



# **CITY OF WAUWATOSA**

## **2013 BUDGET**

### **EXECUTIVE REVIEW**

**PUBLIC**



**CITY OF WAUWATOSA**  
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September 7, 2012  
Common Council  
City of Wauwatosa  
7725 W. North Ave.  
Wauwatosa, WI 53213

Dear Chairman, Committee Members and Council:

Budget time brings to the forefront a multitude of community values, needs, and wants. While all of these opinions and perceptions add to a dynamic discussion; the budget process must be guided by a rational calibration of what the circumstances are both internally and externally to arrive at a operating plan for the upcoming year that provides for the execution of services and functions for 2013, while also putting in place the necessary means to plan for the next several years.

Like last year, the two most pressing issues affecting the budget are the effects of State legislation, i.e., the 'budget repair bill' and the 2011-2013 State Biennial Budget, and the slow economic recovery that continues to affect revenues, housing values and demand for various services. The calculus for this budget relies on a balanced and equitable approach to provide the existing services while hedging against inflation and other detrimental budgetary impacts by creating structural financial strength through investments in sustainable efficiencies and aging infrastructure while maintaining prudent fund balances.

The State mandated property tax levy limit has three components that not only affect approximately 70% of general fund revenue, but also affect the planning for succeeding year budgets. Setting the levy becomes less an exercise of calculating needed expenditures minus other revenue sources and more an exercise of attempting to beneficially affect future budgets. The three components are explained below:

- 1. A municipality is allowed to increase their levy from the previous year by the amount of net new construction as a percentage of equalized value.** In other words, if the property tax base grows from additions to the tax base, not market inflation; a municipality can increase

their levy by that net new construction as a percent of total value. For Wauwatosa, and any other built out community the ability to see a significant benefit from this option is limited. This contrasts dramatically to municipalities with significant areas of undeveloped land. This component of the levy limit allows the levy to be increased by \$114,256, or 0.34% of the 2012 levy net the debt service adjustment.

- 2. A municipality is allowed to carry forward unused levy capacity up to a limit of 0.5%.** The effect is that even if a municipality stayed under the levy limit, be it more than one-half of one percent, it is only the 0.5% that can be used in the succeeding year. In our case this allowable amount is \$182,776. This provision creates an 'odd' scenario in which many municipalities will maximize their levy increase so as to not be 'penalized' in the succeeding year when they may want flexibility beyond this limiting component. Stated another way, if a municipality stayed under their levy limit by one percent they would only be able to use one half of that amount in the succeeding year.

***To use the carry forward unused levy capacity option it must be approved by an extraordinary vote of the governing body. If an elected body has more than five members the act must be passed by a three-fourth majority vote or two-thirds if there are fewer than five members.***

### **3. Debt Service Adjustment**

In order to maintain the marketability of municipal bonds, exemptions have always been in place for debt service; however, due to successive attempts by the legislature over the past decade to enact increasingly strict levy limits, a complicated calculation regarding debt service has evolved.

**Post-July 1, 2005 debt is exempt from the levy limit.** To be clearer, GO debt authorized on or after July 1, 2005 does not apply to the levy limits. In addition, a municipality only has to report the debt service capacity actually used for levy limit purposes which then becomes the base for the next year. In Wauwatosa's case, even though total levy-backed debt service is only increasing \$258,567 in 2013, after netting out the pre-July 1, 2005 debt and using last year's reported debt service, the levy limit can be increased by \$886,917 for debt service.

Utilizing these three factors the cumulative amount the levy limit could be increased by is \$1,183,949. In this budget, 36% of that amount was used. Policy makers have the option available to increase the levy an additional \$127,877 under the current laws without any financial consequences. This represents the difference between the actual recommended levy increase of \$427,721 and the sum of allowable levy increases for net new construction (\$114,256), actual debt service increase (\$258,567) and the carry forward amount (\$182,776).

Currently, City staff is examining the advisability of exceeding this amount which is allowable by law due to the difference between the City's actual debt service increase and the post-2005 increase but may or may not have future year financial consequences based on the current levy limit rules. This is a situation largely unique to 2013 because of the rapidly decreasing pre-2005 debt service. Whereas, the difference in 2013 between actual debt service and post-2005 debt service is \$541,206; the difference in 2014 is projected to be \$145,210 and the difference in 2015 and every year thereafter is \$0.

As stated earlier, State legislated levy limit (some version has been in place for several years) effects must be considered in budget deliberations with much more attention than in the past. Further complicating matters is the fact that the State will likely revise these limits as part of the 2013-2014 State Biennial budget and change the rules again.

## **BUDGET PROCESS**

The way the budget was compiled this year was slightly changed from last year. Some of the back office things that changed were the process for personnel budgeting and the budget narratives. Below is a list of the budget process completed as well as to come.

- ➔ June 18: Personnel Cost Center Allocation
- ➔ June 22: Personnel Cost Center Allocation due from All Departments
- ➔ July 13: Budget Worksheets Sent Out to Departments
- ➔ May 22: Levy Reduction Amount Sent Out to Departments
- ➔ July 18: Personnel Schedule Request Change Forms Sent Out to Departments
- ➔ July 20: Budget Narratives Template Sent Out to Departments
- ➔ Aug. 1: Budget Worksheets, Levy Reduction Forms and Personnel Change  
Request Forms are due from All Departments
- ➔ Aug. 3: Budget Narratives due from All Departments

- ➔ Aug. 15-22: Executive Review of Budget Proposals from Departments
- ➔ Sept. 13, 20,27, Oct 4 (if needed):
  - Budget Committee Review of Executive Budget excluding Water, Storm, Sanitary, and Capital Budgets
- ➔ Oct. 11 & 18: Water Utility, Storm Sewer Fund, Sanitary Sewer Fund and Five Year Capital Budget
- ➔ Oct. 18: Official Notice for Public Hearing Published
- ➔ Nov. 6: Public Hearing
- ➔ Nov. 20: Budget Review for Council Adoption

Another budgetary practice alteration has been how positions are budgeted. Past practice has been to budget 100% of the costs associated with all positions. In the interest of accurate budgeting, a 1.5% rate of attrition is built into the budget. This negative value is budgeted directly in the Police and Fire Department. This deduction is not directly applied to budgets within City Hall and Public Works due to the multitude of budgets within each grouping and a lack of predictability about where the attrition will take place. The negative value is captured centrally in undistributed payroll. These figures are based on the use of historical data to determine what the 'normal' predictable rate of employee turnover is in a given year. Correspondingly, this means of accuracy has enabled a further reduction of the budgeted 'appropriated surplus applied' by \$482,506. We are working toward elimination of budgeting 'appropriated surplus applied' that in the future will allow department director's to manage and be responsible to their own personnel budget without having to seek the same level of approval to fill positions from Administration.

Also, there are a few things that have continued in framing this budget from last year's budget. Two pieces worth mentioning are the Cost-to-Continue analysis and five year forecast. These have been presented to the Council and/or Budget and Finance Committee. This is an attempt to transparently inform both policy makers and employees, well in advance, about the budgetary challenges the City faces. One consideration for the Budget Committee is whether to continue assuming only use of the 'net new construction' component of the levy limits. Though, stated as an option, we have never assumed the policy position of also using the debt related components.

In addition to meet the 2013 budget gap departments, in four groups, were instructed to reduce their expenditures or find new revenues equal to approximately 1.5% of their gross expenditures. The four departmental groupings were Police, Fire, Public Works, and City Hall. These actions enabled elimination of the 2013 budget gap and are described in more detail in the departmental narratives.

## GENERAL FUND BUDGET SUMMARY

The following table presents a summary of the general fund including the library.

Table 4: 2012-2013 Executive Budget Comparison

General Fund Preview				
	2012 Adopted	2013 Executive	Dollar Change	Percent Change
General Fund w/Library	\$ 53,391,137	\$ 53,149,511	\$ (241,626)	-0.45%
City Property Tax Levy	\$ 36,555,123	\$ 36,982,844	\$ 427,721	1.17%
Surplus Applied	\$ 982,506	\$ 500,000	\$ (482,506)	-49.11%
Other Revenue	\$ 16,836,014	\$ 16,166,667	\$ (669,347)	-3.98%
Estimated Assessed Value	\$ 5,220,542,224	\$ 5,196,918,220	\$ (23,624,004)	-0.45%
Estimated Tax Rate	\$ 7.00	\$ 7.12	\$ 0.12	1.71%
Estimated Average Residential Tax/Year	\$ 1,708.00	\$ 1,737.28	\$ 29	1.71%

### Key Factors Affecting the 2013 Budget

#### *Compensation*

Since the options available for increasing revenue are limited in all funds one of the most important ways to limit expenditure growth is to constantly review compensation costs. Among all operating funds of the City over the past six years just slightly less than 20 full-time equivalent positions (over 4%) have been eliminated. This budget includes reductions in Finance, Development and Police. For a further explanation of these reductions, please see each department narrative. Total compensation among all funds is at the lowest level since the 2007 budget. For 2013, total compensation is decreasing by approximately \$381,000. Out of the police and fire department contract protective employees are due to receive a 3% COLA increase. All general employees (City Hall and Public Works) will receive a 2% COLA increase with the availability of a 1% performance enhancement. One of the ways we are able to facilitate a COLA for employees are from the salary savings realized through the two-tier salary system. This system evaluates the City salary rates for classes of positions against comparable public and private sector employers, when available and appropriate, to determine if the City is paying market value for open positions. In 2012, this system is anticipated to net

approximately \$90,000 in savings compared to 2011 within the general fund and is expected to grow over time.

On the benefits side of costs this budget includes all employees being at an estimated 6.7% employee retirement contribution and 20% (10% with full participation in the wellness program) employee health insurance premium. The significant proportion of compensation that goes to the Health and Life Insurance Fund is essentially flat with an overall decrease of approximately two-tenths of one percent. The amount coming from the general fund is increasing by \$65,000, or less than 1%, or, effectively, a 0.12% affect on the levy. Also, transfers from all funds to support the Health and Life Insurance Fund are budgeted at \$389,204, which is 5.2% more than actual transfers in 2003 with the general fund transfer being 2.2% less.

### *Departmental and City-wide Efforts*

#### Solid Waste Collection Services

A number of the solid waste collection services are being evaluated to determine the most cost efficient and effective manner of provisions. This was done by comparing the City's fixed and variable costs against proposals from private vendors for providing several services. It is anticipated that the yard waste collection contract will be eliminated at the end of this year. This provides the City with the opportunity to eliminate the cost of the contract and bring the service in-house. It is estimated that this will save \$115,733. Also, anticipated as a budgetary matter is the City continuing to provide recycling collection in the same manner as the second half of this year. The estimated savings from not entering into another contract at this time is \$243,730. These budgetary assumptions do not assume some of the other modifications (i.e. dual use of the transfer station) that must first be proven to work to the satisfaction of the Wisconsin Department of Natural Resources. If proven successful, a dual use of the transfer station will provide additional budgetary savings in 2014 and play a key role in closing that year's budget gap.

For the 2013 budget solid waste expenditures are only \$1,630 more than 2003. Coupled with improved direct revenue, the amount of levy and unallocated revenue necessary to fund these services in 2013 is \$119,270 less than 2003. As a side note, a similar trend is occurring in the fire department with their operating expenditures, the levy and unallocated revenue are only \$15,091 higher than in 2003.

Another recycling effort is a public relations and enforcement campaign to encourage residents to recycle more. The goal established within this budget is to divert 250 tons of material from garbage bins into recycling bins. We have placed \$10,000 in the budget

toward the public relations effort and our crews will enforce non-compliance. If accomplished, we anticipate a \$25,000 effect of additional recycling revenue and reduced landfill costs to be realized.

### Energy Projects

The City continues to take on projects that reduce the consumption of energy. The Internal Granting Program (to see other funded projects go to the narrative) funded the installation of LED street lighting on 67 light fixtures to complete two substations that are partially being completed by the Wisconsin Department of Transportation during their Mayfair Road Construction Project. Once completed 15% of the City street lighting system will have LED fixtures. The intention of doing these projects is to hedge against future energy rate increases.

Another project partial funded by the Internal Granting Program is a lighting upgrade to the Public Works Building. Right now, the lighting is so poor in the building that some job functions are harder to complete. It is estimated that electricity savings will be \$17,780 annually, so the project will pay for itself within nine years.

### Revaluation

Due to the local housing market conditions it is necessary and proper to perform a property revaluation on all taxable properties within the jurisdictional boundaries of the City. There are a number of immediate reasons for the revaluation. First, the City's average assessment ratio is approximately 110%. This ratio does not meet the standard set by Wisconsin Law. A second reason is that there are value inequalities between and within classes of properties. This disparity appears to exist between residential and commercial properties, and in market values by neighborhood and housing type. By doing a revaluation it should correct these issues by setting values at fair market rates in an equitably and uniformed manner.

### **In conclusion**

Internal and external circumstances present budgetary challenges, but in this 2013 budget some tough decisions were made to assemble a document that meets clear goals. Investment in sustainable structural changes has continued, the level and quality of service is maintained and a commitment to financial strength has been upheld.

Staff members from general employees to department directors worked extremely hard to develop creative ways to deliver services with fewer resources, and like so many times before they followed through with professionalism and a profound understanding of the challenges the City faces. For this we thank them.

We believe the future is bright, but that we must continue to be diligent about making decisions today for tomorrow.

Sincerely,



Kathy Ehley  
Mayor



James Archambo  
City Administrator



# Introduction

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Taxation by Taxing District	1
Tax Levy & Rate History	2
Revenue and Expenditure Charts	3
Proposed Official Notice	4
Full Time Equivalent Employment Comparison	5
Levy Analysis	6



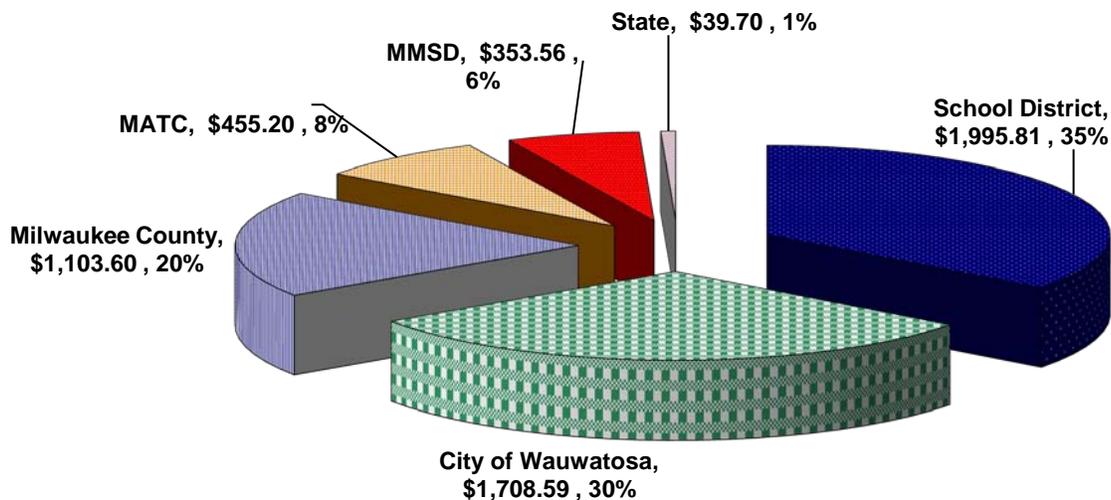
## Taxation by Taxing District

Average Residential Property

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
School District	\$ 1,757.77	\$ 1,839.62	\$ 1,950.09	\$ 2,027.64	\$ 1,995.81
City of Wauwatosa	\$ 1,590.70	\$ 1,633.04	\$ 1,656.55	\$ 1,688.48	\$ 1,708.59
Milwaukee County	\$ 994.60	\$ 978.44	\$ 1,021.24	\$ 1,071.16	\$ 1,103.60
MATC	\$ 453.20	\$ 453.23	\$ 470.41	\$ 461.16	\$ 455.20
MMSD	\$ 327.72	\$ 318.83	\$ 326.02	\$ 346.48	\$ 353.56
State	\$ 43.40	\$ 41.91	\$ 41.78	\$ 41.48	\$ 39.70
Gross Tax	\$ 5,167.39	\$ 5,265.07	\$ 5,466.09	\$ 5,636.40	\$ 5,656.45
State Credit	\$ (280.15)	\$ (306.51)	\$ (306.23)	\$ (307.44)	\$ (310.35)
Net Tax	\$ 4,887.24	\$ 4,958.56	\$ 5,159.86	\$ 5,328.96	\$ 5,346.10

## City of Wauwatosa Real Estate Taxes on a \$244,000 Home

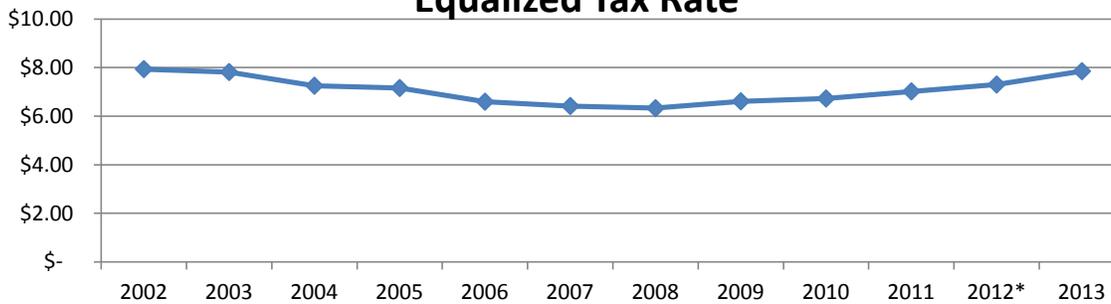
(Net taxes reduced by State, First Dollar, & Lottery Credit)



# City of Wauwatosa Tax Levy & Rate History

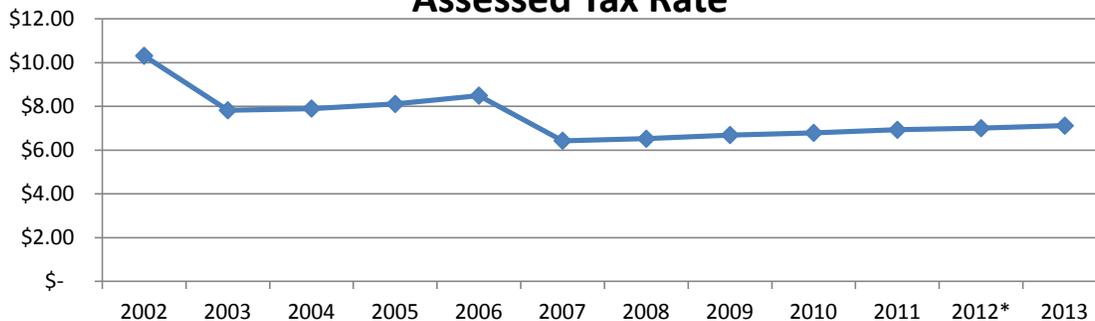
	<u>Equalized</u> <u>Value<sup>2</sup></u>	<u>%</u> <u>Change</u>	<u>City Levy</u>	<u>%</u> <u>Change</u>	<u>Tax</u> <u>Rate</u>	<u>%</u> <u>Change</u>
2013 <sup>1</sup>	\$ 4,709,725,000	-5.90%	\$ 36,982,844	1.17%	\$ 7.85	7.51%
2012	\$ 5,004,833,100	-3.87%	\$ 36,555,123	0.00%	\$ 7.30	4.02%
2011	\$ 5,206,269,800	-2.22%	\$ 36,555,123	2.03%	\$ 7.02	4.35%
2010	\$ 5,324,737,600	-0.89%	\$ 35,827,935	0.84%	\$ 6.73	1.75%
2009	\$ 5,372,543,900	-3.16%	\$ 35,527,935	2.96%	\$ 6.61	6.32%
2008	\$ 5,547,750,200	4.54%	\$ 34,506,384	1.29%	\$ 6.22	-3.11%
2007	\$ 5,306,974,200	5.83%	\$ 34,066,800	3.00%	\$ 6.42	-2.68%
2006	\$ 5,014,597,000	13.64%	\$ 33,076,013	4.68%	\$ 6.60	-7.88%
2005	\$ 4,412,872,000	5.70%	\$ 31,595,960	4.32%	\$ 7.16	-1.30%
2004	\$ 4,174,882,500	7.80%	\$ 30,286,745	0.02%	\$ 7.25	-7.21%
2003	\$ 3,872,882,900	9.74%	\$ 30,279,515	8.09%	\$ 7.82	-1.50%
2002	\$ 3,529,195,900	6.96%	\$ 28,013,575	5.76%	\$ 7.94	-0.94%

### Equalized Tax Rate



	<u>Assessed</u> <u>Value<sup>2</sup></u>	<u>%</u> <u>Change</u>	<u>City Levy</u>	<u>%</u> <u>Change</u>	<u>Tax</u> <u>Rate</u>	<u>%</u> <u>Change</u>
2013	\$ 5,196,918,220	-0.45%	\$ 36,982,844	1.17%	\$ 7.12	1.63%
2012	\$ 5,220,542,224	-1.07%	\$ 36,555,123	0.00%	\$ 7.00	1.08%
2011 <sup>3</sup>	\$ 5,276,999,488	-0.01%	\$ 36,555,123	2.03%	\$ 6.93	2.04%
2010	\$ 5,277,522,121	-0.63%	\$ 35,827,935	0.84%	\$ 6.79	1.48%
2009	\$ 5,310,833,718	0.38%	\$ 35,527,935	2.96%	\$ 6.69	2.57%
2008	\$ 5,290,708,653	-0.12%	\$ 34,506,384	1.29%	\$ 6.52	1.42%
2007	\$ 5,297,328,236	36.00%	\$ 34,066,800	3.00%	\$ 6.43	-24.27%
2006	\$ 3,894,972,795	-0.05%	\$ 33,076,013	4.68%	\$ 8.49	4.74%
2005	\$ 3,897,060,920	1.65%	\$ 31,595,960	4.32%	\$ 8.11	2.63%
2004	\$ 3,833,713,550	-1.03%	\$ 30,286,745	0.02%	\$ 7.90	1.07%
2003	\$ 3,873,696,500	42.57%	\$ 30,279,515	8.09%	\$ 7.82	-24.18%
2002	\$ 2,717,114,391	-0.80%	\$ 28,013,575	5.76%	\$10.31	5.10%

### Assessed Tax Rate

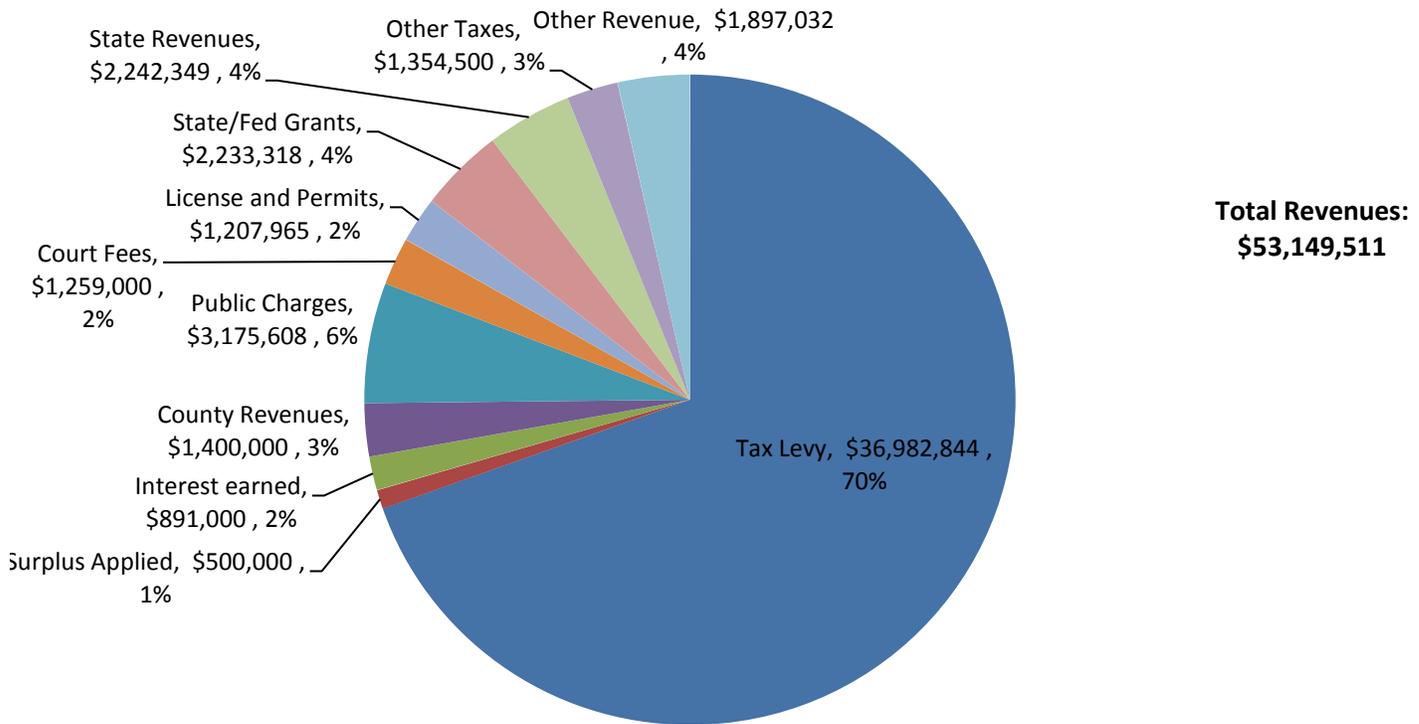


<sup>1</sup> Tax rate and assessed value are estimates

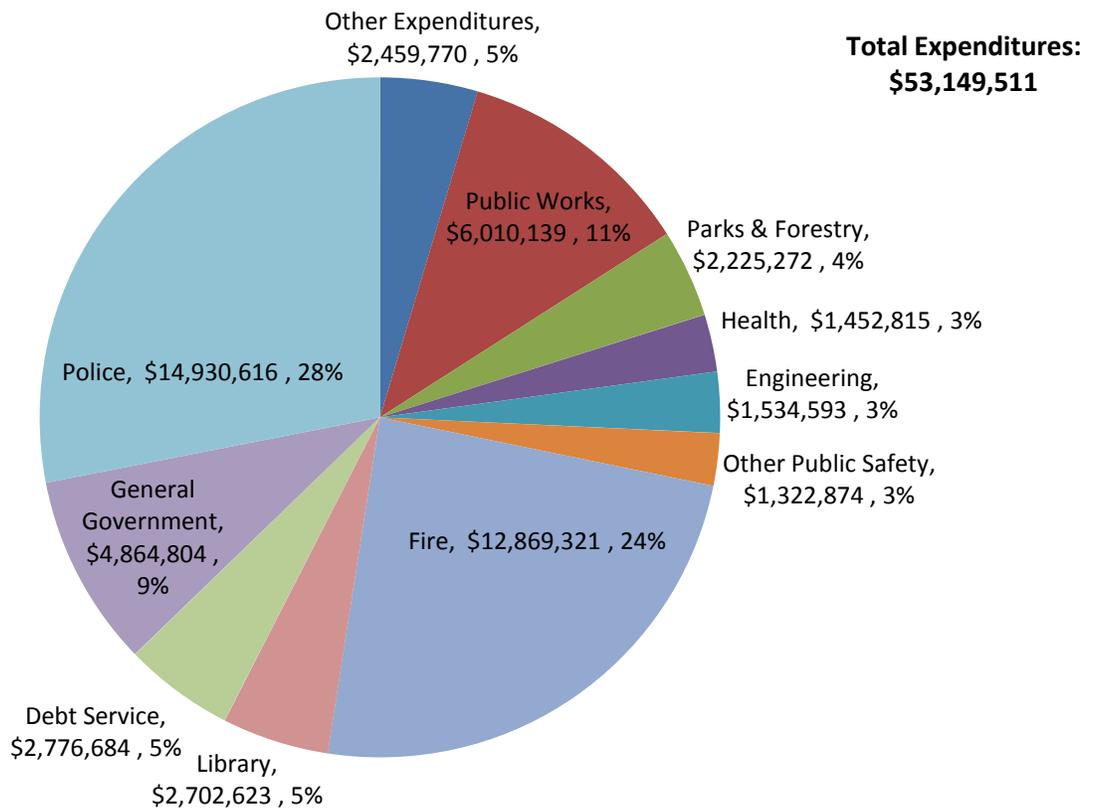
<sup>2</sup> Values do not include tax incremental district values

<sup>3</sup> Due to the final Board of Review not taking place until after the tax roll was finalized, there is a variance between the 2011 Assessed value shown here and the published Assessed value

## 2013 General Fund Revenues



## 2013 General Fund Expenditures



**City Of Wauwatosa  
Proposed Official Notice  
2013 Budget**

<b>General Fund</b>	<b>2012 Adopted Budget</b>	<b>2012 Amended Budget</b>	<b>2012 Re-estimated Budget</b>	<b>2013 Executive Budget</b>	<b>% Change</b>
<b><u>General Fund Revenues:</u></b>					
General Property Taxes.....	\$34,350,083	\$34,350,083	\$34,334,582	\$34,665,022	0.92%
Other Taxes.....	1,461,500	1,461,500	1,452,425	1,460,395	
Special Charges.....	26,165	26,165	26,209	26,150	
State Shared Revenues.....	2,262,584	2,262,584	2,243,164	2,242,349	
State Grants & Aids.....	1,965,368	1,965,368	2,025,331	1,973,788	
Federal Shared Revenue/Grants.....	78,510	78,510	413,356	259,530	
Licenses & Permits.....	1,209,475	1,209,475	1,276,522	1,207,965	
Fines, Forfeits & Penalties.....	1,259,000	1,259,000	1,199,000	1,259,000	
Public Charges for Services.....	2,996,550	2,996,550	3,085,436	3,175,608	
Intergovernmental Charges.....	1,603,642	1,603,642	1,511,220	1,527,891	
Miscellaneous Revenue.....	1,052,000	1,052,000	1,091,329	826,000	
<b>TOTAL REVENUES</b>	<b>\$48,264,877</b>	<b>\$48,264,877</b>	<b>\$48,658,574</b>	<b>\$48,623,698</b>	
<b><u>Transfers From Other Funds &amp; Equity Use</u></b>					
Proceeds from Long-Term Debt.....	-----	-----	-----	-----	
Revolving Funds - Net.....	\$29,791	\$29,791	\$29,791	\$29,791	
Transfer from Amortization Fund.....	800,000	800,000	800,000	500,000	
Transfer from Water Utility.....	690,000	690,000	717,600	768,399	
Other Funds.....	-----	-----	-----	25,000	
Appropriated Surplus Applied.....	982,506	1,602,275	570,020	500,000	
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$50,767,174</b>	<b>\$51,386,943</b>	<b>\$50,775,985</b>	<b>\$50,446,888</b>	-0.63%
<b><u>General City Expenditures</u></b>					
General Government .....	\$4,241,717	\$4,308,483	\$4,261,742	\$4,205,424	
Public Safety .....	29,006,507	29,368,868	29,449,619	29,122,811	
Transportation - General.....	5,254,877	5,291,339	5,181,368	5,217,164	
Sanitation.....	2,643,926	2,658,298	2,695,733	2,327,568	
Health.....	1,325,468	1,325,887	1,386,376	1,452,815	
Leisure Activities.....	366,207	366,207	379,337	368,333	
Conservation & Development.....	1,759,264	1,823,653	1,834,652	1,948,266	
Non-Departmental & General.....	1,053,070	1,128,070	471,020	550,437	
Capital Outlay - Internal Service Funds.....	-----	-----	-----	-----	
<b>TOTAL OPERATION &amp; MAINT. EXPENDITURES</b>	<b>\$45,651,036</b>	<b>\$46,270,805</b>	<b>\$45,659,847</b>	<b>\$45,192,818</b>	
<b><u>Add Transfers To Other Funds &amp; Equity Use</u></b>					
Amortization Fund.....	\$1,135,000	\$1,135,000	\$1,135,000	\$891,000	
Reserve for Contingency.....	-----	-----	-----	-----	
Debt Service Fund .....	2,160,000	2,160,000	2,160,000	2,776,684	
Parks Reserve.....	871,138	871,138	871,138	936,386	
Other Funds.....	800,000	800,000	800,000	500,000	
Insurance Reserve Funds.....	150,000	150,000	150,000	150,000	
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$50,767,174</b>	<b>\$51,386,943</b>	<b>\$50,775,985</b>	<b>\$50,446,888</b>	-0.63%
<b><u>All Governmental and Proprietary Funds Combined</u></b>					
	<b>Fund Balance Jan. 1, 2013</b>	<b>Total 2013 Revenues</b>	<b>Total 2013 Expenditures</b>	<b>Fund Balance Dec. 31, 2013</b>	<b>Property Tax Contribution</b>
General Fund.....	\$8,943,858	\$49,946,888	\$50,446,888	\$8,443,858	\$30,951,952
Debt Service Fund.....	\$162,043	\$4,160,531	\$4,255,195	\$67,379	\$2,776,684
Special Revenue Fund.....	\$5,476,619	\$12,718,705	\$9,974,734	\$8,220,590	\$3,254,208
Internal Service Funds.....	\$5,619,857	\$16,230,664	\$16,178,336	\$5,672,185	
Enterprise Funds.....	\$6,287,327	\$9,692,015	\$8,556,282	\$7,423,060	
Amortization Fund.....	\$6,957,481	\$891,000	\$891,000	\$6,957,481	
Redevelopment Lease Revenue Bond Fund.....	\$975,000	\$3,179,093	\$3,179,093	\$975,000	
Redevelopment Authority Reserve.....	\$751,405	\$1,070	0	\$752,475	
<b>Total General Property Tax Levy.....</b>	<b>\$36,555,123</b>	<b>\$36,555,123</b>	<b>\$36,555,123</b>	<b>\$36,982,844</b>	<b>1.17%</b>
<b><u>Itemization Of Service Changes</u></b>					
None					

**BUDGETED FULL-TIME EQUIVALENCY EMPLOYMENT**

	<u>2012</u>	<u>2013</u>	<u>Var</u>
Administrator	2.63	2.74	0.11
Assessor	5.57	5.57	-
Attorney	3.00	3.00	-
Common Council	16.58	16.58	-
Comptroller/Treasurer/Purchasing	9.83	9.56	(0.27)
Elections/City Clerk/Court	8.15	8.32	0.17
Engineering	16.92	16.92	-
Fire	106.00	106.00	-
Fleet Maintenance	9.44	9.44	-
Health	12.93	13.75	0.82
Human Resources	4.50	4.50	-
Information Systems	5.60	5.60	-
Library	26.55	26.55	-
Mayor	2.00	2.00	-
Municipal Complex	3.00	3.00	-
Parks/Forestry	19.14	19.14	-
Planning/Economic Development/Building	13.08	12.50	(0.58)
Police	121.51	119.39	(2.12)
Public Works	39.94	42.44	2.50
Traffic Electrical Maintenance	6.37	6.37	-
Water	20.88	20.39	(0.50)
<b><u>Total F.T.E</u></b>			
<b><u>Employment</u></b>	453.62	453.76	0.13

# City of Wauwatosa

## 2013 Levy Analysis

### Major Revenue Reductions

<u>Account Title</u>	<u>Basis</u>	<u>Change</u>	<u>2013 Budget</u>
Appropriated Surplus Applied	Phased-in reduction	(482,506)	500,000
Amortization Fund Approp.	One-time use in 2012 for garbage carts	(300,000)	500,000
Interest Earnings	Low-rate economic environment	(244,000)	891,000
Intergov't revenue	Reduction of EMS revenue in 2012	(75,751)	1,527,891
Other Decreases		(85,885)	500,000
<b>Total Major Revenue Reductions</b>		<b>\$ (1,188,142)</b>	

### Major Revenue Increases

<u>Account Title</u>	<u>Basis</u>	<u>Change</u>	<u>2013 Budget</u>
Federal grants	Receipt of Hazardous Materials Grant	181,020	259,530
Water Utility PILOT	Increased value of physical plant	78,399	768,399
Ambulance Fees	Increased volume of calls	49,000	64,000
Hotel/Motel Taxes	Continued local economic recovery	40,000	940,000
Permits	Increased building activity	30,035	722,560
Other increases		140,341	
<b>Total Major Revenue Increases</b>		<b>\$ 518,795</b>	

### Major Expenditure Reductions

<u>Department</u>	<u>Item</u>	<u>Change</u>	<u>2013 Budget</u>
Public Works - Solid Waste	Contractual services	(738,407)	703,958
Multiple	Fringe Benefits	(514,304)	12,078,430
Amortization Fund Approp	One-time use in 2012 for garbage carts	(300,000)	500,000
Transfer to Amortization Fund	Reduction in interest earnings	(244,000)	891,000
Other Reductions		(22,194)	150,000
<b>Total Major Expenditure Changes</b>		<b>\$ (1,818,905)</b>	

### Major Expenditure Increases

<u>Department</u>	<u>Item</u>	<u>Change</u>	<u>2013 Budget</u>
Debt Service	Increasing Debt Service/Decreased revenue	616,684	2,776,684
Multiple	Fleet charges (largely related to PW)	273,373	4,640,115
Multiple	Job numbers - mostly related to Hazardous materials grant	249,938	638,156
Multiple	Regular Pay -cost of living adjustment	156,227	24,809,084
Litigation Reserve	Sundry contractual	75,000	150,000
Transfer to Parks	Due to increasing debt service	65,248	936,386
Other Increase		140,809	
<b>Total Major Expenditure Increases</b>		<b>\$ 1,577,279</b>	

## TABLE OF CONTENTS

---

<b>General Government</b>	<b>Page</b>	<b>Public Works</b>	<b>Page</b>
Common Council	1-3	Public Works	114-129
Youth Commission	4-5	Public Works Building Equipment	
Senior Commission	6-7	Solid Waste Management	
Mayor	8-10	Forestry	
Administration	11-13	Public Works Facilities-Outside	
Municipal Court	14-16	Roadway Maintenance	
Clerk and Elections	17-22	Public Works Operations	
Human Resources	23-25	Traffic Control	
Finance	26-37	Electrical Services	
Comptroller		Public Works Building Reserve	130-131
Purchasing		Engineering	132-135
Treasurer		Fleet Maintenance Reserve	136-139
Assessor	38-45	Municipal Complex	140-142
Attorney and Litigation Reserve	46-49	Parks Reserve	143-146
Development	50-66		
Historic Preservation		<b>Benefits</b>	<b>Page</b>
City Planning		Wisconsin Retirement System	147
Economic Development		Social Security	148
Building Regulation		Employee Assistance and Unemployment	149
Weights and Measures		Worker's Compensation	150-152
Property Maintenance Program		Dental Insurance Reserve Fund	153
Health	67-73	Health/Life Fund	154-155
Public Health Nursing			
Environmental Health		<b>Utilities</b>	<b>Page</b>
Health Administration		Sanitary Sewer Reserve	156-158
Library and Library Pictures	74-77	Storm Water Management Reserve	159-162
Information Systems and Reserve	78-83		
Crossing Guard	84-86	<b>Non-Department</b>	<b>Page</b>
July 4th and Memorial Day	87-88	MADCC	163-164
		Internal Granting	165-168
<b>Police</b>	<b>Page</b>	Unallocated Revenues	169-173
Police Department	89-102		
Police Complex	103-104	<b>Other Funds</b>	<b>Page</b>
		General Liability	174-176
<b>Fire</b>	<b>Page</b>	Tax Increment Districts	177-185
Fire Department	105-111		
Fire Equipment Reserve	112-113		



# COMMON COUNCIL

## MISSION

The Common Council shall have the management and control of the city property, finances, highway, and the public service, and shall have the power to act for the government and good order of the city for its commercial benefit and for the health, safety, and welfare of the public, and may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 142,991	\$ 173,543	\$ 30,552
Rev	\$ 17,378	\$ 20,758	\$ 3,380
Levy	\$ 125,613	\$ 152,785	\$ 27,172
FTE's	16.58	16.58	-

## MAJOR CHANGES

- \$35,000 budgeted for Public relations and communication

## PROGRAMS/SERVICE LINES

The budget supports the operational functions of legal publications, official minutes, office supplies, and memberships associated with the activities of the common council. The clerk's office prepares agendas and minutes for common council and council committee meetings. Several items that are not department-specific are included in this budget, such as government access channel 25, employee recognition dinner, organizational dues, and the annual business improvement district assessment payment.

## 2012 BUDGETARY CHANGES

### PRINTING & DUPLICATING

\$2,600

This line item is being increased from \$4,400 to \$7,000 as the decision was made not to update the municipal code in-house. This increase pays the current vendor to continue to perform this service.

## 2013 BUDGETARY CHANGES

### PRINTING & DUPLICATING

\$2,600

This line item is being increased from the 2012 level to pay the current vendor to continue to perform quarterly municipal code updates.

### SUNDRY CONTRACTUAL SERVICES

\$35,000

The increase for professional services is to assist the city in communicating the impact of major capital projects as well as infrequent but significant initiatives such as the 2013 revaluation.

## BUDGET SUMMARY TABLE

Common Council Dept #111								
Expenditures								
2009	2010	2011	2012		Acct #	Name	2013	% of
Actual	Actual	Actual	Adopted Budget	2012 Estimated			Executive Review	
80,664	83,217	85,089	83,782	87,723	5100	Wages	\$82,945	47.8%
14,474	16,614	14,222	12,206	12,505	5195	Fringe Benefits	\$12,993	7.5%
2,663	4,524	4,518	4,428	4,438	5510-5520	Internal Charges	\$4,455	2.6%
35,352	31,690	22,195	25,825	27,925	5200	Operating Expenditures	\$62,750	36.2%
0	0	0	0	0	5950	Capital Outlay	\$0	0.0%
23,718	25,852	0	0	0	5980-070	Quarterly Newsletter	\$0	0.0%
1,066	880	7,096	4,000	4,000	5980-100	Cable Television	\$4,000	2.3%
6,400	6,400	6,400	6,400	6,400	5980-130	BID Assessment	\$6,400	3.7%
55,000	0	0	0	0	5980-160	Web Site Enhancements	\$0	0.0%
<b>\$219,337</b>	<b>\$169,177</b>	<b>\$139,520</b>	<b>\$136,641</b>	<b>\$142,991</b>		<b>TOTAL</b>	<b>\$173,543</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012		Acct #	Name	2013	% of
Actual	Actual	Actual	Adopted Budget	2012 Estimated			Executive Review	
0	0	0	0	0	511-4300-010	Cable TV Underwriting	\$0	0.0%
23,935	23,935	16,126	18,337	17,378		Unallocated Revenues	\$20,758	12.0%
195,402	145,242	123,394	118,304	125,613		Tax Levy	\$152,785	88.0%
<b>\$219,337</b>	<b>\$169,177</b>	<b>\$139,520</b>	<b>\$136,641</b>	<b>\$142,991</b>		<b>TOTAL</b>	<b>\$173,543</b>	<b>100.0%</b>

PERSONNEL SCHEDULE

Common Council				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Aldermen	16.00	16	16.00	-
Cable Coordinator	0.25	1	0.25	-
Cable Tech	0.33	2	0.33	-
TOTAL	16.58	19	16.58	-

# WAUWATOSA YOUTH COMMISSION

## MISSION

The purpose and duties of the Wauwatosa Youth Commission is to provide continual study of the problems experienced by children and youth in the community and develop programs to treat such problems, to collect and disseminate information about such problems, coordinate with other agencies and organizations serving youth in Metropolitan Milwaukee, and to make use of the recommendations make by the youth commission but with the freedom to act beyond the scope of such recommendations.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 2,579	\$ 1,530	\$ (1,049.00)
Rev	\$ 1,835	\$ 183	\$ (1,652.00)
Levy	\$ 744	\$ 1,347	\$ 603.00
FTE's	-	-	-

## PROGRAMS/SERVICE LINES

- Youth basketball, mock school board meetings and youth band showcase
- The Youth Commission through the aforementioned programs promotes activities to recognize youth achievements and encourage participation among youth in various activities.

## 2012 ACHIEVEMENTS

## 2013 GOALS

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

**BUDGET SUMMARY TABLE**

Youth Commission Dept #113									
Expenditures									
2009	2010	2011	2012	2012				2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name		Executive Review	% of Total
5,056	4,166	2,773	1,500	2,579	5200-5900	Operating Expenditures		\$1,530	100.0%
<b>\$5,056</b>	<b>\$4,166</b>	<b>\$2,773</b>	<b>\$1,500</b>	<b>\$2,579</b>		<b>TOTAL</b>		<b>\$1,530</b>	<b>100.0%</b>
Revenues									
2009	2010	2011	2012	2012				2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name		Executive Review	% of Total
\$2,060	\$1,568	\$1,661	\$0	\$1,522	841-4170	Contributions-Youth Comm		\$0	0.0%
552	552	321	201	313		Unallocated Revenues		\$183	12.0%
2,444	2,046	791	1,299	744		Tax Levy		\$1,347	88.0%
<b>\$5,056</b>	<b>\$4,166</b>	<b>\$2,773</b>	<b>\$1,500</b>	<b>\$2,579</b>		<b>TOTAL</b>		<b>\$1,530</b>	<b>100.0%</b>

# SENIOR COMMISSION

## MISSION

To affirm the dignity and value of *all* aging Wauwatosans through:

- Advocacy for indentifying issues of concern that impact all aging Wauwatosans
- Linking seniors with existing social, health, financial and support agencies
- Respecting overall physical, social, intellectual, spiritual and emotional wellbeing
- Conduct a community assessment to determine strengths and needs \*
- Communicating assessment findings and recommendations to guide future planning within the community \*\*

\* Adding Life to Years-done in 2002 and Adding Life to Years II (transportation) 2008

\*\* Assessments findings have been presented to community in past

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 3,265	\$ 3,000	\$ (265)
Rev	\$ 525	\$ 359	\$ (166)
Levy	\$ 2,740	\$ 2,641	\$ (99)
FTE's	-	-	-

## MAJOR CHANGES

- No major changes proposed

## PROGRAMS/SERVICE LINES

Develop File of Life Program for community and currently working with Wauwatosa Health Department, Fire and Police Department to continue to promote this program through outreach within the community.

## 2012 ACHIEVEMENTS

- Worked with Hart Park Senior Center to get a defibrillator at the Muellner Building
- Participated in Tosa Night Out
- Have developed working relationships with community senior groups
- Have developed working relations with Department on Aging as well as other counties Aging and Resource Centers

## 2013 GOALS

- Add additional members to Commission from community at large, liaisons from Fire and Police Department and other senior community groups
- Try to find a way to reach seniors that are in need of senior resources, e.g., homebound seniors
- Develop a brochure for senior resources, " Who Do I Call"

- Develop a “Talk and Treat” program to promote senior resources and do a simple survey to identify areas of need and look at ways the commission can move forward to help our senior residents with independence and quality of life

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

## BUDGET SUMMARY TABLE

Senior Commission Dept #115									
Expenditures									
2009	2010	2011	2012	2012				2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	Review	% of Total
0	2,285	1,220	3,000	3,265	5200-5900	Operating Expenditures		\$3,000	100.0%
<b>\$0</b>	<b>\$2,285</b>	<b>\$1,220</b>	<b>\$3,000</b>	<b>\$3,265</b>	<b>TOTAL</b>			<b>\$3,000</b>	<b>100.0%</b>
Revenues									
2009	2010	2011	2012	2012				2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	Review	% of Total
0	754	335	0	128	841-4175	Contributions-Senior Comm		\$0	0.0%
0	0	141	403	397		Unallocated Revenues		\$359	12.0%
0	1,531	744	2,597	2,740		Tax Levy		\$2,641	88.0%
<b>\$0</b>	<b>\$2,285</b>	<b>\$1,220</b>	<b>\$3,000</b>	<b>\$3,265</b>				<b>\$3,000</b>	<b>100.0%</b>

# MAYOR

## MISSION

The Mayor is elected Chief Executive Officer of the City of Wauwatosa and as such presides at all meetings of the Common Council although not a voting member except to break a tie. The Mayor supports the City's mission of providing services that are essential or that enhance the quality of life in the community in ways that are efficient, effective, and affordable. In working toward this goal, the following core values will be reflected in everyday activities:

- Dedication to service excellence
- Treating everyone with respect and as valued customers
- Conducting ourselves ethically, honestly and with integrity

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 95,250	\$ 108,842	\$ 13,592
Rev	\$ 11,576	\$ 13,019	\$ 1,443
Levy	\$ 83,674	\$ 95,823	\$ 12,149
FTE's	2.00	2.00	-

## MAJOR CHANGES

There are no substantial changes to the operating budget of Mayor.

## PROGRAMS/SERVICE LINES

The mayor is responsible for serving as the chief executive officer and spokesperson for the City. As such, the mayor has numerous public speaking commitments from ground breaking ceremonies to school groups to neighborhood and business associations. Additionally, the mayor is often deals with the media and is required to attend numerous local, regional, state, and occasionally, national meetings.

The mayor is a board member of Visit Milwaukee, Intergovernmental Cooperative Council, and Wauwatosa Economic Development Corporation and has been appointed to the Board of Directors of the Milwaukee County Research Park Corporation and the Wisconsin Center District.

The Mayor responds to calls from constituents, participates in meetings on major projects, chairs the Plan Commission, works on Economic Development activities and relationship building to the business and the development community.

The Mayor is responsible for recruitment and appointment of over 150 volunteers to City boards, commissions and committees as well as making Council appointments to the five standing committees and liaison positions.

## 2012 ACHIEVEMENTS

- Represent the City at numerous boards and public functions, 10 public speaking engagements plus ribbon cuttings.
- Work with WEDAC for next steps and priorities. Take initial steps to move on strategic planning, bike and pedestrian plans.
- Hire and train part-time assistant. Coordinate Little Obie railroad safety event.
- Review and work with individual boards, commissions and committees on filling vacancies, needs assessment and identifying priorities.
- Established monthly website/social media meeting with key staff to identify and implement opportunities

## 2013 GOALS

- Priorities are economic development, communication/PR, and planning. Create and work with ad hoc marketing committee to promote Wauwatosa as a great place to live, work and play.
- Create and work on strategic focus planning.
- Continue working with WEDAC.
- Increase communication options and processes between residents and City elected officials and staff.
- Work on creation of bike/pedestrian plan and sustainability plan.
- Increase outreach to business community and residents.

## 2012 BUDGETARY CHANGES

None

## 2013 BUDGETARY CHANGES

None

**BUDGET SUMMARY TABLE**

Mayor Dept #131								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
45,726	33,235	34,245	57,460	39,217	5100	Wages	\$55,056	50.6%
35,084	22,834	30,940	33,856	31,321	5195	Fringe Benefits	\$28,215	25.9%
11,411	13,884	13,840	13,627	13,652	5500-5520	Internal Charges	\$13,581	12.5%
5,529	3,701	7,519	9,375	9,375	5200-5900	Operating Expenditures	\$9,555	8.8%
0	0	0	0	0	5950	Capital Outlay	\$750	0.7%
66	1,817	0	1,685	1,685	5980-030	Recognition Materials	\$1,685	1.5%
<b>\$97,816</b>	<b>\$75,471</b>	<b>\$86,544</b>	<b>\$116,003</b>	<b>\$95,250</b>		<b>TOTAL</b>	<b>\$108,842</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
10,674	10,674	10,003	15,568	11,576		Unallocated Revenues	\$13,019	12.0%
87,142	64,797	76,541	100,435	83,674		Tax Levy	\$95,823	88.0%
<b>\$97,816</b>	<b>\$75,471</b>	<b>\$86,544</b>	<b>\$116,003</b>	<b>\$95,250</b>			<b>\$108,842</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Mayor				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Mayor	1.00	1	1.00	-
Mayor Intern	1.00	1	1.00	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

# ADMINISTRATION

## MISSION

The city administrator serves as the chief administrative and operating director of the city. The city administrator has clear authority to administer the day-to-day operations of the municipal government including formulation of appropriate operational procedures. The city administrator is responsible for directing and coordinating the administration of municipal operations, but has no authority of a policy-making nature nor shall he or she be a voting member in the creation of such policy. He or she will serve only in a liaison capacity to all city boards and commissions. The city administrator does not act as the official spokesman for the city.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 256,422	\$ 288,580	\$ 32,158
Rev	\$ 31,163	\$ 34,517	\$ 3,354
Levy	\$ 225,259	\$ 254,063	\$ 28,804
FTE's	2.63	2.74	0.11

## MAJOR CHANGES

- The cost of participating in the ICMA CPM 101 program is being put into the Administration Budget.

## PROGRAMS/SERVICE LINES

- The department is responsible for the preparation and publication of the annual operating budget and quarterly city newsletters.
- Administration is responsible for scheduling use of the civic center facilities by community groups, administering the contract for the school crossing guard program, taping and broadcasting the Common Council and Standing Committee meetings on the government access channels, and administering the cable contract with Time Warner Cable.
- In addition, the department performs the necessary support functions for the tasks of the Wauwatosa Civic Celebration Commission, including Wauwatosa's highly successful Independence Day celebrations.
- The budget supports the staff that provides necessary preparation and implementation of day-to-day policies and procedures of the city and its employees, administrative support to other departments, and any other functions absorbed by the city administrator, assistant to the city administrator and/or the administrative intern.

## 2012 ACHIEVEMENTS

- Completion of the Employee Handbook
- Participation in ICMA CPM 101 Program (performance measurement system)
- Completion of the Citizen Survey
- Introduction of Lean processes to organization as a wider effort to implement a comprehensive program
- Managed appropriated surplus applied/ fund balance

## 2013 GOALS

- Facilitate Lean as part of the organizational culture
- Continue to participate in ICMA CPM 101
- Establish an Information Technology Steering Committee for technology related projects

## 2012 BUDGETARY CHANGES

- There are none to be reported

## 2013 BUDGETARY CHANGES

Participation in the ICMA CPM 101 program was approved in the 2012 budget via the Internal Granting Program. Continuation in this program will move forward in the following years with the goal of going into the comprehensive program. As a function of a continued effort to ingratiate performance measurements in the organization the cost of CPM 101 is being put into the Administration budget.

**BUDGET SUMMARY TABLE**

City Administrator Dept #132								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
169,139	146,040	153,831	173,105	164,496	5100	Wages	\$185,448	64.3%
61,282	44,392	54,735	54,924	53,547	5195	Fringe Benefits	\$66,986	23.2%
26,218	26,220	26,088	25,791	25,828	5500-5520	Internal Charges	\$25,375	8.8%
10,589	9,158	8,805	8,630	12,551	5200-5900	Operating Expenditures	\$10,021	3.5%
0	0	0	0	0	5950	Capital Outlay	\$750	0.3%
<b>\$267,228</b>	<b>\$225,810</b>	<b>\$243,459</b>	<b>\$262,450</b>	<b>\$256,422</b>		<b>TOTAL</b>	<b>\$288,580</b>	<b>100%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
29,161	29,161	28,139	35,221	31,163		Unallocated Revenues	\$34,517	12.0%
238,067	196,649	215,320	227,229	225,259		Tax Levy	\$254,063	88.0%
<b>\$267,228</b>	<b>\$225,810</b>	<b>\$243,459</b>	<b>\$262,450</b>	<b>\$256,422</b>		<b>TOTAL</b>	<b>\$288,580</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Administration				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Administrative Intern	0.63	1	0.74	0.11
Asst to the City Administator	1.00	1	1.00	-
City Administrator	1.00	1	1.00	-
<b>TOTAL</b>	<b>2.63</b>	<b>3</b>	<b>2.74</b>	<b>0.11</b>

# MUNICIPAL COURT

## MISSION

The municipal court acts on violations of municipal ordinances or on a violation of a resolution or by-law if authorized by statute. Court action is a civil action and the forfeiture or penalty imposed by any ordinance of the municipality may be collected in an action in the name of the municipality.

### BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 312,036	\$ 330,871	\$ 18,835
Rev	\$ 590,000	\$ 650,000	\$ 60,000
Levy	\$ -	\$ -	\$ -
FTE's	24.05	24.22	0.17

### MAJOR CHANGES

- Hiring temporary part-time staff to convert TRIP (Tax Refund Intercept Program) records from old software to new software
- Hiring an LTE for 12-18 months (16 hours /week) to eliminate the backlog of work and complete the software implementation

## PROGRAMS/SERVICE LINES

This budget supports the clerical functions associated with twice-weekly municipal court activities. Staff prepares court dockets, accepts payments of forfeitures imposed by the court, sets up partial payment plans to facilitate collection. Defendants not present for their court dates are timely notified in writing of the judge's decision. Driver license suspensions/revocations ordered by the judge are reported to the DOT. Warrants are prepared for execution by the police department. Defendants failing to pay the forfeiture amounts may be entered into the Tax Refund Intercept Program (TRIP). Workload in the office is heavily dependent upon the number of citations issued annually

## 2012 ACHIEVEMENTS

- Implementation of the new court software has proceeded while still maintaining day-to-day office operation. Two software programs have been maintained successfully during this period.

- Through a 2012 internal grant (\$20,000), temporary part-time staff has been hired to assist with the conversion of TRIP (the DOR's Tax Refund Intercept Program) data tied to citations in the old software, into the version of TRIP associated with the new software.
- The module in the new software permitting electronic reporting of dispositions to the Dept. of Transportation (DOT) went live in August, thereby eliminating the mailing of hard copies of dispositions.
- A part-time LTE staff member (12-18 months) is being hired to eliminate the backlog of work created by the software conversion project, and by a general increase in the size of the court dockets and associated work

## 2013 GOALS

- Return revenue collection via TRIP to at least the 2011 level. Resume full use of this program such that all eligible unpaid citations are entered into TRIP, and monies owed to court are collected.
- Resume issuing warrants and driver's license suspensions on a regular schedule; issuance of both had become irregular during software conversion

## 2012 BUDGETARY CHANGES

### 2012 INTERNAL GRANT

\$20,000

Award of the 2012 internal grant has made it possible to hire temporary part-time clerical help up to 24 hours per week to update and transfer Tax Refund Intercept Program accounts associated with unpaid citations in the old software, into the Tax Refund Intercept Program associated with the new software. The transfer of this data will enable municipal court to once again take full advantage of the TRIP program by collecting unpaid citation dollars via income tax refunds. A total of \$1,500 of the grant funds has also been allocated for the current software vendor to extract disposition information and payment history from the old software and apply it to the appropriate citations also in the new software.

### DECREASED REVENUES

\$60,000

The activities associated with software conversion (i.e., learning and becoming proficient in the operation of the new software, the parallel maintenance of the old software program, etc.) have required that core court duties take precedence over tasks such as entering eligible past-due citations into the old software's TRIP program, and preparation of paperwork associated with warrants and with driver license suspensions. This combination of circumstances has resulted in the temporary reduction in court revenues, as the three aforementioned deferred activities all contribute to the revenue stream.

## 2013 BUDGETARY CHANGES

### LTE EMPLOYEE

The LTE employee will help eliminate the backlog of work in the office with respect to day-to-day court office duties, including notification of driver's license suspensions and preparation of warrants for the

judge's signature. Both of the aforementioned backlogged activities have contributed to the decrease in 2012 court revenues.

**BUDGET SUMMARY TABLE**

Municipal Court Dept #121									
Expenditures									
2009	2010	2011	2012		Acct #	Name	2013		% of Total
Actual	Actual	Actual	Adopted Budget	2012 Estimated			Executive Review		
148,023	152,508	140,503	187,624	169,937	5100	Wages	\$193,942	33.6%	
84,264	69,611	60,010	83,562	80,837	5195	Fringe Benefits	\$75,713	13.1%	
17,636	17,640	61,647	22,677	22,727	5500-5520	Internal Charges	\$23,081	46.7%	
48,712	57,992	48,129	60,085	38,535	5200-5900	Operating Expenditures	\$38,135	6.6%	
0	0	589	0	0	5950	Capital Outlay	\$0	0.0%	
<b>\$298,635</b>	<b>\$297,752</b>	<b>\$310,878</b>	<b>\$353,948</b>	<b>\$312,036</b>		<b>TOTAL</b>	<b>\$330,871</b>	<b>100.0%</b>	
Revenues									
2009	2010	2011	2012		Acct #	Name	2013		% of Total
Actual	Actual	Actual	Adopted Budget	2012 Estimated			Executive Review		
614,286	636,926	526,732	650,000	590,000	411-4100	Court Penalties & Costs	\$650,000	196.5%	
690	690	612	966	0		Unallocated Revenues	\$0	0.0%	
5,635	5,160	4,687	6,234	0		Tax Levy	\$0	0.0%	
(321,976)	(345,024)	(221,153)	(303,252)	(277,964)		Excess Revenue	(\$319,129)	-96.5%	
<b>\$298,635</b>	<b>\$297,752</b>	<b>\$310,878</b>	<b>\$353,948</b>	<b>\$312,036</b>		<b>TOTAL</b>	<b>\$330,871</b>	<b>100.0%</b>	

**PERSONNEL SCHEDULE**

See City Clerk and Elections Budget

# CITY CLERK & ELECTIONS

## MISSION

The city clerk shall have the care and custody of the corporate seal and all papers and records of the city, shall attend meetings of the council, keep a full recording of its proceedings, keep an ordinance book, records of licenses and permits granted, keep a bond record, and draw and sign all orders upon the treasury. The office acts as a liaison between the public and elected officials.

The mission of the elections budget is to conduct legal and timely elections as required by law, assuring that each eligible resident is afforded the opportunity to vote.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 669,538	\$ 493,103	\$ (176,435)
Rev	\$ 223,292	\$ 186,825	\$ (36,467)
Levy	\$ 446,246	\$ 306,278	\$ (139,968)
FTE's	24.05	24.22	0.17

## MAJOR CHANGES

- Board of Public Works budget has been incorporated into the City Clerk budget
- Temporary clerical help is requested in the Clerk's budget in anticipation of heavy Board of Review schedule
- Only two elections in 2013
- Milwaukee County Election Commission is seeking to charge municipalities all costs of programming of election equipment

## PROGRAMS/SERVICE LINES

- The city clerk's office provides clerical staffing to the Common Council, council committees, and to a number of other city boards and commissions
- Though under a different budget, the city clerk's office prepares for and conducts elections in accordance with Wisconsin statutes.
- City clerk staff directs city hall visitors to appropriate departments and answers and appropriately re-directs telephone calls received on the city's general information line.
- Staff regularly updates the website calendar and home page, and posts agendas and minutes thereto.
- A variety of city licenses are issued twice yearly
- Special assessment invoices are prepared and mailed, as are Plan Commission notices.

The Elections budget supports the election process: voting machine maintenance, voter registration, maintenance of accurate listings of registered voters and permanent absentee voters, set-up/take-down of voting locations, training and staffing of poll workers, election supplies, ballot printing and memory

pack coding, publication of legal notices, poll worker pay, postage for election correspondence and absentee ballots, delivery of absentee ballots to nursing homes, overtime costs for use of school district

## 2012 ACHIEVEMENTS

Clerk's Budget: An RFP was written and distributed, and a vendor has been selected to provide agenda management software and video streaming capability

Elections Budget: Will have successfully conducted six elections, including a historic statewide recall election for the offices of governor and lieutenant governor, while still completing the normal complement of work (licensing, minutes, special assessments, etc.) in the Clerk's office

## 2013 GOALS

Clerk's Budget: Complete implementation of the agenda management/video streaming software

Elections Budget:

- Perform required purging of inactive voters' records from the state software and from office files
- Complete the data entry into statewide voter registration system of November 6 election day registrants by mid-January, and filing of said registration forms by the end of the first quarter
- Conduct two elections in accordance with state statutes
- Continue to pursue data quality within SVRS by eliminating duplicate records, inactive voters, deceased voters, and correcting typographical errors

## 2012 BUDGETARY CHANGES

### ELECTIONS BUDGET:

*ADDITIONAL ELECTIONS*

*\$33,000*

A total of \$33,000 was transferred from the Reserve for Contingencies to the Elections budget to fund the May 8, 2012 Recall Primary Election and the June 5, 2012 Recall Election.

*ADDITIONAL PROGRAMMING COSTS*

*UNDETERMINED*

Milwaukee County Election Commission is seeking to transfer all costs for programming of voting equipment to local municipalities. This charge had traditionally been pro-rated based upon the number of local races on a ballot. The issue is still being negotiated.

## 2013 BUDGETARY CHANGES

### Clerk's Budget:

<i>BOARD OF PUBLIC WORKS</i>	<i>\$6,500</i>
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Most of the costs of the Board of Public Works operating budget will be absorbed by the Clerk's budget, with the exception of *Official Notices (141-5240)*. This line item covers the cost of advertising for bids for public works contracts.

<i>TEMPORARY HELP FOR BOARD OF REVIEW</i>	<i>\$1,385</i>
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2013 is a revaluation year. It is anticipated that the Board of Review will be requested to hear many more objections to property valuations than in a non-revaluation year. Managing a schedule of hundreds of hearings will require addition clerical assistance.

<i>ADDITIONAL HOURS FOR SECRETARY III</i>	<i>\$4,200</i>
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The hours of the part-time Secretary III position will be increased from 20 hours to 24 hours per week. The additional hours will allow greater flexibility in scheduling the employee for night meetings, while maintaining the current number of hours she is available in the office.

### Elections Budget:

<i>TEMPORARY ELECTION HELP</i>	<i>\$2,160</i>
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Pre- and post-election activities have grown increasingly time-consuming, such that the regular city clerk staff cannot complete all the tasks in a timely manner while still completing their regular duties. Pre-election tasks involve highlighting and stamping absentee ballot envelopes, stuffing absentee ballots for mailing, preparing poll worker carriers, and printing, assembling, and highlighting certain information in poll books, while post-election activities include data entry of newly registered voters into the statewide voter registration system, and scanning in election returns to update voter history.

<i>PAY FOR POLL WORKER TRAINING SESSIONS</i>	<i>\$2,400 TO \$2,880</i>
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Poll workers are paid for attending pre-election training sessions prior to each election. This amount has not changed for more than five years; an increase from \$10/session to \$12/session is requested.

<i>ADDITIONAL PROGRAMMING COSTS</i>	<i>UNDETERMINED</i>
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Milwaukee County Election Commission is seeking to transfer all costs for programming of voting equipment to local municipalities. This charge had traditionally been pro-rated based upon the number of local races on a ballot. The issue is still being negotiated.

## BUDGET SUMMARY TABLE

**City Clerk  
Dept #141**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
251,197	227,340	207,130	165,684	192,426	5100	Wages	\$189,872	56.7%
135,020	112,577	94,072	103,864	107,790	5195	Fringe Benefits	\$82,511	24.6%
42,944	42,948	42,875	42,057	42,144	5500-5520	Internal Charges	\$46,847	14.0%
11,737	11,505	9,944	13,195	13,015	5200-5900	Operating Expenditures	\$12,415	3.7%
0	0	0	0	0	5950-5970	Capital Outlay	\$0	0.0%
750	1,331	3,041	1,950	1,500	5980-010	Board of Review	\$3,100	0.9%
<b>\$441,648</b>	<b>\$395,701</b>	<b>\$357,062</b>	<b>\$326,750</b>	<b>\$356,875</b>		<b>TOTAL</b>	<b>\$334,745</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
64,532	80,620	73,095	78,700	78,700	311-4100	Liquor and Malt Beverages	\$75,000	22.4%
5,100	4,800	4,740	4,500	5,570	311-4110	Cigarette	\$4,800	1.4%
4,957	4,595	4,035	5,500	4,500	311-4230	Vending Machine	\$4,500	1.3%
0	0	0	0	0	311-4235	Temporary Events License	\$0	0.0%
1,080	1,085	1,070	1,100	1,100	311-4140	Soda Water	\$1,000	0.3%
140	140	176	175	175	311-4200	Juke Box	\$0	0.0%
1,456	1,536	1,472	1,545	3,072	311-4210	Bowling and Pool	\$1,500	0.4%
2,561	12,656	8,085	8,700	8,700	311-4220	Pinball Machine	\$0	0.0%
1,400	1,150	1,150	1,300	1,300	311-4260	Service Station Operators	\$1,300	0.4%
500	375	260	260	260	311-4270	Used Car Dealers	\$260	0.1%
1,475	1,475	1,675	1,675	1,675	311-4280	Picture Theaters	\$1,675	0.5%
240	240	120	120	120	311-4290	Firearms Dealers	\$120	0.0%
340	340	340	360	360	311-4300	Public Dance	\$340	0.1%
9,092	9,232	9,455	11,000	10,000	311-4310	Hotel/Motel and Rooming H	\$10,000	3.0%
1,650	200	0	500	500	311-4330	Closing Out Sales	\$300	0.1%
560	840	900	1,050	9,720	311-4340	Amusement Premises	\$9,900	3.0%
3,930	4,360	4,600	4,500	4,500	311-4350	Massage Tech & Establish	\$4,500	1.3%
4,860	5,130	4,995	5,400	5,600	311-4360	Public Swimming Pools	\$5,600	1.7%
4,082	1,456	1,770	1,750	1,750	311-4900	Other	\$1,600	0.5%
75	25	25	75	75	321-4240	Temporary Sidewalk Sales	\$0	0.0%
1,982	2,014	3,361	1,348	1,081	511-4100	Codes and Poll Lists	\$1,500	0.4%
0	25	0	50	50	511-4180	Board of Public Works	\$0	0.0%
3,306	2,340	3,925	2,600	2,600	511-4200	Record Certification	\$2,600	0.8%
0	800	0	750	750	511-4600	Tax Exempt Filing Fees	\$750	0.2%
14	37	11	0	11	511-4700	Sale of Maps and Plats	\$0	0.0%
505	525	661	0	629	511-4800	Publication Fees	\$600	0.2%
48,195	48,195	41,269	43,850	42,496		Unallocated Revenues	\$40,039	12.0%
279,616	211,510	189,872	149,942	171,581		Tax Levy	\$166,861	49.8%
<b>\$441,648</b>	<b>\$395,701</b>	<b>\$357,062</b>	<b>\$326,750</b>	<b>\$356,875</b>		<b>TOTAL</b>	<b>\$334,745</b>	<b>100.0%</b>

**Elections  
Dept #142**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
59,429	118,078	86,427	190,741	228,409	5100	Wages	\$106,851	67.5%
25,888	36,799	35,901	40,741	44,574	5195	Fringe Benefits	\$31,749	20.0%
13,164	21,546	17,492	34,875	38,685	5200-5900	Operating Expenditures	\$18,950	12.0%
125	740	733	794	995	5500-5520	Internal Charges	\$808	0.5%
2,645	0	7,681	0	0	5950-5970	Capital Outlay	\$0	0.0%
<b>\$101,251</b>	<b>\$177,163</b>	<b>\$148,234</b>	<b>\$267,151</b>	<b>\$312,663</b>		<b>TOTAL</b>	<b>\$158,358</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
2,500	0	0	0	0	231-4320	Election Incentive Grant	\$0	0.0%
0	0	0	0	0	241-4455	Polling Place Accessibility	\$0	0.0%
11,049	11,049	17,133	35,852	37,998		Unallocated Revenues	\$18,941	12.0%
87,702	166,114	131,101	231,299	274,665		Tax Levy	\$139,417	88.0%
<b>\$101,251</b>	<b>\$177,163</b>	<b>\$148,234</b>	<b>\$267,151</b>	<b>\$312,663</b>		<b>TOTAL</b>	<b>\$158,358</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

City Clerk/Courts/Elections				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
City Clerk	1.00	1	1.00	-
Court Officer	0.38	3	0.38	-
Deputy City Clerk	1.00	1	1.00	-
MC 2 City Clerk	1.00	1	1.00	-
MC 2 Court Clerk	3.00	4	3.00	-
Municipal Justice	0.17	1	0.17	-
Secretary 3 City Clerk	1.50	2	1.60	0.10
Temporary Help	0.10	0	0.10	-
Vacation Relief	-	0	0.07	0.07
<b>TOTAL</b>	<b>8.15</b>	<b>13.00</b>	<b>8.32</b>	<b>0.17</b>

# HUMAN RESOURCES DEPARTMENT

## MISSION

The Human Resources Department's (HR) mission is to be a strategic partner in the City's efforts to attract, retain and engage a talented and efficient workforce.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 438,459	\$ 487,631	\$ 49,172
Rev	\$ 53,286	\$ 58,326	\$ 5,040
Levy	\$ 385,173	\$ 429,305	\$ 44,132
FTE's	4.50	4.50	-

## MAJOR CHANGES

- Joint purchase of secure copier/printer scanner with Administration and Attorney
- Increase sundry contractual \$35,000 to cover operational review for DPW

## PROGRAMS/SERVICE LINES

- Compensation (benefits, wage & salary administration)
- Staffing (recruitment, testing, interviewing & selection and efficiency reviews)
- Employee and labor relations
- Safety & workers compensation (see detail re changes in 2013 budget workers compensation budget)

## 2012 ACHIEVEMENTS

- Final Draft of Employee Manual
- Rolled out new HRA health plan
- Implemented Neogov (applicant tracking software purchased by CVMIC for City)
- Total rewards gap analysis
- Develop HR strategic plan
- Procurement of automated scheduling software for Fire Department through internal grant funding

## 2013 GOALS

- Implement new Safety and Workers Compensation program
- Improve HR reporting support provided to Departments
- Continue total rewards gap analysis project and begin implementation of strategies to fill gap

- Finalist HR strategic plan

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

SECURE COPIER/PRINTER SCANNER	\$3,000
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Joint purchase with Administration and Attorney for capital outlay.

SUNDRY CONTRACTUAL BUDGET	\$35,000
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Increased by \$35,000 for operation review of DPW.

**BUDGET SUMMARY TABLE**

Human Resources Dept #143								
Expenditures								
2009	2010	2011	2012				2013	
Actual	Actual	Actual	Adopted	2012	Acct #	Name	Executive	% of Total
			Budget	Estimated			Review	
182,597	157,935	178,906	184,222	183,462	5100	Wages	\$189,121	38.8%
90,880	79,031	84,548	83,459	83,234	5195	Fringe Benefits	\$86,603	17.8%
84,102	49,223	37,319	35,991	36,053	5510-5520	Internal Charges	\$36,400	7.5%
51,115	158,728	100,026	131,960	131,960	5200-5900	Operating Expenditures	\$168,757	34.6%
1,474	0	721	0	0	5950-5970	Capital Outlay	\$3,000	0.6%
3,111	2,746	3,671	3,500	3,500	5980-020	Employee Recognition Prog	\$3,500	0.7%
40	0	14	250	250	5980-040	Disposal/Shredding of Old	\$250	0.1%
<b>\$413,319</b>	<b>\$447,663</b>	<b>\$405,205</b>	<b>\$439,382</b>	<b>\$438,459</b>	<b>TOTAL</b>		<b>\$487,631</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012				2013	
Actual	Actual	Actual	Adopted	2012	Acct #	Name	Executive	% of Total
			Budget	Estimated			Review	
45,104	45,104	46,834	58,965	53,286		Unallocated Revenues	\$58,326	12.0%
368,215	402,559	358,371	380,417	385,173		Tax Levy	\$429,305	88.0%
<b>\$413,319</b>	<b>\$447,663</b>	<b>\$405,205</b>	<b>\$439,382</b>	<b>\$438,459</b>	<b>TOTAL</b>		<b>\$487,631</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Human Resources				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Health and Productivity Coordinator	1.00	1	1.00	-
HR Director*	0.50	1	0.50	-
Human Resources Assistant	1.00	1	1.00	-
Human Resources Generalist	1.00	1	1.00	-
Payroll Clerk	1.00	1	1.00	-
<b>TOTAL</b>	<b>4.50</b>	<b>5.00</b>	<b>4.50</b>	<b>-</b>

# FINANCE

## MISSION

We are a responsible steward of the City of Wauwatosa's fiscal resources that provides accurate, fair and timely services to the community and municipality with respect and integrity.

## PROGRAMS/SERVICE LINES

### COMPTROLLER'S OFFICE

- **Financial Management.** Maintain general ledger. Produce monthly and annual financial statements in coordination with external auditors. Manage financial system, controls and processes. Prepare and administer the annual budget. Develop financial forecasts and projects. Provide financial analysis on economic development projects requesting TIF support.
- **Accounts Payable and Accounts Receivable.** Process all invoices for payment. Ensure compliance with internal process and controls. Maintain relationships with suppliers and vendors. Receipt funds.

### TREASURER'S OFFICE

- **Treasury Management.** Actively manage cash to ensure cash flow needs are met and to minimize the need for frequent investment/withdrawal in short term investment funds or selling of investments prior to maturity. Perform cash analysis and forecasting. Utilize online banking software to review and record banking activity and to move funds. Timely reconcile bank accounts on a monthly basis. Maintain relationships with banking contacts at designated public depositories.
- **Investment Management.** Manage the City portfolio utilizing safe and legal investments that provide liquidity to meet current funding demands while earning market rate returns.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 966,326	\$ 954,418	\$ (11,908)
Rev	\$ 414,120	\$ 410,124	\$ (3,996)
Levy	\$ 552,206	\$ 544,294	\$ (7,912)
FTE's	9.83	9.56	(0.27)

## MAJOR CHANGES

- Staffing Reduction and Reorganization
- Low Interest Rate Environment / Effect on Interest Earnings
- Use of Technology (Paperless Tax Receipts, E-Lockbox, Remote Deposit)
- Increased Operating Expenses

- **Property Tax Administration.** On a timely and accurate basis, calculate the property tax mill rates. Coordinate property tax bill production and mailing. Collect property taxes and settle timely with other taxing jurisdictions in accordance with applicable state statutes.
- **Collection of City Funds.** Collect funds for water utility bills, licenses, permits and charges for other City services. Timely deposit funds on a daily basis.
- **Check Processing.** Process checks for all bills, claims and payroll. Provide internal control check for outgoing funds.
- **Debt Management.** Finance Director and Business Supervisor serve on the Board of Public Debt Commissioners. Work with bond advisor to issue debt for capital projects. Manage proceeds and timely make principal and interest payments.

#### PURCHASING OFFICE

- **Procurement.** Solicits competitive prices from responsible vendors for materials, equipment and services. Facilitate departmental requisitions. Produce and monitor purchase orders. Administer Purchase Card program.
- **Bid Administration.** Collaborate with departments to prepare requests for proposals, bid specifications and contract terms and conditions. Participate with volume-purchasing cooperatives.
- **Vendor Management.** Develop and maintain vendor relationships. Ensure goods and services provided by vendors meet departmental expectations. Coordinate and schedule training and product review sessions. Initiate contract/vendor dispute process.
- **Mail and Phone Services.** Coordinate out-going mail services and administer City's phone contracts and service.

#### 2012 ACHIEVEMENTS

#### COMPTROLLER'S OFFICE

- Completion of City's first Comprehensive Annual Financial Report and submitted to Governmental Finance Officer's Association for annual award program.
- Optimization of City's Financial System through assessment usage review and implementation of several new processes including payroll integration to budget system, capital project numbering and electronic routing of budget transfers (planned for third quarter).
- Contributions towards maintenance of City's AAA bond rating for 2012 General Obligation Bond Issuance

## TREASURER'S OFFICE

- 17,700 property tax bills calculated and delivered accurately and on time.
- All property tax settlements with other taxing jurisdictions completed and distributed timely in accordance with Wisconsin statutes.
- Accurate processing of payments due to City in high volume environment. Transactions processed in Treasurer's Department:
  - 26,000 Property Tax
  - 60,000 Water Utility Bill
  - 8,000 Other Payments Due to City
- All investments held to maturity without loss of principal.
- All nine bank accounts reconciled within 10 business days of month end close.
- Training and reorganization of staff responsibilities due to one clerical position (Clerical Lead) being reduced to 0.5 FTE from 1 FTE.
- Development of one month and one year cash forecasting models.
- Implementation of Remote Deposit.
- Implementation of paperless property tax receipts and electronic lockbox processing for property tax payments, resulting in the below operating cost and efficiency savings. Future efficiency savings anticipated for next year as staff moves beyond learning curve.

Effect of Paperless Receipts

Annualized Cost Savings:

Postage	\$3,217
Courier Service (Sundry/Contractual)	\$1,780
Envelopes	\$180
<b>Total:</b>	<b>\$5,177</b>

Efficiency Savings:

Lockbox Batches per Year	250
Transactions per Year	8,000
Average Transactions per Batch	32

Prior Avg. Processing Time per Batch (min.)	60
Subsequent Avg. Processing Timer per Batch (min.)	45
<b>Gain in Efficiency</b>	<b>25%</b>
<b>Estimated Annual Processing Hours Saved</b>	<b>63</b>

**PURCHASING OFFICE**

- Drafted Policies and Procedures Manual for Purchasing Department
- Drafted P-Card Administration Policy and Procedures
- Processed 284 purchase orders totaling \$26,105,040.92
- Completion of CPPB Designation core classes (96 hours)
- Audit invoices for payment
- Administer City’s cell phone contract and accounts
- Renegotiation of Turnout Gear VALUE cooperative bid to include addition of substitutions allowing City of Milwaukee to participate

## 2013 GOALS

### COMPTROLLER'S OFFICE

- Complete month-end accounting close by 10<sup>th</sup> business day of each month
- Produce CAFR by June 1 with unqualified opinion.
- Maintain AAA bond rating for 2013 General Obligation bonds
- Complete review and revision of financial policies
- Complete audit of 2012 franchise fees
- Integrate performance measures into 2014 budget
- Receive Certificate of Achievement in Financial Reporting from the Government Finance Officer's Association (GFOA)
- Redesign Budget document so that it qualifies for submittal for GFOA budgetary award

### TREASURER'S OFFICE

- Calculate, deliver and collect property tax bills in a timely and accurate manner.
- Complete settlement with taxing jurisdictions on time and in accordance with Wisconsin statutes.
- Meet cash flow needs with current revenue and fully matured investments.
- Invest idle funds safely to obtain optimal yield based on current market conditions.
- Prepare and maintain cash flow and investment interest forecasts.
- Deposit all collected funds on a daily basis.
- Process City-issued checks within three days of Council Approval.
- Implement online property tax collection. Project coordination to take place in 2012, implementation in first or second quarter of 2013.
- Update and further develop current City investment policy.
- Perform internal control review of City departments that collect funds.

### PURCHASING OFFICE

- Continue to work towards CPPB certification
- Implementation of PCard Program
- Ensure sufficient supply and quality of required materials at the best price possible
- Training of departmental staff in GEMs purchasing applications

## 2012 BUDGETARY CHANGES

### *STAFFING REDUCTION AND REORGANIZATION*

*(\$63,641)*

In June 2011, Municipal Clerk 3 position in the Treasurer's Office vacated due to retirement. Clerical Lead hired in January 2012 to replace the Municipal Clerk 3. Though this was a full time position for the City, it is a 0.5 FTE for the Treasurer Department, as the position is split 50/50 with the Water Department. The 2012 budget included a full time replacement. Cost savings is also reflective of differential in salary between retired Municipal Clerk 3 and new Clerical Lead.

In addition, a full-time Accounting Technician position in the Comptroller's Office has been replaced through retirement with a part-time Municipal Clerk and a Finance Intern.

### *AUDIT FEE INCREASES*

*\$4,500*

Audit fees increased in the Comptroller's Office greater than budgeted due to additional review required in transition from production of financial statements to comprehensive annual financial report.

## 2013 BUDGETARY CHANGES

### *STAFFING REDUCTION AND REORGANIZATION*

*(\$34,678)*

Salary savings due to the replacement of the 1.0 FTE Municipal Clerk 3 position with the 0.5 FTE Clerical Lead; and the 1.0 FTE Accounting Technician with 0.6 FTE Accounting Technician and Finance Intern as mentioned in the above 2012 Budgetary Changes section. Additional part time staffing budgeted as well in the Treasurer's Office in order to maintain customer service levels. As the Municipal Clerk 3 and Clerical Lead are allocated to several other funds, additional savings will accrue in other funds as well.

### *REDUCTIONS IN INTEREST EARNINGS*

*\$235,000*

This change is reflective of the current interest rate environment in which rates are at historic lows. It is important to note that the General Fund is not dependent upon interest earnings for budget purposes. The earnings are transferred to the Amortization Fund and used to pay debt service and to fund capital projects.

The forecast reflects the yield of investments that are maturing between now and the end of 2013 and the expected yield of investments used to replace the matured investments.

As noted, interest rates are at historic lows and many of the investments maturing in 2013 were purchased 1-5 years ago. As an example, the rate of the state investment pool in July of 2007

was 5.24%. In July of 2012, this rate is 0.15%. In another example, the Ten Year Treasury Note is at 1.57%, whereas last year at this time it was at 2.5%, and in August of 2008 was over 4%.

The Two Year Treasury Note is used as a barometer for the City investment portfolio as the weighted average duration of the portfolio is just over one year, and contains no investments longer than 8 years in duration. The current portfolio, including liquid investments, is earning 1.24%. The below graph indicates the current yield of the Note (0.25%) and the change in the yield over the last five years.



*REMOTE DEPOSIT SCANNER*

*\$3,300*

In 2012, the Treasurer's Department is implementing Remote Deposit and used 2012 internal grant funds to purchase the necessary high-resolution scanner needed to create electronic deposits that can be transmitted to the bank for same day credit. Since the City is considered a high volume depositor, it is recommended that a second scanner is purchased as a backup. The first scanner was purchased in August 2012 and has a one year warranty.

*INCREASE IN OPERATING EXPENSES*

*\$9,088*

Operating expenditures in all three divisions increases a total of \$9,088 largely due to increased funding for training.

The Business Supervisor was named to the UWGB Municipal Treasurer Institute's Advisory Board and will have additional travel expenses in 2013. The Business Supervisor will be in the third and final year in the Institute and should achieve Certified Municipal Treasurer of Wisconsin certification subsequent to graduation. There is currently no certified municipal treasurer on City staff. In the Comptroller Office, funds have been added so that two staff people can attend the Government Finance Officers Association conference every year. It is anticipated that 4 staff people will alternate attending every year.

Additionally, the Clerical Lead has qualified for tuition reimbursement and is also undertaking Lean Processing training. Finally, as the Department moves towards more technology based applications to streamline processes, it will need funds for additional Microsoft training.

\$2,000 also included in sundry contractual for software support of the financial forecasting system and \$1,000 is included for submission for CAFR and Budget awards.

**BUDGET SUMMARY TABLE**

City Comptroller Dept #151								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of Total
			Budget				Review	
299,444	281,545	279,803	310,804	288,379	5100	Wages	\$309,896	60.1%
145,706	121,321	130,371	131,899	128,400	5195	Fringe Benefits	\$119,873	23.2%
45,964	37,392	37,291	40,860	40,848	5500-5520	Internal Charges	\$40,556	7.9%
27,173	31,218	43,609	37,414	52,251	5200-5900	Operating Expenditures	\$45,662	8.8%
1,950	0	0	0	0	5950-5970	Capital Outlay	\$0	0.0%
<b>\$520,237</b>	<b>\$471,476</b>	<b>\$491,074</b>	<b>\$520,977</b>	<b>\$509,878</b>		<b>TOTAL</b>	<b>\$515,987</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of Total
			Budget				Review	
56,771	56,771	56,759	69,915	61,966		Unallocated Revenues	\$61,718	12.0%
463,466	414,705	434,315	451,062	447,912		Tax Levy	\$454,269	88.0%
<b>\$520,237</b>	<b>\$471,476</b>	<b>\$491,074</b>	<b>\$520,977</b>	<b>\$509,878</b>		<b>TOTAL</b>	<b>\$515,987</b>	<b>100.0%</b>

**Purchasing  
Dept #155**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
126,224	126,417	104,821	52,004	50,882	5100	Wages	\$52,505	51.3%
61,324	56,677	53,702	45,937	44,802	5195	Fringe Benefits	\$27,936	27.3%
19,691	19,692	19,632	16,930	16,955	5500-5520	Internal Charges	\$16,670	16.3%
2,143	1,816	1,647	6,245	6,083	5200	Operating Expenditures	\$5,145	5.0%
5,797	0	0	0	0	5950	Capital Outlay	\$0	0.0%
<b>\$215,179</b>	<b>\$204,602</b>	<b>\$179,802</b>	<b>\$121,116</b>	<b>\$118,722</b>		<b>TOTAL</b>	<b>\$102,256</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
23,482	23,482	20,782	16,254	14,428		Unallocated Revenues	\$12,231	12.0%
191,697	181,120	159,020	104,862	104,294		Tax Levy	\$90,025	88.0%
<b>\$215,179</b>	<b>\$204,602</b>	<b>\$179,802</b>	<b>\$121,116</b>	<b>\$118,722</b>		<b>TOTAL</b>	<b>\$102,256</b>	<b>100.0%</b>

**City Treasurer  
Dept #156**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
181,884	179,920	163,814	185,531	162,432	5100	Wages	\$168,236	50.0%
95,549	87,373	86,302	88,278	84,756	5195	Fringe Benefits	\$73,157	21.8%
75,529	46,416	46,423	50,870	53,448	5500-5520	Internal Charges	\$52,452	15.6%
30,305	34,125	35,669	37,090	37,090	5200-5900	Operating Expenditures	\$39,030	11.6%
6,173	1,097	1,405	0	0	5950-5970	Capital Outlay	\$3,300	1.0%
<b>\$389,440</b>	<b>\$348,931</b>	<b>\$333,613</b>	<b>\$361,769</b>	<b>\$337,726</b>		<b>TOTAL</b>	<b>\$336,175</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
106,593	102,447	88,936	107,000	107,000	101-4500	Interest on Taxes	\$100,000	29.7%
19,475	16,559	15,302	15,000	15,000	311-4800	Dog and Cat	\$15,000	4.5%
1,542,062	1,510,908	1,030,537	1,000,000	1,000,000	811-4100	Interest-General Fund	\$765,000	227.6%
33,469	35,718	31,266	28,000	28,000	811-4300	Interest-Spec Assessmnt	\$26,000	7.7%
0	0	0	0	0	811-4900	Interest-Other	\$0	0.0%
9,136	9,798	10,219	9,000	9,000	821-4130	Parking Rentals	\$10,000	3.0%
0	0	0	0	0		Unallocated Revenues	\$0	0.0%
0	0	0	0	0		Tax Levy	\$0	0.0%
(1,321,295)	(1,326,499)	(842,647)	(797,231)	(821,274)		Excess Revenue	(\$579,825)	-172.5%
<b>\$389,440</b>	<b>\$348,931</b>	<b>\$333,613</b>	<b>\$361,769</b>	<b>\$337,726</b>		<b>TOTAL</b>	<b>\$336,175</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Comptroller, Treasurer, Purchasing				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Accounting Manager	1.00	1	1.00	-
Accounting Tech	1.00	1	0.57	(0.43)
Business Supervisor	1.00	1	1.00	-
Finance Director	1.00	1	1.00	-
Finance Intern	-	1	0.49	0.49
MC 1 Comptroller/Treasurer*	0.40	1	0.40	-
MC 2 Comptroller/Treasurer	2.43	3	2.60	0.17
MC 3 Treasurer*	1.00	1	0.50	(0.50)
Purchasing Coordinator	1.00	1	1.00	-
Senior Accountant	1.00	1	1.00	-
<b>TOTAL</b>	<b>9.83</b>	<b>12.00</b>	<b>9.56</b>	<b>(0.27)</b>

# ASSESSOR'S OFFICE

## MISSION

To discover, list and value all taxable real and personal property within the City's jurisdictional boundaries in accordance with Chapter 70 Wisconsin Statutes, the Wisconsin Property Assessment Manual, and applicable case law.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 650,337	\$ 663,492	\$ 13,155
Rev	\$ 79,001	\$ 79,361	\$ 360
Levy	\$ 571,336	\$ 584,131	\$ 12,795
FTE's	5.57	5.57	-

## MAJOR CHANGES

- Revaluation scheduled for 2013
- CAMA software purchase in 2012 - 2013
- Creation of NEW Annual Assessment Report – 1<sup>st</sup> year will be the 2013 report

## PROGRAMS/SERVICE LINES

The budget supports the actual assessment function including property inspections as well as the service function of providing property data to property owners, real estate professionals, other government agencies, and other city departments whose functions rely on an accurate and current property database.

The programs support the overall assessment function as mandated by The Wisconsin Constitution, statutory law and the Wisconsin Property Assessment Manual. Utilization of Computer Assisted Mass Appraisal (CAMA) methodologies is a primary focus for the provision of accurate and defensible assessed values.

The Wisconsin Property Assessment Manual (WPAM) is provided to municipalities by the WI Department of Revenue. This manual provides guidelines by which Wisconsin assessors are required to use for their office operations. Chapter 4 entitled "The Assessment Cycle," includes a chart that describes the various revaluation types and how often each should be implemented. This guide also provides cycles for interior inspections. See the chart below for the Department of Revenue guidelines.

The Wauwatosa Assessor's Office performs property inspections for the following properties each year:

- 1) Properties that have sold
- 2) Properties with permits with significant remodeling (some properties only require an exterior review)

- 3) Properties where the owner has requested an assessment review.
- 4) Properties where the Assessor's Office has determined that an inspection is needed

### ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate when	PRC is outdated or inaccurate, <u>or</u> assessment uniformity is poor <u>or</u> full revaluation hasn't been done in 10 years <u>or</u> assessment uniformity is poor <u>or</u> reassessment is required per statute 70.75.	Most PRC information can be verified by exterior inspection <u>and</u> full revaluation completed within past 6-9 years	PRC is deemed reliable <u>and</u> full revaluation completed within past 5 years <u>and</u> assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable <u>and</u> revaluation was completed within past 5 years <u>and</u> assessment level during previous assessment year is within acceptable parameters
Real Property affected	All property	All property	Changes identified in column A <b>PLUS</b> Analysis of problem strata identified from previous assessment year	Annexed properties Change in exemption status Demolitions & fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning
Land Study	On-site Inspection	On-site Inspection	As necessary	As necessary
Inspect Exterior	All Buildings	All Buildings	Buildings w/changes	Buildings w/changes
Inspect Interior	All Buildings	Buildings w/changes	Buildings w/changes	Buildings w/changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As necessary	As necessary	As necessary
Sketch	All primary buildings	As necessary	As necessary	As necessary
Analyze neighborhoods, property types, trends	Required	Required	Required. Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review classifications	Required	Required	Required	Required
Validate usability of sales	Required	Required	Required	Required
Verify sales attributes	Required	Required	Required	Required
Parcels to be valued	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Review / revalue properties	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Assessment level	Full Value	Full Value	Aggregate assessment level or full value as appropriate	Aggregate Assessment
Mail Notice of Change in Assesmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Discovery & assessment of Personal Property	Required	Required	Required	Required
Add omitted property to roll (Stat 70.44)	Required	Required	Required	Required
Correct errors in roll (Stat 70.43)	Required	Required	Required	Required
Hold open book / attend BOR	Required	Required	Required	Required

A change in color across a row indicates a change in the level of task work required compared to the preceding assessment type

**WAUWATOSA RESIDENTIAL MARKET DATA COMPARED TO OTHERS (FROM MLS)**

Entity	2011 Year to Date	2012 Year to Date	+ / -	2011 Year to Date	2012 Year to Date	+ / -	2011 Year to Date	2012 Year to Date	+ / -
	Median Sales Price	Median Sales Price		Days on Market	Days on Market		Closed Sales	Closed Sales	
Wauwatosa	\$ 186,000	\$ 181,750	-2.3%	90	80	-11.4%	272	318	16.9%
West Allis	\$ 115,250	\$ 97,000	-15.8%	100	88	-12.1%	273	354	29.7%
Milwaukee County	\$ 123,500	\$ 115,000	-6.9%	107	101	-6.0%	3,571	4,626	29.5%
Brookfield / Elm Grove	\$ 260,000	\$ 243,754	-6.2%	110	113	2.5%	295	433	46.8%
Waukesha County	\$ 219,950	\$ 225,000	2.3%	110	115	5.1%	2,076	2,713	30.6%

## 2012 COUNTY APPORTIONMENT OF VALUES

Apportionment of County Levy Equalized Value Reduced by TID Increment		
MILWAUKEE County	Value	% of County Total
<b>Cities</b>		
Cudahy	\$ 1,025,917,400	1.85%
Franklin	\$ 3,426,494,600	6.17%
Glendale	\$ 1,578,428,300	2.84%
Greenfield	\$ 2,745,279,400	4.94%
Milwaukee	\$ 25,472,443,500	45.87%
Oak Creek	\$ 2,839,455,600	5.11%
Saint Francis South	\$ 604,585,500	1.09%
Milwaukee	\$ 1,131,824,800	2.04%
Wauwatosa	\$ 4,709,725,000	8.48%
West Allis	\$ 3,638,962,200	6.55%
<b>Villages</b>		
Bayside	\$ 561,263,900	1.01%
Brown Deer	\$ 920,805,700	1.66%
Fox Point	\$ 1,030,559,100	1.86%
Greendale	\$ 1,234,272,100	2.22%
Hales Corners	\$ 624,346,700	1.12%
River Hills	\$ 470,716,900	0.85%
Shorewood West	\$ 1,297,983,400	2.34%
Milwaukee	\$ 310,827,100	0.56%
Whitefish Bay	\$ 1,906,192,200	3.43%
<b>Total Milw County</b>	<b>\$ 55,530,083,400</b>	<b>100.00%</b>

## 2012 ACHIEVEMENTS

- Finalized 2012 assessed values as of June 28, 2012 – one of the earliest dates in the last 20 years
- Inspected properties for the following reasons:

# of Property Inspections-2011	
# Requests for Property Review	230
# Inspections of partial from last year	51
# Sale Inspections	358
# Permit Inspections	334
# Exterior Only Inspections	223
# of other on site meetings w/ Property Owners	12
	<hr/>
	1208

- Created consortium and signed contract for new Computer Assisted Mass Appraisal (CAMA) software along with 5 other municipalities – began data conversion from old CAMA system to new, established software standards (standards to be shared by 6 municipalities), software installation, began creation of digital property sketches for some of our 16,000 + parcels
- Performed significant data cleanup prior to data conversion into new CAMA system
- Started revaluation process

## 2013 GOALS

- Implementation and use of new CAMA software – this will provide many new efficiencies so the staff members can perform more analysis, thus producing more equitable assessed values
- Creation of new standard operating procedures for functions within department as a result of implementing new software and new guidelines from WI Department of Revenue.
- Revaluation (Interim Market Update) of all property within city limits (last revaluation was done for the 2006 assessment year). Bring all assessed values back in line with acceptable levels per WI Department of Revenue.
- Increase use of GIS technology through use of newly revised GIS site and the importing of GIS data into new CAMA system
- Two way sharing of data between Inspection Office and Assessor Office will increase efficiencies and data accuracy for both departments
- Regular sharing of ownership information with the Treasurer’s Office will provide improved customer service to customers in Treasurer’s Office

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

- Available personnel after the revaluation.
- We expect to need some funds for legal assistance during the preparation of defending assessments at Board of Review and for anticipated court cases. As in the past, Office Supplies – up 12.73% to reflect required envelopes for information requests from property owners
- Reference Materials – down 25.45% to reflect elimination of purchased data service – will be using one new vendor
- Electronic Communications – up 266.67% to reflect new cell phone stipend for City Assessor
- Dues & Periodicals – up 3.72% to reflect change in cost of dues and memberships
- Conference & Travel – up 7.04% to reflect additional cost for hotels, registration for League of Municipalities conference, and meeting charges
- Auto allowance – down 5% to account for excessive estimate from previous year
- Equipment / Furniture – up \$500 from last year to account for anticipated new printer
- Sundry Contractual Services - down 6.92% to account for change of commercial sales data provider
- We expect to work overtime during the revaluation. Our plan is to let the employees work overtime and bank the overtime hours so they can take comp time off after the revaluation. This arrangement will not impact the budget, but will impact our available personnel after the revaluation.

**BUDGET SUMMARY TABLE**

**City Assessor  
Dept #154**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
332,940	346,994	351,205	358,892	362,232	5100	Wages	\$371,838	56.0%
166,093	155,812	158,799	155,807	156,078	5195	Fringe Benefits	\$158,329	23.9%
179,489	78,426	77,147	80,835	80,922	5500-5520	Internal Charges	\$81,324	12.3%
15,248	19,624	17,966	36,878	36,878	5200-5900	Operating Expenditures	\$37,501	5.7%
0	0	158	0	0	5950-5970	Capital Outlay	\$0	0.0%
12,667	11,344	15,326	15,500	14,267	5980-100	Mfg Assess Fee-State	\$14,500	2.2%
<b>\$706,437</b>	<b>\$612,200</b>	<b>\$620,601</b>	<b>\$647,912</b>	<b>\$650,377</b>		<b>TOTAL</b>	<b>\$663,492</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
77,091	77,091	71,730	86,950	79,041		Unallocated Revenues	\$79,361	12.0%
629,346	535,109	548,871	560,962	571,336		Tax Levy	\$584,131	88.0%
<b>\$706,437</b>	<b>\$612,200</b>	<b>\$620,601</b>	<b>\$647,912</b>	<b>\$650,377</b>		<b>TOTAL</b>	<b>\$663,492</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Assessor				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Appraiser 1	1.00	1	1.00	-
Appraiser 2	1.00	1	1.00	-
Appraiser 3	1.00	1	1.00	-
City Assessor	1.00	1	1.00	-
Deputy Assessor	1.00	1	1.00	-
MC 1 Assessor*	0.57	1	0.57	-
TOTAL	5.57	6.00	5.57	-

# CITY ATTORNEY

## MISSION

To provide accurate and accessible legal services to Wauwatosa City Government in a fiscally responsible manner.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 500,920	\$ 486,239	\$ (14,681)
Rev	\$ 60,877	\$ 58,159	\$ (2,718)
Levy	\$ 440,043	\$ 428,080	\$ (11,963)
FTE's	3.00	3.00	-

## MAJOR CHANGES

- Joint capital purchase of new shared secure copier/printer/high-speed scanner with HR and Admin/Mayor
- Increase in Property Tax Litigation Reserve (01-651) to \$150,000

\*Snapshot does not include Litigation Reserve.

## PROGRAMS/SERVICE LINES

- Legal representation of City and legal defense/litigation management, including property tax litigation
- Municipal Court prosecution
- General advice and counsel to Common Council as well as various boards, commissions and all City departments, including ordinance drafting, enforcement and review
- Liability claims processing
- Collections and bankruptcy
- Contract review and drafting, property transactions

## 2012 ACHIEVEMENTS

- Implementation of draft policies providing for use of social media by individual departments as warranted
- Built and utilized successful coalition of entities in regards to ongoing ATC power line matters
- Ongoing efforts to assure success of UWM Innovation Park and related matters

- Increased use of electronic documents and reduced reliance on paper copies of documents
- Improved efficiency in claims review process and response times and aggressive defense of property tax and other litigation matters
- Participation in citywide development activities, including formation of and training for Community Development Authority
- Improved involvement and cooperation in bond issuance and related fiscal compliance matters

## 2013 GOALS

- Improve office management processes for increased use of electronic documents, further reduction of reliance on paper, and increased capture and accessibility of accumulated knowledge base
- Create more effective and efficient collections program in cooperation with Finance Department
- Improve communication with other municipal attorneys in Milwaukee County in order to provide consistent legal services in communities, explore sharing of resources where appropriate, and improve service to Wauwatosa
- Avoid additional need to funding in property tax litigation reserve department account

## 2012 BUDGETARY CHANGES

*MOVE PROPERTY TAX LITIGATION TO SEPARATE DEPT. ACCOUNT*      \$75,000

Providing for separate departmental account (01-625) has provided for less impact on regular city attorney office functions and direct reviews of impact of such activities on overall city budget. However, it was significantly underfunded in 2012 and required a mid-year addition of an additional \$75,000 from the Reserve for Contingencies.

## 2013 BUDGETARY CHANGES

*SHARED COPIER/PRINTER/SCANNER*      \$1,500

The \$1,500 capital outlay is included for a share of the purchase or lease of a new higher-volume shared copier/printer/scanner which would be located in a more secure location within the Human Resources, Attorney and Administration/Mayor offices. Total cost estimated at \$6,000 for 2013, with 50% paid by HR and balance split between Attorney and Admin/Mayor.

*INCREASE PROPERTY TAX LITIGATION RESERVE*      \$75,000

Increased number of challenges to commercial property values, due to both economic conditions and aggressive private attorneys, has resulted in a much higher than expected need for the use of outside counsel and expert witnesses in related litigation, both in 2012 and 2013. This increase is consistent with the final 2012 budget after a mid-year transfer from the Reserve for Contingencies. Conditions at this time appear to be similar to those leading into 2012.

**BUDGET SUMMARY TABLE**

City Attorney Dept #161								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
228,931	245,112	251,199	253,296	261,802	5100	Wages	\$261,738	53.8%
85,989	84,381	84,574	80,304	81,403	5195	Fringe Benefits	\$89,070	18.3%
23,681	25,668	25,724	25,163	25,225	5500-5520	Internal Charges	\$25,861	5.3%
111,698	107,614	106,345	107,490	132,490	5200-5900	Operating Expenditures	\$108,070	22.2%
0	0	0	0	0	5950-5970	Capital Outlay	\$1,500	0.3%
<b>\$450,299</b>	<b>\$462,775</b>	<b>\$467,842</b>	<b>\$466,253</b>	<b>\$500,920</b>		<b>TOTAL</b>	<b>\$486,239</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
60,226	60,226	54,075	62,571	60,877		Unallocated Revenues	\$58,159	12.0%
390,073	402,549	413,767	403,682	440,043		Tax Levy	\$428,080	88.0%
<b>\$450,299</b>	<b>\$462,775</b>	<b>\$467,842</b>	<b>\$466,253</b>	<b>\$500,920</b>		<b>TOTAL</b>	<b>\$486,239</b>	<b>100.0%</b>

## Litigation Reserve Dept #625

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
101,599	61,378	122,656	75,000	150,000	5200-5900	Operating Expenditures	\$150,000	100.0%
<b>\$101,599</b>	<b>\$61,378</b>	<b>\$122,656</b>	<b>\$75,000</b>	<b>\$150,000</b>		<b>TOTAL</b>	<b>\$150,000</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
0	0	14,177	10,065	18,230		Unallocated Revenues	\$17,942	12.0%
101,599	61,378	108,479	64,935	131,770		Tax Levy	\$132,058	88.0%
<b>\$101,599</b>	<b>\$61,378</b>	<b>\$122,656</b>	<b>\$75,000</b>	<b>\$150,000</b>		<b>TOTAL</b>	<b>\$150,000</b>	<b>100.0%</b>

## PERSONNEL SCHEDULE

Attorney				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Asst City Attorney*	1.00	2	1.00	-
City Attorney	1.00	1	1.00	-
Legal Secretary	1.00	1	1.00	-
TOTAL	3.00	4.00	3.00	-

# DEVELOPMENT DEPARTMENT

## MISSION

### HISTORIC PRESERVATION (01-114):

To promote public awareness of sites with special architectural or historic interest, to educate the public about the value of our past, and to inspire residents with the need to protect and maintain historic buildings and sites.

### PLANNING & ZONING (01-171):

To promote the health, safety, morals, prosperity, aesthetics and the general welfare of the community.

### ECONOMIC DEVELOPMENT (01-172):

Advance economic growth in Wauwatosa to provide a variety of employment opportunities, increase the non-residential tax base, promote the City’s regional role as a center for research and innovation, and support dynamic, vibrant, and walkable neighborhoods, while preserving the City’s character and appearance.

### BUILDING & SAFETY (01-231):

To protect the health, safety and welfare of the general public as well as maintaining property values through the uniform enforcement of minimum code standards.

### WEIGHTS & MEASURES (01-232):

To protect the health, safety and welfare of the general public by providing routine inspection and testing of devices and packaging used in retail trade.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 1,542,772	\$ 1,862,427	\$ 319,655
Rev	\$ 1,000,326	\$ 1,577,061	\$ 576,735
Levy	\$ 542,446	\$ 285,366	\$ (257,080)
FTE's	13.08	12.50	(0.58)

## MAJOR CHANGES

- Department Restructure

#### PROPERTY MAINTENANCE (01-233):

To protect the health, safety and welfare of the general public as well as maintaining property values through the uniform enforcement of minimum code standards.

#### COMMUNITY DEVELOPMENT BLOCK GRANT (13-101):

To develop a viable urban community by providing affordable, decent housing, creating suitable living environments, and expanding economic opportunities, principally for low and moderate income persons.

#### GEOGRAPHIC INFORMATION SYSTEMS (GIS):

To become a decisive player in the process of decision making and become part of every department in Wauwatosa.

### PROGRAMS/SERVICE LINES

#### PLANNING & ZONING DIVISION: (INCLUDING HISTORIC PRESERVATION COMMISSION)

Daily administration of the zoning code, including processing and reviewing zoning applications, special uses, conditional uses, certified survey maps and land divisions, zoning enforcement, planned development districts, administration of Housing and Urban Development Community Development Block Grant funds, Environmental Protection Agency Brownfields Assessment grants, and Economic Development Administration grant. Staff support to Plan Commission, Board of Zoning Appeals, Historic Preservation Commission & CDBG Committee.

#### ECONOMIC DEVELOPMENT DIVISION:

As an entitlement community, the City of Wauwatosa receives an annual funding allocation and determines its own programs and funding priorities. However, grantees must give maximum priority to activities which benefit low- and moderate-income persons. The City may also carry out activities which aid in the prevention or elimination of slums or blight or may fund activities having a particular urgency because existing conditions pose a serious and immediate threat to the health/welfare of the community when other financial resources are not available. CDBG funds may not be used for activities which do not meet these broad national objectives; funds must be expended in a manner that will produce the greatest measurable impact in the community.

#### PLANNING & ZONING DIVISION: (GEOGRAPHIC INFORMATION SYSTEMS)

Maintain, update, and distribute GIS databases; confirm the integration and integrity of other data sets with GIS databases; design new databases; and expand GIS capabilities, research, and analysis.

#### ECONOMIC DEVELOPMENT DIVISION:

This program consists of daily economic development activities to attract, retain, and expand businesses in the City of Wauwatosa. Activities include site selection assistance, business start-up resources, financial resource assistance, working closing with neighborhood & business associations and groups, coordination between City departments to foster development, business retention & expansion efforts, marketing, etc. Economic development staff provides assistance to the Community Development Authority, Economic Development Advisory Committee, Wauwatosa Economic Development Committee, Wauwatosa Revolving Loan Fund Corporation, and the Tax Incremental Finance District Joint Review Board. Beginning with the 2013 Budget, the contribution for VISIT Milwaukee is budgeted in the Economic Development and the net costs for the Department are offset by Hotel/Motel revenues.

#### BUILDING & SAFETY DIVISION: (BUILDING REGULATIONS)

This program consists of inspectors/plan reviewers who are certified and licensed by the State of Wisconsin to perform inspections and plan reviews within their respective fields. Many inspectors are multi-disciplined and are able to inspect in multi categories. These certifications have been obtained through specialized training and each inspector is required to participate in continuing education on an annual basis. The daily workload varies in accord with the changing demands of local construction activities although compliance and follow-up activities continue at all times. This division is a designated state agent for the review of plans and the performing of on-site inspections in accordance with the Wisconsin Administrative Codes.

The division is responsible for responding to disasters in order to provide a preliminary damage assessment that plays a key role in determining eligibility for State and Federal disaster aid. Inspections and investigations are needed to identify the habitability of buildings immediately after an event. Providing this service expedites the recovery operations necessary to restore safety, order, and habitability in the affected area(s).

#### BUILDING & SAFETY DIVISION: (WEIGHTS & MEASURES PROGRAM)

This program provides four key service categories: Consumer Complaints; Investigations; Routine Inspections; Enforcement. This program is managed Development Department but is a contracted service with the State Department of Agriculture, Trade and Consumer Protection (DATCP). The contract provides 27 contract days at \$400 per day each year for an annual cost of \$10,800. This provides inspections at approximately 80 business sites that use bar code scanners, scales, meters, and product labeling. Typical examples would include grocery stores and gasoline stations. Consumer complaints are directed to DATCP who will investigate and insure corrective action when necessary. Typical violations are improper metering of gasoline products and improper tare weight settings on scales.

## BUILDING & SAFETY DIVISION: (PROPERTY MAINTENANCE)

This program is provided based on criteria established by a citizen's task force with input from the Mayor and other city officials. The primary focus of this program is the preservation of property values relating to aesthetics by maintaining all properties in a condition that reflects a quality community. This is no easy task as what may be aesthetically pleasing to some may not be to others. In addition, problem sites may take over a year for compliance if court action is required. This program also provides fence and sign review along with inspection and enforcement. Benchmarks are established as needed for quality control.

## 2012 ACHIEVEMENTS

### PLANNING & ZONING DIVISION:

- Nearing completion of zoning code revision – first comprehensive revision since 1972
- Successfully completing two Brownfields grants and receiving another round of grant funding
- Beginning Comprehensive Bike and Pedestrian Plan process
- Created GIS brownfield data application unique to Wauwatosa

### PLANNING & ZONING DIVISION: (HISTORIC PRESERVATION COMMISSION)

- 2 single structure designations & 1 district designation
- Design review for designated property
- On-going discussions regarding development of Eschweiler buildings

PLANNING & ZONING DIVISION: (COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM)

2012 Projects & Funding Levels:

**Administration & Planning - \$172,900 Max.**

Metro Fair Housing:	<u>\$ 26,000</u>
<b>Total:</b>	<b>\$26,000</b>

**Public Services & Community Programs - \$129,676 Max.**

Senior Center:	\$ 83,600
ARC Milwaukee:	\$ 13,800
Elena's House:	\$ 9,800
Interfaith:	\$ 12,800
Tosa Food Pantry:	\$ 2,600
PEP Program:	\$ 3,826
Tosa Cares	<u>\$ 3,250</u>
<b>Total:</b>	<b>\$129,676</b>

**Public Facilities, Economic Development & Rehabilitation**

Water Mains in LMI:	\$ 67,387
Greek Orthodox Manor:	\$ 75,000
Badger Association/Blind	\$ 12,500
Lutheran Home	\$190,000
Health Department	\$ 19,000
Rebuilding Together Grt Milw.	\$ 94,946
WEDC:	<u>\$250,000</u>
<b>Total:</b>	<b>\$708,833</b>

PLANNING & ZONING DIVISION: (GEOGRAPHIC INFORMATION SYSTEMS)

- 2012 "ArcGIS Server Application Development" includes, sign tool, fire facility tool, print tool, GEMS data, and advanced query builder. Additional enhancements and training include street light pole tool, staff training, and hosting services

## ECONOMIC DEVELOPMENT DIVISION:

- Various structure and process improvement measures implemented through recommendations by the EDAC
- Developed and printed high quality marketing piece
- Created on-line commercial site selection search tool through Xceligent
- WRLFC approved two loans and the WEDC approved three grants as of 8/12
- Created extensive property availability database and mapping for East Tosa based on East Tosa Redevelopment Plan
- Request for Proposal to develop former Fire Station Number One remnant parcel created through newly created Community Development Authority with due date of 8/31/12
- Continued to work with East Tosa, Village BID, and Chamber of Commerce

**BUILDING & SAFETY DIVISION: (BUILDING REGULATIONS)**

**3-YEAR RESULTS:**

PERMITS	2009	2010	2011
<b>BUILDING</b>	<b>689</b>	<b>705</b>	<b>662</b>
Residential	532	555	449
Commercial	157	150	213
<b>MECHANICAL</b>	<b>750</b>	<b>835</b>	<b>749</b>
<b>ELECTRICAL</b>	<b>1,611</b>	<b>1,767</b>	<b>1,592</b>
<b>PLUMBING</b>	<b>907</b>	<b>1,092</b>	<b>1,069</b>
<b>OCCUPANCY</b>	<b>167</b>	<b>130</b>	<b>164</b>
TOTAL	4,124	4,529	4,236
TOTAL REVENUES	\$670,387	\$658,787	\$983,863
INSPECTIONS	8,904	10,570	7,657

**BUILDING & SAFETY DIVISION: (WEIGHTS & MEASURES)**

	2009	2010	2011
Permit Revenue	\$7,900	\$11,460	\$14,980

**BUILDING & SAFETY DIVISION: (PROPERTY MAINTENANCE)**

	2009	2010	2011
Inspections	1,172	1,252	953
Violations	1,011	1,110	280*
Complaints	439	455	380
Citations/Court	2	0	6

Violations are counted as (1) per noncompliant inspection \*

## 2013 GOALS

### PLANNING & ZONING DIVISION:

- Continue Comprehensive Bike and Pedestrian Plan process with a goal of completion in 2013
- Initiate the development of a Mayfair Corridor plan

### PLANNING & ZONING DIVISION: (HISTORIC PRESERVATION COMMISSION)

- Add new designations to display wall
- Continued design review of designated properties when applied for
- Continued public education

### PLANNING & ZONING DIVISION: (COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM)

- Give maximum priority to activities which benefit low- and moderate-income persons.
- Carry out activities which aid in the prevention or elimination of slums or blight or may fund activities having a particular urgency because existing conditions pose a serious and immediate threat to the health/welfare of the community when other financial resources are not available.
- Continue to promote economic development programs

### PLANNING & ZONING DIVISION: (GEOGRAPHIC INFORMATION SYSTEMS)

- Continue to expand upon “ArcGIS Server Application Development” including brownfield historical data and 2010 Census data

### ECONOMIC DEVELOPMENT DIVISION:

- Continue to promote and develop Burleigh Triangle area and UWM Innovation Park
- Continue to promote WRLFC loans and WEDC grants
- Work with Village BID and East Tosa on various plan implementation strategies
- Continue development of former Fire Station Number One remnant parcel based on RFPs due in 2012
- Continue to improve on-line economic development assistance information, including use of GIS database information, etc.

#### BUILDING & SAFETY DIVISION: (BUILDING REGULATIONS)

- Investigate all life safety incidences within 24 hours.
- Complete 95% of all plan reviews within 5 business days.
- Perform at least 95% of inspections within 24 hours of request.
- Resolve 75% of complaints within 90 days.
- Issue 95% of approved permits within 2 business days.
- Recover 90% of program costs through permit fees.

#### BUILDING & SAFETY DIVISION: (WEIGHTS & MEASURES)

- Invoice known retail businesses to recover 90-100% of program cost.
- DATCP will continue to conduct inspections and complaint referrals.

#### BUILDING & SAFETY DIVISION: (PROPERTY MAINTENANCE)

- Provide a complaint based program that operates 32 hours per week.
- Continue to utilize effective enforcement techniques to gain compliance without the use of Municipal Court citations.
- Continue the use of a re-inspection fee to gain compliance and offset program cost.

#### 2012 BUDGETARY CHANGES

Various budgetary changes related to staff reductions & restructuring

#### 2013 BUDGETARY CHANGES

ELECTRICAL CONTRACTORS LICENSE	\$28,550
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As of April 2013, the State of Wisconsin will assume the licensing of electrical contractors. This will amount to a reduction of revenue from \$32,000 to \$3,450.

ELECTRICAL PERMITS	(\$30,035)
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To compensate for the reduction of electrical contractor license revenue, electrical permit fees will be raised approximately 23% increasing revenue from \$130,000 to 160,035.

PROPERTY MAINTENANCE RE-INSPECTION FEE

(\$3,000)

Revenue is increased by \$3,000 to \$15,000 representing the average of yearly totals since the program started using a re-inspection fee as a method of gaining compliance, in addition to an increase re-inspection fees from \$75.00 for each re-inspection to: \$50.00 for the first re-inspection, \$75.00 for the second re-inspection, \$200.00 for the third re-inspection, and \$350.00 for the fourth and all subsequent re-inspections.

STUDENT INTERN/GIS INTERN

\$6,000

The current student clerk position is increased from .26 to .50 FTE for a total cost of \$12,000 in order to expedite new GIS system to better serve a variety of City departments, as well as the general public

INCLUSION OF VISIT MILWAUKEE CONTRIBUTION AND HOTEL MOTEL REVENUE

Beginning this year, the \$325,403 contribution to Visit Milwaukee is budgeted in the Economic Development Department (172). Previously it had been budgeted in a non-departmental budget. In addition, \$522,180 of a total \$940,000 in Hotel/Motel revenue is budgeted in the Economic Development department to demonstrate the role of economic development in supporting local and regional tourism. The remainder of the Hotel/Motel revenue is budgeted as unallocated revenues in other general fund departments. The table below shows the account history for these two items.

	2009 Actual	2010 Actual	2011 Actual	2012 Estimate	2013 Budget
City Contribution to VISIT Milwaukee	\$266,896	\$332,425	\$288,371	\$324,118	\$325,403
Hotel/Motel Room Tax	\$803,875	\$875,495	\$907,871	\$925,000	\$940,000

**BUDGET SUMMARY TABLE**

**Historic Preservation Commission  
Dept #114**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
478	2,180	2,237	1,000	1,000	5200-5900	Operating Expenditures	\$1,000	100.0%
0	0	7,200	0	0	5980-010	CLG Subgrant-Natl Reg	\$0	0.0%
<b>\$478</b>	<b>\$2,180</b>	<b>\$9,437</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>TOTAL</b>		<b>\$1,000</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
0	0	7,200	0	0	231-4490	CLG Grant-Natl Reg	\$0	0.0%
71	0	14	0	0	841-4150	Contributions-Historic Pres	\$0	0.0%
52	52	1,091	134	122		Unallocated Revenues	\$120	12.0%
355	2,128	1,132	866	878		Tax Levy	\$880	88.0%
<b>\$478</b>	<b>\$2,180</b>	<b>\$9,437</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>TOTAL</b>		<b>\$1,000</b>	<b>100.0%</b>

**City Planning  
Dept #171**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
205,881	216,448	214,138	208,396	172,748	5100	Wages	\$174,203	37.7%
89,142	85,160	85,013	81,000	75,611	5195	Fringe Benefits	\$75,993	16.4%
17,805	17,808	17,760	16,426	16,463	5500-5520	Internal Charges	\$16,617	3.6%
8,623	4,352	57,853	5,450	61,077	5200-5900	Operating Expenditures	\$5,790	1.3%
0	0	0	0	350	5950-5970	Capital Outlay	\$0	0.0%
(5,001)	0	0	0	0	5980-010	Comprehensive Plan Update	\$0	0.0%
0	0	0	0	0	5980-015	GIS	\$10,000	2.2%
4,076	94,705	73,816	0	26,203	5980-035	Petroleum Assessment Grant	\$0	0.0%
0	30,041	101,347	0	89,185	5980-040	Hazardous Materials Grant	\$180,000	38.9%
<b>\$320,526</b>	<b>\$448,514</b>	<b>\$549,927</b>	<b>\$311,272</b>	<b>\$441,637</b>		<b>TOTAL</b>	<b>\$462,603</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
4,076	94,705	73,816	0	12,829	231-4470	Petroleum Assessment Gr	\$0	0.0%
0	30,041	101,347	0	81,729	231-4480	Hazardous Materials Gr	\$180,000	38.9%
0	0	0	0	0	321-4150	Cond. Special Use	\$0	0.0%
1,000	825	1,000	600	600	511-4500	Subdivision Fees	\$600	0.1%
9,550	8,950	11,700	9,000	9,000	521-4400	Zoning Application Fees	\$6,000	1.3%
920	1,580	240	1,000	1,000	521-4410	Board of Appeal Fees	\$120	0.0%
400	650	300	200	200	521-4420	Zoning Letters-Specialized	\$200	0.0%
400	650	1,650	500	900	521-4410-040	Zoning Appeals	\$500	0.1%
34,977	34,977	63,562	41,773	53,672		Unallocated Revenues	\$55,332	12.0%
269,203	276,136	296,312	258,199	281,707		Tax Levy	\$219,851	47.5%
<b>\$320,526</b>	<b>\$448,514</b>	<b>\$549,927</b>	<b>\$311,272</b>	<b>\$441,637</b>		<b>TOTAL</b>	<b>\$462,603</b>	<b>100.0%</b>

**Economic Development  
Dept #172**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
0	56,538	105,310	148,316	125,597	5100	Wages	\$90,053	17.2%
0	27,048	44,970	40,593	37,179	5195	Fringe Benefits	\$42,774	8.2%
0	3,978	7,252	6,829	6,854	5500-5520	Internal Charges	\$11,446	2.2%
0	33,168	39,656	37,600	45,012	5200-5900	Operating Expenditures	\$32,504	6.2%
0	3,537	0	0	0	5950-5970	Capital Outlay	\$0	0.0%
0	0	0	10,000	20,000	5980-100	Econ Develop Incentive	\$20,000	3.8%
0	0	0	0	0	571-5990	Visit Milwaukee*	\$325,403	62.3%
<b>\$0</b>	<b>\$124,269</b>	<b>\$197,188</b>	<b>\$243,338</b>	<b>\$234,642</b>		<b>TOTAL</b>	<b>\$522,180</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
0	0	0	0	0	101-4200	Hotel/Motel Room Tax*	\$522,180	100.0%
0	0	22,791	32,656	28,516		Unallocated Revenues	\$0	0.0%
0	124,269	174,397	210,682	206,126		Tax Levy	\$0	0.0%
<b>\$0</b>	<b>\$124,269</b>	<b>\$197,188</b>	<b>\$243,338</b>	<b>\$234,642</b>		<b>TOTAL</b>	<b>\$522,180</b>	<b>100.0%</b>

\* Added to this budget in 2013. Previously had been included as a separate non-departmental budget

## Building Regulation Dept #231

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
461,454	464,858	426,862	447,567	445,207	5100	Wages	\$466,785	60.2%
234,759	216,428	213,254	212,470	212,058	5195	Fringe Benefits	\$204,167	26.3%
134,847	98,594	96,306	106,007	106,168	5500-5520	Internal Charges	\$87,496	11.3%
13,462	15,820	11,082	15,400	15,402	5200-5900	Operating Expenditures	\$15,828	2.0%
2,141	6,819	2,976	1,000	1,000	5950-5970	Capital Outlay	\$1,000	0.1%
0	2,149	195	0	(85)	5980-015	Board-Up Bldgs	\$0	0.0%
0	350	337	0	0	5980-025	Debris/Graffiti Removal	\$0	0.0%
<b>\$846,663</b>	<b>\$805,019</b>	<b>\$751,012</b>	<b>\$782,444</b>	<b>\$779,750</b>		<b>TOTAL</b>	<b>\$775,276</b>	<b>100.0%</b>

### Revenue

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
200	200	400	0	200	521-4410-010	Electrical Appeals	\$100	0.0%
600	120	120	100	120	521-4410-020	Sign Appeals	\$120	0.0%
0	100	100	100	100	521-4410-030	Plumbing Appeals	\$100	0.0%
32,280	33,960	33,485	32,000	32,000	311-4240	Electrical-Licenses	\$3,450	0.4%
310,393	279,424	473,967	380,525	400,000	321-4100	Permits-Building	\$380,525	49.1%
81,066	87,921	108,016	80,000	100,000	321-4110	Heating and A/C	\$80,000	10.3%
95,320	97,447	145,096	102,000	110,000	321-4120	Plumbing	\$102,000	13.2%
108,250	114,201	170,934	130,000	130,000	321-4130	Electrical	\$160,035	20.6%
9,000	8,900	8,825	9,000	9,000	321-4140	Well Operation	\$8,450	1.1%
14,105	12,715	13,620	12,000	12,000	321-4160	Outdoor Sign	\$12,000	1.5%
11,360	10,980	16,610	13,000	18,500	321-4170	Occupancy	\$13,000	1.7%
8,468	4,603	6,177	6,000	6,000	321-4180	Erosion Control Fees	\$6,000	0.8%
92,392	92,392	0	17,719	0		Unallocated Revenues	\$9,496	1.2%
83,229	62,056	0	0	0		Tax Levy	\$0	0.0%
0	0	(226,338)	0	(38,170)		Excess Revenue	\$0	0.0%
<b>\$846,663</b>	<b>\$805,019</b>	<b>\$751,012</b>	<b>\$782,444</b>	<b>\$779,750</b>		<b>TOTAL</b>	<b>\$775,276</b>	<b>100.0%</b>

## Weights and Measures Dept #232

### Expenditures

		2012					2013	
2009	2010	2011	Adopted	2012			Executive	% of
Actual	Actual	Actual	Budget	Estimated	Acct #	Name	Review	Total
10,800	10,800	10,800	10,800	10,800	5200-5900	Operating Expenditures	\$10,800	100.0%
<b>\$10,800 \$10,800 \$10,800 \$10,800 \$10,800</b>					<b>TOTAL</b>		<b>\$10,800</b>	<b>100.0%</b>

### Revenues

		2012					2013	
2009	2010	2011	Adopted	2012			Executive	% of
Actual	Actual	Actual	Budget	Estimated	Acct #	Name	Review	Total
7,900	11,460	14,980	10,800	10,800	511-4260	Weights & Measures Inspect	\$10,800	100.0%
1,179	1,179	0	0	0		Unallocated Revenues	\$0	0.0%
1,721	0	0	0	0		Tax Levy	\$0	0.0%
0	(1,839)	(4,180)	0	0		Excess Revenue	\$0	0.0%
<b>\$10,800 \$10,800 \$10,800 \$10,800 \$10,800</b>					<b>TOTAL</b>		<b>\$10,800</b>	<b>100.0%</b>

**Property Maintenance Program  
Dept #233**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
48,613	54,685	53,323	54,770	55,745	5100	Wages	\$68,686	75.8%
11,538	12,682	11,668	10,157	10,649	5195	Fringe Benefits	\$12,917	14.3%
0	4,511	4,020	5,313	5,333	5500-5520	Internal Charges	\$5,685	6.3%
2,064	2,484	2,472	3,216	3,216	5200-5900	Operating Expenditures	\$3,280	3.6%
0	0	0	0	0	5950-5970	Capital Outlay	\$0	0.0%
<b>\$62,215</b>	<b>\$74,362</b>	<b>\$71,483</b>	<b>\$73,456</b>	<b>\$74,943</b>		<b>TOTAL</b>	<b>\$90,568</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
100	0	100	100	100	521-4410-050	Property Maint Appeals	\$100	0.1%
5,550	13,200	8,625	12,000	12,000	521-4430	Prop Maint Re-Inspection	\$15,000	16.6%
6,789	6,789	8,262	9,858	9,108		Unallocated Revenues	\$10,833	12.0%
49,776	54,373	54,496	51,498	53,735		Tax Levy	\$64,635	71.4%
<b>\$62,215</b>	<b>\$74,362</b>	<b>\$71,483</b>	<b>\$73,456</b>	<b>\$74,943</b>		<b>TOTAL</b>	<b>\$90,568</b>	<b>100.0%</b>

## PERSONNEL SCHEDULE

Planning, Economic Development, Building				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Assistant Planner	1.00	1	1.00	-
Building Inspector	2.00	2	2.00	-
Business Services Specialist	1.00	1	1.00	-
Community Development Director	1.00	0	-	(1.00)
Development Coordinator	1.00	1	1.00	-
Development Director	1.00	1	1.00	-
Electrical Inspector	2.00	2	2.00	-
MC 1 Building	1.00	1	1.00	-
Plumbing Inspector	1.00	1	1.00	-
Principal Planner	1.00	1	1.00	-
Property Maintenance Inspector	0.82	2	1.00	0.18
Student Clerk/GIS Intern	0.26	1	0.50	0.24
<b>TOTAL</b>	<b>13.08</b>	<b>14.00</b>	<b>12.50</b>	<b>(0.58)</b>

# HEALTH DEPARTMENT

## MISSION

The Wauwatosa Health Department's (WHD) mission is to protect and promote the health and safety of all Wauwatosans through prevention.

According to Wisconsin Statute ch. 251.02(2), the WHD exists to protect the *health and safety* of the entire Wauwatosa community by promoting health, preventing disease, and reducing or eliminating risk factors. Public health protects the water we drink, the food we eat, and the air that we breathe. WHD prevents, detects and stops outbreaks of diseases like measles, Pertussis, and tuberculosis. We are the only agency that receives and investigates all disease reports within the City. We provide basic public health services that people can count on to protect and improve health.

The WHD is funded and staffed (2.84/10,000) at less than the state (4.2) and nation (4.8) for a City with a population of 46,394 (DHS, NACCHO). Of the more than \$1.7 trillion in healthcare spent nationally every year, less than 4 cents out of every dollar is spent on prevention and public health, even though research demonstrates significant cost savings through prevention.

## PROGRAMS/SERVICE LINES

The Health Services budget consists of public health nursing (01-421), environmental health (01-422), and administration (01-423) divisions. Programming is integrated for efficiency and aligned with the state department of health priorities and public health essential services. The WHD collaborates with health care and other partners to address community-based health priorities and needs. As required by Wisconsin law (WI § ch. 251.05, WI administrative code DHS 140.04), all local health departments provide a generalized nursing program, health promotion, chronic disease prevention, communicable disease program, and a human health hazard program. The WHD inspects all food and other licensed establishments to protect the health of the public. We enforce state and local public health laws.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 1,386,376	\$ 1,452,815	\$ 66,439
Rev	\$ 429,771	\$ 426,346	\$ (3,425)
Levy	\$ 956,605	\$ 1,026,469	\$ 69,864
FTE's	12.93	13.75	0.82

## MAJOR CHANGES

Addition of a Children's Hospital of WI (CHS) grant. There is zero expense to the city. \$40,000 is reimbursed by chs with no fiscal net increase to the city. There may be administrative duties to maintain the community partnership with common goals to improve infant/child immunization rates.

## 2012 ACHIEVEMENTS

- WHD implemented the successful transition of the food licensing duties from City Clerk's to Health in collaboration with Information Systems, Finance, Police, Fire, and Legal departments. With the help of a data consultant, WHD designed a food licensing module that interacts with the City's accounting system for increased efficiency for invoicing and payment tracking. In addition, WHD continued work on the general Public Health Relational Database using national standards for required local data collection and monitoring. Selected modules are in the process of being piloted or have been completed. Both database initiatives were made possible through a 2012 Internal Grant.
- WHD completed the statutory City of Wauwatosa Community Health Assessment document and began drafting 5-year Community Health Improvement Plan. WHD secured a \$10,000 CDC grant to assist with the costs. Community data collection and analysis is ongoing.
- WHD was recertified for 'Project Public Health Ready' national accreditation for emergency preparedness as a member of the Milwaukee/Waukesha County Consortium. Since 2006, only 270 local health agencies from across the nation received this recognition. Selected practices were identified as models to be shared with others across the nation.

## 2013 GOALS

- Goal 1: By 1/31/13, complete the City of Wauwatosa Community Health Improvement Plan on which to base health priorities and programming and work with community partners to carry out public health essential services. Review and revise the 2010 WHD Strategic Plan.
- Goal 2: By 12/31/13, submit a Letter of Intent to the national 'Public Health Accreditation Board' for local health department accreditation in lieu of the WI DHS 140 'Requirements of Local Health Departments' audit (due in 2014). National accreditation improves credibility, accountability, standardization of practice (benchmarks), professional development, and access to funding opportunities. The time commitment for preparation is the same.
- Goal 3: By 12/31/13, with the assistance of a software consultant, design the field inspection modules for the remainder of the licensed establishments (hotels, public pools, vending) to electronically document the WHD State Agent contract findings at the site of inspection. WHD will assume the rest of the state agent licensing duties in 2014.
- Goal 4: Track the impact of the Affordable Health Care Act on revenue and establish a baseline.

## 2012 BUDGETARY CHANGES

### *CHILDREN'S HOSPITAL IMMUNIZATION CLINIC PILOT*

*\$0*

This pilot project is a shared service initiative through Children's Hospital of WI, the WHD, and Milwaukee Health Department. Increased immunization opportunities are available to children and families who are on site for other hospital appointments. Wauwatosa and Milwaukee provided knowledgeable and experienced staff at Children's onsite clinic to avoid duplication. Children's

Hospital will reimburse Wauwatosa for 30 hours per week for clerical coverage for data entry into the WI Immunization Registry, including benefits and vacation coverage.

### **2013 BUDGETARY CHANGES**

See 2012 Budgetary changes. The Children’s Hospital Immunization Clinic initiative spans 2012 and 2013, with a potential for additional future grant funding. WHD will experience a temporary increase in FTEs until the Children’s Hospital grant is complete. WHD budget changes relate to grants and surge capacity.

### **BUDGET SUMMARY TABLE**

## Public Health Nursing Dept #421

### Expenditures

2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
461,159	371,392	421,657	408,721	412,291	5100	Wages	\$459,422	65.9%
180,622	145,876	180,002	159,616	154,142	5195	Fringe Benefits	\$185,084	26.5%
22,988	27,403	28,941	45,076	45,076	5200-5900	Operating Expenditures	\$45,076	6.5%
3,856	2,319	8,426	2,866	12,292	5980-010	Maternal Child Health Grant	\$2,844	0.4%
81	0	0	0	419	5980-015	Expenditures from Donation	\$0	0.0%
689	3,925	1,533	582	312	5980-020	Child Lead Poison Prev	\$2,929	0.4%
300	0	0	0	0	5980-030	Senior Commission	\$0	0.0%
0	8,327	658	0	75	5980-035	Immunization Planning Gr	\$0	0.0%
1,599	4,943	2,270	1,902	8,226	5980-080	Immunization Registry Gr	\$1,880	0.3%
<b>\$671,294</b>	<b>\$564,184</b>	<b>\$643,487</b>	<b>\$618,763</b>	<b>\$632,833</b>		<b>TOTAL</b>	<b>\$697,235</b>	<b>100.0%</b>

### Revenues

2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
3,860	10,741	12,713	10,180	21,374	231-4420-030	Immunization Registry Gr	\$10,180	1.5%
0	8,757	658	0	75	231-4420-035	Immunization Planning	\$0	0.0%
20,087	9,173	18,165	11,144	20,570	231-4420-040	Maternal Child Health Grant	\$11,144	1.6%
0	0	0	0	0	241-4420-020	Clean Indoor Air Grant	\$0	0.0%
4,080	4,449	7,664	4,721	4,075	241-4420-060	Child Lead Prevention Grant	\$2,929	0.4%
0	0	0	0	0	241-4480	TB/CDC	\$0	0.0%
0	0	0	0	0	531-4100	Health Clinics	\$0	0.0%
1,700	1,310	1,350	1,000	1,350	531-4300	Animal Pound	\$1,500	0.2%
4,375	2,265	4,053	3,000	3,000	531-4500	Health Inspection License	\$3,000	0.4%
31,192	15,624	14,799	30,000	17,000	531-4600-050	Health Serv-Flu	\$15,000	2.2%
161	120	25	200	200	531-4600-100	Health Serv-Pneumovax	\$0	0.0%
2,610	2,210	1,680	4,200	2,000	531-4600-150	Health Serv-TB Skin Test	\$1,500	0.2%
0	0	0	0	0	531-4600-155	Health Serv-TB Control	\$0	0.0%
1,603	200	1,115	500	500	531-4600-200	Health Serv-Hepatitis A/B	\$200	0.0%
0	0	180	0	0	531-4600-250	Health Serv-Varivax	\$0	0.0%
720	75	1,110	400	1,000	531-4600-300	Health Serv-Adult Tetanus	\$100	0.0%
0	0	0	0	150	531-4600-350	Health Serv-Meningococcus	\$0	0.0%
0	4,500	3,080	2,500	1,500	531-4600-400	Health Serv-Shingles	\$1,000	0.1%
0	0	0	0	0	531-4600-450	Health Serv-HPV	\$0	0.0%
0	0	0	0	0	531-4650	School Inspection Fee	\$0	0.0%
0	0	0	0	0	531-4870	Children's Hospital Grant	\$40,000	5.7%
240	0	1,435	400	400	531-4900	Other	\$400	0.1%
194	95	5	150	150	531-4980-020	Hepavac Rental	\$75	0.0%
73,255	73,255	74,375	83,038	76,908		Unallocated Revenues	\$83,397	12.0%
527,217	431,410	501,080	467,330	482,581		Tax Levy	\$526,810	75.6%
<b>\$671,294</b>	<b>\$564,184</b>	<b>\$643,487</b>	<b>\$618,763</b>	<b>\$632,833</b>		<b>TOTAL</b>	<b>\$697,235</b>	<b>100.0%</b>

## Environmental Health Dept #422

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
165,336	175,441	177,258	180,087	186,448	5100	Wages	\$186,971	65.5%
78,169	74,321	83,921	73,374	74,276	5195	Fringe Benefits	\$87,985	30.8%
5,605	3,911	4,880	10,778	10,788	5200-5900	Operating Expenditures	\$10,328	3.6%
0	0	0	0	0	5980-015	Internal Granting	\$0	0.0%
2,037	788	210	2,500	1,197	5980-025	Radon Outreach	\$0	0.0%
<b>\$251,147</b>	<b>\$254,461</b>	<b>\$266,269</b>	<b>\$266,739</b>	<b>\$272,709</b>		<b>TOTAL</b>	<b>\$285,284</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
303	0	0	0	0	231-4420-025	Radon Mini-Grant	\$0	0.0%
0	1,616	3,369	2,500	1,197	231-4420-045	Radon Outreach	\$0	0.0%
1,734	0	0	0	0	241-4420-035	Radon Outreach	\$0	0.0%
75,632	74,937	75,646	77,500	77,500	311-4120	Food	\$77,500	27.2%
20,447	21,483	23,511	24,000	27,940	311-4125	Retail Food-Dept of AG	\$27,940	9.8%
0	0	0	1,100	1,100	311-4135	Temporary Food Event	\$1,100	0.4%
412	0	700	500	500	531-4410	Health Enforcement	\$700	0.2%
675	740	200	800	800	531-4700	Radon Kits	\$100	0.0%
0	2,499	447	0	0	931-4900	Other	\$0	0.0%
27,406	27,406	30,776	35,796	33,142		Unallocated Revenues	\$34,123	12.0%
124,538	125,780	131,620	124,543	130,530		Tax Levy	\$143,821	50.4%
<b>\$251,147</b>	<b>\$254,461</b>	<b>\$266,269</b>	<b>\$266,739</b>	<b>\$272,709</b>		<b>TOTAL</b>	<b>\$285,284</b>	<b>100.0%</b>

## Health Administration Dept #423

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
196,915	253,807	225,982	216,306	223,971	5100	Wages	\$226,132	48.1%
93,505	104,183	75,353	82,704	89,137	5195	Fringe Benefits	\$84,978	18.1%
132,156	123,756	123,710	118,659	118,966	5500-5520	Internal Charges	\$135,038	28.7%
2,948	2,481	6,549	6,642	7,142	5200	Operating Expenditures	\$7,142	1.5%
0	0	0	0	0	5900	Capital Outlay	\$0	0.0%
2,008	7,730	6,403	0	6,583	5980-010	Prevention Grant	\$3,520	0.7%
19,535	0	0	0	0	5980-015	Pandemic Influenza Grant	\$0	0.0%
7,736	17,515	5,812	6,769	12,073	5980-025	CDC Preparedness-LHD Plan	\$6,454	1.4%
4,394	12,194	1,004	1,250	1,196	5980-030	Tobacco Control Board	\$0	0.0%
0	0	0	0	1,636	5980-035	Pandemic Influenza Plan	\$7,032	1.5%
1,442	18,095	9,092	7,636	10,053	5980-040	Cities Readiness Initiative	\$0	0.0%
2,000	0	4,473	0	4,023	5980-055	Accreditation Grant	\$0	0.0%
0	0	7,706	0	6,054	5980-200	Public Health Infrastruct	\$0	0.0%
<b>\$462,639</b>	<b>\$539,761</b>	<b>\$466,084</b>	<b>\$439,966</b>	<b>\$480,834</b>		<b>TOTAL</b>	<b>\$470,296</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
40,764	28,453	40,909	43,454	49,073	231-4420	Preparedness Planning Grant	\$43,454	9.2%
1,442	21,544	15,479	11,232	10,562	231-4420-010	Cities Readiness Initiative	\$11,232	2.4%
2,008	7,730	6,403	0	6,583	231-4420-020	Prevention Grant	\$3,520	0.7%
0	0	11,968	0	9,854	231-4420-200	Public Health Infrastruct	\$0	0.0%
30,912	91,586	1,739	0	1,636	231-4440	Pandemic Influenza Grant	\$0	0.0%
0	0	0	0	0	241-4420-010	Prevention Grant	\$0	0.0%
16,825	12,354	1,004	1,250	1,196	241-4420-080	Tobacco Control Board	\$0	0.0%
0	0	0	0	0	241-4420-085	Tobacco Initiatives Grant	\$0	0.0%
0	0	475	0	0	531-4850	Accreditation Grant	\$0	0.0%
2,800	0	0	0	0	531-4860	Quality Initiative Grant	\$0	0.0%
50,486	50,486	53,871	59,043	58,436		Unallocated Revenues	\$56,252	12.0%
317,402	327,608	334,236	324,987	343,494		Tax Levy	\$355,838	75.7%
<b>\$462,639</b>	<b>\$539,761</b>	<b>\$466,084</b>	<b>\$439,966</b>	<b>\$480,834</b>		<b>TOTAL</b>	<b>\$470,296</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Health				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Children's Grant Funded	-	1	0.82	0.82
Clerical Grant	0.60	2	0.60	-
Health Officer	1.00	1	1.00	-
MC 3 Health	1.00	1	1.00	-
Nurse Supervisor	1.00	1	1.00	-
Public Health Manager/Epidemiologist grant	1.00	1	1.00	-
Public Health Nurse	5.50	6	5.50	-
Public Health Specialist	0.80	1	0.80	-
Sanitarian	2.03	3	2.03	-
<b>TOTAL</b>	<b>12.93</b>	<b>17.00</b>	<b>13.75</b>	<b>0.82</b>

Note:

Fluctuations are due to temporary MC1 changes due to CHS grant pilot program and temporary help for WHD surge capacity.

# LIBRARY

## MISSION

The mission of the Library is to provide the resources necessary to meet educational, informational and recreational reading needs of the Wauwatosa community; to acquire and organize those materials in appropriate ways according to national standards and to assist patrons of all ages with their reading, educational and informational searches.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 2,620,777	\$ 2,702,623	\$ 81,846
Rev	\$ 400,236	\$ 384,801	\$ (15,435)
Levy	\$ 2,220,541	\$ 2,317,822	\$ 97,281
FTE's	26.55	26.55	-

## MAJOR CHANGES

- None proposed

## PROGRAMS/SERVICE

### TECHNICAL SERVICES

Place electronic orders for all materials, catalog and classify the materials, enter the bibliographic information into the shared library catalog, and process the materials to make them ready to be loaned. Maintain accuracy of the catalog by entering information about items damaged, lost, paid for, or discarded from Wauwatosa's collections.

### CHILDREN'S SERVICES

Select materials appropriate for children from babies to fourteen year olds. Provide bibliographic instruction for grade school aged children, story times and other early literacy programs for children and parents. Assist parents and children in locating the information they need.

### REFERENCE AND ADULT SERVICES

Select materials for all reference and circulating collections in the adult library, maintain the collections, and assist patrons in locating information they need. Provide programs on use of library resources, other common adult education matters, and book discussion groups.

## CIRCULATION

The department in which items are checked out and back in, fines are paid, and library cards issued.

## ADMINISTRATION

Oversees the day to day operation of the library, supervises all other library departments, and manages the library's budget. Works directly with the Board of Trustees to establish Library policies, the Library Foundation to raise private funds to enhance City support, write grants, prepare annual Wauwatosa Organizations Directory, and represent Wauwatosa Public Library's interests at MCFLS Board Meetings and ICC meetings as necessary.

## 2012 ACHIEVEMENTS

- Added e-book titles, resulting in a 300% increase in digital downloads
- Added the searchable historic run of Wauwatosa City Directories to the website
- Introduced one-on-one training in downloading digital content for Kindles, Nooks, etc.

## 2013 GOALS

- Goal 1 - Seek opportunities to increase revenues through policy changes
- Goal 2 - Complete new three-year plan for the Library
- Goal 3 - Continue to seek time/labor saving opportunities for the Library

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

**BUDGET SUMMARY TABLE**

**Public Library and Library Pictures  
Dept #511**

**Expenditures**

2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of
			Budget				Review	Total
1,160,150	1,225,471	1,215,620	1,249,572	1,246,849	5100	Wages	\$1,298,087	48.0%
405,797	398,647	390,574	372,052	370,883	5195	Fringe Benefits	\$414,322	15.3%
636,485	636,480	631,869	659,900	660,606	5500-5520	Internal Charges	\$640,975	23.7%
302,743	310,301	313,320	342,439	342,439	5200-5900	Operating Expenditures	\$349,239	12.9%
5,498	639	1,603	0	0	5950-5970	Office Furniture & Equip	\$0	0.0%
0	0	0	0	0	5980-100	Automation Project	\$0	0.0%
<b>\$2,510,673</b>	<b>\$2,571,537</b>	<b>\$2,552,986</b>	<b>\$2,623,963</b>	<b>\$2,620,777</b>		<b>TOTAL</b>	<b>\$2,702,623</b>	<b>100.0%</b>

**Revenues**

2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of
			Budget				Review	Total
100,204	99,772	93,855	108,000	89,000	571-4100	Library Book Fees and Fines	\$87,380	3.2%
1,160	759	681	1,514	1,600	571-4110	Library Pictures	\$1,765	0.1%
3,861	4,849	4,569	4,500	4,150	571-4120	Library Copy Service	\$4,000	0.1%
7,665	8,863	8,392	9,300	9,000	571-4130	Library Reader Printer	\$8,854	0.3%
237,378	282,286	280,677	273,109	274,479	571-4140	Library Fees-Other Community	\$264,602	9.8%
17,293	21,282	25,154	22,500	22,007	571-4900	Other	\$18,200	0.7%
2,143,112	2,153,726	2,139,658	2,205,040	2,220,541		Tax Levy	\$2,317,822	85.8%
<b>\$2,510,673</b>	<b>\$2,571,537</b>	<b>\$2,552,986</b>	<b>\$2,623,963</b>	<b>\$2,620,777</b>		<b>TOTAL</b>	<b>\$2,702,623</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Library				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Assistant Director	1.00	1	1.00	-
Cataloger	1.00	2	1.00	-
Children's Prog. Librarian	1.00	1	1.00	-
Children's Service Librarian	1.00	1	1.00	-
Circulation Attendant	5.29	10	5.29	-
Circulation Supervisor	1.00	1	1.00	-
Director	1.00	1	1.00	-
Librarian	5.24	8	5.24	-
Library Shelves	5.03		5.03	-
Municipal Clerk 2	1.50	2	1.50	-
Reference Supervisor	1.00	1	1.00	-
Security Guard	0.58	2	0.58	-
Serials Clerk	0.71	1	0.71	-
Tech Services Aide	0.40	1	0.40	-
Tech. Services/Clerk	0.80	1	0.80	-
<b>TOTAL</b>	<b>26.55</b>	<b>33.00</b>	<b>26.55</b>	<b>-</b>

# INFORMATION SYSTEMS

## MISSION

The Wauwatosa Information Systems Department (IS) strives to offer enhanced business value to our customers by providing cost effective, innovative information management, and technology solutions that support the business strategies of the City of Wauwatosa. This department provides a secure environment for data integrity, accessibility, system availability, and delivery of information resources for city departments. The City IS Department is committed to fiscal responsibility, collaborating with other departments and other government entities to provide technical services to better serve the City of Wauwatosa and its citizens.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 1,182,589	\$ 1,137,070	\$ (45,519)
Rev	\$ 1,040,283	\$ 1,138,070	\$ 97,787
Net	\$ (142,306)	\$ 1,000	\$ 143,306
FTE's	5.60	5.60	-

## MAJOR CHANGES

- New Agenda Management System for City Clerk
- New Timekeeping System for the Fire Department
- New Mass Appraisal System for Assessor
- New Escrow Pro System for Treasurer
- New hardware/software solution for data backups

\*Snapshot does not include Equipment Reserve.

## PROGRAMS/SERVICE LINES

The Wauwatosa IS Department is responsible for investigating technology solutions and administering computer-related functions utilized by all departments within the city, as well as supporting the telephone system. This department will provide the support services necessary to maintain all computer hardware and software to facilitate the business functions of the city including the police and fire departments. Since computer technology affects nearly all facets of local government, this functional area assists the city in delivering quality services to better serve the public interest.

## 2012 ACHIEVEMENTS

- Received award from the “Public Policy Forum” for “Effective Use of Technology.”
- Profiled in the “Wireless Week” publication for innovative use of wireless technology.
- Featured in “Wauwatosa Now” for our wireless network and the services it provides.

## 2013 GOALS

- To complete the deployment of the new mass appraisal software for the City Assessor.
- Continue adding nodes for wireless meter readings around the city.
- Assist the City Clerk's Office in implementing the new Agenda Management System.
- Work with the Human Resources Department with the implementation of a new time keeping system for the Fire Department.
- Work with the Treasurer's Office to implement new Escrow Pro software.
- Establish an Information Systems advisory committee.

## 2012 BUDGETARY CHANGES

*4 ADDITIONAL TOUGHBOOKS* *\$15,000*

Description: Four new Toughbook computers were needed by the Fire Department (FD). They were inadvertently omitted from the FD's 2012 budget request.

## 2013 BUDGETARY CHANGES

*POLICE DISPATCH T1 LINES* *\$7,200*

The contracts for the T1 lines that connect police dispatch to the county have expired. They were previously pre-paid for five years. We now need to budget for the monthly charge.

*STORAGE AREA NETWORK MAINTENANCE* *\$9,540*

Warranty is expiring, need to pay for annual hardware and software maintenance.

*SOFTWARE MAINTENANCE* *\$11,080*

Software maintenance has been added for the following software applications: FuelMaster, Auto License Plate Reader, VMWare Virtualization, Unisphere, MirrorView, Sagem-Morpho RapID, and Data Domain.

*AGENDA MANAGEMENT SYSTEM* *\$5,269(PRO-RATED)*

The first year's fees for this system were paid for with the internal grant program. Starting in August of 2013, we will need to pay the monthly fee. Beginning in 2014, we will need to budget the full amount of \$15,807.

*REPLACEMENT COMPUTERS* *\$114,050*

We have an abnormally high number of desktop and laptop computers to replace due in part to the need to replace desktop as well as laptop computers in the Health Department that were

previously purchased with grant funding. The grant source is no longer available. We also have more than the usual amount of computers to replace for various other departments next year.

*NEW HARDWARE/SOFTWARE BACKUP SOLUTION*

*\$202,620*

This is a one-time budgetary change for 2013 that would be paid for out of the Information Systems Reserve, using funds set aside for equipment replacement.

**BUDGET SUMMARY TABLE**

Information Systems Fund #24									
Expenditures									
2009	2010	2011	2012				2013		
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of	
			Budget				Review	Total	
389,332	401,968	400,363	401,702	407,589	5100, 5110, 5190	Wages	\$416,244	36.6%	
168,580	167,735	160,218	149,551	153,160	5195	Fringe Benefits	\$164,155	14.4%	
887	1,582	(543)	840	840	5120	Accrued Vacation Expense	\$1,000	0.1%	
19,039	19,044	18,840	18,953	18,953	5510	Internal Charges	\$17,724	1.6%	
235,964	272,278	316,113	356,561	361,002	5200-5900	Operating Expenditures	\$388,280	34.1%	
0	0	4,989	0	0	5950-5970	Capital Outlay	\$0	0.0%	
99,635	94,564	66,047	65,088	80,088	5980-010	Hardware Upgrade & Improv	\$119,308	10.5%	
72,760	144,754	152,739	8,700	142,407	5980-020	Software Upgrade & Improv	\$11,500	1.0%	
0	0	25,000	0	0	5980-030	Wireless Infrastructure	\$0	0.0%	
544	2,094	11,485	18,550	18,550	5980-100	Web Page	\$18,859	1.7%	
<b>\$986,741</b>	<b>\$1,104,019</b>	<b>\$1,155,251</b>	<b>\$1,019,945</b>	<b>\$1,182,589</b>		<b>TOTAL</b>	<b>\$1,137,070</b>	<b>100.0%</b>	
Revenues									
2009	2010	2011	2012				2013		
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of	
			Budget				Review	Total	
1,288,688	1,028,652	1,157,778	1,016,056	1,039,283	144-4100	Interdepartmental Charges	\$1,137,070	99.9%	
720	1,315	1,814	1,000	1,000	144-4200	Record Request Fulfillment	\$1,000	0.1%	
963	100	1,275	0	0	144-4500	Sale of Equipment	\$0	0.0%	
0	257,049	0	0	0	144-4800	Capital Contribution	\$0	0.0%	
10,796	0	0	0	0	144-4900	Other Revenue	\$0	0.0%	
<b>\$1,301,167</b>	<b>\$1,287,116</b>	<b>\$1,160,867</b>	<b>\$1,017,056</b>	<b>\$1,040,283</b>		<b>TOTAL</b>	<b>\$1,138,070</b>	<b>100.0%</b>	

**Information Systems Equipment Reserve  
Fund #26**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
0	0	0	0	0	144-5980-010	Hardware Upgrade & Improv	\$203,000	100.0%
<b>\$0      \$0      \$0      \$0      \$0</b>					<b>TOTAL</b>		<b>\$203,000</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
0	46,988	61,676	81,478	82,093	921-4600	Depreciation Transfer	\$88,473	100.0%
<b>\$0    \$46,988    \$61,676    \$81,478    \$82,093</b>					<b>TOTAL</b>		<b>\$88,473</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Information Systems				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Assistant Manager Info Systems	1.00	1	1.00	-
Computer Operator	1.00	1	1.00	-
Data Entry Operator	0.60	1	0.60	-
Manager Information Systems	1.00	1	1.00	-
Public Safety Sys Administrator	1.00	1	1.00	-
Technical Support Specialist	1.00	1	1.00	-
<b>TOTAL</b>	<b>5.60</b>	<b>6.00</b>	<b>5.60</b>	<b>-</b>

# CROSSING GUARD

## MISSION

To provide crossing guard services to school children attending public and private schools.

## PROGRAMS/SERVICE LINES

The program includes crossing guard services under a private contract during the school year for the morning and afternoon time periods at 35 locations.

### BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 226,103	\$ 230,400	\$ 4,297
Rev	\$ 27,478	\$ 27,558	\$ 80
Levy	\$ 198,625	\$ 202,842	\$ 4,217
FTE's	-	-	-

### MAJOR CHANGES

The basic purpose of the crossing guard program is to provide unescorted students with a safe means to cross designated intersections while going to and from school.

Wauwatosa public schools have an early release every Wednesday. This has caused an increase in the total guard hours because guards will be present to escort public school children across intersections and the guards will return to the intersections to cross students leaving a private school at a different time. This happens in the reverse as well when private schools are released early and public schools are not.

The spring 2011 survey of pedestrians crossing at corners covered by crossing guards shows the following counts for the three highest numbers of pedestrians and the three lowest numbers of pedestrians:

Highest number of pedestrian

Location		People Crossed			People Crossed	Total for day
76 <sup>th</sup> St. and North Ave.	AM	226		PM	301	527
Underwood Ave. and Milwaukee Ave.	AM	166		PM	330	496
110 <sup>th</sup> St. and Center St.	AM	246		PM	219	465

Lowest number of pedestrians

Location		People Crossed			People Crossed	Total for day
70 <sup>th</sup> St. and Blue Mound Rd.	AM	7		PM	5	12
74 <sup>th</sup> St. and Center St.	AM	9		PM	5	14
Glenview Ave. and Avon Ct.	AM	10		PM	10	20

**2012 ACHIEVEMENTS**

**2013 GOALS**

**2012 BUDGETARY CHANGES**

**2013 BUDGETARY CHANGES**

**BUDGET SUMMARY TABLE**

Crossing Guards Dept #214									
Expenditures									
2009	2010	2011	2012	2012			2013		
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total	
210,847	216,999	218,623	225,883	226,103	5200-5900	Operating Expenditures	\$230,400	100.0%	
<b>\$210,847</b>	<b>\$216,999</b>	<b>\$218,623</b>	<b>\$225,883</b>	<b>\$226,103</b>		<b>TOTAL</b>	<b>\$230,400</b>	<b>100.0%</b>	
Revenues									
2009	2010	2011	2012	2012			2013		
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total	
23,009	23,009	25,269	30,343	27,478		Unallocated Revenues	\$27,558	12.0%	
187,838	193,990	193,354	195,540	198,625		Tax Levy	202,842	88.0%	
<b>\$210,847</b>	<b>\$216,999</b>	<b>\$218,623</b>	<b>\$225,883</b>	<b>\$226,103</b>			<b>\$230,400</b>	<b>100.0%</b>	

# JULY 4TH AND MEMORIAL DAY

## MISSION

To coordinate, plan and execute Wauwatosa's Memorial Day observance and the Fourth of July celebration.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 55,219	\$ 42,930	\$ (12,289)
Rev	\$ 25,336	\$ 15,135	\$ (10,201)
Levy	\$ 29,883	\$ 27,795	\$ (2,088)
FTE's	-	-	-

## MAJOR CHANGES

## PROGRAMS/SERVICE LINES

The Wauwatosa Civic Celebration Commission plans the Memorial Day observance. The observance ceremony is held on the morning of Memorial Day at Longfellow Middle School. The observance consists of reverent music and guest speakers.

The Wauwatosa Civic Celebration also coordinates numerous activities on the Fourth of July. The celebration begins with a parade that runs east along North Avenue starting at Mayfair and ending at Longfellow Middle School. It is the largest Fourth of July parade in Wisconsin. In the afternoon, activities at Hart Park consist of animal rides, a petting zoo, tricycle/bicycle decorating contests, recreational games coordinated by the Wauwatosa School District Recreation Department, and numerous refreshments. The evening program at Hart Park usually consists of live music followed by fireworks by Bartolotta's.

## 2012 ACHIEVEMENTS

- The Wauwatosa Fourth of July parade is the largest Fourth of July parade in Wisconsin.
- Donations were secured by the Civic Celebration Commission in the amount of \$18,842.

## 2013 GOALS

- Continue to provide the citizens of Wauwatosa with a reverent observance of Memorial Day and a patriotic celebration on the Fourth of July.

2012 BUDGETARY CHANGES

2013 BUDGETARY CHANGES

BUDGET SUMMARY TABLE

July 4th and Memorial day Dept #522									
Expenditures									
2009	2010	2011	2012	2012				2013	% of
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name		Executive	% of
			Budget					Review	Total
0	0	0	0	0	5100	Wages		\$0	0.0%
0	0	0	0	0	5195	Fringe Benefits		\$0	0.0%
0	0	0	26	26	5500-5520	Internal Charges		\$26	0.1%
49,618	50,919	51,745	41,763	54,893	5200-5900	Operating Expenditures		\$42,604	99.2%
200	167	210	300	300	5980-010	Memorial Day		\$300	0.7%
<b>\$49,818</b>	<b>\$51,085</b>	<b>\$51,955</b>	<b>\$42,089</b>	<b>\$55,219</b>		<b>TOTAL</b>		<b>\$42,930</b>	<b>100.0%</b>
Revenues									
2009	2010	2011	2012	2012				2013	% of
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name		Executive	% of
			Budget					Review	Total
27,580	19,505	9,369	10,000	18,625	841-4130	Contributions-4th of July		\$10,000	23.3%
5,437	5,437	6,005	5,648	6,711		Unallocated Revenues		\$5,135	12.0%
16,801	26,143	36,581	26,441	29,883		Tax Levy		\$27,795	64.7%
<b>\$49,818</b>	<b>\$51,085</b>	<b>\$51,955</b>	<b>\$42,089</b>	<b>\$55,219</b>		<b>TOTAL</b>		<b>\$42,930</b>	<b>100.0%</b>

# POLICE DEPARTMENT

## MISSION

The Wauwatosa Police Department exists to detect criminal acts, apprehend the offenders and to preserve the peace and safety of all citizens in accordance with all federal, state and local laws.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 15,095,606	\$ 14,687,116	\$ (408,490)
Rev	\$ 3,859,274	\$ 3,515,605	\$ (343,669)
Levy	\$ 11,236,332	\$ 11,171,511	\$ (64,821)
FTE's	121.51	119.51	(2.00)

## MAJOR CHANGES

- Eliminate Patrol Specialist II \$88,361
- Eliminate Municipal Clerk I \$38,812

\*Snapshot does not include Police Reserves.

## PROGRAMS/SERVICE LINES

### POLICE DEPARTMENT - OVERVIEW:

The Police Department is staffed by 94 officers and 26 civilians to provide 24-hour service and protection. In 2011, officers responded to 31,089 calls for service and dispatchers answered 4,854 emergency 911 calls. There were a total of 2,464 arrests in 2011, which was a decrease of 8.9% over 2010. The department functions are divided between the Administrative Bureau and the Operations Bureau. The Administrative Bureau manages the budget, technical and electronic systems, Community Support Division and maintains all records and reports retained by the department. The Operations Bureau consists of the Patrol Division, the Special Operations Group (SOG), the Investigative Division, Training, and Dispatch. The Police Department operates several specialized programs that assist the department in its day-to-day operations:

#### SCHOOL RESOURCE OFFICER (SRO):

An officer assigned during the school year to work with staff and students at Wauwatosa East and West High Schools. The SRO program began in 2005 and a second SRO was added in 2007. The SRO is responsible for school security issues and serves as the primary responder to enforcement issues at these schools. A third SRO was added in 2009, and that position is responsible for security issues at both Wauwatosa middle schools. A fourth SRO was added in 2012 and each middle school has its own assigned SRO.

#### SPECIAL RESPONSE TEAM (SRT):

A select, highly-trained team assigned to high risk situations. The SRT consists of members of the department who are normally assigned to the Patrol Division or Investigative Division. SRT members are on 24-hour page and the team is activated for high risk situations. The primary goal of the SRT is to utilize the minimum amount of force necessary to bring a safe resolution to high risk situations and reduce the risk to citizens and officers. The SRT works closely with the Investigative Division and the SOG executing search warrants and locating dangerous offenders.

#### COMMUNITY SUPPORT DIVISION:

Officers provide education and serve as a crime prevention resource for businesses and citizens. Community Support officers continually educate and organize the business and neighborhood communities. They are responsible for coordinating community activities, such as our award-winning Tosa's Night Out, TosaFest, HartFest, and other festivals and walk/run activities within our city. Additionally, they oversee the extensive Neighborhood Watch Program in Wauwatosa. This unit also oversees and coordinates activities for the Police Reserves and CSO program.

#### SPECIAL OPERATIONS GROUP (SOG):

SOG's primary focus is major crimes, drugs and weapons enforcement within the city. They have made several high profile arrests that resulted in large amounts of cash, weapons, and vehicles being seized. Contrary to other investigative agencies, we have supplied manpower to the SOG which focuses its efforts within city limits or, in some cases, with a direct link to the city.

## 2012 ACHIEVEMENTS

- **Performance Indicators:**

	2007	2008	2009	2010	2011
Emergency 911 Calls	5,947	5,480	5,242	4,812	4,854
Calls For Service	32,653	32,068	32,674	30,515	31,089
Violent Crime Clearance Rate	54%	64%	47%	62%	71%
Property Crime Clearance Rate	26%	27%	34%	34%	33%
Stolen Property (Value)	\$2,085,683	\$2,218,974	\$1,309,395	\$1,397,880	\$1,554,090
Stolen Property Recovered (Value)	\$1,060,355	\$860,466	\$529,102	\$379,701	\$618,729
Adult Arrests	1,791	1,812	2,189	2,021	1,919
Juvenile Arrests	618	570	501	686	545
Traffic Citations	8,630	9,367	10,730	10,864	10,450
Parking Citations	14,834	14,218	15,436	12,388	12,269
Average Response Time (All Calls)	3:32	3:33	3:21	3:28	3:34

- **Computer Replacement:**

This is an on-going replacement project. As computers near end of life we are continually replacing a certain amount of computers every year.

- **City's Wireless Project:**

The initial phase of this project was completed in April 2008. We are now in the process of researching future additions to this system; such as portable wireless surveillance cameras to be used with this system. These cameras would allow us to place surveillance cameras in reported "hot spots" throughout the city. An example of a "hot spot" would be a regular area of graffiti, or a reported area of increased criminal activity. We are also keeping an eye on newly developed WI FI Max access ports. This technology would allow us to utilize our squad computers through a secured wireless internet connection. This new system would eliminate the use of Verizon air cards. This would eliminate a large recurring cost for many departments in the city. This is an on-going project.

- **Phoenix Program:**

Our Phoenix computer system is an on-going ever changing process. Current updates are in place and we continue to evolve with this system. We are currently working on implementing the on-line citizen reporting system. This system would allow for citizens to log onto our department's website and either report a minor property crime, any graffiti or request overnight parking permission from their home or portable computer. We are hoping to have full implementation by 2013.

- **Community Service Officer (CSO) Program:**

This program is in its eighth (8) year and great strides continue to be made as we move forward towards full implementation. Several changes were made to this program. Currently, we continue to bring in Law Enforcement students from various colleges. These students are now identified as Interns within the CSO Program. These Interns work and learn various jobs within the Police Department for college credits. When the Intern is near the end of their semester we evaluate their performance, and if they look like good Police Officer candidates they get invited to become a part time paid CSO. We currently have two (2) Interns working at the department. Traditionally, we have eight (8) Interns transition through our department a year. Our roster of part time CSO's is now up to twelve (12). These CSO's earn part time wages for performing various duties throughout the Police Department. CSO's are in designated uniforms and assist with the records division, help out at the front desk, take walk-in police reports, enforce parking complaints, help with traffic related issues, and assist the Community Support Division with

numerous tasks. As a result of the success we have had over the last eight years, we continually look to grow this program.

- **Panasonic Toughbook Replacements:**

The “life” expectancy of these toughbooks is approximately 4–5 years. In 2010, we replaced the majority of these toughbooks. However, as we add vehicles to our fleet – motorcycles units – we need to add more toughbooks. We are also preparing to replace the 2<sup>nd</sup> generation toughbooks in 2013 & 2014.

- **Transitioned to New Parking Citation Company:**

In spring of 2010, we transitioned to a new parking company; Complus. This transition has allowed us to better track our finances, and be more involved in the customer service side of parking citations. We felt that this was important to be able to answer questions and have the ability to solve parking related problems. We are now nearly two years into this project and are seeing an increase in revenue, and better customer service feedback. This will be an on-going project that will be evaluated yearly.

- **Motor Officer Unit & Harley Davidson Motorcycles:**

During late 2008, the department researched and began implementing a Motor Officer program. This was done through city funding and donations generated within the city. Five (5) officers were trained and in spring of 2009, the City of Wauwatosa Motor Officers were deployed. Our Motor Officer Unit has exceeded expectation as it relates to traffic enforcement, and has certainly made a substantial impact on making our roads a safer place to travel. Due to the success of this unit, an additional motorcycle was purchased, and additional officers will be attending Motor Officer training in the fall of 2012.

- **Operating While Intoxicated Multi-Jurisdictional Task Force:**

In spring of 2009, the first ever Southeastern OWI Multi-Jurisdictional Task Force was created. The goal of this task force was to join forces with other Law Enforcement Agencies in Southeastern Wisconsin with the common goal of combating drunk drivers. To date, sixteen (16) Law Enforcement Agencies are committed to the Task Force. This Task Force has been funded by a Federal Bureau of Transportation Grant; and we as a department, have already been awarded an additional \$45,000 in funds to keep this project operating through 2012.

- **Bureau of Transportation & Safety Grants:**

In 2011, the department received the following four (4) traffic grants for the years 2011 - 2012:

- **OWI Enforcement Grant:** This grant was in the amount of \$45,000. This grant was used to initiate the OWI Task Force that was mentioned earlier in this report.
- **Speed Enforcement Grant:** This grant was in the amount of \$35,000. This grant was used to target speeders in the city in an attempt to reduce traffic fatalities and other excessive speed related crashes within the city.
- **Pedestrian Traffic Grant:** This grant focused on both safe pedestrian actions and aggressive driving by motorists in heavy pedestrian traffic areas. We used this grant to target those motorists who do not yield to school crossing guards and to those pedestrians legally in crosswalks where vehicles must yield. This is the second year that we received this grant. The amount of this grant was \$2,000.
- **Click-It or Ticket Grant:** This is the first year we received this grant. This grant is used to enforce seatbelt and child safety restraint violations. The amount of this grant was \$20,000.

- **Automated License Plate Readers – ALPRS:**

This system automatically takes pictures of license plates and processes the information looking for stolen vehicles or fugitives from justice. This technology may increase revenue and more importantly, make our officers safer. Because the license plates are processed electronically, the officers will get information regarding dangerous suspects immediately. The department has purchased two (2) of these readers in 2012, and we just received an internal grant from the city to purchase one (1) more unit in 2013. We anticipate the initial two (2) readers to be installed and fully operational in the second half of 2012.

- **Server Replacement & Virtualization Project:**

The Administrative Division worked with City Hall's Information System to complete the server replacement and consolidation project. By consolidating the entire city's computer system on a virtual server, or series of virtual servers – it has provided a duplication in systems so that if a problem in one department's server occurs another virtual server can provide support so that no information is lost. This is part of a bigger disaster recovery plan for the city. This project was fully completed in the beginning of 2012.

- **Wireless Connectivity to Mayfair Mall Booking Room:**

This wireless connection will not only assist with the overall wireless project of the city, but will allow us to install and monitor cameras in the Mayfair Mall booking room. These cameras will allow the on shift dispatchers the ability to monitor activity in the Mayfair Mall booking room. This will greatly improve officer safety while they perform booking functions in the Mall booking room. This project was completed in 2012.

- **Radio Implementation Project:**

All sworn personnel are assigned their own radio, and spare battery. This project will allow us to better maintain and keep track of all of our handheld radios. It will also allow us to begin building a cache of spare radios. Maintaining a cache of spare radios is recommended in the National Incident Management System (NIMS) in the event of a major disaster or event. Communication in any large scale emergency is key to having a successful outcome. Therefore, it is critical to be able to communicate with other assisting law enforcement agencies that may not have the capabilities to access our frequencies. This project was completed, and we continue to build a cache of radios in preparedness of a major incident in the Milwaukee County area.

- **Replacement of Weapon Systems:**

We anticipate this to be a four year project needed to replace all of our current weapon systems. Each of these weapons will be traded in, which will keep the cost down substantially.

- **Glock Handguns:** Currently our 2<sup>nd</sup> generation Glock handguns are near their end of life. We are starting to see costly repairs to these Glocks and have identified that they need to be replaced. Almost all of these Glocks are 10+ years old. This project started in early 2012 and should be completed in 2013.
- **AR-15 Replacement:** As stated above, these weapons need to be replaced. We anticipate this phase will be completed in 2014.
- **Benelli Shotgun:** This replacement should be completed in 2015.

## 2013 GOALS

- **eReferral (Phase I):**

This project will allow us to electronically send our reports to the District Attorney's Office instead of having to send a Detective to have a case reviewed. The savings of not having a Detective spend countless hours at the District Attorney's Office would be substantial. As stated, this project should work hand in hand with Phase II, which will be the implementation of a video file for the District Attorney's Office. This eReferral project resulted from a grant we received from the State for \$18,000. We hope to have this fully implemented by the end of 2012. We will then hopefully see the results in early 2013.

- **Develop and Implement a Video File for the District Attorney's Office (Phase II):**

The technology is in place to create a video file accessible by the District Attorney's office that would allow our department to copy any and all video/audio recordings (in-squad, surveillance and interviews) and place it into the video file. This would eliminate the arresting officer or liaison of having to request CD/DVD's of video or audio recordings to present to the D.A. The creation of a video file would be the second phase of this project.

- **Replacement of the Current 911 System.**

The end of life for the departments 911 system is slated for spring of 2014. This means that AT&T (our 911 provider) will no longer make parts or repair our current 911 system after 2014. This will be a critical replacement to ensure that our 911 system is fully operational. We have been researching the numerous replacement systems, and are currently looking at funding sources for this project.

- **Bureau of Transportation & Safety Grants:**

We continue to work with the traffic grants awarded to us for 2012. The goal of the grants is to reduce traffic accidents, and make our city streets a safe place to travel on.

- **Honor Guard:**

We continue to research the costs of implementing an Honor Guard Unit. This unit would provide various important duties for the Police Department.

## 2012 BUDGETARY CHANGES

### *VACANT MUNICIPAL CLERK I POSITION -*

*(\$37,467)*

Description: Due to a retirement in March 2012, this position became vacant resulting in a savings of \$37,467.

## 2013 BUDGETARY CHANGES

### *ELIMINATION OF PATROL SPECIALIST II POSITION*

*(\$88,361)*

Description: Elimination of the Patrol Specialist II – Administrative Station Officer position. This position would become vacated through attrition in 2013.

### *ELIMINATION OF MUNICIPAL CLERK I POSITION*

*(\$49,957)*

Description: Eliminate the late shift Municipal Front Desk Clerk I position. This position is currently vacant.

**BUDGET SUMMARY TABLE**

Police Department Dept #211								
Expenditures								
2009	2010	2011	2012	2012	Acct #	Name	2013	% of
Actual	Actual	Actual	Adopted	Estimated			Executive	Total
			Budget				Review	
8,159,438	8,270,800	8,077,925	8,321,491	8,498,708	5100	Wages	\$8,691,574	59.2%
4,537,993	4,294,457	4,433,201	4,640,705	4,478,506	5195	Fringe Benefits	\$4,430,484	30.2%
942,884	971,920	996,796	977,637	1,003,659	5500-5520	Internal Charges	\$1,040,931	7.1%
296,406	379,401	410,571	425,470	473,907	5200-5900	Operating Expenditures	\$440,925	3.0%
36,330	66,825	79,151	33,700	64,200	5950-5970	Capital Outlay	\$28,852	0.2%
25,452	25,641	23,647	25,650	25,650	5980-010	Community Support	\$25,650	0.2%
0	0	0	0	1,231	5980-015	Restitution Crime Prevention	\$0	0.0%
170	17,471	455	0	9,158	5980-020	Expnd from Donations	\$0	0.0%
30,000	0	0	0	0	5980-025	Mugshot Interface Grant	\$0	0.0%
0	301	0	500	500	5980-030	Ground Care-Police	\$500	0.0%
0	0	3,115	0	20,000	5980-035	Safety Belt Grant	\$0	0.0%
0	0	491,911	0	0	5980-036	Cops Secure Our Schools Gr	\$0	0.0%
11,385	18,140	68,260	0	84,273	5980-047	Justice Assistance Grant	\$0	0.0%
3,229	1,493	5,040	0	5,831	5980-055	Bullet Proof Vest Partner	\$0	0.0%
844	7,000	106,354	0	85,488	5980-060	Fed Reimbursement	\$0	0.0%
22,773	0	7,220	1,200	7,200	5980-065	Building Security System	\$0	0.0%
	20,548	0	0	0	5980-066	Innovative Law Enforce Gr	\$0	0.0%
21,651	17,438	27,719	0	35,000	5980-075	Aggressive Driving Patrol	\$0	0.0%
991	0	0	0	0	5980-076	Aggressive Dr-Private Gra	\$0	0.0%
78,262	9,080	0	2,500	2,500	5980-080	Mobile Computers	\$16,200	0.1%
0	0	9,912	0	0	5980-085	In-Squad Camera Replace	\$0	0.0%
6,226	2,675	38,601	0	52,154	5980-110	PSC Grant	\$0	0.0%
1,979	1,853	957	0	0	5980-125	Bicycle Safety Enforce Gr	\$0	0.0%
22,480	23,756	28,051	0	35,000	5980-130	Alcohol Enforcement	\$0	0.0%
2,175	1,708	1,103	0	2,000	5980-135	Pedestrian Safety Enforce Gr	\$0	0.0%
0	1,611	0	0	38,604	5980-150	Drug Assets Forfeiture	\$0	0.0%
4,315	0	0	0	145,074	5980-155	DCI Task Force Forfeiture	\$0	0.0%
4,292	2,774	6,484	20,000	24,000	5980-180	Harley Unit	\$10,000	0.1%
0	500	1,537	2,000	2,963	5980-185	K-9 Unit	\$2,000	0.0%
<b>\$14,209,275</b>	<b>\$14,135,392</b>	<b>\$14,818,010</b>	<b>\$14,450,853</b>	<b>\$15,095,606</b>		<b>TOTAL</b>	<b>\$14,687,116</b>	<b>100.0%</b>

## Police Department Dept #211

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
0	20,548	0	0	0	231-4210-005	Innovative Law Enforce Gr	\$0	0.0%
0	0	3,115	0	20,000	231-4210-010	Safety Belt Enforcement	\$0	0.0%
30,000	0	0	0	0	231-4210-015	Mugshot Interface Grant	\$0	0.0%
3,229	1,493	5,040	0	5,831	231-4210-030	Bullet Proof Vest Partner	\$0	0.0%
0	0	491,911	0	0	231-4210-036	Cops Secure our Schools GR	\$0	0.0%
11,385	18,140	68,260	0	84,273	231-4210-050	Justice Assistance Grant	\$0	0.0%
21,651	17,438	27,719	0	35,000	231-4210-060	Speed & Aggressive Driving	\$0	0.0%
22,480	23,756	28,051	0	35,000	231-4210-070	Alcohol Enforcement	\$0	0.0%
1,979	1,853	957	0	0	231-4210-080	Bicycle Safety Enforce Gr	\$0	0.0%
2,175	1,708	1,103	0	2,000	231-4210-090	Pedestrian Safety Enforce Gr	\$0	0.0%
0	0	27,997	0	0	231-4225-105	Homeland Security Radio Gr	\$0	0.0%
54,726	53,446	134,172	53,908	53,908	241-4400	Transportation-Hwy Maint	\$53,908	0.4%
764,698	729,184	728,795	655,916	655,916	241-4410	Transportation-Local Streets	\$655,916	4.5%
6,226	2,675	38,601	0	52,154	241-4485	PSC Grant	\$0	0.0%
1,065	1,300	1,590	1,500	2,135	311-4320	Direct Sellers	\$1,500	0.0%
1,830	1,890	3,075	1,700	1,700	321-4210	Block Party	\$1,700	0.0%
7,916	10,739	16,888	8,000	8,000	321-4220	Parade	\$8,000	0.1%
448,353	452,844	466,554	540,000	540,000	411-4200	Parking Violations	\$540,000	3.7%
24,890	24,270	15,990	64,000	64,000	411-4300	Alarm Fees	\$64,000	0.4%
6,065	6,165	6,236	5,000	5,000	411-4900	Other Penalties and Fees	\$5,000	0.0%
90,536	91,441	80,006	85,000	85,000	521-4100	Police Officers Fees	\$85,000	0.6%
32,353	3,425	19,136	0	17,936	521-4120	Drug Seizure Reim Prog	\$0	0.0%
6,218	9,775	7,958	0	13,073	521-4120-010	Drug Asset Forfeiture	\$0	0.0%
33,251	847	0	0	0	521-4120-020	DCI Task Force Forfeiture	\$0	0.0%
2,683	4,566	3,519	5,000	5,000	521-4125	Police Reim-Special Event	\$5,000	0.0%
101,256	104,151	104,587	104,000	104,000	521-4130	Mayfair Mall Reimburse	\$104,259	0.7%
151,883	156,226	156,880	156,000	233,325	521-4135	School Resource Officer	\$234,584	1.6%
5,080	23,910	0	0	0	521-4140	Overtime Reimbursement	\$0	0.0%
1,000	0	0	0	0	521-4145	Aggressive Driving Patrol	\$0	0.0%
2,037	1,300	1,373	0	1,120	521-4500	Sale of Unclaimed Property	\$0	0.0%
134	0	19	0	327	521-4510	Court Ordered Restitution	\$0	0.0%
619	1,130	153	0	0	841-4110	Contributions-Police Dept	\$0	0.0%
1,550,595	1,550,595	1,712,693	1,939,304	1,834,576		Unallocated Revenues	\$1,756,738	12.0%
10,822,963	10,820,576	10,665,632	10,831,525	11,236,332		Tax Levy	\$11,171,511	76.1%
0	0	0	0	0		Excess Revenue	\$0	0.0%
<b>\$14,209,275</b>	<b>\$14,135,391</b>	<b>\$14,818,010</b>	<b>\$14,450,853</b>	<b>\$15,095,606</b>		<b>TOTAL</b>	<b>\$14,687,116</b>	<b>100.0%</b>

**Police Reserves  
Dept #212**

**Expenditures**

2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
12,232	11,749	8,671	12,900	12,900	5200-5900	Operating Expenditures	\$13,100	100.0%
<b>\$12,232</b>	<b>\$11,749</b>	<b>\$8,671</b>	<b>\$12,900</b>	<b>\$12,900</b>	<b>TOTAL</b>		<b>\$13,100</b>	<b>100.0%</b>

**Revenues**

2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
1,335	1,335	1,002	1,731	1,568		Unallocated Revenues	\$1,567	12.0%
10,897	10,414	7,669	11,169	11,332		Tax Levy	\$11,533	88.0%
<b>\$12,232</b>	<b>\$11,749</b>	<b>\$8,671</b>	<b>\$12,900</b>	<b>\$12,900</b>	<b>TOTAL</b>		<b>\$13,100</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

<b>DEPARTMENT OVERTIME ACCOUNT - BUDGETED 2012</b>				
	Holiday Pay	FLSA Pay	Overtime	<b>Total</b>
Police	315,117	18,422	313,821	647,360
Dispatchers	22,966	4,251	13,602	40,819
Clerks	8,872	2,289	11,010	22,171
<b>Total</b>	<b>346,955</b>	<b>24,962</b>	<b>338,433</b>	<b>710,350</b>

Estimate on breakdown between holiday pay and overtime

**PERSONNEL**

<b>Sworn Personnel</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Chief of Police	1	1	1	1	1	1	1
Police Captains	2	2	2	2	2	2	2
Police Lieutenants	7	7	7	6	6	6	6
Police Sergeants	9	9	9	10	10	10	10
Detective Technician	1	1	1	1	1	1	1
Detectives	14	14	15	15	15	15	15
Juvenile Officer	1	1	0	0	0	0	0
Patrol Specialist II*	2	2	2	2	2	2	1
Patrol Specialist	5	5	5	5	5	5	5
Community Support Officer	1	1	1	1	1	1	1
School Resource Officer*	2	2	3	3	3	4	4
Patrol Officer*	46	48	48	48	48	47	47
<b>Total*</b>	<b>91</b>	<b>93</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>93</b>
<b>Civilian Personnel</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Secretary II	2	2	2	2	2	2	2
Municipal Clerk III	2	2	2	2	1	0	0
Municipal Clerk II	2	2	2	2	2	2	2
Municipal Clerk I*	9	9	9	9	9	10	9
Dispatcher – Lead	1	1	1	1	1	0	0
Dispatcher	10.9	10.9	10.9	10.9	9.9	10.84	10.84
Parking Specialist	2	2	2	2	2	1	1
Community Service Officer	0.26	0.26	0.26	0.53	0.64	1.67	1.55
<b>Total</b>	<b>29.16</b>	<b>29.16</b>	<b>29.16</b>	<b>29.43</b>	<b>27.54</b>	<b>27.51</b>	<b>26.51</b>
<b>Total – Sworn and Non-Sworn</b>	<b>120.16</b>	<b>122.16</b>	<b>123.16</b>	<b>123.43</b>	<b>121.54</b>	<b>121.51</b>	<b>119.39</b>

**\*2013 Personnel changes reflected:**

One (1) School Resource Officer Added in 2012

One (1) Patrol Specialist II Eliminated in 2013

One (1) Municipal Clerk I Eliminated in 2013

Position Description	Positions	FTE	Change from 2012
Patrol Specialist II *	1	1	Reduce by one (1)
Municipal Clerk I	9	9	Reduce by one (1)

\*Upon vacancy

Updated 8/1/12

# POLICE COMPLEX

## MISSION

This program is intended to provide employees with an effective work environment, to maintain a clean building atmosphere for Police dept employees and respond to the equipment maintenance needs of the Police Station.

## PROGRAMS/SERVICE LINES

- Building Safety & Security
- Environmental control & Preventive Maintenance
- Contractual Services Management
- Capital Improvements
- Service and Work Order Requests

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 222,579	\$ 213,175	\$ (9,404)
Rev	\$ 27,050	\$ 25,498	\$ (1,552)
Levy	\$ 195,529	\$ 187,677	\$ (7,852)
FTE's	-	-	-

## MAJOR CHANGES

- No major changes proposed

## 2012 ACHIEVEMENTS

As part of the 2012 budget a study was done to determine which electrical circuits should be on the emergency generator. A test done by WE energies had shown that several critical functions were left without power when the planned outage was underway. Harwood Engineers was retained to develop plans and specification for the replacement of the generator. This work should be done by the end of 2012.

## 2013 GOALS

We will continue to look for operational efficiencies in order to reduce costs.

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

**BUDGET SUMMARY TABLE**

Police Station Dept #213								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
20,134	20,266	16,308	22,134	15,713	5100	Wages	\$17,957	8.4%
12,629	11,491	11,156	12,147	11,082	5195	Fringe Benefits	\$8,728	4.1%
191,103	177,759	190,418	188,784	195,784	5200-5900	Operating Expenditures	\$186,490	87.5%
0	190,000	0	0	0	5980-015	Energy Efficiency Grant	\$0	0.0%
<b>\$223,866</b>	<b>\$399,517</b>	<b>\$217,882</b>	<b>\$223,065</b>	<b>\$222,579</b>	<b>TOTAL</b>		<b>\$213,175</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
0	190,000	0	0	0	231-4450	Energy Efficiency Grant	\$0	0.0%
0	0	7,500	0	0	921-4525	Tsf from Municipal Complex	\$0	0.0%
24,429	24,429	25,183	29,935	27,050		Unallocated Revenues	\$25,498	12.0%
199,437	185,088	185,199	193,130	195,529		Tax Levy	\$187,677	88.0%
<b>\$223,866</b>	<b>\$399,517</b>	<b>\$217,882</b>	<b>\$223,065</b>	<b>\$222,579</b>	<b>TOTAL</b>		<b>\$213,175</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

All staff allocated to this budget are included in Municipal Complex personnel schedule.

# FIRE DEPARTMENT

## MISSION

The Wauwatosa Fire Department exists to provide the highest level of service and protection to our community through:

- Quality Educational Programs
- Strong Fire Prevention Measures
- Skilled Fire Suppression Response
- Advanced Emergency Medical Services

Committed to providing emergency services for the community of Wauwatosa, professionally, courteously...with pride.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 12,801,747	\$ 12,869,321	\$ 67,574
Rev	\$ 4,813,959	\$ 4,807,720	\$ (6,239)
Levy	\$ 7,987,788	\$ 8,061,601	\$ 73,813
FTE's	106.00	106.00	-

## MAJOR CHANGES

- Negotiated lower costs for EMS billing services
- Increased Fire Insurance Tax revenue
- Increase ambulance transport revenues
- Reduced County EMS revenue

\*Snapshot does not include Fire Equipment Reserve.

## PROGRAMS/SERVICE LINES

### FIRE/TECHNICAL RESCUE

This program provides a wide variety of emergency response services including: fire suppression, specialized rescue (swift water rescue, rope rescue, confined space rescue). The chief of department is designated as the emergency response coordinator for maintenance of the city's emergency response plan for disaster planning.

### EMERGENCY MEDICAL SERVICES

This program provides high-quality Emergency Medical Service (EMS) 24/7/365. This is accomplished through a combination of highly trained employees, top-notch equipment, and an organizational approach that makes EMS a priority. The Advanced Life Support (ALS) level service allows our paramedics to provide the same level of treatment available in most emergency rooms.

### FIRE PREVENTION/PUBLIC EDUCATION

The Fire Prevention Bureau is charged with the overall responsibility of creating a fire-safe environment for our citizens and visitors. The bureau performs fire inspections, investigates fire code violations, and

provides for public education programs. They are also responsible for reviewing commercial construction, sprinkler system, and fire alarm plans to ensure they comply with current codes.

As part of public education, the bureau provides numerous programs such as the Fire Safety House for all 1<sup>st</sup> and 3<sup>rd</sup> grade students, child safety seat installations, and the Tosa Night Out. They also perform numerous presentations to community groups and local businesses to spread the fire safety message.

## 2012 ACHIEVEMENTS

- Expanded paramedic service by hiring four new Firefighter/Paramedics increasing the total number of paramedics to 41 (43 including staff members). These are not additional positions; they are replacements for retired members. This has allowed us to have three paramedic units in service at least 99% of the time.
- Equipped four support/inspection vehicles with Automated External Defibrillators (AEDs). These were either donated units or purchased with donation funds.
- Reorganized the Fire Prevention Bureau by partnering with Local 1923 and utilizing three on-duty firefighters as fire inspectors during the weekdays. In conjunction with reducing an ambulance in 2012, we have assigned one Lieutenant to a 40-hour Fire Prevention Lieutenant position. This position oversees the day to day operations of the Bureau.

## 2013 GOALS

- Implement additional public education programs including fire extinguisher training and “Sidewalk CPR”. Sidewalk CPR will be available at numerous events to teach people how to perform hands-only CPR and use an Automated External Defibrillator (AED).
- Implement new payroll system which will better integrate with the city payroll system and allow administrative staff to work on other projects. We currently estimate that approximately two hours a day are spent and payroll and staffing related issues.
- Implement Panasonic H2 Toughbook tablets for fire inspectors. The hardware was purchased via a federal grant. This will allow inspectors to complete a fire inspection report in the field and immediately print or e-mail the report to a property owner. Currently the inspectors return to the fire station and have the Fire Prevention Clerk process the reports. This change will allow the clerk to focus on more public education related programs.

## 2012 BUDGETARY CHANGES

### *FIRE INSURANCE TAX REVENUE INCREASE*

*\$16,000*

The State of Wisconsin requires insurance companies to set aside 2% of all fire insurance premiums written on residential and commercial properties to be used for fire prevention. The amount we receive is based on a complex formula of improvement values and growth.

### *2012 UNFUNDED BUDGET REQUESTS*

*\$25,000*

#### Copy Machine - \$5,000

We are requesting the purchase of an updated copy machine for the fire department. A new copier will allow us to produce important documents such as the strategic plan, annual reports, and accreditation exhibits in color. The cost of black & white copies is somewhat lower than our current machine. Color copies will be \$.065 per page as opposed to \$.53 per page at Fed-Ex Office. Using the example of our 66 page strategic plan, we would save \$30.00 per copy or a total of \$1,500 for the entire project. We currently use a small desktop color printer that requires expensive ink cartridges to produce these documents.

Our current copier was purchased in 2008 and remains fully functional for black and white copies. I anticipate we could sell this unit outright via the state auction site or find another city department in need of a new copy machine. I recommend we be allowed to use salary savings in order to fund this purchase.

#### Additional Overtime Funding - \$20,000

As discussed at mid-year re-estimate, we are requesting an additional \$20,000 to supplement our current overtime budget. We reduced the 2012 overtime budget by \$32,000 to reflect the anticipated savings of a new vacation pick system for L-1923 members. We believe that due to changes in the healthcare benefits, numerous employees underwent surgeries at the end of 2011 to avoid the higher costs included in the new contract. This impacted us by requiring a large amount of overtime in January and February to maintain staffing levels. These are the months that we anticipated savings.

## 2013 BUDGETARY CHANGES

### *AMBULANCE REVENUE INCREASE*

*\$49,000*

Increased ambulance revenue based on development of 249 new senior living units at Mount Tosa development. We have also implemented an aggressive marketing campaign to capture additional transport volume at existing facilities.

*FIRE INSURANCE TAX REVENUE INCREASE*

*\$16,000*

The State of Wisconsin requires insurance companies to set aside 2% of all fire insurance premiums written on residential and commercial properties to be used for fire prevention. The amount we receive is based on a complex formula of improvement values and growth.

*SUNDRY CONTRACTUAL (221-5810) EXPENDITURE REDUCTION*

*\$0*

The reduction in contractual billing rate for ambulance billing declined from 10.45% to 6.18% resulting in a savings of \$50,000. This savings will offset higher than expected costs in 2012 budget and allow us to budget for actual costs in 2013. As a result, the actual budgetary impact is shown as \$0.

*CAPITAL OUTLAY – AUTOMATED DISPATCH*

*\$42,000*

The requested system will allow all stations to receive automated notification of an emergency call while the 911 dispatcher is still talking to the caller. As soon as a call type and address is typed into the system by a dispatcher, the appropriate fire station will receive alert tones with basic call information. Not only does this reduce the overall response time but it also allows the dispatcher to remain on the phone providing critical medical instructions. This system will meet NFPA 1221, Standard for Emergency Services Communication Systems.

*FIRE PREVENTION APPLICATION FEE CHANGES*

*NO FINANCIAL IMPACT*

The Wauwatosa Fire Department currently charges a \$35.00 application fee for most of our fire prevention permits. This is in addition to the actual charges based on the permit type. In order to simplify the process and better interface with our new record management system we will eliminate the application fee and include it in the individual permit costs. This will require a change in the consolidated fee schedule but will not increase costs to contractors.

*FIRE DEPARTMENT FALSE ALARM ORDINANCE*

*MINIMAL FINANCIAL IMPACT*

In order to decrease the number of repetitive false alarm responses to a commercial structure. The current ordinance states the fire department may charge \$20.00 for the first false alarm and \$100.00 for every alarm thereafter in a calendar year. The proposed ordinance will not charge for the first 2 false alarms, \$200.00 for the 3<sup>rd</sup> and 4<sup>th</sup> response, and \$500.00 per response after that in a calendar year. We do not want businesses to avoid contacting the fire department when an alarm sounds so we give them a “grace” period of two alarms to properly correct an issue.

We anticipate this will generate minimal revenue as most property owners will resolve the issue before a 3<sup>rd</sup> response is needed. We will also waive the charges if the property owner can

provide proof of fire safety improvements to the affected structure that meet or exceed the appropriate false alarm fee, the fire chief has the authority to accept these improvements in lieu of fees. This will create safer buildings which is the ultimate goal of the Wauwatosa Fire Department Fire Prevention Bureau.

*FIRE EXTINGUISHER TRAINING FEE*

*MINIMAL FINANCIAL IMPACT*

Establish a \$10.00 per person fee for fire extinguisher training. The fire department awarded and internal grant to purchase a propane powered fire-extinguisher training unit. This unit will allow us to perform extinguisher training for all city employees and private sector businesses. Once the program is established, we anticipate annual revenues of approximately \$4,800. In 2011, the water department paid a private service over \$1,000 for this training alone.

An additional revenue line item will need to be added to the fire department budget.

*CPR TRAINING FEE*

*MINIMAL FINANCIAL IMPACT*

Establish a \$20.00 per student fee to perform American Heart Association (AHA) certified CPR courses. Students will also be responsible for the costs of any required materials. This fee will allow us to partially offset the costs of using off-duty instructors. We anticipate that smaller groups will be trained with on-duty personnel. We will still provide non-certified awareness level courses at no cost to the general public.

The American Heart Association (AHA) studies have shown that community CPR programs have significant impact on a municipality's cardiac arrest survival rate. Increasing the number of CPR/AED trained personnel will increase the likelihood that CPR is started before the fire department arrives. Early CPR and AED use has been proven as the most effective means to survive cardiac arrest.

*ADDITIONAL FUNDING REQUEST – EMERGENCY MANAGEMENT*

*\$5,000*

\$5,000 is added to the Municipal Complex budget that will allow the Fire Chief/Emergency Manager to properly equip the Emergency Operations Center (EOC) and fund further training. Currently there is no funding dedicated to this critical task.

**BUDGET SUMMARY TABLE**

## Fire Department Dept #221

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
8,124,467	8,220,720	8,042,876	8,041,585	7,969,137	5100	Wages	\$8,201,145	63.7%
4,054,441	3,819,231	4,093,839	4,279,325	4,022,861	5195	Fringe Benefits	\$3,911,842	30.4%
111,911	117,923	236,471	140,215	170,937	5500-5520	Internal Charges	\$189,625	1.5%
479,772	494,306	518,846	521,769	541,169	5200-5900	Operating Expenditures	\$514,709	4.0%
44,964	7,999	59,346	0	7,678	5950-5970	Capital Outlay	\$42,000	0.3%
18,297	17,229	0	0	0	5980-010	Remodel Sta #3 Bathroom	\$0	0.0%
0	0	0	0	12,608	5980-015	Expend from Donations	\$0	0.0%
0	0	376	0	0	5980-025	Replace fence Sta #3	\$0	0.0%
0	0	0	0	40,587	5980-030	Fire Training Tower	\$0	0.0%
0	0	0	0	10,000	5980-031	Sta #2 Fitness Area	\$0	0.0%
6,262	8,908	8,776	11,000	11,000	5980-050	EMT Grant	\$10,000	0.1%
38,700	0	145,043	0	15,770	5980-085	Assistance to Firefighter's Gr	\$0	0.0%
0	135	0	0	0	5980-095	AFG-Regional RIT	\$0	0.0%
0	0	27,997	0	0	5980-105	Homeland Security Radio Gr	\$0	0.0%
0	3,743	0	0	0	5980-110	Expenditures-Sale of Mat	\$0	0.0%
0	0	3,960	0	0	5980-115	EPCRA Grant	\$0	0.0%
<b>\$12,878,814</b>	<b>\$12,690,193</b>	<b>\$13,137,530</b>	<b>\$12,993,894</b>	<b>\$12,801,747</b>		<b>TOTAL</b>	<b>\$12,869,321</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
156,577	164,449	168,613	164,000	180,815	221-4200	Fire Insurance Tax	\$180,000	1.4%
38,700	0	145,053	0	15,770	231-4215	FEMA-Firefighter's Grant	\$0	0.0%
0	135	0	0	0	231-4245	AFG-Regional RIT	\$0	0.0%
3,425	0	71,917	0	0	231-4460	FEMA Grant-Fed Portion	\$0	0.0%
6,262	8,908	8,776	11,000	11,000	241-4435	EMT Grant	\$10,000	0.1%
0	0	3,960	0	(3,960)	241-4435-155	EPCRA Grant	\$0	0.0%
190	0	11,986	0	0	241-4460	FEMA Grant-State Portion	\$0	0.0%
75	110	225	100	100	321-4420	Fireworks	\$100	0.0%
117,153	116,485	117,060	117,000	117,000	321-4430	Fire Inspection Fees	\$117,000	0.9%
24,788	27,794	27,729	30,000	30,000	321-4400	Fire Alarm System	\$30,000	0.2%
13,320	15,043	18,048	15,000	15,000	521-4200	Fire Department Fees	\$15,000	0.1%
8,706	7,798	6,338	5,000	5,000	521-4220	Fire Inspection-Undergrd TK	\$5,000	0.0%
0	0	1,215	0	0	521-4230	Fire Overtime Reimbursement	\$0	0.0%
236,059	273,407	0	0	0	521-4300	Ambulance Fees-BLS	\$0	0.0%
1,102,577	1,071,081	1,521,000	1,465,300	1,465,300	521-4300-100	Ambulance Fees-ALS	\$1,514,300	11.8%
226,294	199,896	200,000	200,000	100,000	721-4200	County - Paramedics	\$100,000	0.8%
1,241,758	1,299,497	1,311,107	1,300,000	1,294,228	721-4220	County-Fire Protection SVC	\$1,300,000	10.1%
1,100	725	2,845	0	7,485	841-4140	Contributions-Fire Dept.	\$0	0.0%
0	0	0	0	20,419	841-4500	Sale of General City Equip	\$0	0.0%
0	3,929	0	0	0	841-4510	Sale of Materials	\$0	0.0%
1,405,406	1,405,406	1,518,460	1,743,780	1,555,802		Unallocated Revenues	\$1,536,320	11.9%
8,296,424	8,095,530	8,003,198	7,942,714	7,987,788		Tax Levy	\$8,061,601	62.6%
<b>\$12,878,814</b>	<b>\$12,690,193</b>	<b>\$13,137,530</b>	<b>\$12,993,894</b>	<b>\$12,801,747</b>		<b>TOTAL</b>	<b>\$12,869,321</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Fire				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Assistant Chief	2.00	2	2.00	-
Battalion Chief	-	1	1.00	1.00
Deputy Chief	3.00	3	3.00	-
Fire & Bldg Code Specialist	2.00	2	2.00	-
Fire Captain	9.00	9	9.00	-
Fire Chief	1.00	1	1.00	-
Fire Lieutenant	16.00	16	16.00	-
Fire Mechanic	1.00	1	1.00	-
FireFighter	54.00	54	54.00	-
Master Mechanic	1.00	0	-	(1.00)
MC 2 Fire	1.00	1	1.00	-
MC 3 Fire	1.00	1	1.00	-
Motor Pump Operator	15.00	15	15.00	-
<b>TOTAL</b>	<b>106.00</b>	<b>106.00</b>	<b>106.00</b>	<b>-</b>

# FIRE DEPARTMENT

## MISSION

To provide for acquisition and replacement of fire department vehicles and apparatus.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 8,588	\$ -	\$ (8,588)
Rev	\$ 1,044	\$ -	\$ (1,044)
Levy	\$ 7,544	\$ -	\$ (7,544)
FTE's	-	-	-

## MAJOR CHANGES

- Replacement of two ambulances
- Replacement of command vehicle
- Replace of maintenance vehicle

## PROGRAMS/SERVICE LINES

This program is designed to provide for apparatus replacement and refurbishment.

## 2012 ACHIEVEMENTS

- Purchase of new engine
- Reduction of staff auto fleet size due to vehicle allowance program

## 2013 GOALS

- Replacement of (2) 2000 ambulances
- Replacement of (1) 1999 Command vehicle
- Replacement of (1) 1999 maintenance pick-up truck. It will be replaced by a mobile maintenance vehicle.

## 2012 BUDGETARY CHANGES

**2013 BUDGETARY CHANGES**

*AMBULANCE REPLACEMENT*

*\$450,000*

Past-due replacement of two (2) 2000 ambulances, F-420 and F-421. Both ambulances are three years past scheduled replacement. This is included in the capital budget.

*COMMAND VEHICLE REPLACEMENT*

*\$50,000*

Past-due replacement of 1999 command vehicle, F-132. 4 years past scheduled replacement. This is included in the capital budget.

*MAINTENANCE VEHICLE REPLACEMENT*

*\$50,000*

Past-due replacement of 1999 pick-up truck, F-607. This truck is four years past due. This vehicle will be replaced with a maintenance vehicle with tool boxes and maintenance equipment and used for mobile repairs. This is included in the capital budget.

**BUDGET SUMMARY TABLE**

Fire Equipment Reserve Dept #223									
Expenditures									
2009	2010	2011	2012	2012			2013		
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total	
0	28,796	22,702	0	8,588	5950-5970	Capital Outlay	\$0	0.0%	
<b>\$0</b>	<b>\$28,796</b>	<b>\$22,702</b>	<b>\$0</b>	<b>\$8,588</b>	<b>TOTAL</b>		<b>\$0</b>	<b>0.0%</b>	
Revenues									
2009	2010	2011	2012	2012			2013		
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total	
0	0	2,624	0	1,044		Unallocated Revenues	\$0	0.0%	
0	28,796	20,078	0	7,544		Tax Levy	\$0	0.0%	
<b>\$0</b>	<b>\$28,796</b>	<b>\$22,702</b>	<b>\$0</b>	<b>\$8,588</b>	<b>TOTAL</b>		<b>\$0</b>	<b>0.0%</b>	



# PUBLIC WORKS

## MISSION

### PUBLIC WORKS BUILDING EQUIPMENT (01-633)

This budget provides for replacement of equipment at the public works building. These jobs are generally handled by contract.

### SOLID WASTE MANAGEMENT (01-361)

The Solid Waste Management Budget provides for the collection, processing and recycling or disposal of materials annually for 17,235 households.

### FORESTRY (01-561)

This department provides complete care, maintenance, and replacement of all trees on City properties and rights-of-way.

### PUBLIC WORKS FACILITIES- OUTSIDE (01-351)

The Public Works Facilities--Outside Budget involves a portion of the emergency watch/dispatch coverage 24 hours/day, 7 days per week and the maintenance of the public works yard.

### ROADWAY MAINTENANCE (01-331)

The Roadway Maintenance budget provides for the clearing, maintenance and repair of the 185 miles of city streets and alleys, 10 parking lots, 12 bridges and various walks and drives. Snow and Ice control charges are included to this account as well.

### PUBLIC WORKS OPERATIONS (01-322)

The Public Works Operations Management Budget provides for the administrative, supervisory, and clerical personnel to direct and support the work of the Operations Division.

### TRAFFIC (01-242)

To install, repair and maintain traffic signal systems as well as street name, warning and regulatory signs throughout the city as prescribed by the Manual on Uniform Traffic Control Devices (MUTCD). Maintenance for the marking of lane lines, center lines, and crosswalks within the city as public safety measures dictate.

### ELECTRICAL SERVICES (01-335)

BUDGET SNAPSHOT			
	2012	2013	Change
Exp	\$ 7,982,201	\$ 7,745,255	\$ (236,946)
Rev	\$ 2,638,816	\$ 2,607,102	\$ (31,714)
Levy	\$ 5,343,385	\$ 5,138,153	\$ (205,232)
FTE's	65.45	67.95	2.50

MAJOR CHANGES	
•	Proposed provision of yard-waste and recycling curbside pick-up with city crews
•	One-time increase in tree removal, seal-coating and pavement marking.
•	Establishment of emerald ash borer reserve
•	Continued LED conversion

Provide quality, fast and friendly service to our residents. To ensure that our roads are illuminated through day to day maintenance activities which include the repair and replacement of street lights and associated wiring systems. Electrical Services also provides around the clock professional repairs to Fire, Police, Water, and other city departments.

## PROGRAMS/SERVICE LINES

### FORESTRY

- Tree Maintenance: Tree Maintenance is performed cyclically throughout the year on City trees to maintain health, aesthetic value, and public safety. Additionally trees are pruned on a limited basis in response to resident requests and to accommodate Engineering construction projects.
- Removal: Removal of trees is done for safety, disease and pest control, and storm and construction damage.
- Planting: Tree planting replaces trees removed the previous year.
- Administration: Includes the necessary clerical support and supervision for the Section, as well as oversight of city and private tree removal contracts.
- Miscellaneous assignments: Flag maintenance, river cleanup, and assistance to other City departments with tree issues, snow removal, and leaf collection.

### SOLID WASTE MANAGEMENT

- Residential Garbage Collection
- Residential Recycling Collection
- Residential Yard Waste Collection
- Residential Special Collection
- Solid Waste Supervision

### ROADWAY MAINTENANCE

- Snow and Ice Control
- Street Repair
- Lots / Bridges / walks
- Administration

### PUBLIC WORKS OPERATIONS

- Safety Training – meet annual requirements, reduce injuries

### TRAFFIC CONTROL

- Traffic Signals
- Signing
- Pavement Marking

## ELECTRICAL SERVICES

- 100% of lighting outages replaced/repared within 3 days and 24/7 repair service for knock downs or other electrical emergency situations.
- Proactive maintenance of 243 street lighting circuits to limit the number of outages.
- Quality electrical maintenance repairs to other City departments.

## 2012 ACHIEVEMENTS

### FORESTRY

#### TREE MAINTENANCE:

- Currently on pace to prune 2120 trees
- 636 small trees pruned for structure. This is on pace to finish all trees in this age class.
- 508 maintenance requests to date, On pace to take 1016. This is too many requests honored to allow a significant improvement on the sectional pruning program.

#### PLANTING:

- All trees removed in 2011 were replaced in 2012.
- 432 trees were planted in 2012.
- Miscellaneous Assignments:
  - Landscaped area around relocated sculpture at Hart Park
  - Landscaped median in 70<sup>th</sup> St. parking lot.
  - Assisted City Clerk with elections.
  - Assisted Operations Section with leaf collection and snow removal.
  - Topdress picnic area at Hart Park

#### REMOVAL:

- 143 trees removed through June 30 with 126 tagged, yet to be removed. Since the tree health survey is still ongoing it is anticipated that a significant number of trees are still to be identified for removal.
- Administration: Manage operation to stay within budgetary constraints.

### SOLID WASTE MANAGEMENT

- Implemented Fully Automated Garbage Collection
- Assumed Residential semi-automated recycling collection
- Distributed 15,000 new carts for use with Fully automated collection

### PUBLIC WORKS FACILITIES

- Acquire new donated flag to fly at Public Works Yard

## ROADWAY MAINTENANCE

- Crew completed skin patching, the asphalt wedging of low spots, prior to contracted seal coating
- Tuck pointed all storm structures in seal coat area

## TRAFFIC CONTROL

- 100% of timing plans and traffic controller diagnostic inspections completed
- 100% of all city outages replaced/repared within 48 hours of being reported
- All STOP signs visually inspected and replaced where needed

## ELECTRICAL SERVICES

- Internal granting project to install 50 LED fixtures to Substation 80
- Internal granting project to replace 175 HPS alley fixtures with LED style fixtures
- Internal Granting project to install 175 alley light fuse-holders and fuses
- 2013 total proposed budget is less than the 2009 actual budget
- 623 lights have been converted to LED style or approximately 10% of the overall street lighting system

## 2013 GOALS

### FORESTRY

#### TREE MAINTENANCE

- Forestry continues to attempt to reduce the pruning cycle length by:
  - Becoming more diligent in denying all non-emergency resident requests. The 2011 projection of 1016 requests is only a minor improvement over the 2011 total of 1063 but non-emergency service calls continue to deter the department's effort to attain an industry standard seven year pruning cycle. It is important to shorten the cycle as much as possible to maintain optimal forest health. Current city policy nurtures the service request system.
  - Resisting inter departmental requests to prune outside the current year's section
  - Continuing to utilize climbing techniques as well as aerial lift truck pruning.
- Training (structural) pruning of small trees will continue to be emphasized.
- Continue to emphasize quality tree pruning (to promote good health and structure) rather than just traffic clearance.

#### PLANTING

Continue to replant all trees within eighteen months of removal.

#### REMOVAL

Emphasize expeditious removal to control disease, pest infestations, and hazards.

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**ADMINISTRATION:**

Manage operation within budgetary constraints.  
Attempt to increase staff to achieve industry standard pruning cycle.

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**MISCELLANEOUS ASSIGNMENTS**

Continue to support other departments as needed with labor and equipment.

**SOLID WASTE MANAGEMENT**

Execute new contracts for recycling, yard waste, drop-off center, and transfer station operation. Focus a PR campaign on recycling to encourage residents to recycle more. Our goal is to divert 250 tons of garbage into 250 tons of recycling. Public Works will be requesting an internal grant of \$10,000.

**PUBLIC WORKS FACILITIES**

Continued maintenance of the Public Works Yard  
Improve security do to unintended access from private development

**TRAFFIC CONTROL**

- Inspect all Warning Signs and replace where needed
- Investigate Emergency Vehicle Pre-emption for all signalized intersections
- Continue uploading traffic signal timing plans and controller information into the Marx NX System traffic software program database.

**ELECTRICAL SERVICES**

- Internal Granting project to install 67 LED street lighting fixtures on substation U and V
- Internal Granting project to upgrade the lighting in the Public Works Building
- Continue to collect data and monitor LED installation savings
- By the end of 2013 almost 15% of the entire street lighting system is expected to be converted to energy efficient LED style light fixtures

**2012 BUDGETARY CHANGES*****RECYCLING CONTRACT***

Anticipate a \$120,000 savings from taking recycling in-house and not extending the Waste Management contract for the second half of the year.

***ELECTRICAL SERVICES***

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***LED STREET LIGHTS***

*(\$2,250)*

Internal granting project to install 50 led street light fixtures. Electricity savings are estimated to be \$2,250 annually.

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**LED ALLEY LIGHTS****(\$5,610)**

Internal Granting project to install 175 LED alley light fixtures. Electricity savings are estimated to be \$5,610 annually.

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**2013 BUDGETARY CHANGES**

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**FORESTRY**

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**GYPSY MOTH SPRAYING****(\$2,200)**

Gypsy moth spraying was reduced by \$2,200.00 to \$2,500.00. Spraying is not anticipated to be necessary in 2013 but egg masses won't be laid until September or October so population estimates can't be determined until then. The current budget request allows for some response to unexpected population resurgence.

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**SPECIAL EQUIPMENT BUDGET**

- 1,500.00 for a 2 stage snow blower to remove snow from islands and crosswalks in intersections where salt laden snow is very heavy.
- \$9,000.00 for a 42" solid waste grapple with rotator for the Prentice loader (R76). Currently only one Prentice (R32) has a wide grapple which is more efficient for weekly curb refuse collection, tree removal, and stump removal. At present it is not possible for the Operations section to pick up curb refuse on the same day Forestry is removing stumps which causes an equipment conflict most Fridays from Sept. 1st to Nov. 1<sup>st</sup>. This new grapple would alleviate this problem, and provide a spare rotator to expedite repairs in the event of failure of one of the other three.

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**TREE REMOVAL****\$18,000**

Increase tree removal budget on a one time basis from excess levy reduction to free up staff time for sectional pruning.

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**EMERALD ASH BORER****\$13,500**

Increased EAB Reserve budget on a one time basis from excess levy reduction for increased treatment, removals or replanting associated with EAB outbreak in Wauwatosa.

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**ROADWAY MAINTENANCE**

Swings in equipment operation rental are due to a new way of charging from fleet.

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**SEAL COATING****\$26,762**

Increased seal coating budget on a one time basis from excess levy reduction to increase square yardage of streets seal coated bringing us closer to a 10 year cycle of seal coating streets.

## **SOLID WASTE MANAGEMENT**

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### *YARD WASTE CONTRACT*

*(\$115,733)*

Our levy reduction strategy for 2013 is to bring yard waste collection in-house, which would eliminate our contractual cost. This proposal is estimated to save \$115,733.

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### *RECYCLING CONTRACT*

*(\$243,730)*

Our levy reduction strategy for 2013 is to bring recycling collection in-house more permanently, which would eliminate our contractual cost. This proposal is estimated to save \$243,730.

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### *TRANSFER STATION*

*\$17,189*

Increased contract cost of \$35,939 is partially offset by by \$12,500 to reflect diversion of 250 tons of garbage to recycling and by increased recycling revenue by \$6,250. This is the result of an internal grant initiative funding a public relations campaign.

## **ELECTRICAL SERVICES**

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### *LED STREET LIGHTS*

*(\$1,062)*

Internal granting to install 67 led street light fixtures. A half-year of annual savings of \$2,124 is budgeted.

## **TRAFFIC**

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### *PAVEMENT MARKING*

*\$15,000*

Increase pavement marking budget on a one time basis from excess levy reduction to increase restriping cost stemming from new pavement marking project for Wauwatosa Avenue.

## **BUDGET SUMMARY TABLE**

**Public Works Operations Management  
Dept #322**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
378,564	424,830	368,382	369,716	379,991	5100	Wages	\$254,746	61.0%
209,122	198,651	190,449	185,261	184,167	5195	Fringe Benefits	\$117,141	28.1%
21,382	21,806	17,394	20,505	17,483	5500-5520	Internal Charges	\$30,442	7.3%
20,805	7,222	14,907	15,181	15,285	5200	Operating Expenditures	\$15,109	3.6%
3,726	0	0	0	0	5970	Capital Outlay	\$0	0.0%
<b>\$633,599</b>	<b>\$652,509</b>	<b>\$591,132</b>	<b>\$590,663</b>	<b>\$596,926</b>		<b>TOTAL</b>	<b>\$417,438</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
69,142	69,142	68,324	79,267	72,545		Unallocated Revenues	\$49,930	12.0%
564,457	583,367	522,808	511,396	524,381		Tax Levy	\$367,508	88.0%
<b>\$633,599</b>	<b>\$652,509</b>	<b>\$591,132</b>	<b>\$590,663</b>	<b>\$596,926</b>		<b>TOTAL</b>	<b>\$417,438</b>	<b>100.0%</b>

## Roadway Maintenance Dept #331

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
338,772	324,954	393,781	443,984	432,956	5100	Wages	\$518,794	23.7%
219,995	198,929	228,853	226,549	226,200	5195	Fringe Benefits	\$256,449	11.7%
774,850	944,220	1,120,988	1,006,013	865,742	5500-5520	Internal Charges	\$872,341	39.8%
334,520	358,301	355,360	361,733	325,503	5200-5900	Operating Expenditures	\$343,435	15.7%
0	0	0	0	1,730	5950-5970	Capital Outlay	\$1,000	0.0%
188,216	133,719	133,223	137,393	161,893	5980-010	Sealcoat City Streets	\$193,762	8.8%
2,249	3,623	945	2,550	2,550	5980-020	Public Celebration Activit	\$2,550	0.1%
248	425	0	450	450	5980-100	Rpr Plow Damage-Lawns	\$450	0.0%
0	0	0	450	450	5980-110	Rpr Plow Damage-Curbs	\$450	0.0%
578	558	113	500	500	5980-120	Removal Notices	\$500	0.0%
500	475	495	500	500	5980-130	Snow Removal Cemetery	\$500	0.0%
0	297	416	500	500	5980-150	Replace Salt Boxes	\$500	0.0%
497	0	1,143	1,000	1,000	5980-160	Rpr Plow Damage-Mailbox	\$1,000	0.0%
<b>\$1,860,425</b>	<b>\$1,965,502</b>	<b>\$2,235,317</b>	<b>\$2,181,622</b>	<b>\$2,019,974</b>		<b>TOTAL</b>	<b>\$2,191,731</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
0	0	71,917	0	0	231-4460	FEMA Grant-Fed	\$0	0.0%
82,088	80,170	80,503	80,862	80,862	241-4400	Transportation-Hwy Main	80,862	3.7%
1,147,046	1,093,776	1,093,192	983,873	983,873	241-4410	Transp.-Local Streets	983,873	44.9%
0	0	11,986	0	0	241-4460	FEMA Grant-State	0	0.0%
0	0	0	0	0	541-4300	Street Signs	0	0.0%
38	38	0	0	0	541-4310	Street Sign Sales	0	0.0%
3,803	8,192	8,961	5,000	5,984	541-4900	Others	5,000	0.2%
23,394	23,596	21,341	21,113	21,113	931-4600	Snow and Ice Removal	21,100	1.0%
203,020	203,020	258,362	292,774	245,488		Unallocated Revenues	262,155	12.0%
401,035	556,710	689,055	798,000	682,654		Tax Levy	838,741	38.3%
<b>\$1,860,425</b>	<b>\$1,965,502</b>	<b>\$2,235,317</b>	<b>\$2,181,622</b>	<b>\$2,019,974</b>		<b>TOTAL</b>	<b>\$2,191,731</b>	<b>100.0%</b>

## Electrical Services Dept #335

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
273,934	294,675	302,466	290,045	305,200	5100	Wages	\$295,623	33.5%
138,940	134,440	139,500	130,399	135,650	5195	Fringe Benefits	\$141,691	16.1%
112,867	114,500	103,822	129,700	129,388	5500-5520	Internal Charges	\$102,224	11.6%
314,970	310,274	316,204	300,441	318,741	5200-5900	Operating Expenditures	\$306,436	34.7%
0	0	0	0	0	5950-5970	Capital Outlay	\$0	0.0%
6,200	6,200	6,200	6,200	6,200	5980-040	Rpl Deteriorated Poles	\$6,200	0.7%
35,142	26,446	14,584	24,535	24,535	5980-060	Repair Damage Poles	\$30,000	3.4%
<b>\$882,053</b>	<b>\$886,535</b>	<b>\$882,776</b>	<b>\$881,320</b>	<b>\$919,714</b>	<b>TOTAL</b>		<b>\$882,174</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
27,748	38,804	32,065	35,000	35,000	541-4500	Street Lighting	\$35,000	4.0%
96,254	96,254	102,033	118,273	111,773		Unallocated Revenues	105,518	12.0%
758,051	751,477	748,678	728,047	772,941		Tax Levy	741,656	84.1%
<b>\$882,053</b>	<b>\$886,535</b>	<b>\$882,776</b>	<b>\$881,320</b>	<b>\$919,714</b>	<b>TOTAL</b>		<b>\$882,174</b>	<b>100.0%</b>

**Public Works Facilities Outside  
Dept #351**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013		
			Adopted Budget	2012 Estimated			Executive Review	% of Total	
101,503	97,197	105,534	73,553	76,829	5100	Wages	\$97,049	50.8%	
50,363	46,284	49,624	40,685	41,661	5195	Fringe Benefits	\$53,790	28.1%	
15,835	26,175	27,239	32,969	32,969	5500-5520	Internal Charges	\$39,389	20.6%	
596	274	976	840	840	5200-5900	Operating Expenditures	\$1,000	0.5%	
0	0	659	0	0	5980-015	Transfer Station Repair	\$0	0.0%	
<b>\$168,297</b>					<b>TOTAL</b>		<b>\$191,228</b>		<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013		
			Adopted Budget	2012 Estimated			Executive Review	% of Total	
18,365	18,365	21,271	19,868	18,509		Unallocated Revenues	\$22,873	12.0%	
149,932	151,565	162,761	128,179	133,790		Tax Levy	\$168,355	88.0%	
<b>\$168,297</b>					<b>TOTAL</b>		<b>\$191,228</b>		<b>100.0%</b>

## Solid Waste Management Dept #361

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
578,706	643,251	628,784	541,054	634,478	5100	Wages	\$645,587	27.7%
327,530	320,117	327,129	305,210	317,161	5195	Fringe Benefits	\$326,002	14.0%
330,019	302,505	291,286	312,310	500,032	5500-5520	Internal Charges	\$623,534	26.8%
1,316,145	1,368,903	1,380,836	1,461,352	1,201,852	5200-5900	Operating Expenditures	\$719,445	30.9%
0	0	0	0	0	5950-5970	Capital Outlay	\$0	0.0%
9,286	6,715	7,406	14,000	10,000	5980-010	Monitoring Well Operation	\$10,000	0.4%
19,274	25,000	30,579	0	0	5980-015	Tsf Station Repair	\$0	0.0%
23,164	23,159	46,328	10,000	1,000	5980-030	Refuse Cart Assembly & Dist	\$1,000	0.0%
0	0	0	0	0	5980-031	Recycling Carts	\$2,000	0.1%
0	10,844	628	0	31,210	5980-040	Recycling Trans Study	\$0	0.0%
0	0	14,350	0	0	5980-045	Re-Roof Tsf Sta Tipping	\$0	0.0%
<b>\$2,604,124</b>	<b>\$2,700,494</b>	<b>\$2,727,326</b>	<b>\$2,643,926</b>	<b>\$2,695,733</b>	<b>TOTAL</b>		<b>\$2,327,568</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013 Executive Review	% of Total
			Adopted Budget	2012 Estimated				
56,959	25,313	0	0	0	231-4460	FEMA Grant-Fed Portion	\$0	0.0%
25,593	0	0	0	0	241-4425	REI Grant	\$0	0.0%
255,562	268,881	173,838	173,838	186,307	241-4430	Recycling Grant	\$186,300	8.0%
9,493	4,219	0	0	0	241-4460	FEMA Grant-State Portion	\$0	0.0%
7,181	7,718	7,050	7,500	7,500	561-4200	Backyard Refuse Collect	\$7,500	0.3%
13,537	13,297	10,610	10,000	10,000	561-4210	Special Residential Collect	\$10,000	0.4%
0	0	68	250	250	561-4220	Refuse Cart Sales	\$1,000	0.0%
18,677	15,734	17,680	18,000	18,000	561-4300	Refuse Disposal Fees	\$18,000	0.8%
11,620	9,896	11,286	10,000	10,000	561-4310	Furn & Appl Fees	\$10,000	0.4%
57,490	97,935	91,470	96,000	90,000	561-4400	Recycling Center Stickers	\$96,000	4.1%
1,886	0	0	0	0	561-4410	Recycling Sales-General	\$0	0.0%
539	579	735	400	400	561-4420	Tire Disposal Fee	\$400	0.0%
396	13,121	0	0	0	561-4430	MRF Sales	\$0	0.0%
0	127,147	289,769	150,000	150,000	561-4440	Recycling Rebates	\$156,250	6.7%
24,017	11,595	13,511	10,000	10,000	561-4900	Other	\$10,000	0.4%
13,535	0	25,579	0	0	841-4400	Other Insurance Claims	\$0	0.0%
0	0	0	0	0	911-4200	Proceeds from L.T. Debt	\$0	0.0%
284,176	284,176	315,229	354,815	327,614		Unallocated Revenues	\$278,402	12.0%
1,823,463	1,820,883	1,770,501	1,813,123	1,885,662		Tax Levy	\$1,553,716	66.8%
<b>\$2,604,124</b>	<b>\$2,700,494</b>	<b>\$2,727,326</b>	<b>\$2,643,926</b>	<b>\$2,695,733</b>	<b>TOTAL</b>		<b>\$2,327,568</b>	<b>100.0%</b>

**Traffic Control  
Dept #242**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
159,809	140,573	128,294	174,787	144,370	5100	Wages	\$167,066	37.4%
87,429	76,782	76,215	83,835	78,419	5195	Fringe Benefits	\$86,174	19.3%
53,228	51,536	52,498	64,054	53,748	5500-5520	Internal Charges	\$43,481	9.7%
101,933	110,931	123,163	119,381	145,803	5200-5900	Operating Expenditures	\$135,509	30.4%
0	0	0	0	0	5950-5970	Capital Outlay	\$0	0.0%
14,778	0	0	0	0	5980-010	Signal Pre-Emption	\$0	0.0%
4,324	18,320	2,740	14,000	16,842	5980-020	Damaged Signals	\$14,000	3.1%
<b>\$421,501</b>	<b>\$398,142</b>	<b>\$382,910</b>	<b>\$456,057</b>	<b>\$439,182</b>		<b>TOTAL</b>	<b>\$446,230</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012		Acct #	Name	2013	
			Adopted Budget	2012 Estimated			Executive Review	% of Total
20,196	46,824	52,815	37,000	45,000	521-4900	Damage-Traffic SGL/Other	\$45,000	10.1%
45,996	45,996	44,257	61,203	53,374		Unallocated Revenues	\$53,374	12.0%
355,309	305,322	285,838	357,854	340,808		Tax Levy	\$347,856	78.0%
<b>\$421,501</b>	<b>\$398,142</b>	<b>\$382,910</b>	<b>\$456,057</b>	<b>\$439,182</b>		<b>TOTAL</b>	<b>\$446,230</b>	<b>100.0%</b>

**Forestry Department  
Dept #561**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
534,212	555,298	475,302	533,542	508,138	5100	Wages	\$525,969	40.8%
308,147	290,470	286,750	285,164	282,057	5195	Fringe Benefits	\$301,264	23.4%
224,330	228,857	227,161	253,867	236,097	5500-5520	Internal Charges	\$290,097	22.5%
121,306	108,063	124,522	115,581	115,581	5200-5900	Operating Expenditures	\$133,581	10.4%
3,241	412	3,282	1,300	1,300	5950-5970	Capital Outlay	\$11,475	0.9%
2,705	2,457	5,320	4,700	4,700	5980-040	Gypsy Moth Prevention	\$2,500	0.2%
289	0	9,106	10,500	10,500	5980-120	Emerald Ash Borer Insert	\$24,000	1.9%
<b>\$1,194,230</b>	<b>\$1,185,556</b>	<b>\$1,131,443</b>	<b>\$1,204,654</b>	<b>\$1,158,373</b>		<b>TOTAL</b>	<b>\$1,288,886</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
0	0	0	0	0	241-4465	Urban Forestry Grant	\$0	0.0%
6,773	5,872	11,309	8,500	8,500	541-4600	Chemical Treatments	\$8,500	0.7%
1,871	325	655	850	850	541-4620	Forestry	\$850	0.1%
0	0	0	0	0	541-4630	Log Sales	\$0	0.0%
488	664	444	400	444	931-4400	Tree Planting	\$400	0.0%
6,897	11,352	3,824	2,150	2,150	931-4500	Weed Cutting	\$2,150	0.2%
13,064	3,202	9,128	2,502	2,502	931-4800	Tree Removal	\$2,500	0.2%
130,321	130,321	130,955	161,665	140,778		Unallocated Revenues	\$154,165	12.0%
1,034,816	1,033,820	975,128	1,028,587	1,003,149		Tax Levy	\$1,120,321	86.9%
<b>\$1,194,230</b>	<b>\$1,185,556</b>	<b>\$1,131,443</b>	<b>\$1,204,654</b>	<b>\$1,158,373</b>		<b>TOTAL</b>	<b>\$1,288,886</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Public Works Operations				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
5 PT Seasonals	2.50	5	2.50	-
Clerk 2*	0.44	1	0.44	-
Dispatcher Clerk	2.00	1	1.00	(1.00)
Drop-Off Attendent	1.00	1	1.00	-
Equipment Operator 1	5.00	5	5.00	-
Equipment Operator 2	1.00	1	1.00	-
Laborer 2	8.00	8	8.00	-
Maint. Person 2	9.00	9	9.00	-
Management Analyst	-	1	1.00	1.00
Operations Superintendent	1.00	1	1.00	-
Operations Supervisor	2.00	2	2.00	-
Public Works Director	1.00	1	1.00	-
RFO Loader	4.00	4	4.00	-
Seasonal - Recycling/Yard Waste	-	3	2.50	2.50
Watchperson	3.00	3	3.00	-
<b>TOTAL</b>	<b>39.94</b>	<b>46.00</b>	<b>42.44</b>	<b>2.50</b>

TRAFFIC CONTROL AND ELECTRICAL MAINTENANCE

Traffic and Elect. Maint.				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Clerk 2*	0.12	1	0.12	-
Electrical Technician	4.00	4	4.00	-
Laborer Seasonal	0.25	1	0.25	-
Sign Technician	1.00	1	1.00	-
Traffic/Electric Superintendent	1.00	1	1.00	-
TOTAL	6.37	8.00	6.37	-

FORESTRY

Parks/Forestry				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Arborist	9.00	9	9.00	-
Clerk 1	0.50	1	0.50	-
Clerk 3	1.00	1	1.00	-
Laborer 2 - Custodian	4.00	4	4.00	-
Landscape Maintenance Intern	0.29	1	0.29	-
Park Maintenance Person	1.00	1	1.00	-
Parks/Forestry Superintendent	1.00	1	1.00	-
Seasonals - Forestry	0.47	2	0.47	-
6 Seasonal Parks	1.88	6	1.88	-
TOTAL	19.14	20.00	19.14	-

# PUBLIC WORKS BUILDING RESERVE

## MISSION

The budget provides for the operation, maintenance, repair, and security of the Public Works building.

## PROGRAMS/SERVICE LINES

This budget encompasses a portion of the Operations Supt. and Watchman salaries. This budget operates as an internal service fund.

### BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 594,260	\$ 613,014	\$ 18,754
Rev	\$ 596,676	\$ 617,414	\$ 20,738
Net	\$ 2,416	\$ 4,400	\$ 1,984
FTE's	-	-	-

### MAJOR CHANGES

## 2012 ACHIEVEMENTS

In 2012 a consultant was retained to plan for the eventual replacement of the interior lighting system at the Public Works building. This project will better the lighting in the vehicle storage, and vehicle maintenance areas of the building

## 2013 GOALS

In 2013 an internal grant was received to allow for the replacement of the lights in the above referenced areas of the building. Based on consultant projections a seven year payback is anticipated.

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

The internal grant was received for \$180,000. Although energy costs are expected to be reduced by moving to a more energy efficient lighting system, the line item for electricity has been constant. This is so that the fund will internally finance a portion of the lighting system replacement cost and the rest of the cost will come from the internal granting fund.

**BUDGET SUMMARY TABLE**

Public Works Building Reserve Fund #07								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
186,697	177,688	190,202	165,718	176,385	5100	Wages	\$200,207	32.7%
102,903	99,527	101,453	90,330	94,230	5195	Fringe Benefits	\$106,692	17.4%
4,323	10,530	13,175	11,834	11,859	5500-5520	Internal Charges	\$12,498	2.0%
220,806	221,347	219,217	240,227	231,652	5200-5900	Operating Expenditures	\$288,361	47.0%
0	0	0	0	0	5950-5970	Capital Outlay	\$0	0.0%
4,747	1,079	4,434	4,644	4,644	5990	Insurance	\$5,256	0.9%
75,490	75,490	75,490	75,490	75,490	921-5200	Tsf to Debt Service	\$0	0.0%
<b>\$594,966</b>	<b>\$585,661</b>	<b>\$603,971</b>	<b>\$588,243</b>	<b>\$594,260</b>		<b>TOTAL</b>	<b>\$613,014</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
535,473	558,405	556,396	552,636	552,060	303-4100	Building Rental	\$572,653	92.8%
40,629	42,330	42,140	44,616	44,616	4100-100	External Bdg Rent-School	\$44,761	7.2%
<b>\$576,102</b>	<b>\$600,735</b>	<b>\$598,536</b>	<b>\$597,252</b>	<b>\$596,676</b>		<b>TOTAL</b>	<b>\$617,414</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

See Public Works Narrative for Personnel allocation.

# ENGINEERING

## MISSION

The engineering services division is responsible for infrastructure planning, design, construction, and inspection including but not limited to streets, sidewalks, sanitary and storm sewers, traffic signals, street lighting, water and special projects such as facility remodeling. The division reviews private site developments and oversees granting of work permits in the public right-of-way and the planning and design for public works projects. The division is also responsible for the city's compliance with the Wisconsin Pollutant Discharge Elimination System (WPDES) Sanitary Sewer and Storm Water Permits, the Department of Justice (DOJ) settlement with the 28 Milwaukee Metropolitan Sewerage District (MMSD) member communities and the MMSD and the MMSD sanitary sewer conveyance system regulations.

### BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 1,492,455	\$ 1,534,593	\$ 42,138
Rev	\$ 222,549	\$ 224,124	\$ 1,575
Levy	\$ 1,269,906	\$ 1,310,469	\$ 40,563
FTE's	16.92	16.92	-

### MAJOR CHANGES

- No major changes proposed

## PROGRAMS/SERVICE LINES

There are no sub-programs in this budget. Time is allocated to each infrastructure project. The field engineering techs provide updated field survey information used by the engineers for the infrastructure design. Projects are designed by the engineers and drafted by the engineering techs, and publicly bid if required. Once a contractor is selected, the construction engineer, the engineering tech III and contracted inspectors watch over the project as it is being constructed. A final inspection is performed and warranty is generally in place for one year from the time a final payment is made on the project. Generally, sewer and water projects are separate projects from street repaving or reconstruction.

## 2012 ACHIEVEMENTS

- Meinecke Flood Control Project under construction. (Project No. 4001/Contract No. 12-05)
- Ruby Avenue Flood Control Phase I Project completed.
- Street Light & Traffic Signal Map Modernization Project underway.

## 2013 GOALS

- Complete construction of Ravenswood Area Sanitary Sewer Improvements (Project No. 3003/Contract No. 12-07)
- Complete Ruby Avenue Flood Control Phase II – 100<sup>th</sup> Street Storm Sewer (Project No. 4003/Contract 12-14)
- Construct Watertown Plank Road Area Sanitary Sewer Improvements (Project No. 3001)
- Begin construction of UWM TIF 6 Site Improvements (Project No. 7001/Contract No. 12-101)

## 2012 BUDGETARY CHANGES

*DECREASE REGULAR PAY ACCOUNT BY*

*(\$47,131)*

*INCREASE OVERTIME PAY ACCOUNT BY*

*\$47,081*

Funds moved from regular pay to overtime due to vacant surveyor position.

## 2013 BUDGETARY CHANGES

*STATUS QUO BUDGET*

**BUDGET SUMMARY TABLE**

**Engineering Department  
Dept #321**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
1,045,666	1,109,174	1,009,118	1,116,144	1,116,094	5100	Wages	\$1,195,721	77.9%
492,423	468,147	456,064	456,651	458,180	5195	Fringe Benefits	\$483,510	31.5%
168,047	166,419	177,970	156,289	144,228	5500-5520	Internal Charges	\$143,858	9.4%
80,161	124,142	184,202	118,141	130,153	5200-5900	Operating Expenditures	\$120,504	7.9%
0	0	53,546	0	0	5950-5970	Capital Outlay	\$0	0.0%
0	0	0	0	26,700	5980-010	School Traffic Study	\$0	0.0%
0	0	0	15,000	15,000	5980-015	St Street Traffic Engi	\$0	0.0%
1,362	2,215	4,500	16,000	27,100	5980-030	G.I.S.	\$16,000	1.0%
(164,920)	(141,663)	(329,492)	(425,000)	(425,000)	5990	Engineering & Overhead Reim	(\$425,000)	-27.7%
<b>\$1,622,739</b>	<b>\$1,728,435</b>	<b>\$1,555,908</b>	<b>\$1,453,225</b>	<b>\$1,492,455</b>		<b>TOTAL</b>	<b>\$1,534,593</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
460	475	550	240	270	311-4250	Cement Workers	\$270	0.0%
57,570	83,545	106,170	40,000	40,000	321-4200	Street	\$40,000	2.6%
0	0	465	600	600	321-4230	Loading Zone	\$0	0.0%
525	300	545	300	300	511-4110	Encroachment Fees	\$300	0.0%
0	0	0	0	0	541-4700	House Numbers	\$0	0.0%
177,082	177,082	179,835	195,023	181,379		Unallocated Revenues	\$183,554	12.0%
1,387,102	1,467,033	1,268,343	1,217,062	1,269,906		Tax Levy	\$1,310,469	85.4%
<b>\$1,622,739</b>	<b>\$1,728,435</b>	<b>\$1,555,908</b>	<b>\$1,453,225</b>	<b>\$1,492,455</b>		<b>TOTAL</b>	<b>\$1,534,593</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Engineering				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
City Engineer	1.00	1	1.00	-
Civil Engineer	1.00	2	2.00	1.00
Construction & Survey Engineer	1.00	1	1.00	-
Engineering Tech 2	1.00	1	1.00	-
Engineering Tech 3	4.00	4	4.00	-
Engineering Tech 4	3.00	3	3.00	-
Municipal Engineer	1.00	1	1.00	-
Seasonal Techs	0.92	3	0.92	-
Secretary 3 Engineering	1.00	1	1.00	-
Special Project Engineer	1.00	1	1.00	-
Street Design Engineer	1.00	1	1.00	-
Utilities Engineer	1.00	0	-	(1.00)
<b>TOTAL</b>	<b>16.92</b>	<b>19.00</b>	<b>16.92</b>	<b>-</b>

# FLEET MAINTENANCE RESERVE

## MISSION

To provide safe, reliable, appropriate, well maintained vehicles and equipment to various city departments to assist them in accomplishing their goals. While utilizing professional technicians and staff in a service oriented environment by means of efficient and cost effective methods.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 3,156,042	\$ 3,220,034	\$ 63,992
Rev	\$ 3,261,773	\$ 3,242,975	\$ (18,798)
Net	\$ 105,731	\$ 22,941	\$ (82,790)
FTE's	9.44	9.44	-

## MAJOR CHANGES

- A portion of the clerk II in Fleet Maintenance was transferred to the Street department which resulted in a reduction in FTE by .44.

\*Snapshot does not include Equipment Reserve.

## PROGRAMS/SERVICE LINES

The Fleet Maintenance department consists of a Superintendent, Stock Clerk/Lead Mechanic, 7 Mechanics and a part time Clerk III. They assist in the acquisition, repair, maintenance and disposal of city vehicles and equipment that is provided to all city departments with the exception of the Fire Department. This department also provides support services for all major public works operations such as refuse collection, fall leaf collection, snow and ice control operations, flood and wind damage cleanup operations. As well as purchasing, distributing fuel and maintaining the fuel management system.

## 2012 ACHIEVEMENTS

- Specification, purchase and implementation of automated refuse trucks.
- Train operators and mechanics on maintenance and use of automated refuse trucks.
- Specification, purchase and implementation of new 2013 Ford police interceptor.
- Develop forklift safety guide, train and achieve forklift operator certification for public works personnel.

## 2013 GOALS

- Assist in the development and implementation of direct billing process for Fleet services.
- Investigate alternate fuel use and methods to reduce fuel consumption.
- Specification and purchase of all new and replacement equipment.

## 2012 BUDGETARY CHANGES

### 2013 BUDGETARY CHANGES

#### *CLERK II*

*\$19,417*

Transfer of Clerk II in Fleet Maintenance to Clerk III position in Street department, which resulted in FTE being split between three departments; Fleet .44, Streets .44 and Electrical .12. This reduced Fleets FTE by .44 which reduced wages.

#### *MECHANIC*

*\$8,911*

One mechanic was hired at tier II wage scale to replace retired mechanic, reducing wages.

#### *PURCHASE OF NEW EQUIPMENT*

*\$671,500*

Acquisition of new equipment and vehicles with funds from 23-634 - General Purpose Equipment.

#### *FUEL BUDGET*

A total of \$557,860 is budgeted for fuel. This is based on the EIA projected prices for 2013 of:

Diesel - \$ 3.60 Gal.

Unleaded - \$3.30 Gal.

**BUDGET SUMMARY TABLE**

Fleet Maintenance Reserve Fund #06								
Expenditures								
2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
234,184	257,065	257,118	270,134	272,189	5100	Wages	\$250,697	7.8%
318,101	317,719	308,546	299,736	304,216	5195	Fringe Benefits	\$308,216	9.6%
144,217	141,359	136,133	148,391	137,472	5500-5520	Internal Charges	\$142,313	4.4%
36,506	29,884	30,026	43,795	35,618	5200-5900	Operating Expenditures	\$37,413	1.2%
6,233	6,334	4,664	69,180	73,380	5950-5970	Capital Outlay	\$69,180	2.1%
1,447,506	1,496,183	1,635,364	1,756,077	1,687,567	06-202	Operating Supplies & Exp	\$1,774,871	55.1%
502,562	481,007	455,424	520,249	511,946	06-203	Repairs	\$509,536	15.8%
74,698	92,141	113,497	88,800	133,654	06-204	Cost of Sales	\$127,808	4.0%
<b>\$2,764,007</b>	<b>\$2,821,692</b>	<b>\$2,940,772</b>	<b>\$3,196,362</b>	<b>\$3,156,042</b>		<b>TOTAL</b>	<b>\$3,220,034</b>	<b>100.0%</b>
Revenues								
2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
2,551,492	2,751,334	3,013,613	3,053,595	3,065,750	202-4100	Equipment Rental	\$2,920,765	90.1%
70,766	90,041	116,585	85,800	130,654	202-4200	Sales & Service Revenue	\$124,808	3.8%
587	372	1,298	0	956	202-4300	Sale of Scrap	\$0	0.0%
19,675	7,672	10,048	5,790	13,486	202-4400	Other Income	\$187,902	5.8%
9,472	50,415	37,240	29,300	50,927	202-4500	Gain (Loss) on Sale of Equip	\$9,500	0.3%
<b>\$2,651,992</b>	<b>\$2,899,834</b>	<b>\$3,178,784</b>	<b>\$3,174,485</b>	<b>\$3,261,773</b>		<b>TOTAL</b>	<b>\$3,242,975</b>	<b>100.0%</b>

## General Purpose Equipment Fund #23

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
0	0	37,336	0	0	634-5910	Passenger Vehicles	\$0	0.0%
183,064	183,064	15,703	207,500	203,693	634-5920	Public Safety Equipment	\$221,500	30.1%
575,559	575,559	322,264	1,585,600	1,526,057	634-5930	Public Works Equipment	\$275,000	37.4%
161,288	161,288	19,730	175,000	146,500	634-5940	Water Utility Equipment	\$175,000	23.8%
0	0	0	0	0	921-5420	Transfer to Debt Service	\$63,792	8.7%
<b>\$919,911</b>	<b>\$919,911</b>	<b>\$395,033</b>	<b>\$1,968,100</b>	<b>\$1,876,250</b>		<b>TOTAL</b>	<b>\$735,292</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
42,771	42,771	55,352	71,100	75,502	841-4500	Sales of Vehicles & Equip	\$24,000	2.9%
0	0	0	575,000	575,000	911-4200-121	Proceeds from L-T Debt	\$0	0.0%
752,362	752,362	789,693	794,898	799,343	921-4600	Depreciation Transfer	\$793,748	97.1%
<b>\$795,133</b>	<b>\$795,133</b>	<b>\$845,045</b>	<b>\$1,440,998</b>	<b>\$1,449,845</b>		<b>TOTAL</b>	<b>\$817,748</b>	<b>100%</b>

## PERSONNEL SCHEDULE

Fleet Maintenance				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Clerk 2*	0.44	1	0.44	-
Fleet Superintendent	1.00	1	1.00	-
Mechanic	7.00	7	7.00	-
Stock Clerk - Lead Mechanic	1.00	1	1.00	-
TOTAL	9.44	10.00	9.44	-

# MUNICIPAL COMPLEX

## PURPOSE

This program is intended to provide employees with an effective work environment, maintain a clean building for all departments, and maintain the building infrastructure at the municipal complex.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 1,119,455	\$ 875,405	\$ (244,050)
Rev	\$ 935,573	\$ 875,338	\$ (60,235)
Net	\$ (183,882)	\$ (67)	\$ 183,815
FTE's	3.00	3.00	-

## MAJOR CHANGES

- No major changes

## PROGRAMS/SERVICE LINES

- Building Safety and Security
- Environmental Control & Preventive Maintenance
- Contractual Services Management.
- Capital Improvements
- Service and Work Order Requests

## 2012 ACHIEVEMENTS

- In 2012 the staff undertook a study of boiler efficiency and options on how best to deliver the heating/cooling needed in the most cost effective fashion. A study by Harwood Engineers detailed that the greatest cost saving and operational efficiency could be gained by interconnecting the heating/cooling plants instead of replacing a single boiler as originally intended
- Bids will be taken on the boiler project in 2012 and the work should be completed by the end of the year.
- Bids will also be taken on re-roofing the west half of city hall. This work should also be done by the end of 2012.
- Two roof top HVAC units were replaced in 2012.

## 2013 GOALS

- The first goal will be to continue to look for ways to improve the operational efficiency of the building.
- Also in the works for late 2012/early 2013 is a plan to remodel the Health Dept.
- Planning should start on the proposed remodeling of the City Administrator, City Attorney, Human Resources wing of City Hall.

## 2012 BUDGETARY CHANGES

### *IMPROVEMENTS TO CITY HALL*

A total of \$360,000 was set aside for improvements to City Hall. This is a result of combining funds from the 2012 and 2013 budget.

## 2013 BUDGETARY CHANGES

### *BUILDING IMPROVEMENTS*

The projected set aside for building improvements will be \$180,000. This figure is more in line with normal budgeting for building improvements.

**BUDGET SUMMARY TABLE**

Municipal Complex Reserve Fund #25								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
171,449	167,312	149,057	150,731	158,065	5100	Wages	\$145,322	16.6%
0	896	705	242	242	5120	Accrued Vacation Expense	\$705	0.1%
79,824	76,498	70,881	67,821	69,860	5195	Fringe Benefits	\$77,080	8.8%
11,496	11,965	11,934	12,201	12,238	5500-5520	Internal Charges	\$13,304	1.5%
591,060	542,022	480,113	663,650	871,050	5200-5900	Operating Expenditures	\$632,994	72.3%
5,453	0	0	0	8,000	5950-5970	Capital Outlay	\$1,000	0.1%
0	8,000	0	0	0	5980-010	Bldg Needs Assessment	\$0	0.0%
0	0	0	0	0	5980-015	Emergency Management	\$5,000	0.6%
0	30,000	0	0	0	5980-020	Energy Efficiency Grant	\$0	0.0%
0	0	7,500	0	0	5990-000	Transfer to General Fund	\$0	0.0%
<b>\$859,282</b>	<b>\$836,693</b>	<b>\$720,190</b>	<b>\$894,645</b>	<b>\$1,119,455</b>	<b>TOTAL</b>		<b>\$875,405</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
933,310	933,348	923,340	932,573	932,573	181-4100	Building Rentals	\$871,838	99.6%
3,133	3,459	3,607	3,000	3,000	181-4200	Memorial Bldg-Outside Rentals	\$3,500	0.4%
0	0	0	0	0	181-4300	Transfer from Health Ins Reserv	\$0	0.0%
0	30,000	0	0	0	181-4400	Energy Efficiency Grant	\$0	0.0%
0	376	0	0	0	181-4900	Other Revenue	\$0	0.0%
<b>\$936,443</b>	<b>\$967,183</b>	<b>\$926,947</b>	<b>\$935,573</b>	<b>\$935,573</b>	<b>TOTAL</b>		<b>\$875,338</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Municipal Complex				
Position Description	2012 FTE	2013 Base Positions	2013 FTE	2012-13 Change
Custodial Worker 2	1.00	1	1.00	-
Utility Repairperson	2.00	2	2.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# PARKS RESERVE

## PURPOSE

This department provides for the operation and maintenance of all parks facilities, programs, senior center, and boulevard maintenance.

### BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 1,276,551	\$ 1,275,416	\$ (1,135)
Rev	\$ 1,262,578	\$ 1,263,136	\$ 558
Net	\$ (13,973)	\$ (12,280)	\$ 1,693
FTE's	-	-	-

### MAJOR CHANGES

- 2% increase in turf maintenance budget
- Lightning detection system

## PROGRAMS/SERVICE LINES

Hall rentals, maintenance of athletic fields, general park maintenance, boulevard flower bed planting and maintenance, Wauwatosa Beautification Committee (WBC) perennial bed and flower pot watering, and curling club and ice maintenance.

- Halls are cleaned and prepared for each rental.
- Athletic fields are maintained all year and prepared for each game.
- General park maintenance includes turf maintenance, cleanup, repairs and maintenance of buildings and park amenities, park bench maintenance, and senior center assistance.
- Staff prepares, maintains, and cleans the Muellner Building ice rink for curling and public skating.
- Staff plants and maintains annual flower beds on city boulevards and at Hart Park. Additionally staff waters WBC perennial beds on boulevards, around welcome signs, and in flower pots.
- Administration includes the necessary clerical support and supervision for this section as well as for turf maintenance, concessions, and curling club contracts.

## 2012 ACHIEVEMENTS

- Revenue from stadium rentals is projected to increase for the third consecutive year.
- The playground was completed in June and has been heavily used.
- Re-level softball diamond infield after failed reconstruction.
- Water softball outfield and Rotary stage area

## 2013 GOALS

- Continue to increase park revenue.
- Strive to maintain continually expanding facilities without increasing staff.

### *2012 BUDGETARY CHANGES*

Parks operating budget remains basically status quo with potential budget increases required in water and electrical accounts. Electrical account shortage will come from heating fuel account so there will be no resultant budget increase.

## 2013 BUDGETARY CHANGES

### *LIGHTNING DETECTION SYSTEM*

\$12,195 to purchase and install lightning detection system in stadium to facilitate early warning of approaching bad weather.

### *2% INCREASE IN TURF MAINTENANCE BUDGET*

This increase is to cover allowable increase in third year of turf contract. This will increase the overall budget by \$2,400.00

### OPERATING BUDGE ADJUSTMENTS

- \$5,000.00 is shifted from fuel account (5330) to electricity (5320) to cover anticipated increase in stadium lighting during football season.
- \$2000.00 is shifted from unemployment account (5930) to building repairs (5710) to cover historical increase in required building repairs.
- The net result of both transfers is a zero increase in the operating budget.

IMPROVEMENTS TO ROOT COMMONS AND POCKET PARK	\$10,000
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\$10,000 is set aside for improvements at Root Commons and Pocket Park in the village.

**BUDGET SUMMARY TABLE**

Parks Reserve Fund #27								
Expenditures								
2009	2010	2011	2012	2012			2013	% of
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of
			Budget				Review	Total
400,601	394,807	384,888	395,023	392,754	5100	Wages	\$400,281	31.4%
227,330	186,397	215,686	206,340	209,311	5195	Fringe Benefits	\$199,528	15.6%
51,657	58,440	53,799	55,174	55,211	5500-5520	Internal Charges	\$48,298	3.8%
203,422	215,822	225,758	271,869	275,013	5200-5900	Operating Expenditures	\$254,991	20.0%
0	0	0	95,064	95,064	5910-000	Asset Replacement	\$95,064	7.5%
0	4,649	2,835	4,900	2,400	5930-000	Unemployment Comp	\$2,400	0.2%
4,855	1,670	1,000	3,700	3,700	5950-5970	Capital Outlay	\$4,570	0.4%
0	17,758	0	0	0	5980-010	Admin/MB Repairs	\$0	0.0%
1,994	16,559	0	0	0	5980-015	Expend from Donations	\$0	0.0%
0	2,462	3,889	0	0	5980-016	Expend from Donations-SR	\$0	0.0%
0	967	0	0	0	5980-017	Expend from Park Impro Don	\$0	0.0%
0	0	61	0	32	5980-018	Expend from Donation-Gree	\$0	0.0%
0	0	1,770	0	10,000	5980-020	Sculpture Relocation	\$0	0.0%
0	0	30,592	0	0	5980-035	Softball Diamond Reconstr	\$0	0.0%
0	0	0	0	0	5980-040	Inground Irrigation Softball	\$0	0.0%
0	1,467	5,653	10,492	10,492	5980-050	Hartung Park	\$10,492	0.8%
0	0	0	0	0	5980-055	Roots Commons/Pocket Park	\$10,000	0.8%
9,549	4,835	4,702	7,500	7,500	5980-060	Wauwatosa Beautification	\$5,000	0.4%
0	0	0	0	0	5980-065	Lightning Detection System	\$15,000	1.2%
24,739	0	0	0	0	5980-070	Repair Parking Lot	\$0	0.0%
31,488	31,537	33,480	35,000	37,437	5980-120	Senior Center Programs	\$0	0.0%
0	0	0	3,000	3,000	5980-130	Park Marketing	\$3,000	0.2%
0	0	0	0	174,637	921-5100	Transfer to Debt Service	\$226,792	17.8%
0	387,252	0	0	0		Capital Outlay	\$0	0.0%
<b>\$955,635</b>	<b>\$1,324,622</b>	<b>\$964,113</b>	<b>\$1,088,062</b>	<b>\$1,276,551</b>		<b>TOTAL</b>	<b>\$1,275,416</b>	<b>100.0%</b>

## Parks Reserve Fund #27

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
118,328	108,461	99,106	100,000	100,000	551-4100	Recreational Buildings	\$100,000	7.9%
0	88,066	122,853	125,000	125,000	551-4105	Stadium Rentals	\$125,000	9.9%
60,513	19,405	31,274	32,000	32,000	551-4110	Field Rentals	\$32,000	2.5%
49,218	50,283	51,401	50,000	50,000	551-4120	Antenna Rental	\$50,000	4.0%
7,581	18,611	20,067	16,500	16,500	551-4200	Tennis Fees	\$16,500	1.3%
470	350	0	200	200	551-4210	Public Skating	\$200	0.0%
0	2,524	1,718	1,650	1,650	551-4300	Park-Merch Sales Taxable	\$1,650	0.1%
2,198	(1,034)	0	0	0	551-4310	Vending	\$0	0.0%
0	0	234	0	0	551-4400	Advertising	\$0	0.0%
1,086	1,350	525	1,530	1,530	551-4500-050	SR Center Memb - 50	\$0	0.0%
6,834	6,671	7,309	7,000	7,000	551-4500-062	SR Center Memb - 62	\$0	0.0%
6,325	5,575	5,975	5,000	5,000	551-4500-100	SR Center Memb	\$0	0.0%
2,436	0	0	0	0	551-4510-050	SR Center Program 50	\$0	0.0%
20,672	0	0	0	0	551-4510-062	SR Center Program 62	\$0	0.0%
0	9,100	10,000	0	5,000	551-4600	Contributions-Hart Park	\$0	0.0%
0	0	375	0	0	551-4600-005	Contributions-Greenspace	\$0	0.0%
0	16,359	340	0	360	551-4600-010	Other Contributions	\$0	0.0%
0	2,855	2,218	2,800	2,800	551-4600-050	Senior Center Program 50	\$0	0.0%
0	19,361	21,571	18,000	18,000	551-4600-062	Senior Center Program 62	\$0	0.0%
0	1,000	2,650	0	0	551-4610	Contrib-Senior Center	\$0	0.0%
0	1,592	734	1,484	1,400	551-4750	Interest Income	\$1,400	0.1%
0	2,384	2,595	25,000	25,000	551-4800	Other	\$0	0.0%
0	888,188	846,436	871,138	871,138	551-4900	Transfer from General Fund	\$936,386	74.1%
10,000	0	0	0	0	841-4220	Contributions-Village	\$0	0.0%
0	412,162	0	0	0		Transfer from Capital Projects	\$0	0.0%
<b>\$285,661</b>	<b>\$1,653,263</b>	<b>\$1,227,381</b>	<b>\$1,257,302</b>	<b>\$1,262,578</b>		<b>TOTAL</b>	<b>\$1,263,136</b>	<b>100.0%</b>

### PERSONNEL SCHEDULE

Personnel allocation is within the Public Works Operational Budget.



# WISCONSIN RETIREMENT SYSTEM

## PURPOSE

The City of Wauwatosa is statutorily required to belong to the State of Wisconsin Retirement System. The Wisconsin Retirement Fund provides income to disabled and retired city employees.

Funding is not actually shown here as it is budgeted directly in departmental budgets.

In 2013 all employees will contribute an estimated 6.7% of salary towards their pensions. Final contribution rates have not yet been published. The table below provides a break-out of rates by employee group.

	Employer	Employee	Total
General	6.7	6.7	13.4
Police	14.8	6.7	21.5
Fire	17.4	6.7	24.1
Elected	7.2	7.2	14.4

The Fire rate is higher than Police because sworn Fire employees do not pay, nor will they receive, social security.

For the 2013 Budget, \$3,159,679 is budgeted in general fund employer pension contributions as compared to an estimated \$3,403,568 in 2012. The \$243,889 decrease is a result of the employee contribution rate for sworn fire and police employees increasing from 3.0 to 6.7% based on their contract.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	NA	NA	
Rev	NA	NA	
Levy	NA	NA	
FTE's	NA	NA	

## MAJOR CHANGES

- Employee pension contribution increased from 5.9% to an estimated 6.7%

# SOCIAL SECURITY

## PURPOSE

This account facilitates the funding of the City's portion of social security and medicare. Funding is not actually shown here as it is budgeted directly in departmental budgets.

The city's contribution is matched by payroll deductions from the covered employees and equals 6.2% for Social Security and 1.45% for Medicare for a total of 7.65%. The contribution for fire employees is only 1.45% of payroll as these employees are not covered by Social Security. The earnings limit to pay in Social Security for 2011 is \$106,800.00

For the 2013 Budget, \$1,485,227 is budgeted for General Fund social security and medicare employer contributions as compared to \$1,470,039 estimated for 2012.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	NA	NA	
Rev	NA	NA	
Levy	NA	NA	
FTE's	NA	NA	

## MAJOR CHANGES

- No major changes

# EMPLOYEE ASSISTANCE AND UNEMPLOYMENT ACCOUNTS

## PURPOSE

### EMPLOYEE ASSISTANCE PROGRAM:

Provide assessment to employee and families to assist with handling work of personal situation. Also, provide workplace assessments and conflict resolutions support.

### UNEMPLOYMENT ACCOUNT:

Provide statutory required income to eligible individuals after layoffs or terminations other than for gross misconduct.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	NA	NA	
Rev	NA	NA	
Levy	NA	NA	
FTE's	NA	NA	

## MAJOR CHANGES

# WORKERS COMPENSATION DEPARTMENT

## PURPOSE

Mitigate the City’s safety and workers compensation risk.

### BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 499,864	\$ 526,565	\$ 26,701
Rev	\$ 558,705	\$ 497,832	\$ (60,873)
Net	\$ 58,841	\$ (28,733)	\$ (87,574)
FTE's	-	-	-

### MAJOR CHANGES

- 2013 roll out new program through a shared services contractual agreement establishing Employee Safety Services program and Workers Compensation Services program \$50,000

## PROGRAMS/SERVICE LINES

### EMPLOYEE SAFETY SERVICES

- Manage the City’s safety in the workplace initiatives, including employee communication, training, city-wide standards, policy development, and enforcement.
- Lead new city-wide safety committee.
- Coordinate the provision of all work-related health programming, medical tests, evaluation of work process/equipment use practices, and maintain related record-keeping.
- Recommend and develop safety programming and safety standards.
- Evaluate safety practices of line departments and provide direction to correct errors and offer recommendations regarding work-process improvement to promote safety.
- Foster a collaborative city-wide safety culture.
- Perform safety audits pursuant to city-wide standards.
- Report and document breaches in safety protocol on the part of the employees to the relevant department director and human resource director.
- Determine pre-employment health-related tests and requirements.
- Serve as primary liaison with CVMIC on matters of employee safety.

## WORKERS COMPENSATION SERVICES

- Administer the City's workers compensation function, including claims management, injury and accident investigation, and manage return to work processes.
- Authorize and develop light-duty assignments, proposes workplace accommodations, and determine injury pay eligibility.
- Advise the director on performance of the workers compensation administrator.
- Serve as primary liaison with CVMIC on matters of workers compensation.

## 2012 ACHIEVEMENTS

Developed proposal for 2013 budget to include new safety/workers compensation initiative

## 2013 GOALS

IMPLEMENT NEW SHARED SERVICES program re: safety and workers compensation risk mitigation

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

SHARED SERVICES CONTRACTUAL AGREEMENT RE: SAFETY AND WORKERS COMPENSATION RISK MITIGATION	\$50,000
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A Nearby municipality with established and successful safety and workers compensation program to assign an employee to city as independent contractor for approximately 20 hours/week. This proposed shared service agreement will provide the employee safety services and worker's compensation services that are not currently provided at the city.

**BUDGET SUMMARY TABLE**

Workers Compensation Fund #09								
Expenditures								
2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
68,912	197,270	99,615	142,120	133,787	211-5100	Claims-Police Dept.	\$100,826	19.1%
136,721	162,451	90,288	137,810	129,477	211-5200	Claims-Fire Dept.	\$105,024	19.9%
688,728	31,350	251,925	137,810	129,476	211-5300	Claims-Public Works	\$155,405	29.5%
5,776	8,368	5,067	8,620	8,620	211-5400	Claims-All Other	\$20,992	4.0%
3,589	9,200	28,524	4,310	25,292	211-5500	Claims-Water Utility	\$12,595	2.4%
13,080	13,918	14,726	14,661	14,881	221-5100	Wages	\$15,249	2.9%
6,264	6,278	6,172	5,779	5,907	221-5190	Fringe Benefits	\$7,324	1.4%
39,620	42,829	40,559	41,800	41,800	221-5200	Excess Coverage Premium	\$45,000	8.5%
14,100	13,000	13,000	10,301	10,301	221-5800	Management Service Fees	\$13,650	2.6%
0	0	0	0	0	221-5810	Sundry Contractual Service	\$50,000	9.5%
(122)	215	4,776	0	323	221-5900	Other Expenditures	\$500	0.1%
<b>\$976,668</b>	<b>\$484,879</b>	<b>\$554,652</b>	<b>\$503,211</b>	<b>\$499,864</b>	<b>TOTAL</b>		<b>\$526,565</b>	<b>100.0%</b>
Revenues								
2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
1,801	437	325	350	350	211-4200	Interest Earned	\$350	0.1%
568,953	(50,943)	43,984	0	(1,778)	211-4300	Third Party Reimbursement	\$0	0.0%
0	0	0	0	1,688	211-4900	Other Reimbursements	\$0	0.0%
398,711	403,316	463,555	418,658	420,594	221-4100	Transfer from General Fund	\$393,609	79.1%
7,928	5,236	12,150	8,000	59,411	221-4200	Transfer from Water Utility	\$35,000	7.0%
54,789	79,165	87,432	80,376	78,440	221-4500	Transfer from Internal Service	\$68,873	13.8%
<b>\$1,032,182</b>	<b>\$437,211</b>	<b>\$607,446</b>	<b>\$507,384</b>	<b>\$558,705</b>	<b>TOTAL</b>		<b>\$497,832</b>	<b>100.0%</b>

# DENTAL INSURANCE RESERVE FUND

## PURPOSE

Provide dental insurance to eligible employees.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 465,447	\$ 489,844	\$ 24,397
Rev	\$ 432,523	\$ 509,844	\$ 77,321
Net	\$ (32,924)	\$ 20,000	\$ 52,924
FTE's	-	-	-

## MAJOR CHANGES

## BUDGET SUMMARY

Dental Insurance Reserve Fund #12									
Expenditures									
2009	2010	2011	2012		Acct #	Name	2013		% of Total
Actual	Actual	Actual	Adopted Budget	2012 Estimated			Executive Review	% of Total	
12,877	12,874	12,436	13,800	13,800	321-5100	Management Service Fees	\$14,490	3.0%	
120,899	123,131	128,167	131,643	131,647	5200-5900	Operating Expenditures	\$138,224	28.2%	
285,494	344,898	303,330	341,950	320,000	311-5400	Other / Claims	\$337,130	68.8%	
<b>\$419,270</b>	<b>\$480,903</b>	<b>\$443,933</b>	<b>\$487,393</b>	<b>\$465,447</b>	<b>TOTAL</b>		<b>\$489,844</b>	<b>100.0%</b>	
Revenues									
2009	2010	2011	2012		Acct #	Name	2013		% of Total
Actual	Actual	Actual	Adopted Budget	2012 Estimated			Executive Review	% of Total	
148,482	150,876	151,452	159,100	135,000	311-4100	Employee Contributions	\$139,670	27.4%	
1,394	545	350	240	240	311-4200	Interest Earned	\$47	0.0%	
221,078	260,029	235,029	260,029	260,029	321-4100	Transfer from Gen Fund	\$321,596	63.1%	
8,357	8,285	7,433	7,238	14,254	321-4200	Transfer from Water Utility	\$16,259	3.2%	
17,500	24,990	23,585	7,238	23,000	321-4500	Transfer from Internal Service	\$32,272	6.3%	
<b>\$396,811</b>	<b>\$444,725</b>	<b>\$417,849</b>	<b>\$433,845</b>	<b>\$432,523</b>	<b>TOTAL</b>		<b>\$509,844</b>	<b>100.0%</b>	

# HEALTH/LIFE FUND

## PURPOSE

Provide health insurance, life insurance and vision insurance to eligible employees.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 8,261,657	\$ 9,046,290	\$ 784,633
Rev	\$ 8,830,411	\$ 9,029,385	\$ 198,974
Net	\$ 568,754	\$ (16,905)	\$ (585,659)
FTE's	-	-	-

## MAJOR CHANGES

## PROGRAMS/SERVICE LINES

- Health insurance
- Vision Insurance
- Life Insurance
- Wellness Program

## 2012 ACHIEVEMENTS

- Net operations projected to end 2012 at or under budget

## 2013 GOALS

- Continue to constrain costs of these program

## 2012 BUDGETARY CHANGES

## 2013 BUDGETARY CHANGES

**BUDGET SUMMARY TABLE**

**Health/Life Insurance Reserve  
Fund #16**

**Expenditures**

2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
6,068,879	6,796,292	7,021,111	6,736,000	30,597	311-5100	Health Claims	\$31,397	0.3%
2,878	2,966	1,199	1,850	1,850	311-5100-010	Health Claims-OPEIU Presc	\$0	0.0%
0	0	0	0	5,889,000	311-5191-100	Health Claims	\$6,588,552	72.8%
0	0	0	0	448,000	311-5191-200	HRA Contribution	\$441,000	4.9%
30,750	22,750	35,645	40,000	40,000	311-5600	Life Ins Claims	\$40,000	0.4%
23,642	32,896	33,833	31,265	31,265	319-5100	Regular Pay	\$34,919	0.4%
50,834	56,583	46,000	60,637	60,610	319-5190-990	Regular Pay-Wellness	\$56,229	0.6%
13,182	14,614	14,190	12,951	13,154	319-5190-990	Fringe Benefits	\$14,401	0.2%
28,599	28,863	25,874	27,126	27,515	319-5190-995	Fringe Benefits-Wellness	\$28,505	0.3%
1,003,312	1,119,684	1,167,159	1,306,200	1,306,200	321-5100	Administrative Fees	\$1,379,109	15.2%
137,394	130,013	126,203	124,400	124,400	321-5210, 5220	Premiums	\$133,950	1.5%
215,680	151,684	170,449	184,335	184,395	321-5300-5900	Expenditures	\$191,464	2.1%
632	670	0	0	0	321-5950	Capital Outlay	\$0	0.0%
86,690	94,418	92,878	104,671	104,671	322-5200-5900	Expenditures-Wellness Prog	\$106,764	1.2%
0	0	2,000,000	0	0	921-5100	Transfer to Debt Service	\$0	0.0%
<b>\$7,662,472</b>	<b>\$8,451,433</b>	<b>\$10,734,541</b>	<b>\$8,629,435</b>	<b>\$8,261,657</b>		<b>TOTAL</b>	<b>\$9,046,290</b>	<b>100.0%</b>

**Revenues**

2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
0	0	290,460	0	0	231-4210	Federal Revenue	\$0	0.0%
225,269	221,745	387,158	392,089	475,000	311-4100	Employee Contributions	\$600,376	6.6%
30,517	14,873	8,722	9,710	9,710	311-4200	Interest Earned	\$4,067	0.0%
457,303	443,222	394,251	403,300	384,000	311-4300	Retiree Contributions	\$434,506	4.8%
172,061	171,105	202,226	64,000	110,000	311-4900	Other	\$120,000	1.3%
6,852,861	5,643,695	6,172,877	6,653,009	6,653,009	321-4100	Transfer from General Fund	\$6,718,465	74.4%
372,765	349,504	307,925	343,176	434,541	321-4200	Transfer from Water Utility	\$431,252	4.8%
655,000	676,788	711,238	764,151	764,151	321-4500	Transfer from Other Fund	\$720,719	8.0%
<b>\$8,765,776</b>	<b>\$7,520,932</b>	<b>\$8,474,857</b>	<b>\$8,629,435</b>	<b>\$8,830,411</b>		<b>TOTAL</b>	<b>\$9,029,385</b>	<b>100.0%</b>

**PERSONNEL SCHEDULE**

Personnel from the Human Resources Department are allocated to this budget.



# SANITARY SEWER RESERVE

## PURPOSE

The sanitary sewer budget involves the inspecting, cleaning, and repairing sanitary sewers in the City.

## PROGRAMS/SERVICE LINES

Sanitary sewer cleaning: This program covers cleaning of over 800,000 lineal feet of sanitary sewer on approximately a two year cycle. Troubled areas are inspected more often.

The sanitary sewer repair program is necessary to keep the system in good repair.

Most repairs are done in conjunction with planned highway improvement projects.

The sanitary sewer inspection program televises sewers ahead of planned road projects in order to better schedule necessary repairs.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 6,945,577	\$ 6,650,470	\$ (295,107)
Rev	\$ 6,425,617	\$ 7,016,677	\$ 591,060
Net	\$ (519,960)	\$ 366,207	\$ 886,167
FTE's	-	-	-

## MAJOR CHANGES

- Continuation of Lateral Pilot program
- Increase of rates to finance infrastructure improvements

## 2012 ACHIEVEMENTS

- In 2012 the City undertook a pilot program to determine the effectiveness of lining private homeowner laterals in various in various combinations. This information is critical in determining a direction for removing Infiltration and Inflow stemming from private property sources.
- Necessary sewer repairs required by pending roadway improvements on Mayfair Rd and Capitol Drive were accomplished. This work involves spot repairs, relining, and replacement of entire stretches of sewer.
- As part of the Meinecke project, sanitary sewer upgrades are planned. These improvements will provide basement flooding relief to residents who have suffered from repeated episodes of basement flooding over the past several years.

## 2013 GOALS

- A major goal for 2013 will be to review the rate structure for sanitary sewers to be sure that the revenue is sufficient to fund necessary upgrades to the system. A significant rate increase is anticipated in 2013.
- Another goal for 2013 will be the enactment of a policy for reducing Private Property I/I over the next several years.

## 2012 BUDGETARY CHANGES

In 2012, the Dept of Justice manhole program was funded from a carryover from 2011. By continuing our effort to repair manholes annually, the City is remaining compliant with required mandates. Also continuing in 2012 is the sewer investigation of sewer shed 4003. This system which surrounds City Hall has had very high flows during wet weather events. The study will recommend necessary improvements.

## 2013 BUDGETARY CHANGES

### CONTINUATION OF LATERAL PILOT PROGRAM

In 2013, the plan is to try a new approach to address PP I/I. In addition to lateral lining, the City is planning to try lateral grouting in an effort to stem the peak flows that can be the cause of basement flooding.

### PROJECTED RATE INCREASE FOR INFRASTRUCTURE IMPROVEMENTS

In order to catch-up and maintain an adequate infrastructure replacement schedule as well as address basement back-up issues such as those in the Meinecke and Ruby areas, the City began an enhanced capital improvement program beginning in 2011. This includes over \$25,300,000 in Sanitary improvements from 2012-2016. These improvements are largely bond-financed so that debt service for repayment of those bonds is projected to increase over the next 10 years. This will cause sanitary rates to increase.

For 2013, a 15% rate increase is recommended which would increase local revenues by \$500,000. Assuming a 3% increase on charges from MMSD, the total impact on the sanitary component of the water bill is projected to be 9%.

This would result in a \$7.13 quarterly increase to the average residential sanitary sewer bill. The table across shows the projected five and ten-year impact on the sanitary component of the water bill for an average residential consumer.

	Avg. Annual Bill	% Incr. from 2012
2012	\$ 309.52	
2017	\$ 460.59	49%
2022	\$ 591.38	91%
Average Annual Increase		6.69%

## BUDGET SUMMARY TABLE

Sanitary Sewer Fund #04									
Expenditures									
2009	2010	2011	2012		Acct #	Name	2013		% of Total
Actual	Actual	Actual	Adopted Budget	2012 Estimated			Executive Review		
255,827	263,049	223,434	259,996	246,735	5100 - 5190-900	Wages	\$274,691	4.1%	
141,362	141,214	131,889	126,257	127,134	5195	Fringe Benefits	\$148,507	2.2%	
110,055	114,963	131,716	131,989	136,705	5500 - 5520	Internal Charges	\$127,610	1.9%	
3,897,702	4,165,984	4,144,002	4,167,377	4,166,258	5200-5450, 5550-5900	Operating Expenditures	\$4,333,968	65.2%	
(5,142)	0	0	4,100	4,100	5950-5970	Capital Outlay	\$4,100	0.1%	
249,078	231,751	204,865	326,040	242,026	220-5300	Interest Expense	\$261,594	3.9%	
0	0	0	0	1,000,000	5980-025	Lateral Pilot Program	\$1,000,000	15.0%	
515,532	578,157	444,755	750,000	250,000	5980-030	DOJ Mandated Projects	\$250,000	3.8%	
752,975	500,082	571,394	500,000	772,619	5980-040	Sewer Evaluations	\$250,000	3.8%	
<b>\$5,917,389</b>	<b>\$5,995,200</b>	<b>\$5,852,055</b>	<b>\$6,265,759</b>	<b>\$6,945,577</b>		<b>TOTAL</b>	<b>\$6,650,470</b>	<b>100.0%</b>	
Revenues									
2009	2010	2011	2012		Acct #	Name	2013		% of Total
Actual	Actual	Actual	Adopted Budget	2012 Estimated			Executive Review		
387,365	453,251	582,667	586,624	583,093	211-4100	Connection Charge Metro	\$600,586	8.6%	
2,596,003	2,621,136	2,483,456	2,462,560	2,483,850	211-4110	Flow Charge Metro	\$2,558,366	36.5%	
1,920,094	2,482,650	2,532,073	2,567,127	2,557,691	211-4120	Local Charge	\$3,042,977	43.4%	
699,756	750,612	738,733	750,000	735,286	211-4130	Local Charge DOJ Projects	\$750,000	10.7%	
60,482	66,175	70,713	25,000	50,000	211-4200	Penalty Charges	\$50,000	0.7%	
5,125	1,873	1,611	2,500	2,500	211-4250	Interest	\$2,500	0.0%	
5,935	14,246	13,820	13,197	13,197	291-4100	Federal Reimburse-BAB	\$12,248	0.2%	
<b>\$5,674,760</b>	<b>\$6,389,943</b>	<b>\$6,423,073</b>	<b>\$6,407,008</b>	<b>\$6,425,617</b>		<b>TOTAL</b>	<b>\$7,016,677</b>	<b>100.0%</b>	

## PERSONNEL SCHEDULE

Personnel are allocated to the Sanitary Utility from the Public Works Operations Budget.

# STORM WATER MGMT RESERVE

## PURPOSE

The Storm Water Management Budget involves the inspecting, cleaning and repairing of over 103 miles of storm sewers and 7247 storm inlets in the City. It also involves responding to flooding and other emergencies to clear inlets and keep water flowing as needed. A storm water utility was formed midyear 2000.

## PROGRAMS/SERVICE LINES

### STORM SEWER CLEANING PROGRAM

Covers cleaning of over 7247 storm inlets over 9 years; with annual inlet cleaning generating about 75 tons of material for disposal. NR 216 has increased the cleaning effort which is generally completed with treating basins for West Nile.

### STORM SEWER REPAIRS PROGRAM

Involves inspection and repair of manholes and inlets by area every nine years, with scheduled repairs usually in street sealcoating areas, and non-scheduled repairs outside of those areas as needed.

### LEAF COLLECTION PROGRAM

Attends to fall leaf pick-up and sweeping of leaves in the streets, as well as recovery of those leaves.

### STREET CLEANING PROGRAM

Performs a minimum of six complete cycles of sweeping of all City streets and alleys as well as hand sweeping areas.

### ADMINISTRATION PROGRAM

Provides necessary technical support and supervisory activities.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 1,843,409	\$ 1,905,812	\$ 62,403
Rev	\$ 2,409,163	\$ 2,675,338	\$ 266,175
Net	\$ 565,754	\$ 769,526	\$ 203,772
FTE's	-	-	-

## MAJOR CHANGES

- A rate increase is proposed to fund infrastructure improvements

## 2012 ACHIEVEMENTS

- All inlet repairs in the expanded seal coating area were inspected and tuckpointed prior to the seal coating operation being completed in July.
- The street sweeping program is on pace to exceed the number of programmed cycles. Due to the summer drought, the leaf fall in the summer months was heavier than expected.
- The Meinecke storm sewer relief project which is one of the largest Public Works projects in the City's history, is underway and will be completed in 2013.

## 2013 GOALS

- The successful completion of the Meinecke project to bring much anticipated flood relief to area residents is of paramount importance.
- Storm sewer rates will need to be reviewed to be sure that they are adequate to keep up with the necessary investment in storm sewer infrastructure to mitigate flooding problems in Wauwatosa.

## 2012 BUDGETARY CHANGES

Due to changes in personnel allocations wages are re-estimated.

## 2013 BUDGETARY CHANGES

### REALLOCATION OF REAR-LOADER REFUSE TRUCKS

For the 2013 budget, the equipment costs of the rear loaders previously assigned to refuse collection have been re-allocated to the leaf collection program. This action is an outgrowth of the change in City refuse collection practices to single person trucks and new side loading vehicles.

### PROJECTED RATE INCREASE FOR INFRASTRUCTURE IMPROVEMENTS

In order to catch-up and maintain an adequate infrastructure replacement schedule as well as address basement back-up issues such as those in the Meinecke and Ruby areas, the City began an enhanced capital improvement program beginning in 2011. This includes over \$13,800,000 in Stormwater improvements from 2012-2016. These improvements are largely bond-financed so that debt service for

	Avg. Annual Bill	% Incr. from 2012
2012	\$ 55.44	
2017	\$ 98.08	77%
2022	\$ 139.54	152%
Average Annual Increase		9.67%

repayment of those bonds is projected to increase over the next 10 years. This will cause sanitary rates to increase.

For 2013, a 13% rate increase is recommended which would increase local revenues by \$300,000. This would result in a \$1.78 quarterly increase to the average residential stormwater portion of the water bill. The table above shows the projected five and ten-year impact on the stormwater component of the water bill for an average residential consumer.

## BUDGET SUMMARY TABLE

### Storm Water Management Reserve Fund #17

#### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
249,465	299,365	210,677	403,115	278,956	5100	Wages	\$313,747	16.5%
180,005	186,290	161,786	195,111	173,751	5195	Fringe Benefits	\$159,764	8.4%
257,656	266,023	309,619	352,959	364,200	5500-5520	Internal Charges	\$324,405	17.0%
604,856	539,826	552,222	592,326	592,326	5200-5900	Operating Expenditures	\$603,238	31.7%
0	23	0	3,000	3,000	5950-5970	Capital Outlay	\$0	0.0%
887	872	867	1,000	1,000	5990	Insurance	\$1,000	0.1%
0	0	0	0	0	5980-025	Manhole Adjustments	\$0	0.0%
0	0	0	0	0	5980-035	Emergency Response	\$0	0.0%
65,410	68,114	68,114	68,114	68,114	5980-040	Educational Grant	\$68,114	3.6%
0	0	0	0	0	5980-050	Non-Point Source Grant	\$0	0.0%
0	0	0	0	0	5980-055	Schoonmacher Creek Impr	\$0	0.0%
0	0	0	0	0	5980-060	Storm Damage	\$0	0.0%
32,835	20,022	0	0	0	5980-065	Non Point Grant/Rain Gard	\$0	0.0%
0	24,995	0	0	0	5980-075	Map Revision-CLOMR	\$0	0.0%
0	0	0	0	0	5980-070	Emergency Mutual Aid	\$0	0.0%
300,428	283,371	262,378	345,057	362,062	340-5300	Interest Expense	\$435,544	22.9%
<b>\$1,691,542</b>	<b>\$1,688,901</b>	<b>\$1,565,663</b>	<b>\$1,960,682</b>	<b>\$1,843,409</b>		<b>TOTAL</b>	<b>\$1,905,812</b>	<b>100.0%</b>

#### Revenues

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
2,376,451	2,362,332	2,342,381	2,348,558	2,340,344	311-4100	ERU Fees	\$2,640,344	98.7%
21,388	22,329	22,425	10,500	23,065	311-4200	Penalty Charges	\$23,000	0.9%
4,185	2,955	2,219	2,000	2,200	331-4100	Interest	\$2,200	0.1%
12,672	45,813	73,609	0	33,000	331-4200	Non-Point Source Grant	\$0	0.0%
4,748	11,392	11,054	10,554	10,554	331-4500	Federal Reimbursement-BAB	\$9,794	0.4%
12,400	0	0	0	0	331-4900	Other Revenue	\$0	0.0%
<b>\$2,431,844</b>	<b>\$2,444,821</b>	<b>\$2,451,688</b>	<b>\$2,371,612</b>	<b>\$2,409,163</b>		<b>TOTAL</b>	<b>\$2,675,338</b>	<b>100.0%</b>

## PERSONNEL SCHEDULE

Personnel are allocated to this budget from Public Works Operations.



# MADACC

## MISSION

To contract with MADACC (Milwaukee Area Domestic Animal Control Commission) to provide quality cost effective animal control services that protect public health and safety and promote the welfare of animals and responsible pet ownership throughout the 19 municipalities of Milwaukee County.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 55,000	\$ 51,000	\$ (4,000)
Rev	\$ 6,684	\$ 6,100	\$ (584)
Levy	\$ 48,316	\$ 44,900	\$ (3,416)
FTE's	-	-	-

## MAJOR CHANGES

- No Major Changes

## PROGRAMS/SERVICE LINES

Programs included in the field operation are: stray pick-ups, injured animals, and assistance to law enforcement agencies. The kennel operation houses and cares for the animals for the required 7-day legal holding period. The kennel operation evaluates and recommends animals not claimed during the 7-day legal holding period to various shelters and breed rescue groups for possible adoption; and also performs euthanasia as needed for those animals unsuitable for adoption. The office staff performs all administrative work.

Responsible for all government required animal control activities, including stray pick-ups, provide assistance to law enforcement and health agencies as needed with cruelty investigations, injured animal assistance and assessment of adoptable animals. Also spay/neuter programs and educational programs are provided. MADACC is a creation of Wisconsin statutes 66.13 and is an inter-agency cooperative organization. Membership is comprised of the City of Milwaukee and all 18 suburbs in Milwaukee County.

Milwaukee Area Domestic Animal Control Center Dept #624								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
58,447	58,319	57,074	55,000	55,000	5200-5900	Operating Expenditures	\$51,000	100.0%
<b>\$58,447</b>	<b>\$58,319</b>	<b>\$57,074</b>	<b>\$55,000</b>	<b>\$55,000</b>		<b>TOTAL</b>	<b>\$51,000</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted Budget	Estimated	Acct #	Name	Executive Review	% of Total
6,378	6,378	6,597	7,381	6,684		Unallocated Revenues	\$6,100	12.0%
52,069	51,941	50,477	47,619	48,316		Tax Levy	44,900	88.0%
<b>\$58,447</b>	<b>\$58,319</b>	<b>\$57,074</b>	<b>\$55,000</b>	<b>\$55,000</b>		<b>TOTAL</b>	<b>\$51,000</b>	<b>100.0%</b>

# INTERNAL GRANTING

## MISSION

To invest in the ideas generated by City staff which increase revenues, decrease expenditures or increase efficiency of City departments.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 250,000	\$ 250,000	\$ -
Rev	\$ 30,383	\$ 29,903	\$ (480)
Levy	\$ 219,617	\$ 220,097	\$ 480
FTE's	-	-	-

## PROGRAMS/SERVICE LINES

Beginning in 2012, \$250,000 is made available annually as grants to City departments for proposals which increase revenues, decrease expenditures or increase efficiency. A cross-functional team of City employees reviews and ranks applications which are then recommended to the City Administrator for final approval.

## 2012 ACHIEVEMENTS

2012 marked the inaugural year of the internal granting program. Below is the status of the funded projects:

- **Agenda Management Software.** The City Clerk issued Request For Proposals and selected a vendor. They are currently implementing the software and plan to go-live by the end of October, 2012.
- **Automated Scheduling.** The Human Resources and Fire Department issued a Request for Proposals and are currently reviewing submissions. They plan to begin implementation in Oct/Nov 2012.
- **LED Street Light Conversions.** This project is complete as 175 alley lights and 50 fixtures connected to substation 80 have been replaced and energy savings are currently being evaluated.
- **Health Licensing Database.** The Health Department's restaurant licensing database module has been completed including an automatic upload into the City's financial system. For calendar year 2012, invoices were produced using this new process. Only the evaluation component of this project remains to be completed.

- **Other Funded Initiatives.** As not all of the internal granting funds were utilized, funds were made available for a performance measurement initiative, a citizen survey, GIS and process improvement training. All of these initiatives are on-going.

## 2013 GOALS

- Evaluate outcomes from 2012 funded projects
- Monitor implementation of 2013 projects
- Facilitate 2014 funding cycle of project

## 2012 BUDGETARY CHANGES

### *FUNDING OF ADDITIONAL 2012 PROJECTS*

Due to the LED project coming in under budget, approximately \$25,000 was made available for additional projects in 2012. The Internal Granting Team recommended funding 2 additional projects including:

- \$3,300 for a remote deposit scanner which will allow the Treasurer’s Office to scan and transmit checks electronically to the bank. This will reduce bank fees \$1,900 annually and save 30 minutes daily of Finance Department management having to transport the deposit to the bank. This would be over 100 hours per year. Treasurer staff will have to run checks through scanner, but this additional time would be largely mitigated by reducing some of the manual calculation of balancing the deposit. In addition, the remote scanner reduces the risk of accident or harm to staff during the transportation of the deposit. Payback period is estimated to be 2 years.
- \$20,000 for temporary staffing in the Municipal Court to assist with data conversion. With the ongoing software conversion (from Henschen to TiPSS), one of the last components to ‘go live’ will be the TRIP (Tax Revenue Intercept Program) program. TRIP is a great revenue-generator and court revenues have decreased significantly in 2012 during the conversion as no new accounts have been entered this year. (The legacy TRIP program data needs to be transferred into the new TRIP program.) Completing the program in 2012 will enable the City to be prepared to intercept 2012 tax refunds in early 2013.

## 2013 BUDGETARY CHANGES

### *FUNDING OF NEW PROJECTS*

\$647,687 in total project costs were submitted for the 2013 granting period. Of those, two were funded using 2012 appropriations as described above. The Internal Granting team

awarded \$159,342 in grants and plans to hold a second submission for additional grants in December 2012. The funded projects include:

- \$10,247 is awarded to the Fire Department to purchase a fire extinguisher training prop to be used to create a realistic opportunity for persons to practice and learn the proper way to extinguish a fire. The prop will be used as part of an OSHA 1910 compliant training program for the public, private business, as well as all city departments. This program will cover the basic knowledge of fire safety, fire development, and fire extinguisher types and proper usage. The goal of the program is to educate through realistic scenarios and hands on training, utilizing a natural gas prop appliance.. Savings would be realized by eliminating the need for the City to continue using a private company to provide this required training as well by earning revenue by providing the training for a fee to local businesses, schools and community groups. While the payback period is estimated to be less than 3 ½ years, there is also an immeasurable value to increased preparedness and safety.
- \$100,000 is funded towards a \$180,000 lighting upgrade at the Public Works Building based on a study conducted by Harwood Engineering. This study recommended \$376,000 in improvements and this project represents the first phase and would replace the lighting in the garage itself where vehicles are stored and a frequent source of complaints from staff. The lighting is so poor that items are difficult to find when they are dropped on the floor and vehicle inspections are hindered because dip-sticks cannot be read. Electricity savings are estimated to be \$17,780 annually so the payback period would be 9 years. As internal grant requests are typically limited to \$100,000, the remainder will be funded as a loan from the General Fund to be repaid through the utility savings over a five year period.
- \$27,000 is funded towards LED Streetlight conversions. All of the lighting along Capital Drive and Mayfair Road that are currently under construction in 2012 is being replaced with LED's as part of planned DOT projects. When this work is completed, each substation will have approximately 34 fixtures of high pressure sodium lamps remaining. Internal Granting funds will be used to replace these HPS fixtures so that the entire substation can be converted to LED lights. The payback period is estimated at 10 years.
- \$12,080 is funded towards an additional automated license plate recognition unit for the police department. These mobile systems attach to our squad cars and automatically read, photograph and record every license plate that passes through the systems infrared camera. If a license plate or vehicle comes back as stolen, expired or there is an active warrant on the owner of the vehicle, the ALPR triggers an alarm that alerts the officer. When the officer sees and hears the alert, a picture of the license plate that was recorded and a picture of the vehicle are displayed on the officer's computer. With the addition of this unit, the Police department will have 3 units.

- \$10,000 is funded towards a public relations campaign to encourage recycling. The City believes it can increase its diversion rate and for every ton of recycling diverted from the garbage stream, the City saves \$100. With this \$10,000 investment, the City sets a goal of diverting an additional 200 tons of recycling.

**BUDGET SUMMARY TABLE**

Internal Granting Program Dept #626									
Expenditures									
2009	2010	2011	2012	2012				2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of	
			Budget				Review	Total	
0	0	0	250,000	250,000	5200-5900	Operating Expenditures	\$250,000	100.0%	
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>		<b>TOTAL</b>	<b>\$250,000</b>	<b>100.0%</b>	
Revenues									
2009	2010	2011	2012	2012				2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of	
			Budget				Review	Total	
0	0	0	33,550	30,383		Unallocated Revenues	\$29,903	12.0%	
0	0	0	216,450	219,617		Tax Levy	\$220,097	88.0%	
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>		<b>TOTAL</b>	<b>\$250,000</b>	<b>100.0%</b>	

# UNALLOCATED REVENUES

## PURPOSE

Unallocated revenues are funds which are not earned by any single department. They are depicted in this narrative for presentation and discussion purposes but are then allocated to departmental budgets and appear in the “Unallocated Revenue” line in general fund departmental budget summary tables as an offset, along with property tax levy, to departmental net costs.

BUDGET SNAPSHOT			
	2012	2013	Change
Exp	NA	NA	
Rev	\$ 5,072,517	\$ 4,624,825	\$ (447,692)
Levy	NA	NA	
FTE's	NA	NA	

MAJOR CHANGES	
•	Reduction in PILOT Revenue due to assumed decreased occupancy
•	Continued growth, but slower than projected, in franchise fees.
•	Increase in value of Water utility resulting in increased transfer
•	Decrease in Appropriated Surplus Applied

## DESCRIPTION

### PRIOR YEARS OMITTED TAXES

Omitted taxes are property taxes that were not assessed in a prior year and subsequently owed to the City.

### PAYMENTS IN LIEU OF TAXES

There are five property-tax exempt organizations currently making payments in lieu of property taxes.

### PAYMENTS IN LIEU OF TAXES- DNR

The State makes a payment in lieu of taxes on the forest land near Hanson Park.

### STATE SHARE TAXES

State shared taxes reflect unrestricted aid provided by the State of Wisconsin. The 2012 amount reflects a 15% reduction from the City’s 2011 payment based on changes included in the State of Wisconsin 2011-2013 Biennial Budget.

#### UTILITY PAYMENT

The State shares revenue from taxation of power plants within the City. Municipality specific amounts are not available until Sept. 15. As a result, the status quo is typically budgeted

#### EXPENDITURE RESTRAINT PROGRAM

The State shares revenue with municipalities that adopt a budget within limitations imposed. The 2013 revenue is a result of the 2012 budget complying with those limits. Municipality specific amounts are not available until Sept. 15. As a result, the status quo is budgeted.

#### COMPUTER EXEMPTION

The State reimburses municipalities based on the value of computer related equipment within their boundaries. Computers are exempt from property taxation. Municipality specific amounts are not available until Sept. 15. As a result, the status quo is budgeted.

#### TV FRANCHISE FEES

The city receives five percent of the gross revenues received by Time Warner Cable and AT&T that were generated within the City.

#### OTHER GENERAL GOVERNMENT

Miscellaneous revenues such as recycle cartridges and payroll fees are budgeted here.

#### WATER UTILITY REIMBURSEMENT

Administrative charges to the Water Utility reflecting support staff time spent in the administration of the utility. This includes charges from Comptroller, Treasurer, Human Resources, etc. and is based on a cost allocation model reflecting prior year actuals.

#### OTHER LOCAL DEPARTMENTS

Miscellaneous revenues such as rebates, collection fees and bank fee reimbursements. No change from 2011 is budgeted.

#### OTHER RENTALS

Other rental income not specific to any department is budgeted in this account. No rentals are expected in 2012 so \$0 is budgeted, a \$500 decrease from 2011.

## OTHER MISCELLANEOUS REVENUE

Miscellaneous revenue includes military pay, flex account balances, stale dated checks. \$5,000 is budgeted, an increase from \$0 budgeted in 2011.

## TRANSFER FROM PUBLIC WORKS BUILDING RESERVE

The General Fund paid for the cost of re-roofing the Public Works Building and is being paid back from the Public Works Reserve through depreciation charges. This is the final year on the debt schedule after which this revenue will be \$0.

## TRANSFER FROM THE WATER UTILITY

Payment in Lieu of Taxes by the Water Utility. This is based on a formula developed by the Public Service Commission and is based on the monetary value of water utility assets and the property tax rate.

## APPROPRIATED SURPLUS APPLIED

This revenue reflects the amount of General Fund balance that is used to reduce the property tax levy. While the City has traditionally budgeted this revenue, it then manages the budget during the year so that fund balance is ultimately not used. The City plans over the course of several years to eliminate the use of this budgeted revenue. To that extent, it is reduced by \$552,673 from the adopted budget. To offset the reduction, revenues have been budgeted closer to historical actuals.

## 2012/13 BUDGETARY CHANGES

### *PAYMENTS IN LEUI OF TAXES*

A decrease of \$35,000 is budgeted to reflect an assumed decrease in the number of occupied units of several large assisted living facilities which is a key variable in the funding formula. The 2013 budget is also decreased by \$35,000

### COMPUTER EXEMPTION

The 2012 is re-estimated to be \$284,765 reflecting the actual amount awarded after the 2012 Budget was adopted. The 2013 budget assumes the same amount as notification of the award has not yet been made.

#### TV FRANCHISE FEES

The 2012 Budget is re-estimated down by \$10,000 as revenue increases are not as high as projected. However, this revenue does continue to grow and a \$15,000 increase over the 2012 adopted budget is proposed for 2013.

#### WATER UTILITY REIMBURSEMENTS

This revenue is increased by \$24,249 for 2013 to reflect the increased cost of administrative support for the water utility.

#### TRANSFER FROM THE WATER UTILITY

The formula for this revenue is based on the property tax rate and the value of the physical plant of the water utility. Due largely to capital improvements increasing the value of the plant, this revenue is re-estimated up by \$27,600 for 2012 and an additional \$50,799 for 2013.

#### APPROPRIATED SURPLUS APPLIED

Based on the 2012 re-estimated budget, approved carryovers and use of the contingency fund, \$570,020 of fund balance would be used to balance the budget which is shown as the 2012 re-estimate of Appropriated Surplus Applied. However, the budget does not assume any attrition for the last 6 months of the year. Based on the 2<sup>nd</sup> quarter forecast, it is still possible that fund balance will not be utilized.

The 2013 Appropriated Surplus Applied is reduced by \$500,000 from \$1,000,000 in the 2012 Adopted Budget to \$500,000 in the 2013 Recommended Budget. To offset this decrease, 1.5% of salaries and associated benefits is reduced from departmental budgets to reflect attrition that will likely occur.

**BUDGET SUMMARY TABLE**

Unallocated Revenues									
Revenues									
2009	2010	2011	2012	2012				2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of	
			Budget				Review	Total	
16,908	138,466	92,960	0	30	101-4110	Prior Years Omitted Taxes	\$0	0.0%	
429,017	438,584	426,183	450,000	415,000	101-4400	Payments in Lieu of Taxes	\$415,000	9.0%	
5,058	4,922	5,178	4,500	5,395	101-4400-100	Payment in Lieu of Taxes-DNR	\$5,395	0.1%	
974,339	828,188	828,188	704,000	704,000	221-4100	State Shared Taxes	\$704,000	15.2%	
75,471	102,462	114,074	109,510	109,510	221-4300	Utility Tax	\$109,510	2.4%	
861,862	1,008,954	953,040	964,074	964,074	221-4400	Expenditure Restraint Program	\$964,074	20.8%	
345,710	346,506	321,549	321,000	284,765	221-4500	Computer Exemption	\$284,765	6.2%	
568,861	620,816	644,367	685,000	675,000	511-4300	TV Franchise Fees	\$700,000	15.1%	
6,539	6,560	7,846	6,000	2,380	511-4900	Other General Government	\$6,000	0.1%	
107,903	94,751	97,491	102,142	102,142	741-4700	Water Utility Reimbursement	\$126,391	2.7%	
1,500	1,500	1,500	1,500	1,500	741-4900	Other Local Departments	\$1,500	0.0%	
164	876	0	0	0	821-4900	Other Rentals	\$0	0.0%	
0	0	1,763	0	0	841-4100	Donations General	\$0	0.0%	
112	120	110	0	0	841-4200	Retained State Sales Tax	\$0	0.0%	
205	214	395	0	0	841-4300	Jury Duty	\$0	0.0%	
2,167	6,635	0	0	0	841-4500	Sale of General City Equipment	\$10,000	0.2%	
10,066	4,255	20,309	5,000	5,000	841-4900	Other Miscellaneous Revenue	\$5,000	0.1%	
26,340	29,787	29,791	29,791	29,791	921-4520	Transfer from P.W.B. Reserve	\$29,791	0.6%	
566,993	611,820	654,135	690,000	717,600	921-4600	Transfer from Water Utility	\$768,399	16.6%	
221,973	26,365	99,400	1,000,000	570,020	921-4900	Appropriated Surplus Applied	\$500,000	10.8%	
<b>\$4,221,188</b>	<b>\$4,271,781</b>	<b>\$4,298,279</b>	<b>\$5,072,517</b>	<b>\$4,586,207</b>		<b>TOTAL</b>	<b>\$4,629,825</b>	<b>100.0%</b>	



# GENERAL LIABILITY

## PURPOSE

Provide risk management services that address the City's general liability and general litigation cost exposures and to procure stable and affordable insurance products that transfer the financial risk at acceptable cost.

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 242,560	\$ 270,114	\$ 27,554
Rev	\$ 308,074	\$ 319,806	\$ 11,732
Net	\$ 65,514	\$ 49,692	\$ (15,822)
FTE's	-	-	-

## PROGRAMS/SERVICE LINES

The Cities and Villages Mutual Insurance Company provides the city with \$10,000,000 of liability coverage for losses over the self-insured retention level of \$125,000 per occurrence with a \$500,000 aggregate stop loss. The city also group purchases employment practices liability insurance through CVMIC which provides \$1,000,000 of coverage with a \$25,000 deductible per event.

In 2009 CVMIC paid its first cash dividend payment. The annual dividend for the first twenty years was used to pay the city's share of debt service. Now that the debt has been retired, the dividend can either be used to provide additional risk management services, reduce premiums, be returned to the city, or a combination of all three. CVMIC's declared dividend for 2012 will be \$61,632 an increase of \$2,972 from last year.

When claims are incurred, they are paid for out of the general liability budget. At year end, the Finance Department in conjunction with the City Attorney and CVMIC estimate the total of incurred but unpaid claims so that claims are generally charged or accrued for in the year they are incurred, regardless of when the claim is actually paid. In subsequent years, departments were traditionally charged for those claims through their Fleet rental rates. As described below, that methodology is changing in 2013 so that departments will be charged directly. Any difference in the anticipated claims experience and the budget is made up through a transfer from the general fund.

## 2012 ACHIEVEMENTS

- Claims are currently running below budget although there is very little predictability to general liability claims.
- A new budgeting methodology was established so that general liability claims paid from July 1-June 30 of the year proceeding the budget (i.e. July 1, 2011-June 30 2012 for the 2013 budget will be charged directly to departments in their 2013 budget with the goal of increasing awareness among City managers as to the cost of damage caused to non-City property and persons.

## 2013 GOALS

- Determine advisability of pollution remediation insurance

## 2012 BUDGETARY CHANGES

*REDUCE OTHER LIABILITY CLAIMS* *(\$20,000)*

As no other liability claims have been incurred to date, expenses for these claims is reduced from \$40,000 to \$20,000.

## 2013 BUDGETARY CHANGES

*REALLOCATION OF CLAIMS EXPENDITURES* *\$0*

Personal injury claims is increased by \$20,000 while other liability claims is reduced by the same amount to reflect the City's historical experience.

## ADDITION OF TRANSFER FROM GENERAL FUND DEPTS

To accommodate the new budgeting methodology described under 2012 achievements, a new transfer is added to this budget. The Transfer from General Fund Departments is budgeted at \$78,544 and largely replaces the Transfer from Fleet. \$18,000 is budgeted as the transfer from Fleet and reflects the insurance premium and other expenses included in fleet equipment costs. Combined, the total of \$96,544 represents the claims charged to departments (non-utility). This is an increase from the \$61,200 budgeted for the Fleet Transfer in 2012 due to adjustments to the estimates of claim payouts.

**BUDGET SUMMARY TABLE**

General Liability Reserve Fund #08								
Expenditures								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of
			Budget				Review	Total
142,132	136,665	135,233	80,000	80,000	111-5100	Claims-Personal Injury	\$100,000	37.0%
14,976	44,367	(27,698)	20,000	20,000	111-5200	Claims-Property Damage	\$20,000	7.4%
287,276	33,030	1,971	40,000	20,000	111-5300	Claims-Other Liability	\$20,000	7.4%
(2,557)	7,869	13,132	20,000	20,000	111-5400	Claims-Automobile Damage	\$20,000	7.4%
8,147	3,802	4,029	7,673	3,312	121-5100	Wages	\$7,954	2.9%
2,495	1,634	1,606	2,005	1,417	121-5190	Fringe Benefits	\$1,260	0.5%
0	0	0	100	0	5500-5520	Internal Charges	\$0	0.0%
113,116	100,364	92,528	105,600	97,831	5200-5900	Operating Expenditures	\$100,900	37.4%
<b>\$565,585</b>	<b>\$327,731</b>	<b>\$220,801</b>	<b>\$275,378</b>	<b>\$242,560</b>		<b>TOTAL</b>	<b>\$270,114</b>	<b>100.0%</b>
Revenues								
2009	2010	2011	2012	2012			2013	
Actual	Actual	Actual	Adopted	Estimated	Acct #	Name	Executive	% of
			Budget				Review	Total
959	125	529	389	389	111-4200	Interest Earned	\$400	0.1%
42,888	42,637	54,403	58,660	61,287	111-4500	CVMIC Dividend	\$61,362	19.2%
194,000	375,000	103,000	150,000	150,000	121-4100	Transfer from Gen Fund	\$150,000	46.9%
0	0	0	0	0	121-4100-010	Trans from Gen Fund-Depts	\$78,544	24.6%
(28,153)	31,398	28,529	25,000	(2,536)	121-4200	Transfer from Water Utility	\$5,000	1.6%
91,311	73,351	105,184	61,200	108,936	121-4300	Transfer from Fleet Maint	\$18,000	5.6%
(4,721)	8,507	12,544	8,500	(10,378)	121-4400	Transfer from Sanitary Sewer	\$5,500	1.7%
887	872	867	1,000	376	121-4500	Transfer from Stormwater	\$1,000	0.3%
<b>\$297,171</b>	<b>\$531,890</b>	<b>\$305,056</b>	<b>\$304,749</b>	<b>\$308,074</b>		<b>TOTAL</b>	<b>\$319,806</b>	<b>100.0%</b>

# TAX INCREMENT DISTRICTS

## PURPOSE

TIF districts provide funding that enables development or redevelopment of property over a period of time. During the existence of a district the original (base) value of the district is held constant and the taxes paid on that value continues to be distributed to each of the overlaying taxing jurisdictions. The increased (incremental) taxable value of the district is the basis of property tax payments

that are 'captured' by the city for the payment of any projects authorized to foster the development. After all financial obligations of the district are met the district is closed with the then higher current value the basis of taxes paid again to all overlaying taxing jurisdictions.

Under state law, at the time a district closes half the value impact of the district can be used to increase the levy of the municipality for general purposes including operations or debt service. The other half of the value functionally decreases the property tax burden of all other property tax payers. As an example the incremental value of TIF #2 represents 3.64 percent of the value of the City. When it closes half that value (1.82%) can be used to increase the city levy above the otherwise mandated 0% plus net new construction. In current value this would represent approximately \$673,000. This represents approximately 1.27% of total general fund expenditures. The other 1.82 percent will reduce the obligation of other taxpayers. To put this in perspective the average valued home would produce an estimated property tax decrease of approximately \$30.

The total combined valuation for all TIF District increments located within the City cannot exceed twelve percent of the equalized value of the City. The calculation of this limitation is as follows:

## BUDGET SNAPSHOT

	2012	2013	Change
Exp	\$ 25,106,167	\$ 4,011,403	\$ (21,094,764)
Rev	\$ 6,477,053	\$ 6,685,198	\$ 208,145
Net	\$ (18,629,114)	\$ 2,673,795	\$ 21,302,909
FTE's			

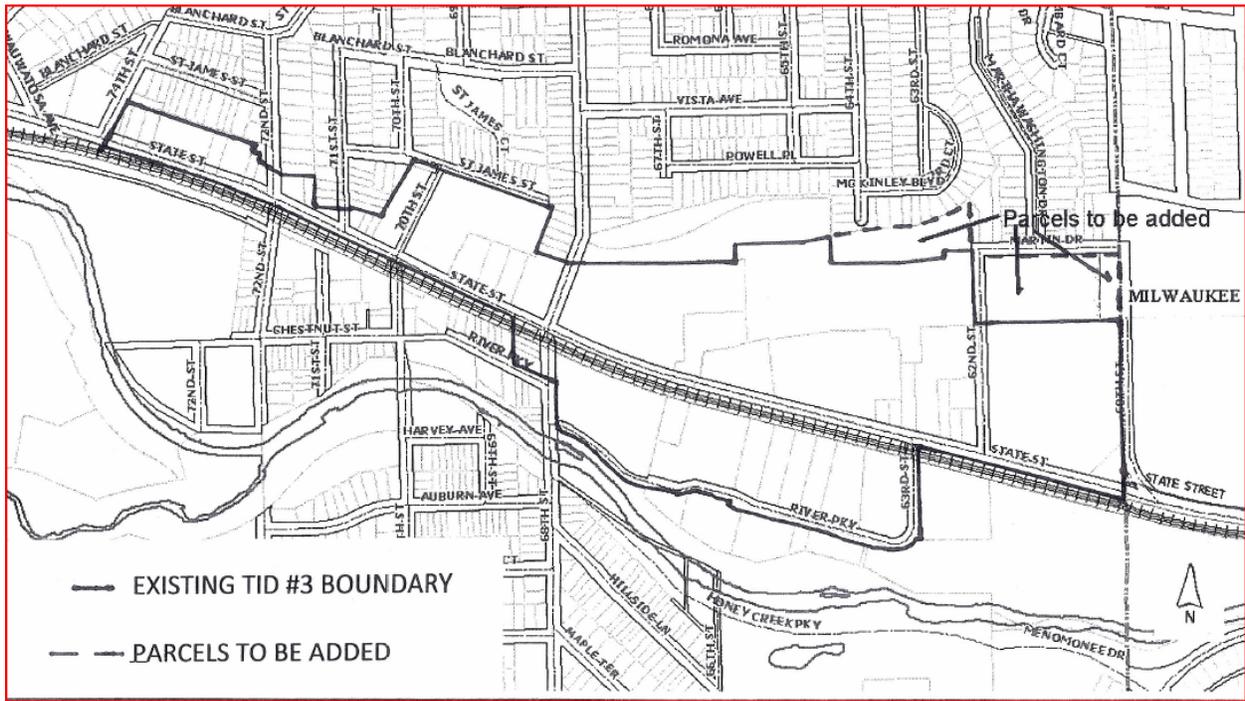
## MAJOR CHANGES

- TIF 4 to be closed in 2013



### TIF DISTRICT #3 (STATE STREET) CREATED 2000

The equalized tax incremental value has increased from last year to \$44,407,900 (0.86%) with a current value of \$73,883,900. This is still well above the base value of \$29,476,000 and the value from two years ago. Most of the significant projects for the district have been completed including environmental cleanup of the Western Metals site and new water main installations. The repaving of State St. was finished in 2009 but intersection improvements are continuing. A significant project nearing completion is HSI's Enclave development on the former Derse Inc. property which upon completion will include 152 residential apartments. Discussions are currently being held with the developer on a second phase for this project. This TIF does not have a target expiration date because of ongoing financial commitments and the opportunity to add projects as appropriate. The mandatory expiration date is not until 2023.



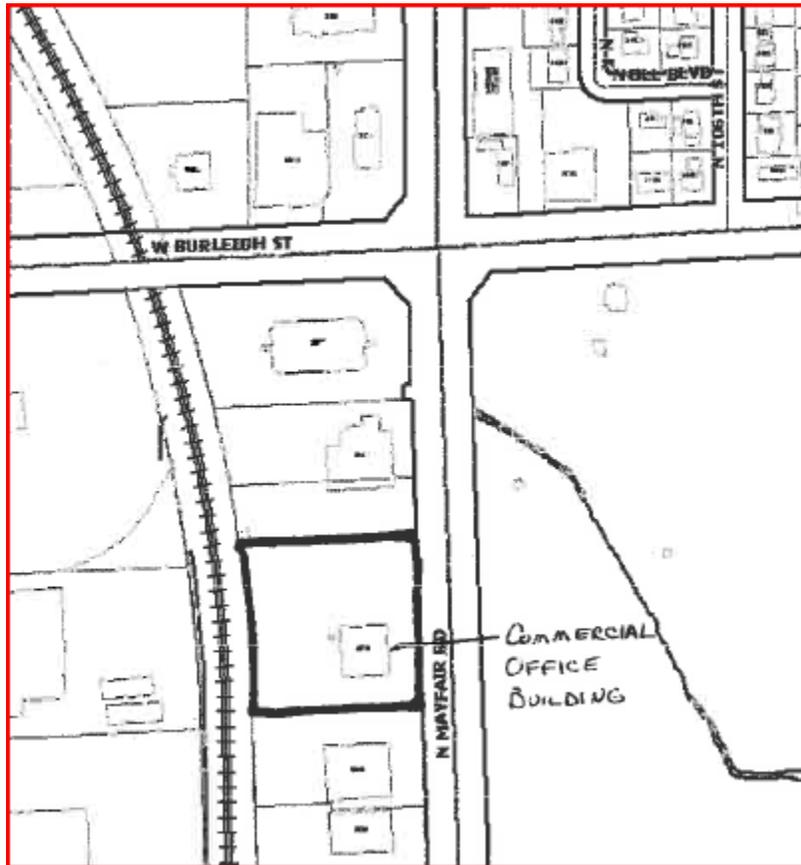
### TIF DISTRICT #4 (FORMER CAMELOT SITE) CREATED 2002

The equalized tax incremental value has decreased to \$6,674,000 (-4.03%). The only remaining obligation of this district is an internal loan that expires in 2016; however, there are sufficient funds available in the TIF to pay off that obligation early. As such, the City expects to close this TIF in 2013; well in advance of the mandatory dissolution year of 2034. Because of its relative small size, closure of the district will not have a significant impact on the overall levy of the city but has been successful in transforming this specific property.



#### TIF DISTRICT #5 (MAYFAIR MEDICAL) CREATED 2007

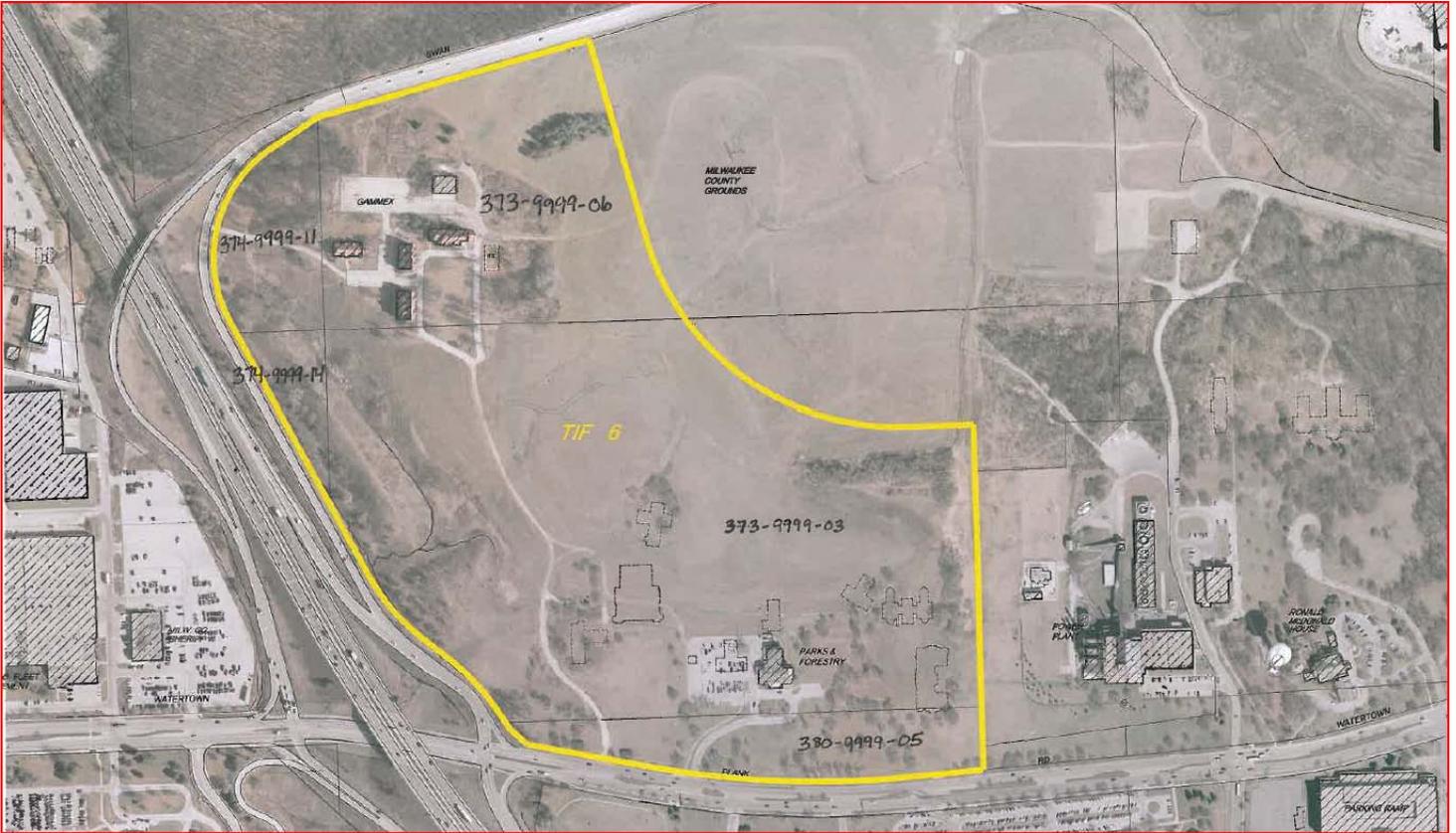
The equalized tax incremental value increased significantly with completion of the medical building on the site to \$10,152,900 (+35.76%) in its fifth year of existence. This is a pay-as-you-go district wherein the developer financed the parking structure and is reimbursed those costs out of the tax payment received each year. This district has a base value of \$2,401,800 and current value of \$12,554,700. The district has a targeted expiration date of 2015.



#### TIF DISTRICT #6 (UW-M INNOVATION PARK)

This district was created in September 2010 and has a base value of \$0 as it was owned by Milwaukee County and was thereby tax exempt. With the purchase of the property by the UW-M Real Estate Foundation it has a 2012 value of \$12,216,000 so that an estimated tax increment of \$293,316 will be generated in 2013. As of August 2012, the City of Wauwatosa and UW-M Real Estate Foundation were waiting final approval from the Federal Economic Development Agency before proceeding with construction of Discovery Parkway and the Accelerator Building. Construction of both are planned to begin in the Fall, 2012 assuming approval is granted. As Discovery Parkway and the associated utilities will serve areas in TIF 2 as well as TIF 6, funds from TIF 2 are planned to cash-finance a portion of the project as well as borrowed funds to be paid back by TIF 6 increment. This financing structure significantly improves flexibility for accommodating future projects within TIF 6. A residential development was also included in the original TIF project plan and discussions are currently on-going between the

proposed Developer, City Staff, UWM and the Historic Preservation Committee. For the time being, the 2013 Budget for this TIF does not presuppose any final decision on this development.



The City is currently in discussions and negotiations that could result in additional TIF's being created in 2013 but as the Council has not officially approved these TIF's, they are not included in the 2013 Budget at this time.

**BUDGET SUMMARY TABLE**

**TIF #2  
Fund #19**

**Expenditures**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
0	0	0	0	0	111-5600-020	Lease Payment	\$0	0.0%
259,705	381,913	393,367	400,000	393,422	111-5650-020	Municipal Revenue Oblig	\$400,000	11.2%
0	0	0	0	0	111-5800-020	Revenue Bond Rebate	\$0	0.0%
2,063	2,413	6,484	4,200	3,048	111-5810-5900-020	Sundry Contractual Serv	\$2,676	0.1%
(156,000)	148,842	1,307,183	0	6,917,087	192-5500-020	TSF to Capital Projects Fd	\$0	0.0%
248,000	248,000	248,000	6,448,000	6,288,867	192-5700-020	TSF to Redevel Auth-97	\$0	0.0%
2,560,344	3,198,469	3,202,500	3,195,925	3,195,925	192-5700-021	TSF to Redevel Auth-04	\$3,177,625	88.8%
<b>\$2,914,112</b>	<b>\$3,979,637</b>	<b>\$5,157,534</b>	<b>\$10,048,125</b>	<b>\$16,798,349</b>		<b>TOTAL</b>	<b>\$3,580,301</b>	<b>100.0%</b>

**Revenues**

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
4,623,419	5,085,418	4,587,294	3,960,000	4,321,621	101-4100-020	Tax Increments	\$4,339,776	88.4%
2,564,276	2,015,281	823,287	800,000	554,498	111-4100-020	Computer Exemption	\$554,498	11.3%
97,059	52,022	30,763	72,100	32,100	151-4100-020	Interest / Other	\$16,000	0.3%
0	0	0	0	0	191-4100-020	Ground Lease	\$0	0.0%
28	5	4	0	0	191-4200-020	Loan Interest	\$0	0.0%
0	0	0	0	0	191-4400-020	Sale of Land	\$0	0.0%
0	0	0	0	0	191-4500-020	Proceeds from Long-Term L	\$0	0.0%
5,133	2,094	1,353	1,920	1,468	192-4200-020	TSF from Redevelop Fd	\$1,468	0.0%
<b>\$7,289,915</b>	<b>\$7,154,820</b>	<b>\$5,442,701</b>	<b>\$4,834,020</b>	<b>\$4,909,687</b>		<b>TOTAL</b>	<b>\$4,911,742</b>	<b>100.0%</b>

## TIF #3

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
0	0	0	0	0	111-5650-030	Municipal Revenue Oblig	\$70,000	97.1%
0	0	0	0	0	111-5700-030	Tax Refund - TIF #3	\$0	0.0%
8,745	4,034	6,900	2,200	2,000	111-5810-5900-030	Sundry Contractual	\$2,056	2.9%
28	5	4	0	0	111-5910-030	Debt Service TIF #3	\$0	0.0%
1,450,861	895,668	204,762	0	10,000	192-5500-5700-030	TSF to Capital Project Fd	\$0	0.0%
<b>\$1,459,634</b>	<b>\$899,707</b>	<b>\$211,666</b>	<b>\$2,200</b>	<b>\$12,000</b>	<b>TOTAL</b>		<b>\$72,056</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
959,099	959,091	1,109,750	969,000	1,057,125	101-4100-030	Tax Increments	\$1,066,268	99.2%
9,344	12,880	9,505	9,000	7,030	111-4100-030	Computer Exemption	\$7,030	0.7%
1,711	44	298	600	1,800	151-4100-030	Interest / Other	\$1,800	0.2%
5,000	0	0	0	0	191-4300-030	Developer Fees - TIF #3	\$0	0.0%
<b>\$975,154</b>	<b>\$972,015</b>	<b>\$1,119,553</b>	<b>\$978,600</b>	<b>\$1,065,955</b>	<b>TOTAL</b>		<b>\$1,075,098</b>	<b>100.0%</b>

## TIF #4, 5, & 6

### Expenditures

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
19,358	72,648	90,522	162,000	178,610	111-5650-050	Municipal Revenue Oblig	\$242,000	67.4%
1,100	14,102	1,950	7,100	17,250	111-5810-5900	Sundry Contractual	\$2,304	0.6%
27,935	25,635	22,958	74,933	19,933	111-5910-040	Debt Service	\$76,550	21.3%
0	0	95,785	2,000,000	8,071,923	192-5500-060	TSF to Cap Proj Fd - TIF #6	\$0	0.0%
0	0	0	0	0	192-5550	Transfer to General	\$25,000	7.0%
0	0	0	0	8,102	192-5600-020	Transfer to Debt Service	\$13,192	3.7%
<b>\$48,393</b>	<b>\$112,385</b>	<b>\$211,215</b>	<b>\$2,244,033</b>	<b>\$8,295,818</b>		<b>TOTAL</b>	<b>\$359,046</b>	<b>100.0%</b>

### Revenues

2009 Actual	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated	Acct #	Name	2013 Executive Review	% of Total
184,371	243,255	261,720	317,500	346,536	101-4100-040/050	Tax Increments	\$697,343	99.9%
1,223	776	593	1,400	1,060	151-4100-040/050	Interest / Other	\$1,015	0.1%
0	5,000	0	0	0	191-4300-060	Developer Fees - TIF #6	\$0	0.0%
0	0	0	0	153,815	191-4500-060	Proceeds from Long Term E	\$0	0.0%
<b>\$185,594</b>	<b>\$249,031</b>	<b>\$262,313</b>	<b>\$318,900</b>	<b>\$501,411</b>		<b>TOTAL</b>	<b>\$698,358</b>	<b>100.0%</b>

# INDEX

## **BUDGET SUMMARY AND TAX LEVY**

General Fund.....	Page 1-4
Debt Service Fund.....	Page 5-6
Special Assessment.....	Page 5-6
T.I.F. District Fund.....	Page 7-8
Library.....	Page 7-8
General Purpose Equip. Reserve.....	Page 7-8
Fleet Maintenance Reserve.....	Page 9-10
Public Works Building Reserve.....	Page 9-10
Parks Reserve.....	Page 11-12
Municipal Complex Reserve.....	Page 11-12
Information Systems Reserve.....	Page 11-12
General Liability.....	Page 13-14
Worker's Compensation Reserve.....	Page 13-14
Insurance Reserve Funds.....	Page 15-16
C.D.B.G. Program.....	Page 15-16
Sanitary Sewer Reserve.....	Page 17-18
Storm Water Management.....	Page 17-18

**STATEMENT OF GENERAL FUND REVENUES.....** Page 19-22

**SCHEDULE OF GENERAL FUND EXPENDITURES.** Page 23-30

**SCHEDULE OF NON-LAPSING BALANCES.....** Page 31

**SCHEDULE OF OUTSTANDING DEBT.....** Page 32-33



# CITY OF WAUWATOSA

Summary of Receipts & Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

<b>General Fund</b>	2010 Actual	2011 Actual	----- Adopted Budget
<b><u>City Tax Rate Per \$ 1,000 of Assessed Valuation</u></b>			
Debt Service.....	\$0.43	\$0.45	\$0.41
Library.....	0.41	0.42	0.42
Parks.....	0.17	0.16	0.17
Other Municipal Purposes.....	5.78	5.89	6.00
	\$6.79	\$6.92	\$7.00
<b><u>General Fund Revenues:</u></b>			
General Property Taxes.....	\$33,674,214	\$34,413,211	\$34,350,083
Other Taxes.....	1,559,928	1,521,128	1,461,500
Special Charges.....	41,313	35,184	26,165
State Shared Revenues.....	2,450,559	2,385,464	2,262,584
State Grants & Aids.....	2,258,062	2,201,988	1,965,368
Federal Shared Revenue/Grants.....	604,730	1,164,879	78,510
Licenses & Permits.....	1,135,723	1,482,634	1,209,475
Fines, Forfeits & Penalties.....	1,120,205	1,015,512	1,259,000
Public Charges for Services.....	2,858,338	2,732,948	2,996,550
Intergovernmental Charges.....	1,595,644	5,782,812	1,603,642
Miscellaneous Revenue.....	1,614,534	1,135,535	1,052,000
<b>TOTAL REVENUES</b>	<b>\$48,913,250</b>	<b>\$53,871,295</b>	<b>\$48,264,877</b>
<b><u>Other Financing Sources</u></b>			
Proceeds from Sale of Land.....	\$425,482	----	----
Proceeds from Long-Term Debt.....	----	\$4,339,758	----
<b><u>Transfers From Other Funds &amp; Use of Equity</u></b>			
Revolving Funds - Net.....	29,787	29,791	\$29,791
Amortization Fund.....	396,368	----	800,000
Redevelopment Authority.....	----	----	----
Transfer from Municipal Complex.....	----	7,500	----
Transfer from Water Utility.....	611,820	654,135	690,000
Transfer from T.I.F.....	----	----	----
Appropriated Surplus Applied.....	26,365	99,400	982,506
<b>TOTAL REVENUES, TRANSFERS &amp; USE OF EQUITY</b>	<b>\$50,403,072</b>	<b>\$59,001,879</b>	<b>\$50,767,174</b>
<b><u>Assessed Valuation Including T. I. F. District</u></b>			
Real Estate.....	\$5,341,237,600	\$5,301,096,900	\$5,239,786,700
Personal Property.....	218,861,610	239,912,490	229,286,590
Assessed Valuation Including T. I. F. District.....	5,560,099,210	5,541,009,390	5,469,073,290
Less T. I. F. Incremental Valuation.....	282,577,089	260,198,362	248,531,066
Assessed Valuation Excluding T. I. F. District.....	\$5,277,522,121	\$5,280,811,028	\$5,220,542,224
<b>EQUALIZED VALUATION EXCLUDING T. I. F. DISTRICT</b>	<b>\$5,324,737,600</b>	<b>\$5,206,269,800</b>	<b>\$5,004,833,100</b>

		2012		2013	
Amended	First 7 months		Budget	Executive	
Budget	Actual	Estimated	Request	Budget	
			\$0.53	\$0.53	
			0.45	0.45	
			0.18	0.18	
			5.93	5.96	
			<u>\$7.09</u>	<u>\$7.12</u>	
			=====	=====	
\$34,350,083	\$34,350,083	\$34,334,582	\$34,533,504	\$34,665,022	
1,461,500	792,974	1,452,425	1,460,395	1,460,395	
26,165	4,996	26,209	26,150	26,150	
2,262,584	1,551,676	2,243,164	2,242,349	2,242,349	
1,965,368	1,578,182	2,025,331	1,973,788	1,973,788	
78,510	238,279	413,356	259,530	259,530	
1,209,475	830,296	1,276,522	1,207,965	1,207,965	
1,259,000	597,023	1,199,000	1,259,000	1,259,000	
2,996,550	1,744,554	3,085,436	3,165,308	3,175,608	
1,603,642	1,370,696	1,511,220	1,527,891	1,527,891	
1,052,000	-1,001,146	1,091,329	821,000	826,000	
<u>\$48,264,877</u>	<u>\$42,057,613</u>	<u>\$48,658,574</u>	<u>\$48,476,880</u>	<u>\$48,623,698</u>	
----	----	----	----	----	
----	----	----	----	----	
\$29,791	\$29,793	\$29,791	\$29,791	\$29,791	
800,000	800,000	800,000	----	500,000	
----	----	----	----	----	
----	----	----	----	----	
690,000	----	717,600	768,399	768,399	
----	----	----	----	25,000	
1,602,275	151,650	570,020	500,000	500,000	
<u>\$51,386,943</u>	<u>\$43,039,056</u>	<u>\$50,775,985</u>	<u>\$49,775,070</u>	<u>\$50,446,888</u>	
=====	=====	=====	=====	=====	
			\$5,240,628,180	\$5,240,628,180	
			235,903,110	235,903,110	
			<u>5,476,531,290</u>	<u>5,476,531,290</u>	
			279,613,070	279,613,070	
			<u>\$5,196,918,220 *</u>	<u>\$5,196,918,220 *</u>	
			=====	=====	
*Estimate			\$4,709,725,000	\$4,709,725,000	

# CITY OF WAUWATOSA

Summary of Receipts & Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

<b>General Fund - Continued</b>	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b><u>General City Expenditures</u></b>			
General Government .....	\$4,925,194	\$4,879,627	\$4,796,327
Public Safety .....	28,366,995	29,421,741	29,006,507
Transportation - General.....	5,402,913	5,449,165	5,254,877
Sanitation.....	2,700,493	2,727,326	2,643,926
Health.....	1,358,409	1,375,840	1,325,468
Leisure Activities.....	1,569,069	1,473,333	1,570,861
Non-Departmental & General.....	73,121	8,743,436	1,053,070
Capital Outlay - Internal Service Funds.....	14,910	----	----
<b>TOTAL OPERATION &amp; MAINT. EXPENDITURES</b>	<b>\$44,411,104</b>	<b>\$54,070,468</b>	<b>\$45,651,036</b>
<b><u>Add Transfers To Other Funds &amp; Equity Use</u></b>			
Revolving Funds- Flt Mnt, PWB.....	----	----	----
Amortization Fund.....	\$1,649,073	\$1,150,738	\$1,135,000
Reserve for Contingency.....	----	6,534	----
Debt Service Fund .....	2,250,000	2,400,000	2,160,000
Parks Reserve.....	888,188	846,436	871,138
Other Funds.....	396,368	----	800,000
Insurance Reserve Funds.....	375,000	103,000	150,000
Unappropriated Surplus.....	7,857	----	----
<b>TOTAL EXPENDITURES, TRANSFERS, &amp; USE OF EQUITY</b>	<b>\$49,977,590</b> =====	<b>\$58,577,176</b> =====	<b>\$50,767,174</b> =====
<b><u>Unexpended Balances - December 31</u></b>			
Other Non-Lapsing.....	\$576,590	\$489,911	\$11,118
Reserve for Continuing Appropriations.....	197,635	134,134	228,000
General Fund.....	8,714,188	8,889,833	7,263,692
	<u>\$9,488,413</u>	<u>\$9,513,878</u>	<u>\$7,502,810</u>
City Indebtedness as of December 31, 2012.....	\$60,205,000		
Scheduled Debt Retirements.....	6,030,000		
Proposed Debt Issue.....	TBD		
<b>CITY INDEBTEDNESS AS OF DECEMBER 31, 2013</b>	<b>\$54,175,000</b> =====		

2012		2013		
Amended Budget	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$4,927,482	\$2,712,202	\$4,938,021	\$4,801,271	\$4,864,804
29,368,868	16,151,993	29,449,619	29,176,518	29,122,811
5,291,339	3,266,321	5,181,368	5,328,609	5,217,164
2,658,298	2,020,636	2,695,733	2,308,043	2,327,568
1,325,887	738,987	1,386,376	1,452,105	1,452,815
1,570,861	935,869	1,537,710	1,625,671	1,657,219
1,128,070	-317,693	471,020	252,734	550,437
-----	-----	-----	-----	-----
\$46,270,805	\$25,508,315	\$45,659,847	\$44,944,951	\$45,192,818
-----	-----	-----	-----	-----
\$1,135,000	-\$990,243	\$1,135,000	\$891,000	\$891,000
-----	-----	-----	-----	-----
2,160,000	2,160,000	2,160,000	2,776,684	2,776,684
871,138	871,138	871,138	958,581	936,386
800,000	800,000	800,000	-----	500,000
150,000	433,597	150,000	150,000	150,000
-----	-----	-----	-----	-----
\$51,386,943	\$28,782,807	\$50,775,985	\$49,721,216	\$50,446,888
=====	=====	=====	=====	=====
		\$27,074	\$27,074	\$27,074
		76,350	225,000	226,000
		8,840,434	8,191,784	8,190,784
		<u>\$8,943,858</u>	<u>\$8,443,858</u>	<u>\$8,443,858</u>
		=====	=====	=====

# CITY OF WAUWATOSA

Summary of Receipts & Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b>Debt Service</b>			
<b>Revenues &amp; Transfers</b>			
Transfer from General Fund.....	\$2,250,000	\$2,400,000	\$2,160,000
Proceeds from Long Term Debt.....	18,040,000 *	288,307	-----
Premium on Debt.....	-----	234,038	-----
Interest Earned.....	13,513	-----	-----
Federal Reimbursement-BAB.....	49,857	156,084	159,955
Transfer from T.I.D. Fund.....	-----	-----	-----
Transfer from Amortization Fund.....	1,357,000	1,286,000	1,290,000
Transfer from General Purpose.....	-----	-----	-----
Transfer from Capital Projects Fund.....	1,810,000	-----	-----
Transfer from Public Works Bldg Reserve..	75,490	75,490	75,490
Transfer from Parks.....	83,058	101,144	158,306
Transfer from Health/Life.....	-----	2,000,000	-----
Transfer from Water Utility.....	36,222	27,110	34,171
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$23,715,140</b>	<b>\$6,568,173</b>	<b>\$3,877,922</b>
<b>Expenditures</b>			
Principal - G. O. Bonds.....	\$185,575	\$627,254	\$485,847
Principal - Promissory Notes.....	13,034,008 *	1,568,648	1,393,115
Principal - State Trust Fund Loan.....	98,379	103,052	107,932
Principal - State Trust Fund Loan WRS.....	387,466	-----	-----
Principal-St Trust Fd Loan-Refy.....	8,281,628 *	-----	-----
Principal-Build America Bonds.....	198,120	814,160	880,200
Interest - G. O. Bonds.....	17,073	343,828	300,598
Interest - Promissory Notes.....	589,866	230,316	226,835
Interest - State Trust Fund Loan.....	14,695	10,022	5,141
Interest - State Trust Fund Loan WRS.....	615,046	-----	-----
Interest-Build America Bonds.....	142,448	445,982	457,014
Advance Refunding Expenses & Other.....	-----	-----	-----
Issuance Expense.....	150,175	49,085	23,000
<b>TOTAL EXPENDITURES</b>	<b>\$23,714,479</b>	<b>\$4,192,347</b>	<b>\$3,879,682</b>
Net Operations (Loss).....	\$661	\$2,375,826 **	-\$1,760
Fund Balance - January 1.....	\$589	\$1,250	\$1,474
Fund Balance - December 31.....	\$1,250	\$1,187	-\$286
<b>Special Assessment</b>			
<b>Revenues</b>			
Special Assessments.....	\$643,092	\$491,644	\$300,000
<b>TOTAL REVENUES</b>	<b>\$643,092</b>	<b>\$491,644</b>	<b>\$300,000</b>
<b>Expenses</b>			
Transfer to Other Funds/Other Expense.....	\$643,092	\$491,644	\$300,000
<b>TOTAL EXPENSES</b>	<b>\$643,092</b>	<b>\$491,644</b>	<b>\$300,000</b>

\*Refunding of long-term debt reflected in audit as Other Financing Sources (Uses).

\*\*Designated for payback of covenant borrowing and capitalized interest

2012		2013		
Amended Budget	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$2,160,000	\$2,160,000	\$2,160,000	\$2,776,684	\$2,776,684
----	----	----	----	----
----	----	248,000	----	----
159,955	79,976	159,955	154,900	154,900
----	1,457	8,102	13,192	13,192
1,290,000	1,290,000	1,282,198	891,000	891,000
----	----	----	63,792	63,792
75,490	75,490	75,490	----	----
158,306	10,031	174,637	226,792	226,792
----	----	----	----	----
34,171	----	34,171	34,171	34,171
<u>\$3,877,922</u>	<u>\$3,816,954</u>	<u>\$4,142,553</u>	<u>\$4,160,531</u>	<u>\$4,160,531</u>
\$485,847	\$485,847	\$485,847	\$495,662	\$495,662
1,393,115	\$522,585	1,411,825	1,738,460	1,738,460
107,932	107,932	107,932	----	----
----	----	----	----	----
880,200	----	880,200	821,240	821,240
300,598	153,032	300,598	290,795	290,795
226,835	143,398	288,840	420,467	420,467
5,141	5,141	5,141	----	----
457,014	228,507	457,014	442,571	442,571
23,000	435	44,300	46,000	46,000
<u>\$3,879,682</u>	<u>\$1,646,877</u>	<u>\$3,981,697</u>	<u>\$4,255,195</u>	<u>\$4,255,195</u>
-\$1,760	----	\$160,856	-\$94,664	-\$94,664
\$1,474	----	\$1,187	\$162,043	\$162,043
-\$286	----	\$162,043	\$67,379	\$67,379
\$300,000	\$102,486	\$350,000	\$400,000	\$400,000
<u>\$300,000</u>	<u>\$102,486</u>	<u>\$350,000</u>	<u>\$400,000</u>	<u>\$400,000</u>
\$300,000	----	\$350,000	\$400,000	\$400,000
<u>\$300,000</u>	<u>\$0</u>	<u>\$350,000</u>	<u>\$400,000</u>	<u>\$400,000</u>

**CITY OF WAUWATOSA**

Summary of Receipts & Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

	Year 2010 Actual	Year 2011 Actual	Adopted Budget
<b>Tax Incremental District 2, 3, 4, 5 &amp; 6</b>			
<b>Revenues</b>			
Taxes.....	\$6,287,764	\$5,958,764	\$5,246,500
State Aids.....	2,028,161	832,792	809,000
Interest.....	52,842	31,654	74,100
Proceeds from Long-Term Debt.....	---	---	---
Loan Interest.....	4	4	---
Developer Fees.....	5,000	---	---
Transfers.....	2,094	1,353	1,920
<b>TOTAL REVENUES</b>	<b>\$8,375,865</b>	<b>\$6,824,567</b>	<b>\$6,131,520</b>
<b>Expenditures &amp; Transfers</b>			
Transfer to Redevelopment Authority.....	\$3,446,469	\$3,450,500	\$9,643,925
Transfer to Debt Service Fund.....	---	---	---
Transfer to Other Funds/Other Expenses.....	1,545,260	2,129,915	2,650,433
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$4,991,729</b>	<b>\$5,580,415</b>	<b>\$12,294,358</b>
Net Operations (Loss).....	\$3,384,136	\$1,244,152	-\$6,162,838
Fund Balance - January 1..... G.A.A.P.....	18,646,636	22,030,772	14,049,622
Fund Balance - December 31 ... G.A.A.P.....	\$22,030,772	\$23,274,924	\$7,886,784
Balance December 31-Funds Available.....	\$22,395,772	\$23,589,924	\$8,146,784
<b>Library</b>			
<b>Revenues</b>			
Tax Levy.....	\$2,153,724	\$2,141,913	\$2,205,040
Revenues and Fees.....	135,525	132,651	145,814
Non-Resident Service.....	282,286	280,677	273,109
<b>TOTAL REVENUES</b>	<b>\$2,571,535</b>	<b>\$2,555,241</b>	<b>\$2,623,963</b>
<b>Expenses</b>			
<b>Total Expenses</b>	<b>\$2,571,535</b>	<b>\$2,555,241</b>	<b>\$2,623,963</b>
Net Operations (Loss).....	\$0	\$0	\$0
<b>General Purpose Equipment Reserve</b>			
<b>Revenues</b>			
Sales of Vehicles & Equipment.....	\$93,215	\$55,352	\$41,100
Other Revenues.....	---	---	575,000
Depreciation Transfer.....	775,826	789,693	794,898
<b>TOTAL REVENUES</b>	<b>\$869,041</b>	<b>\$845,045</b>	<b>\$1,410,998</b>
<b>Expenses</b>			
General Purpose Equipment.....	\$851,863	\$395,033	\$1,968,100
Transfer to Fleet Maintenance Reserve.....	---	---	---
<b>TOTAL EXPENSES</b>	<b>\$851,863</b>	<b>\$395,033</b>	<b>\$1,968,100</b>
Net Operations (Loss).....	\$17,178	\$450,012	-\$557,102
Fund Balance - January 1.....	382,317	399,495	797,122
Fund Balance - December 31.....	\$399,495	\$849,507	\$240,020

		2012		2013	
Amended	First 7 months		Budget	Executive	
Budget	Actual	Estimated	Request	Budget	
\$5,246,500	\$5,725,462	\$5,725,282	6,103,387	6,103,387	
809,000	561,528	561,528	561,528	561,528	
74,100	-416,195	34,960	18,815	18,815	
----	153,815	153,815	----	----	
----	----	----	----	----	
----	----	----	----	----	
1,920	----	1,468	1,468	1,468	
<u>\$6,131,520</u>	<u>\$6,024,610</u>	<u>\$6,477,053</u>	<u>\$6,685,198</u>	<u>\$6,685,198</u>	
\$9,643,925	\$6,749,330	\$9,643,925	3,177,625	3,177,625	
----	1,457	----	----	----	
2,650,433	857,408	15,462,242	833,778	833,778	
<u>\$12,294,358</u>	<u>\$7,608,195</u>	<u>\$25,106,167</u>	<u>\$4,011,403</u>	<u>\$4,011,403</u>	
-\$6,162,838		-\$18,629,114	\$2,673,795	\$2,673,795	
14,049,622		23,274,924	4,645,810	4,645,810	
\$7,886,784		\$4,645,810	\$7,319,605	\$7,319,605	
\$8,146,784		\$4,905,810	\$7,519,605	\$7,519,605	
\$2,205,040	\$2,205,040	\$2,220,541	\$2,321,619	\$2,317,822	
145,814	83,172	125,757	120,199	120,199	
273,109	274,500	274,479	264,602	264,602	
<u>\$2,623,963</u>	<u>\$2,562,712</u>	<u>\$2,620,777</u>	<u>\$2,706,420</u>	<u>\$2,702,623</u>	
\$2,623,963	\$1,474,348	\$2,620,777	\$2,706,420	\$2,702,623	
\$0		\$0	\$0	\$0	
\$41,100	\$47,002	\$75,502	\$24,000	\$24,000	
575,000	----	575,000	----	----	
794,898	799,343	799,343	793,748	793,748	
<u>\$1,410,998</u>	<u>\$846,345</u>	<u>\$1,449,845</u>	<u>\$817,748</u>	<u>\$817,748</u>	
\$1,968,100	\$1,693,097	\$1,876,250	\$671,500	\$671,500	
----	----	----	\$63,792	\$63,792	
<u>\$1,968,100</u>	<u>\$1,693,097</u>	<u>\$1,876,250</u>	<u>\$735,292</u>	<u>\$735,292</u>	
-\$557,102		-\$426,405	\$82,456	\$82,456	
797,122		849,507	296,850	423,102	
\$240,020		\$423,102	\$379,306	\$505,558	

# CITY OF WAUWATOSA

Summary of Receipts & Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b>Fleet Maintenance Reserve</b>			
<b><u>Revenues &amp; Transfers</u></b>			
Equipment Rental.....	\$2,751,335	\$3,013,613	\$3,053,595
Sales & Service.....	90,413	117,883	85,800
Other Income.....	7,672	10,048	5,790
Gain (Loss) on Sale of Equipment.....	50,415	37,240	29,300
Transfer from Amortization Fund.....	----	----	----
Transfer from General Purpose Equip.....	----	----	----
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$2,899,835</b>	<b>\$3,178,784</b>	<b>\$3,174,485</b>
<b><u>Expenses &amp; Transfers</u></b>			
Operating Supplies.....	\$1,496,183	\$1,635,364	\$1,756,077
Repairs.....	481,007	455,424	520,249
Cost of Sales.....	92,141	113,497	88,800
Office & Shop Expenses.....	752,361	737,270	831,236
<b>TOTAL EXPENSES</b>	<b>\$2,821,692</b>	<b>\$2,941,555</b>	<b>\$3,196,362</b>
Net Income (Loss).....	\$78,143	\$237,229	-\$21,877
Retained Earnings - January 1.....	-30,038	48,105	158,379
Retained Earnings - December 31.....	48,105	285,334	136,502
NOTE: Transfer to General Purpose Eqmt Reserve.....	\$775,826	\$789,693	\$794,898
*Restated Beginning Balance			
<b>Public Works Building Reserve</b>			
<b><u>Revenues &amp; Transfers</u></b>			
Building Rentals.....	\$600,736	\$598,536	\$597,252
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$600,736</b>	<b>\$598,536</b>	<b>\$597,252</b>
<b><u>Expenses &amp; Transfers</u></b>			
Office & Building Expenses.....	\$510,171	\$528,481	\$512,753
Transfer to Debt Service.....	75,490	75,490	75,490
<b>TOTAL EXPENSES</b>	<b>\$585,661</b>	<b>\$603,971</b>	<b>\$588,243</b>
Net Income (Loss).....	\$15,075	-\$5,435	\$9,009
Retained Earnings - January 1.....	-6,973	8,102	28,674
Retained Earnings - December 31.....	\$8,102	\$2,667	\$37,683
Note: Transfer to General Fund	\$29,787	\$29,791	\$29,791

Amended Budget	2012		2013	
	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$3,053,595	\$1,817,679	\$3,065,750	\$2,934,181	\$2,920,765
85,800	77,294	131,610	124,808	124,808
5,790	11,098	13,486	191,003	187,902
29300	43,802	50,927	9,500	9,500
---	---	---	---	---
---	---	---	---	---
<u>\$3,174,485</u>	<u>\$1,949,873</u>	<u>\$3,261,773</u>	<u>\$3,259,492</u>	<u>\$3,242,975</u>
\$1,756,077	\$946,800	\$1,687,567	\$1,784,768	\$1,774,871
520,249	264,662	511,946	509,536	509,536
88,800	72,256	133,654	127,808	127,808
831,236	396,533	822,875	807,651	807,819
<u>\$3,196,362</u>	<u>\$1,680,251</u>	<u>\$3,156,042</u>	<u>\$3,229,763</u>	<u>\$3,220,034</u>
-\$21,877		\$105,731	\$29,729	\$22,941
158,379		285,334	193,296	391,065
136,502		391,065	223,025	414,006
\$794,898		\$799,343	\$793,748	\$793,748
<u>\$597,252</u>	<u>\$348,061</u>	<u>\$596,676</u>	<u>\$617,414</u>	<u>\$617,414</u>
\$597,252	\$348,061	\$596,676	\$617,414	\$617,414
\$517,623	\$304,262	\$518,770	\$625,334	\$613,014
75,490	75,490	75,490	---	---
<u>\$593,113</u>	<u>\$379,752</u>	<u>\$594,260</u>	<u>\$625,334</u>	<u>\$613,014</u>
\$4,139		\$2,416	-\$7,920	\$4,400
28,674		2,667	38	5,083
\$32,813		\$5,083	-\$7,882	\$9,483
\$29,791		\$29,791	\$29,791	\$29,791

**CITY OF WAUWATOSA**

Summary of Receipts & Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

	Year 2010 Actual	Year 2011 Actual	Adopted Budget
<b>Parks Reserve</b>			
<b>Revenues &amp; Transfers</b>			
Rentals.....	\$215,933	\$253,233	\$257,000
Other Revenue.....	136,981	127,712	129,164
Transfer from General Fund.....	888,188	846,436	871,138
Transfer from Capital Projects.....	412,162	-----	-----
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$1,653,264</b>	<b>\$1,227,381</b>	<b>\$1,257,302</b>
<b>Expenses</b>			
Operation & Maintenance.....	937,369	964,113	\$992,998
Depreciation/Asset Replacement.....	-----	-----	95,064
Accrued Expenditures.....	-----	-----	-----
Transfer to Debt Service/Debt Service.....	83,058	101,144	157,686
Capital Outlay.....	387,254	-----	-----
<b>TOTAL EXPENSES</b>	<b>\$1,407,681</b>	<b>\$1,065,257</b>	<b>\$1,245,748</b>
Net Income (Loss).....	\$245,583	\$162,124	\$11,554
Retained Earnings - January 1.....	0	\$245,583	\$206,186
Retained Earnings - December 31.....	\$245,583	\$407,707	\$217,740
<b>Municipal Complex Reserve</b>			
<b>Revenues</b>			
Rentals.....	\$936,808	\$926,947	\$935,573
Other Revenue.....	-----	-----	-----
Energy Efficiency Grant.....	30,000	-----	-----
Transfer from Health Ins. Reserve.....	376	-----	-----
<b>TOTAL REVENUES</b>	<b>\$967,184</b>	<b>\$926,947</b>	<b>\$935,573</b>
<b>Expenses</b>			
Office & Building Expense.....	\$835,797	\$711,985	\$894,403
Accrued Expenditures.....	896	705	242
Transfers.....	-----	7,500	-----
<b>TOTAL EXPENSES</b>	<b>\$836,693</b>	<b>\$720,190</b>	<b>\$894,645</b>
Net Income (Loss).....	\$130,491	\$206,757	\$40,928
Retained Earnings - January 1.....	86,225	216,716	237,295
Retained Earnings - December 31.....	\$216,716	\$423,473	\$278,223
<b>Information Systems Reserve</b>			
<b>Revenues</b>			
Interdepartmental Charges.....	\$1,028,652	\$1,157,778	\$1,016,056
Other Revenue.....	1,415 *	3,089	1,000
<b>TOTAL REVENUES</b>	<b>\$1,030,067</b>	<b>\$1,160,867</b>	<b>\$1,017,056</b>
<b>Expenses</b>			
Operating Expenses.....	\$801,444	\$824,926	\$856,785
Depreciation Expense.....	61,676	82,093	88,532
Office Furniture and Equipment.....	-----	4,989	-----
Accrued Expenditures.....	1,582	-543	840
Hardware & Software Improvements.....	239,318	218,786	73,788
Wireless Infrastructure Improvements.....	-----	25,000	-----
<b>TOTAL EXPENSES</b>	<b>\$1,104,020</b>	<b>\$1,155,251</b>	<b>\$1,019,945</b>
Net Income (Loss).....	-\$73,953	\$5,616	-\$2,889
Retained Earnings - January 1.....	327,774	253,821	104,149
Retained Earnings - December 31.....	\$253,821	\$259,437	\$101,260

\*Audit includes \$257,049 in Capital Contributions.

Amended Budget	2012		2013	
	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$257,000	\$109,618	\$257,000	\$257,000	\$257,000
142,980	90,064	134,440	104,080	69,750
871,138	871,138	871,138	958,581	936,386
----	----	----	----	----
\$1,271,118	\$1,070,820	\$1,262,578	\$1,319,661	\$1,263,136
\$1,002,998	\$588,378	\$1,006,850	\$998,046	\$953,560
95,064	----	95,064	95,064	95,064
----	----	----	----	----
171,502	10,031	174,637	226,792	226,792
----	----	----	----	----
\$1,269,564	\$598,409	\$1,276,551	\$1,319,902	\$1,275,416
\$1,554		-\$13,973	-\$241	-\$12,280
206,186		407,707	\$393,734	\$393,734
\$207,740		\$393,734	\$393,493	\$381,454
\$935,573	\$545,338	\$935,573	\$887,022	\$875,338
----	----	----	----	----
----	----	----	----	----
----	----	----	----	----
\$935,573	\$545,338	\$935,573	\$887,022	\$875,338
\$1,074,403	\$425,581	\$1,119,213	\$886,253	\$874,700
242	----	242	705	705
----	----	----	----	----
\$1,074,645	\$425,581	\$1,119,455	\$886,958	\$875,405
-\$139,072		-\$183,882	\$64	-\$67
237,295		423,473	271,210	239,591
\$98,223		\$239,591	\$271,274	\$239,524
\$1,020,394	\$592,700	\$1,039,283	\$1,122,993	\$1,137,070
1,000	790	1,000	1,000	1,000
----	----	----	----	----
\$1,021,394	\$593,490	\$1,040,283	\$1,123,993	\$1,138,070
\$862,785	\$562,991	\$870,781	\$913,899	\$909,372
88,532	52,361	88,473	95,890	95,890
----	----	----	----	----
840	----	840	1,000	1,000
207,495	185,912	222,495	126,808	130,808
----	----	----	----	----
\$1,159,652	\$801,264	\$1,182,589	\$1,137,597	\$1,137,070
-\$138,258		-\$142,306	-\$13,604	\$1,000
104,149		259,437	104,202	117,131
-\$34,109		\$117,131	\$90,598	\$118,131

Note: Info systems has an equipment reserve balance of \$94,872 as of 12-31-13

## CITY OF WAUWATOSA

Summary of Receipts & Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b>General Liability</b>			
<b><u>Revenues &amp; Transfers</u></b>			
Revenues.....	\$42,762	\$54,932	\$59,049
Transfers from General Fund.....	375,000	103,000	150,000
Transfers from Other Funds.....	114,128	147,124	95,700
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<u>\$531,890</u>	<u>\$305,056</u>	<u>\$304,749</u>
<b><u>Expenses</u></b>			
Claims.....	\$221,932	\$122,638	\$160,000
Other Expenses.....	105,800	98,163	115,378
Debt Expenses.....	-----	-----	-----
Transfers to Other Funds.....	-----	-----	-----
<b>TOTAL EXPENSES</b>	<u>\$327,732</u>	<u>\$220,801</u>	<u>\$275,378</u>
Net Income (Loss).....	\$204,158	\$84,255	\$29,371
Reserve Balance - January 1.....G.A.A.P.....	1,124,512	1,328,670	1,434,088
Reserve Balance - December 31....G.A.A.P.....	\$1,328,670	\$1,412,925	\$1,463,459
Balance December 31 - Funds Available.....	\$143,766	\$228,021	\$278,586
<b>Worker's Compensation Reserve</b>			
<b><u>Revenues &amp; Transfers</u></b>			
Revenues.....	-\$50,506	\$44,309	\$350
Transfers from General Fund.....	403,316	463,555	418,658
Transfer from Other Funds.....	84,401	99,582	88,376
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<u>\$437,211</u>	<u>\$607,446</u>	<u>\$507,384</u>
<b><u>Expenses</u></b>			
Claims.....	\$408,640	\$475,419	\$430,670
Other Expenses.....	76,240	79,233	72,541
<b>TOTAL EXPENSES</b>	<u>\$484,880</u>	<u>\$554,652</u>	<u>\$503,211</u>
Net Income (Loss).....	-\$47,669	\$52,794	\$4,173
Reserve Balance - January 1.....	60,161	12,492	68,750
Reserve Balance - December 31.....	\$12,492	\$65,286	\$72,923

2012		2013		
Amended Budget	First 7 Months Actual	Estimated	Budget Request	Executive Budget
\$59,049	\$61,549	\$61,676	\$61,762	\$61,762
150,000	150,000	150,000	228,544	228,544
95,700	73,898	96,398	29,500	29,500
<u>\$304,749</u>	<u>\$285,447</u>	<u>\$308,074</u>	<u>\$319,806</u>	<u>\$319,806</u>
\$160,000	-\$112,077	\$140,000	\$160,000	\$160,000
115,378	96,232	102,560	110,114	110,114
----	----	----	----	----
----	----	----	----	----
<u>\$275,378</u>	<u>-\$15,845</u>	<u>\$242,560</u>	<u>\$270,114</u>	<u>\$270,114</u>
\$29,371		\$65,514	\$49,692	\$49,692
1,434,088		1,412,925	1,478,439	1,478,439
\$1,463,459		\$1,478,439	\$1,528,131	\$1,528,131
\$278,586		\$293,535	\$343,227	\$343,227
\$350	\$238	\$260	\$350	\$350
418,658	420,611	420,594	393,609	393,609
88,376	106,285	137,851	103,873	103,873
<u>\$507,384</u>	<u>\$527,134</u>	<u>\$558,705</u>	<u>\$497,832</u>	<u>\$497,832</u>
\$430,670	\$97,552	\$426,652	\$419,842	\$394,842
72,541	62,054	73,212	81,723	131,723
<u>\$503,211</u>	<u>\$159,606</u>	<u>\$499,864</u>	<u>\$501,565</u>	<u>\$526,565</u>
\$4,173		\$58,841	-\$3,733	-\$28,733
68,750		65,286	98,893	124,127
\$72,923		\$124,127	\$95,160	\$95,394

**CITY OF WAUWATOSA**

Summary of Receipts & Expenditures for the Years 2010 and 2011  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b>Dental Insurance Reserve</b>			
<b><u>Revenues &amp; Transfers</u></b>			
Revenues.....	\$151,421	\$151,802	\$159,340
Transfers from General Fund.....	260,029	235,029	260,029
Transfer from Other Funds.....	33,275	31,018	14,476
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$444,725</b>	<b>\$417,849</b>	<b>\$433,845</b>
<b><u>Expenses</u></b>			
Claims.....	\$344,898	\$303,330	\$341,950
Other Expenses.....	136,006	140,603	145,443
<b>TOTAL EXPENSES</b>	<b>\$480,904</b>	<b>\$443,933</b>	<b>\$487,393</b>
Net Income (Loss).....	-36,179	-26,084	-\$53,548
Reserve Balance - January 1.....	169,747	133,568	84,929
Reserve Balance - December 31.....	\$133,568	\$107,484	\$31,381
<b>Health/Life Insurance</b>			
<b><u>Revenues &amp; Transfers</u></b>			
Revenues.....	\$850,947	\$1,282,817	\$869,099
Transfers from General Fund.....	5,643,695	6,172,877	6,653,009
Transfer from Other Funds.....	1,026,292	1,019,163	1,107,327
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$7,520,934</b>	<b>\$8,474,857</b>	<b>\$8,629,435</b>
<b><u>Expenses</u></b>			
Claims.....	\$6,699,016	\$7,057,955	\$6,777,850
Other Expenses.....	1,629,425	1,676,586	1,851,585
Transfer to Debt Service.....	----	2,000,000	----
<b>TOTAL EXPENSES</b>	<b>\$8,328,441</b>	<b>\$10,734,541</b>	<b>\$8,629,435</b>
Net Income (Loss).....	-\$807,507	-\$2,259,684	\$0
Reserve Balance -Health/Life - January 1....	6,713,298	5,905,791	5,395,413
Reserve Balance - Health/Life - Dec 31.....	\$5,905,791	\$2,621,107 *	\$5,395,413
<b>C.D.G.B. Program Fund</b>			
<b><u>Revenues</u></b>			
Grants & Gifts.....	\$1,242,435	\$1,627,559	\$1,000,000
<b>TOTAL REVENUES</b>	<b>\$1,242,435</b>	<b>\$1,627,559</b>	<b>\$1,000,000</b>
<b><u>Expenses</u></b>			
Program Costs.....	\$1,242,435	\$1,627,559	\$1,000,000
<b>TOTAL EXPENSES</b>	<b>\$1,242,435</b>	<b>\$1,627,559</b>	<b>\$1,000,000</b>

\* \$1,025,000 was transferred to the General Fund

Amended Budget	2012		2013	
	First 7 Months Actual	Estimated	Budget Request	Executive Budget
\$159,340	\$77,714	\$135,240	\$139,717	\$139,717
260,029	260,029	260,029	321,596	321,596
14,476	12,268	37,254	48,531	48,531
<u>\$433,845</u>	<u>\$350,011</u>	<u>\$432,523</u>	<u>\$509,844</u>	<u>\$509,844</u>
\$341,950	\$149,225	\$320,000	\$337,130	\$337,130
145,443	86,476	145,447	152,714	152,714
<u>\$487,393</u>	<u>\$235,701</u>	<u>\$465,447</u>	<u>\$489,844</u>	<u>\$489,844</u>
-\$53,548		-\$32,924	\$20,000	\$20,000
84,929		107,484	52,610	74,560
<u>\$31,381</u>		<u>\$74,560</u>	<u>\$72,610</u>	<u>\$94,560</u>
\$869,099	\$631,471	\$978,710	\$1,158,949	\$1,158,949
6,653,009	3,880,919	6,653,009	6,718,465	6,718,465
1,107,327	696,046	1,198,692	1,151,971	1,151,971
<u>\$8,629,435</u>	<u>\$5,208,436</u>	<u>\$8,830,411</u>	<u>\$9,029,385</u>	<u>\$9,029,385</u>
\$6,777,850	\$3,085,585	\$6,409,447	\$7,100,949	\$7,100,949
1,851,585	1,173,965	1,852,210	1,945,341	1,945,341
-----	-----	-----	-----	-----
<u>\$8,629,435</u>	<u>\$4,259,550</u>	<u>\$8,261,657</u>	<u>\$9,046,290</u>	<u>\$9,046,290</u>
\$0		\$568,754	-\$16,905	-\$16,905
5,395,413		2,621,107	3,189,861	3,189,861
<u>\$5,395,413</u>		<u>\$3,189,861</u>	<u>\$3,172,956</u>	<u>\$3,172,956</u>
\$1,272,300	\$222,426	\$1,395,272	\$850,000	\$850,000
<u>\$1,272,300</u>	<u>\$222,426</u>	<u>\$1,395,272</u>	<u>\$850,000</u>	<u>\$850,000</u>
<u>\$1,272,300</u>	<u>\$286,160</u>	<u>\$1,395,272</u>	\$850,000	\$850,000
\$1,272,300	\$286,160	\$1,395,272	\$850,000	\$850,000

# CITY OF WAUWATOSA

Summary of Receipts & Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

	Year 2010 Actual	Year 2011 Actual	Adopted Budget
<b>Sanitary Sewer Reserve</b>			
<b><u>Revenues &amp; Transfers</u></b>			
Connection Charge - Metro.....	\$453,251	\$582,667	\$586,624
Flow Charge - Metro.....	2,621,136	2,483,456	2,462,560
Local Charge.....	2,482,650	2,532,073	2,567,127
Local Charge DOJ Projects.....	750,612	738,733	750,000
Penalty , Other & Transfers.....	68,048	72,324	27,500
Federal Reimbursement-BAB.....	14,246	13,820	13,197
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$6,389,943</b>	<b>\$6,423,073</b>	<b>\$6,407,008</b>
<b><u>Expenditures</u></b>			
Contractual Services - M. M. S. D.....	\$3,116,852	\$3,104,089	\$3,049,184
Depreciation.....	697,369	726,259	733,119
All Others.....	1,949,228	1,816,842	2,157,416
Interest on Debt Service.....	231,751	204,865	326,040
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$5,995,200</b>	<b>\$5,852,055</b>	<b>\$6,265,759</b>
Net Operations (Loss).....	\$394,743	\$571,018	\$141,249
Fund Balance - January 1.....	1,621,525	2,016,268	1,537,328
Fund Balance - December 31.....	\$2,016,268	\$2,587,286	\$1,678,577
Balance December 31 - Funds Available	\$788,285	\$1,191,798	\$7,557
<b>Storm Water Management</b>			
<b><u>Revenues</u></b>			
ERU Fees.....	\$2,362,332	\$2,342,381	\$2,348,558
Penalty.....	22,329	22,425	10,500
Grants & Aids.....	45,813	73,609	----
Interest Earned/Other Revenue.....	2,955	2,219	2,000
Federal Reimbursement-BAB.....	11,392	11,054	10,554
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$2,444,821</b>	<b>\$2,451,688</b>	<b>\$2,371,612</b>
<b><u>Expenses</u></b>			
Operation & Maintenance.....	\$986,848	\$851,978	\$1,167,043
Depreciation.....	418,682	451,307	448,582
Transfer to Capital Projects	----	----	----
Interest on Debt Service.....	283,371	262,378	345,057
<b>TOTAL EXPENSES</b>	<b>\$1,688,901</b>	<b>\$1,565,663</b>	<b>\$1,960,682</b>
Net Income (Loss).....	\$755,920	\$886,025	\$410,930
Fund Balance - January .....	2,012,302	2,768,222	3,331,115
Fund Balance - December 31.....	\$2,768,222	\$3,654,247	\$3,742,045
Balance December 31 - Funds Available	\$893,558	\$1,159,715	\$521,042

2012			2013	
Amended Budget	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$586,624	\$234,098	\$583,093	\$600,586	\$600,586
2,462,560	1,077,593	2,483,850	2,558,366	2,558,366
2,567,127	987,010	2,557,691	3,042,977	3,042,977
750,000	414,089	735,286	750,000	750,000
27,500	26,115	52,500	52,500	52,500
13,197	6,599	13,197	12,248	12,248
<u>\$6,407,008</u>	<u>\$2,745,504</u>	<u>\$6,425,617</u>	<u>\$7,016,677</u>	<u>\$7,016,677</u>
\$3,049,184	\$1,358,133	\$3,066,943	\$3,176,800	\$3,158,952
733,119	----	733,119	798,100	798,100
2,897,416	2,224,638	2,903,489	2,392,865	2,431,824
326,040	96,885	242,026	261,594	261,594
<u>\$7,005,759</u>	<u>\$3,679,656</u>	<u>\$6,945,577</u>	<u>\$6,629,359</u>	<u>\$6,650,470</u>
-\$598,751		-\$519,960	\$387,318	\$366,207
1,537,328		2,587,286	1,960,115	2,067,326
\$938,577		\$2,067,326	\$2,347,433	\$2,433,533
\$338,720		\$417,511	\$317,513	\$296,402
\$2,348,558	\$1,351,953	\$2,340,344	\$2,640,344	\$2,640,344
10,500	7,809	23,065	23,000	23,000
----	----	33,000	----	----
2,000	1,098	2,200	2,200	2,200
10,554	5,278	10,554	9,794	9,794
<u>\$2,371,612</u>	<u>\$1,366,138</u>	<u>\$2,409,163</u>	<u>\$2,675,338</u>	<u>\$2,675,338</u>
\$1,167,043	\$461,904	\$1,032,765	\$894,496	\$1,010,468
448,582	----	448,582	459,800	459,800
----	\$1,889	----	----	----
345,057	142,976	362,062	435,544	435,544
<u>\$1,960,682</u>	<u>\$606,769</u>	<u>\$1,843,409</u>	<u>\$1,789,840</u>	<u>\$1,905,812</u>
\$410,930		\$565,754	\$885,498	\$769,526
3,331,115		3,654,247	4,089,030	4,220,001
\$3,742,045		\$4,220,001	\$4,974,528	\$4,989,527
\$521,042		\$894,369	\$550,445	\$434,473

## CITY OF WAUWATOSA

Statement of Revenues & Other Receipts for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

<b>GENERAL FUND</b>	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b><u>Taxes</u></b>			
General Property Taxes.....	\$33,674,214	\$34,413,211	\$34,350,083
Prior Years Omitted Taxes.....	138,466	92,960	----
Prior Years Pers Prop Tax.....	----	----	----
Hotel/Motel Room Tax.....	875,495	907,871	900,000
Taxes on City Water Utility.....	----	----	----
Payments in Lieu of Taxes.....	438,584	426,183	450,000
Payments in Lieu of Taxes-DNR.....	4,922	5,178	4,500
Interest on Taxes.....	102,461	88,936	107,000
<b>TOTAL TAXES</b>	<b>\$35,234,142</b>	<b>\$35,934,339</b>	<b>\$35,811,583</b>
<b><u>Intergovernmental Grants &amp; Aids</u></b>			
State Shared Taxes.....	\$2,450,559	\$2,385,464	\$2,262,584
Federal Grants.....	604,730	1,164,879	78,510
State Grants.....	2,258,062	2,201,988	1,965,368
<b>TOTAL GRANTS &amp; AIDS</b>	<b>\$5,313,351</b>	<b>\$5,752,331</b>	<b>\$4,306,462</b>
<b><u>Licenses &amp; Permits</u></b>			
Licenses.....	\$278,944	\$267,752	\$279,475
Permits.....	856,779	1,214,882	930,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$1,135,723</b>	<b>\$1,482,634</b>	<b>\$1,209,475</b>
<b><u>Penalties &amp; Forfeitures</u></b>			
Court Penalties & Costs.....	\$636,926	\$526,732	\$650,000
Parking Violations.....	452,844	466,554	540,000
Alarm Fees.....	24,270	15,990	64,000
Other Penalties & Fees.....	6,165	6,236	5,000
<b>TOTAL PENALTIES &amp; FORFEITURES</b>	<b>\$1,120,205</b>	<b>\$1,015,512</b>	<b>\$1,259,000</b>
<b><u>Public Charges for Service</u></b>			
General Government.....	\$645,702	\$676,696	\$706,100
Public Safety.....	1,835,244	1,530,873	1,895,300
Health & Social Services.....	27,139	30,207	43,650
Streets & Related Facilities.....	53,231	52,990	49,350
Sanitation.....	297,022	442,179	302,150
Public Areas.....	----	----	----
<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>\$2,858,338</b>	<b>\$2,732,945</b>	<b>\$2,996,550</b>
<b>BALANCE FORWARD</b>	<b>\$45,661,759</b>	<b>\$46,917,761</b>	<b>\$45,583,070</b>

Amended Budget	2012		2013	
	First 7 Months Actual	Estimated	Budget Request	Executive Budget
\$34,350,083	\$34,350,085	\$34,334,582	\$34,533,504	\$34,665,022
-----	-----	30	-----	-----
900,000	438,230	925,000	940,000	940,000
450,000	254,798	415,000	415,000	415,000
4,500	5,395	5,395	5,395	5,395
107,000	94,551	107,000	100,000	100,000
-----	-----	-----	-----	-----
\$35,811,583	\$35,143,059	\$35,787,007	\$35,993,899	\$36,125,417
\$2,262,584	\$1,551,676	\$2,243,164	\$2,242,349	\$2,242,349
78,510	238,279	413,356	259,530	259,530
1,965,368	1,578,182	2,025,331	1,973,788	1,973,788
-----	-----	-----	-----	-----
\$4,306,462	\$3,368,137	\$4,681,851	\$4,475,667	\$4,475,667
\$279,475	\$260,441	\$293,547	\$249,155	\$249,155
930,000	569,855	982,975	958,810	958,810
-----	-----	-----	-----	-----
\$1,209,475	\$830,296	\$1,276,522	\$1,207,965	\$1,207,965
\$650,000	\$263,155	\$590,000	\$650,000	\$650,000
540,000	299,038	540,000	540,000	540,000
64,000	32,000	64,000	64,000	64,000
5,000	2,830	5,000	5,000	5,000
-----	-----	-----	-----	-----
\$1,259,000	\$597,023	\$1,199,000	\$1,259,000	\$1,259,000
\$706,100	\$356,300	\$694,201	\$723,150	\$723,150
1,895,300	1,141,440	2,016,201	2,026,333	2,030,383
43,650	11,283	28,550	63,575	63,575
49,350	31,564	50,334	49,350	49,350
302,150	203,967	296,150	302,900	309,150
-----	-----	-----	-----	-----
\$2,996,550	\$1,744,554	\$3,085,436	\$3,165,308	\$3,175,608
\$45,583,070	\$41,683,069	\$46,029,816	\$46,101,839	\$46,243,657

## CITY OF WAUWATOSA

Statement of Revenues & Other Receipts for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual  
2012 Estimated, and Budget Request and Executive Budget for 2013

<b>GENERAL FUND REVENUES - CONT'D</b>	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b>BALANCE FORWARD</b>	\$45,661,759	\$46,917,761	\$45,583,070
<b><u>Intergovernmental Charges for Service</u></b>			
<b><u>Counties &amp; Municipalities</u></b>			
County - Paramedics.....	\$199,896	\$200,000	\$200,000
County - Fire Protection Service.....	1,299,497	1,311,107	1,300,000
Muni-Pandemic Influenza Planning.....	----	----	----
Other-Cnty & Municipalities.....	----	1,179,944	----
Schools and Special Districts.....	----	2,992,770	----
Local Departments.....	96,251	98,991	103,642
<b>TOTAL INTERGOVERNMENTAL CHARGES</b>	<b>\$1,595,644</b>	<b>\$5,782,812</b>	<b>\$1,603,642</b>
<b><u>Miscellaneous Revenue</u></b>			
Interest.....	\$1,546,626	\$1,061,803	\$1,028,000
Rentals.....	10,674	10,219	9,000
Other Miscellaneous Revenue.....	57,234	63,513	15,000
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>\$1,614,534</b>	<b>\$1,135,535</b>	<b>\$1,052,000</b>
<b><u>Other Financing Sources</u></b>			
Proceeds from Sale of Land.....	\$425,482	----	----
Proceeds from Long Term Debt.....	----	\$4,339,758	----
<b><u>Transfer from Other Funds</u></b>			
Transfer from T.I.F.....	----	----	----
Transfer from P. W. B. Reserve.....	\$29,787	\$29,791	\$29,791
Transfer from Water Utility.....	611,820	654,135	690,000
Transfer from Municipal Complex Reserve.....	----	7,500	----
Appropriated Surplus Applied.....	26,365	99,400	982,506
Amortization Fund Appropriation.....	396,368	----	800,000
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b>\$1,489,822</b>	<b>\$5,130,584</b>	<b>\$2,502,297</b>
<b><u>Special Assessment Revenue</u></b>			
Special Assessments.....	\$41,313	\$35,184	\$26,165
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>\$41,313</b>	<b>\$35,184</b>	<b>\$26,165</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$50,403,072</b>	<b>\$59,001,879</b>	<b>\$50,767,174</b>

	2012		2013	
Amended Budget	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$45,583,070	\$41,683,069	\$46,029,816	\$46,101,839	\$46,243,657
\$200,000	\$15,951	\$100,000	\$100,000	\$100,000
1,300,000	1,294,228	1,294,228	1,300,000	1,300,000
----	----	----	----	----
----	----	13,350	----	----
----	----	----	----	----
103,642	60,515	103,642	127,891	127,891
<u>1,603,642</u>	<u>\$1,370,694</u>	<u>\$1,511,220</u>	<u>\$1,527,891</u>	<u>\$1,527,891</u>
\$1,028,000	-1,056,324	\$1,028,000	\$791,000	\$791,000
9,000	6,730	9,000	10,000	10,000
15,000	48,448	54,329	20,000	25,000
<u>1,052,000</u>	<u>-1,001,146</u>	<u>\$1,091,329</u>	<u>\$821,000</u>	<u>\$826,000</u>
----	----	----	----	----
----	----	----	----	----
----	----	----	----	\$25,000
\$29,791	\$29,793	\$29,791	\$29,791	29,791
690,000	----	717,600	768,399	768,399
----	----	----	----	----
1,602,275	151,650	570,020	500,000	500,000
800,000	800,000	800,000	----	500,000
<u>\$3,122,066</u>	<u>\$981,443</u>	<u>\$2,117,411</u>	<u>\$1,298,190</u>	<u>\$1,823,190</u>
\$26,165	\$4,996	\$26,209	\$26,150	\$26,150
<u>\$26,165</u>	<u>\$4,996</u>	<u>\$26,209</u>	<u>\$26,150</u>	<u>\$26,150</u>
<u>\$51,386,943</u>	<u>\$43,039,056</u>	<u>\$50,775,985</u>	<u>\$49,775,070</u>	<u>\$50,446,888</u>

## CITY OF WAUWATOSA

Summary of Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

GENERAL FUND	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b><u>Legislative</u></b>			
City Council.....	\$169,178	\$139,520	\$136,641
Board of Public Works.....	5,850	5,299	7,200
Youth Commission.....	4,166	2,773	1,500
Historic Preservation.....	2,180	9,437	1,000
Senior Commission.....	2,285	1,220	3,000
<b>TOTAL LEGISLATIVE</b>	<b>\$183,659</b>	<b>\$158,249</b>	<b>\$149,341</b>
<b><u>Judicial</u></b>			
Municipal Court.....	\$291,903	\$305,579	\$346,748
<b>TOTAL JUDICIAL</b>	<b>\$291,903</b>	<b>\$305,579</b>	<b>\$346,748</b>
<b><u>Executive</u></b>			
Mayor.....	\$75,471	\$86,544	\$116,003
City Administration.....	225,811	243,459	262,450
<b>TOTAL EXECUTIVE</b>	<b>\$301,282</b>	<b>\$330,003</b>	<b>\$378,453</b>
<b><u>General Administration</u></b>			
City Clerk.....	\$389,851	\$351,763	\$319,550
Elections.....	177,167	148,234	267,151
Human Resources.....	447,662	405,205	439,382
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>\$1,014,680</b>	<b>\$905,202</b>	<b>\$1,026,083</b>
<b><u>Financial Administration</u></b>			
City Comptroller.....	\$471,474	\$491,074	\$520,977
City Assessor.....	612,205	620,601	647,912
Purchasing.....	204,602	179,802	121,116
City Treasurer.....	348,930	333,613	361,769
<b>TOTAL FINANCIAL ADMINISTRATION</b>	<b>\$1,637,211</b>	<b>\$1,625,090</b>	<b>\$1,651,774</b>
<b><u>Legal</u></b>			
City Attorney.....	\$524,158	\$590,507	\$466,253
<b>TOTAL LEGAL</b>	<b>\$524,158</b>	<b>\$590,507</b>	<b>\$466,253</b>
<b><u>Urban Planning</u></b>			
City Planning.....	\$448,514	\$549,927	\$311,272
Economic Development.....	124,269	197,188	243,338
<b>TOTAL URBAN PLANNING</b>	<b>\$572,783</b>	<b>\$747,115</b>	<b>\$554,610</b>
<b><u>Buildings and Plant</u></b>			
Police Station.....	\$399,518	\$217,882	\$223,065
<b>TOTAL BUILDINGS AND PLANT</b>	<b>\$399,518</b>	<b>\$217,882</b>	<b>\$223,065</b>
 <b>BALANCE FORWARD</b>	 <b>\$4,925,194</b>	 <b>\$4,879,627</b>	 <b>\$4,796,327</b>

Amended Budget	2012		2013	
	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$136,641	\$89,820	\$142,991	\$138,540	\$173,543
7,200	5,563	7,200	----	----
1,500	2,247	2,579	1,530	1,530
1,000	252	1,000	1,000	1,000
3,000	1,091	3,265	3,000	3,000
<u>\$149,341</u>	<u>\$98,973</u>	<u>\$157,035</u>	<u>\$144,070</u>	<u>\$179,073</u>
<u>\$346,748</u>	<u>\$157,706</u>	<u>\$312,036</u>	<u>\$330,772</u>	<u>\$330,871</u>
\$346,748	\$157,706	\$312,036	\$330,772	\$330,871
\$116,003	\$43,666	\$95,250	\$128,483	\$108,842
262,450	140,007	256,422	287,668	288,580
<u>\$378,453</u>	<u>\$183,673</u>	<u>\$351,672</u>	<u>\$416,151</u>	<u>\$397,422</u>
\$319,550	\$201,025	\$349,675	\$330,239	\$334,745
300,151	177,338	312,663	158,342	158,358
439,382	213,372	438,459	452,564	487,631
<u>\$1,059,083</u>	<u>\$591,735</u>	<u>\$1,100,797</u>	<u>\$941,145</u>	<u>\$980,734</u>
\$524,743	\$282,900	\$509,878	\$515,880	\$515,987
647,912	357,857	650,377	663,473	663,492
121,116	67,420	118,722	102,311	102,256
361,769	176,213	337,726	335,886	336,175
<u>\$1,655,540</u>	<u>\$884,390</u>	<u>\$1,616,703</u>	<u>\$1,617,550</u>	<u>\$1,617,910</u>
\$491,253	\$266,845	\$500,920	\$486,136	\$486,239
<u>\$491,253</u>	<u>\$266,845</u>	<u>\$500,920</u>	<u>\$486,136</u>	<u>\$486,239</u>
\$358,249	\$291,794	\$441,637	\$439,656	\$462,603
260,750	102,776	234,642	207,616	196,777
<u>\$618,999</u>	<u>\$394,570</u>	<u>\$676,279</u>	<u>\$647,272</u>	<u>\$659,380</u>
\$228,065	\$134,310	\$222,579	\$218,175	\$213,175
<u>\$228,065</u>	<u>\$134,310</u>	<u>\$222,579</u>	<u>\$218,175</u>	<u>\$213,175</u>
\$4,927,482	\$2,712,202	\$4,938,021	\$4,801,271	\$4,864,804

**CITY OF WAUWATOSA**

Summary of Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

GENERAL FUND-CONT'D	Year 2010 Actual	Year 2011 Actual	Adopted Budget
<b>BALANCE FORWARD</b>	\$4,925,194	\$4,879,627	\$4,796,327
<b><u>Police Services</u></b>			
Police Department.....	\$14,135,406	\$14,818,010	\$14,450,853
Police Reserves.....	11,749	8,671	12,900
Crossing Guards.....	216,999	218,623	226,103
<b>TOTAL POLICE SERVICES</b>	\$14,364,154	\$15,045,304	\$14,689,856
<b><u>Fire Services</u></b>			
Fire Department.....	\$12,685,714	\$13,137,530	\$12,993,894
Fire Equipment Reserve.....	28,796	22,702	-----
<b>TOTAL FIRE SERVICES</b>	\$12,714,510	\$13,160,232	\$12,993,894
<b><u>Inspections</u></b>			
Building Regulation.....	\$805,021	\$751,012	\$782,444
Weights and Measures.....	10,800	10,800	10,800
Property Maintenance Program.....	74,364	71,483	73,456
<b>TOTAL INSPECTIONS</b>	\$890,185	\$833,295	\$866,700
<b><u>Other Public Safety</u></b>			
Traffic Control & Regulation.....	\$398,146	\$382,910	\$456,057
<b>TOTAL OTHER PUBLIC SAFETY</b>	\$398,146	\$382,910	\$456,057
<b><u>Engineering &amp; Administration</u></b>			
Engineering.....	\$1,728,435	\$1,555,907	\$1,453,225
Public Works Department Operations.....	652,509	591,132	590,663
<b>TOTAL ENGINEERING &amp; ADMINISTRATION</b>	\$2,380,944	\$2,147,039	\$2,043,888
<b><u>Streets &amp; Highways</u></b>			
Roadway Maintenance.....	\$1,965,503	\$2,235,317	\$2,181,622
Electrical Services.....	886,535	882,776	881,320
<b>TOTAL STREETS &amp; HIGHWAYS</b>	\$2,852,038	\$3,118,093	\$3,062,942
<b>BALANCE FORWARD</b>	\$38,525,171	\$39,566,500	\$38,909,664

	2012		2013		
	Amended Budget	First 7 months Actual	Estimated	Budget Request	Executive Budget
	\$4,927,482	\$2,712,202	\$4,938,021	\$4,801,271	\$4,864,804
	\$14,736,491	\$8,245,321	\$15,095,606	\$14,778,880	\$14,687,116
	12,900	9,412	12,900	13,100	13,100
	226,103	128,833	226,103	230,400	230,400
	\$14,975,494	\$8,383,566	\$15,334,609	\$15,022,380	\$14,930,616
	\$13,052,767	\$7,088,651	\$12,801,747	\$12,858,845	\$12,869,321
	8,588	4,223	8,588	----	----
	\$13,061,355	\$7,092,874	\$12,810,335	\$12,858,845	\$12,869,321
	\$782,444	\$426,555	\$779,750	\$773,894	\$775,276
	10,800	10,800	10,800	10,800	10,800
	73,456	39,562	74,943	77,932	90,568
	\$866,700	\$476,917	\$865,493	\$862,626	\$876,644
	\$465,319	\$198,636	\$439,182	\$432,667	\$446,230
	\$465,319	\$198,636	\$439,182	\$432,667	\$446,230
	\$1,489,687	\$1,073,602	\$1,492,455	\$1,543,772	\$1,534,593
	590,663	326,624	596,926	495,015	417,438
	\$2,080,350	\$1,400,226	\$2,089,381	\$2,038,787	\$1,952,031
	\$2,181,622	\$1,307,903	\$2,019,974	\$2,238,992	\$2,191,731
	881,320	473,704	919,714	859,334	882,174
	\$3,062,942	\$1,781,607	\$2,939,688	\$3,098,326	\$3,073,905
	\$39,439,642	\$22,046,028	\$39,416,709	\$39,114,902	\$39,013,551

**CITY OF WAUWATOSA**

Summary of Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

GENERAL FUND-CONT'D	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b>BALANCE FORWARD</b>	\$38,525,171	\$39,566,500	\$38,909,664
<b><u>Other Transportation</u></b>			
Public Works Facilities Outside.....	\$169,931	\$184,032	\$148,047
<b>TOTAL OTHER TRANSPORTATION</b>	<u>\$169,931</u>	<u>\$184,032</u>	<u>\$148,047</u>
<b><u>Sanitation</u></b>			
Solid Waste Management.....	\$2,700,493	\$2,727,326	\$2,643,926
<b>TOTAL SANITATION</b>	<u>\$2,700,493</u>	<u>\$2,727,326</u>	<u>\$2,643,926</u>
<b><u>Health Care Services</u></b>			
Health Care Services.....	\$1,358,409	\$1,375,840	\$1,325,468
<b>TOTAL HEALTH SERVICES</b>	<u>\$1,358,409</u>	<u>\$1,375,840</u>	<u>\$1,325,468</u>
<b><u>Recreation</u></b>			
July Fourth.....	\$51,086	\$51,955	\$42,089
<b>TOTAL RECREATION</b>	<u>\$51,086</u>	<u>\$51,955</u>	<u>\$42,089</u>
<b><u>Conservation of Natural Resources</u></b>			
Forestry.....	\$1,185,558	\$1,133,007	\$1,204,654
<b>TOTAL CONSERVATION OF NAT. RESOURCES</b>	<u>\$1,185,558</u>	<u>\$1,133,007</u>	<u>\$1,204,654</u>
<b><u>Other Leisure Activities</u></b>			
Visit Milwaukee.....	\$332,425	\$288,371	\$324,118
<b>TOTAL OTHER LEISURE ACTIVITIES</b>	<u>\$332,425</u>	<u>\$288,371</u>	<u>\$324,118</u>
<b>BALANCE FORWARD</b>	\$44,323,073	\$45,327,031	\$44,597,966

Amended Budget	2012		2013	
	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$39,439,642	\$22,046,028	\$39,416,709	\$39,114,902	\$39,013,551
\$148,047	\$84,488	\$152,299	\$191,496	\$191,228
<u>\$148,047</u>	<u>\$84,488</u>	<u>\$152,299</u>	<u>\$191,496</u>	<u>\$191,228</u>
\$2,658,298	\$2,020,636	\$2,695,733	\$2,308,043	\$2,327,568
<u>\$2,658,298</u>	<u>\$2,020,636</u>	<u>\$2,695,733</u>	<u>\$2,308,043</u>	<u>\$2,327,568</u>
\$1,325,887	\$738,987	\$1,386,376	\$1,452,105	\$1,452,815
<u>\$1,325,887</u>	<u>\$738,987</u>	<u>\$1,386,376</u>	<u>\$1,452,105</u>	<u>\$1,452,815</u>
\$42,089	\$45,941	\$55,219	\$42,930	\$42,930
<u>\$42,089</u>	<u>\$45,941</u>	<u>\$55,219</u>	<u>\$42,930</u>	<u>\$42,930</u>
\$1,204,654	\$646,839	\$1,158,373	\$1,257,338	\$1,288,886
<u>\$1,204,654</u>	<u>\$646,839</u>	<u>\$1,158,373</u>	<u>\$1,257,338</u>	<u>\$1,288,886</u>
\$324,118	\$243,089	\$324,118	\$325,403	\$325,403
<u>\$324,118</u>	<u>\$243,089</u>	<u>\$324,118</u>	<u>\$325,403</u>	<u>\$325,403</u>
\$45,142,735	\$25,826,008	\$45,188,827	\$44,692,217	\$44,642,381

**CITY OF WAUWATOSA**

Summary of Expenditures for the Years 2010 and 2011,  
Budget Adopted for 2012, Amended Budget for 2012, First Seven Months Actual,  
2012 Estimated, and Budget Request and Executive Budget for 2013

GENERAL FUND-CONT'D	Year 2010 Actual	Year 2011 Actual	----- Adopted Budget
<b>BALANCE FORWARD</b>	\$44,323,073	\$45,327,031	\$44,597,966
<b><u>Employee Pension and Benefits</u></b>			
Wisconsin Retirement Fund.....	---	\$1	---
Social Security.....	---	---	---
Employee Insurance Premiums.....	---	---	---
Unemployment Benefits.....	---	---	---
Special Death & Disability.....	---	---	---
Flexible Spending Account.....	---	---	---
Undistributed -Unallocated Expenditures	---	---	\$658,070
<b>TOTAL EMPLOYEE PENSION &amp; BENEFITS</b>	\$0	\$1	\$658,070
<b><u>Other General</u></b>			
Remission of Taxes.....	---	\$8,671,515	---
Contribution for Uncollectible.....	14,802	14,848	15,000
MADACC.....	58,319	57,073	55,000
Litigation Reserve.....	---	---	75,000
Internal Granting Program.....	---	---	250,000
<b>TOTAL OTHER GENERAL</b>	\$73,121	\$8,743,436	\$395,000
<b><u>Major Equipment-Internal Service</u></b>			
Public Works Building Equipment.....	\$14,910	---	---
<b>TOTAL MAJOR EQUIPMENT-INTERNAL SERVICE</b>	\$14,910	\$0	\$0
<b><u>Intrafund Transfer</u></b>			
Other Intrafund Transfers.....	\$1,649,073	\$1,157,272	\$1,135,000
Transfer to Unappropriated Fund Balance.....	7,857	---	---
<b>TOTAL INTRAFUND TRANSFERS</b>	\$1,656,930	\$1,157,272	\$1,135,000
<b><u>Interfund Transfer</u></b>			
Interfund Transfers.....	\$3,909,556	\$3,349,436	\$3,981,138
<b>TOTAL INTERFUND TRANSFERS</b>	\$3,909,556	\$3,349,436	\$3,981,138
<b>TOTAL GENERAL FUND EXPENDITURES</b>	\$49,977,590	\$58,577,176	\$50,767,174
	=====	=====	=====

Amended Budget	2012		2013	
	First 7 months Actual	Estimated	Budget Request	Executive Budget
\$45,142,735	\$25,826,008	\$45,188,827	\$44,692,217	\$44,642,381
----	-463,906			
----	-121,221			
----	3,936			
----	-5,781			
----	1,292			
----	-2,824			
<u>658,070</u>	----	----	<u>-\$213,266</u>	<u>\$84,437</u>
\$658,070	-588,504	\$0	-\$213,266	\$84,437
----	-4,580	\$1,020	----	----
15,000	-4,327	15,000	\$15,000	15,000
55,000	25,796	55,000	51,000	51,000
150,000	151,564	150,000	150,000	150,000
250,000	102,358	250,000	250,000	250,000
<u>\$470,000</u>	<u>\$270,811</u>	<u>\$471,020</u>	<u>\$466,000</u>	<u>\$466,000</u>
----	----	----	----	----
<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
\$1,135,000	-990,243	\$1,135,000	\$891,000	\$891,000
----	----	----	----	----
\$1,135,000	-990,243	\$1,135,000	\$891,000	\$891,000
<u>\$3,981,138</u>	<u>\$4,264,735</u>	<u>\$3,981,138</u>	<u>\$3,885,265</u>	<u>\$4,363,070</u>
\$3,981,138	\$4,264,735	\$3,981,138	\$3,885,265	\$4,363,070
<u>\$51,386,943</u>	<u>\$28,782,807</u>	<u>\$50,775,985</u>	<u>\$49,721,216</u>	<u>\$50,446,888</u>

Note:  
 These line items are allocated as part  
 of the fringe benefits distributed  
 throughout the various departments.

**CITY OF WAUWATOSA**

**2013 Budget  
Schedule of Non-Lapsing Balances  
and Other Reserve and Fund Balances**

<b>GENERAL FUND</b>	Actual Balance 12/31/10	Actual Balance 12/31/11	Estimated Balance 12/31/12	Budget Request Balance 12/31/13	Executive Budget Balance 12/31/13
Fire Equipment Reserve.....	16,289	8,588	----	----	----
Police.....					
Training	7,500	10,230	----	----	----
Clothing	12,500	6,000	----	----	----
Restitution-Crime Prevention	885	904	----	----	----
Expenditures from Donations	8,455	9,133	1,125	1,125	1,125
Drug Asset Forfeiture-City	21,823	29,781	4,250	4,250	4,250
Federal Reimbursement Program	154,423	67,552	----	----	----
DCI Task Force Forfeiture	145,074	145,074	----	----	----
Other Equipment	2,550	12,000	----	----	----
Office Equipment	1,500	----	----	----	----
Harley Motor Unit	2,000	----	----	----	----
K9 Unit	4,500	4,963	----	----	----
<b>Total Police.....</b>	<b>340,325</b>	<b>285,637</b>	<b>5,375</b>	<b>5,375</b>	<b>5,375</b>
Fire.....					
Expenditures from Donations	2,763	5,608	485	485	485
Fitness Area	----	10,000	----	----	----
Training Tower	----	40,587	----	----	----
Other Equipment	----	2,678	----	----	----
<b>Total Fire.....</b>	<b>2,763</b>	<b>58,873</b>	<b>485</b>	<b>485</b>	<b>485</b>
Other Accounts.....					
Common Council	2,500	----	----	----	----
Historic Preservation Commission	7,801	6,580	6,580	6,580	6,580
Youth Commission	814	1,202	1,645	1,645	1,645
Senior Commission	1,414	3,530	3,393	3,393	3,393
Municipal Court	2,000	----	----	----	----
Elections	5,000	----	----	----	----
Human Resources	9,983	----	----	----	----
Comptroller	----	3,766	----	----	----
City Planning	100,642	46,977	----	----	----
Economic Development	11,154	17,412	----	----	----
Police Station	----	5,000	----	----	----
Traffic Control	18,724	3,962	----	----	----
Engineering	12,885	19,492	----	----	----
Electrical Services	8,394	----	----	----	----
Solid Waste Management	----	14,372	----	----	----
Public Health Nursing	419	419	----	----	----
Environmental Health	----	----	----	----	----
Parks	----	----	----	----	----
Parks-Senior Center	----	----	----	----	----
Public Works Building	----	----	----	----	----
July Fourth	14,598	14,101	9,596	9,596	9,596
<b>Total Other Accounts.....</b>	<b>193,828</b>	<b>136,813</b>	<b>21,214</b>	<b>21,214</b>	<b>21,214</b>
<b>TOTAL NON-LAPSING BALANCES</b>	<b>\$576,590</b>	<b>\$489,911</b>	<b>\$27,074</b>	<b>\$27,074</b>	<b>\$27,074</b>
<b><u>Other Reserve and Fund Balances</u></b>					
Amortization Fund.....	8,039,940	7,904,679	6,957,481	6,957,481	6,957,481
Reserve for Future Capital Improvements....	485,000	485,000	485,000	485,000	485,000

**CITY OF WAUWATOSA**

Budget for Debt Service - Year 2013

Series	Date	Final Maturity	Interest Rate	Balance 12/31/12	Due in 2013		Balance 12/31/13
					Principal	Interest	
<b><u>Promissory Notes</u></b>							
2004	3/15/2004	12/1/2013	3.125%	425,000	425,000	13,281	0
2005	5/1/2005	12/1/2013	3.65%	575,000	575,000	20,988	0
2005	5/1/2005	12/1/2014	4.00%	600,000	0	24,000	600,000
2006	4/1/2006	12/1/2013	3.875%	625,000	625,000	24,219	0
2006	4/1/2006	12/1/2015	4.00%	1,275,000	0	51,000	1,275,000
2007	4/15/2007	12/1/2016	4.00%	2,200,000	400,000	88,000	1,800,000
2008	5/1/2008	12/1/2013	3.25%	800,000	800,000	26,000	0
2008	5/1/2008	12/1/2016	3.375%	2,900,000	0	97,875	2,900,000
2008	5/1/2008	12/1/2017	3.50%	1,000,000	0	35,000	1,000,000
2011	11/29/2011	11/1/2013	2.00%	800,000	800,000	16,000	0
2011	11/29/2011	11/1/2014	2.00%	500,000	0	10,000	500,000
2011	11/29/2011	11/1/2015	2.00%	900,000	0	18,000	900,000
2011	11/29/2011	11/1/2016	2.00%	1,100,000	0	22,000	1,100,000
2011	11/29/2011	11/1/2017	2.00%	1,200,000	0	24,000	1,200,000
2011	11/29/2011	11/1/2018	2.00%	1,500,000	0	30,000	1,500,000
2011	11/29/2011	11/1/2019	2.50%	2,000,000	0	50,000	2,000,000
2011	11/29/2011	11/1/2020	2.50%	2,000,000	0	50,000	2,000,000
2011	11/29/2011	11/1/2021	2.50%	2,100,000	0	52,500	2,100,000
2011A	12/20/2011	6/1/2016	2.00%	4,600,000	0	92,000	4,600,000
2012	8/21/2012	6/1/2013	0.35%	875,000	875,000	3,906	0
2012	8/21/2012	6/1/2014	2.00%	775,000	0	19,769	775,000
2012	8/21/2012	6/1/2015	2.00%	800,000	0	20,406	800,000
2012	8/21/2012	6/1/2016	2.00%	900,000	0	22,957	900,000
2012	8/21/2012	6/1/2017	2.00%	1,275,000	0	32,523	1,275,000
2012	8/21/2012	6/1/2018	2.00%	1,550,000	0	39,537	1,550,000
2012	8/21/2012	6/1/2019	2.00%	1,500,000	0	38,262	1,500,000
2012	8/21/2012	6/1/2020	2.00%	1,575,000	0	40,175	1,575,000
2012	8/21/2012	6/1/2021	2.00%	1,875,000	0	42,726	1,875,000
2012	8/21/2012	6/1/2022	2.25%	1,475,000	0	42,327	1,475,000
<b>TOTAL PROMISSORY NOTES.....</b>				<b>39,500,000</b>	<b>4,500,000</b>	<b>1,047,450</b>	<b>35,000,000</b>
<b><u>Build America Bonds</u></b>							
2009	7/1/2009	12/1/2013	3.38%	800,000	600,000	20,250	0
2009	7/1/2009	12/1/2014	4.10%	700,000	0	28,700	700,000
2009	7/1/2009	12/1/2015	4.38%	700,000	0	30,625	700,000
2009	7/1/2009	12/1/2016	4.88%	700,000	0	34,125	700,000
2009	7/1/2009	12/1/2017	5.00%	700,000	0	35,000	700,000
2009	7/1/2009	12/1/2018	5.25%	700,000	0	36,750	700,000
<b>TOTAL Build America Bonds.....</b>				<b>4,100,000</b>	<b>600,000</b>	<b>185,450</b>	<b>3,500,000</b>
<b><u>WRS Taxable Refunding Bonds</u></b>							
2010	6/15/2010	3/1/2013	1.75%	505,000	505,000	8,838	0
2010	6/15/2010	3/1/2014	2.30%	515,000	0	11,845	515,000
2010	6/15/2010	3/1/2015	3.25%	530,000	0	17,225	530,000
2010	6/15/2010	3/1/2016	3.25%	550,000	0	17,875	550,000
2010	6/15/2010	3/1/2017	3.75%	575,000	0	21,563	575,000
2010	6/15/2010	3/1/2018	4.00%	600,000	0	24,000	600,000
2010	6/15/2010	3/1/2019	4.25%	625,000	0	26,563	625,000
2010	6/15/2010	3/1/2020	4.50%	650,000	0	29,250	650,000
2010	6/15/2010	3/1/2021	4.70%	685,000	0	32,195	685,000
2010	6/15/2010	3/1/2022	4.70%	720,000	0	33,840	720,000
2010	6/15/2010	3/1/2023	5.00%	755,000	0	37,750	755,000
2010	6/15/2010	3/1/2024	5.00%	795,000	0	39,750	795,000
<b>TOTAL WRS Taxable Refunding Bonds.....</b>				<b>7,505,000</b>	<b>505,000</b>	<b>300,693</b>	<b>7,000,000</b>

**Fire Station Bonds**

2010	10/25/2010	11/1/2013	1.05%	425,000	425,000	4,463	0
2010	10/25/2010	11/1/2014	1.30%	425,000	0	5,525	425,000
2010	10/25/2010	11/1/2015	1.60%	425,000	0	6,800	425,000
2010	10/25/2010	11/1/2016	1.90%	425,000	0	8,075	425,000
2010	10/25/2010	11/1/2017	2.35%	450,000	0	10,575	450,000
2010	10/25/2010	11/1/2018	2.65%	450,000	0	11,925	450,000
2010	10/25/2010	11/1/2019	3.05%	450,000	0	13,725	450,000
2010	10/25/2010	11/1/2020	3.25%	475,000	0	15,438	475,000
2010	10/25/2010	11/1/2021	3.50%	475,000	0	16,625	475,000
2010	10/25/2010	11/1/2022	3.70%	500,000	0	18,500	500,000
2010	10/25/2010	11/1/2023	3.90%	525,000	0	20,475	525,000
2010	10/25/2010	11/1/2024	4.10%	525,000	0	21,525	525,000
2010	10/25/2010	11/1/2025	4.30%	550,000	0	23,650	550,000
2010	10/25/2010	11/1/2026	4.50%	550,000	0	24,750	550,000
2010	10/25/2010	11/1/2027	4.65%	575,000	0	26,738	575,000
2010	10/25/2010	11/1/2028	4.75%	600,000	0	28,500	600,000
2010	10/25/2010	11/1/2029	4.85%	625,000	0	30,313	625,000
2010	10/25/2010	11/1/2030	5.00%	650,000	0	32,500	650,000
<b>TOTAL FIRE STATION.....</b>				<b>9,100,000</b>	<b>425,000</b>	<b>320,100</b>	<b>8,675,000</b>
<b>TOTAL OUTSTANDING GENERAL OBLIGATION DEBT.....</b>				<b>60,205,000</b>	<b>6,030,000</b>	<b>1,853,692</b>	<b>54,175,000</b>
<b>Redevelopment Authority Lease Revenue Bonds (TIF #2)</b>							
2004	8/15/2004	12/1/2017	4.00%-5.75%	14,425,000	2,375,000	802,625	12,050,000