Ordinance to incorporate preservation and architectural standards.
- Worked with the Community Foundation to create and implement a Façade Rehabilitation Program for the downtown area.
- Worked with the Winnebago County Apartment Association to create a pilot rental rehabilitation program targeted at improving rental structured in priority neighborhoods.
- Construction of four apartment buildings on the former Miles Kimball block in the South Shore Redevelopment Area.
- Received a \$200,000 EPA brownfields cleanup grant to assist with remediation activities associated with the demolition of the former Miles Kimball printing plant at 1 East 8th Avenue to prepare the site for future redevelopment.
- Commenced construction of the Marion Road pedestrian/bike riverwalk between Wisconsin Street and Jackson Street.
- Received a \$325,000 recreational boating facilities grant from the Wisconsin Waterways Commission to assist with construction of 48 transient docks to be constructed between Wisconsin Street and Jackson Street.
- Construction of 2 commercial buildings (Morton Pharmacy and AccuCom) on the north side of Marion Road within the Marion/Pearl Redevelopment Project Area.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

Public Education and Information

- Work with the Information Technology Department; create a web page to provide information on economic development resources in the community.
- Continue to add division informational brochures and applications to the web page.

Neighborhood Services

- Work to establish Neighbor Works in the community and where appropriate in support of neighborhood improvement efforts and the creation of Neighborhood Associations.
- Work with homeowners through the CDBG Housing Rehabilitation Program to complete 16 single family owner occupied housing rehabilitation projects
- Work with the Winnebago County Housing Authority First Time Home Buyer Program to provide CDBG funds to assist 5 households in purchasing homes.
- Work with the Winnebago County Apartment Association on implementing a pilot rental rehabilitation program to improve rental structures in priority neighborhoods. Program funds will be targeted for activities improving the exterior appearance of the structure and will require a match from the property owner.

Current Planning Activities

- Work with the Plan Commission to update the City's Sign Regulations, including regulations to permit murals.
- Work with the Plan Commission to update the City's Planned Development District Ordinance.
- Work with the Plan Commission to update the City's landscape regulations to include provisions for tree preservation and replacement, and design standards for detention basins.
- With the Plan Commission to develop a Riverfront Zoning Overlay Ordinance.
- Continue to improve the Site Plan Review Committee process to include web-based accessibility to plan reviews to allow instant access for project review status.

Economic Development Finance and Promotion

- Submit Tax Increment Finance policy and application.
- Submit a comprehensive Tax Increment District status report.
- Develop an Airport Industrial Park expansion plan.

Downtown and Riverfront Redevelopment

- Submit river way development grant applications wherever possible.
- Submit dock development applications wherever possible.
- Continue planning and engineering for two segments of the riverwalk system and construct at least one segment (Marion Road) and develop engineering and construction plans for another segment (City Center) both of which are CIP dependent.

Comprehensive Planning

- 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.
- Forward to Council for adoption of a Sustainability Plan (Sustainability Advisory Board).
- Complete greenhouse gas inventory, adopt target reductions and develop a Climate Action Plan.

SUMMARY

FUND: GENERAL	FUNCTION: PLANNING SERVICES	DEPARTMENT: COMMUNITY DEVELOPMENT	ACCOUNT: 100-0740-XXXX-XXXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
795,447	835,841	847,600	799,000	836,500

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 6103-00000 Change full time secretarial position to part time. Increase number of part-time planning technicians/interns to assist with on-site follow-ups and various planning projects.
- 6458-00000 Increase to allow staff to attend APA national conference.
- 6475-00000 Increase based on estimated usage.
- 6507-00000 Increase to subscribe to American Planning Advisory Service for up-to-date information on planning trends, tools, and techniques.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	575,013	606,375	604,900	581,000	584,700
6103-00000	Regular Pay - Temp Employee	2,276	3,022	4,000	10,000	19,600
TOTAL PAYROLL - DIRECT LABOR		577,289	609,397	608,900	591,000	604,300
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	206,236	214,647	223,200	192,800	212,600
TOTAL PAYROLL - INDIRECT LABOR		206,236	214,647	223,200	192,800	212,600
Contractual Services						
6401-00000	Contractual Services	0	0	0	0	0
6402-00000	Auto Allowance	2,129	1,805	2,300	1,600	2,300
6410-00000	Advertising/Marketing	343	0	0	0	0
6458-00000	Conference & Training	892	1,006	3,500	3,500	7,000
6460-00000	Membership Dues	2,607	3,462	4,000	3,800	4,000
6466-00000	Misc Contractual Services	1,949	0	0	0	0
TOTAL CONTRACTUAL SERVICES		7,920	6,273	9,800	8,900	13,300
Utilities:						
6475-00000	Telephones	126	111	100	200	200
TOTAL UTILITIES		126	111	100	200	200
Fixed Charges:						
6496-00000	Licenses & Permits	0	20	0	0	0
TOTAL FIXED CHARGES		0	20	0	0	0
Materials & Supplies						
6505-00000	Office Supplies	3,360	4,665	5,000	5,000	5,000
6507-00000	Books & Periodicals	516	728	600	1,100	1,100
6589-00000	Other Materials & Supplies	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		3,876	5,393	5,600	6,100	6,100
Capital Outlay						
7214-00000	Buildings	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL PLANNING SERVICES		795,447	835,841	847,600	799,000	836,500

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget	
Director-Community Development	1.00	1.00	1.00	113,000	120,800	103,500	
Administrative Assistant	1.00	1.00	1.00	49,200	50,200	50,100	
Director of Planning	1.00	1.00	1.00	83,200	84,500	84,900	
Principal Planner	2.00	2.00	2.00	143,300	115,800	133,800	
Assoc. Planner/Zoning Administrator	1.00	2.00	1.00	52,600	53,700	54,700	
Office Assistant	1.00	1.00	1.00	37,400	37,700	38,500	
Secretary I	0.00	0.50	0.00	16,000	0	0	
Associate Planner / GIS Specialist	1.00	0.00	1.00	56,800	58,000	58,900	
Housing Rehab Specialist	1.00	1.00	1.00	53,400	54,500	54,500	
Overtime	0.00	0.00	0.00	0	5,800	5,800	
Part-time	6102	0.90	0.40	0.90	4,000	10,000	19,600
Health Insurance	6306				98,200	78,600	90,800
Retirement	6304				75,000	67,500	75,300
Social Security	6302				46,700	44,800	44,600
Life Insurance	6310				1,800	900	900
Income Continuation Insurance	6312				1,500	1,000	1,000
TOTAL PERSONNEL		9.90	9.90	9.90	832,100	783,800	816,900

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

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 with other City departments inspections of sanitary and storm water related issues
- 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
- Made updates to Permit Package to increase ease of use within the organization.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

Implement the City Strategic Plan by creating and implementing the Process Improvement, Performance Measurements and Public Education identified in the City Strategic Plan.

Process Improvement

- Continue to train staff in order to facilitate inspections
- Continue working with the Advisory Committee to renew efforts in reviewing the municipal code related to nuisance property and the minimum housing code
- Submit code modifications identified in the Advisory Committee meetings with the Code Review Committee to Common Council for codification

Performance Measurements

- Continue conversion of existing property files into electronic format
- Work with IT to develop performance measurements for plan review, inspection requests, inspection reports, and occupancy permit coordination.

Public Education and Information

- Research the feasibility of providing multi-lingual Division Brochures
- Publish newsletters that are tailored to a more specific target audience
- Improve and expand inspection division webpage
- Continue to produce brochures to a Project Guide Format to provide better guidance on Permit Application and Applicable Codes
- Working with IT on updates to the Permit Package software to enhance customer service to our customers

SUMMARY

FUND: GENERAL	FUNCTION: INSPECTION SERVICES	DEPARTMENT: COMMUNITY DEVELOPMENT	ACCOUNT: 100-0750-XXXX-XXXXX	
2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
829,207	821,326	878,200	801,800	903,400

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000 Change full time secretarial position to part time.
6402-00000 Increase based on estimated 2010 expenditure.
6475-00000 Additional phone for Director; increase in usage to enhance customer service.
6505-00000 Reduction to offset increases in other line items.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	559,389	553,001	578,000	538,200	602,600
TOTAL PAYROLL - DIRECT LABOR		559,389	553,001	578,000	538,200	602,600
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	236,445	236,168	264,200	227,600	264,800
TOTAL PAYROLL - INDIRECT LABOR		236,445	236,168	264,200	227,600	264,800
Contractual Services						
6401-00000	Contractual Services	210	0	0	0	0
6402-00000	Auto Allowance	14,381	13,326	14,000	16,200	16,200
6458-00000	Conference & Training	6,379	8,512	7,500	7,500	7,500
6460-00000	Membership Dues	710	674	700	700	700
TOTAL CONTRACTUAL SERVICES		21,680	22,512	22,200	24,400	24,400
Utilities						
6475-00000	Telephones	1,154	1,060	1,200	1,500	1,500
TOTAL UTILITIES		1,154	1,060	1,200	1,500	1,500
Fixed Charges						
6496-00000	Licenses and Permits	180	480	1,000	800	1,000
TOTAL FIXED CHARGES		180	480	1,000	800	1,000
Materials & Supplies						
6505-00000	Office Supplies	8,148	5,768	7,200	4,800	4,700
6507-00000	Books & Periodicals	1,470	1,622	3,000	2,900	3,000
6537-00000	Safety Equipment	0	64	100	300	100
6589-00000	Other Materials & Supplies	741	651	1,300	1,300	1,300
TOTAL MATERIALS & SUPPLIES		10,359	8,105	11,600	9,300	9,100
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		829,207	821,326	878,200	801,800	903,400

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget	
Inspection Services Director	1.00	1.00	1.00	78,900	38,100	81,100	
Building Systems Inspector	6.00	6.00	6.00	367,600	375,000	382,400	
Housing Inspector	1.00	1.00	1.00	55,700	56,800	58,000	
Secretary I	6102	2.00	2.50	2.00	64,800	64,800	65,400
Overtime	6102				3,500		
Part-Time	6102	0.00	0.00	0.50	11,000	0	15,700
Health Insurance	6306				145,900	117,600	140,200
Retirement	6304				71,700	66,700	76,300
Social Security	6302				44,200	41,200	46,100
Life Insurance	6310				1,000	900	900
Income Continuation Insurance	6312				1,400	1,200	1,300
TOTAL PERSONNEL		10.00	10.50	10.50	842,200	765,800	867,400

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

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Supported relocation of city-owned fiber to accommodate Main Street construction project
- Supported construction activities for Main Street, Jackson Street and various roundabouts
- Did electric work for renovations in Grand Opera House, Parks and Forestry Building, City Clerk's Office and Senior Center

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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2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
458,826	482,280	506,200	498,000	516,900

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6517-00000	Increase reflects a better categorization of actual spending.
6545-00000	Increase reflects a better categorization of actual spending.
6589-00000	Decrease reflects a better categorization of actual spending by using above account numbers.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	269,006	271,693	278,400	284,600	290,400
6103-00000	Regular Pay - Temp Employee	792	0	5,000	0	6,000
TOTAL PAYROLL - DIRECT LABOR		269,798	271,693	283,400	284,600	296,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	115,352	120,317	129,700	123,900	131,800
TOTAL PAYROLL - INDIRECT LABOR		115,352	120,317	129,700	123,900	131,800
Contractual Services						
6418-00000	Repairs to Motor Vehicles	997	5,221	4,500	4,000	4,000
6419-00000	Repairs to Tires	30	0	100	100	100
6420-00000	Repairs to Tools & Equipment	1,670	73	700	600	600
6421-00000	Maintenance Radios	0	164	500	500	500
6425-00000	Maintenance of Traffic Signals	4,453	528	4,000	4,000	4,000
6426-00000	Maint. Mach/Equip/Bldg/Struct	1,904	213	500	500	500
6432-00000	Equipment Rental	0	0	100	100	100
6448-00000	Special Services	0	50	300	100	100
6458-00000	Conference and Training	0	0	200	200	200
6459-00000	Other Employee Training	196	10,731	700	700	700
6460-00000	Membership Dues	0	0	300	300	300
6466-00000	Misc Contractual Services	22	500	400	400	400
TOTAL CONTRACTUAL SERVICES		9,272	17,480	12,300	11,500	11,500
Utilities						
6471-00000	Electricity	26,218	28,126	28,600	28,400	29,200
6472-00000	Sewer Service	1,127	912	1,200	1,100	1,100
6473-00000	Water Service	1,523	1,231	1,500	1,400	1,500
6474-00000	Gas Service	1,749	1,847	2,300	1,500	1,800
6475-00000	Telephones	319	297	400	300	300
TOTAL UTILITIES		30,936	32,413	34,000	32,700	33,900
Fixed Charges						
6496-00000	Licenses and Permits	35	0	0	0	0
TOTAL FIXED CHARGES		35	0	0	0	0

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	553	3,269	1,500	600	600
6505-00000	Office Supplies	50	49	200	200	200
6507-00000	Books & Periodicals	367	1,162	500	500	500
6509-00000	Computer Supplies	239	64	2,200	2,200	200
6517-00000	Supplies/Repair Parts	751	9,321	1,500	3,000	3,000
6518-00000	Other Fuel/Propane	294	57	200	100	100
6519-00000	Tires, Tubes & Rims	0	0	400	400	400
6527-00000	Janitorial Supplies	246	234	200	200	200
6529-00000	Chemicals	0	0	100	700	500
6537-00000	Safety Equipment	872	5,118	1,000	1,000	1,000
6542-00000	Traffic Signal Materials	16,069	6,116	25,000	25,000	24,000
6543-00000	Communications Systems Materials	0	0	0	0	1,000
6545-00000	Tools & Shop Supplies	2,127	2,381	2,000	3,000	3,000
6550-00000	Minor Equipment	285	740	1,500	1,000	1,000
6565-00000	Stone/Gravel/Concrete/Asp	564	888	1,500	1,500	1,500
6589-00000	Other Materials & Supplies	11,016	10,978	9,000	5,900	6,100
TOTAL MATERIALS & SUPPLIES		33,433	40,377	46,800	45,300	43,300
Capital Outlay						
7212-00000	Radios	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ELECTRIC		458,826	482,280	506,200	498,000	516,900

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Electrical Traffic Division Supervisor	1	1	1	71,600	71,800	71,800
Electrician I	4	4	4	204,300	210,300	216,100
Overtime				2,500	2,500	2,500
Part-time Seasonal	6103			5,000	0	6,000
Health Insurance	6306			72,800	65,500	70,100
Retirement	6304			34,500	35,300	37,700
Social Security	6302			21,300	21,800	22,700
Life Insurance	6310			500	600	600
Income Continuation Insurance	6312			600	700	700
TOTAL PERSONNEL	5	5	5	413,100	408,500	428,200

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Continued street name replacement program
- Completed installation of new destination signs
- Upgrade and removal of signage on major arterials
- Upgraded no parking signs on collector and local streets

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to implement the Mayor's Gateway Committee's recommendations
- Continue street name sign replacement program
- Upgrade school zone signage based on recommendations from new Manual on Uniform Traffic Control Devices
- Start upgrading overhead signs on major arterials
- Experiment with new pavement marking materials and techniques to reduce ongoing maintenance costs
- Implement a sign inventory system
- Continue the handicap-ramp painting project
- Continue to support the Oshkosh Safe Routes to School Committee

SUMMARY

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

2008 ACTUAL EXPENDITURE	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
170,467	179,674	200,200	198,300	205,100

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6509-00000 Upgrade to sign-making software based on new (2009) MUTCD, and funding for GPS data logger for sign inventory.

6541-00000 Increase in price of pavement marking materials.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	82,051	88,627	89,500	91,300	93,200
6103-00000	Regular Pay - Seasonal	11,388	9,646	15,800	14,900	14,900
TOTAL PAYROLL - DIRECT LABOR		93,439	98,273	105,300	106,200	108,100
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	44,197	46,205	49,700	47,100	49,800
TOTAL PAYROLL - INDIRECT LABOR		44,197	46,205	49,700	47,100	49,800
Contractual Services						
6418-00000	Repairs to Motor Vehicles	2,444	2,956	2,500	2,400	2,400
6419-00000	Repairs to Tires	15	0	100	100	100
6420-00000	Repairs to Tools & Equipm	0	0	100	100	100
6421-00000	Maintenance Radios	0	0	500	400	400
6426-00000	Maint. Mach/Equip/Bldg/	22	53	200	100	100
6432-00000	Equipment Rental	0	0	100	100	100
6459-00000	Other Employee Training	0	0	300	300	300
6466-00000	Misc Contractual Services	0	0	100	100	100
TOTAL CONTRACTUAL SERVICES		2,481	3,009	3,900	3,600	3,600
Utilities						
6471-00000	Electricity	1,549	1,603	1,900	1,700	1,700
6474-00000	Gas Service	2,462	1,848	2,000	1,900	1,900
TOTAL UTILITIES		4,011	3,451	3,900	3,600	3,600
Materials & Supplies						
6503-00000	Clothing	651	659	600	700	700
6505-00000	Office Supplies	0	15	100	100	100
6507-00000	Books & Periodicals	0	45	100	100	100
6509-00000	Computer Supplies	0	0	100	100	1,600
6517-00000	Supplies/Repair Parts	1,544	240	1,600	1,200	1,200
6519-00000	Tires, Tubes & Rims	0	600	500	1,100	500
6537-00000	Safety Equipment	164	110	300	200	200
6540-00000	Sign Materials	10,403	2,820	9,700	9,700	10,000
6541-00000	Pavement Markings	13,166	23,674	23,500	24,000	25,000
6545-00000	Tools & Shop Supplies	238	212	500	300	300
6589-00000	Other Materials & Supplie	173	361	400	300	300
TOTAL MATERIALS & SUPPLIES		26,339	28,736	37,400	37,800	40,000
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL SIGN		170,467	179,674	200,200	198,300	205,100

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Traffic Painter II	1	1	1	46,100	47,000	47,900
Traffic Painter	1	1	1	43,400	44,300	45,300
Overtime				0	0	0
Part-time seasonal	6103			15,800	14,900	14,900
Health Insurance	6306			30,100	27,200	29,000
Retirement	6304			11,100	11,300	12,000
Social Security	6302			8,000	8,100	8,300
Life Insurance	6310			300	300	300
Income Continuation Insuran	6312			200	200	200
TOTAL PERSONNEL	2	2	2	155,000	153,300	157,900

O T H E R F U N D S

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

PROGRAM DESCRIPTION:

The Sanitation Division of the Department of Public Works is responsible for the collection of recyclable materials as required by State statutes. This material is processed by Winnebago County at the Sunnyview Material Recovery Facility located on County Trunk Highway Y. This budget includes a full-time staff of 5.

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:

- With implementation of single stream recycling program, increased tonnage for recyclable materials for 2010 by 27.5% (through August)
- Provided recycling education for events held at Smith School and South Park (National Night Out)
- Purchased and distributed 64 gallon recycling carts to City residents who requested replacement in 2009
- Purchased front-end loader for yard waste drop-off site

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to educate the public on single stream recycling through use of City website, radio, TV, and newspaper
- Monitor collection routes to evaluate cart utilization and equal balance of stops per route

SUMMARY

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

	2009 BUDGET	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
	APPROPRIATION		APPROPRIATION		BUDGET
Fund Balance:	1,361,702	1,361,702	785,817	785,817	861,917
REVENUES:					
Net Levy Required #4102	937,951	937,951	478,200	478,200	404,700
State Aids #4227	359,000	360,711	350,000	340,800	350,000
Fines	12,000	0	0	0	0
Drop-off fees #4554	70,000	69,423	69,000	70,000	70,000
Recycling fee #4556	0	17,410	12,000	15,000	15,000
Special Charge for Recycling #4559		934,293	963,400	700	0
Recycling surplus - commodity rebate #4966	100,000	860	0	183,200	0
Miscellaneous #4972	0	0	0	0	0
Surplus Applied	255,259	255,259	0	0	0
TOTAL RESOURCES:	1,734,210	2,575,907	1,872,600	1,087,900	839,700

EXPENSES:					
Personnel	543,760	463,609	380,400	380,200	388,900
Contractual Services	750,200	817,518	424,200	441,200	432,500
Utilities	0	0	0	100	600
Fixed Charges	100	100	100	100	100
Materials & Supplies	10,150	966,687	7,900	8,200	17,600
Capital Outlay	430,000	648,619	182,600	182,000	255,000
Reserve for Equipment Replacement		0	136,000	0	240,500
TOTAL USES:	1,734,210	2,896,533	1,131,200	1,011,800	1,335,200

CURRENT NET SURPLUS/DEFICIT	0	(320,626)	741,400	76,100	(495,500)
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Ending Fund Balance:	1,106,443	785,817	1,527,217	861,917	606,917
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Fund balance allocations:					
Reserved for equipment replacement					433,500
Undesignated					173,417

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6445-00000	Tipping fee rate decreased from \$15/ton (2010) to \$10/ton (2011). Total expense is anticipated for 4,750 tons @ \$10/ton.
6513-00000	New allocation due to Recycling owning its own trucks.
6517-00000	New allocation due to Recycling owning its own trucks.
6519-00000	New allocation due to Recycling owning its own trucks.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Purchase two new rolloff containers to replace worn out containers.	\$15,000
7210-00000	Automated sideloader truck to be used as spare/backup vehicle.	\$240,000

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	275,513	283,542	233,300	235,300	238,400
6103-00000	Regular Pay - Temp Employee	16,894	18,392	14,800	10,300	10,100
TOTAL PAYROLL - DIRECT LABOR		292,407	301,934	248,100	245,600	248,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	147,967	161,675	132,300	134,600	140,400
TOTAL PAYROLL - INDIRECT LABOR		147,967	161,675	132,300	134,600	140,400
Contractual Services						
6401-00000	Contractual Services	0	312	2,000	2,000	2,000
6404-00000	Postage & Shipping	0	7,273	0	0	0
6408-00000	Printing & Binding	0	0	0	1,500	1,500
6410-00000	Advertising/Marketing	4,922	3,031	6,000	6,000	6,000
6411-00000	Promotional Materials	0	0	0	300	300
6432-00000	Equipment Rental	594,004	742,348	350,000	360,000	375,000
6445-00000	Land Fill Fees	65,471	64,296	66,000	71,300	47,500
6453-00000	Vehicle License & Registration	0	224	0	0	0
6458-00000	Conference & Training	0	34	200	100	200
TOTAL CONTRACTUAL SERVICES		664,397	817,518	424,200	441,200	432,500
Utilities						
6475-00000	Telephones	0	0	0	100	600
TOTAL UTILITIES		0	0	0	100	600
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	4,814	1,409	2,500	2,400	2,500
6505-00000	Office Supplies	70	1,018	800	300	500
6507-00000	Books & Periodicals	0	0	100	0	100
6509-00000	Computer Supplies	0	0	200	0	200
6513-00000	Motor Oil (Lubricants)	0	0	0	900	1,000
6517-00000	Supplies/Repair Parts	81	256	0	300	1,000
6519-00000	Tires, Tubes, and Rims	0	0	0	0	8,000
6527-00000	Janitorial Supplies	0	45	0	0	0
6537-00000	Safety Equipment	444	423	200	200	200
6545-00000	Tools & Shop Supplies	68	21	100	100	100
6550-00000	Minor Equipment	0	959,759	0	0	0
6589-00000	Other Materials & Supplies	2,614	3,756	4,000	4,000	4,000
TOTAL MATERIALS & SUPPLIES		8,091	966,687	7,900	8,200	17,600

<u>NUMBER</u>	<u>CLASSIFICATION</u>	<u>2008 EXPEND.</u>	<u>2009 EXPEND.</u>	<u>2010 APPROP.</u>	<u>2010 EST.</u>	<u>2011 PROP.</u>
Capital Outlay						
7204-00000	Machinery & Equipment	0	15,043	182,600	182,000	15,000
7210-00000	Motor Vehicles	0	633,576	0	0	240,000
7214-00000	Buildings	0	0	0	0	0
	Reserve for Equipment Repl.	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	648,619	182,600	182,000	255,000
TOTAL RECYCLING		1,112,962	2,896,533	995,200	1,011,800	1,094,700

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Sanitation Supervisor	0.5	0.5	0.5	26,100	26,700	26,000
Sanitation Crew Leader	1.0	1.0	1.0	45,000	46,700	47,600
Sanitation Operator	3.0	3.0	3.0	134,900	135,200	137,800
Office Assistant	0.5	0.5	0.5	19,200	18,400	18,700
Seasonal Help				14,800	10,300	10,100
Overtime				8,100	8,300	8,300
Health Insurance 6306				84,500	85,100	90,600
Retirement 6304				28,700	29,800	30,500
Social Security 6302				17,700	18,800	18,400
Life Insurance 6310				800	400	400
Income Continuation Insurance 6312				600	500	500
TOTAL PERSONNEL	5.0	5.0	5.0	380,400	380,200	388,900

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

- Maintenance and operation of 1,248 city-owned ornamental streetlights
- The cost of electricity to operate 4,751 WPS owned streetlights

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Completed fourth year of the re-lamping program
- Continued to meter city-owned streetlights
- Continued installation of experimental LED streetlights
- Supported installation of city-owned/maintained streetlights in new sub-divisions
- Worked with Department of Public Works on issues related to undergrounding utilities poles and lines

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Review street lighting plans for new sub-divisions
- Continue retro-fitting of LED into streetlights
- Install solar-powered streetlights
- Replace collapsed underground conduit for city-owned streetlighting

SUMMARY

FUND: STREET LIGHTING	FUNCTION: STREET LIGHTING	DEPARTMENT: TRANSPORTATION	ACCOUNT: 223-0460-XXXX-XXXXX					
				2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
Fund Balance:				179,098	179,098	299,450	299,450	343,750
<u>REVENUES:</u>								
Net Levy Required #4102				1,247,778	1,247,778	1,150,100	1,150,100	1,013,000
Misc Rev #4972				0	0	0	0	0
Surplus Applied #4966				0	0	70,000	70,000	140,000
TOTAL SOURCES:				1,247,778	1,247,778	1,220,100	1,220,100	1,153,000
<u>EXPENSES:</u>								
Contractual Services #6400's				9,000	48,122	30,000	30,000	20,000
Utilities #6471				1,226,778	1,071,453	1,156,100	1,042,800	1,050,000
Materials & Supplies #6500's				12,000	7,851	34,000	33,000	83,000
Capital Outlay #7200's				0	0	0	0	0
TOTAL USES:				1,247,778	1,127,426	1,220,100	1,105,800	1,153,000
CURRENT NET SURPLUS/(DEFICIT)				0	120,352	0	114,300	0
Ending Fund Balance				179,098	299,450	229,450	343,750	203,750

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6471-00000 Electricity expenditures are below projections due to energy savings from de-watting program.
6517-00000 Increase reflects investments in LED retrofits on City-owned streetlights, which should contribute to long-term savings in electricity.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	420	48,122	30,000	30,000	20,000
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		420	48,122	30,000	30,000	20,000
Utilities						
6471-00000	Electricity	1,101,554	1,071,453	1,156,100	1,042,800	1,050,000
TOTAL UTILITIES		1,101,554	1,071,453	1,156,100	1,042,800	1,050,000
Materials & Supplies						
6517-00000	Supplies	19,104	6,967	30,000	30,000	80,000
6565-00000	Stone/Gravel/Concrete/Asp	601	884	2,000	1,500	1,500
6589-00000	Other Materials & Supplies	699	0	2,000	1,500	1,500
TOTAL MATERIALS & SUPPLIES		20,404	7,851	34,000	33,000	83,000
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL STREET LIGHTING		1,122,378	1,127,426	1,220,100	1,105,800	1,153,000

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

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:

- Significant increase in the cooperation and coordination between the Oshkosh Committee on Aging, the Oshkosh Senior Center Board and the Friends of the Oshkosh Senior Center Board.
- Committee on Aging is hosting the “2010 Aging Conference” along with a community steering committee, to be held at the Convention Center with 300 in attendance.
- Planned a public educational social to be held in conjunction with the 35th Anniversary Celebration for the Center.

- Contracted with a professional marketer for their assistance in developing a marketing plan to include 3 brochures, a new look for our newsletter, a professional power point presentation and other materials and strategies.
- Updated Center Web Site through City Hall IT.
- Met with 1 township and received a financial contribution of support.
- Attend 5 Exhibits/Fairs/Expos to promote the Center.
- Held NCAA Fitness Challenge Incentive Program.
- Held Largest Loser weight loss program.
- Began Totally Toning body bar fitness class.
- Began Digital Camera Class.
- LBS grant received to purchase treadmills for the fitness room.
- Top ten finalists and received an award from US department on Aging for our “Age Strong Live Long” campaign.
- Hosted community-wide Tax Assistance Program Held.
- Wii Tournaments.
- Planned and held 2010 Conference on Aging at the Oshkosh Convention Center.
- Began Single Senior Social Group.
- Established Arthritis Exercise program.

OBJECTIVES TO ACCOMPLISH NEXT YEAR:

- Engage an architect for the establishment of a plan for the north building renovation.
- Explore feasibility of an increase in staffing, an increase in hours of operation and alternative funding sources.
- Adopt 7 Dimensions of Wellness as a description and method to market and promote our programs and services.
- Implement new avenues of social marketing to increase our outreach.
- Begin Do it Yourself woodshop projects.
- Hold free Military Band Concerts.
- Explore use of City Swimming pool for older adult programming.
- Establish a medication management program.
- Update health program procedures.
- Establish a Friend to Friend program to further social options for participants.
- Establish a mentoring program for first time and new visitors to the center.
- Expand outreach to churches.

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
SENIOR SERVICES	SENIOR SERVICES	SENIOR SERVICES	231-0760-XXXX-XXXXXX		
	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
Fund Balance:	19,471	19,471	54,620	54,620	156,220
REVENUES					
Net Levy Required #4102	372,477	372,477	367,700	367,700	185,300
County Aid #4246	8,400	20,165	22,000	17,900	18,000
Grants & Aids #4260	44,400	33,605	44,500	46,000	46,000
Copying Charges #4517	100	176	100	200	200
Misc Serv Charge #4792	26,600	32,329	26,900	30,000	34,000
CDBG Reimbursements #4811	14,000	15,000	15,000	15,000	15,000
Building Rent #4924	30,000	27,656	33,800	27,300	30,000
Gifts & Donations #4952	40,226	36,988	41,900	44,900	45,000
Misc Revenue #4972	0	0	0	0	0
Surplus Applied #4966	0	0	10,000	10,000	111,600
TOTAL SOURCES:	536,203	538,396	561,900	559,000	485,100
EXPENSES:					
Personnel #6300's	439,141	411,832	465,300	349,000	386,500
Contractual Services #6400's	18,709	23,704	18,700	28,500	24,200
Utilities #647x's	56,784	52,127	58,200	50,900	59,500
Fixed Charges #648x-649x	7,071	6,846	7,000	7,600	7,500
Material & Supplies #6500's	14,498	8,738	12,700	11,400	7,400
Capital Outlay #7200's	0	0	0	0	0
TOTAL USES:	536,203	503,247	561,900	447,400	485,100
CURRENT NET SURPLUS/DEFICIT	0	35,149	0	111,600	0
Ending Fund Balance:	19,471	54,620	44,620	156,220	44,620

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS DUE TO CHANGE WITH FACILITIES MAINTENANCE:

6102-00000	2010 estimate, less \$24,000 from moving full-time custodian from Senior Services budget to Facilities Maintenance budget. 2011 proposed, less \$34,600 from moving full-time custodian from Senior Services budget to Facilities Maintenance budget.
6103-00000	2011 proposed, \$5,800 decrease from moving part-time custodian from Senior Services budget to Facilities Maintenance budget.
63xx-00000	2010 estimate less \$14,500, 2011 proposed less \$25,800, from moving maintenance custodian from Senior Services budget to Facilities Maintenance budget.
6401-00000	2011 proposed, \$3,500 decrease from moving Senior Services budget to Facilities Maintenance budget.
6426-00000	2011 proposed, \$7,000 decrease from moving Senior Services budget to Facilities Maintenance budget.
6517-00000	2011 proposed, \$1,000 decrease from moving Senior Services supplies / repair parts to Facilities Maint.
6527-00000	2011 proposed, \$3,000 decrease from moving Senior Services janitorial supplies to Facilities Maint.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6485, 6496, 6514	Senior Services acquired the van from Parking Utility.
6557-00000	Reduction due to decreasing the number of seasonal flu shots provided.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	223,982	206,522	214,000	153,300	181,700
6102-00000	Regular Pay - Part-time	70,732	78,392	98,400	81,400	72,800
TOTAL PAYROLL - DIRECT LABOR		294,714	284,914	312,400	234,700	254,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	132,332	126,918	152,900	114,300	132,000
TOTAL PAYROLL - INDIRECT LABOR		132,332	126,918	152,900	114,300	132,000
Contractual Services						
6401-00000	Contractual Services	3,074	3,373	2,500	12,600	15,000
6402-00000	Auto Allowance	1,723	1,668	1,400	1,100	1,400
6404-00000	Postage & Shipping	2,417	2,712	3,200	2,800	3,200
6408-00000	Printing & Binding	127	643	800	700	800
6426-00000	Maint Mach/Equip/Bldg/Struct	9,736	11,198	7,000	7,500	0
6432-00000	Equipment Rental	1,468	2,228	1,800	1,800	1,800
6458-00000	Conference & Training	1,738	1,377	1,600	1,500	1,600
6460-00000	Membership Dues	165	505	400	500	400
6466-00000	Misc Contractual Services	473	0	0	0	0
TOTAL CONTRACTUAL SERVICES		20,921	23,704	18,700	28,500	24,200
Utilities						
6471-00000	Electricity	28,830	29,777	30,000	25,200	30,900
6472-00000	Sewer Service	2,015	1,288	1,400	1,400	1,400
6473-00000	Water Service	2,609	2,205	2,200	2,300	2,200
6474-00000	Gas Service	13,193	12,281	18,100	15,500	18,500
6475-00000	Telephones	2,940	2,982	3,000	2,700	3,000
6476-00000	Storm Water	3,272	3,594	3,500	3,800	3,500
TOTAL UTILITIES		52,859	52,127	58,200	50,900	59,500
Fixed Charges						
6481-00000	Workers Compensation	4,290	3,460	3,300	3,300	3,600
6482-00000	Building & Contents	2,195	2,477	2,700	2,700	2,400
6483-00000	Comprehensive Liability	564	564	600	600	600
6485-00000	Vehicle Insurance	0	9	0	100	600
6494-00000	Boiler Insurance	271	276	400	400	300
6496-00000	Licenses and Permits	0	60	0	500	0
TOTAL FIXED CHARGES		7,320	6,846	7,000	7,600	7,500

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Materials & Supplies						
6505-00000	Office Supplies	2,549	892	2,800	2,700	2,800
6507-00000	Books & Periodicals	503	304	0	0	0
6514-00000	Gasoline	0	0	0	100	200
6517-00000	Supplies/ Repair Parts	664	746	1,000	1,100	0
6527-00000	Janitorial Supplies	3,367	2,601	3,400	3,400	400
6557-00000	Medical Supplies	3,355	2,543	4,000	2,500	2,500
6565-00000	Stone/Gravel/Concrete/Asphalt	29	0	0	0	0
6589-00000	Other Materials & Supplies	3,281	1,652	1,500	1,600	1,500
TOTAL MATERIAL & SUPPLIES		13,748	8,738	12,700	11,400	7,400
Capital Outlay						
7202-00000	Office Equipment Purchase	0	0	0	0	0
7204-00000	Machinery & Equipment	6,654	0	0	0	0
TOTAL CAPITAL OUTLAY		6,654	0	0	0	0
TOTAL SENIOR SERVICES		528,548	503,247	561,900	447,400	485,100

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget	
Director of Senior Services	1.00	1.00	1.00	60,600	30,900	62,300	
Building Maintenance Custodian II	0.00	1.00	0.00	40,900	800	0	
Program Coord.	1.00	1.00	1.00	46,700	47,600	48,600	
Office Assistant	1.00	1.00	1.00	35,100	42,500	38,400	
Clerk Typist II	1.00	1.00	1.00	30,700	31,500	32,400	
Overtime							
Marketing Coordinator (P.T.)	6102	0.00	0.47	0.00	12,100	0	
Nurse (P.T.)	6102	0.73	0.73	0.73	42,200	42,100	
Maintenance Person (P.T.)	6102	0.40	0.40	0.00	6,200	8,600	
Activities Coordinator (P.T.)	6102	0.65	0.65	0.65	18,200	18,600	
Volunteer Coordinator (P.T.)	6102	0.47	0.47	0.47	16,000	12,100	
Development Coord. (P.T.)	6102	0.00	0.37	0.00	3,700	0	
Health Insurance	6306				90,900	66,700	
Retirement	6304				36,800	28,300	
Social Security	6302				23,500	18,000	
Life Insurance	6310				1,100	800	
Income Continuation Insurance	6312				600	500	
TOTAL PERSONNEL		6.25	8.09	5.85	465,300	349,000	386,500

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

PROGRAM DESCRIPTION:

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

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

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

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

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

STRATEGIES TO GUIDE ACTION:

ENGAGED: We will make a difference in the lives of all who presently use library services; we will find new ways to touch the lives of more area residents.

ELECTRONIC: We will embrace sweeping changes that are moving ever more information into digital forms; we will offer services of value to digital natives and digital migrants.

EASY: We will offer collections, programs, services and facilities that are easy and enjoyable to use.

EMPOWERED: We will mobilize the financial and human resources required for excellence and innovation.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Set an all-time record in 2009 by checking out 1,129,566 items.
- Replaced all public Internet computers in the library in March, 2010 with the assistance of an *Opportunity Online* grant from the Bill and Melinda Gates Foundation.
- Completed a revision of the library's strategic plan to guide actions through the end of 2011; approved by the library board in April, 2010.

- Working with a variety of community partners, launched several series of popular educational programs for adults – Oshkosh History Week in May; Money Smart Week in October; and movie programs for teens and general audiences.
- Expanded our offerings of downloadable audio books with the addition of *One-Click* from Recorded Books (www.oshkoshpubliclibrary.org/readers/digitalaudiobooks)
- Continued to expand our social media marketing presence via FaceBook, Twitter, Flickr and YouTube.
- Created a Family Computer Room for use when a parent needs to use library computer services while accompanied in the library by children.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Attract new users.
- Achieve better customer service by giving staff new tools and training.
- Enhance offerings on the library web site.
- Address the community's need for technology instruction.
- Offer services that appeal to digital natives.
- Make it easier to find what you want in the library.
- Extend services beyond downtown Oshkosh to make them more convenient.
- Broaden and strengthen the library's network of partners and supporters.

2011 LIBRARY BUDGET SUMMARY

The Oshkosh Public Library Board's 2011 budget proposal follows the Oshkosh City Manager's special instructions:

- wages are projected to increase by 2% for all employees – consistent with management offers in ongoing union contract negotiations; total budgeted costs for library personnel are projected to increase by \$72,200 in 2011 to a total of \$2,545,200.
- non-personnel budget items have been kept to an overall 0% increase, with a projected increase of \$400 to \$1,086,100 in 2011;
- a single capital outlay request is included in the proposal as part of the non-personnel budget items described above: a power washer unit for cleaning the exterior of the library building at a quoted price of \$1,300.

The proposed 2011 library budget is \$3,631,300. This is an increase of \$72,600 (2%) over the 2010 budget. Although the library board's proposed city levy for 2011 library support was \$2,539,600, the city manager decided to support a library levy proposal of \$2,460,000 – a difference of \$79,600. The city manager's proposed library levy meets the statutory criterion for maintenance of Oshkosh Public Library's eligibility for membership in the Winnefox Library System. With a difference of \$79,600 between the two levy amounts, the library board faced a decision about how to balance the library budget. At a special meeting on October 13, 2010, the library board approved keeping the library's 2011 expenditure budget in place and supplementing revenues with \$79,600 from the surplus in the library's fund balance.

The city finance department estimates that the library will close out 2010 with a fund balance of \$397,000. The library fund balance has grown appreciably in the past three years due to year-end surpluses in the health insurance, salary, and utilities budget lines. The library board annually approves a plan to designate the use of the surplus fund balance, setting aside funds for such purpose as major emergency repairs to library facilities and retirement payout liabilities. The city manager and the library board are in agreement that, for 2011, the library's fund balance will be able to supplement the levy and support the maintenance of library services.

Revenues

Expected net revenues increase by \$25,500. The largest factor is an expected \$18,100 increase in revenues from Winnebago County. We expect a modest increase in revenue from fines, fees and photocopies/printouts of \$1,300, bringing the aggregate total for those revenue categories to \$80,800. Reimbursements for use by rural residents of adjoining counties will increase in 2011 by \$4,400 to a total of \$37,600. Contractual revenues from the Winnefox Library System should increase by about \$5,000.

Expenditures

Notable changes in expenditure levels are as follows:

Salaries & Wages – projected increase of \$46,600

Salary increases for all union and non-represented staff are budgeted at 2%, which is consistent with the latest management offers in union contract negotiations. The current contract with AFSCME local 796-A expired on December 31, 2009.

Fringe Benefits – increase \$25,600

This increase is influenced by an expected increase in employer contributions to the Wisconsin Retirement System. The employer cost for life insurance and income continuation insurance coverage also increased.

Postage / Shipping – decrease \$2,500

The Administrative Services Department recently began mailing notices of overdue items and holds to library customers on the city's bulk mail permit. This change should result in savings in this budget line.

Promotional Materials – increase \$1,300

This budget line has not been used by the library in the past. It is being introduced in order to provide budget control of items purchased to support library programs, such as prizes used as reading incentives; promotional posters; and program refreshments. These expenditures had formerly been made from the library materials budget line.

Maintenance of Office Equipment – decrease \$5,800

Expenditures in this line will decrease for 2011 because the library has replaced two microfilm reader/printer machines that were covered by costly maintenance agreements. The new machines will be covered by warranty in the first year, but we expect this line to increase again in 2012 as maintenance agreements for the new machines will be required.

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 – decrease \$5,000

We anticipate somewhat lower legal professional expenses in 2011.

Miscellaneous Contractual Services – increase \$2,400

Like the Promotional Materials budget line, this budget category will be used primarily for expenses related to library programming for the public – this budget line will be used for expenditures on speakers and/or performers who appear at library programs.

Electricity – increase \$3,600

Electricity costs are projected to increase by 3% in 2011.

Natural Gas – increase \$2,000

Gas costs are projected to increase by 2% in 2011.

Licenses & Permits – increase \$1,000

This line is being increased to cover a license that allows public performances of motion pictures. The library has recently started offering movie programming to the public.

These programs have proven popular at other public libraries and we believe they will be popular here as well.

Minor Equipment – increase \$5,400

This budget line covers purchase of library equipment purchases that cost less than \$1,000 per item. In 2011 we plan to purchase the following items: an opaque projector; book carts; a lawn mower; exterior urns for discarded smoking materials; exterior trash receptacles; display hardware for the second floor; and hardware for mounting public catalog PCs on interior columns.

Other Materials & Supplies – decrease \$1,000

This budget line had been covering some library program supplies, which have been moved to the Promotional Materials budget line. This line has been decreased accordingly.

Office Equipment – decrease \$2,300

In 2011, this line covered the capital outlay purchase of two photocopiers. No purchases are anticipated in this budget line in 2011.

Machinery & Equipment – increase \$1,300

A 2011 capital outlay expenditure of \$1,300 is proposed in this budget line for a power washer unit for cleaning the exterior of the library building. No expenditures were made from this line in 2010.

SUMMARY

FUND: LIBRARY	FUNCTION: LIBRARY	DEPARTMENT: LIBRARY	ACCOUNT: 239-1060-XXXX-XXXXX			
		2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
Fund Balance:		305,261	305,261	69,749	69,749	397,749
<u>REVENUES</u>						
Net Levy Required #4102		2,420,906	2,420,906	2,492,500	2,492,500	2,460,000
Fines #4601		75,000	64,671	60,000	60,000	60,000
Photocopier #4603		12,500	14,686	12,500	15,500	13,800
Collection Service Fees		7,000	7,170	7,000	8,100	7,000
Winnebago County #4240, #4613		701,311	694,141	679,400	679,400	697,500
Calumet County #4613		974	975	2,300	2,300	3,300
Fond du Lac County #4613		21,585	21,585	18,400	18,400	20,900
Green Lake County #4613		3,671	3,673	3,800	3,800	3,400
Waushara County #4613		10,688	10,676	8,700	8,700	10,000
*Winnefox #4613		80,444	0	79,400	159,800	79,800
*WALS #4613		196,188	0	183,400	363,800	188,000
Trust Fund Interest #4908		9,000	7,360	9,000	6,800	7,000
Meeting Room Rent Income #4617		2,250	1,735	2,300	600	1,000
Grant Revenue #4260		0	3,105	0	0	0
Gifts & Donations #4952		0	0	0	0	0
Miscellaneous #4619		11,500	11,686	0	0	0
Surplus Applied		0	0	0	0	79,600
TOTAL SOURCES:		3,553,017	3,262,369	3,558,700	3,819,700	3,631,300
<u>EXPENSES:</u>						
Personnel #6300's		2,495,228	2,473,389	2,473,000	2,400,900	2,545,200
Contractual Services #6400's		460,203	424,139	468,200	464,500	459,300
Utilities #6470's		160,905	140,071	168,600	151,700	174,200
Fixed Charges #648x-649x's		12,987	11,243	12,200	12,200	12,500
Materials & Supplies #6500's		423,694	448,067	434,400	440,400	438,800
Capital Outlay #7200's		0	972	2,300	22,000	1,300
TOTAL USES:		3,553,017	3,497,881	3,558,700	3,491,700	3,631,300
CURRENT NET SURPLUS/ (DEFICIT)		0	(235,512)	0	328,000	0
Ending Fund Balance:		305,261	69,749	69,749	397,749	318,149

COMMENTS:

*These items were not receipted in 2009, therefore double receipts in 2010 for 2009 and 2010.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 Power washer to clean building exterior \$1,300

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,731,188	1,788,892	1,753,600	1,718,600	1,800,200
TOTAL DIRECT LABOR		1,731,188	1,788,892	1,753,600	1,718,600	1,800,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	701,333	684,497	719,400	682,300	745,000
TOTAL INDIRECT LABOR		701,333	684,497	719,400	682,300	745,000
Contractual Services						
6401-00000	Contractual Services	347,566	314,053	340,700	340,700	340,700
6402-00000	Auto Allowance	1,700	107	900	900	900
6404-00000	Postage & Shipping	17,821	19,606	17,500	17,500	15,000
6410-00000	Advertising/Marketing	4,206	5,855	6,000	6,000	6,000
6411-00000	Promotional Materials	0	0	0	0	1,300
6418-00000	Repairs to Motor Vehicles	8	0	0	0	0
6424-00000	Maintenance Office Equipment	7,435	13,440	21,700	17,500	15,900
6426-00000	Maint Mach/Equip/Bldg/Struct	34,650	57,969	54,700	54,700	54,700
6432-00000	Equipment Rental	0	183	200	700	700
6437-00000	Parking Facility Rental	4,350	5,760	4,400	4,400	4,400
6448-00000	Special Services	1,678	2,049	2,800	2,800	3,000
6454-00000	Legal Professional Service	11,684	1,643	15,000	15,000	10,000
6458-00000	Conference & Training	3,492	2,543	3,200	3,200	3,200
6459-00000	Other Employee Training	687	195	0	0	0
6460-00000	Membership Dues	838	736	1,000	1,000	1,000
6466-00000	Misc Contractual Services	0	0	100	100	2,500
TOTAL CONTRACTUAL SERVICES		436,115	424,139	468,200	464,500	459,300
Utilities						
6471-00000	Electricity	110,480	102,206	120,200	102,000	123,800
6472-00000	Sewer Service	2,294	2,209	2,700	2,700	2,700
6473-00000	Water Service	3,183	3,088	3,600	3,600	3,600
6474-00000	Gas Service	32,507	21,404	32,800	34,100	34,800
6475-00000	Telephones	7,024	9,513	7,500	7,500	7,500
6476-00000	Storm Water	1,392	1,651	1,800	1,800	1,800
TOTAL UTILITIES		156,880	140,071	168,600	151,700	174,200
Sundry Fixed Charges						
6481-00000	Workers Compensation	1,989	1,565	1,600	1,600	1,800
6482-00000	Building & Contents	7,710	7,153	8,000	8,000	7,300
6483-00000	Comprehensive Liability	1,128	1,128	1,000	1,000	1,100
6485-00000	Vehicle Insurance	1,007	0	0	0	0
6494-00000	Boiler Insurance	1,084	1,102	1,400	1,400	1,100
6496-00000	Licenses and Permits	145	295	200	200	1,200
TOTAL SUNDRY FIXED CHARGES		13,063	11,243	12,200	12,200	12,500

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Materials & Supplies						
6505-00000	Office Supplies	21,393	32,273	45,800	45,800	45,800
6506-00000	Software Supplies	0	697	0	0	0
6509-00000	Computer Supplies	2,579	6,097	2,800	2,800	2,800
6514-00000	Gasoline	0	0	500	500	500
6517-00000	Supplies/Repair Parts	9,148	7,463	13,000	13,000	13,000
6527-00000	Janitorial Supplies	2,684	3,465	2,700	2,700	2,700
6529-00000	Chemicals	647	0	1,500	1,500	1,500
6537-00000	Safety Equipment	0	0	100	100	100
6550-00000	Minor Equipment	2,050	2,319	1,000	7,000	6,400
6575-00000	Other Library Materials	345,509	397,480	365,000	365,000	365,000
6589-00000	Other Materials & Supplies	2,206	(1,727)	2,000	2,000	1,000
TOTAL MATERIALS & SUPPLIES		386,216	448,067	434,400	440,400	438,800
Debt Service - Gov.						
6721-00000	Interest Expense	0	0	0	0	0
TOTAL DEBT SERVICE-GOVERNMENTAL		0	0	0	0	0
Capital Outlay						
7202-00000	Office Equipment	0	0	2,300	22,000	0
7204-00000	Machinery & Equipment	19,209	304	0	0	1,300
7230-00000	Computer Software	0	668	0	0	0
TOTAL CAPITAL OUTLAY		19,209	972	2,300	22,000	1,300
TOTAL LIBRARY		3,444,004	3,497,881	3,558,700	3,491,700	3,631,300
Estimated Revenues		1,175,627	841,463	1,066,200	1,327,200	1,171,300
TOTAL NET LEVY		2,268,377	2,656,418	2,492,500	2,164,500	2,460,000

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Director	1.00	1.00	1.00	102,200	102,200	107,800
Admin. Librarian	1.00	1.00	1.00	70,800	70,800	74,000
Managing Non-Librarian	1.00	1.00	1.00	59,500	59,500	60,700
Managing Librarian	4.00	4.00	4.00	255,600	227,600	246,400
Librarian	6.00	6.25	6.10	343,700	343,700	344,600
Supervisor	2.75	2.75	2.75	135,500	135,500	139,600
Library Asst. II	14.00	13.90	14.00	543,400	543,400	573,700
Library Asst. I	1.20	1.20	1.20	41,700	41,700	44,000
Mainten. Engineer	1.00	1.00	1.00	41,300	41,300	43,000
Hourly Emp. & Pages	7.43	7.43	7.43	140,900	133,900	146,500
Custodian I (P.T.)	6102	0.50	0.50	15,800	15,800	16,700
Income Continuation Ins	6312			4,400	4,400	4,500
Health Insurance	6306			389,000	350,800	383,500
Retirement	6304			191,700	191,700	214,200
Social Security	6302			129,000	129,000	137,200
Life Insurance	6310			5,300	6,400	5,600
Salary Reserve				0	0	0
Extra Help		0.08	0.08	3,200	3,200	3,200
TOTAL PERSONNEL		39.96	40.11	2,473,000	2,400,900	2,545,200

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

PROGRAM DESCRIPTION:

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

The nationally accredited and recognized Oshkosh Public Museum has served the community since 1924 and is the second oldest public museum in Wisconsin. 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. Museum publications, exhibitions, web pages, an active volunteer program and various educational services encourage citizens to learn about and appreciate their community and its 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 preserves a large and outstanding collection that represents Oshkosh and the Lake Winnebago Region and tells the story of growth, change and continuity. The museum manages one of Wisconsin’s finest archives that contain over 50,000 historic photographs, film and 1,100 linear feet of paper records. Archival collections are heavily used and the archivist is engaged in an ongoing effort to make records and photographic collections Internet accessible.

The museum holds in excess of a quarter of a million three-dimensional objects relating to the community’s past. However, small gallery spaces and limited storage space hinders efforts to exhibit and preserve these collections. 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 we currently own in the database.

The museum has served five generations of citizens and continues to evolve in response to changing visitor expectations, increased competition for people’s time and budget realities. The museum has developed a conceptual plan and associated exhibit master plan for a proposed expansion. A new museum would increase our capacity to serve 21st century audiences, improve our preservation and enable the museum to grow.

PRODUCTS & SERVICES:

- Exhibit Development. The museum maintains five long-term exhibits, as well as off-site exhibits at Evergreen Retirement Community.
- Preservation and Management. Year-round, the museum preserves and manages a large, outstanding collection of artifacts, photographs and archival materials.
- Staff continually upgrade storage materials and techniques to improve the long-term preservation of artifacts, and are involved in an ongoing process of identification and cataloging.
- Acquisition. The museum actively collects photographs, film, archival materials and artifacts representing the history, art and culture of Oshkosh and the Lake Winnebago region.

- Inventory. The staff is charged with the responsibility of managing collections and is engaged in a multi-year inventory and documentation process. Due to the size and scope of the collection, the number of uncataloged items and small staff, this remains a long-term project.
- Automation. 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, 2010, there were 44,292 records and 37,169 images in the Past Perfect database.
- Internet Access. The museum has 14 searchable archival groups available for public use through "virtual exhibit" on the museum's web site, www.oshkoshmuseum.org, with two more planned for 2011.
- Temporary Exhibitions. Each year the museum develops temporary exhibitions, upgrades or changes to long-term exhibits, and hosts at least one traveling exhibition.
- Traveling Exhibitions. The museum launched its first traveling exhibition in 2010, *The World of Jan Brett*. A second traveling exhibit, *Deer Hunting: Wisconsin's Autumn Tradition* is being considered for 2011.
- Technical Guidance & Recommendations. Staff provides services to residents, including information on preservation of family heirlooms and the identification of artifacts and photos.
- Educational Outreach. The museum offers a range of educational services, including downloads of student and teacher materials and worksheets.
- Tours of Riverside Cemetery. Over 1,300 people have discovered the history of the community and its people through tours of historic Riverside Cemetery.
- Veterans History Project. The museum has been a partner in the nationwide Veterans History Project, administered by the Library of Congress, since 2000. One volunteer and the director conduct interviews with veterans and encourage the preservation of letters, photos, film, and documents pertaining to military service. Approximately 150 oral histories have been conducted.

2010 SIGNIFICANT ACCOMPLISHMENTS:

- Purchased and transitioned to an integrated software system, eTapestry, for membership and donor records, with associated integrated communication capabilities. The system presents a major improvement in both record keeping and our ability to promote giving.
- Launched online financial capabilities in fall 2010, enabling the museum to accept contributions and memberships through our web site.
- Initiated a survey of 4,000 Oshkosh households, to be implemented in the autumn of 2010.
- Partnered with the BID on a July 30 downtown event associated with the museum's exhibit, *Sherlock Holmes & the Clocktower Mystery*.
- Conserved two 19th century paintings, the General William Blake collection from the Mexican War (1846-48), and a Pennsylvania Dutch hunting pouch.
- Experienced growth in membership.
- Working from the Exhibit Master Plan, staff started research and design ideas in preparation for future work with Split Rock Studios on the proposed expansion.
- Tours of Riverside Cemetery was held for the seventh year, including a new tour, "Well, Look Who's Here!" The museum's tours of Riverside Cemetery will be profiled in a 2011 "Discover Wisconsin" television segment.
- Upgraded and redesigned the membership quarterly printed newsletter.

TO BE ACCOMPLISHED IN 2011:

- Enhance museum marketing practices and brand identity development through implementation of priority one marketing strategies.
- Complete and launch the museum's second traveling exhibition, *Deer Hunting: Wisconsin's Autumn Tradition*.
- Determine optimal admission/ticketing/sales system to replace manual cash register method.
- Continue to implement changes to improve visitor satisfaction, as determined by the findings of the 2009 Performance Management Survey. (NOTE: The 2009 Performance Management Survey compared the Oshkosh Public Museum to national benchmarks and to other museums of the same class and size.)
- Continue with creating Internet access to collections through the creation of at least two additional Virtual Exhibits.
- Increase the number of archival and object collection records that are added to the data base with a minimum of 1,000 new records.
- Conservation treatment of at least one painting.
- Complete the 2011 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.
- Continue research and development of storylines identified in the 2008 Split Rock Studios Exhibit Master Plan for the proposed expansion.
- 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 on theme areas of the Exhibit Master Plan.
- Continue to build and improve the volunteer program.
- Pending funding, publish the first of three self-guided tours of Riverside Cemetery.

SUMMARY

FUND: MUSEUM	FUNCTION: MUSEUM	DEPARTMENT: MUSEUM	ACCOUNT: 241-1070-XXXX-XXXXX					
				2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
Fund Balance:				(51,585)	(51,585)	(74,756)	(74,756)	(71,856)
<u>REVENUES:</u>								
Net Levy Required #4102				822,237	822,237	883,100	883,100	869,000
Admissions #4949				90,000	58,774	70,000	63,000	70,000
Donations #4952				4,000	9,382	4,000	5,000	4,500
Museum Store #4947				40,000	25,281	22,000	19,000	20,000
Photographs/Copies #4520				0	2,329	2,000	1,500	1,200
Miscellaneous #4972				9,000	32,488	6,000	1,200	1,200
Rental Fees				0	0	20,000	0	30,000
Interest #4908				0	136	0	0	0
Transfer In								5,000
Surplus Applied #4966				0	0	0	0	0
TOTAL SOURCES:				965,237	950,627	1,007,100	972,800	1,000,900
<u>EXPENSES:</u>								
Personnel #6300's				756,399	781,362	808,700	786,600	802,600
Contractual Services #6400's				50,920	67,328	50,400	56,700	63,800
Utilities #647x's				94,325	75,791	87,800	79,500	82,300
Fixed Charges #648x-649x's				9,693	8,660	9,600	9,700	8,700
Materials & Supplies #6500's				45,900	35,794	50,600	35,600	43,500
Capital Outlay #7200's				8,000	4,863	0	1,800	0
TOTAL USES:				965,237	973,798	1,007,100	969,900	1,000,900
CURRENT NET SURPLUS (DEFICIT).				0	(23,171)	0	2,900	0
Ending Fund Balance:				(51,585)	(74,756)	(74,756)	(71,856)	(71,856)

COMMENTS:

Resources have been reallocated to allow for better funding of Museum marketing efforts. Increasing our small marketing budget is a priority that will benefit the Museum in several ways, including increased attendance.

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

63XX-00000 Step increases and changes in health insurance.
6410-00000 The increase in marketing dollars is done at the expense of other budget lines, but it is necessary in order to create greater visibility for the Museum.
6440-00000 2010 increase due to dress rental for the 4th of July parade, and \$400 booth rental at Deer Fest.
6466-00000 Increase due to the new copier/printer rental fees and credit card bank fees.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	465,023	506,079	503,000	515,000	513,200
6102-xxxxx	Grant/Project Personnel	0	0	0	0	5,000
6102-00000	Regular Pay - Part-time	37,898	33,239	41,700	42,200	42,200
TOTAL PAYROLL - DIRECT LABOR		502,921	539,318	544,700	557,200	560,400
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	217,317	242,044	264,000	229,400	242,200
TOTAL PAYROLL - INDIRECT LABOR		217,317	242,044	264,000	229,400	242,200
Contractual Services						
6401-00000	Contractual Services	4,634	4,681	3,400	3,600	3,400
6402-00000	Auto Allowance	9	0	0	0	0
6404-00000	Postage & Shipping	4,095	5,820	3,800	3,800	3,800
6406-00000	Computer Service Charges	0	0	0	400	0
6408-00000	Printing & Binding	85	19	100	0	100
6410-00000	Advertising/Marketing	70,347	35,211	28,500	28,500	40,000
6418-00000	Repairs to Motor Vehicles	182	450	500	1,900	500
6424-00000	Maint Office Equipment	432	485	0	600	0
6426-00000	Maint Mach/Equip/Bldg/Struct	7,811	11,870	9,200	11,100	9,200
6427-00000	Maint Computer Software	412	424	400	400	400
6440-00000	Other Rental	0	1,032	0	900	500
6445-00000	Land Fill Fees	80	192	200	100	200
6458-00000	Conference & Training	796	1,166	1,500	1,000	1,500
6459-00000	Other Employee Training	26	22	0	0	0
6460-00000	Membership Dues	915	1,969	800	1,000	800
6466-00000	Misc Contractual Services	6,997	3,987	2,000	3,400	3,400
TOTAL CONTRACTUAL SERVICES		96,821	67,328	50,400	56,700	63,800
Utilities						
6471-00000	Electricity	36,440	38,480	39,500	35,000	36,000
6472-00000	Sewer Service	704	869	1,000	800	800
6473-00000	Water Service	1,541	1,763	1,300	900	1,100
6474-00000	Gas Service	35,726	25,011	37,000	33,000	34,000
6475-00000	Telephones	7,885	8,645	8,100	9,000	9,500
6476-00000	Storm Water	864	1,023	900	800	900
TOTAL UTILITIES		83,160	75,791	87,800	79,500	82,300

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 PROP.	2010 EST.	2011 PROP.
Account-Project						
Fixed Charges						
6481-00000	Workers Compensation	1,131	913	1,100	1,100	1,000
6482-00000	Buildings & Contents	6,446	6,333	7,000	7,000	6,200
6483-00000	Comprehensive Liability	421	420	400	400	400
6485-00000	Vehicle Insurance	611	623	600	600	600
6494-00000	Boiler Insurance	271	276	400	400	300
6496-00000	Licenses and Permits	175	95	100	200	200
TOTAL FIXED CHARGES		9,055	8,660	9,600	9,700	8,700
Materials & Supplies						
6505-00000	Office Supplies	3,766	4,777	3,800	3,800	3,800
6506-00000	Software Supplies	2,185	0	0	100	0
6507-00000	Books & Periodicals	474	369	300	400	400
6509-00000	Computer Supplies	0	0	100	0	0
6513-00000	Motor Oil	5	0	0	0	0
6514-00000	Gasoline	1,200	541	1,000	800	800
6517-00000	Supplies/Repair Parts	603	3,576	0	0	0
6527-00000	Janitorial Supplies	1,671	2,033	2,000	1,800	2,000
6530-00000	Curatorial/Archival Supplies	1,396	691	700	500	700
6537-00000	Safety Equipment	98	2,356	700	200	300
6550-00000	Minor Equipment	0	260	5,000	5,000	5,000
6588-00000	Gift Shop Inventory	48,758	10,729	24,000	12,000	17,500
6589-00000	Other Materials & Supplies	15,410	10,462	13,000	11,000	13,000
TOTAL MATERIALS & SUPPLIES		75,566	35,794	50,600	35,600	43,500
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	3,163	0	0	800	0
7204-00000	Machinery & Equipment	0	0	0	1,000	0
7214-00000	Buildings	0	0	0	0	0
7222-00000	Fine Arts	0	4,863	0	0	0
TOTAL CAPITAL OUTLAY		3,163	4,863	0	1,800	0
TOTAL MUSEUM		988,003	973,798	1,007,100	969,900	1,000,900
Estimated Revenues		964,074	950,627	124,000	89,700	131,900
NET LEVY		23,929	23,171	883,100	880,200	869,000

PERSONNEL SCHEDULE

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

Position Title		Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Director of Museum Operations		1	1	1	91,700	93,600	93,600
Assistant Director of Operations		1	1	1	69,700	70,900	71,100
Office Assistant		1	1	1	36,000	38,100	38,800
Exhibit Technician		1	1	1	42,300	44,600	45,400
Building Maintenance Custodian		1	1	1	38,300	40,200	41,000
Staff Artist		1	1	1	53,200	46,800	36,800
Curator		1	1	1	42,300	44,900	45,400
Museum Activities Coordinator		1	1	1	36,800	38,900	41,500
Registrar		1	1	1	42,000	43,700	44,600
Archivist		1	1	1	45,200	47,100	48,000
Photographer 1/2 time	6102	0.53	0.53	0.53	13,700	14,200	14,200
Custodian I (P.T.)	6102	0.53	0.53	0.53	10,400	10,600	10,600
Research Asst. & Visitor Svcs (P.T.)	6102	0.61	0.61	0.61	11,800	12,200	12,200
Gift Shop Clerk (P.T.)	6102	0.29	0.29	0.29	5,800	5,200	5,200
Grant/Project Personnel					0	0	5,000
Overtime					5,500	6,200	7,000
Health Insurance	6306				157,500	116,800	125,100
Retirement	6304				63,600	66,900	71,500
Social Security	6302				39,400	42,600	42,500
Life Insurance	6310				2,200	2,000	2,000
Income Continuation Insurance	6312				1,300	1,100	1,100
Reserve for Adjustment to Salaries					0	0	0
TOTAL PERSONNEL		11.96	11.96	11.96	808,700	786,600	802,600

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

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:

- Performed more than 500 inspections related to both state and locally licensed establishments
- Issued more than 175 temporary food licenses
- Responded to at least 80 dog bite complaints
- Responded to at least 60 nuisance complaints
- Administered over 5,000 vaccines to more than 4,000 clients
- Followed-up and investigated over 400 reported cases of communicable disease
- Inspected at least 200 establishments related to weights & measures
- Provided bacteriological testing of 552 swimming pool samples
- Provided bacteriological testing of 1300 water distribution system samples and 450 well water samples.

- Performed 40 home safety assessments

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Developed Emergency Response Strategies for At-Risk Populations
- Continued School Health surveillance project
- Continued to represent the City on the regional hospital and public health preparedness committees
- Continued to participate on the City's Health & Wellness Committee
- Collaborated with community partners on infection control and emergency preparedness in faith-based communities and provided reference books to these communities
- Restaurant inspections entered into a newly created database to be accessed by the public on the internet
- Completed H1N1 Public Health Emergency Response with vaccine distributed at schools, businesses and to the general public through clinics while making sure our community partners were supplied with vaccine for their needs
- Received Lead Hazard Reduction Instructor and Lead Training Manager Instructor accreditation from the State
- Received accreditation from the State to offer Lead Safe Renovation courses
- Certified more than 60 contractors and property management personnel as renovators
- Worked through staff reductions and discussions/negotiations for a proposed consolidation of health departments
- Completed additional individual and group training as it relates to emergency preparedness
- Initiated a Crib Safety program to promote community partnerships, provide education on crib safety, and provide Pack 'N Play cribs to City residents who meet criteria established in the grant objective
- Initiated a Safe Routes to School program
- Initiated childhood lead poisoning prevention home visitation program
- Actively participated in the Community Health Improvement Process (CHIP) to establish community goals for the next 10 years

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
- Continue staff preparedness training and continuing education
- Recommend adoption and implementation of fee structure revisions related to environmental sanitation, weights and measures, and lab services
- Continue participating in the Community Health Improvement Process as liaison between workgroups to access needs and engage community-driven planning to solve public health problems
- Develop a new monthly/annual report
- Apply for grant funding to implement a radon testing program for City residents
- Fill open staff positions using newly proposed organizational chart to focus on nursing programs, community based programs/education, and additional grant opportunities
- Assign an intake nurse to be available to the public for immunizations outside of clinic hours
- Identify storage needs for mass clinic/preparedness items

- Identify and create tracking system for rotating inventory and recharging items located in storage
- Restaurant inspection reports to be available to the public on the internet
- Provide Lead Safe Housing to income qualified Winnebago County residents
- Assess foster care homes for lead hazards
- Conduct a mass clinic exercise with community partners

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
HEALTH SERVICES	HEALTH SERVICES	HEALTH SERVICES	251-0310-XXXX-XXXX		
	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
Fund Balance:	97,176	97,176	91,329	91,329	276,529
REVENUES					
(205 and 251 fund)					
Net Levy Required #4102	374,426	374,426	352,100	352,100	240,200
Weights & Measures #4381	119,000	122,775	119,000	123,700	123,700
Lab Fees #4624	10,000	12,240	10,000	12,100	12,100
Water Services - Wtr Util #4626	81,000	81,000	81,000	81,000	81,000
Retail Food #4338	24,000	27,839	24,000	25,700	25,700
Hotel & Restaurant #4340	219,000	218,341	225,000	220,000	220,000
Nurse Fees/Donations 4632-33, 4792, 4952	5,000	5,030	5,000	6,400	5,000
*Aids #4220	112,000	0	128,500	225,200	109,600
Surplus applied #4966	24,000	0	50,000	50,000	159,300
TOTAL SOURCES:	968,426	841,651	994,600	1,096,200	976,600
EXPENSES:					
Personnel 6300's	889,446	795,205	918,100	800,000	899,400
Contractual Services 6400's	38,670	21,525	36,100	32,100	38,100
Utilities 647x's	3,650	2,439	3,700	2,500	3,700
Fixed Charges #6480x-649x's	7,760	7,786	7,800	7,700	8,500
Materials & Supplies #6500's	28,900	20,097	28,900	18,700	26,900
Capital Outlay #7200's	0	446	0	0	0
TOTAL USES:	968,426	847,498	994,600	861,000	976,600
CURRENT NET SURPLUS/(DEFICIT)	0	(5,847)	0	235,200	0
Ending Fund Balance	97,176	91,329	91,329	276,529	117,229

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6102-00000

Health Director position to remain open pending outcome of possible merger of Health Department with Winnebago County.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	526,141	420,501	609,200	550,600	616,800
6103-00000	Regular Pay - Temp. Employee	113,396	107,465	0	0	0
TOTAL PAYROLL - DIRECT LABOR		639,537	527,966	609,200	550,600	616,800
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	288,639	267,239	308,900	249,400	282,600
TOTAL PAYROLL - INDIRECT LABOR		288,639	267,239	308,900	249,400	282,600
Contractual Services						
6401-00000	Contractual Services	14,384	3,599	12,600	8,000	10,600
6402-00000	Auto Allowance	6,674	4,409	8,100	5,000	8,100
6404-00000	Postage & Shipping	0	0	0	0	0
6418-00000	Repairs to Motor Vehicles	8	112	0	100	0
6426-00000	Maint Mach/Equip/Bldg/Struct	603	517	1,000	1,700	1,000
6453-00000	Vehicle License	75	0	100	100	100
6458-00000	Conference & Training	3,351	2,300	3,800	2,700	3,800
6460-00000	Membership Dues	655	590	500	500	500
6466-00000	Misc Contractual Services	10,144	9,998	10,000	14,000	14,000
TOTAL CONTRACTUAL SERVICES		35,894	21,525	36,100	32,100	38,100
Utilities						
6475-00000	Telephones	4,100	2,439	3,700	2,500	3,700
6479-00000	Other Utilities	0	0	0	0	0
TOTAL UTILITIES		4,100	2,439	3,700	2,500	3,700
Fixed Charges						
6481-00000	Workers Compensation	8,268	6,667	6,400	6,400	7,000
6483-00000	Comprehensive Liability	276	276	300	300	300
6485-00000	Vehicle Insurance	467	479	500	500	600
6496-00000	Licenses and Permits	487	364	600	500	600
TOTAL FIXED CHARGES		9,498	7,786	7,800	7,700	8,500

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Materials & Supplies						
6505-00000	Office Supplies	5,138	5,168	4,000	3,000	4,000
6507-00000	Books & Periodicals	851	153	1,500	1,100	1,500
6514-00000	Gas	390	604	500	600	500
6557-00000	Medical Supplies	6,705	2,443	5,500	4,000	5,500
6589-00000	Other Materials & Supplies	6,030	11,729	17,400	10,000	15,400
TOTAL MATERIALS & SUPPLIES		19,114	20,097	28,900	18,700	26,900
Capital Outlay						
7202-00000	Office Equipment	1,500	0	0	0	0
7204-00000	Machinery & Equipment	0	446	0	0	0
7230-00000	Computer Software	0	0	0	0	0
TOTAL CAPITAL OUTLAY		1,500	446	0	0	0
TOTAL HEALTH SERVICES		998,282	847,498	994,600	861,000	976,600

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Health Director	0.00	1.00	1.00	83,200	42,700	49,000
Sanitarians	2.00	2.00	2.00	118,400	121,100	123,400
City Sealer	1.00	1.00	1.00	59,800	61,000	62,200
Office Assistant	1.00	1.00	1.00	36,000	37,000	38,000
Environmental Health Specialist	1.00	1.00	1.00	42,400	43,300	44,100
Public Health Nurse	3.00	3.00	3.00	178,700	182,300	185,900
Overtime				0	24,000	0
Part-time help 6102	0.80	2.40	2.40	90,700	39,200	114,200
Health Insurance 6306				182,900	135,500	161,300
Retirement 6304				75,500	68,300	70,100
Social Security 6302				46,600	42,100	47,100
Life Insurance 6310				2,400	2,300	2,600
Income Continuation Insurance 6312				1,500	1,200	1,500
TOTAL PERSONNEL	8.80	11.40	11.40	918,100	800,000	899,400

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

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 all of 2010 the Grand Opera House was closed for structural repairs and the installation of life safety systems. To minimize project costs during this time, Facilities Maintenance staff provided maintenance support services in a variety of areas including: HVAC, weatherproofing of doors/windows, painting, roofing, plumbing, general cleaning and carpet cleaning, back up generator maintenance, exterior light fixtures, re-keying doors, life safety system maintenance and other training
- Contracted for roof and HVAC assessment reports for Grand Opera House buildings. Reports have become basis of short and long term facility improvement measures (FIMs) for other locations managed by Facilities Maintenance
- Integrated Grand Opera House facility maintenance agreements/testing requirements into Facilities Maintenance matrix to organize and review agreements with elevators, life safety systems, fire pumps, smoke detectors, fire extinguishers and generators
- Worked with Grand Opera House Advisory Board and Foundation Staff to prioritize 2011 facility improvement measures

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Coordinate maintenance work orders or contracted work indentified in the 2011 FIM list
- Assist Grand Opera House staff in any new operational issues including life safety system training, HVAC training, security monitoring, energy conservation measures and more

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
GRAND OPERA HOUSE	GRAND OPERA HOUSE	GRAND OPERA HOUSE	501-1020-XXXX-XXXXX		
	2009 BUDGET APPROPRIATION	2009 ACTUAL EXPENDITURE	2010 BUDGET APPROPRIATION	2010 ESTIMATED EXPENDITURE	2011 PROPOSED BUDGET
REVENUES:					
General Property Tax #4102	66,622	66,622	66,400	66,400	66,200
Other #4972	0	0	0	0	0
TOTAL RESOURCES:	66,622	66,622	66,400	66,400	66,200
EXPENSES:					
Contractual Services	59,646	57,626	59,700	64,700	59,700
Utilities	0	0	0	0	0
Fixed Charges	6,976	6,409	6,700	7,300	6,500
Materials & Supplies	0	0	0	0	0
Capital Outlay	0	0	0	0	0
TOTAL USES:	66,622	64,035	66,400	72,000	66,200
CURRENT NET SURPLUS/DEFICIT	0	2,587	0	(5,600)	0
Due to General Fund	(52,901)	(50,314)	(50,314)	(55,914)	(55,914)

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6426-00000 2010 estimated, increases due to maintenance projects required as part of repairs / renovation

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Contractual Services						
6401-00000	Contractual Services	1,824	556	0	0	0
6404-00000	Postage and Shipping	8	0	0	0	0
6426-00000	Maint Mach/Equip/Bldg/Struct	41,118	7,424	10,000	15,000	10,000
6446-00000	Contractual Employment	0	0	0	0	0
6466-00000	Misc Contractual Services	49,646	49,646	49,700	49,700	49,700
TOTAL CONTRACTUAL SERVICES		92,596	57,626	59,700	64,700	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	3,647	3,302	3,500	3,500	3,200
6483-00000	Comprehensive Liability	2,796	2,796	2,800	2,800	3,000
6494-00000	Boiler Insurance	271	276	400	400	300
6496-00000	Licenses & Permits	0	35	0	600	0
TOTAL FIXED CHARGES		6,714	6,409	6,700	7,300	6,500
Materials & Supplies						
6505-00000	Office Supplies	0	0	0	0	0
6545-00000	Tools & Shop Supplies	0	0	0	0	0
6589-00000	Other Materials & Supplies	556	0	0	0	0
TOTAL MATERIALS & SUPPLIES		556	0	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		99,866	64,035	66,400	72,000	66,200

ACCOUNT: 503-1040-XXXX-XXXXX
FUND: CONVENTION CENTER
FUNCTION: CONVENTION CENTER
DEPARTMENT: CONVENTION CENTER

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:

- Coordinated facility improvement projects including roof repairs, loading dock repairs, garage service door repairs, landscaping improvements, dumpster repairs, room divider door repairs, HVAC repairs and painting maintenance
- Contracted for roof and HVAC assessment reports for Convention Center
- Integrated Convention Center facility maintenance agreements/testing requirements into Facilities Maintenance matrix to organize and review agreements with elevators, life safety systems, fire pumps, smoke detectors, kitchen hoods, security systems, fire extinguishers and generators
- Worked with Oshkosh Convention and Visitors Bureau (OCVB) onsite managers to prioritize 2011 facility improvement measures (FIMs) and equipment list

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Coordinate planned HVAC, roofing and other facility improvements
- Continue to explore energy conservation initiatives with OCVB onsite managers
- Continue ongoing maintenance repairs or improvements

SUMMARY

FUND: CONVENTION CENTER	FUNCTION: CONVENTION CENTER	DEPARTMENT: CONVENTION CENTER	ACCOUNT: 503-1040-XXXX-XXXX
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	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
<u>REVENUES</u>					
Interest Income #4906-4908	25,000	11,965	9,000	3,800	300
TIF Increment	73,000	72,500	0	0	0
Parking Permits Fees #4744	900	1,078	0	0	0
Parking Permits Park Plaza #478	0	3,480	0	10,000	10,000
Parking Stickers #4748	1,000	1,074	1,100	1,100	1,100
Hotel/Motel Room Tax #4783	1,100,000	1,050,600	1,027,600	1,131,800	1,131,800
Hyde Bankruptcy Agreement (through 3/2011)	88,500	0	84,700	84,700	23,200
Miscellaneous #4972	2,000	3,412	2,000	2,000	2,000
TOTAL RESOURCES:	1,290,400	1,144,109	1,124,400	1,233,400	1,168,400
<u>EXPENSES:</u>					
Personnel 6300's	15,839	0	0	0	0
Contractual Services 6400's	794,016	920,127	777,600	789,600	795,700
Utilities 647x	89,150	108,401	112,000	105,900	113,100
Fixed Charges 648x-649x	24,923	9,347	9,900	9,900	9,700
Materials & Supplies 6500's	31,000	18,150	15,000	14,800	5,000
Debt-Bond Service Fees #6730	450	400	400	400	400
Debt Payment P & I	334,185	424,337	568,100	568,100	566,900
Capital Outlay	0	0	5,000	4,000	11,800
TOTAL USES:	1,289,563	1,480,762	1,488,000	1,492,700	1,502,600
CURRENT NET SURPLUS/DEFICIT	837	(336,653)	(363,600)	(259,300)	(334,200)
Carry Forward Debt *		214,216		341,747	340,548
Net Surplus / Deficit		(122,437)		82,447	6,348
Outstanding Debt		2,655,351			
Average yearly pmt.		265,535			
Number of pmts remaining.		10			

*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 by Facilities Maintenance.
6426-00000	2010 estimate and 2011 proposed, reduced maintenance expenses.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Four (4) Est. Benches	\$3,200	
	Twelve pub tables	1,000	
	Six couches	3,600	
	Eight stage risers, step, and carts	4,000	\$11,800

ACCOUNT: 503-1040-XXXX-XXXXX
 FUND: CONVENTION CENTER
 FUNCTION: CONVENTION CENTER
 DEPARTMENT: CONVENTION CENTER

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPRO.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6103-00000	Regular Pay - Temp Employ	9,780	0	0	0	0
TOTAL DIRECT LABOR		9,780	0	0	0	0
Payroll - Indirect Labor						
6300-00000	Payroll - Indirect Labor	1,922	0	0	0	0
TOTAL INDIRECT LABOR		1,922	0	0	0	0
Contractual Services						
6401-00000	Contractual Services	20,633	27,821	7,500	8,000	8,000
6404-00000	Postage and Shipping	8	0	0	0	0
6408-00000	Printing and Binding	17,424	0	0	0	0
6414-00000	Auditing	0	5,500	0	0	0
6426-00000	Maint Mach/Equip/Bldg/Struct	20,076	44,498	24,000	18,000	18,000
6432-00000	Equipment Rental	0	286	0	0	0
6446-00000	Contractual Employment	30,000	40,000	40,000	40,000	40,000
6466-00000	Misc Contractual Services	710,151	656,556	590,300	614,100	616,500
6467-00000	Reimbursable Revenue-Park Plaza	18,936	0	0	0	0
6468-00000	Hotel Tax - Grand	138,926	130,980	115,800	109,500	113,200
6469-00000	Uncollectible Account	0	14,486	0	0	0
TOTAL CONTRACTUAL SERVICES		956,154	920,127	777,600	789,600	795,700
Utilities						
6471-00000	Electricity	34,066	72,292	70,000	70,000	75,000
6472-00000	Sewer Service	569	1,536	1,800	2,800	3,100
6473-00000	Water Service	1,112	2,337	2,400	3,300	3,700
6474-00000	Gas Service	12,803	22,994	28,000	20,000	20,400
6475-00000	Telephones	113	2,310	2,400	2,400	2,400
6476-00000	Storm Water	5,399	6,932	7,400	7,400	8,500
TOTAL UTILITIES		54,062	108,401	112,000	105,900	113,100
Fixed Charges						
6482-00000	Building & Contents	4,962	4,128	4,400	4,400	4,000
6483-00000	Comprehensive Liability	4,908	4,908	5,100	5,100	5,400
6486-00000	Other Insurance	0	0	0	0	0
6494-00000	Boiler Insurance	271	276	400	400	300
6496-00000	Licenses and Permits	220	35	0	0	0
6499-00000	Miscellaneous Fixed Charges	0	0	0	0	0
TOTAL FIXED CHARGES		10,361	9,347	9,900	9,900	9,700

Materials & Supplies						
6517-00000	Supplies/Repair Parts	49	3,822	4,000	3,000	3,000
6537-00000	Safety Equipment	17	0	0	0	0
6541-00000	Paint	0	0	0	0	0
6550-00000	Minor Equipment	0	0	5,000	3,800	0
6565-00000	Stone/Gravel/Concrete/Asphalt	0	0	4,000	6,000	0
6589-00000	Other Materials & Supplies	1,327	14,328	2,000	2,000	2,000
TOTAL MATERIALS & SUPPLIES		1,393	18,150	15,000	14,800	5,000
		2008	2009	2010	2010	2011
<u>NUMBER</u>	<u>CLASSIFICATION</u>	<u>EXPEND.</u>	<u>EXPEND.</u>	<u>APPRO.</u>	<u>EST.</u>	<u>PROP.</u>
Debt Service-Governmental						
6730-00000	Bond Service Fees	400	400	400	400	400
TOTAL DEBT SERVICE-GOVERNMENTAL		400	400	400	400	400
Capital Outlay						
7204-00000	Machinery and Equipment	0	0	0	0	11,800
7214-00000	Buildings	0	0	5,000	4,000	0
TOTAL CAPITAL OUTLAY		0	0	5,000	4,000	11,800
Debt Service Payment		340,970	424,337	568,100	568,100	566,900
TOTAL CONVENTION CENTER		1,375,042	1,480,762	1,488,000	1,492,700	1,502,600

PERSONNEL SCHEDULE

ACCOUNT: 503-1040--XXXX-XXXXX
FUND: CONVENTION CENTER
FUNCTION: CONVENTION CENTER
DEPARTMENT: CONVENTION CENTER

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Custodian	0.00	0.00	0.00	0	0	0
Retirement	6304			0	0	0
Social Security	6302			0	0	0
TOTAL PERSONNEL	0.00	0.00	0.00	0	0	0

CAPITAL OUTLAY REQUEST SUMMARY 2011

Dept: Convention Center

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 11,800

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Exterior Benches	New	4	\$800	\$3,200
2	Pub Tables	New	12	\$83	\$1,000
3	Couches	New	6	\$600	\$3,600
4	Stage Risers	New	8	\$500	\$4,000
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
					\$0
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					\$0

**Oshkosh Convention Center
Debt Analysis
10/8/2010**

Year	Debt Payment (Principal & Interest)	Amount of Hotel/Motel Tax Revenue Estimated to be Available for Debt Payment **	Annual Balance of Debt to be Repaid through Future Hotel/Motel Tax Revenue	Cumulative Balance
2009	\$424,337	\$210,120	\$214,216	\$214,216
2010	\$568,098	\$226,351	\$341,747	\$555,963
2011	\$545,367	\$226,351	\$319,016	\$874,979
2012	\$219,485	\$226,351	\$0	\$868,113
2013	\$217,835	\$226,351	\$0	\$859,597
2014	\$220,442	\$226,351	\$0	\$853,688
2015	\$222,212	\$226,351	\$0	\$849,549
2016	\$223,449	\$226,351	\$0	\$846,647
2017	\$223,769	\$226,351	\$0	\$844,065
2018	\$228,496	\$226,351	\$2,145	\$846,210
2019	\$227,354	\$226,351	\$1,003	\$847,213
2020	\$217,770	\$226,351	\$0	\$838,632
2021		\$226,351	\$0	\$612,281
2022		\$226,351	\$0	\$385,930
2023		\$226,351	\$0	\$159,579
2024		\$159,579	\$0	\$0
Total Debt Payments *	\$3,538,614			

*Amount of Debt Outstanding after 12/31/10 = \$2,546,179

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

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

PROGRAM DESCRIPTION:

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

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Developed a preliminary Capital Improvements schedule for future site and facilities work to be accomplished
- Began data collection 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:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
RIVERSIDE CEMETERY	RIVERSIDE CEMETERY	PARKS & OTHER FACILITIES	247-0650-XXXX-XXXXX		
<hr/>					
	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
<hr/>					
Fund Balance:	91,315	91,315	30,386	30,386	(30,014)
REVENUES					
Net Levy Required #4102	210,054	210,054	210,300	210,300	276,400
Sale of Lots #4578	94,000	92,349	88,100	70,000	55,000
Other Charges #4580	30,000	31,000	31,000	31,000	0
Interest #4908	50,000	34,316	37,000	30,000	32,000
Misc Rev #4972	0	0	0	0	0
Surplus Applied #4966	15,000	15,000	45,000	45,000	0
TOTAL SOURCES:	399,054	382,719	411,400	386,300	363,400
EXPENSES:					
Personnel 6300's	338,811	340,041	348,900	359,900	331,300
Contractual Services 6400's	12,550	16,255	12,800	17,000	14,400
Utilities 647x	24,575	24,207	26,600	22,600	24,600
Fixed Charges 648x-649x	7,598	7,612	7,800	8,000	8,200
Materials & Supplies 6500's	11,020	38,623	14,200	14,200	14,600
Capital Outlay 7200's	4,500	1,910	15,000	0	1,500
TOTAL USES:	399,054	428,648	425,300	421,700	394,600
CURRENT NET SURPLUS/DEFICIT	0	(45,929)	(13,900)	(35,400)	(31,200)
Adjustment: 2009 Correction for CIP item inadvertently charged to operations Budget				20,000	
Ending Fund Balance:	76,315	30,386	(28,514)	(30,014)	(61,214)

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 Line Trimmers 4 @ \$375 \$1,500

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	241,518	194,887	220,300	227,300	215,700
6103-00000	Regular Pay - Temp Employee	13,690	47,139	25,500	28,100	13,500
TOTAL PAYROLL - DIRECT LABOR		255,208	242,026	245,800	255,400	229,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	101,489	98,015	103,100	104,500	102,100
TOTAL PAYROLL - INDIRECT LABOR		101,489	98,015	103,100	104,500	102,100
Contractual Services						
6401-00000	Contractual Services	0	565	500	200	500
6404-00000	Postage & Shipping	79	97	100	100	100
6418-00000	Repairs to Motor Vehicles	3,458	2,347	3,000	6,500	5,000
6419-00000	Repairs to Tires	30	15	200	200	300
6420-00000	Repairs to Tools & Equipment	0	0	100	100	100
6421-00000	Maintenance Radios	0	0	100	0	100
6424-00000	Maintenance Office Equipment	76	88	100	100	100
6426-00000	Maint Mach/Equip/Bldg/Struct	4,730	2,538	3,500	2,500	2,500
6432-00000	Equipment Rental	0	0	0	100	100
6440-00000	Other Rental	30	40	100	100	100
6445-00000	Land Fill Fees	0	0	100	100	100
6446-00000	Contractual Employment	4,018	10,565	5,000	7,000	5,400
TOTAL CONTRACTUAL SERVICES		12,421	16,255	12,800	17,000	14,400
Utilities						
6471-00000	Electricity	2,431	2,632	3,400	2,800	2,900
6472-00000	Sewer Service	557	316	500	300	300
6473-00000	Water Service	405	405	800	400	400
6474-00000	Gas Service	5,816	5,845	9,000	5,500	5,600
6475-00000	Telephones	3,384	3,107	3,000	1,000	1,000
6476-00000	Storm Water	9,612	11,902	9,900	12,600	14,400
TOTAL UTILITIES		22,205	24,207	26,600	22,600	24,600

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Fixed Charges						
6481-00000	Workers Compensation	3,549	2,866	2,700	2,700	3,000
6482-00000	Building & Contents	1,088	1,006	1,100	1,100	1,000
6483-00000	Comprehensive Liability	1,116	1,116	1,000	1,000	1,100
6485-00000	Vehicle Insurance	2,290	2,348	2,600	2,600	2,800
6494-00000	Boiler Insurance	271	276	400	400	300
6496-00000	Licenses & Permits	0	0	0	100	0
6499-00000	Misc Fixed Charges	0	0	0	100	0
TOTAL FIXED CHARGES		8,314	7,612	7,800	8,000	8,200
Materials & Supplies						
6503-00000	Clothing	147	130	0	200	100
6505-00000	Office Supplies	294	162	200	200	200
6507-00000	Books & Periodicals	439	475	0	200	0
6513-00000	Motor Oil (Lubricants)	17	549	0	100	100
6517-00000	Supplies/Repair Parts	5,459	8,566	5,500	6,000	7,000
6518-00000	Other Fuel/Propane	115	1,294	1,500	200	500
6519-00000	Tires, Tubes & Rims	1,759	1,956	1,200	1,800	1,500
6527-00000	Janitorial Supplies	310	518	500	200	400
6537-00000	Safety Equipment	893	0	0	300	300
6545-00000	Tools & Shop Supplies	936	460	500	500	500
6550-00000	Minor Equipment	1,216	172	2,300	2,000	1,500
6565-00000	Stone/Gravel/Concrete/Asp	1,043	21,197	0	0	0
6589-00000	Other Materials & Supplies	6,304	3,144	2,500	2,500	2,500
TOTAL MATERIAL & SUPPLIES		18,932	38,623	14,200	14,200	14,600
Capital Outlay						
7204-00000	Machinery & Equipment	0	1,910	0	0	1,500
7216-00000	Land Improvements	0	0	0	0	0
7230-00000	Computer Software	0	0	15,000	0	0
7470-00000	Transfer Out	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	1,910	15,000	0	1,500
TOTAL RIVERSIDE CEMETERY		418,569	428,648	425,300	421,700	394,600

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget	
Landscape Operations Manager	1.00	1.00	1.00	62,000	66,600	67,100	
Groundskeeper	1.00	1.00	0.70	44,100	45,400	32,300	
Parks Maintenance Lead Person	1.00	1.00	1.00	46,500	47,800	48,800	
Parks Maintenance Worker	1.00	1.00	1.00	45,200	46,500	47,500	
Clerk Typist (P.T.)	6102	0.60	0.60	21,500	19,000	19,000	
Overtime	6102			1,000	2,000	1,000	
Seasonal Help	6103			25,500	28,100	13,500	
Health Insurance	6306			58,600	53,900	54,700	
Retirement	6304			24,200	29,400	28,400	
Social Security	6302			18,800	19,600	17,400	
Life Insurance	6310			1,000	1,000	1,000	
Income Continuation Insurance	6312			500	600	600	
TOTAL PERSONNEL		4.60	4.60	4.30	348,900	359,900	331,300

CAPITAL OUTLAY REQUEST SUMMARY
2011

Dept: Parks/Cemetery

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 1,500

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Line Trimmers	Replace	4	\$375	\$1,500
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
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					\$0
					\$0

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

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
- Implemented management plan for aquatic invasive species at Miller's Bay.
- Replaced the pier at the amusement area
- Expanded the Zooloween Boo event from a one day event to a two day event.

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Plan, organize, and promote a 1st annual "Snooze at the Zoo" fundraiser at the Menominee Park Zoo
- Work on construction of a new prairie dog and river otter display at the zoo
- Purchase new and improved water equipment at the Children's Amusement Center to update our supply and provide a larger variety of options to our patrons while increasing revenues.
- Consider increasing the boat launch user fees to be more uniform with other launches in our area.
- Rebuild and replace several structures, such as; hay feeders, animal houses and storage areas in the Menominee Park Zoo.
- Continue to expand on our Zooloween Event by adding new entertainment and activities each year.

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:			
PARKS REVENUE FACILITIES	PARKS REVENUE FACILITIES	PARKS AND OTHER FACILITIES	255-0610-XXXX-XXXXX			
		2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
Fund Balance:		(9,273)	(9,273)	72,954	72,954	153,654
REVENUES:						
<u>Project Number:</u>						
11421 zoo		5,000	299	5,000	5,000	5,000
zoo donations 11421		125,000	76,059	70,800	65,000	65,000
11422 boat launch fees		60,000	54,346	40,000	50,000	50,000
11423 rides		37,000	40,472	40,000	40,000	40,000
11424 concessions		13,000	13,524	13,000	13,000	13,000
11424 TSF from other			0		0	0
11426 Miller's Bay		6,000	4,948	5,500	35,000	41,700
11425 vending		1,000	2,087	1,700	2,000	2,000
11428 Zoo Halloween		3,000	5,857	3,000	6,000	6,000
11431 Lakefly Café		34,000	38,844	38,000	40,000	40,000
TOTAL SOURCES:		284,000	236,436	217,000	256,000	262,700
EXPENSES:						
Personnel 6300's		65,717	66,343	72,200	72,800	72,300
Contractual Services 6400's		17,705	16,895	18,600	42,300	61,100
Utilities 647x's		14,900	(647)	15,100	0	0
Fix Charges 648x-649x's		2,000	1,550	1,500	1,800	1,800
Materials & Supplies 6500's		58,300	56,191	59,700	53,400	51,900
Capital Outlay 7200's		80,000	0	75,000	5,000	70,000
Transfer to other funds			13,877		0	0
TOTAL USES:		238,622	154,209	242,100	175,300	257,100
CURRENT NET SURPLUS/DEFICIT		45,378	82,227	(25,100)	80,700	5,600
Ending Fund Balance:		36,105	72,954	47,854	153,654	159,254

*Leach was included in this budget through 2008 / moved to separate fund for 2009 and beyond.

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

- 6401-00000 Millers Bay weed control offsetting revenue for 2010.
- 6408-00000 Printing and Binding are annual costs for amusement tickets and boat launch envelopes.
- 6446-00000 Contractual Employment was payment to have correctional inmates repair/paint amusement ride cars.
- 6471-6475-00000 Historical expenses for Leach / now its own fund.
- 6517-00000 Supplies / Repair Parts are higher due to additional repairs needed on the train ride / cars.
- 6527-00000 Janitorial Supplies do not require the \$5,000 budget in 2010.

EXPLANATION OF CAPITAL OUTLAY:

- 7206-00000 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, (carried over from 2010). \$70,000

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	55,151	18,164	19,000	19,700	19,800
6103-00000	Regular Pay - Temp Employee	8,647	41,747	40,000	45,000	44,100
TOTAL PAYROLL - DIRECT LABOR		63,798	59,911	59,000	64,700	63,900
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	7,886	6,432	13,200	8,100	8,400
TOTAL PAYROLL - INDIRECT LABOR		7,886	6,432	13,200	8,100	8,400
Contractual Services						
6401-00000	Contractual Services	38,229	10,899	10,000	30,000	55,000
6404-00000	Postage & Shipping	1,542	887	1,400	900	900
6406-00000	Computer Service	650	0	0	0	0
6408-00000	Printing & Binding	10,759	2,519	0	2,700	2,700
6410-00000	Advertising/Marketing	717	1,264	1,000	1,200	1,200
6420-00000	Repairs to Tools	179	0	0	0	0
6424-00000	Maint Office Equipment	75	435	500	300	300
6426-00000	Maint Mach/Equip/Bldg/Structures	386	0	500	500	500
6432-00000	Equipment Rental	560	300	500	0	0
6440-00000	Other Rental	4,128	498	400	400	400
6446-00000	Contractual Employment	0	0	0	2,200	0
6448-00000	Special Services	9,037	0	0	0	0
6450-00000	Engineering & Consulting Fees	0	0	0	0	0
6451-00000	Architectural Fees	0	0	4,000	4,000	0
6458-00000	Conference and Training	49	23	0	0	0
6460-00000	Membership Dues	469	70	300	100	100
6466-00000	Misc Contractual Services	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		66,780	16,895	18,600	42,300	61,100
Utilities						
6471-00000	Electricity	5,044	(647)	10,000	0	0
6472-00000	Sewer Service	0	0	200	0	0
6473-00000	Water Service	2,756	0	4,000	0	0
6474-00000	Gas Service	46	0	400	0	0
6475-00000	Telephones	0	0	500	0	0
TOTAL UTILITIES		7,846	(647)	15,100	0	0
Sundry Fixed Charges						
6482-00000	Building & Contents	0	0	0	0	0
6496-00000	Licenses & Permits	1,860	1,550	1,500	1,800	1,800
6499-00000	Misc Fixed Charges	0	0	0	0	0
TOTAL FIXED CHARGES		1,860	1,550	1,500	1,800	1,800

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	0	0	400	400	400
6505-00000	Office Supplies	703	983	800	800	800
6507-00000	Books and Periodicals	299	0	0	0	0
6509-00000	Computer Supplies	0	139	200	200	200
6513-00000	Motor Oil(Lubricants)	377	120	200	100	100
6514-00000	Gasoline	0	0	400	400	400
6517-00000	Supplies/Repair Parts	1,053	5,925	4,500	6,000	4,500
6518-00000	Other Fuel	35	33	0	0	0
6527-00000	Janitorial Supplies	0	0	5,000	500	500
6529-00000	Chemicals	19,530	0	0	0	0
6537-00000	Safety Equipment	0	159	0	0	0
6545-00000	Tools/Shop Supplies	176	0	200	200	200
6550-00000	Minor Equipment	850	584	1,000	800	800
6565-00000	Stone/Gravel/Concrete/Asphalt	1,649	2,120	3,000	3,000	3,000
6586-00000	Concessions	18,732	19,131	24,000	21,000	21,000
6589-00000	Other Materials & Supplies	50,001	26,997	20,000	20,000	20,000
TOTAL MATERIALS & SUPPLIES		93,405	56,191	59,700	53,400	51,900
Capital Outlay						
7202-00000	Office Equipment Purchases	932	0	0	0	0
7204-00000	Machinery & Equipment	3,175	0	0	0	0
7206-00000	Capital Construction	0	0	75,000	5,000	70,000
7212-00000	Radios	778	0	0	0	0
7216-00000	Land Improvement	98,537	0	0	0	0
TOTAL CAPITAL OUTLAY		103,422	0	75,000	5,000	70,000
TOTAL PARKS REVENUE FACILITIES FUND		344,997	140,332	242,100	175,300	257,100

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Park Revenue Facilities Manager	0.00	0.36	0.36	19,000	19,700	19,800
Seasonal Employees	0.00	2.40	2.40	40,000	45,000	44,100
Health Insurance 6306				6,000	0	0
Retirement 6304				2,400	3,000	3,300
Social Security 6302				4,600	4,900	4,900
Life Insurance 6310				100	100	100
Income Continuation Insurance 6312				100	100	100
TOTAL PERSONNEL	0.00	2.76	2.76	72,200	72,800	72,300

**CAPITAL OUTLAY REQUEST SUMMARY
2011**

Dept: Parks Revenue Facilities

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 70,000

Item No.	Item Requested	New/Replace	Quantity	Unit Cost	Total Cost *
1	Capital Construction		1	\$70,000	\$70,000

ACCOUNT: 256-0610-XXXX-11429
FUND: LEACH AMPHITHEATER
FUNCTION: LEACH AMPHITHEATER
DEPARTMENT: PARKS & OTHER FACILITIES

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:

- Continued the community based concert/entertainment series
- Finalized the marketing brochure/sales kit for the Leach Amphitheater
- Updated the Leach Amphitheater website
- Assisted with the coordination of the first annual Oktoberfest
- Assisted with the coordination of the second annual Irish Fest

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Further development of the Leach Amphitheater marketing plan
- Gain new sponsorships for the community based events
- Coordinate a marketing campaign and strategies project with UW-Oshkosh Marketing
- Investigate additional revenue generating options for the venue
- Create advertising and public relations plans
- Reorganize staffing levels at the Leach Amphitheater

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
LEACH AMPHITHEATER	LEACH AMPHITHEATER	PARKS AND OTHER FACILITIES	256-0610-XXXX-00000		
	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
Fund Balance:	0	0	(10,974)	(10,974)	(2,374)
<u>REVENUES:</u>					
Facility Fees #4571	40,000	36,250	38,500	51,000	50,000
Facility Rentals #4572	0	905	1,000	1,500	2,000
Gifts & Donations #4952	5,000	8,500	5,000	20,500	5,000
Misc Revenue #4972	1,000	30,476	15,000	0	0
Concessions #4577	0	1,321	2,000	2,600	4,000
Stanhilber Trust/Transfer In	0	34,977	0	18,300	15,700
TOTAL SOURCES:	46,000	112,429	61,500	93,900	76,700
<u>EXPENSES:</u>					
Personnel 6300's	12,918	20,421	12,900	17,000	10,800
Contractual Services 6400's	13,068	40,241	13,700	31,300	28,500
Utilities #647x's	14,715	19,336	14,300	17,500	18,300
Fixes Charges #6482x-649x	500	341	300	200	200
Materials & Supplies 6500's	4,799	21,959	14,700	16,300	10,700
Capital Outlay 7200's	0	21,105	0	3,000	2,000
TOTAL USES:	46,000	123,403	55,900	85,300	70,500
CURRENT NET SURPLUS/(DEFICIT)	0	(10,974)	5,600	8,600	6,200
Ending Fund Balance:	0	(10,974)	(5,374)	(2,374)	3,826

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

61xx-00000	For 2011, maintenance position / duties to be handled in the Parks budget. The on-site coordinator position budgeted at 550 hours @ \$12/hour = \$6,600. Waterfest maintenance = 16 weeks x 2 staff x 7 hours @ \$8.25 = \$1,900. Other special events maintenance = 12 day x 2 staff x 8 hours @ \$8.25 = \$1,600.
6401-00000	Contractual Services funds events offered through the City, (Kids from WI, Acrobat Dragons, etc.).
647x-00000	Utilities are estimated to be higher due to more events at the Leach, (Octoberfest, O'Marro's, etc.).
6589-00000	Other Materials and Supplies higher than budgeted for mulch for the facility and paper products.
7204-00000	Purchase of banquet tables.
7214-00000	Security door replacement.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000	Purchase two refrigerators, one for each dressing room to store refreshments for bands instead of ice in coolers.	\$2,000
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ACCOUNT: 256-0610-XXXX-00000
 FUND: LEACH AMPHITHEATER
 FUNCTION: LEACH AMPHITHEATER
 DEPARTMENT: PARKS AND OTHER FACILITIES

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	0	4,874	0	0	0
6103-00000	Regular Pay - Temp Employee	4,958	13,038	12,000	14,900	10,000
TOTAL PAYROLL - DIRECT LABOR		4,958	17,912	12,000	14,900	10,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	379	2,509	900	2,100	800
TOTAL PAYROLL - INDIRECT LABOR		379	2,509	900	2,100	800
Contractual Services						
6401-00000	Contractual Services	1,296	28,585	2,500	20,000	20,500
6402-00000	Auto Allowance	0	0	0	0	0
6404-00000	Postage & Shipping	0	291	400	0	0
6406-00000	Computer Service	650	0	700	0	0
6408-00000	Printing & Binding	0	76		0	0
6410-00000	Advertising/Marketing	0	7,854	8,000	8,000	5,000
6426-00000	Maint Mach/Equip/Bldg/Structure	39	0	0	100	0
6432-00000	Equipment Rental	551	506	500	500	500
6440-00000	Other Rental	0	1,387	0	0	0
6445-00000	Land Fill Fees	0	1,189	1,200	1,500	1,500
6448-00000	Special Services	9,037	0	0	0	0
6458-00000	Conference/Training	49	353	0	0	0
6460-00000	Membership Dues	399	0	400	0	0
6466-00000	Misc Contractual Services	0	0	0	1,200	1,000
TOTAL CONTRACTUAL SERVICES		12,021	40,241	13,700	31,300	28,500
Utilities						
6471-00000	Electricity	5,044	11,296	9,500	11,000	11,300
6472-00000	Sewer Service	0	1,730	700	1,700	1,900
6473-00000	Water Service	2,756	4,741	2,800	2,800	3,100
6474-00000	Gas Service	46	486	400	500	500
6475-00000	Telephones	0	1,083	900	1,500	1,500
6476-00000	Storm Water	0	0	0	0	0
TOTAL UTILITIES		7,846	19,336	14,300	17,500	18,300
Sundry Fixed Charges						
6482-00000	Building & Contents	0	0	0	0	0
6496-00000	Licenses & Permits	0	341	300	200	200
6499-00000	Misc Fixed Charges	0	0	0	0	0
TOTAL FIXED CHARGES		0	341	300	200	200

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Materials & Supplies						
6503-00000	Clothing	0	363	0	400	200
6505-00000	Office Supplies	0	538	300	400	300
6507-00000	Books and Periodicals	299	598	600	0	0
6517-00000	Supplies/Repair Parts	455	4,256	1,500	1,500	1,500
6527-00000	Janitorial Supplies	0	6,418	6,000	2,500	2,500
6529-00000	Chemicals	1,354	15	0	200	0
6537-00000	Janitorial Supplies	0	313	300	0	200
6545-00000	Tools and Shop Supplies	90	962	0	100	0
6550-00000	Minor Equipment	0	793	500	2,000	500
6565-00000	Stone/Gravel/Concrete/Asphalt	218	0	0	0	0
6586-00000	Concessions	0	2,234	2,000	2,000	2,000
6589-00000	Other Materials & Supplies	131	5,469	3,500	7,200	3,500
TOTAL MATERIALS & SUPPLIES		2,547	21,959	14,700	16,300	10,700
Capital Outlay						
7202-00000	Office Equipment Purchases	0	1,570	0	0	0
7204-00000	Machinery & Equipment	3,175	19,535	0	2,000	2,000
7214-00000	Buildings	0	0	0	1,000	0
7216-00000	Land Improvement	1,700	0	0	0	0
TOTAL CAPITAL OUTLAY		4,875	21,105	0	3,000	2,000
TOTAL LEACH AMPHITHEATER FUND		32,626	123,403	55,900	85,300	70,500

PERSONNEL SCHEDULE

ACCOUNT: 256-0610-XXXX-00000
 FUND: LEACH AMPHITHEATER
 FUNCTION: LEACH AMPHITHEATER
 DEPARTMENT: PARKS AND OTHER FACILITIES

Position Title		Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Regular Pay	6102						
Regular Pay - Temp Employee	6103	0.62	0.62	0.62	12,000	14,900	10,000
Social Security	6302				900	1,100	800
Retirement	6304					1,000	
Health Insurance	6306						
Life Insurance	6310						
TOTAL PERSONNEL		0.62	0.62	0.62	12,900	17,000	10,800

CAPITAL OUTLAY REQUEST SUMMARY
2011

Dept: Parks - Leach Amphitheater

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 2,000

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Refrigerator's for dressing rooms	Replace	2	\$1,000	\$2,000
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
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ACCOUNT: 259-0610-XXXX-XXXXX
FUND: POLLOCK COMMUNITY WATER PARK
FUNCTION: POLLOCK COMMUNITY WATER PARK
DEPARTMENT: PARKS & OTHER FACILITIES

PROGRAM DESCRIPTION:

Manage and maintain the water park.

PRODUCTS & SERVICES:

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

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Planned, organized and promoted five new special events for our patrons
- Planned our 1st annual "H2O & Show" and had a great turn out
- Created a "Lil Swimmer's Splash time" program to get more use out of the water park before hours open to the public

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Update security cameras throughout the water park
- Improve the lighting throughout the facility, incorporating LED, so we would be able to use the facility as a rental for company functions after swim hours
- Improve statistical reports via computer information through RecTrac upgrades
- Develop marketing strategies to increase water park use
- Purchase new umbrellas to provide more shade options for our patrons
- Plan, organize and promote five special events or activity days to increase water park use
- Make our family changing rooms and lockers more user friendly by adding hanging racks for belongings

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
POLLOCK COMMUNITY WATER PARK	POLLOCK COMMUNITY WATER PARK	PARKS & OTHER FACILITIES	259-0610-XXXX-XXXX		
<hr/>					
	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
<hr/>					
Fund Balance:	(101,901)	(101,901)	(57,590)	(57,590)	(70,490)
REVENUES					
Net Levy Required #4102	40,033	40,033	72,800	72,800	71,400
Park Fees #4571	160,000	132,370	140,000	125,200	130,000
Concessions #4577	60,000	48,828	50,000	52,700	52,000
Gifts and Donations #4952	0	0	0	12,500	10,000
Misc Rev #4972	45,033	100,031	41,000	40,000	40,000
Surplus Applied #4966					
TOTAL SOURCES:	305,066	321,262	303,800	303,200	303,400
EXPENSES					
Personnel #6300's	43,060	36,654	37,700	47,800	42,200
Contractual Services #6400'	143,055	132,939	139,600	154,900	139,700
Utilities #647x's	69,500	55,060	70,500	55,500	58,300
Fixed Charges #648x-649x	7,001	6,541	7,300	5,600	6,100
Materials & Supplies #6500	46,450	44,852	47,700	51,300	53,200
Capital Outlay #7200's	1,000	905	1,000	1,000	500
TOTAL USES:	310,066	276,951	303,800	316,100	300,000
CURRENT NET SURPLUS/DEFICIT	(5,000)	44,311	0	(12,900)	3,400
Ending Fund Balance:	(106,901)	(57,590)	(57,590)	(70,490)	(67,090)

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6517-00000 Expenses for 2010 are higher than budgeted due to repairs to pumps and spray toys.

EXPLANATION OF CAPITAL OUTLAY:

7204-00000 Umbrella's for concessions and guards, 2 @ \$250. \$500

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6103-00000	Regular Pay - Temp Employee	38,011	33,244	35,000	44,400	39,200
TOTAL PAYROLL - DIRECT LABOR		38,011	33,244	35,000	44,400	39,200
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	3,130	3,410	2,700	3,400	3,000
TOTAL PAYROLL - INDIRECT LABOR		3,130	3,410	2,700	3,400	3,000
Contractual Services						
6401-00000	Contractual Services	31,932	11,136	12,000	15,700	13,000
6402-00000	Auto Allowance	33	9	0	0	0
6404-00000	Postage and Shipping	1,224	502	1,200	100	100
6410-00000	Advertising/Marketing	1,028	1,218	1,000	1,000	1,200
6420-00000	Repairs to Tools/Equipment	3,040	349	1,500	1,500	500
6426-00000	Maint Mach/Equip/Bldg/Struct	5,314	2,163	2,500	4,000	4,000
6440-00000	Other Rental	0	0	0	500	0
6446-00000	Contractual Employment	108,012	108,592	110,000	121,000	110,000
6448-00000	Special Services	0	7,865	9,800	9,800	9,800
6458-00000	Conference & Training	300	1,070	1,500	1,000	1,000
6460-00000	Membership Dues	35	35	100	100	100
6466-00000	Misc Contractual Services	0	0	0	200	0
TOTAL CONTRACTUAL SERVICES		150,918	132,939	139,600	154,900	139,700
Utilities						
6471-00000	Electricity	19,942	18,998	23,100	19,000	19,600
6472-00000	Sewer Service	7,052	5,482	7,000	6,000	6,600
6473-00000	Water Service	8,407	6,678	11,000	7,000	7,700
6474-00000	Gas Service	33,261	20,376	26,000	20,000	20,500
6475-00000	Telephones	1,090	1,663	1,300	1,500	1,500
6476-00000	Storm Water	1,511	1,863	2,100	2,000	2,400
TOTAL UTILITIES		71,263	55,060	70,500	55,500	58,300
Fixed Charges						
6481-00000	Workers Compensation	468	0	400	400	400
6482-00000	Building & Contents	0	0	0	0	0
6483-00000	Comprehensive Liability	3,000	3,000	3,100	3,100	3,200
6494-00000	Boiler Insurance	271	276	400	300	300
6496-00000	Licenses & Permits	1,705	1,825	2,000	400	800
6499-00000	Misc Fixed Charges	996	1,440	1,400	1,400	1,400
TOTAL FIXED CHARGES		6,440	6,541	7,300	5,600	6,100

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Materials & Supplies						
6503-00000	Clothing	0	702	700	0	500
6505-00000	Office Supplies	1,343	892	1,000	1,400	1,100
6517-00000	Supplies/Repair Parts	81	2,154	1,200	5,500	5,000
6527-00000	Janitorial Supplies	576	1,175	1,500	1,500	1,500
6529-00000	Chemicals	11,280	11,425	11,500	12,000	13,000
6537-00000	Safety Equipment	0	0	0	300	300
6545-00000	Tools & Shop Supplies	27	198	200	200	200
6550-00000	Minor Equipment	976	0	1,000	1,500	1,000
6565-00000	Stone/Gravel/Concrete	1,360	0	0	0	0
6586-00000	Concessions	18,855	21,594	24,000	24,400	24,000
6589-00000	Other Materials & Supplies	7,711	6,712	6,600	4,500	6,600
TOTAL MATERIAL & SUPPLIES		42,209	44,852	47,700	51,300	53,200
Capital Outlay						
7204-00000	Machinery & Equipment	0	905	1,000	1,000	500
7216-00000	Land Improvements	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	905	1,000	1,000	500
TOTAL POLLOCK COMM WATER PARK		311,971	276,951	303,800	316,100	300,000

PERSONNEL SCHEDULE

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

Position Title		Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Seasonal Help (F.T.E.)	6103	2	2	2	35,000	44,400	39,200
Social Security	6302				2,700	3,400	3,000
TOTAL PERSONNEL		2	2	2	37,700	47,800	42,200

CAPITAL OUTLAY REQUEST SUMMARY 2011

Dept: Parks - Pollock Community Water Park

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 500

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Umbrellas for concessions and guards	Replace	2	\$250	\$500
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
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ACCOUNT: 517-0630-xxxx-xxxxx
FUND: GOLF COURSE
FUNCTION: GOLF COURSE
DEPARTMENT: PARKS & OTHER FACILITIES

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, South America Tour winner, 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 Dept. Junior Program
- Boys and Girls High School Golf
- Instruction and Club Repair/Fitting

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Host of 2 state public links championships in the last 6 years
- Added new league play
- Filled and sodded problematic bunker on Hole #11
- Increased acreage of natural areas to reduce maintenance and add additional habitat for wildlife
- Planted 10 new trees
- Increased aesthetics and playability by adding new collection areas on 4 holes
- Grew Oshkosh Match Play Championship to over 100 competitors

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

- Complete #18 Tee Box expansion
- Plant 24 new trees
- Paint and refurbish Rath Lane storage building

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
GOLF COURSE	GOLF COURSE	PARKS & OTHER FACILITIES	517-0630-XXXX-XXXXX		
	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
REVENUES					
Greens Fees #4730	384,705	356,727	385,000	357,000	375,000
Carts #4730	92,000	88,296	90,000	83,000	90,000
Merchandise/Misc. #4730	57,000	37,228	45,000	34,000	45,000
Concessions #4736	88,500	85,198	88,500	90,000	89,000
Donations #4952	6,000	0	6,000	4,500	6,000
Sale of Land #4943	0	111,800	0	0	0
Gift & Donations #4952	0	6,375	0	0	0
Misc Revenue #4972	0	5,000	0	0	0
Sales Tax	(29,685)	(26,964)	(27,400)	(26,100)	(27,100)
TOTAL SOURCES:	598,520	663,660	587,100	542,400	577,900
EXPENSES					
Personnel #6300's	278,873	301,236	293,900	289,000	299,900
Contractual Svcs #6400's	74,255	83,033	62,100	58,500	73,300
Utilities #647x's	24,775	21,982	26,500	24,100	26,400
Fixed Charges #648x-649x	14,230	11,818	14,700	11,900	12,600
Materials & Supplies #6500's	116,980	114,419	119,100	116,700	119,200
Capital Outlay #7200's	19,250	0	0	9,900	0
TOTAL	528,363	532,488	516,300	510,100	531,400
Operating Income	70,157	131,172	70,800	32,300	46,500
Non-Operating Revenues & Expenses					
Principal Payment	1,074,297	1,074,297	4,500	4,500	4,700
Interest Expense #6721	52,444	49,397	1,400	1,500	1,300
TOTAL	1,126,741	1,123,694	5,900	6,000	6,000
TOTAL USES:	1,655,104	1,656,182	522,200	516,100	537,400
CURRENT NET SURPLUS/(DEFICIT)	(1,056,584)	(992,522)	64,900	26,300	40,500
Due to General Fund		1,349,857	1,284,957	1,323,557	1,283,057
		(Includes \$646,551 funded by 2009 levy)			
Amount recorded net of 2009 Levy.		703,306	638,406	677,006	636,506
Depreciation Expense #6619	25,500	25,547	25,500	25,500	25,500
Outstanding Debt after '10	38,960				
Average yearly pmt.	6,493				
number of payment years remaining.	6				

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

7216-00000 Project funds carried forward from 2009 for installation of irrigation system.

EXPLANATION OF CAPITAL OUTLAY:

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	109,619	114,884	117,500	118,400	119,600
6103-00000	Regular Pay - Temp Employee	99,985	116,186	113,300	104,700	110,700
TOTAL PAYROLL - DIRECT LABOR		209,604	231,070	230,800	223,100	230,300
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	74,271	70,166	63,100	65,900	69,600
TOTAL PAYROLL - INDIRECT LABOR		74,271	70,166	63,100	65,900	69,600
Contractual Services						
6401-00000	Contractual Services	6,060	23,552	7,000	7,000	7,000
6402-00000	Auto Allowance	0	0	100	100	100
6404-00000	Postage & Shipping	42	30	0	0	100
6408-00000	Printing & Binding	0	30	0	100	0
6410-00000	Advertising/Marketing	6,082	6,291	6,200	6,100	6,200
6418-00000	Repairs to Motor Vehicles	854	0	200	200	200
6419-00000	Repairs to Tires	68	9	100	100	100
6420-00000	Repairs to Tools & Equip	2,527	3,994	4,500	5,000	5,000
6424-00000	Maintenance Office Equipment	0	0	200	0	200
6426-00000	Maint. Mach/Equip/Bldg/Struct	48	368	400	800	700
6432-00000	Equipment Rental	22,865	23,446	26,700	22,700	26,700
6440-00000	Other Rental	18,644	20,189	12,000	12,000	22,000
6445-00000	Landfill Fees	0	0	100	100	100
6446-00000	Contractual Employment	3,094	429	500	500	500
6448-00000	Special Services	338	454	1,000	200	1,000
6453-00000	Vehicle License & Registration	0	0	100	100	100
6458-00000	Conference & Training	341	246	300	400	300
6460-00000	Membership Dues	1,964	2,221	1,600	2,000	1,800
6466-00000	Misc Contractual Services	898	1,774	1,100	1,100	1,200
TOTAL CONTRACTUAL SERVICES		63,825	83,033	62,100	58,500	73,300
Utilities						
6471-00000	Electricity	12,351	12,257	14,200	11,000	14,200
6472-00000	Sewer Service	1,139	833	1,000	1,000	1,000
6473-00000	Water Service	1,133	1,161	1,300	1,000	1,300
6474-00000	Gas Service	4,124	3,284	5,700	5,700	5,700
6475-00000	Telephones	2,923	2,666	2,900	4,000	2,800
6476-00000	Storm Water	1,316	1,781	1,400	1,400	1,400
TOTAL UTILITIES		22,986	21,982	26,500	24,100	26,400

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Sundry Fixed Charges						
6481-00000	Workers Compensation	2,379	2,248	3,700	1,800	2,000
6482-00000	Buildings & Contents	1,088	1,006	1,100	1,100	1,000
6483-00000	Comprehensive Liability	420	420	500	400	400
6485-00000	Vehicle Insurance	467	479	500	500	600
6494-00000	Boiler Insurance	271	276	400	400	300
6496-00000	Licenses & Permits	0	575	500	500	500
6499-00000	Misc Fixed Charges	5,719	6,814	8,000	7,200	7,800
TOTAL FIXED CHARGES		10,344	11,818	14,700	11,900	12,600
Materials & Supplies						
6503-00000	Clothing	115	53	100	100	100
6505-00000	Office Supplies	156	221	400	200	400
6506-00000	Software Supplies	0	0	100	100	100
6507-00000	Books & Periodicals	0	0	100	50	100
6509-00000	Computer Supplies	0	121	100	350	100
6511-00000	Diesel Fuel	5,282	2,710	6,200	4,000	5,200
6513-00000	Motor Oil (Lubricants)	646	680	1,600	1,000	900
6514-00000	Gasoline	11,077	8,696	12,000	9,000	11,000
6517-00000	Supplies/Repair Parts	10,185	8,740	6,000	6,000	6,000
6518-00000	Other Fuel/Propane	77	71	100	100	100
6519-00000	Tires, Tubes & Rims	415	1,006	500	400	500
6527-00000	Janitorial Supplies	683	884	800	800	800
6529-00000	Chemicals	20,078	21,782	23,800	23,800	23,800
6537-00000	Safety Equipment	89	107	100	100	100
6541-00000	Paint	337	572	500	500	500
6545-00000	Tools & Shop Supplies	4,565	3,903	2,500	4,300	2,500
6550-00000	Minor Equipment	619	1,711	1,200	1,400	1,400
6557-00000	Medical Supplies	38	3	0	0	100
6565-00000	Stone/Gravel/Concrete/Asp	114	532	500	500	1,500
6578-00000	Irrigation Supplies	0	0	2,500	2,500	4,000
6580-00000	Golf Pro Shop	11,926	13,163	14,500	13,000	14,500
6586-00000	Golf Concessions	38,071	43,402	41,000	44,000	41,000
6589-00000	Materials & Supplies	6,618	6,062	4,500	4,500	4,500
TOTAL MATERIALS & SUPPLIES		111,091	114,419	119,100	116,700	119,200
Debt Service - Governmental						
2270-00000	Principal Payment	72,296	1,074,297	4,500	4,500	4,700
6721-00000	Interest Expense	56,742	52,444	1,400	1,500	1,300
TOTAL DEBT SERVICE-GOVERNMENTAL		129,038	1,126,741	5,900	6,000	6,000
Capital Outlay						
7204-00000	Machinery & Equipment	0	0	0	0	0
7210-00000	Motor Vehicles	0	0	0	0	0
7214-00000	Buildings	0	0	0	0	0
7216-00000	Land Improvement	0	0	0	9,900	0
TOTAL CAPITAL OUTLAY		0	0	0	9,900	0
TOTAL GOLF COURSE		621,159	1,659,229	522,200	516,100	537,400

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
General Manager/Superintendent	1.00	1.00	1.00	68,900	70,200	70,200
Club House Manager / Golf Pro	1.00	1.00	1.00	48,600	48,200	49,400
Asst. Superintendent/Mechanic (LTE) 6103	1.00	1.00	1.00	17,000	14,000	16,400
Groundsmen (LTE) 6103	6.00	6.00	6.00	49,500	45,700	48,000
Overtime - seasonals 6103				500	500	500
Club House (seasonals) 6103	4.40	4.40	4.40	46,300	44,500	45,800
Health Insurance 6306				28,200	27,700	29,900
Retirement 6304				18,100	20,200	21,100
Social Security 6302				15,800	17,100	17,700
Life Insurance 6310				500	600	600
Income Continuation Insurance 6312				500	300	300
TOTAL PERSONNEL	13.40	13.40	13.40	293,900	289,000	299,900

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

PROGRAM DESCRIPTION:

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

OTS provides bus service on nine regular fixed routes within the City of Oshkosh between 6:15 a.m. and 6:15 p.m. (except Sundays and 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.

RECENT SIGNIFICANT ACCOMPLISHMENTS:

- Carried approximately 900,000 riders on fixed-route service and over 100,000 riders on revenue paratransit service
- Introduced four new hybrid buses into service
- Updated Drug and Alcohol Police
- Successfully completed a Federal Transit Administration Triennial Review and a Federal Transit Administration Drug and Alcohol Program Audit
- Created Facebook fan page

- Awarded a contract for non-ambulatory paratransit services in 2011-2015
- Conducted a safety audit of the Maintenance Building
- Inaugurated agency fare program to support launch of Lakeland Care District (Family Care) in Winnebago County

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Initiate a re-branding effort to correspond to completion of TDP, including improved traveler information
- Initiate a contract to improve paratransit customer service
- Begin implementation of recommendations from safety audit
- Rehabilitate Transit Center and Maintenance Building
- Focus on implementation of recommendations from Transit Development Plan

SUMMARY

FUND: TRANSIT UTILITY	FUNCTION: TRANSIT UTILITY	DEPARTMENT: TRANSIT UTILITY	ACCOUNT: 511-1728-XXXX-XXXX
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	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
REVENUES:					
Net Levy Required #4262	612,683	612,683	793,300	793,300	764,400
Operating Revenues #4774	936,000	755,083	782,000	746,700	760,400
Federal Aids #4207	1,430,438	1,581,596	1,575,200	1,576,100	1,487,800
State Aids #4222	1,309,215	1,071,193	1,206,300	1,267,900	1,196,900
County Aids #4242	399,481	414,867	318,300	318,300	263,500
Other Grants & Aids #4260	23,502	146,704	28,700	28,700	0
Red Cross	107,625	0	120,600	120,600	0
Rent, Advertising, Misc,4926,4	0	26,869	0	0	0
Amortization of Grant #5355	0	5,810	0	0	0
County Inter-City Funds	30,000	0	30,000	30,000	30,000
Surplus Applied #4966	0	0	0	0	0
TOTAL SOURCES:	4,848,944	4,614,805	4,854,400	4,881,600	4,503,000
EXPENSES:					
Personnel #6300's	2,162,609	2,211,398	2,238,500	2,201,200	2,270,300
Contractual Services #6400's	1,882,395	1,752,564	1,896,200	1,671,200	1,564,100
Utilities #647x's	37,950	36,996	40,300	35,100	36,500
Fixed Charges #648x-649x's	122,560	103,260	139,500	135,200	165,400
Materials & Supplies #6500's	643,430	317,096	533,300	384,300	444,400
Capital Outlay #7200's	0	0	6,600	6,600	22,300
TOTAL USES:	4,848,944	4,421,314	4,854,400	4,433,600	4,503,000
 CURRENT NET SURPLUS / (DEFICIT)	 0	 193,491	 0	 448,000	 0
 Depreciation Expense #6619	 360,000	 359,231	 360,000	 360,000	 360,000

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

1753-00000	Purchase bus shelters to replace existing shelters, \$25,000. Upgrade camera system at transit center and on select buses, \$70,000.
6401-00000	New contract for paratransit support, to handle ADA eligibility, customer service, complaint resolution.
6410-00000	Marketing contract to start rebranding effort, tied to completion of TDP.
6449-00000	Lower than expected purchased transportation services in 2010; discontinuation of some contracts in 2011.
6485-00000	Mutual insurance carrier's dividend payment is shifting to 2012, which results in higher projected costs for 2011.
6511-00000	Slight reduction in diesel fuel usage in 2011 due to introduction of hybrid buses.
6517-00000	Reduction in spare parts budget due to introduction of new buses.

EXPLANATION OF CAPITAL OUTLAY:

1753-00000	Surveillance cameras at Transit Center	\$20,000	
	Surveillance cameras on buses 2 @ \$10,000	20,000	
	Bus Shelters 2 @ \$6,250	<u>12,500</u>	52,500
	Federal / State match rate of 57.5%		<u>(30,200)</u>
			\$22,300

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

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	478,720	509,070	708,800	685,100	702,300
6112-00000	Regular Pay - Transit Opera.	750,678	792,432	815,000	831,200	841,700
TOTAL PAYROLL - DIRECT LABOR		1,229,398	1,301,502	1,523,800	1,516,300	1,544,000
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	842,749	909,896	714,700	684,900	726,300
TOTAL PAYROLL - INDIRECT LABOR		842,749	909,896	714,700	684,900	726,300
Contractual Services						
6401-00000	Contractual Services	15,183	13,023	35,000	35,000	29,000
6402-00000	Auto Allowance	560	960	1,000	1,000	1,000
6403-00000	Clothing Allowance	92	0	200	200	200
6404-00000	Postage & Shipping	21	111	100	100	100
6408-00000	Printing and Binding	102	0	1,000	1,000	1,000
6410-00000	Advertising/Marketing	13,641	12,630	20,000	20,000	35,000
6411-00000	Promotional Materials	4,177	0	0	1,000	1,000
6414-00000	Auditing	4,500	4,470	4,200	3,600	4,200
6418-00000	Repairs To Motor Vehicles	1,292	6,982	1,700	1,500	1,500
6420-00000	Repairs to Tools & Equipment	1,085	2,067	1,200	1,300	1,300
6421-00000	Maintenance Radios	0	0	300	300	300
6424-00000	Maintenance Office Equipment	2,354	3,156	2,400	2,400	2,400
6426-00000	Maint Mach/Equip/Bldg/Str	31,673	26,567	32,500	30,000	30,000
6449-00000	Purchased Transportation	1,655,030	1,672,847	1,787,000	1,564,000	1,448,000
6458-00000	Conference and Training	2,251	3,810	4,500	4,700	4,000
6460-00000	Membership Dues	2,290	2,630	2,600	2,600	2,600
6466-00000	Misc Contractual Services	14,903	3,311	2,500	2,500	2,500
TOTAL CONTRACTUAL SERVICES		1,749,154	1,752,564	1,896,200	1,671,200	1,564,100
Utilities						
6471-00000	Electricity	13,135	14,976	16,700	14,700	15,000
6472-00000	Sewer Service	192	194	200	200	200
6473-00000	Water Service	244	248	300	300	300
6474-00000	Gas Service	16,846	14,780	17,000	13,400	14,500
6475-00000	Telephones	4,873	5,891	5,300	5,500	5,500
6476-00000	Storm Water	783	907	800	1,000	1,000
TOTAL UTILITIES		36,073	36,996	40,300	35,100	36,500

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Fixed Charges						
6481-00000	Workers Compensation	0	0	19,900	20,100	21,900
6482-00000	Buildings & Contents	1,982	1,862	2,000	2,000	1,800
6483-00000	Comprehensive Liability	4,825	4,816	5,100	4,900	5,400
6485-00000	Vehicle Insurance	84,526	96,001	111,700	107,500	135,600
6494-00000	Boiler Insurance	371	271	400	300	300
6496-00000	Licenses and Permits	200	130	200	200	200
6499-00000	Misc Fixed Charges	150	180	200	200	200
TOTAL FIXED CHARGES		92,054	103,260	139,500	135,200	165,400
Materials & Supplies						
6503-00000	Clothing	2,476	2,409	2,700	2,500	2,500
6505-00000	Office Supplies	1,771	2,311	2,000	2,000	2,000
6507-00000	Books and Periodicals	257	314	400	400	400
6509-00000	Computer Supplies	328	353	400	300	300
6511-00000	Diesel Fuel	400,166	205,647	409,500	295,300	364,500
6513-00000	Motor Oil (Lubricants)	10,845	9,501	7,000	7,000	7,700
6514-00000	Gasoline	2,351	1,189	1,700	1,300	1,400
6517-00000	Supplies/Repair Parts	66,057	67,647	80,000	50,000	40,000
6518-00000	Other Fuel/Propane	451	2,605	400	400	400
6519-00000	Tires & Tubes	36,505	18,858	24,000	20,000	20,000
6527-00000	Janitorial Supplies	3,934	4,806	3,500	3,500	3,500
6537-00000	Safety Equipment	0	32	200	200	200
6545-00000	Tools & Shop Supplies	181	582	200	200	300
6550-00000	Minor Equipment	406	0	100	100	100
6557-00000	Medical Supplies	190	0	100	100	100
6589-00000	Other Materials & Supplies	1,348	842	1,100	1,000	1,000
TOTAL MATERIALS & SUPPLIES		527,266	317,096	533,300	384,300	444,400
Capital Outlay						
1753-00000	Capital Outlay	0	0	6,600	6,600	22,300
TOTAL CAPITAL OUTLAY		0	0	6,600	6,600	22,300
TOTAL TRANSIT UTILITY		4,476,694	4,421,314	4,854,400	4,433,600	4,503,000

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Director of Transportation	1	1	1	90,800	92,600	93,200
Transit Coordinator	1	1	1	59,900	61,000	61,800
Transit Operations Supervisor	1	1	1	68,600	51,800	50,500
Transportation Maintenance Supervisor	1	1	1	66,200	67,500	67,500
Mechanics	3	3	3	157,800	149,100	151,900
Service Technician	1	1	1	48,500	42,200	44,900
Transit Operators	18	18	18	772,900	787,900	797,500
Tr. Operator/Mechanic	1	1	1	42,100	43,300	44,200
Administrative Assistant	1	1	1	49,200	50,100	50,100
Dispatcher/Operator (P.T.)	6102 1.00	1.00	0.90	28,900	10,400	22,100
Dispatcher/Office Clerk (P.T.)	6102 0.80	0.80	0.80	20,800	20,800	20,800
Overtime				118,100	139,600	139,500
Health Insurance	6306			403,000	379,500	405,700
Retirement	6304			186,400	183,300	196,000
Social Security	6302			116,600	113,100	115,400
Life Insurance	6310			5,300	5,600	5,700
Income Continuation Insurance	6312			3,400	3,400	3,500
TOTAL PERSONNEL	29.80	29.80	29.70	2,238,500	2,201,200	2,270,300

CAPITAL OUTLAY REQUEST SUMMARY
2011

Dept: Transit Utility - 511-1728

TOTAL CAPITAL OUTLAY AMOUNT REQUESTED: \$ 22,300

Item No.	Item Requested	New/ Replace	Quantity	Unit Cost	Total Cost *
1	Surveillance cameras at transit center	Replace	1	\$20,000	\$20,000
2	Surveillance cameras on buses	Replace	2	\$10,000	\$20,000
3	Bus shelters	New/Rep	2	\$6,250	\$12,500
4	Federal / State match rate of 57.5%		1	(\$22,300)	(\$30,200)
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
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					\$0
					\$0

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

2009	2010	2011
ACTUAL	ESTIMATE	ESTIMATE

REVENUES

General Property Tax	16,549,086	17,083,239	16,387,424
Appropriation from Debt Service Fund	375,000	375,000	375,000
TOTAL REVENUES	17,242,800	17,458,239	16,762,424

EXPENDITURES

Detail - Principal Payments

1999 Corporate Purpose Bonds 3,560K 3/99-REF 2010C	150,000	165,000	0
1999 Corporate Purpose Ref Bonds 4,540K 3/99-REF 2010C	335,000	285,000	0
2000 Promissory Notes 2,210K 3/00	310,000	0	0
2000 Promissory Notes-C 1,500K 10/00, Golf Course	1,070,000	0	0
2001 Promissory Notes 2,110K 3/01	275,000	290,000	0
2002 Corporate Purpose Bonds 11,225K 3/02-REF 2010C	505,000	530,000	560,000
2002 Promissory Notes 2,260K 3/02	280,000	295,000	310,000
2002 Taxable Corporate Purpose Bonds 7,580 3/02-REF 2010D	315,000	335,000	360,000
2002 State Trust Loan Ind Park 1,012K 5/02	40,675	42,709	44,845
2003 State Trust Loan TIF #14 375K	14,482	15,206	15,966
2003 State Trust Loan TIF #13 1,365k	51,992	54,592	57,322
2003 Promissory Notes series B, 2,615K 3/03-REF 2010C	305,000	315,000	0
2003 Taxable Bonds 1,420K 3/03	60,000	65,000	65,000
2003 Corporate Purpose Bonds series A, 11,675K	535,000	545,000	570,000
2003 G.O. Refunding Bonds series 2003D 8,615K	615,000	430,000	335,000
2003 Refunding Promissory Notes 4,380K 8/03	355,000	395,000	0
2003 G.O. Refunding Bonds Series 2003E, 1,050K	55,000	55,000	55,000
2003 State Trust Loan TIF #14 226K, 9/03	9,202	9,662	10,145
2004 Corp Purpose Bonds series 2004A, \$6,480K 3/04	280,000	295,000	305,000
2004 G.O. Prom Notes series 2004B, \$1,565K 3/04	180,000	180,000	185,000
2004 State Trust Loan Riverside Park, \$1,200K, 11/04-REF 2010C	46,175	48,484	0
2004 State Trust Loan TIF #14, \$99K, 12/04	3,803	3,993	4,192
2004 State Trust Loan TIF #14, \$100K, 9/04	3,882	4,076	4,280
2005A G.O. Corp Purpose Bonds \$7,395K, 2/05	300,000	310,000	315,000
2005B G.O. Prom Notes \$2,540K, 2/05	265,000	275,000	295,000
2005 State Trust Loan-Riverside expan., \$200,000, 5/05	6,935	7,282	7,646
2005 Ref '96 Bonds \$815,000	135,000	135,000	140,000
2005 Ref '96A Bonds \$3,875K	470,000	410,000	425,000
2005 Ref '98 Bonds \$2,665K (Crossover, starts in 2009)	210,000	280,000	335,000
2005 Ref '00 Bonds \$6,065K (Crossover, starts in 2009)	430,000	450,000	495,000
2005 Ref '01 Bonds \$4,915K (Crossover, starts in 2009)	305,000	345,000	355,000
2005 State Trust Loan \$656K	24,908	26,028	27,200
2005 State Trust Loan \$1,163K	44,158	46,145	48,221
2006A G.O. Corp Purpose Bonds \$9,265K 2/06	360,000	370,000	385,000
2006B G.O. Prom Note \$2,500K 2/06	255,000	265,000	275,000
2006C G.O. Taxable Bonds \$1,995K 2/06	70,000	75,000	80,000
2006D G.O. Refunding Bonds \$8,940K	1,695,000	1,330,000	815,000
2006D G.O. Refunding Bonds \$2,925K	480,000	495,000	510,000
2007A G O Corp Purpose Bonds \$7,950K	290,000	300,000	315,000
2007B G O Prom Notes \$3,375K	330,000	345,000	360,000
2008 State Trust Fund Loan \$1,419,815.	36,736	48,059	50,582
2008 State Trust Fund Loan \$1,122,000-REF 2010D	0	94,879	0
2008 State Trust Fund Loan \$1,832,000.-REF 2010D	0	105,950	0
2008A G O Corp Purpose Bonds \$5,105K	180,000	185,000	195,000
2008B G O Prom Notes \$1,565K	145,000	155,000	160,000
2009 State Trust Fund Loan \$1,322,463	0	112,945	111,995
2009 State Trust Fund Loan \$792,933	0	0	62,811
2009A G O Corp Purpose Bonds \$16,740K	0	905,000	905,000
2009B G O Prom Notes \$2,945K	0	335,000	330,000
2010A G O Corp Purpose Bonds \$9,140K	0	0	200,000
2010B G O Prom Notes \$4,150k	0	0	175,000
2010C G O Refunding Bonds \$12,620K	0	0	920,000
2010D G O Refunding Bonds \$8,420K	0	0	310,000

TOTAL PRINCIPAL	11,827,948	11,765,010	11,485,205
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ACCOUNT: 401-0074-0000-00000
 FUND: GENERAL
 FUNCTION: MUNICIPAL DEBT SERVICE

2009	2010	2011
ACTUAL	ESTIMATE	ESTIMATE

INTEREST

Detail-Interest Payments

<i>1999 Corporate Purpose Bonds 3,560K 3/99-REF 2010C</i>	95,040	88,816	0
<i>1999 Corporate Purpose Ref Bonds 4,540K 3/99-REF 2010C</i>	103,258	89,334	0
2000 Promissory Notes 2,210K 3/00	16,275	0	0
2000 Promissory Notes-C 1,500K 10/00, Golf Course	50,825	0	0
2001 Promissory Notes 2110K 3/01	23,455	12,181	0
<i>2002 Corporate Purpose Bonds 11,225K 3/02-REF 2010C</i>	438,262	416,546	27,440
2002 Promissory Notes 2,260K 3/02	35,710	24,511	12,710
<i>2002 Taxable Corporate Purpose Bonds 7,580 3/02-REF2010D</i>	394,402	376,763	21,240
2002 State Trust Loan Ind Park 1,012K 5/02	39,887	37,854	35,717
2003 State Trust Loan TIF #14 375K	15,619	14,896	14,135
2003 State Trust Loan TIF #13 1,365k	56,075	53,477	50,746
<i>2003 Promissory Notes series B, 2,615K 3/03-REF 2010C</i>	45,574	35,511	0
2003 Taxable Bonds 1,420K 3/03	65,174	62,476	59,225
2003 Corporate Purpose Bonds series A, 11,675K	430,460	411,736	391,298
2003 G.O. Refunding Bonds series 2003D 8,615K	234,674	216,836	202,372
2003 Refunding Promissory Notes 4,380K 8/03	25,856	14,319	0
2003 G.O. Refunding Bonds Series 2003E, 1,050K	22,363	20,659	18,871
2003 State Trust Loan TIF #14 226K, 9/03	9,925	9,466	8,981
2004 Corp Purpose Bonds series 2004A, 6,480K 3/04	229,544	220,585	210,996
2004 G.O. Prom Notes series 2004B, 1,565K 3/04	31,904	26,505	20,878
<i>2004 State Trust Loan Riverside Park, \$1,200K, 11/04-REF 2010C</i>	54,596	52,288	0
2004 State Trust Loan TIF #14, \$99K, 12/04	4,496	4,307	4,106
2004 State Trust Loan TIF #14, \$100K, 9/04	4,590	4,397	4,192
2005A G.O. Corp Purpose Bonds \$7,395K, 2/05	252,700	242,951	232,488
2005B G.O. Prom Notes \$2,540K, 2/05	60,174	51,563	42,280
2005 State Trust Loan-Riverside expan., \$200,000, 5/05	8,956	8,610	8,245
2005 Ref '96 Bonds \$815K	14,194	9,807	5,250
2005 Ref '96A Bonds \$3,875K	76,250	60,976	47,138
2005 Ref '98 Bonds \$2,665K (Crossover, starts in 2009)	102,438	95,613	86,162
2005 Ref '00 Bonds \$6,065K (Crossover, starts in 2009)	235,324	221,351	206,162
2005 Ref '01 Bonds \$4,915K (Crossover, starts in 2009)	191,906	181,995	170,350
2005 State Trust Fund Loan \$656K	27,721	26,599	25,428
2005 State Trust Fund Loan \$1,163K	49,145	47,157	45,081
2006A G.O. Corp Purpose Bonds \$9,265K 2/06	370,576	354,376	337,726
2006B G.O. Prom Note \$2,500K 2/06	78,030	67,830	57,230
2006C G.O. Taxable Bonds \$1,995K 2/06	98,740	95,135	91,272
2006D G.O. Refunding Bonds \$8,940K	204,800	137,000	83,800
2006D G.O. Refunding Bonds \$2,925K	80,400	61,200	41,400
2007A G O Corp Purpose Bonds \$7,950K	326,131	314,532	302,532
2007B G O Prom Notes \$3,375K	122,600	109,400	95,600
2008 State Trust Fund Loan \$1,419,815.	83,934	72,612	70,088
<i>2008 State Trust Fund Loan \$1,122,000-REF 2010D</i>	0	60,865	0
<i>2008 State Trust Fund Loan \$1,832,000.-REF 2010D</i>	0	114,914	0
2008A G O Corp Purpose Bonds \$5,105K	228,480	220,380	212,054
2008B G O Prom Notes \$1,565K	55,675	50,962	45,925
2009 State Trust Fund Loan \$1,322,463	0	53,478	54,428
2009 State Trust Fund Loan \$792,933	0	0	47,902
2009A G O Corp Purpose Bonds \$16,740K	280,959	740,991	722,891
2009B G O Prom Notes \$2,945K	37,755	99,469	92,769
2010A G O Corp Purpose Bonds \$9,140K	0	0	320,568
2010B G O Prom Notes \$4,150k	0	0	96,959
2010C G O Refunding Bonds \$12,620K	0	0	381,284
2010D G O Refunding Bonds \$8,420K	0	0	271,300
TOTAL INTEREST	5,414,852	5,693,229	5,277,219

TOTAL PRINCIPAL AND INTEREST	17,242,800	17,458,239	16,762,424
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PARKING UTILITY SUMMARY

FUND: UTILITY	FUNCTION: PARKING	ACCOUNT: 509-1717-XXXX-XXXXX	<hr/>		
	<u>2009 Budget</u> <u>Appropriations</u>	<u>2009</u> <u>Actual</u>	<u>2010 Budget</u> <u>Appropriations</u>	<u>2010</u> <u>Estimated</u>	<u>2011</u> <u>Budget</u>
<u>REVENUES:</u>	174,535	209,769	206,800	160,000	161,200
<u>EXPENSES:</u>					
Personnel #6300's	139,831	138,589	76,000	45,700	48,400
Contractual Services #6400's	28,750	28,095	28,800	28,800	29,900
Utilities #6470's	17,300	12,877	16,800	15,000	16,300
Fixed Charges #6480's	1,472	1,491	1,000	700	700
Materials & Supplies #6500's	7,550	4,995	5,000	4,500	4,500
Transfer from TIF	(10,000)	(11,136)	(11,100)	(9,500)	(9,500)
Interest on Bank Loan	12,197	12,802	10,500	10,500	8,700
Principal on Bank Loans	50,889	50,889	50,500	50,500	50,500
TOTAL EXPENSE:	<u>247,989</u>	<u>238,602</u>	<u>177,500</u>	<u>146,200</u>	<u>149,500</u>
NET GAIN OR (LOSS)	(73,454)	(28,833)	29,300	13,800	11,700
Due to General Fund		86,117	56,817	72,317	60,617
Outstanding Debt	232,555				

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

EXPLANATION OF CAPITAL OUTLAY:

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

2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 EST.	2011 PROP.
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REVENUES

Meter Fees & Hood: #4744-4745	20,867	19,495	16,709	3,600	2,400	2,400
Overnight Permits #4746	17,968	18,544	17,993	18,800	19,000	19,000
Parking Lot Rentals #4752-4767	38,599	37,545	36,434	35,000	36,800	36,800
Forfeitures #4742	87,294	68,542	75,903	101,000	50,300	50,300
Parking Stickers #4748	42,108	31,552	31,714	30,000	33,000	33,000
B.I.D. District #4750	22,255	14,633	18,476	17,900	17,900	19,400
Other #4972	281	15,089	12,358	300	600	300
Interest Income #4908	4,454	2,712	182	200	0	0
TOTAL REVENUES	233,826	208,112	209,769	206,800	160,000	161,200

EXPENDITURES

Payroll - Direct Labor						
6102-00000 Regular Pay	93,246	90,322	107,501	47,700	32,500	34,300
6103-00000 Regular Pay - Temp. Employee	0	0	0	0	0	0
TOTAL PAYROLL - DIRECT LABOR	93,246	90,322	107,501	47,700	32,500	34,300

payroll - Indirect Labor						
63xx-00000 Payroll - Indirect Labor	30,558	42,592	31,088	28,300	13,200	14,100
TOTAL PAYROLL - INDIRECT LABOR	30,558	42,592	31,088	28,300	13,200	14,100

Contractual Services						
6404-00000 Postage & Shipping	0	0	0	0	0	0
6406-00000 Computer Service Chrgs	22,915	23,544	24,200	24,900	24,900	25,700
6414-00000 Auditing	880	992	894	900	900	900
6418-00000 Repairs to Motor Vehicle	431	1,842	16	0	0	0
6421-00000 Maintenance Radios	0	0	0	0	0	0
6426-00000 Maint Mach/Equip/Bldg/Struc	295	0	0	0	0	0
6440-00000 Other Rental	2,897	2,995	2,985	3,000	3,000	3,000
6448-00000 Special Services	57	0	0	0	0	0
6458-00000 Conference & Training	0	0	0	0	0	300
6469-00000 Uncollectible Accounts	0	102	0	0	0	0
TOTAL CONTRACTURAL SERVICES	27,475	29,475	28,095	28,800	28,800	29,900

Utilities						
6471-00000 Electricity	10,297	11,004	6,846	10,300	8,600	8,900
6476-00000 Storm Sewer	4,947	5,171	6,031	6,500	6,400	7,400
TOTAL UTILITIES	15,244	16,175	12,877	16,800	15,000	16,300

Fixed Charges						
6481-00000 Workers Compensation	847	741	601	600	300	300
6482-00000 Building & Contents	0	0	9	0	0	0
6483-00000 Comprehensive Liability	421	421	429	400	400	400
6485-00000 Vehicle Insurance	464	467	452	0	0	0
TOTAL FIXED CHARGES	1,732	1,629	1,491	1,000	700	700

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

		2007	2008	2009	2010	2010	2011
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST.	PROP.
Material & Supplies							
6503-00000	Clothing	184	0	0	0	0	0
6505-00000	Office Supplies	3,471	2,035	3,076	4,000	4,000	4,000
6511-6514	Gasoline/Diesel Fuel	778	961	406	0	0	0
6517-00000	Supplies/Repair Parts	243	917	667	0	0	0
6519-00000	Tires, Tubes & Rims	0	0	0	0	0	0
6565-00000	Stone/Gravel/Concrete	0	0	0	0	0	0
6589-00000	Other Materials/Supplies	1,178	1,006	846	1,000	500	500
TOTAL MATERIALS & SUPPLIES		5,854	4,919	4,995	5,000	4,500	4,500
TOTAL EXPENDITURES		174,109	185,112	186,047	127,600	94,700	99,800
Transfer from TIF 10 #5274		(9,996)	(10,332)	(11,136)	(11,100)	(9,500)	(9,500)
Interest on Bank Loans #6721		16,027	14,513	12,802	10,500	10,500	8,700
Principal on Bank Loans #2270		45,000	51,143	50,889	50,500	50,500	50,500
TOTAL		51,031	55,324	52,555	49,900	51,500	49,700
TOTAL EXPENSE		225,140	240,436	238,602	177,500	146,200	149,500
NET GAIN OR (LOSS)		8,686	(32,324)	(28,833)	29,300	13,800	11,700
Depreciation (#6609)		34,759	34,672	34,672	35,000	35,000	35,000

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Parkg. Meter Srvcmn II	0	0	0	0	0	0
Account Clerk I	1	1	1	30,700	32,500	34,300
Fringe Benefits				24,700	13,200	14,100
TOTAL PERSONNEL	1.00	1.00	1.00	55,400	45,700	48,400
ADMINISTRATIVE SERVICES						
Account Clerk I (1/2)	0.00	0.50	0.00	17,000	0	0
Fringe Benefits				3,600	0	0
TOTAL ADMIN. SERVICE				20,600	0	0
TOTAL PERSONNEL	1.00	1.50	1.00	76,000	45,700	48,400

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

2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
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OPERATING REVENUES

Residential Service	5,195,110	5,145,419	5,127,000	5,126,800	5,511,500
Commercial Service	2,379,608	2,323,697	2,343,000	2,300,000	2,494,000
Industrial Service	843,744	822,229	811,000	800,000	876,100
Public Service	1,195,684	1,167,823	1,175,000	1,160,000	1,257,700
Municipal Service	80,731	73,831	72,000	70,000	77,400
TOTAL	9,694,877	9,532,999	9,528,000	9,456,800	10,216,700
Public Fire Protection	1,488,229	1,598,511	1,490,500	1,500,000	1,612,500
Rental Income	135,217	139,199	135,000	135,000	135,000
Late Charges	151,345	150,593	150,000	150,000	161,200
Other	271,000	137,733	167,000	140,000	135,000
TOTAL OPERATING REVENUES	11,740,668	11,559,035	11,470,500	11,381,800	12,260,400

OPERATING EXPENSES

Pumping	733,642	715,532	757,400	755,500	780,800
Water Treatment	1,467,301	1,357,306	1,471,600	1,487,300	1,628,900
Transmission & Distribution	1,200,014	1,140,818	1,331,600	1,307,000	1,187,000
Customer Service	217,994	251,152	224,400	260,000	265,000
General & Administrative	1,065,467	1,019,153	1,168,900	1,124,100	1,215,300
Taxes	1,091,542	1,093,752	1,117,600	1,122,300	1,125,000
Depreciation & Amortization	3,127,365	3,161,313	3,350,000	3,350,000	3,400,000
TOTAL OPERATING EXPENSES	8,903,325	8,739,026	9,421,500	9,406,200	9,602,000
OPERATING PROFIT/(LOSS)	2,837,343	2,820,009	2,049,000	1,975,600	2,658,400

NON-OPERATING REVENUE

Interest Income	315,177	102,603	75,000	85,000	75,000
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NON-OPERATING EXPENSE

Interest Expense	1,728,843	1,715,088	1,511,100	1,673,200	1,730,700
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NET PROFIT/(LOSS)

1,423,677	1,207,524	612,900	387,400	1,002,700
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PRINCIPAL PAYMENT ON DEBT

3,261,006	3,462,100	3,287,900	3,660,200	3,864,300
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DEPRECIATION

3,127,365	3,161,313	3,350,000	3,350,000	3,400,000
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DEBT COVERAGE RATIOS:

REQUIREMENT = 1.30 for Revenue Debt / 1.00 Total Debt

Amount Available for Debt Service w/ Rate Increase	6,279,885	6,083,925	5,474,000	5,410,600	6,133,400
Without Rate Increase					5,297,000
Debt Service - Revenue Debt	3,081,459	2,940,073	3,422,485	3,422,485	4,118,379
Debt Ratio-With Rate Increase	2.038	2.069	1.599	1.581	1.489
Without Rate Increase					1.286
Debt Service - Total Debt	4,989,849	5,177,188	4,799,000	5,333,400	5,595,000
Debt Ratio With Rate Increase	1.259	1.175	1.141	1.014	1.096
Without Rate Increase					0.947

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

2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
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PUMPING

Supervision	0	0	0	21,600	22,300
Electricity	299,540	322,702	328,000	325,000	335,000
Labor	122,467	147,870	145,000	150,000	153,000
Miscellaneous	131,583	69,931	115,000	92,000	95,000
Maintenance-Supervision	36,210	58,044	35,600	35,900	35,500
Maintenance-Structures	137,925	115,056	125,400	120,000	125,000
Maintenance-Power Production Equip.	4,946	0	5,500	0	5,000
Maintenance-Pumping Equipment	971	1,929	2,900	11,000	10,000
TOTAL PUMPING	733,642	715,532	757,400	755,500	780,800

WATER TREATMENT

Supervision	0	0	0	21,500	22,300
Chemicals	339,856	405,080	380,000	403,000	480,000
Labor	123,111	153,950	156,000	151,000	156,000
Miscellaneous	219,932	149,779	170,000	150,000	220,000
Utility Charges	422,572	423,662	480,000	450,900	455,000
Maintenance-Supervision	34,555	36,905	35,600	35,900	35,600
Maintenance-Structures	327,275	187,930	250,000	260,000	250,000
Maintenance-Treatment Equip	0	0	0	15,000	10,000
TOTAL WATER TREATMENT	1,467,301	1,357,306	1,471,600	1,487,300	1,628,900

TRANSMISSION & DISTRIBUTION

Supervision	118,501	123,563	123,400	125,700	127,900
Storage Facilities	7,361	6,582	7,400	6,400	7,000
Lines Expense	28,722	38,987	27,500	39,000	42,000
Meter Expense	28,402	28,067	32,000	31,000	33,000
Miscellaneous	134,156	81,554	268,000	245,000	90,000
Rents	595	595	600	600	600
Maintenance-Mains	380,724	402,689	375,000	375,000	400,000
Maintenance-Services	298,874	257,401	275,000	268,000	275,000
Maintenance-Meters	121,290	122,278	125,000	125,000	125,000
Maintenance-Hydrants	72,129	68,820	65,000	60,000	65,000
Maintenance-Reservoirs	0	889	20,000	18,800	10,000
Maintenance-Structures	5,846	8,076	8,200	7,500	7,500
Maintenance-Miscellaneous	3,414	1,317	4,500	5,000	4,000
TOTAL TRANSMISSION & DISTRIBUTION	1,200,014	1,140,818	1,331,600	1,307,000	1,187,900

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

	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
<u>CUSTOMER SERVICE</u>					
Supervision	18,985	20,003	20,400	20,900	21,000
Meter Reading Expense	18,680	17,050	19,000	19,800	20,000
Records & Collections	180,329	214,099	185,000	219,300	224,000
TOTAL CUSTOMER SERVICE	217,994	251,152	224,400	260,000	265,000
<u>GENERAL & ADMINISTRATIVE</u>					
Labor	68,265	58,110	101,100	90,100	90,700
Office Supplies and Expenses	16,771	14,740	16,000	12,500	15,000
Outside Services	253,361	196,355	198,000	210,000	235,000
Property Insurance	44,902	35,970	46,000	37,000	37,600
Injuries & Damages	46,908	44,154	55,000	47,000	55,000
Pension Cost	191,767	214,982	223,900	222,400	238,100
Health & Accident	431,471	446,497	513,500	489,400	527,600
Life Insurance	2,939	4,506	4,800	5,400	5,600
Other Benefits	3,458	3,839	4,400	4,300	4,500
Regulatory Expense	5,625	0	6,200	6,000	6,200
TOTAL GENERAL & ADMINISTRATIVE	1,065,467	1,019,153	1,168,900	1,124,100	1,215,300
<u>TAXES</u>					
Social Security Tax	114,495	121,629	132,600	137,300	140,000
Real Estate Tax	977,047	972,123	985,000	985,000	985,000
TOTAL TAXES	1,091,542	1,093,752	1,117,600	1,122,300	1,125,000

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Utilities Superintendent	0.50	0.50	0.50	43,300	43,100	44,600
Water Distribution Superintendent	1.00	1.00	1.00	70,400	71,800	71,800
Water Filtration Plant Superintenden	1.00	1.00	1.00	69,100	70,400	71,100
Assistant Water Distribution Superintendent	1.00	1.00	1.00	53,000	55,300	56,100
Water Meter Servicepersons	5.00	5.00	5.00	231,100	235,700	240,400
Filtration Plant Operator	5.00	5.00	5.00	238,300	242,500	244,400
Filtration Plant Maintenance Mech Tech	2.00	2.00	2.00	95,700	97,000	98,900
Filtration Plant Electrical Maint Tech	2.00	2.00	2.00	104,700	103,600	105,700
Filtration Plant Electrician	1.00	1.00	1.00	52,100	53,400	54,500
Equipment Operator/Leadperson	1.00	1.00	1.00	45,300	45,900	46,800
Maintenance Worker II	3.00	3.00	3.00	136,200	137,700	140,500
Maintenance Worker I	5.00	5.00	5.00	218,700	222,100	226,500
Office Assistant	2.00	2.00	2.00	71,700	73,500	75,000
Part-time	0.85	0.85	0.85	20,600	20,600	20,600
Overtime				56,700	65,000	65,000
Employees Shared with Sewer and/or Storm Water						
Meter Reader	0.50	0.50	0.50	23,000	23,300	23,700
Civil Engineer I	0.67	0.67	0.67	41,100	30,800	39,100
Engineering Specialist/C.E.T. Draftsperson	1.00	1.00	1.00	44,600	47,700	49,300
Account Clerk II	0.33	0.33	0.33	12,100	12,500	12,800
TOTAL PERSONNEL	32.85	32.85	32.85	1,627,700	1,651,900	1,686,800
BENEFITS ON ABOVE:						
Health Insurance 6306				478,300	447,300	483,100
Retirement Fund 6304				201,800	204,800	219,300
Life Insurance 6310				4,500	5,200	5,400
Social Security 6302				124,500	126,400	129,000
Income Continuation Insurance 6312				4,200	4,000	4,100
TOTAL BENEFITS				813,300	787,700	840,900
ADMINISTRATIVE SERVICES:						
Director of Finance (1/4)				26,400	27,000	27,100
Utility Billing & Records Supervisor (1/3)				20,400	20,900	21,000
Account Clerk II (1/2)				17,200	18,800	19,200
Account Clerk II (1/10)				3,500	3,800	3,800
Account Clerk I (1/3)				0	0	0
Account Clerk I (1/3)				10,700	11,200	11,400
Account Clerk I (1/5)				6,200	6,700	6,800
Collection/Cashier (1/3)				11,200	12,200	12,500
Safety Coordinator (1/3)				18,300	18,100	18,700
Director of Public Works (1/5)				22,800	23,600	23,900
Benefits				65,900	71,100	74,900
TOTAL ADMIN. SERVICES	0	0	0	202,600	213,400	219,300
GRAND TOTAL	32.85	32.85	32.85	2,643,600	2,653,000	2,747,000

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

2008	2009	2010	2010	2011
ACTUAL	ACTUAL	BUDGET	ESTIMATE	PROPOSED

OPERATING REVENUES

Sewage Service	8,987,116	8,621,189	8,695,000	8,740,000	9,384,700
Miscellaneous Service	30,995	7,659	6,300	25,000	10,000
Pretreatment Program	72,811	86,398	75,000	75,500	77,000
Septic Haulers	141,247	159,163	130,000	130,000	130,000
TOTAL OPERATING REVENUES	9,232,169	8,874,409	8,906,300	8,970,500	9,601,700

OPERATING EXPENSES

Sanitary Sewer	1,096,442	1,143,203	1,121,600	1,149,200	1,175,400
Pumping Stations	460,228	470,000	494,100	544,500	574,000
Disposal Plant	3,001,841	3,082,535	3,144,500	2,959,500	3,131,400
Solid Disposal	824,373	809,554	848,600	807,300	826,700
Laboratory	93,237	124,490	101,000	96,600	100,800
Maintenance	812,399	803,164	851,700	803,200	831,800
General & Administrative	586,648	547,904	686,400	690,000	706,100
Meter Reading	438,636	451,402	462,200	465,200	469,300
Pretreatment Program	119	19	100	100	100
TOTAL OPERATING EXPENSES	7,313,923	7,432,271	7,710,200	7,515,600	7,815,600

OPERATING PROFIT/(LOSS)

1,918,246 1,442,138 1,196,100 1,454,900 1,786,100

NON-OPERATING REVENUES

Interest Income	384,347	97,322	110,000	60,600	55,000
Late Charges	121,073	122,333	115,000	120,000	129,000
NET NON-OPERATING REVENUE	505,420	219,655	225,000	180,600	184,000

NON-OPERATING EXPENSE

Interest Expense	1,112,668	1,027,785	913,700	980,300	1,044,800
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NET PROFIT/(LOSS)

1,310,998 634,008 507,400 655,200 925,300

PRINCIPAL PAYMENT ON DEBT

3,040,300 3,011,705 3,089,200 3,089,200 3,115,500

DEPRECIATION

2,121,510 2,205,167 2,222,700 2,233,700 2,266,100

DEBT COVERAGE RATIOS:

REQUIREMENT = 1.10 for Revenue Debt / 1.00 Total Debt

Amount Available for Debt Service w/ Rate Increase	4,545,176	3,866,960	3,643,800	3,869,200	4,236,200
Without Rate Increase					3,561,700
Debt Service Revenue Debt	1,981,497	1,980,706	1,979,890	1,979,890	2,330,531
Debt Ratio - With Rate Increase	2.294	1.952	1.840	1.954	1.818
Without Rate increase					1.528
Debt Service Total Debt	4,152,968	4,039,490	4,002,900	4,069,500	4,160,300
Debt Ratio - With Rate Increase	1.094	0.957	0.910	0.951	1.018
Without Rate increase					0.856

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

2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
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SANITARY SEWER

Labor	139,741	121,509	127,200	138,000	140,700
Retirement Benefits	26,711	23,539	25,500	27,700	29,100
Insurance Benefits	27,188	36,802	39,800	40,100	42,500
Contractual Services	30,844	19,732	5,500	7,200	7,500
Repairs to Motor Vehicles	10,088	9,765	18,000	17,600	18,000
Maint Mach/Equip/Bldg/Struct	0	4,700	0	0	0
Building Rent	550	550	600	600	600
Miscellaneous	5,136	6,481	7,000	7,500	7,000
Diesel Fuel	11,118	10,257	15,000	14,800	15,000
Supplies and Repair Parts	41,633	50,949	36,000	36,000	40,000
Sewer Maintenance Supplies	1,651	15,321	19,000	17,800	18,000
Stone/Gravel/Concrete/Asphalt	17,599	14,796	18,000	16,900	17,000
Depreciation	784,183	828,802	810,000	825,000	840,000

TOTAL SANITARY SEWER	1,096,442	1,143,203	1,121,600	1,149,200	1,175,400
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PUMPING STATIONS

Labor	34,721	46,275	35,600	77,400	80,000
Repair Parts	54,735	18,520	30,000	45,400	45,000
Gas & Oil	0	0	500	0	0
Heat	33,475	24,238	37,600	37,000	40,000
Equipment Rental	0	0	0	6,700	5,000
Postage	156	134	200	500	500
Professional Services	79	855	0	0	0
Other Supplies	317	409	800	600	600
Telephone	4,154	4,210	4,700	4,500	4,900
Chemicals	49,359	63,578	41,000	52,600	70,000
Water	3,808	4,312	3,200	2,900	3,200
Storm Water	876	1,038	1,200	1,200	1,200
Supplies and Repair Parts	18,854	42,683	62,000	44,000	44,000
Power & Light	85,606	75,494	77,700	72,000	77,800
Insurance	1,638	1,730	1,600	1,700	1,800
Depreciation	172,450	186,524	198,000	198,000	200,000

TOTAL PUMPING STATIONS	460,228	470,000	494,100	544,500	574,000
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DISPOSAL PLANT

Labor	647,840	655,352	648,300	621,500	637,700
Retirement Benefits	117,871	120,217	137,100	140,100	148,200
Insurance Benefits	190,525	191,228	213,600	206,300	222,800
Repair Parts	318,242	357,340	330,000	250,000	325,000
Office Supplies	8,977	11,234	9,500	9,000	9,000
Gas & Oil	5,618	4,355	4,500	5,000	5,000

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

	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
Heat	168,597	156,162	202,800	162,000	173,400
Chemicals	247,982	258,180	270,000	260,000	270,000
Contractual Services/Engineering & Consulting Fee:	79,292	75,851	65,000	60,000	70,000
Tools	346	163	300	200	300
Other Supplies	5,280	4,669	5,000	5,000	5,000
Telephone	1,738	1,405	1,600	1,500	1,500
Water	15,593	10,212	11,000	10,000	11,000
Storm Water	8,357	8,158	10,500	9,900	11,000
Power & Light	379,336	402,953	390,000	355,000	367,000
Car Allowance	415	339	300	300	300
Conference & Training	7,652	5,525	6,000	6,000	6,000
Insurance	29,265	25,119	29,500	27,500	29,000
Depreciation	720,022	738,851	755,000	755,000	765,000
Dues	2,241	2,434	2,300	2,400	2,500
Equipment Rental	1,755	3,497	1,000	800	1,000
Clothing	971	748	700	700	700
Miscellaneous	3,451	4,509	5,500	5,000	5,000
Fees & Permits	40,475	44,034	45,000	66,300	65,000
TOTAL DISPOSAL PLANT	3,001,841	3,082,535	3,144,500	2,959,500	3,131,400

SOLID DISPOSAL

Labor	129,989	142,457	131,400	130,800	133,400
Retirement Benefits	31,006	27,431	26,300	26,200	27,500
Insurance Benefits	45,843	48,744	41,300	42,500	45,900
Repair Parts	48,847	54,123	55,000	54,000	55,000
Chemicals	0	0	0	500	0
Insurance	5,910	5,037	6,000	5,500	6,000
Depreciation	382,997	381,956	390,000	386,000	390,000
Maintenance	14,362	19,986	65,000	33,000	35,000
Miscellaneous	1,086	237	1,000	1,100	1,200
Special Services	141,666	122,771	125,000	120,000	125,000
Uniforms	50	0	100	100	100
Supplies	21,810	6,812	7,500	7,600	7,600
Landfill Fees	807	0	0	0	0
TOTAL SOLID DISPOSAL	824,373	809,554	848,600	807,300	826,700

LABORATORY

Labor	58,583	81,909	54,900	53,000	54,100
Retirement Benefits	11,383	12,455	11,000	10,600	11,200
Insurance Benefits	8,687	15,549	17,800	17,100	18,500
Repairs	469	1,520	1,300	800	1,000
Chemicals	9,177	6,857	8,500	7,300	7,500
Other Supplies	2,038	1,051	3,000	2,800	3,000

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

	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
Insurance	2,492	2,977	2,500	3,000	3,200
Depreciation	238	550	500	500	600
Conference & Training	91	0	100	0	100
Office Supplies	34	617	400	600	600
Professional Services	45	1,005	1,000	900	1,000
TOTAL LABORATORY	93,237	124,490	101,000	96,600	100,800

MAINTENANCE

Labor	487,462	474,696	467,300	465,000	473,000
Retirement Benefits	101,926	100,674	93,700	93,200	97,700
Insurance Benefits	96,781	100,455	145,300	116,000	123,700
Motor Vehicle Expense	804	449	1,500	500	700
Contractual Services	8,431	14,304	12,500	10,000	12,000
Gas & Oil	2,270	18	5,000	3,500	3,500
Minor Equipment	2,536	2,722	2,500	2,400	2,500
Office Supplies	219	107	300	400	300
Other Supplies	4,941	3,972	5,700	4,000	5,000
Repairs/Maint	31,470	26,055	35,000	27,000	30,000
Insurance	18,584	16,869	18,700	17,200	18,400
Depreciation	55,942	62,599	63,000	63,000	64,000
Clothing	703	0	800	700	700
Miscellaneous	0	4	0	0	0
Equipment Rental	260	240	400	300	300
Conference & Training	70	0	0	0	0
TOTAL MAINTENANCE	812,399	803,164	851,700	803,200	831,800

GENERAL & ADMINISTRATIVE

Labor	332,907	297,192	333,700	333,700	345,300
Retirement Benefits	58,256	59,890	66,900	66,000	69,200
Insurance Benefits	88,302	86,382	106,200	92,800	100,200
Software Supplies	300	611	600	700	700
Office Supplies/Equipment	0	0	100	100	100
Postage	27,763	18,539	29,500	19,000	20,000
Computer Charges	41,856	43,100	44,400	44,400	45,700
Telephone	240	221	300	300	300
Contractual Services	0	0	60,000	60,000	50,000
Car Allowance	2,259	2,098	2,000	2,000	2,500
Maintenance Office Equipment	5,981	3,472	4,200	5,400	5,500
Audit	5,625	5,588	6,000	5,800	6,000
Insurance	11,393	11,361	11,500	11,500	11,500
Uncollectable Accounts	5,919	5,204	6,500	6,500	7,000
Depreciation	5,678	5,885	6,200	6,200	6,500
Bond Issue Expense	0	8,190	8,000	35,000	35,000
Conference & Training	0	0	100	300	300
Dues	169	171	200	300	300
TOTAL GENERAL & ADMINISTRATIVE	586,648	547,904	686,400	690,000	706,100

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

2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
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METER READING

Labor	11,753	13,847	23,600	23,300	23,700
Retirement Benefits	2,278	2,671	4,700	4,700	4,900
Insurance Benefits	5,781	6,151	6,400	6,200	6,700
Meter Repairs	406,272	415,898	415,000	417,000	420,000
Office Supplies	10,629	12,319	10,500	13,000	13,000
Insurance	1,923	516	2,000	1,000	1,000

TOTAL METER READING	438,636	451,402	462,200	465,200	469,300
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PRETREATMENT PROGRAM

Professional Services	0	0	0	0	0
Office Supplies	119	19	100	100	100

TOTAL PRETREATMENT PROGRAM	119	19	100	100	100
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PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Utilities Superintendent	0.50	0.50	0.50	43,300	43,100	44,600
Wastewater Plant Superintendent	1.00	1.00	1.00	68,700	70,000	71,100
Chemist	1.00	1.00	1.00	50,900	51,900	55,200
Wastewater Plant Supervisor	1.00	1.00	1.00	66,200	52,700	54,000
Sewage Plant Operator	11.00	11.00	11.00	508,000	527,200	537,700
Utility Operator	1.00	1.00	1.00	45,500	45,600	46,500
Wastewater Maintenance Supervisor	1.00	1.00	1.00	66,200	67,500	67,500
Sewage Plant Maintenance Mechanic	5.00	5.00	5.00	237,000	242,500	247,400
Sewage Plant Maintenance Worker	1.00	1.00	1.00	43,800	44,400	45,300
Instrumentation/Electro Mechanical Tech	2.00	2.00	2.00	99,300	103,600	105,700
Industrial / Electrical Technician	1.00	1.00	1.00	60,200	60,500	61,700
Plumbing Inspector/Pretreatment Coord.	1.00	1.00	1.00	62,800	60,000	61,200
Office Assistant	1.00	1.00	1.00	36,000	36,700	37,500
Equipment Operator II	3.00	3.00	3.00	130,000	133,300	136,000
Employees shared w/ Water and/or Storm Water:						
Water Meter Reader / Service Person	0.50	0.50	0.50	23,000	23,300	23,700
Civil Engineer I	0.67	0.67	0.67	41,100	30,800	39,100
Engineering Specialist/C.E.T. Draftsperson	1.00	1.00	1.00	44,600	47,700	49,300
Account Clerk II	0.33	0.33	0.33	12,100	12,500	12,800
Part time				4,000	4,000	4,000
TOTAL PERSONNEL	33.00	33.00	33.00	1,642,700	1,657,300	1,700,300
BENEFITS FOR PLANT:						
Health Insurance	6306			498,400	445,500	481,100
Retirement Fund	6304			203,700	205,500	221,100
Life Insurance	6302			5,700	5,800	5,900
Social Security	6310			149,500	126,800	130,000
TOTAL BENEFITS				857,300	783,600	838,100
ADMINISTRATIVE SERVICES:						
Street Supervisor (3/4)				40,200	41,000	41,000
Public Works Clerk Dispatcher (1/4)				8,800	9,600	9,900
Director of Finance (1/4)				26,400	27,000	27,100
Utility Billing & Records Supervisor (1/3)				20,400	20,900	21,000
Account Clerk II (1/4)				8,600	9,400	9,600
Account Clerk II (.15)				5,700	5,700	5,700
Account Clerk I (1/3)				0	0	0
Account Clerk I (1/3)				10,700	11,200	11,400
Account Clerk I (1/5)				6,200	6,700	6,800
Collection/Cashier (1/3)				11,200	12,200	12,500
Safety Coordinator (1/3)				18,300	18,100	18,700
Director of Public Works (1/5)				22,800	23,600	23,900
Benefits				78,300	105,900	110,000
TOTAL ADMIN. SERVICES				257,600	291,300	297,600
GRAND TOTAL	33.00	33.00	33.00	2,757,600	2,732,200	2,836,000

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

	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 PROPOSED
<u>OPERATING REVENUES</u>					
User Charges	2,834,452	3,921,882	3,694,600	3,650,000	4,054,000
<u>OPERATING EXPENSES</u>					
Program Management	296,811	276,940	252,800	268,100	276,800
Engineering and Planning	291,129	472,751	490,300	568,100	658,400
Inspection and Enforcement	42,410	81,337	58,500	77,500	84,200
Operations and Maintenance	757,117	1,028,193	1,135,500	1,219,400	1,265,800
TOTAL OPERATING EXPENSES	1,387,467	1,859,221	1,937,100	2,133,100	2,285,200
OPERATING PROFIT/(LOSS)	1,446,985	2,062,661	1,757,500	1,516,900	1,768,800
<u>NON-OPERATING REVENUES</u>					
Interest Income	183,993	82,345	85,000	75,100	77,000
Forfeited Discounts	27,695	32,025	25,000	25,000	33,400
State Aid	0	0	150,000	150,000	1,000,000
Miscellaneous Income	12,559	8,550	5,000	6,500	5,000
NET NON-OPERATING REVENUE	224,247	122,920	265,000	256,600	1,115,400
<u>NON-OPERATING EXPENSE</u>					
Interest Expense	365,178	506,514	555,800	755,700	1,302,700
NET PROFIT/(LOSS)	1,306,054	1,679,067	1,466,700	1,017,800	1,581,500
PRINCIPAL PAYMENT ON DEBT	432,899	447,380	881,600	881,600	1,598,400
DEPRECIATION	188,690	237,283	250,000	250,000	260,000

DEBT COVERAGE RATIOS:

REQUIREMENT = 1.20 for Revenue Debt / 1.00 Total Debt

Amount Available for Debt Service W/Rate Increase	1,859,922	2,422,864	2,272,500	2,023,500	3,144,200
Without Rate Increase					2,730,800
Debt Service Revenue Debt	363,012	361,624	366,061	366,061	1,605,650
Debt Ratio - With Rate Increase	5.124	6.700	6.208	5.528	1.958
Without Rate Increase					1.701
Debt Service Total Debt	553,868	953,894	1,437,400	1,637,300	2,901,100
Debt Ratio With Rate Increase	3.358	2.540	1.581	1.236	1.084
Without Rate Increase					0.941

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

2008 ACTUAL	2009 ACTUAL	2010 PROPOSED	2010 ESTIMATE	2011 PROPOSED
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PROGRAM MANAGEMENT

Labor	203,956	187,689	161,800	169,500	172,200
Retirement Benefits	37,935	34,514	31,500	34,000	35,600
Insurance Benefits	54,441	48,414	54,300	56,400	60,800
Contractual Services	326	6,166	5,000	7,700	8,000
Office Supplies	153	157	200	500	200
TOTAL PROGRAM MANAGEMENT	296,811	276,940	252,800	268,100	276,800

ENGINEERING AND PLANNING

Labor	137,448	147,322	187,100	184,600	197,800
Retirement Benefits	26,432	29,784	36,400	37,000	40,700
Insurance Benefits	50,196	56,315	79,700	76,800	82,700
Computer Maintenance	1,000	2,216	1,000	1,500	1,000
Engineering and Consultants	67,151	226,441	175,000	257,800	325,000
Telephone	0	0	0	100	100
Conference and Training	3,517	6,367	6,000	5,500	6,000
Licenses and Dues	5,013	3,303	4,000	3,700	4,000
Office Supplies	372	1,003	1,100	1,100	1,100
TOTAL ENGINEERING AND PLANNING	291,129	472,751	490,300	568,100	658,400

INSPECTION AND ENFORCEMENT

Labor	35,507	47,630	49,000	51,400	53,300
Retirement Benefits	6,903	9,225	9,500	10,300	10,900
Engineering and consulting	0	24,385	0	15,800	20,000
Licenses and Permits	0	97	0	0	0
TOTAL INSPECTION AND ENFORCEMENT	42,410	81,337	58,500	77,500	84,200

OPERATIONS AND MAINTENANCE

Labor	161,769	197,620	197,400	198,200	201,700
Retirement Benefits	32,167	35,245	38,400	39,700	41,700
Insurance Benefits	49,339	51,366	67,100	67,600	71,100
Contractual Services	44,402	28,637	60,000	55,000	60,000
Auto Allowance	1,503	2,514	2,000	1,500	2,000
Audit Expense	5,625	5,587	6,000	6,000	6,000
Computer Service Charges	23,544	43,100	44,400	44,400	45,700
Repairs to Motor Vehicles	30,673	23,806	27,500	32,000	30,000
Maint/Mach/Equip/Bldg/Struct	11,835	54,758	18,000	22,500	20,000
Maintenance Computer Software	1,891	3,871	4,000	4,500	4,000
Equipment Rental	7,310	7,251	5,000	2,900	5,000
Building and Office Rental	0	0	0	0	0
Special Services	0	51	135,000	125,000	135,000
Engineering & Consultants	0	63,940	0	30,000	40,000
Conference and Training	1,149	22	500	500	500
Membership Dues	69	170	200	200	200
Misc Contractual Services	0	10,755	10,000	8,500	10,000
Uncollectible Accounts	1,362	816	1,500	1,500	1,800
Water Service	1,108	1,694	2,200	2,100	2,400

ACCOUNT: 561-0000-0000-00000

FUND: STORM WATER UTILITY

FUNCTION: STORM WATER UTILITY

	2008	2009	2010	2010	2011
	ACTUAL	ACTUAL	PROPOSED	ESTIMATE	PROPOSED
Comp Liability	4,704	4,150	3,900	4,000	4,200
Vehicle Insurance	3,290	3,187	3,900	3,900	4,200
Licenses and Permits	8,000	8,000	8,500	8,000	8,500
Land fill Fees	24,183	41,989	62,000	52,000	55,000
Office Supplies	70	19,884	100	500	500
Software Supplies	300	611	700	600	700
Diesel Fuel	23,617	16,540	27,000	22,900	25,000
Supplies and Repair Parts	69,836	56,324	85,000	85,000	85,000
Sewer Maintenance Supplies	2,072	12,783	20,000	22,000	20,000
Tools	1,364	231	0	100	100
Street Sweeping Supplies	8,571	8,816	7,000	15,000	10,000
Minor Equipment	0	708	0	0	0
Stone/Gravel/Concrete/Asphalt	47,397	59,076	45,000	48,000	53,000
Other Materials and Supplies	577	1,913	2,500	1,900	2,500
Depreciation	188,690	237,283	250,000	250,000	260,000
Bond Issue	700	25,495	700	63,400	60,000
TOTAL OPERATIONS AND MAINTENANCE	757,117	1,028,193	1,135,500	1,219,400	1,265,800

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Engineering Specialist/C.E.T. Draftspers	0.67	0.67	1.00	43,400	47,700	49,300
Civil Engineer I	1.33	1.33	1.67	101,200	93,300	104,500
Civil Engineer II	1.00	1.00	1.00	68,400	71,400	71,600
C.E.T. Draftsperson	1.00	1.00	1.00	46,300	49,300	52,600
Equipment Operator II	3.00	3.00	3.00	135,400	133,300	136,000
Account Clerk II	0.33	0.33	0.33	12,100	12,500	12,800
Part-time				0	0	0
Health Insurance				135,700	137,800	148,800
Retirement				50,400	50,500	55,400
Social Security				31,100	31,200	32,600
Life Insurance				1,000	800	800
Income Continuation Insurance				1,200	1,000	1,000
TOTAL PERSONNEL	7.33	7.33	8.00	626,200	628,800	665,400
ADMINISTRATIVE SERVICES						
Street Supervisor (3/4)				40,300	41,000	41,000
Public Works Clerk Dispatcher (1/4)				8,800	9,600	9,900
Dir of Finance (1/4)				26,400	27,000	27,100
Utility Billing & Records Supr. (1/3)				20,400	20,900	21,000
Account Clerk II (1/4)				8,600	9,400	9,600
Account Clerk II (1/10)				3,500	3,800	3,800
Account Clerk I (1/3)				0	0	0
Account Clerk I (1/3)				10,700	11,200	11,400
Account Clerk I (1/5)				6,200	6,700	6,800
Collection/Cashier (1/3)				11,200	12,200	12,500
Asst. Dir./Public Works (1/3)				29,600	30,800	31,200
Public Works Director (1/5)				22,800	23,600	23,900
Fringes				97,500	100,500	104,900
TOTAL ADMIN. SERVICES				286,000	296,700	303,100
TOTAL PERSONNEL	7.33	7.33	8.00	912,200	925,500	968,500

**2011 BUDGET
POLICE PENSION FUND**

Police Pensions **54,600**

REVENUE ESTIMATES

Police Fines & Costs	0	
Interest on Investments	11,000	
Sundry Fees	200	
		11,200

TOTAL		43,400
Surplus Applied		43,400

BUDGET APPROPRIATION **0**

**2011 BUDGET
FIRE PENSION FUND**

Fire Pensions **40,100**

REVENUE ESTIMATES

Interest on Investments	4,000	
Fire Insurance Premiums	0	
		4,000

TOTAL		36,100
Surplus Applied		36,100

BUDGET APPROPRIATION **0**

**2011 BUDGET
SAFETY & WORKER'S COMPENSATION**

Total Expenses	420,465
Items to be Reimbursed	376,700

TOTAL	43,765
Surplus Applied	23,400

BUDGET APPROPRIATION **20,365**

ACCOUNT: 603-0909-XXXX-XXXXX
FUND: SAFETY & WORKER COMPENSATION
FUNCTION: SAFETY & WORKER COMPENSATION
DEPARTMENT: GENERAL GOVERNMENT

PROGRAM DESCRIPTION:

The purpose of the safety operation 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 non-Transit CDL drivers
- Coordinate all Worker Compensation claims with the assistance of our 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 12.5% (40 injuries in 2009 compared to 35 injuries in 2010).
- With the assistance of the Fire Department, completed SCBA training at the Wastewater Treatment Plant
- Coordinated trenching and excavation training for employees that are exposed to this hazard in the course of their daily operations
- Coordinated and participated in chain saw safety for select Street Division employees
- Continued safety audits of City of Oshkosh facilities, addressed areas needing improvement and discussed progress at safety committee meetings
- Developed and implemented City AED Policy
- Purchased AED for City Hall and assisted with the procurement of AEDs for the Oshkosh Public Museum and Oshkosh Public Library
- Coordinated CPR/First Aid/AED training with the Oshkosh Fire Department resulting in an additional 63 city employees being certified

OBJECTIVES TO BE ACCOMPLISHED NEXT YEAR:

- Continue to eliminate injuries and reduce the associated worker compensation costs through proactive injury prevention and claims management
- Evaluate jobs throughout the City by spending a day working with employees.
- Modify procedures, tools used, or locations and assist Personnel with pre-employment physical standards.

- Cooperatively work with Aurora and the University of Wisconsin Oshkosh to improve the strength and conditioning processes for Police Officers and Firefighters/ Paramedics
- Work with Water Treatment personnel to update and review evacuation/isolation procedures for Ammonia and Chlorine exposure
- Coordinate Work Zone Safety training for all City employees that may be exposed to this hazard in the course of their daily operations
- Continue to work with Utility personnel to update their Safety Management/Risk Management Plan

SUMMARY

FUND:	FUNCTION:	DEPARTMENT:	ACCOUNT:		
SAFETY & WORKER COMPENSATION	SAFETY & WORKER COMPENSATION	ADMINISTRATIVE SERVICES	603-0909-XXXX-XXXXX		
	2009 BUDGET APPROPRIATION	2009 ACTUAL	2010 BUDGET APPROPRIATION	2010 ESTIMATE	2011 PROPOSED BUDGET
Fund Balance:	400,871	400,871	476,689	476,689	388,789
REVENUES					
General Property Tax #4102	33,783	33,783	22,400	22,400	20,365
Serv Chg Interdepart #4816	52,989	42,669	44,100	44,100	47,400
Misc Rev #4972	302,043	312,642	300,000	300,000	329,300
Surplus Applied #4966		0	22,400	22,400	23,400
TOTAL RESOURCES:	388,815	389,094	388,900	388,900	420,465
EXPENSES:					
Personnel 6300's	64,258	64,657	66,200	67,700	68,065
Contractual Services 6400's	270,418	205,157	275,100	340,000	301,900
Utilities 647x	334	321	300	0	0
Fixed Charges 648x-649x	53,105	42,866	44,600	44,000	47,800
Materials & Supplies 6500's	700	275	2,700	2,700	2,700
TOTAL USES:	388,815	313,276	388,900	454,400	420,465
CURRENT NET SURPLUS/DEFICIT	0	75,818	0	(65,500)	0
Ending Fund Balance:	400,871	476,689	454,289	388,789	365,389

COMMENTS:

REASONS FOR CHANGES IN EXPENDITURE LEVELS:

6401-00000 Increase in hearing test fees.
6448-00000 2010 estimated and 2011 proposed, anticipated cost for previous year's injuries.
6481-00000 2011 proposed, increase in stop loss premium for claims over \$300,000.

EXPLANATION OF CAPITAL OUTLAY:

ACCOUNT: 603-0909-XXXX-XXXXX
 FUND: SAFETY & WORKER COMPENSATION
 FUNCTION: SAFETY & WORKER COMPENSATION
 DEPARTMENT: ADMINISTRATIVE SERVICES

NUMBER	CLASSIFICATION	2008 EXPEND.	2009 EXPEND.	2010 APPROP.	2010 EST.	2011 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	41,711	53,815	55,000	56,100	56,100
TOTAL PAYROLL - DIRECT LABOR		41,711	53,815	55,000	56,100	56,100
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	9,777	10,842	11,200	11,600	11,965
TOTAL PAYROLL - INDIRECT LABOR		9,777	10,842	11,200	11,600	11,965
Account-Project						
Contractual Services						
6401-00000	Contractual Services	42,712	32,991	38,000	38,000	39,000
6402-00000	Auto Allowance	237	109	800	200	500
6448-00000	Special Services	170,680	170,239	233,500	300,000	260,000
6458-00000	Conference & Training	828	870	1,800	900	1,500
6460-00000	Membership Dues	1,078	948	1,000	900	900
TOTAL CONTRACTUAL SERVICES		215,535	205,157	275,100	340,000	301,900
Utilities						
6475-00000	Telephones	320	321	300	0	0
TOTAL UTILITIES		320	321	300	0	0
Fixed Charges						
6481-00000	Workers Compensation	40,594	37,342	38,500	37,500	41,300
6499-00000	Misc Fixed Charges	7,112	5,524	6,100	6,500	6,500
TOTAL FIXED CHARGES		47,706	42,866	44,600	44,000	47,800
Materials & Supplies						
6505-00000	Office Supplies	200	115	200	200	200
6510-00000	Employee Training Materials	152	0	200	200	200
6537-00000	Safety Equipment	0	73	200	200	200
6557-00000	Medical Supplies	148	87	200	200	200
6589-00000	Other Materials & Supplies	0	0	1,900	1,900	1,900
TOTAL MATERIALS & SUPPLIES		500	275	2,700	2,700	2,700
TOTAL SAFETY & WORKER COMP		315,549	313,276	388,900	454,400	420,465

PERSONNEL SCHEDULE

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

Position Title	Current Actual Employees	Current Budgeted Employees	2011 Proposed Employees	2010 Budget Approp.	2010 Estimated Expend.	2011 Proposed Budget
Safety Coordinator/Risk Management	1	1	1	55,000	56,100	56,100
Overtime						
Health Insurance				0	0	0
Retirement				6,800	7,000	7,300
Social Security				4,200	4,300	4,365
Life Insurance				100	100	100
Income Continuation Insurance				100	200	200
TOTAL PERSONNEL	1	1	1	66,200	67,700	68,065