

CITY COUNCIL
1110

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Edmund M. Henschel, City Administrator

LINKAGE TO STRATEGIC PLAN GOAL AREAS: All goal areas

PROGRAM DESCRIPTION:

The fifteen member Common Council is elected by aldermanic district and represents the citizens of Waukesha in determining policies, services and legislation. As the legislative body of the City, the Council has the responsibility for determining community needs, establishing priorities, specifying immediate and long-range policies, services, and programs and adopting the annual budget for the City. The Common Council oversees the policy directives established in the strategic plan.

SERVICES:

- ✚ Public Safety – Provide an environment in which persons feel safe and secure through the provision of protective emergency services
- ✚ Finance – Provide financial integrity and efficient, effective use of fiscal resources
- ✚ Social and Cultural Services – Provide cultural and recreational activities for the enjoyment and quality of life of all residents
- ✚ Infrastructure Development – Provide a pleasant and safe physical environment with functional and attractive buildings, safe streets and sidewalks, inviting parks and adequate public transportation
- ✚ Civic Participation – Ensure that citizens are kept informed of issues facing the City and are encouraged to participate in the affairs of their government
- ✚ Industrial Retention and Development – Encourage the development of new business and support retention of existing business and industry within the community
- ✚ Intergovernmental Communication – Maintain an open and regular dialogue with other governmental bodies on the state and local levels

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1110	City Council							
1110	51110	Salaries	96,958.92	105,000.00	105,000.00	82,750.26	99,500.00	100,500.00 -4.3%
1110	51510	SocSec	1,405.89	1,523.00	1,523.00	1,199.88	1,457.00	1,457.00 -4.3%
1110	53120	OfficSupp	189.06	100.00	100.00	339.20	350.00	350.00 250.0%
1110	53130	Print/Phtc	200.50	150.00	150.00	.00	.00	.00 -100.0%
1110	53250	ConfTrng	288.45	.00	.00	780.00	800.00	500.00 .0%
1110	53260	Advertisin	2,307.85	2,000.00	2,000.00	829.02	800.00	1,200.00 -40.0%
1110	53490	OthOpSupp	320.41	150.00	150.00	169.98	200.00	200.00 33.3%
	TOTAL City Council		101,671.08	108,923.00	108,923.00	86,068.34	103,107.00	104,207.00 -4.3%

**MUNICIPAL COURT
1210**

SUMMARY INFORMATION

DEPARTMENT MANAGER: Judge Joseph Cook

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goal 3

PROGRAM DESCRIPTION:

The Municipal Court is responsible for the administration of matters relating to municipal court activities. In Municipal Court, the Municipal Judge adjudicates matters regarding citations issued for violation of municipal ordinances or building codes, juveniles and traffic offenses.

SERVICES:

- ⚡ Collect and account for court fines and forfeitures
- ⚡ Maintain court records: confidential, juveniles and public records
- ⚡ Provide assistance to the Municipal Judge

ACTIVITY MEASURES:

ACTIVITY	2009	2010	2011	2012	2013
CITATIONS:					
Traffic	5,732	7,532	9,069	7,377	7,667
Ordinance	2,131	1,985	2,037	1,951	1,993
Juvenile	331	373	327	244	249
Building	94	51	29	20	25
Parking	623	509	232	309	171
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Citations	8,911	10,450	11,694	9,910	10,105

Municipal Court Office Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2013 Actual	2014 Actual	2015 Requested	2015 Executive	2015 Adopted
Judge - Elected	0.50	0.50	0.50	0.50	0.50
Sr. Administrative Asst.	1.00	1.00	1.00	1.00	1.00
Administrative Asst.	1.00	1.00	1.00	1.00	1.00
Court Clerk	1.00	1.00	1.00	1.00	1.00
Clerk Typist II	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total	4.00	4.00	4.00	4.00	4.00

Budget Note:

Bailiffs and Interpreter are charged to temporary wages and are not included in the above staffing levels.

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1210 Municipal Court							
1210 51110 Salaries	127,930.06	177,087.00	177,087.00	115,330.42	132,900.00	137,319.00	-22.5%
1210 51170 AccCompTim	516.10	.00	.00	.00	.00	.00	.0%
1210 51180 AccVac	421.04	.00	.00	.00	.00	.00	.0%
1210 51210 WagesPerm	61,832.89	19,900.00	19,900.00	.00	.00	.00	.0%
1210 51220 OT	1.91	.00	.00	54,341.32	60,000.00	65,958.00	231.4%
1210 51250 WagesTemp	3,409.98	4,000.00	4,000.00	.00	.00	.00	.0%
1210 51510 SocSec	14,100.07	15,128.00	15,128.00	2,824.65	3,082.00	3,510.00	-12.3%
1210 51520 Retirement	9,461.91	14,014.00	14,014.00	12,578.02	13,850.00	15,602.00	3.1%
1210 51540 HealthIns	57,400.05	58,147.00	58,147.00	8,936.93	9,871.00	10,382.00	-25.9%
1210 51550 LifeIns	619.66	439.00	439.00	51,438.12	59,089.00	54,507.00	-6.3%
1210 51560 DentalIns	2,838.29	3,175.00	3,175.00	356.57	400.00	467.00	6.4%
1210 51580 UC	363.00	.00	.00	2,675.36	3,000.00	3,024.00	-4.8%
1210 52110 MedSrv	30,293.76	35,000.00	35,000.00	.00	.00	.00	.0%
1210 52190 OthProfSrv	133.27	250.00	250.00	26,131.35	32,500.00	32,500.00	-7.1%
1210 52195 CCColFee	2,988.94	3,000.00	3,000.00	28.08	175.00	580.00	132.0%
1210 52250 Telephone	760.10	987.00	987.00	2,514.77	2,800.00	3,300.00	10.0%
1210 53110 PostBoxRnt	4,903.42	4,500.00	4,500.00	951.09	800.00	950.00	-3.7%
1210 53120 OfficSupp	426.58	1,000.00	1,000.00	4,174.39	4,850.00	5,000.00	11.1%
1210 53130 Print/Phtc	8,377.97	9,000.00	9,000.00	588.74	600.00	1,000.00	.0%
1210 53135 Int Prntng	.00	.00	.00	882.50	2,000.00	4,000.00	-55.6%
1210 53150 CompSupp	.00	500.00	500.00	4,059.56	2,783.00	4,000.00	.0%
1210 53230 SubscriptL	59.00	171.00	171.00	.00	.00	1,500.00	200.0%
1210 53240 MbrshpDue	1,499.25	2,298.00	2,298.00	.00	.00	171.00	.0%
1210 53250 ConfTrng	1,711.20	1,500.00	1,500.00	2,230.00	2,100.00	2,298.00	.0%
1210 53460 ClotUnifor	.00	50.00	50.00	1,872.77	1,250.00	2,150.00	43.3%
1210 55130 PubOffLiab	.00	100.00	100.00	.00	.00	50.00	.0%
TOTAL Municipal Court	330,048.45	350,246.00	350,246.00	291,914.64	332,050.00	348,368.00	-1.5%

**MAYOR'S OFFICE
1310**

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Shawn Reilly, Mayor

LINKAGE TO STRATEGIC PLAN GOAL AREAS: All goal areas

PROGRAM DESCRIPTION:

The Mayor is the elected chief executive officer for the City, the presiding officer for the Common Council, the Chair of the Plan Commission, and a member of the Water Utility Commission. The Mayor has a statutory duty to assure that City ordinances and State laws are observed and enforced. The mayor communicates on behalf of the City with other elected officials, organizations, and individuals on City related issues. He also is the primary point of contact with State elected officials to represent the best interests of the City.

SERVICES:

- ✎ Prepare special reports and surveys and recommend program and policy alternatives for consideration by the Common Council
- ✎ Through the City Administrator he is responsible to oversee the enforcement of City policies, ordinances, administrative rules, or other legal requirements
- ✎ Maintain an open communication with residents and business interests and respond to citizen requests and concerns
- ✎ Advocates at the state and national level on behalf of the city

Mayor's Office Personnel

STAFFING:

Full-Time Equivalent Employees					
Position	2013 Actual	2014 Actual	2015 Requested	2015 Executive	2015 Adopted
Mayor (Elected)	1.00	1.00	1.00	1.00	1.00
Executive Assistant	0.50	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50	1.50

Budget Note:

The Confidential Secretary is a full-time position. One-half of salary and benefits is charged to the The Mayor's Office and one-half to the City Administrator's Office (1330).

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1310 Mayor's Office							
1310 51110 Salaries	105,925.64	111,731.00	111,731.00	98,133.98	111,213.00	113,157.00	1.3%
1310 51180 AccVac	-1.88	.00	.00	.00	.00	.00	.0%
1310 51510 SocSec	8,040.69	8,547.00	8,547.00	7,290.60	8,500.00	8,657.00	1.3%
1310 51520 Retirement	7,439.64	8,447.00	8,447.00	7,439.30	7,600.00	8,449.00	.0%
1310 51540 HealthIns	18,554.09	18,058.00	18,058.00	21,656.53	20,000.00	30,980.00	71.6%
1310 51550 LifeIns	318.64	234.00	234.00	184.20	200.00	467.00	99.6%
1310 51560 DentalIns	942.00	989.00	989.00	728.30	600.00	1,710.00	72.9%
1310 52250 Telephone	1,366.07	500.00	500.00	1,711.90	1,800.00	1,400.00	180.0%
1310 53110 PostBoxRnt	514.01	300.00	300.00	29.13	250.00	300.00	.0%
1310 53120 OfficSupp	1,024.32	1,500.00	1,500.00	605.80	1,000.00	1,200.00	-20.0%
1310 53130 Print/Phtc	2,009.43	2,000.00	2,000.00	64.50	2,000.00	500.00	-75.0%
1310 53135 Int Prntng	.00	.00	.00	1,578.90	1,603.00	1,600.00	.0%
1310 53220 SubscriptO	175.00	300.00	300.00	217.95	200.00	200.00	-33.3%
1310 53240 MbrshpDue	13,765.22	13,850.00	13,850.00	13,712.24	13,800.00	18,650.00	34.7%
1310 53250 ConfTrng	3,687.00	3,700.00	3,700.00	714.75	1,100.00	2,000.00	-45.9%
1310 53320 EmpAutoAll	1,440.00	.00	.00	600.00	600.00	.00	.0%
1310 53490 OthOpSupp	5,930.26	2,500.00	2,500.00	833.24	1,500.00	2,000.00	-20.0%
TOTAL Mayor's Office	171,130.13	172,656.00	172,656.00	155,501.32	171,966.00	191,270.00	10.8%

CITY ADMINISTRATOR
1330

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Edmund M. Henschel, City Administrator

LINKAGE TO STRATEGIC PLAN GOAL AREAS: All goal areas

PROGRAM DESCRIPTION:

The City Administrator is the appointed Chief Administrative Officer for the City. The City Administrator is responsible for the general supervision of day-to-day operations of the city and overall coordination of all services, activities, programs and operations in the city except as otherwise provided by state statute. While overseeing the implementation of all components of the strategic plan, the City Administrator's Office is most closely aligned with directing activities related to goal #2 Well Managed and Financially Sound City, goal #3 Customer Focused Organization, and goal #5 Well Planned, Sustainable and Environmentally Sensitive Community.

SERVICES:

- ✚ Review, recommend and implement procedures and administrative policies intended to achieve effective and efficient government operation
- ✚ Promote interdepartmental communication and cooperation
- ✚ Confer with and assist individuals and organizations in providing and obtaining government services and programs
- ✚ Implement Common Council policies through staff
- ✚ Assess broad and long term trends and recommend policies and procedures to address same
- ✚ Prepare and amend an executive budget including capital improvement and long term financial planning designed to carry out council policies and programs

2015 BUDGET INITIATIVES:

Classification/Compensation Study – In 2014 a classification and compensation study was conducted through the HR Department at the direction of the City Administrator. In 2015 the recommendations of this study will need to be implemented.

Management Internship – With the hiring of a new City Administrator in 2015, it would be very helpful to employ a student intern to assist with various tasks and to conduct research projects. \$5,000 was included in the 2015 Budget for this purpose.

Department Operation Reviews – Best practices suggest that municipal operations be reviewed by an outside third party as a means to seek further efficiencies. \$75,000 was included in the 2015 budget to conduct such a study of at least one City Department.

City Administrator's Office Personnel

STAFFING:

Full-Time Equivalent Employees					
Position	2013 Actual	2014 Actual	2015 Requested	2015 Executive	2015 Adopted
City Administrator	1.00	1.00	1.00	1.00	1.00
Executive Assistant	0.50	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50	1.50

Budget Notes:

The Executive Assistant is a full-time position. One-half of salary and benefits is charged to the City Administrator's Office and one-half to the Mayor's Office (Business Unit 1310).

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1330	City Administrator							
1330	51110 Salaries	167,925.69	172,102.00	172,102.00	146,973.89	176,736.00	174,336.00	1.3%
1330	51180 AccVac	805.81	.00	.00	.00	.00	.00	.0%
1330	51220 OT	64.12	.00	.00	.00	.00	.00	.0%
1330	51250 WagesTemp	11,096.52	.00	.00	.00	.00	.00	.0%
1330	51510 SocSec	11,434.92	11,295.00	11,295.00	210.73	211.00	4,140.00	.0%
1330	51520 Retirement	11,273.94	12,047.00	12,047.00	10,442.23	11,250.00	11,568.00	2.4%
1330	51540 HealthIns	17,285.99	16,998.00	16,998.00	10,504.49	12,500.00	11,855.00	-1.6%
1330	51550 LifeIns	1,847.82	1,303.00	1,303.00	11,467.14	16,000.00	30,980.00	82.3%
1330	51560 DentalIns	1,710.26	1,796.00	1,796.00	1,043.24	1,800.00	649.00	-50.2%
1330	52135 Consulting	72,506.54	75,000.00	75,000.00	1,796.00	2,000.00	1,710.00	-4.8%
1330	52190 OthProfSrv	20,636.83	.00	.00	19,165.30	72,000.00	50,000.00	-33.3%
1330	52250 Telephone	847.86	1,200.00	1,200.00	.00	.00	.00	.0%
1330	53110 PostBoxRnt	49.22	500.00	500.00	322.13	1,450.00	1,450.00	20.8%
1330	53120 OfficSupp	705.45	200.00	200.00	13.29	50.00	50.00	-90.0%
1330	53130 Print/Phtc	354.15	250.00	250.00	129.64	750.00	500.00	150.0%
1330	53135 Int Prntng	.00	.00	.00	97.50	100.00	150.00	-40.0%
1330	53220 SubscriptO	29.95	250.00	250.00	195.14	78.00	100.00	.0%
1330	53240 MbrshpDue	2,083.97	2,100.00	2,100.00	.00	30.00	100.00	-60.0%
1330	53250 ConfTrng	482.95	1,200.00	1,200.00	1,343.97	2,100.00	2,100.00	.0%
1330	53320 EmpAutoAll	3,600.00	3,600.00	3,600.00	1,039.00	1,039.00	2,500.00	108.3%
1330	53490 OthOpSupp	671.86	100.00	100.00	3,300.00	3,600.00	3,600.00	.0%
					23.39	200.00	200.00	100.0%
	TOTAL City Administrator	325,413.85	299,941.00	299,941.00	207,718.21	301,894.00	295,988.00	-1.3%

HUMAN RESOURCES 1430, 1431 & 1433

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Donna Whalen, Human Resources Manager

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goal 3

PROGRAM DESCRIPTION:

The mission of the Human Resources department is to provide quality Human Resources Management advice and services to the Mayor, Common Council, City Administrator, the administrative management team and all city employees.

The Human Resources Department undertakes the administration and establishment of strategies relating to the effective management of the City's personnel and group benefits to ensure that staff is paid accurately and on time, and that they have a safe workplace and effective benefits.

The Human Resources Department also is charged with the labor relations function for two (2) certified employee bargaining units representing 183 police and fire employees as well as meeting with 392 non-represented personnel and 400 seasonal employees on an informal basis. Labor relations include: contract negotiations, unit clarifications by election, contract administration (grievances), interest arbitration, defending charges of unfair labor practices, mediation proceedings, unit clarifications and declaratory rulings.

In 2014 the Human Resources department is working with consultants to develop and implement a classification and compensation study for all non-represented City employees. The department has also been heavily involved over the past year with Waukesha County and the Waukesha School District in an intergovernmental project establishing an on site medical clinic.

The Payroll division of the Human Resources Department is responsible for processing payroll data and changes, verifying the accuracy of payroll edits, distribution of paychecks, and preparation of various payroll reports and payroll data entry.

Goal three of the City's strategic plan is to have a Customer Focused Organization. The objective is to build a customer focused organizational structure. A customer service team has been established. The customer service team has worked with customer access issues including revision of the City website, updating city employee directories and establishing baseline response procedures for citizen complaints. For 2015, emphasis will be placed on making City services available through various technologies and standardizing license and permit processes.

Goal Three: Customer Focused Organization

Outcome measures for this goal are still being developed

ACTIVITY MEASURES:

ACTIVITY	2010	2011	2012	2013	2014
# Reportable Injuries	48	54	50	63	29 *
Workers Comp Fixed Premiums	\$572,050	\$599,2071	\$663,921	\$ _____	\$ _____

• Thru June 30th, 2014

Administration & Labor Relations

SERVICES:

- # Human resources administration which includes labor and employee relations
- # Total payroll administration and processing
- # Training and development
- # Performance management
- # Occupational safety and health
- # Recruitment and selection which includes benefits enrollment
- # Job evaluation and salary remuneration
- # Human resource planning and policy and benefits development and administration

SERVICES:

- # Provide collective bargaining services for the City
- # Study union demands, gather comparative data on wages, benefits, and assist in interest and grievance arbitration
- # Draft contract modifications, administer labor agreements
- # Consult with Department directors and supervisors concerning employee discipline, human resource policies and labor agreements
- # Prepare materials and testify at labor relations hearings

Payroll

SERVICES:

- # Process twenty-six (26) scheduled bi-weekly payrolls for the City's employees
- # Process various deductions such as deferred compensation, wage garnishment, union dues, etc.
- # File federal and state taxes
- # Prepare internal management reports
- # Prepare state pension report
- # Prepare and pay back-pay of union and non-represented wages

STRATEGIC PLAN INITIATIVES SUMMARY:

Goal 3.0 Customer Focused Organization: A Customer Service Team was created to lead the development of a customer service culture.

Human Resources Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2013 Actual	2014 Actual	2015 Requested	2015 Executive	2015 Adopted
Human Resources Manager	0.4	0.4	0.8	0.8	0.8
Human Resources Specialist	1	1	1	1	1
Payroll Specialist (PT)	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>
Total	2.1	2.1	2.5	2.5	2.5

Budget Note: Human Resources Manager/Assistant City Attorney works a total of 32 hours per week. Beginning in 2015 all of the salary and benefits for the HR Manager are charged to Human Resources. Also beginning in 2015, HR Administration and Labor Relations budgets have been combined into one budget.

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1430 Human Resources/Admin							
1430 51110 Salaries	44,186.02	45,594.00	45,594.00	42,121.44	45,748.00	166,601.00	265.4%
1430 51180 AccVac	292.19	.00	.00	.00	.00	.00	.0%
1430 51250 WagesTemp	.00	.00	.00	.00	.00	.00	.0%
1430 51510 SocSec	3,203.56	3,488.00	3,488.00	798.37	1,000.00	628.00	.0%
1430 51520 Retirement	2,943.70	3,192.00	3,192.00	3,076.88	3,488.00	12,754.00	265.7%
1430 51540 HealthIns	13,583.70	17,180.00	17,180.00	2,949.90	3,192.00	11,329.00	254.9%
1430 51550 LifeIns	291.39	211.00	211.00	12,710.93	17,180.00	41,307.00	140.4%
1430 51560 DentalIns	684.06	718.00	718.00	166.90	211.00	878.00	316.1%
1430 52110 MedSrv	896.00	1,600.00	1,600.00	657.75	718.00	2,280.00	217.5%
1430 52190 OthProfSrv	3,773.25	6,000.00	6,000.00	896.00	1,600.00	5,500.00	243.8%
1430 52250 Telephone	1,552.19	1,550.00	1,550.00	3,465.00	6,000.00	6,000.00	.0%
1430 52420 MachEquipM	.00	36.00	36.00	2,075.82	1,550.00	1,500.00	-3.2%
1430 53110 PostBoxRnt	3,955.59	3,000.00	3,000.00	.00	36.00	50.00	38.9%
1430 53120 OfficSupp	464.96	1,000.00	1,000.00	1,474.56	3,000.00	3,000.00	.0%
1430 53130 Print/Phtc	2,639.10	4,500.00	4,500.00	421.63	1,000.00	1,000.00	.0%
1430 53135 Int Prntng	.00	.00	.00	459.35	1,000.00	1,000.00	-77.8%
1430 53185 PCORIFees	.00	.00	.00	1,663.61	3,500.00	3,500.00	.0%
1430 53220 SubscriptO	1,000.00	1,000.00	1,000.00	.00	.00	3,000.00	.0%
1430 53240 MbrshpDue	.00	.00	.00	.00	1,000.00	1,500.00	50.0%
1430 53250 ConfTrng	240.58	1,000.00	1,000.00	.00	.00	276.00	.0%
1430 53260 Advertisin	5,706.00	8,000.00	8,000.00	.00	1,000.00	1,750.00	75.0%
1430 53496 Mgmnt Rcrt	.00	.00	23,500.00	6,627.05	8,000.00	11,125.00	39.1%
1430 57310 EmpAward	517.30	750.00	750.00	10,591.88	23,500.00	.00	-100.0%
1430 57311 TuitionRmb	8,498.44	10,000.00	10,000.00	443.40	750.00	800.00	6.7%
TOTAL Human Resources/Admin	94,428.03	108,819.00	132,319.00	97,644.77	133,473.00	285,778.00	116.0%

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 8
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund

		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1431	Labor Relations							
1431	51110 Salaries	66,344.50	68,391.00	68,391.00	51,417.20	68,651.00	.00	-100.0%
1431	51510 SocSec	4,805.20	5,232.00	5,232.00	3,733.02	5,232.00	.00	-100.0%
1431	51520 Retirement	4,415.57	4,787.00	4,787.00	3,599.19	4,787.00	.00	-100.0%
1431	51540 HealthIns	20,375.47	25,768.00	25,768.00	15,253.04	19,829.00	.00	-100.0%
1431	51550 LifeIns	437.09	316.00	316.00	217.80	316.00	.00	-100.0%
1431	51560 DentalIns	1,026.06	1,077.00	1,077.00	789.38	1,077.00	.00	-100.0%
1431	52110 MedSrv	4,158.00	3,780.00	3,780.00	3,955.00	3,780.00	.00	-100.0%
1431	52190 OthProfSrv	156.00	.00	.00	708.00	708.00	.00	.0%
1431	53220 SubscriptO	666.95	500.00	500.00	1,730.90	500.00	.00	-100.0%
1431	53240 MbrshpDue	205.00	276.00	276.00	30.00	276.00	.00	-100.0%
1431	53250 ConfTrng	203.69	750.00	750.00	1,019.03	750.00	.00	-100.0%
1431	53496 Mgmnt Rcrt	.00	.00	.00	.00	.00	35,000.00	.0%
	TOTAL Labor Relations	102,793.53	110,877.00	110,877.00	82,452.56	105,906.00	35,000.00	-68.4%

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1433 Payroll							
1433 51180 AccVac	50.60	.00	.00	.00	.00	.00	.0%
1433 51210 WagesPerm	36,803.66	36,445.00	36,445.00	32,481.36	36,633.00	36,711.00	.7%
1433 51220 OT	584.04	600.00	600.00	274.72	600.00	1,200.00	100.0%
1433 51510 SocSec	2,860.82	2,834.00	2,834.00	2,422.09	2,834.00	2,900.00	2.3%
1433 51520 Retirement	2,490.43	2,593.00	2,593.00	2,292.92	2,593.00	2,578.00	-.6%
1433 51550 LifeIns	44.34	58.00	58.00	32.70	58.00	64.00	10.3%
1433 53110 PostBoxRnt	533.78	500.00	500.00	531.00	600.00	500.00	.0%
1433 53120 OfficSupp	213.76	250.00	250.00	140.98	250.00	250.00	.0%
1433 53130 Print/Phtc	4,835.68	3,000.00	3,000.00	504.50	3,000.00	500.00	-83.3%
1433 53135 Int Prntng	.00	.00	.00	2,495.43	.00	1,500.00	.0%
1433 53220 SubscriptO	562.00	175.00	175.00	626.00	626.00	650.00	271.4%
1433 53240 MbrshpDue	219.00	250.00	250.00	.00	.00	.00	-100.0%
1433 68130 OfFurEquip	172.50	.00	.00	.00	.00	.00	.0%
TOTAL Payroll	49,370.61	46,705.00	46,705.00	41,801.70	47,194.00	46,853.00	.3%

**ASSESSOR'S OFFICE
1540**

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Paul Klauck, City Assessor

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goal 3, 4 & 6

PROGRAM DESCRIPTION:

The City Assessor's office assures that all taxable properties in the City are assessed fairly and equitably based on estimated market value as of January 1st of each year.

STRATEGIC PLAN OUTCOME MEASUREMENTS:

GOAL 4.0: ECONOMICALLY STRONG AND DIVERSE

Outcome Measure M-1: Ratio of residential, commercial, manufacturing and industrial tax base

Class	2010		2011		2012		2013	
Residential	\$3,973,498,300	69%	\$3,693,002,200	69%	\$3,692,899,200	69%	\$3,530,294,100	68%
Commercial	\$1,533,283,700	27%	\$1,447,127,000	27%	\$1,473,365,200	27%	\$1,450,226,300	28%
Industrial	<u>\$213,074,300</u>	<u>4%</u>	<u>\$205,771,400</u>	<u>4%</u>	<u>\$234,869,400</u>	<u>4%</u>	<u>\$,226,981,700</u>	<u>4%</u>
TOTAL	\$5,719,856,300	100%	\$5,345,900,600	100%	\$5,401,133,800	100%	\$5,207,502,100	100%

Land Use - % Coverage per Comprehensive Plan

Commercial	21.5%
Residential	42.7%
Manufacturing	7.4%
Agricultural	4.6%
Exempt	<u>23.8%</u>
Total	100.0%

Note: Exempt Land use coverage includes government and institution, environmental and park.

GOAL 6.0: VIBRANT NEIGHBORHOODS AND BUSINESS AREAS

Property type to be defined as Residential, Commercial and Industrial

Note: Community Development and Assessors continue with the development of a map of the City's neighborhoods using elementary school boundaries. In addition, we are developing a program to access current values within those individual neighborhoods to monitor growth or decline.

SERVICES:

- ⚡ Inspect and value properties issued permits for new construction and remodeling
- ⚡ Maintain an effective public relations program with taxpayers
- ⚡ Maintain accurate assessment records
- ⚡ Hold Board of Review hearing as required by Statutes

ACTIVITY MEASURES:

ACTIVITY	2008	2009	2010	2011	2012	2013
No. Parcels	21,271	21,387	21,388	21,370	21,368	21,386
Personal Property	2,374	2,366	2,321	2,318	2,324	2,340
Assessed Value Change	\$144,652,000	\$238,611,500	\$37,830,600	(\$392,770,840)	\$54,401,133,800	(\$198,393,780)
Assessment Appeals	11	46	51	15	18	14

Assessor's Office Personnel

Staffing

Full-Time Equivalent Employees

<u>Position</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Requested</u>	<u>2015 Executive</u>	<u>2015 Adopted</u>
Assessor	1.00	1.00	1.00	1.00	1.00
Appraiser 3	1.00	1.00	1.00	1.00	1.00
Appraiser 2	1.00	1.00	1.00	1.00	1.00
Appraiser 1	1.00	1.00	1.00	1.00	1.00
Cartographer Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	5.00	5.00	5.00	5.00	5.00

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 10
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE	
1540	Assessor								
1540	51110	Salaries	314,726.75	324,469.00	324,469.00	281,954.58	325,701.00	337,165.00	3.9%
1540	51170	AccCompTim	491.70	.00	.00	.00	.00	.00	.0%
1540	51180	AccVac	-527.69	.00	.00	.00	.00	.00	.0%
1540	51510	SocSec	23,719.56	24,822.00	24,822.00	21,170.95	24,822.00	25,793.00	3.9%
1540	51520	Retirement	20,945.77	22,713.00	22,713.00	19,736.77	22,713.00	22,927.00	.9%
1540	51540	HealthIns	66,599.68	64,999.00	64,999.00	57,499.54	64,999.00	61,077.00	-6.0%
1540	51550	LifeIns	1,763.81	1,431.00	1,431.00	1,077.88	1,431.00	1,587.00	10.9%
1540	51560	DentalIns	3,396.38	3,566.00	3,566.00	3,004.49	3,566.00	3,396.00	-4.8%
1540	52250	Telephone	1,520.20	1,973.00	1,973.00	1,411.27	1,973.00	1,973.00	.0%
1540	52990	MuniFee	17,958.77	21,000.00	21,000.00	.00	20,000.00	20,000.00	-4.8%
1540	53110	PostBoxRnt	10,008.54	3,500.00	3,500.00	2,555.70	3,500.00	11,000.00	214.3%
1540	53120	OfficSupp	585.83	700.00	700.00	157.30	650.00	700.00	.0%
1540	53130	Print/Phtc	5,998.83	5,200.00	5,200.00	1,306.22	4,000.00	5,000.00	-3.8%
1540	53135	Int Prntng	.00	.00	.00	1,153.84	1,417.00	1,450.00	.0%
1540	53150	CompSupp	21.42	50.00	50.00	42.84	50.00	50.00	.0%
1540	53220	SubscriptO	390.00	408.00	408.00	412.00	392.00	410.00	.5%
1540	53240	MbrshpDue	615.00	635.00	635.00	595.00	615.00	615.00	-3.1%
1540	53250	ConfTrng	1,737.00	2,200.00	2,200.00	1,833.04	1,683.00	2,000.00	-9.1%
1540	53260	Advertisin	.00	.00	.00	73.51	74.00	.00	.0%
1540	53320	EmpAutoAll	3,851.86	3,500.00	3,500.00	2,921.30	3,200.00	3,500.00	.0%
	TOTAL Assessor		473,803.41	481,166.00	481,166.00	396,906.23	480,786.00	498,643.00	3.6%

FINANCE DIVISION 1570

SUMMARY INFORMATION

DEPARTMENT MANAGER: Richard Abbott, Finance Director

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goal 2 & 3

PROGRAM DESCRIPTION:

The Finance Division for the City of Waukesha provides for the financial control of the City. Functions of the department include, but are not limited to, accounts payable, insurance claim processing and follow-up, budget coordination and financial reporting functions.

Principal objectives of this department include: maintaining a sound credit rating in the financial community, assuring taxpayers that the City is well managed by using prudent financial management practices and maintaining a sound fiscal condition. We are responsible for assuring that financial transactions are reported accurately and in compliance with the various sections of the ordinances and adopted budget. We strive to provide knowledgeable, courteous service to all officials and individuals who contact the Department with questions, which is the link to Goal 3 of the Strategic Plan.

Goal 2 of the City's Five Year Strategic Plan is to have a Well Managed and Financially Sound City. This entails developing fiscally sound financial practices and effectively managing public resources within budgetary limitations. To measure our progress in this area, we will monitor two main outcome measures. They are as follows: (2-a) Bond Rating – maintain an Aa1 rating with Moody's and (2-b) Unassigned Fund balance as a percentage of the General Fund Budgeted Expenditures – Goal is to maintain that percentage at 15%.

STRATEGIC PLAN OUTCOME MEASURES:

GOAL 2.0: WELL MANAGED AND FINANCIALLY SOUND CITY

	2010	2011	2012	2013	2014
Moody's	Aa1	Aa1	Aa1	Aa1	Aa1
	Stable	Stable	Stable	Stable	Stable

M-1b: Unassigned Fund balance as percent of General Fund Budgeted Expenditures

	2009	2010	2011	2012	2013
City of Waukesha	16.78%	19.94%	20.07%	21.32%	12.04%
City of Appleton	0.70%	0.87%	21.18%	24.92%	25.00%
City of Oshkosh	17.44%	19.39%	19.97%	16.00%*	21.18%
City of Eau Claire	16.18%	18.82%	23.04%	22.20%	18.20%
City of Beloit	26.95%	29.47%	27.91%	32.00%	27.19%
City of West Allis	48.40%	45.70%	17.51%	8.00%	11.17%
City of LaCrosse	28.11%	26.96%	41.19%	27.81%	Unavailable

*City of Oshkosh uses a target of 16% of General Fund Revenues for its unassigned fund balance.

SERVICES:

- ✚ Serve as financial advisor to the City Administrator, Department Directors, Mayor and Common Council
- ✚ Administer overall financial policy
- ✚ Provide financial planning
- ✚ Prepare the Comprehensive Annual Financial Report (CAFR) or Basic Financial Statements
- ✚ Maintain the Financial Trend Monitoring System

STRATEGIC PLAN INITIATIVES SUMMARY:

Goal 2.0 Well Managed and Financially Sound City: 1) Implement an annual review of existing user fees; 2) Implement some centralized purchasing.

Finance Office Personnel

Staffing

Full-Time Equivalent Employees

<u>Position</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Requested</u>	<u>2015 Executive</u>	<u>2015 Adopted</u>
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00	1.00
Accountant I	2.00	2.00	3.00	3.00	3.00
Project Accountant	-	0.62	0.62	0.62	0.62
Account Clerk IV	1.00	1.00	1.00	1.00	1.00
Account Clerk III	<u>0.63</u>	<u>0.63</u>	<u>0.63</u>	<u>0.63</u>	<u>0.63</u>
Total	5.63	6.25	7.25	7.25	7.25

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1570	Accounting and Budget							
1570	51110 Salaries	283,780.44	397,440.00	397,440.00	302,445.39	366,370.00	443,265.00	11.5%
1570	51170 AccCompTim	-118.46	.00	.00	.00	.00	.00	.0%
1570	51180 AccVac	78.25	.00	.00	.00	.00	.00	.0%
1570	51210 WagesPerm	27,526.34	28,373.00	28,373.00	24,307.23	28,478.00	29,493.00	3.9%
1570	51220 OT	.00	.00	.00	4.07	4.00	.00	.0%
1570	51250 WagesTemp	.00	.00	.00	29,670.01	32,875.00	45,500.00	.0%
1570	51290 OutsideEmp	37,960.37	.00	.00	.00	.00	.00	.0%
1570	51510 SocSec	23,352.74	32,575.00	32,575.00	25,108.05	29,500.00	39,486.00	21.2%
1570	51520 Retirement	20,731.28	29,807.00	29,807.00	22,872.95	25,965.00	35,065.00	17.6%
1570	51540 HealthIns	44,542.62	67,789.00	67,789.00	40,477.24	45,757.00	75,161.00	10.9%
1570	51550 LifeIns	1,605.75	1,250.00	1,250.00	1,009.86	1,134.00	1,428.00	14.2%
1570	51560 DentalIns	2,256.28	4,763.00	4,763.00	1,995.94	2,256.00	4,164.00	-12.6%
1570	52130 AcctAudit	143,096.52	41,500.00	41,500.00	41,465.00	48,715.00	41,500.00	.0%
1570	52190 OthProfSrv	350.00	.00	.00	3,512.50	3,513.00	3,750.00	.0%
1570	52250 Telephone	1,216.16	1,900.00	1,900.00	1,412.63	1,500.00	1,300.00	-31.6%
1570	53110 PostBoxRnt	3,889.48	3,500.00	3,500.00	3,345.07	3,900.00	4,000.00	14.3%
1570	53120 OfficSupp	995.73	1,200.00	1,200.00	1,747.60	2,200.00	1,500.00	25.0%
1570	53130 Print/Phtc	11,251.53	15,000.00	15,000.00	716.56	10,500.00	2,000.00	-86.7%
1570	53135 Int Prntng	.00	.00	.00	3,751.40	.00	8,000.00	.0%
1570	53220 SubscriptO	182.00	200.00	200.00	156.00	156.00	175.00	-12.5%
1570	53240 MbrshpDue	780.00	500.00	500.00	805.00	805.00	830.00	66.0%
1570	53250 ConfTrng	2,446.28	5,000.00	5,000.00	3,426.81	5,000.00	5,000.00	.0%
1570	53940 ConfVehFee	.00	.00	.00	10.00	10.00	.00	.0%
1570	68130 OfficeFurn	.00	.00	.00	.00	.00	1,000.00	.0%
	TOTAL Accounting and Budget	605,923.31	630,797.00	630,797.00	508,239.31	608,638.00	742,617.00	17.7%

**CITY CLERK / ELECTIONS
1410, 1420**

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Gina Kozlik, City Clerk/Treasurer

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goal 3

PROGRAM DESCRIPTION:

This division of the Clerk's office is responsible for administering all elections at the City's 15 polling locations, the oversight of the Central Count process of absentee ballot tabulation. Maintenance of voter registry, voter history, absentee ballot issuance and ballot and election result tabulation and canvassing..

SERVICES:

- ✚ Conduct federal, state and local elections
- ✚ Maintain voter registration, voting history, and integrity of the voting process

ACTIVITY MEASURES:

ACTIVITY	2007	2008	2009	2010	2011	2012	2013
Elections Held	2	4	2	4	2	6	2
Registered Voters	38,500	44,794	33,319	33,470	38,150	40,231	40,251
New Registrations	230	13,151	151	5,177	585	12,123	322
Absentee Ballots Cast	750	12,588	1,131	6,024	3,275	18,111	1,925
Total Votes Cast	8,553	64,273	8,306	54,612	19,924	104,544	14,200

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1410	City Clerk							
1410	57930 DevelopGrt	10,000.00	20,000.00	20,000.00	10,000.00	20,000.00	10,000.00	-50.0%
	TOTAL City Clerk	10,000.00	20,000.00	20,000.00	10,000.00	20,000.00	10,000.00	-50.0%

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 6
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund

General Fund		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1420	Elections							
1420	51220	OT .00	1,200.00	1,200.00	.00	.00	.00	-100.0%
1420	51250	WagesTemp 23,425.15	65,000.00	65,000.00	58,079.41	68,000.00	31,686.00	-51.3%
1420	51540	HealthIns 11,292.96	.00	.00	.00	.00	.00	.0%
1420	51560	DentalIns 570.05	.00	.00	.00	.00	.00	.0%
1420	52420	MachEquipM 8,760.00	8,925.00	8,925.00	8,925.00	8,925.00	9,100.00	2.0%
1420	53120	OfficSupp 457.94	1,500.00	1,500.00	1,471.22	2,500.00	1,500.00	.0%
1420	53130	Print/Phtc 2,660.21	15,000.00	15,000.00	9,560.30	12,000.00	5,000.00	-66.7%
1420	53260	Advertisin 381.63	1,200.00	1,200.00	811.69	800.00	600.00	-50.0%
1420	53320	EmpAutoAll .00	.00	.00	59.36	100.00	150.00	.0%
1420	68130	OfFurEquip .00	.00	.00	.00	.00	1,000.00	.0%
TOTAL Elections		47,547.94	92,825.00	92,825.00	78,906.98	92,325.00	49,036.00	-47.2%

**CLERK / TREASURER
1560**

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Gina Kozlik, City Clerk / Treasurer

LINKAGE TO STRATEGIC PLAN GOALS: Goal 2 & 3

PROGRAM DESCRIPTION:

The City Treasurer is responsible for collection and deposit of cash, accurate accounting of receipts, preparation of annual Tax Roll/Statement of Taxes and settlement of collections with taxing districts, investment of idle funds as prescribed by State Statutes and investment policy.

The City Clerk is responsible for maintaining the City's official records, preparing minutes for the Common Council meetings and Ordinance & License Committee, issuing licenses and permits, acting as secretary for the Board of Review, providing reception service and mail processing for City Hall.

ACTIVITY MEASURES:

ACTIVITY	2007	2008	2009	2010	2011	2012	2013
Tax Bills Issued	23,170	21,604	23,639	23,591	23,569	23,576	23,594
Tax Refunds Issued	450	505	556	847	891	972	1,111
Licenses Issued (exclude dog & cat)	925	732	804	804	828	1,111	1,064
Accounts Receivable Receipts					Approx. \$15 million	Approx. \$15 million	Approx. \$15 million

Clerk/Treasurer's Office Personnel

STAFFING: Full-Time Equivalent Employees

Position	2013 Actual	2014 Actual	2015 Requested	2015 Executive	2015 Adopted
City Clerk/Treasurer (Appointed)	1.00	1.00	1.00	1.00	1.00
Deputy Clerk/Treasurer	1.00	1.00	1.00	1.00	1.00
Clerk Typist III	2.00	3.00	3.00	3.00	3.00
Account Clerk III	1.00	1.00	1.00	1.00	1.00
Account Clerk II	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	6.00	7.00	7.00	7.00	7.00

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1560 Treasurer							
1560 51110 Salaries	268,805.28	297,757.00	297,757.00	254,404.91	298,620.00	343,749.00	15.4%
1560 51170 AccCompTim	-159.15	.00	.00	.00	.00	.00	.0%
1560 51180 AccVac	-859.14	.00	.00	.00	.00	.00	.0%
1560 51210 WagesPerm	25,763.95	.00	.00	.00	.00	.00	.0%
1560 51220 OT	7,840.51	12,000.00	12,000.00	31,665.52	36,948.00	39,949.00	.0%
1560 51250 WagesTemp	1,684.44	5,000.00	5,000.00	5,571.58	10,000.00	8,500.00	-29.2%
1560 51410 BoardPDiem	175.00	375.00	375.00	795.06	3,500.00	3,500.00	-30.0%
1560 51510 SocSec	22,096.30	23,620.00	23,620.00	175.00	175.00	375.00	.0%
1560 51520 Retirement	20,060.36	21,053.00	21,053.00	21,238.75	25,045.00	30,054.00	27.2%
1560 51540 HealthIns	100,840.86	99,763.00	99,763.00	20,414.79	30,364.00	26,493.00	25.8%
1560 51550 LifeIns	1,006.13	613.00	613.00	91,618.06	103,712.00	95,814.00	-4.0%
1560 51560 DentalIns	4,778.32	5,569.00	5,569.00	535.69	600.00	755.00	23.2%
1560 52120 LegalSrv	6,034.00	6,000.00	6,000.00	5,218.66	5,850.00	6,444.00	15.7%
1560 52180 MgtSrv	8,481.12	4,000.00	4,000.00	5,271.00	6,000.00	6,000.00	.0%
1560 52190 OthProfSrv	77,510.04	15,000.00	15,000.00	7,438.61	8,400.00	8,400.00	110.0%
1560 52250 Telephone	1,672.22	1,626.00	1,626.00	55,758.49	69,591.00	70,000.00	366.7%
1560 52420 MachEqupM	3,780.00	5,240.00	5,240.00	1,840.79	1,626.00	1,600.00	-1.6%
1560 53110 PostBoxRnt	20,661.70	35,000.00	35,000.00	5,040.00	5,240.00	5,500.00	5.0%
1560 53120 OfficSupp	1,947.11	1,500.00	1,500.00	20,099.71	28,000.00	18,000.00	-48.6%
1560 53130 Print/Phtc	19,571.37	20,000.00	20,000.00	1,082.43	1,500.00	1,200.00	-20.0%
1560 53135 Int Prntng	.00	.00	.00	1,783.30	12,800.00	12,800.00	-36.0%
1560 53220 SubscriptO	131.50	200.00	200.00	7,802.52	9,500.00	8,950.00	.0%
1560 53240 MbrshpDue	495.00	500.00	500.00	120.00	200.00	200.00	.0%
1560 53250 ConfTrng	1,646.39	2,000.00	2,000.00	350.00	400.00	400.00	-20.0%
1560 53260 Advertisin	993.76	1,200.00	1,200.00	1,396.23	1,800.00	2,400.00	20.0%
TOTAL Treasurer	594,957.07	558,016.00	558,016.00	1,201.55	1,202.00	1,500.00	25.0%

Office of the City Attorney - 1610
2015 Budget Narrative¹

Department Manager Brian Running, City Attorney

Linkage to Strategic Plan Goals 1.2 – minimize unsafe conditions and environments including code enforcement; 3.2 – build a customer-focused organizational culture

Program Description The Office of the City Attorney -

- 1 Ensures that all actions taken by the Common Council, departments, boards and commissions are authorized by law, within the limits of the law and are enforceable
- 2 Facilitates implementation of policies developed by the Common Council, departments and boards so that the policy goals are attained legally
- 3 Enforces municipal codes by prosecution in the municipal and circuit courts
- 4 Prosecutes and defends civil lawsuits on behalf of the City
- 5 Drafts and reviews ordinances, contracts, real estate instruments, and other legal documents to ensure legality, enforceability and attainment of best results for the City
- 6 Monitors all city government activities to identify and rectify legal issues before they become problems
- 7 Facilitates communication among branches of city government; between the City, county and state governments; between the City and its citizens; and between the City and private businesses; and
- 8 In general, conducts all of the City's legal affairs.

Staffing Full-time equivalent employees:

Position	2013 Actual	2014 Actual	2015 Requested	2015 Executive	2015 Adopted
City Attorney (elected)	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney ²	2.63	2.63	2.63	2.23	2.23
Legal Secretary	1.00	1.00	1.00	1.00	1.00
Secretary II PT	0.50	0.50	0.50	0.50	0.50
Totals	5.13	5.13	5.13	4.73	4.73

Notes

1 Line-item narratives are included in the Munis budget report, please refer to those for more detail about individual budget items.

2 The office employs four Assistant City Attorneys. One is 1.00 FTE, one is 0.60 FTE, one is 0.63 FTE. The 0.40 position shared with HR has been removed from the Attorney Budget and placed in the HR Budget.

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 13
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1610 Attorney's Office							
1610 51110 Salaries	419,674.36	430,813.00	430,813.00	363,675.54	421,139.00	392,716.00	-8.8%
1610 51180 AccVac	452.57	.00	.00	.00	.00	.00	.0%
1610 51210 WagesPerm	32,950.46	26,622.00	26,622.00	30,872.63	35,759.00	26,814.00	.7%
1610 51510 SocSec	34,168.43	34,994.00	34,994.00	29,686.11	33,314.00	32,032.00	-8.5%
1610 51520 Retirement	30,517.43	32,869.00	32,869.00	28,353.70	31,821.00	29,577.00	-10.0%
1610 51540 HealthIns	59,198.51	47,780.00	47,780.00	47,129.79	51,943.00	61,961.00	29.7%
1610 51550 LifeIns	2,897.37	2,146.00	2,146.00	1,331.25	1,600.00	1,261.00	-41.2%
1610 51560 DentalIns	3,990.38	4,190.00	4,190.00	2,455.52	4,000.00	3,420.00	-18.4%
1610 52120 LegalSrv	17,114.13	15,000.00	15,000.00	34,997.43	37,000.00	20,000.00	33.3%
1610 52190 OthProfSrv	222.00	3,000.00	3,000.00	1,791.63	2,500.00	2,500.00	-16.7%
1610 52250 Telephone	1,368.18	1,772.00	1,772.00	2,183.96	2,300.00	2,460.00	38.8%
1610 52420 MachEquipM	21.24	80.00	80.00	40.50	80.00	80.00	.0%
1610 53110 PostBoxRnt	454.19	550.00	550.00	489.39	550.00	550.00	.0%
1610 53120 OfficSupp	550.64	500.00	500.00	162.08	500.00	600.00	20.0%
1610 53130 Print/Phtc	3,843.28	2,389.00	2,389.00	594.65	2,800.00	1,500.00	-37.2%
1610 53135 Int Prntng	.00	.00	.00	2,602.80	3,214.00	3,225.00	.0%
1610 53150 CompSupp	19.99	100.00	100.00	.00	100.00	100.00	.0%
1610 53170 LitigatExp	3,235.12	2,000.00	2,000.00	201.03	2,000.00	2,000.00	.0%
1610 53180 FilingFees	90.00	100.00	100.00	.00	100.00	100.00	.0%
1610 53220 SubscriptO	99.00	300.00	300.00	120.00	300.00	300.00	.0%
1610 53230 SubscriptL	29,553.28	25,000.00	25,000.00	21,912.87	26,090.00	25,000.00	.0%
1610 53240 MbrshpDue	2,653.50	2,700.00	2,700.00	2,890.00	2,900.00	2,900.00	7.4%
1610 53250 ConfTrng	1,665.98	3,218.00	3,218.00	3,011.21	3,250.00	3,218.00	.0%
TOTAL Attorney's Office	644,740.04	636,123.00	636,123.00	574,502.09	663,260.00	612,314.00	-3.7%

COMMUNITY DEVELOPMENT: PLANNING DIVISION
1720, 5630

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Jennifer Andrews, Acting Director of Community Development
& City Planner

LINKAGE TO STRATEGIC PLAN GOAL AREAS:

Goal 3 – Customer Focused Organization

Goal 4 – Strategic and Diverse Local Economy

Goal 6 – Vibrant Neighborhood and Business Areas

PROGRAM DESCRIPTION:

The Planning Department provides the Common Council, City Plan Commission, and 13 other boards and commissions with expertise and recommendations in the areas of City planning, neighborhood and special areas planning, City development and redevelopment, zoning, site plan review, subdivision plat review, Community Development Block Grants, historic preservation, land use-related ordinance development, growth and development monitoring and land use management. One of the Planning Department's main goals is to grow tax base and employment through sound planning principles.

The City's strategic plan is to strengthen the division's accountability and set a strategic direction/priority to allocate the division's resources to meet the goals/outcome measures of said plan. The Planning, Landmark, and Redevelopment Authority divisions' services and activities are linked to:

Goal 3.0 – Customer Focused Organization and Outcome Measures M-1 – Number of complaints and compliments.

Goal 4.0 – Strategic and Diverse Local Economy and Outcome Measures – M-1 – Ratio of Commercial/Industrial/Residential to tax base, M-2 – Number of new jobs created by new and existing businesses, M-3 – Percent change in Top 10 employers in the City, M-4 – Net gain in new jobs, and M-5 – Average earnings per job.

Goal 6.0 – Vibrant Neighborhoods and Business Areas and Outcome Measures M-1 – Number of building permits issued to existing properties, M-2 – Percent increase in assessed values, M-3 – Compliance with street trees management standards, and M-4 – Compliance with City's Park and Open Space plan. Refer to Appendix A and B for detail data on the outcome measurements which are designed to illustrate how well this division is doing on achieving the specific goals to the division.

STRATEGIC PLAN OUTCOME MEASUREMENTS:

GOAL 4.0: ECONOMICALLY STRONG AND DIVERSE

Outcome Measure M-1: Ratio of Residential, Commercial, and Industrial Tax Base

Note: Owner of Data – Community Development/Assessor

Note: Collection of data to be annually

PROPERTY TYPE BY ASSESSED VALUE

Property Class	2010		2011		2012		2013	
Residential	\$3,973,498,300	69%	\$3,973,498,300	69%	\$3,692,899,200	69%	\$3,530,294,100	68%
Commercial	\$1,533,283,700	27%	\$1,533,283,700	27%	\$1,473,365,200	27%	\$1,450,226,300	28%
Industrial	\$213,074,300	4%	\$213,074,300	4%	\$234,869,400	4%	\$226,981,700	4%
TOTAL	\$5,719,858,311	100%	\$5,719,858,311	100%	\$5,401,133,800	100%	\$5,207,502,100	100%

% PROPERTY TYPE COVERAGE

Property Class	2010 Acres	%	2011 Acres	%	2012 Acres	%	2013 Acres	%
Residential	5,066	42%	5,087	42%	5,071	41%	5,180	43%
Commercial	2,558	21%	2,564	21%	2,595	21%	2,595	21%
Industrial	934	8%	933	8%	895	7%	897	7%
Agricultural	579	5%	566	5%	851	7%	562	5%
Exempt *	2,843	24%	2,844	24%	2896	24%	2889	24%
TOTALS	11,980	100%	11,994	100%	12,308	100%	12,123	100%

*Note: Exempt coverage would be government and institution, environmental and park.

Outcome Measure M-2: Number of new jobs created by new and existing business

Source – US Census Bureau

<i>Jobs by NAICS Industry Sector</i>	2011		2010		2009		2008	
	Count	Share	Count	Share	Count	Share	Count	Share
<i>City of Waukesha</i>								
<i>Agriculture, Forestry, Fishing and Hunting</i>	0	0.0%	0	0.0%	2	0.0%	3	0.0%
<i>Mining, Quarrying, and Oil and Gas Extraction</i>	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<i>Utilities</i>	523	1.1%	514	1.1%	524	1.2%	530	1.1%
<i>Construction</i>	2053	4.1%	2,176	4.8%	2,217	4.9%	2,242	4.8%
<i>Manufacturing</i>	10,893	21.9%	9,859	21.6%	10,723	23.8%	12,052	25.6%
<i>Wholesale Trade</i>	2,690	5.4%	2,697	5.9%	2,638	5.8%	3,038	6.5%
<i>Retail Trade</i>	4,777	9.6%	4,036	8.8%	4,568	10.1%	4,744	10.1%
<i>Transportation and Warehousing</i>	1,481	3.0%	1,236	2.7%	1,074	2.4%	1,316	2.8%
<i>Information</i>	702	1.4%	1,158	2.5%	530	1.2%	582	1.2%
<i>Finance and Insurance</i>	1700	3.4%	2,042	4.5%	2,011	4.5%	2,022	4.3%
<i>Real Estate and Rental and Leasing</i>	390	0.8%	403	0.9%	378	0.8%	390	0.8%
<i>Professional, Scientific, and Technical Services</i>	2,086	4.2%	2,005	4.4%	1,783	4.0%	1,792	3.8%
<i>Management of Companies and Enterprises</i>	518	1.0%	392	0.9%	486	1.1%	635	1.3%
<i>Administration & Support, Waste Management and Remediation</i>	3,072	6.2%	2,342	5.1%	1,837	4.1%	2,389	5.1%
<i>Educational Services</i>	2,672	5.4%	2,340	5.1%	2,287	5.1%	2,094	4.4%
<i>Health Care and Social Assistance</i>	7,673	15.5%	6,996	15.3%	6,738	14.9%	6,092	12.9%
<i>Arts, Entertainment, and Recreation</i>	717	1.4%	507	1.1%	441	1.0%	385	0.8%
<i>Accommodation and Food Services</i>	3,092	6.2%	2,613	5.7%	2,660	5.9%	2,638	5.6%
<i>Other Services (excluding Public Administration)</i>	1,587	3.2%	1,449	3.2%	1,429	3.2%	1,348	2.9%
<i>Public Administration</i>	3,019	6.1%	2,911	6.4%	2,791	6.2%	2,786	5.9%
Totals	49,645		45,676		45,117		47,078	

*Current data specific to City of Waukesha not available at this time.

Outcome Measure M-3: Percent change in jobs at Top 10 Employers in City

Source – UW Extension Waukesha County
 Note: Data compared annually for % change.

Name of Employer	Type of Business	2009	2010	%	2011	%	2012	%	2013	%
		Approximate Employment (Full-time equivalents)	Approximate Employment (Full-time equivalents)		Approximate Employment (Full-time equivalents)		Approximate Employment (Full-time equivalents)		Approximate Employment (Full-time equivalents)	
GE Healthcare	Medical Products/ Headquarters	2,938	2,958	0.7%	2,958	0.0%	3,700	25.1%	3,700	0.0%
Waukesha Memorial Hospital	Health Services	1,800	1,891	1.7%	1,725	-5.8%	1,668	-3.3%	1,699.20	1.9%
School District of Waukesha	Education	1,508	1,510	0.1%	1,500	-0.7%	1,474	-1.7%	1,400	-5.0%
Waukesha County Government	Government	1,384	1,387	0.2%	1,357	-2.2%	1,344	-1.0%	1,358	1.0%
Cooper Power Systems	Manufacturing	979	841	-14.1%	977	16.2%	1,020	4.4%	1,020	0.0%
GE Waukesha gas engines	Engine Manufacturing	689	600	-12.9%	600	0.0%	690	15.0%	690	0.0%
City of Waukesha	Government	545	561	2.9%	541	-3.6%	526	-2.8%	515.33	-2.0%
Metaltek	Manufacturing	475	452	-4.8%	514	13.7%	566	10.1%	562	-0.7%
SPX (Waukesha Electric System)	Power Transformers	627	511	-18.5%	500	-2.2%	664	32.8%	650	-2.1%
Carroll University	Education	320	360	12.5%	360	0.0%	360	0.0%	400	11.1%
Husco International	Electro hydraulic Manufacturing	327	330	0.9%	329	-0.3%	312	-13.1%	400	7.5%
Totals		11,592	11,341	-2.2%	11,361	0.2%	12,384	9.0%	12,395	0.1%

*2012 number used due to no response after multiple attempts of contacting the HR department

Outcome Measure M-6: Mean earnings per job per month
 Source – US Census Bureau

Jobs by Earnings									
City of Waukesha	2011		2010		2009		2008		
	Count	Share	Count	Share	Count	Share	Count	Share	
\$1,250 per month or less	11,690	23.5%	8,606	18.8%	8,835	19.6%	8,996	19.1%	
\$1,251 to \$3,333 per month	15,310	30.8%	15,430	33.8%	15,900	35.2%	16,414	34.9%	
More than \$3,333 per month	22,645	45.6%	21,640	47.4%	20,382	45.2%	21,668	46.0%	
Totals	49,645		45,676		45,117		47,078		

*Current data specific to City of Waukesha not available at this time.

SERVICES:

- Provide for improved physical development of the City
- Coordinate public and private activities relating to development and redevelopment
- Manage the City's development review function and assist citizens and business in navigating development applications
- Assist neighborhood associations in implementation of neighborhood plans, master plans and revitalization activities
- Encourage community awareness of long-range planning issues and policies
- Coordinate activities and groups involved in downtown redevelopment
- Assist Landmarks Commission in historic preservation activities
- Administer Community Development Block Grant program, HUD Grants and other grant awards
- Technical support to Boards and Commissions
- Tax Incremental Financing Districts – creation, review, modification and management.

ACTIVITY MEASURES:

REVIEW TYPE	2010	2011	2012	2013	2014*
Final Plats & C.S.M.s	13	13	14	28	5
Re-zonings	8	8	5	13	2
Residential P.U.D.	3	3	1	4	1
Annexations	1	1	1	7	0
Board of Zoning Appeals Cases	19	23	17	20	13
Site Plan Architectural Review	46	67	60	67	30
Conditional Uses	19	22	19	44	3
Preliminary Plats	6	1	0	0	0
Miscellaneous	28	27	12	31	13
Signs	138	149	148	92	56
Landmarks	35	36	26	30	20
TOTALS	316	350	303	336	143
* Data thru June 30, 2014					

STRATEGIC PLAN INITIATIVES SUMMARY:

Goal 3.0 Customer focused organization: Establish city-wide customer service standards (led by Customer Service Training).

Goal 4.0 Strong and Diverse Local Economy: Have completed updated comprehensive central-city master plan. Continue implementation of Master Plan recommendations, and partner with other organizations (Chamber, etc.), and follow up on the completed business survey with UW Extension.

Goal 6.0 Vibrant Neighborhoods and Business Areas: Establish new redevelopment districts that maybe recommended as part of the Central City Master Plan.

Weed Control

PROGRAM DESCRIPTION:

The Weed Control program provides for enforcement of City ordinances dealing with tall grass and weeds.

SERVICES:

- ☛ Compliance with City's tall grass ordinance and hold hearing s as per ordinance
- ☛ Control the grown of noxious weeds according to City ordinance per directive of Weed Commissioner (Community Development Director)

Weed & Tall Grass Inspections	2010	2011	2012	2013	2014*
	190	220	163	212	128

*Thru June 30, 2014

Planning Personnel

STAFFING:

APPROVED STAFF POSITIONS - FTE EQUIVILANTS

<u>Position</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Requested</u>	<u>2015 Executive</u>	<u>2015 Adopted</u>
Dir. Of Community Development	1	1	1	1	1
City Planner	1	1	1	1	1
Planner II	1	1	1	1	1
Community Development Specialist	1	1	1	1	1
Planning Technician	0	0	1	0	0
Administrative Assistant	1	1	1	1	1
Clerk Stenographer II	1	1	1	1	1
Clerk Typist II (Note 1)	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
	6.25	6.25	7.25	6.25	6.25

Budget Notes:

Note 1: The Clerk Typist II position is part-time, working 20 hours per week, splitting time between Planning and Building Inspection. One half of the salary and benefits is charged to Planning and the other half to Building Inspection (2310).

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 14
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE		
1720	Planning Department								
1720	51110	Salaries	411,017.97	427,428.00	427,428.00	325,824.19	379,431.00	449,774.00	5.2%
1720	51180	AccVac	968.54	.00	.00	.00	.00	.00	.0%
1720	51210	WagesPerm	10,967.72	9,950.00	9,950.00	11,558.34	10,500.00	10,296.00	3.5%
1720	51250	WagesTemp	.00	.00	.00	3,358.10	5,000.00	.00	.0%
1720	51510	SocSec	31,784.74	33,356.00	33,356.00	25,352.34	27,742.00	34,923.00	4.7%
1720	51520	Retirement	28,269.83	30,616.00	30,616.00	23,451.52	25,668.00	31,108.00	1.6%
1720	51540	HealthIns	121,535.54	112,760.00	112,760.00	86,181.03	94,106.00	103,154.00	-8.5%
1720	51550	LifeIns	1,796.43	1,430.00	1,430.00	852.74	1,050.00	702.00	-50.9%
1720	51560	DentalIns	6,489.80	7,182.00	7,182.00	5,349.70	5,950.00	6,840.00	-4.8%
1720	52120	LegalSrv	199.39	.00	.00	90.00	90.00	.00	.0%
1720	52190	OthProfSrv	425.00	500.00	500.00	.00	.00	500.00	.0%
1720	52250	Telephone	2,453.04	2,907.00	2,907.00	2,485.54	2,800.00	1,000.00	-65.6%
1720	52410	VehMaint	638.75	300.00	300.00	44.79	250.00	500.00	66.7%
1720	53110	PostBoxRnt	3,415.77	2,980.00	2,980.00	1,535.96	2,500.00	3,000.00	.7%
1720	53120	OfficSupp	1,169.29	1,000.00	1,000.00	1,037.49	1,250.00	2,000.00	100.0%
1720	53130	Print/Phtc	5,431.36	5,466.00	5,466.00	490.45	2,000.00	2,500.00	-54.3%
1720	53135	Int Prntng	.00	.00	.00	2,960.38	3,208.00	3,225.00	.0%
1720	53220	SubscriptO	169.45	200.00	200.00	110.00	110.00	200.00	.0%
1720	53240	MbrshpDue	40.00	200.00	200.00	45.00	100.00	1,500.00	650.0%
1720	53250	ConfTrng	2,104.04	2,120.00	2,120.00	2,430.69	2,383.00	4,850.00	128.8%
1720	53260	Advertisin	2,982.31	2,000.00	2,000.00	2,131.18	3,250.00	2,000.00	.0%
1720	53510	GasOilGrS	255.90	700.00	700.00	265.63	300.00	500.00	-28.6%
1720	68130	OfFurEquip	.00	.00	.00	240.00	240.00	1,000.00	.0%
TOTAL Planning Department			632,114.87	641,095.00	641,095.00	495,795.07	567,928.00	659,572.00	2.9%

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 22
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
5630	Weed Control							
5630	51250	WagesTemp	.00	1,479.00	1,479.00	2,890.40	2,750.00	3,000.00 102.8%
5630	51510	SocSec	.00	21.00	21.00	41.91	45.00	44.00 109.5%
5630	52190	OthProfSrv	2,720.00	2,500.00	2,500.00	3,155.00	2,700.00	2,800.00 12.0%
5630	53941	OthMiscExp	67.49	.00	.00	.00	.00	.00 .0%
	TOTAL Weed Control		2,787.49	4,000.00	4,000.00	6,087.31	5,495.00	5,844.00 46.1%

REDEVELOPMENT AUTHORITY
1722

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Jennifer Andrews, City Planner & Acting Community
Development Director

LINKAGE TO STRATEGIC PLAN GOAL AREAS:

- Goals 3 – Customer Focused Organization
- Goals 4 – Strategic and Diverse Local Economy
- Goals 6 – Vibrant Neighborhood and Business Areas

PROGRAM DESCRIPTION:

The Redevelopment Authority's primary purpose is to help conceive development and redevelopment projects directly related to blight elimination and slum clearance and to assist the private and public sectors in implementing these projects. In addition, this division assists in the expansion and retention of the City's industrial and commercial base. The Redevelopment Authority is an advisory group to the Common Council. The composition of the Authority consists of one alderman and six citizen representatives. The Authority meets monthly to address key development proposals and/or development projects.

SERVICES:

- Implement the recommendations of the Redevelopment District Number 6 Project Plan, as well as Numbers 7 and 8 adopted by City Council
- Review, discuss and recommend the Master Plan implementation recommendations as related to the creation of future redevelopment districts, tax incremental districts, and other Master Plan recommendations.
- To assist in the expansion and retention of the city's commercial and industrial base.
- Recommend on Housing Revenue Bonds
- Prepare/Recommend on spot blight designations
- Prepare new redevelopment districts and TID districts
- Implement recommendations of new redevelopment districts, TIF districts and new Downtown/Central City Master Plan
- Administer the TIF Residential Loan programs
- Recommend on Industrial Revenue Bonds, housing bonds, and other financial tools
- Complete Development of the Dunbar Oaks Subdivision

STRATEGIC PLAN INITIATIVES SUMMARY:

Goal 4.0 Strong and Diverse Local Economy:

Continue to Increase awareness of existing financial tools such as Community Development Block Grant, Industrial Revenue Bonds, Tax Incremental Financing and Housing Revenue Bonds.

Continue partnerships for centrally city and urban developers. Encourage retention and expansion of current business/industry citywide.

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 15
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund		2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1722	Redevelopment Authority							
1722	52190 OthProfSrv	.00	.00	.00	50.00	50.00	.00	.0%
1722	52990 SundryCont	24,301.64	.00	5,794.00	.00	5,794.00	.00	-100.0%
1722	53220 SubscriptO	.00	100.00	100.00	27.00	.00	.00	-100.0%
1722	53240 MbrshpDue	415.00	500.00	500.00	485.00	500.00	725.00	45.0%
1722	53250 ConfTrng	1,842.10	1,800.00	1,800.00	960.76	1,500.00	1,950.00	8.3%
1722	53260 Advertisin	.00	250.00	250.00	58.08	200.00	.00	-100.0%
	TOTAL Redevelopment Authorit	26,558.74	2,650.00	8,444.00	1,580.84	8,044.00	2,675.00	-68.3%

LANDMARKS 1730

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Jennifer Andrews, City Planner & Acting Community Development
Director
Jeff Fortin – Community Development Specialist

LINKAGE TO STRATEGIC PLAN GOAL AREAS:

- Goals 3 – Customer Focused Organization
- Goals 4 – Strategic and Diverse Local Economy
- Goals 6 – Vibrant Neighborhood and Business Areas

PROGRAM DESCRIPTION:

The Landmarks Commission is a bridge between economic and land use pressure and its built environment of architecture and historic significant buildings. It acts as the public voice in matters of preservation and public education, promotes recycling or adoptive use of buildings and redevelopment in downtown.

SERVICES:

- Inventory and analyze historic properties for promotional listing on the National Register of Historic Places (NRHP)
- Administers public education through: (1) informative newspaper articles; (2) the Landmarks Rehab Loan program (LRA); (3) the paint and repair program, targeted at low/moderate property owners of historic buildings; (4) the federal investment tax credits, which are available to property owners of historic properties; (5) the façade design program for downtown commercial properties; (6) special projects like the Cutler Park archaeological investigations, the walking tour brochures, and neighborhood preservation plans and historic springs restoration and update historical landmark property survey.

STRATEGIC PLAN INITIATIVE

Preserve and restore historical assets.

ACTIVITY MEASURES:

Landmarks Activity	2011	2012	2013	2014*
Certificate of Appropriateness	24	27	22	10
Paint & Repair	12	9	9	1

*Thru June 30, 2014

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 16
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1730 Landmarks Commission							
1730 52190 OthProfSrv	22.42	12,000.00	12,000.00	12,000.00	12,000.00	.00	-100.0%
1730 52220 Electric	214.42	190.00	190.00	228.37	300.00	300.00	57.9%
1730 53110 PostBoxRnt	18.86	.00	.00	-3.56	5.00	.00	.0%
1730 53120 OfficSupp	115.03	.00	.00	.00	.00	.00	.0%
1730 53130 Print/Phtc	.00	.00	.00	.00	.00	250.00	.0%
1730 53180 FilingFees	.00	175.00	175.00	.00	.00	175.00	.0%
1730 53220 SubscriptO	19.55	150.00	150.00	.00	.00	.00	-100.0%
1730 53240 MbrshpDue	40.00	253.00	253.00	.00	.00	150.00	-40.7%
1730 53250 ConfTrng	140.00	552.00	552.00	267.00	400.00	550.00	-.4%
1730 53260 Advertisin	43.86	200.00	200.00	37.25	100.00	200.00	.0%
1730 53350 Recognitio	269.79	450.00	450.00	.00	200.00	450.00	.0%
1730 53940 Other	944.10	475.00	475.00	415.00	425.00	.00	-100.0%
TOTAL Landmarks Commission	1,828.03	14,445.00	14,445.00	12,944.06	13,430.00	2,075.00	-85.6%

TOURISM
1790

SUMMARY INFORMATION

DEPARTMENT MANAGER: Jennifer Andrews, City Planner & Acting Community Development Director
Tammy Tritz, Executive Director

LINKAGE TO STRATEGIC PLAN GOAL AREAS:

Goal 3 - Customer Focused Organization

Goal 7 - Dynamic Civic, Cultural, and Recreation Center for the Region

PROGRAM DESCRIPTION:

This fund provides for tourism promotion sponsored by the Waukesha Area Convention & Visitors Bureau. Revenue is obtained from the hotel/motel tax.

ACTIVITY MEASURES:

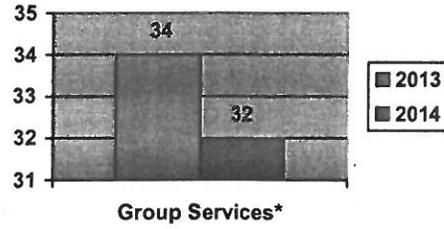
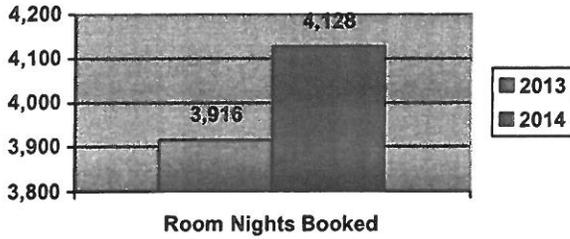
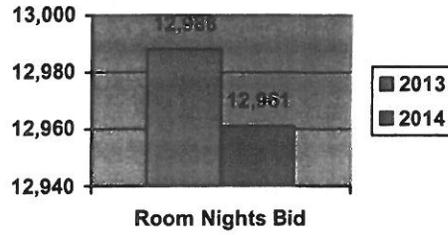
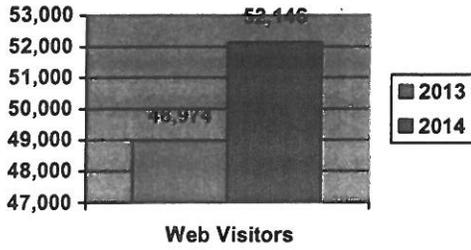
The Waukesha CVB merged efforts with the city of Pewaukee in 2004 and serves as the official destination marketing organization, enhancing both communities' tourism sales and marketing while providing efficiencies and services to visitors to the area. The CVB focuses entirely on tourism promotion and marketing, generating overnight stays in our communities lodging facilities, while simultaneously enhancing visitor spending in dining, retail and attraction businesses.

Funded with 25% of the total room tax collected at Waukesha hotels and motels, the CVB reinvests these dollars to solicit meetings/conventions and sporting events to bring their business here. Meetings and convention business includes state and regional associations, corporate and fraternal/military reunions. Sports marketing generate swimming, baseball, bowling and golf tournaments to our area. In addition, the CVB markets our area as a leisure travel destination to potential visitors throughout the Midwest.

Continuing to use the research provided to us through our tourism brand study in 2011 from NorthStar Destination Development, we continue to focus on expansion market development, both for business and leisure visitors in Minneapolis/St. Paul for out-state development and in-state market growth is focused on the Green Bay area. We have a very strategic advertising campaign using print, electronic and mobile advertising to businesses and residents in these two markets. And of course, we continue to place both business and leisure advertising in our core markets of Chicago, IL and Madison, WI. In June of this year, the CVB hosted a two day sales blitz in Green Bay, where CVB staff set-up appointments for our hotel partners to visit with new corporate and association meeting planners, generating new business opportunities. Hotel partners have reported hosting site visits, bookings and requests for negotiated contracts as a result of this first time blitz. Expanding blitz plans are being discussed for 2015.

As noted in the attached report, all activities of the CVB are guided by working committees, whose members come from tourism businesses, thus creating a focused work plan that generates a return on investment for the industry.

Waukesha & Pewaukee CVB Sales and Partner Highlights January-June 2014



* Services range from name badges and welcome bags to off site meeting coordination with transportation or activity planning.

Sample of Booked Sleeping Room Nights:

Wisconsin JCI Senate; WI Physical Therapy Association; Waukesha Kennel Club; WI Primary Health Care Association; Paragon Development; Supporting Families Together Association; Pharmacy Society of Wisconsin; The Coalition for Children Youth and Families; ReMax North Central; WI Association of School Administrators; St. Paul Evangelical Church; WI Land Title Association; Badger Open Table Tennis Tournament; WI State Youth Bowling Association; WI Floor Covering Association.

Sample of Bid/Pending Sleeping Room Nights:

(Proposal has been received by client, CVB waiting on decision)

WI Water Well Association; WI Newspaper Association; National Federation of the Blind; WI Community Media; WI Nurses Association; WI Towing Association; WI School Music Association; Midwest Instructional Leadership Council; International Association of Arson Investigators; Anti-Vehicle Crime Association; WI County Code Administrators Association; WI Airport Management Association; WI Volunteer Coordinators Association (A total of 8,568 room nights remain pending to date)

Tourism Partner Committee Reports:

Accommodations Committee

Joint in-person sales call visits with hotel partners to solicit/service larger conference groups; two day sales blitz in Green Bay in 2014- identifying opportunities for fall 2014 and spring 2015 to build off of; web based proposal software to streamline client communication.

Events Council

Local, group self-funded co-operative advertising including: billboards, bus signage, interactive web campaign; best practice exchanges; cross promotional marketing programs; website & facebook marketing education; promotional idea exchange.

Marketing Committee

Using research from the tourism brand study, group identifies marketing messages for both leisure and group markets in existing and expansion markets; promotional opportunities and messaging; discuss and recommend advertising placements both geographically as well as style--print; e-blast, web and/or mobile; address social media campaign content and timing.

Sports Committee

Manages High School athlete award program; hosting state youth bowling tournament; established Dirty Girl Mud Run promotional package for second year; looking to build program with hiring of part-time sales position for market.

Public Relations:

Midwest Meetings; Meetings MidAmerica; Meetings Focus; Association News - all regional trade publications, covered meeting and convention travel stories on our destination. Twelve Midwest travel writers were targeted to receive destination, event and activity promotions for our area, in an effort to generate travel stories in regional publications. Quarterly, four travel writers receive electronic communication regarding upcoming events/activities. Bi-annually, over 300 regional and national leisure publications receive a selective six month events calendar with photos in an effort to generate listings/stories.

Budget Notes:

The funding formula for the Tourism office is ¼ of the City's Room Tax revenue. The City collects an 8% room tax from 7 area hotels and motels.

12/02/2014 15:51
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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 17
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund			2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1790	Tourism								
1790	57920	OperatGrt	142,615.09	140,000.00	140,000.00	125,655.34	150,000.00	142,000.00	1.4%
	TOTAL Tourism		142,615.09	140,000.00	140,000.00	125,655.34	150,000.00	142,000.00	1.4%

**CITY HALL/RENTAL PROPERTIES
1810/1890**

SUMMARY INFORMATION

CITY HALL

DEPARTMENT MANAGER:

Fred Abadi, Director of Public Works

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goal 3

PROGRAM DESCRIPTION:

This cost center accounts for the expenses associated with the maintenance of City Hall.

SERVICES:

- ✚ Retain the value of City buildings through proper maintenance
- ✚ Keep the availability and performance of building and equipment at an optimum level
- ✚ Provide a safe, pleasant, sanitary work environment for building occupants and the public
- ✚ Provide for efficient energy management
- ✚ Increase accessibility to City Hall and be responsive to customer needs

RENTAL PROPERTIES

SERVICES:

- ✚ Monitor expenses and rental income for properties acquired by the City for municipal purposes and temporarily rented to leases.

City Hall/Rental Property Personnel

STAFFING:

Full-Time Equivalent Employees

<u>Position</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Requested</u>	<u>2015 Executive</u>	<u>2015 Adopted</u>
Janitor	0.80	0.80	0.80	0.80	0.80
Total	0.80	0.80	0.80	0.80	0.80

Budget Note:

The Janitor Position is full time; 80% of the salary and benefits is allocated to City Hall and 20% to the Engineering account (3290).

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 18
bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1810 City Hall							
1810 51110 Salaries	36,792.83	38,088.00	38,088.00	34,339.69	38,088.00	39,430.00	3.5%
1810 51180 AccVac	781.74	.00	.00	.00	.00	.00	.0%
1810 51210 WagesPerm	7,790.99	13,862.00	13,862.00	9,168.50	10,000.00	10,953.00	-21.0%
1810 51220 OT	260.46	1,020.00	1,020.00	.00	.00	472.00	-53.7%
1810 51510 SocSec	3,349.01	4,052.00	4,052.00	3,241.65	3,716.00	3,890.00	-4.0%
1810 51520 Retirement	2,465.07	2,738.00	2,738.00	2,403.71	2,738.00	2,713.00	-.9%
1810 51540 HealthIns	5,272.11	5,007.00	5,007.00	4,574.02	5,007.00	4,800.00	-4.1%
1810 51550 LifeIns	161.44	117.00	117.00	97.23	117.00	125.00	6.8%
1810 51560 DentalIns	297.70	312.00	312.00	271.93	312.00	298.00	-4.5%
1810 52160 JanSrvc	.00	1,000.00	1,000.00	.00	1,000.00	2,000.00	100.0%
1810 52210 WaterSewer	3,258.05	3,500.00	3,500.00	2,297.27	2,100.00	2,200.00	-37.1%
1810 52220 Electric	89,599.82	74,000.00	74,000.00	70,212.01	84,000.00	81,540.00	10.2%
1810 52230 Sewer	2,316.26	2,500.00	2,500.00	2,010.36	2,625.00	2,000.00	-20.0%
1810 52240 Heat	13,141.47	13,000.00	13,000.00	16,156.31	19,140.00	18,000.00	38.5%
1810 52250 Telephone	1,423.69	1,204.00	1,204.00	984.28	4,533.00	100.00	-91.7%
1810 52420 MachEquipM	25,593.30	55,000.00	55,000.00	27,183.89	25,000.00	50,000.00	-9.1%
1810 52450 GrndMaint	28,054.82	18,000.00	18,000.00	11,480.69	18,000.00	9,500.00	-47.2%
1810 52470 BldgMaint	526.10	.00	.00	.00	.00	9,500.00	.0%
1810 53440 JanitorSup	3,497.80	3,500.00	3,500.00	3,333.67	3,500.00	3,500.00	.0%
TOTAL City Hall	224,582.66	236,900.00	236,900.00	187,755.21	219,876.00	241,021.00	1.7%

-50-

INFORMATION TECHNOLOGY / TV 25
1915

SUMMARY INFORMATION

DEPARTMENT MANAGER: Bret Mantey

PROGRAM DESCRIPTION:

Information Technology helps to ensure that the city's information technology (IT) investments are aligned with city priorities in a manner consistent with the city's technology direction;

- IT investments drive program efficiency and effectiveness and improve the quality of government services for the City of Waukesha.
- Facilitate improvements in internal business processes and financial management through IT investments.
- Identify areas of collaboration and/or reuse of existing IT investments.
- Link IT investments to the business direction of the city.
- Promote the alignment of IT investments enterprise architecture (technology, standards, and infrastructure), and the city's Information Technology Strategic Plan.
- Facilitate consideration and conceptual approval to pursue selected IT investments.

Specific Strategic Goals:

- Goal 1: Efficient and Reliable Infrastructure and Services
- Goal 2: Leadership and Collaboration
- Goal 3: Responsive, Accessible, and Mobile Government
- Goal 4: Secure and Manage Information as an Asset
- Goal 5: Capable Information Technology Workforce
- Goal 6: Responsive and Effective Information Technology Project Procurement

Guiding Principles: Be Accountable, Be Service Driven, Collaborate & Cooperate, Understand Enterprise Value, Demonstrate Strong Leadership

STRATEGIC PLAN OUTCOME MEASUREMENTS: GOAL 3.0: CUSTOMER FOCUSED ORGANIZATION Outcome Measure M-3: Provide prompt and responsive service with a caring attitude.

IT SERVICES:

- ✚ Manage the City of Waukesha network and its computer and peripheral systems;
- ✚ Manage and support data communications, including the City metropolitan area fiber network, wireless, as well as network storage technologies;
- ✚ Monitor and direct the growth and performance of both hardware and software (within budget limitations);
- ✚ Coordinate with departments concerning information services and assist in compiling data for long and short-term projects as requested by departments;
- ✚ Provide business analysis to better improve efficiencies within systems and departments
- ✚ Maintain a technology Help Desk to assist customers;
- ✚ Maintain and manage the City internal and external web site (Departments maintain their own content);
- ✚ Comply with government guidelines governing Information Technology;
- ✚ Consult with departments regarding computer purchases;
- ✚ Evaluate, recommend, and implement emerging technology;

- # Provide technical assistance on software applications;
- # Promote the operations and activities of the City of Waukesha government and to provide information and education on programs and events of interest to all citizens;
- # Promote the operations and activities of internal broadcasting (INET) for all city departments for close circuit training, education and other job-related functions;
- # Support legacy hardware and software systems critical to City operations;
- # Create, edit and produce government oriented programs, live or on video;
- # Work with other government agencies to provide needed access and information
- # Technological Project Management as well as RFI and RFP development;
- # Maintain and upgrade when needed all technical infrastructure;
- # Electronic door access control system management;
- # Support of City provided smart personal devices (ie. iPhone, Ipad);
- # Supply 24x7 support for protective services;
- # Develop and implement guidelines for:
 - Hardware / Software Standardization
 - Anti-Virus / Spam / Spyware / Phishing Prevention / Detection
 - Compliance and IT Policy
 - Network Security and Management
 - Software Licensing
 - Hardware / Software Registration
 - Internet Access
 - E-Mail Access
 - Firewall Configuration / Maintenance
 - Backup Procedures
 - Disaster Recovery planning (within budget limitations)

ACTIVITY MEASURES:

WORK METRICS:	2011	2012	2013	2014
Applications Supported	305	305	305	310
Workstations Supported	579	579	579	579
Work Orders Taken	4,651	4,436	4,436	1,008*
Internal Systems Availability	Not Avail.	99.2%	99.8%	99.9%**
Mean Time to Resolve	Not Avail.	6.5hr	4.6hr	4hr
First Call Resolution	Not Avail.	71%	80%	84%

Budget Notes:

The 2013-2014 Citrix initiative, along with newly installed infrastructure and applications have played a great role in increasing reliability and support response time delivered to departments. Specifically, it is anticipated that Citrix will reduce over-all work orders by 70% in 2014, driving greater up-time, (availability) and productivity for all departments. Mean time to resolve IT issues is also falling due to the Citrix initiative and newer programs and tools that were not available until recent years.

First call resolution is a statistic showing how many calls are resolved on the first call to the IT Help Desk.

Availability Measurements per industry standards:

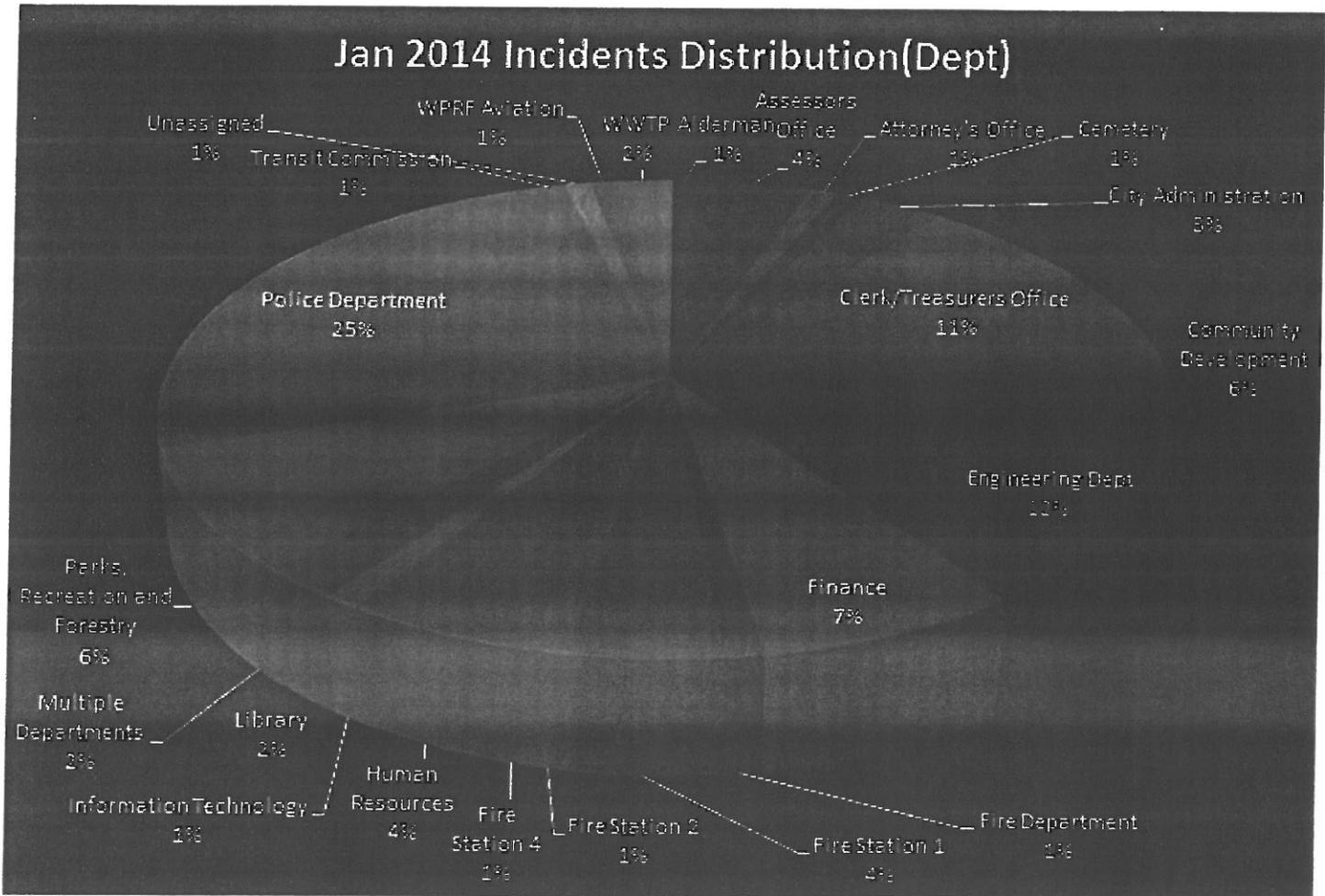
Uptime	Downtime per month	Downtime per year
100%	0m	0m
99.999%	0.4m	5m
99.99%	4m	52m
99.9%	43m	8h 46m
99.8%	1h 26m	1d 2h 17m
99.6%	2h 53m	1d 11h 2m
99.5%	3h 36m	1d 19h 48m
99.4%	4h 19m	2d 4h 34m
99.3%	5h 2m	2d 13h 19m
99.2%	5h 46m	2d 22h 5m
99.1%	6h 29m	3d 6h 50m
99.0%	7h 12m	3d 15h 36m

A note on maintenance: Most industry service providers do not count downtime caused by planned maintenance into their uptime numbers. Following the majority of the industry, the City of Waukesha IT department DOES NOT count planned maintenance into downtime.

FTE hours worked includes temporary part-time, and interns used to assist IT in maintaining Technology equipment/systems.

* Note 1: Numbers listed are as of 8/13/14.

**Note 2: As of 8/13/14



Major work efforts completed, or in progress for 2014:

- Legislative Management System (Granicus)-(Standing Committees Completed)
- New Park Rec System (Completed)
- Workstation replacements -Windows XP (Completed)
- LEAN study for Permitting (Completed)
- RFP for Permitting System (Completed)
- Citrix upgrade 6.5 – 7.5 (Completed –within budget)
- Core infrastructure switch upgrades (Completed)
- Storage Area Network (SAN) replacement and additions (Completed)
- Fire Department Over Time Database conversion from MS Access to MS SQL (Completed)
- HR Payroll system conversion to a hosted (cloud) platform (In-progress)
- Tyler-Munis Tax system- *Clerk/Treasurers Office* (Completed)
- Cemetery Receipt Database conversion (Completed)
- PRI/Phone provider switch (Completed)
- Kronos T&A upgrade (Completed)
- Time Warner Cable disaster recovery for PD (Connections and configuration) (In-Progress)
- Faster Fleet System upgrade – (Completed)
- New cameras in room 207 (Completed)
- Wisconsin Educational Community Area Network (WECAN) connection between Waukesha Schools, County, WCTC and Carroll University (Completed)

Information Technology Personnel Staffing:

<u>Position</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Requested</u>	<u>2015 Executive</u>	<u>2015 Adopted</u>
Information Technology Director	1.0	1.0	1.0	1.0	1.0
Content Management Administrator	1.0	1.0	1.0	1.0	1.0
Sr. Network & Security Administrator	1.0	1.0	1.0	1.0	1.0
IT Infrastructure Support Manager	1.0	1.0	1.0	1.0	1.0
Sr. Application Software Administrator	1.0	1.0	1.0	1.0	1.0
Website Quality Assurance Coordinator	1.0	1.0	1.0	1.0	1.0
Application Software Coordinator	1.0	0.0	0.0	0.0	0.0
IT Technician II	1.0	1.0	1.0	1.0	1.0
Help Desk Specialist	1.0	1.0	1.0	1.0	1.0
Account Clerk II	1.0	1.0	1.0	1.0	1.0
Print Shop Coordinator	1.0	0.0	0.0	0.0	0.0
Telecommunications Website Coordinator	1.0	1.0	1.0	1.0	1.0
TV 25 Technical Coordinator	* 1.0	1.0	** 1.7	1.7	1.7
Enterprise Systems Business Integration Spec.	0.0	0.0	^ 2.0	2.0	2.0
Public Safety Network Administrator	<u>0.0</u>	<u>0.0</u>	^^ <u>1.0</u>	<u>0.0</u>	<u>0.0</u>
Total	13.0	11.0	14.7	13.7	13.7

* Reflects two permanent part-time people 2013-2014

**Reflects one full time and one part time (TV25 position moves to full-time status for 2015)

^New request for a position at the PD to support protective services (only)

^^New request for a position for Clerks/Finance support

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vkrueger

CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE		
1915	Information Technology								
1915	51110	Salaries	737,205.39	783,359.00	783,359.00	640,842.72	780,130.00	908,643.00	16.0%
1915	51170	AccCompTim	-322.88	.00	.00	.00	.00	.00	.0%
1915	51180	AccVac	-1,305.55	.00	.00	.00	.00	.00	.0%
1915	51210	WagesPerm	15,800.22	.00	.00	23,897.72	25,695.00	61,905.00	.0%
1915	51220	OT	1,543.43	.00	.00	88.95	89.00	.00	.0%
1915	51250	WagesTemp	67,631.26	78,840.00	78,840.00	30,522.78	45,774.00	.00	-100.0%
1915	51290	OutsideEmp	.00	.00	.00	30,385.02	30,385.00	.00	.0%
1915	51510	SocSec	59,999.87	65,958.00	65,958.00	51,117.00	60,297.00	74,247.00	12.6%
1915	51520	Retirement	53,585.57	54,835.00	54,835.00	46,859.64	54,590.00	65,997.00	20.4%
1915	51540	HealthIns	211,961.67	212,371.00	212,371.00	195,170.53	220,321.00	268,497.00	26.4%
1915	51550	LifeIns	3,578.76	2,934.00	2,934.00	1,926.81	2,200.00	3,560.00	21.3%
1915	51560	DentalIns	10,248.94	11,554.00	11,554.00	9,953.95	11,300.00	14,820.00	28.3%
1915	51580	UC	1,210.79	.00	.00	.00	.00	.00	.0%
1915	52250	Telephone	9,685.42	9,457.00	9,457.00	9,153.42	9,576.00	8,000.00	-15.4%
1915	53110	PostBoxRnt	6.76	100.00	100.00	6.33	10.00	100.00	.0%
1915	53120	OfficSupp	825.93	1,700.00	1,700.00	1,017.59	1,500.00	1,500.00	-11.8%
1915	53130	Print/Phtc	3,668.04	4,500.00	4,500.00	.00	.00	1,250.00	-72.2%
1915	53135	Int Prntng	.00	.00	.00	845.52	3,743.00	3,750.00	.0%
1915	53150	CompSupp	533.02	2,100.00	2,100.00	332.77	2,100.00	2,100.00	.0%
1915	53240	MbrshpDue	50.00	250.00	250.00	50.00	250.00	250.00	.0%
1915	53252	ISTrngISTf	21,199.80	28,000.00	28,000.00	23,076.35	22,500.00	30,000.00	7.1%
1915	53320	EmpAutoAll	416.97	757.00	757.00	723.23	760.00	760.00	.4%
TOTAL Information Technology			1,197,523.41	1,256,715.00	1,256,715.00	1,065,970.33	1,271,220.00	1,445,379.00	15.0%

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**CITY-WIDE INFORMATION SYSTEMS
1916**

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Bret Mantey, Information & Technology Director

PROGRAM DESCRIPTION:

City-Wide Information Technology provides budgeting control on a city-wide basis for all Technology related software and hardware expenditures related to maintenance contracts. These contracts are in place for all City department systems.

Hardware and software maintenance provides: Online connections (Internet connections), updates, fixes, patches and first line technical support to the owning department as well as the Information Technology department when issues occur.

The hardware and software maintenance contracts are in place to allow for the full protection of all critical hardware and software systems the City uses to accomplish daily activities which are aligned with City of Waukesha goals, objectives and missions.

SERVICES:

Hardware and software contractual maintenance; as an example of software systems under maintenance; CAD/RMS, Fire EMS, Engineering GIS and AutoCAD, Finance, HR, Assessment, etc.

Maintenance for hardware is only carried on critical hardware such as; camera systems, key core communications infrastructure, storage (SAN's), UPS devices, plotters, etc., and includes costs for the city internet service provider lines (connections to the internet).

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CITY OF WAUKESHA, WI
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 1500 2015 Annual Operating Budget

FOR PERIOD 13

ACCOUNTS FOR:

General Fund			2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 ADOPTED	PCT CHANGE
1916	City Wide I.S. Services								
1916	52140	DataProcEx	153,322.20	130,000.00	130,000.00	136,747.44	173,195.00	103,000.00	-20.8%
1916	52430	CompHWMnt	67,860.64	169,977.00	169,977.00	146,273.18	159,177.00	207,600.00	22.1%
1916	52440	SftwrMaint	613,323.85	642,082.00	642,082.00	677,784.95	727,000.00	727,700.00	13.3%
1916	52974	CompRcySrv	5,771.19	4,000.00	4,000.00	4,636.44	5,000.00	5,000.00	25.0%
1916	53150	CompSupp	1,484.89	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	.0%
TOTAL City Wide I.S. Service			841,762.77	950,059.00	950,059.00	969,442.01	1,068,372.00	1,047,300.00	10.2%

