CULTURE AND RECREATION

LIBRARY
5110, 5111, 5120, 5130, 5140, 5132, 5141, 5150, 5151, 5160, 5170

SUMMARY INFORMATION

DEPARTMENT MANAGER: Grant Lynch, Executive Director

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goal 3 & 7

PROGRAM DESCRIPTION:

Waukesha Public Library: the community's best source for inspiration, ideas, and information. The Library's vision is to provide a welcoming and dynamic environment where citizens of all ages can find the inspiration, ideas, and information necessary to achieve their full potential. Library staff members are committed to serving the public in a customer centered and pro-active manner, providing a wide variety of materials, resources, and services.

STRATEGIC PLAN OUTCOME MEASUREMENTS:

GOAL 7.0: DYNAMIC CIVIC, CULTURAL AND RECREATIONAL CENTER FOR THE REGION:

Outcome Measure M-2 Number of City sponsored events/participation rates/evaluation

	2007	2008	2009	2010	2011
Library Visits per Capita	7.06	8.05	7.71	6.87	7
Attendance at Children's Programs	21,254	21,782	17,502	22,111	22,078
Summer Reading Program Registration	3,373	3,453	2,944	2,882	3,100

ACTIVITY MEASURES:

ACTIVITY	2007	2008	2009	2010	2011
# of Visitors	479,294	548,000	530,166	470,011	468,698
# of Items Circulated	1,413,122	1,384,612	1,369,999	1,409,738	1,351,493
# of Questions Answered	132,816	132,153	116,225	133,206	132,749
# of Cardholders	68,860	66,058	64,688	63,402	59,592 **
# of Children's Programs	503	493	323	462	473
# of Items in the Collection (print, audio & video)	313,858 *	310,627 *	301,241 *	326,459	326,716
# of Circulations to Homebound Customers	30,672	29,260	25,077	21,582	19,554
# of Hours Open	3,479	3,453	3,487	3,466	3,464
# of Public Computers	88	90	90	90	94

Budget Notes:

* Substantial weeding of the collection due to renovation projects
** Annual decrease due to effort among CAFÉ libraries to eliminate duplicate customer records

Administration

PROGRAM DESCRIPTION:

Waukesha Public Library is consistently ranked among the leading public libraries in the State and nation based on a range of input and output measures, as well as a reputation for being a leader in providing quality services to citizens interested in education, lifelong learning, and locating materials for their leisure reading, listening or viewing.

SERVICES:

- The Waukesha Public Library serves nearly one half million visitors each year
- The Library advances the educational goals of area residents by providing early learning, school age, and teen activities
- The Library supports community literacy and education, sponsoring an annual community event, Waukesha Reads, during the month of October
- The Library strategic plan places a special emphasis on meeting the needs of seniors, teens, the business community, and the Latino community
- Waukesha Public Library has a Public Art Program and provides an exceptional setting for exhibiting works of art. The collection represents a community commitment to the fine arts and serves as a statement of the pride that the citizens of Waukesha feel for their community.
- A loyal Friend of the Library group supports the Library in a variety of ways
- A Customer Service Committee meets to support library staff in providing courteous, responsive, quality service to our citizens

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$314,225	$300,726	$301,125	$304,101	1.12%
Contractual Services	$11,312	$12,442	$37,442	$11,871	-4.59%
Supplies & Expenses	$53,744	$54,314	$54,414	$46,217	-14.91%
Fixed Charges	$23,864	$27,456	$27,456	$26,590	-3.15%
Interdepartmental Chrgs	$45	$0	$0	$0	0.00%
Other Use of Funds	$22,871	$0	$0	$0	0.00%
Total	$426,061	$394,938	$420,437	$388,779	-1.56%

Library Technology Department

PROGRAM DESCRIPTION:

The use of computer technology at the Library continues to grow incrementally. This department acquires, maintains, and coordinates all facets of the various technologies used in the library, by both staff and the public.

SERVICES:

- The Library Technology Department supports and develops public access technologies, including Internet, on-line catalog, and customer self-service
- Supports, manages and customizes all aspects of the Library Management System
- Maintains and develops the technological infrastructure required to remain current with evolving technologies
- The Library offers new technologies as appropriate in order to continue to meet changing needs, offer information in its most convenient format, and allow uniform access to technologies that enhance the individual's capacity to reach his or her full potential

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$125,229	$133,466	$133,466	$136,063	1.95%
Contractual Services	$97,178	$95,847	$95,847	$80,809	-15.69%
Total	$222,407	$229,313	$229,313	$216,872	-5.43%

Building

PROGRAM DESCRIPTION:

Library Building facilities are maintained in good repair and are kept clean and secure. The Library maintenance staff maintains the 71,600 square foot facility.

SERVICES:

- The Library Building Department helps the Waukesha Public Library building retain its value through a maintenance program
- Keeps the availability and performance of building equipment at an optimum
- Provides a safe, sanitary work environment for building occupants and the public. An ad hoc Security Committee comprised of elected officials, the City Administrator, library staff, representatives of the City Police department and Central Middle School meet regularly to discuss issues and solutions.
- Provides efficient energy management

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$282,847	$288,569	$288,569	$286,870	-0.59%
Contractual Services	$282,952	$270,810	$270,810	$301,229	11.23%
Fixed Charges	$13,641	$12,779	$12,779	$11,972	-6.32%
Total	$579,440	$572,158	$572,158	$600,071	4.88%

Circulation

PROGRAM DESCRIPTION:

Circulation Services is responsible for issuing library cards to library customers, maintaining the database of library customers, checking materials in and out of the library, filling customer requests, reshelving returned materials, and providing excellent customer service.

SERVICES:

- The Circulation Department utilizes the circulation module of the library's automated system to check in and out items and assists customers with SelfCheck. The circulation Department checks out over 1 million items each year, and is responsible for checking in those items and reshelving them when they are returned.
- Monitors shelving procedures to ensure continued efficiency and accountability
- Processes approximately 5,000 library card registrations, 7,500 overdue notices, and 120,000 hold notices annually. The library offers early due date notification via e-mail
- Manages an active volunteer program
- This department handles and processes approximately 200,000 transits, items that are transferred between the 15 CAFÉ member libraries
- The Circulation Department maintains customer accounts and tracks any outstanding customer financial obligations up to and including referral to collection

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$606,792	$607,283	$718,881	$594,228	-2.15%
Contractual Services	$22,985	$25,937	$25,937	$23,734	-8.49%
Supplies & Expenses	$6,693	$6,360	$6,360	$5,618	-11.67%
Total	$636,470	$639,580	$751,178	$623,580	-2.50%

Children's Services

PROGRAM DESCRIPTION:

Children Services coordinates library services for children 0-12 years of age and their families. Responsibilities include selecting appropriate materials in a variety of formats for the children's collection, providing customers with guidance in use of the collection, answering information inquiries, collaborating with teachers and other educational stakeholders, and sponsoring age-appropriate programs and story times.

SERVICES:

- The Children's Services Department provides resources and children's literature expertise to people in the community
- Selects print and non-print materials for the children's collection
- Aids in use of the collection and provides answers to questions
- Instructs and advises customers in the use of information sources
- Sponsors children's library programs such as preschool story times, school-age book clubs, and summer reading programs
- Reaches out to community members through offsite programs and services
- Emphasizes services, collections, and programming for the youngest children and their families and caregivers

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$384,956	$337,526	$341,580	$346,382	2.62%
Supplies & Expenses	$102,937	$94,649	$94,649	$101,233	6.96%
Total	$487,893	$432,175	$436,229	$447,615	3.57%

Adult & Information Services

PROGRAM DESCRIPTION:

Adult and Information Services coordinates library services for adults and young adults. Responsibilities include selecting current materials in a variety of formats, providing customers with guidance in use of the collection, answering information inquiries, and sponsoring a variety of educational programs.

SERVICES:

- The Adult and Information Services Department selects print and non-print materials for the Waukesha Library collection
- Aids in the use of the collection and provides answers to questions
- Instructs and advises customers in the use of information sources
- Sponsors educational programs on various topics
- Hosts computer classes
- Emphasizes programs and services for teens

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$588,811	$606,137	$606,137	$566,791	-6.49%
Contractual Services	$3,942	$4,345	$4,345	$4,345	0.00%
Supplies & Expenses	$299,180	$294,171	$295,171	$299,422	1.79%
Total	$891,933	$904,653	$905,653	$870,558	-3.77%

Information & Adult Services Grant

PROGRAM DESCRIPTION:

The Library serves as the Resource Library for the Waukesha County Federated Library System. Through an annual contract, the Library is compensated for providing reference and referral services to 15 member libraries.

SERVICES:

- The Waukesha Public Library provides the public with open access to the collections and services at all public libraries in Waukesha County

BUDGET SUMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$51,145	$53,189	$60,497	$52,316	-1.64%
Contractual Services	$0	$1,540	$1,540	$1,540	0.00%
Supplies & Expenses	$34,737	$28,504	$34,170	$29,566	3.73%
Total	$85,882	$83,233	$96,207	$83,422	0.23%

Waukesha Reads

PROGRAM DESCRIPTION:

Waukesha Reads (formerly The Big Read) is a community-wide reading program that promotes reading for pleasure and enlightenment and specifically aims to lead lapsed and reluctant readers to open a book – and to continue turning the pages. Waukesha Reads brings citizens together to read, discuss and celebrate a single book and author – uniting the community through great books.

BUDGET SUMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Contractual Services	$700	$0	$0	$0	0.00%
Supplies & Expenses	$10,295	$6,212	$7,064	$6,212	0.00%
Total	$10,995	$6,212	$7,064	$6,212	0.00%

Children's Services Grant

PROGRAM DESCRIPTION:

The Children's Services Grant is a grant provided by the Waukesha County Federated Library System. These funds are used to purchase Summer Reading Club materials, including bookmarks, posters, and reading incentives from the Summer Reading Club Collaborative.

BUDGET SUMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Supplies & Expenses	$1,462	$6,212	$7,798	$6,212	0.00%
Total	$1,462	$6,212	$7,798	$6,212	0.00%

Outreach

PROGRAM DESCRIPTION:

The Library has developed a less staff-intensive method of providing library service to homebound citizens, while still maintaining a quality level of service to this clientele.

SERVICES:

- The Outreach Services Department delivers books and other materials to homebound library users and residents of long-term care facilities

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$34,220	$35,452	$35,452	$34,953	-1.41%
Supplies & Expenses	$643	$500	$500	$500	0.00%
Total	$34,863	$35,952	$35,952	$35,453	-1.39%

Technical Services

PROGRAM DESCRIPTION:

Technical Services coordinates the acquisition, processing and cataloging of those items selected for the library collection, and maintains the database of library materials.

SERVICES:

- The Technical Services Department orders, processes, and catalogs approximately 25,000 books and other library materials selected by staff of Children's Services and Information and Adult Services departments

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$306,038	$314,078	$314,199	$310,476	-1.15%
Contractual Services	$575	$575	$575	$575	0.00%
Supplies & Expenses	$20,044	$19,610	$19,610	$19,610	0.00%
Total	$326,657	$334,263	$334,384	$330,661	-1.08%

STRATEGIC PLAN INITIATIVE SUMMARY:

Goal 7.0 Dynamic Civic, Cultural and Recreational Center for Region: Community Inventory of Recreation, Culture & Art goal initiative was completed.

COMBINED BUDGET:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$2,694,263	$2,676,426	$2,799,906	$2,632,180	-1.65%
Contractual Services	$419,644	$411,496	$436,496	$424,103	3.06%
Supplies & Expenses	$529,735	$510,532	$519,736	$514,590	0.79%
Fixed Charges	$37,505	$40,235	$40,235	$38,562	-4.16%
Interdepartmental Chrgs	$45	$0	$0	$0	0.00%
Other Use of Funds	$22,871	$0	$0	$0	0.00%
Total	$3,704,063	$3,638,689	$3,796,373	$3,609,435	-0.80%

Library Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Library Director	1.00	1.00	1.00
Deputy Director	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00
Librarian II (Department Managers) **(Note 1)**	3.00	3.00	3.00
Building/Operations Supervisor	1.00	1.00	1.00
Supervisor, Circulation Srvcs	1.00	1.00	1.00
Info Technology Technical II	0.63	0.63	0.63
Librarian I	5.00	5.00	5.00
One (1) Librarian I (part time 26 hrs/wk)	0.65	0.65	0.65
Two (2) Librarian I (part time 20 hrs/wk)	1.00	1.00	1.00
Library Associate II	2.00	2.00	2.00
Five (5) Library Assoc II (part time 20 hrs/wk)	2.50	2.50	2.50
One (1) Library Assoc II (part time 26 hrs/wk)	0.65	0.65	0.65
Library Associate (Full Time)	2.00	2.00	2.00
Library Associates (part time 20 hrs/wk)	0.50	0.50	0.50
Library Assistant (3 Full Time)	3.00	3.00	3.00
Ten (10) Library Assistant (part time 20 hrs/wk)	5.50	5.00	5.00
Custodian II	1.00	1.00	1.00
Custodian I	1.00	1.00	1.00
One (1) Custodian I (part time 20 hrs/wk)	0.50	0.50	0.50
One (1) Confidential Bookkeeper	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
One (1) Page/Shelver (part time 24 hrs/wk)	0.60	0.60	0.60
Six (6) Page/Shelver (part-time 20hrs/wk)	3.00	3.00	3.00
Eighteen (18) Page/Shelver (part time 10 hrs/wk)	4.50	4.50	4.50
Total	44.03	43.53	43.53

Note 1: The hiring of a replacement for a vacant Children's Librarian was delayed until April 9, 2012. 2012 salary and benefits were adjusted accordingly

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5110 Library Administration

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				510 Library			
				5110 Library Administration			
				E Expenses			
				110 Personal Services			
154533	140131	65125	140131	51110 Salaries	144961	144233	144233
2106-				51170 Accrued Compensatory time			
805				51180 Accrued Vacation			
58192	58791	28352	58791	51210 Wages Permanent	60456	60152	60152
291	200	599	599	51220 Overtime	200	200	200
15539	16454	6833	16454	51510 Social Security	15730	15651	15651
20281	13938	6031	13938	51520 Retirement	13893	13618	13618
61689	66780	29965	66780	51540 Health Insurance	70420	67762	66434
1702	1156	338	1156	51550 Life Insurance	465	465	465
3299	3276	1470	3276	51560 Dental Insurance	3505	3505	3348
314225	300726	138713	301125	110 Personal Services	309630	305586	304101
				120 Contractual Services			
324	200	100	200	52110 Drug Screening	200	200	200
		19302	25000	52190 Other Professional Services			
10988	12242	2936	12242	52250 Telephone	12548	11671	11671
11312	12442	22338	37442	120 Contractual Services	12748	11871	11871
				130 Supplies and Expenses			
4223	6180	3712	6180	53110 Postage and Box Rent	4180	4180	4180
8093	5000	1942	5000	53120 Office Supplies	5000	5000	5000
33183	35420	6655	35420	53130 Printing/Photocopying	35420	30216	29317
1257	1287	359	1287	53240 Membership Dues	1250	1250	1250
4470	3677	3328	3677	53250 Conference And Training	4470	4470	4470
1009	1500	872	1500	53260 Advertising	1000	1000	1000
636	500	158	500	53320 Employee Auto Allowance	500	500	500
834	750	771	850	53490 Other Operating Supplies	500	500	500
39				53940 Other			
53744	54314	17797	54414	130 Supplies and Expenses	52320	47116	46217
				150 Fixed Charges			
6752	7948		7948	55160 Workman's Comp Insurance	8759	8759	8759
17112	19508		19508	55190 General Liability Insurance	17831	17831	17831
23864	27456		27456	150 Fixed Charges	26590	26590	26590
				184 Interdepartmental Charges			
45				57311 Education/Training Reimburse			
45				184 Interdepartmental Charges			
				190 Other Use of Funds			
22871				89240 Transfer To Capital Projects			
22871				190 Other Use of Funds			

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5110 Library Administration

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012		Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
426061	394938	178848	420437	E	Expenses	401288	391163	388779
426061	394938	178848	420437		5110 Library Administration	401288	391163	388779

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5111 Library Technology Dept.

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5111 Library Technology Dept.			
				E Expenses			
				110 Personal Services			
61739	64379	32274	64379	51110 Salaries	66203	65870	65870
31592	32458	15413	32458	51210 Wages Permanent	32874	32709	32709
7164	7426	3473	7426	51510 Social Security	7579	7541	7541
8646	5727	2741	5727	51520 Retirement	6688	6556	6556
15494	22260	11130	22260	51540 Health Insurance	23473	22587	22145
228	124	56	124	51550 Life Insurance	126	126	126
366	1092	546	1092	51560 Dental Insurance	1168	1168	1116
125229	133466	65633	133466	110 Personal Services	138111	136557	136063
				120 Contractual Services			
97178	95847	95425	95847	52990 CAFE Contractual Services	80809	80809	80809
97178	95847	95425	95847	120 Contractual Services	80809	80809	80809
222407	229313	161058	229313	E Expenses	218920	217366	216872
222407	229313	161058	229313	5111 Library Technology Dept.	218920	217366	216872

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5120 Library Building

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5120 Library Building			
				E Expenses			
				110 Personal Services			
150140	152301	74325	152301	51110 Salaries	156604	155817	155817
25166	23991	13467	23991	51210 Wages Permanent	24671	24547	24547
7969	8762	4040	8762	51220 Overtime	8762	8762	8762
13324	14185	6610	14185	51510 Social Security	14538	14468	14468
20067	18592	9191	18592	51520 Retirement	12828	12577	12577
61689	66780	33390	66780	51540 Health Insurance	70420	67762	66434
726	682	176	682	51550 Life Insurance	917	917	917
3299	3276	1638	3276	51560 Dental Insurance	3505	3505	3348
467				51580 Unemployment Compensation			
282847	288569	142837	288569	110 Personal Services	292245	288355	286870
				120 Contractual Services			
10464	7480	3220	7480	52160 Janitorial Services	7480	7480	7480
45894	48661	27444	48661	52190 Other Professional Services	56581	56581	56581
5230	5000	888	5000	52210 Water And Sewer	5125	5125	5125
115180	108595	55743	108595	52220 Electric	111310	138686	125500
21823	28780	13196	28780	52240 Heat	29500	25881	25881
84361	72294	43079	72294	52470 Building Maintenance	80662	80662	80662
282952	270810	143570	270810	120 Contractual Services	290658	314415	301229
				150 Fixed Charges			
13641	12779		12779	55110 Property And Boiler Insuranc	11972	11972	11972
13641	12779		12779	150 Fixed Charges	11972	11972	11972
579440	572158	286407	572158	E Expenses	594875	614742	600071
579440	572158	286407	572158	5120 Library Building	594875	614742	600071

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5130 Circulation

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5130 Circulation			
				E Expenses			
				110 Personal Services			
140617	204589	50247	204589	51110 Salaries	204889	203860	203860
214397	135981	116869	245000	51210 Wages Permanent	140269	139564	139564
7110	6643	4967	6643	51220 Overtime	6643	6643	6643
97073	109118	47595	109118	51250 Wages Temporary	109435	108885	108885
28853	25207	13699	27786	51510 Social Security	25406	25280	25280
39610	37609	17704	37609	51520 Retirement	24195	23721	23721
73014	81012	40506	81012	51540 Health Insurance	85433	82209	80597
2353	1664	562	1664	51550 Life Insurance	1586	1586	1586
3765	5460	2336	5460	51560 Dental Insurance	4276	4276	4092
606792	607283	294485	718881	110 Personal Services	602132	596024	594228
				120 Contractual Services			
2596	3000	1405	3000	52120 Collection Service	3000	3000	3000
1814	1800	661	1800	52195 Credit Card Collection Fee	1800	1800	1800
18575	21137	16370	21137	52420 Machinery And Equip Maint	18934	18934	18934
22985	25937	18436	25937	120 Contractual Services	23734	23734	23734
				130 Supplies and Expenses			
6693	6360	4098	6360	53120 Office Supplies	5618	5618	5618
6693	6360	4098	6360	130 Supplies and Expenses	5618	5618	5618
636470	639580	317019	751178	E Expenses	631484	625376	623580
636470	639580	317019	751178	5130 Circulation	631484	625376	623580

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5132 Big Read Grant

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5132 Big Read Grant			
				E Expenses			
				120 Contractual Services			
700				52190 Other Professional			
700				120 Contractual Services			
				130 Supplies and Expenses			
32				53120 Office Supplies			
2847			852	53130 Printing/Photocopying			
7416	6212		6212	53710 Library Books/Materials	6212	6212	6212
10295	6212		7064	130 Supplies and Expenses	6212	6212	6212
10995	6212		7064	E Expenses	6212	6212	6212
10995	6212		7064	5132 Big Read Grant	6212	6212	6212

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5140 Children's Services

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5140 Children's Services			
				E Expenses			
				110 Personal Services			
205125	180902	87934	183278	51110 Salaries	203469	202447	202447
58241	46822	32732	48500	51210 Wages Permanent	49484	49235	49235
2258	4056	2070	4056	51220 Overtime	4056	4056	4056
19994	17777	9207	17777	51510 Social Security	19661	19564	19564
28307	24801	12289	24801	51520 Retirement	17348	17007	17007
64289	58141	23860	58141	51540 Health Insurance	52146	50375	49489
2343	1533	509	1533	51550 Life Insurance	1236	1236	1236
4399	3494	1638	3494	51560 Dental Insurance	3505	3505	3348
384956	337526	170239	341580	110 Personal Services	350905	347425	346382
				130 Supplies and Expenses			
1532	2000	137	2000	53120 Office Supplies	2000	2000	2000
7576	7550	2952	7550	53450 Program Supplies	7550	7550	7550
93829	85099	39996	85099	53710 Library Books/Materials	91683	91683	91683
102937	94649	43085	94649	130 Supplies and Expenses	101233	101233	101233
487893	432175	213324	436229	E Expenses	452138	448658	447615
487893	432175	213324	436229	5140 Children's Services	452138	448658	447615

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5141 Children's Services Grant

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5141 Children's Services Grant			
				E Expenses			
				130 Supplies and Expenses			
931				53120 Office Supplies			
531	6212		7798	53490 Other Operating Supplies	6212	6212	6212
1462	6212		7798	130 Supplies and Expenses	6212	6212	6212
1462	6212		7798	E Expenses	6212	6212	6212
1462	6212		7798	5141 Children's Services Grant	6212	6212	6212

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5150 Information & Adult Servi

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5150 Information & Adult Servi			
				E Expenses			
				110 Personal Services			
246902	315841	131441	315841	51110 Salaries	265732	264397	264397
169535	110229	71492	110229	51210 Wages Permanent	167697	166855	166855
5475	6808	2952	6808	51220 Overtime	6808	6808	6808
31696	33191	15300	33191	51510 Social Security	33678	33512	33512
45965	43161	20044	43161	51520 Retirement	29716	29131	29131
83169	91428	38601	91428	51540 Health Insurance	64977	62525	61299
1643	937	339	937	51550 Life Insurance	511	511	511
4426	4542	1914	4542	51560 Dental Insurance	4468	4468	4278
588811	606137	282083	606137	110 Personal Services	573587	568207	566791
				120 Contractual Services			
3942	4345	2164	4345	52420 Machinery And Equip Maint	4345	4345	4345
3942	4345	2164	4345	120 Contractual Services	4345	4345	4345
				130 Supplies and Expenses			
1547	1800	780	1800	53120 Office Supplies	1800	1800	1800
2239	2500	55	2500	53450 Programming	5000	4000	4000
293348	289871	151736	289871	53710 Library Books/Materials	303622	293622	293622
2046		525	1000	53740 Bindings			
299180	294171	153096	295171	130 Supplies and Expenses	310422	299422	299422
891933	904653	437343	905653	E Expenses	888354	871974	870558
891933	904653	437343	905653	5150 Information & Adult Servi	888354	871974	870558

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5151 Info & Adult Services Gra

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5151 Info & Adult Services Gra			
				E Expenses			
				110 Personal Services			
	20097		20097	51110 Salaries			
33950	14805	14066	22113	51210 Wages Permanent	35891	35711	35711
2505	2677	868	2677	51510 Social Security	2746	2732	2732
3948	4129	1386	4129	51520 Retirement	2423	2375	2375
10011	10773	2486	10773	51540 Health Insurance	11419	10988	10773
181	162	27	162	51550 Life Insurance	167	167	167
550	546	126	546	51560 Dental Insurance	584	584	558
51145	53189	18959	60497	110 Personal Services	53230	52557	52316
				120 Contractual Services			
	1540		1540	52990 O.C.L.C.	1540	1540	1540
	1540		1540	120 Contractual Services	1540	1540	1540
				130 Supplies and Expenses			
	670		670	53110 Postage and Box Rent	670	670	670
29831	23834	10659	29500	53710 Library Books/Materials	24896	24896	24896
4906	4000		4000	53940 Other	4000	4000	4000
34737	28504	10659	34170	130 Supplies and Expenses	29566	29566	29566
85882	83233	29618	96207	E Expenses	84336	83663	83422
85882	83233	29618	96207	5151 Info & Adult Services Gra	84336	83663	83422

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5160 Outreach Services

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5160 Outreach Services			
				E Expenses			
				110 Personal Services			
19787	20097	13131	20097	51110 Salaries	20665	20562	20562
1421	1541	1081	1541	51510 Social Security	1581	1573	1573
2301	2378	1823	2378	51520 Retirement	1395	1367	1367
10011	10773	8287	10773	51540 Health Insurance	11419	10988	10773
150	117	84	117	51550 Life Insurance	120	120	120
550	546	420	546	51560 Dental Insurance	584	584	558
34220	35452	24826	35452	110 Personal Services	35764	35194	34953
				130 Supplies and Expenses			
643	500	178	500	53320 Employee Auto Allowance	500	500	500
643	500	178	500	130 Supplies and Expenses	500	500	500
34863	35952	25004	35952	E Expenses	36264	35694	35453
34863	35952	25004	35952	5160 Outreach Services	36264	35694	35453

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
510 Library
5170 Technical Services

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5170 Technical Services			
				E Expenses			
				110 Personal Services			
88392	61313	33074	61313	51110 Salaries	63050	62733	161249
156915	195314	72503	195314	51210 Wages Permanent	200444	199437	100921
322		121	121	51220 Overtime			
18246	18581	8086	18581	51510 Social Security	19031	18936	18936
24862	26729	10012	26729	51520 Retirement	17786	17434	17434
15477	10674	6126	10674	51540 Health Insurance	11159	10738	10527
979	927	234	927	51550 Life Insurance	851	851	851
845	540	306	540	51560 Dental Insurance	578	578	558
306038	314078	130462	314199	110 Personal Services	312899	310707	310476
				120 Contractual Services			
575	575	575	575	52190 Other Professional Services	575	575	575
575	575	575	575	120 Contractual Services	575	575	575
				130 Supplies and Expenses			
20044	19610	11009	19610	53120 Office Supplies	19610	19610	19610
20044	19610	11009	19610	130 Supplies and Expenses	19610	19610	19610
326657	334263	142046	334384	E Expenses	333084	330892	330661
326657	334263	142046	334384	5170 Technical Services	333084	330892	330661
3704063	3638689	1790667	3796373	510 Library	3653167	3631952	3609435

PARKS, RECREATION AND FORESTRY
5310, 5320, 5325, 5510, 5520, 5530, 5532, 5610, 5940

SUMMARY INFORMATION

DEPARTMENT MANAGER: Ron Grall, Director of Parks, Recreation and Forestry

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goals 1, 2, 3, 5, 6 & 7

PROGRAM DESCRIPTION:

Vision: "Gold Medal" Services...for an Exceptional Quality of Life!

Mission: To be responsive and committed in providing essential park, recreation and urban forestry services, making our community a desirable place to live, work and play.

With the above in mind, the department significantly links to the City Strategic Plan in a myriad of ways. For example:

Goal 1.0 – Assisting in maintaining safe street conditions through our street tree maintenance program

Goal 2.0 – Implementation of user fee reviews and pursuit of departmental accreditation and high professional standards

Goal 3.0 – Conducting statistically valid public opinion surveys to assess customer/community satisfaction with departmental services

Goal 5.0 – Preservation of environmentally sensitive properties and open space

Goal 6.0 – Meeting park, open space and recreation needs and participate on a multi-departmental team to address neighborhood issues

Goal 7.0 – Working extensively through partnerships and collaborations to help position Waukesha as a dynamic civic, cultural and recreational center for the region.

In 2011, the National Recreation & Park Association selected the department as a national **Gold Medal Award of Excellence in Park & Recreation Management** winner. The purpose of the prestigious Gold Medal program is to recognize the nation's outstanding park & recreation agencies that demonstrate excellence in long range planning, fiscal resource management, citizen support systems, environmental stewardship & urban forestry practices, park maintenance & preservation, technological integration, program planning and assessment, professional development, services for special populations and agency recognition. The department was also selected as a Gold Medal finalist in 2010 and 2008.

Recreation Programs

PROGRAM DESCRIPTION:

WPRF provides recreation programs for the whole community, including sports, enrichment, fitness, arts, wellness, adaptive, outdoor activities, and many other areas for a wide range of residents. From preschool to teen to older adult, we provide numerous benefits to the participants and community. Individual benefits can include improved fitness levels, development of physical/social skills, reduction in stress, and increased self-esteem/self-reliance. Community benefits include reduction in crime, delinquency and vandalism, connects families, supports youth, offers lifelines for elderly and provides a positive economic impact within the community. In 2011, over 21,000 enrollments were realized in WPRF recreational activities. The comprehensive recreation program provided by WPRF helps make the Waukesha community a desirable place to live, work and play.

A substantial effort has been made to partner with many local organizations, schools, non-profit agencies, businesses and government divisions to provide additional recreational opportunities and secure alternative funding to help keep participant costs down and lower the City tax subsidy. Through community partnerships, we have been able to provide more programs and services in areas designated in need of revitalization. Our partnership, providing community tennis instruction with the Waukesha Tennis Association demonstrates one of the most recent collaborations.

Our goal is to listen to our residents and identify their needs and in turn provide well-rounded recreation programs. Through surveys and feedback, our staff has learned that we need to provide more preschool, youth and teen programming, and we have worked hard to develop new and successful programs in those areas.

The increased rental usage of WPRF recreational buildings, shelters and sports facilities continues to be a focus of the Recreation Division. Providing quality facilities at an affordable price allows many residents to enjoy the recreational venues we have throughout the City, while increasing our revenue generation in this area.

STRATEGIC PLAN OUTCOME MEASURES:

Goal Five: Well Planned, Sustainable and Environmentally Sensitive

M1 – Compliance with park and open space standards

Based on the Council adopted Park and Open Space Plan the standards are as follows:

Neighborhood parks per ½ mile service radius - # of proposed developments located within ½ mile service radius of a neighborhood park

Community parks per 2 mile service radius - # of proposed developments located within 2 miles of a community park

Goal Six: VIBRANT NEIGHBORHOODS AND BUSINESS AREAS

M3 – Compliance with street tree management standards

ACTIVITY	2007	2008	2009	2010	2011
Trees Planted	537	380	349	337	407
Trees Removed	306	247	325	328	317
Trees Pruned	4,134	4,270	4,372	3,911	4,786
Service Requests	488	511	501	591	581

Pruning standard: The street tree pruning cycle is 6 years with an average of 4,100 trees per year.

Goal Seven: DYNAMIC CIVIC, CULTURAL and RECREATIONAL CENTER FOR THE REGION

Note: Outcome measures to be determined. In 2009/10, Community Inventory of Recreation, Culture & Arts goal initiative was completed.

ACTIVITY MEASURES:

ACTIVITY	2007	2008	2009	2010	2011
Pool Passes	1,471	1,308	1,328	1,334	1,437
Swim Lesson Enrollments	2,127	1,781	1,955	1,919	1,922
Rec Program Enrollments	15,930	17,401	18,674	20,079	21,782
# Volunteers	-	1,173	1,122	1,643	1,105
# Volunteer Hours	-	17,869	19,167	23,293	19,188

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$773,676	$725,253	$783,347	$685,598	-5.47%
Contractual Services	$93,173	$89,133	$109,809	$117,461	31.78%
Supplies & Expenses	$139,971	$134,051	$141,687	$116,279	-13.26%
Fixed Charges	$1,578	$2,150	$2,150	$1,730	-19.53%
Capital Outlay	$4,714	$0	$0	$0	0.00%
Total	$1,013,112	$950,587	$1,036,993	$921,068	-3.11%

Pools

PROGRAM DESCRIPTION:

The goal of the outdoor pool program is to provide a properly supervised pool program in keeping with the safety standards of WPRF and following the mandates of the State of Wisconsin's Safety Codes. This program recognizes the need to attract and retain highly skilled and trained staff to provide this quality program to community residents. The WPRF pool program consists of open and family swim, adult lap swimming, special evenings for teens, diving classes, special events, water exercise, and our largest program – Red Cross "Learn to Swim".

Horeb Springs Aquatic Center - This zero-depth entry themed pool, features two 150 ft. waterslides, a diving well (1 and 3 meter boards), 4-lane swim areas, play features, comprehensive concessions, shade areas, and a modern bathhouse.

Buchner Pool – Built in 1968, is a traditional Olympic size rectangular pool with a separate bay for babies and toddlers. A one meter diving board, one small plume slide, and a dedicated lap swim lane are additional features at Buchner.

Horeb Springs Aquatic Center

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$133,422	$130,712	$137,224	$135,791	3.89%
Contractual Services	$46,848	$41,964	$45,641	$49,415	17.76%
Supplies & Expenses	$53,338	$45,642	$64,885	$46,926	2.81%
Capital Outlay	$0	$7,800	$7,800	$0	-100.00%
Total	$233,608	$226,118	$255,550	$232,132	2.66%

Buchner Pool

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$83,287	$82,209	$90,557	$92,263	12.23%
Contractual Services	$37,342	$41,808	$41,408	$36,574	-12.52%
Supplies & Expenses	$17,054	$15,430	$17,320	$15,331	-0.64%
Capital Outlay	$1,298	$0	$0	$0	0.00%
Total	$138,981	$139,447	$149,285	$144,168	3.39%

Pool Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Lifeguard	50+	50+	50+
Total	50+	50+	50+

Park and Recreation Administration

PROGRAM DESCRIPTION:

The Administration Division's primary objective is to provide exceptional customer service and support to the public, department of divisions and other city departments.

SERVICES:

- Oversee & administer departmental budgets, policies and operations
- Provide internal and external customer support and service
- Provide department technical services and support including seeking advanced technological business solutions in concert with the IT Department
- Provide public awareness of services and lead department marketing, public relations, and promotion efforts, including special events and training opportunities

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$493,888	$505,262	$508,062	$518,823	2.68%
Contractual Services	$22,098	$22,192	$22,282	$17,778	-19.89%
Supplies & Expenses	$38,635	$38,785	$40,530	$28,020	-27.76%
Total	$554,621	$566,239	$570,874	$564,621	-0.29%

Park Maintenance

PROGRAM DESCRIPTION:

The Park Maintenance Division employs a professional staff and seasonal employees dedicated to the maintenance of city parklands, related buildings, outdoor pools, recreational facilities, parkways, street boulevards, as well as various other public properties. Currently 48 parks on over 1,100 acres are managed to provide both active and passive recreational activities ranging from soccer and tennis, softball and swimming, to biking, hiking, and canoeing or just quiet reflection in the formal gardens.

SERVICES:

- Maintain park lawn, open space, trails, boulevards, fountains and other city properties to provide recreational opportunities and/or esthetically pleasing environments
- Maintain Schuetze Recreation Center, E.B. Shurts Nature Center and Rotary Community Building facilities
- Provide clean and safe park facilities that are well maintained to reflect a positive city image
- Direct and train the entire work force to follow prescribed management practices to achieve the highest standards of maintenance possible
- Maintain continuous and constant budget restraint to maximize financial resources available
- Continue diligent pursuit of the latest technology and maintenance tools to maximize efficiency
- Protect the natural environment from damaging pests and pressures through sound science based management practices
- Provide snow removal and de-icing of the city parks, public buildings, and parking lots, in addition to the preparation and maintenance of toboggan and sledding hills and outdoor ice rinks as weather permits

ACTIVITY MEASURES:

ACTIVITY	2007	2008	2009	2010	2011
Total Park System Acres	1,080	1,091	1,091	1,131	1,131
Active / Maintained Acres	582	582	582	582	582
Restroom Facilities	29	29	29	29	29
Baseball/Softball Fields	27	27	27	27	27
Tennis Courts	42	42	42	42	42
Playgrounds	27	28	28	28	28
Non-Park Properties *			55	55	55
Boulevard Miles Mowed			10.7	10.7	10.7

* There are 55 Non-Park Properties including City Hall and the Library.

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$1,922,915	$1,856,259	$1,868,224	$1,826,980	-1.58%
Contractual Services	$355,433	$385,134	$388,234	$355,416	-7.72%
Supplies & Expenses	$182,136	$183,309	$188,459	$183,309	0.00%
Building Materials	$5,989	$8,178	$8,200	$8,179	0.01%
Capital Outlay	$16,144	$0	$0	$0	0.00%
Total	$2,482,617	$2,432,880	$2,453,117	$2,373,884	-2.42%

Maintenance - Riverwalk

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$10,551	$10,090	$10,839	$10,862	7.65%
Contractual Services	$16,994	$16,385	$16,386	$16,879	3.01%
Total	$27,545	$26,475	$27,225	$27,741	4.78%

Maintenance - Frame

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$16,012	$14,814	$15,953	$15,947	7.65%
Contractual Services	$38,004	$39,185	$39,468	$38,046	-2.91%
Total	$54,016	$53,999	$55,421	$53,993	-0.01%

Forestry

PROGRAM DESCRIPTION:

Currently, there are approximately 24,600 street/boulevard and over 5,000 park trees in Waukesha's urban forest. The Forestry Division is responsible for the planning and designing of the city's street tree planting program. In addition, it is responsible for managing and maintaining Waukesha's existing street and park tree populations. Collectively, the "green infrastructure" represented by these trees provides our community with a multitude of vital, environmental, ecological, economic, and social benefits. Currently, a major focus of the division is in the planning and control of the impending Emerald Ash Borer.

SERVICES:

- To plan, design, and manage the tree planting program
- To regularly maintain the physiological and structural integrity of the urban forest
- To detect, identify, and treat for insect and disease agents
- To be a primary responder during storm events and subsequent repair
- To maintain an accurate computerized street tree inventory
- To apply Best Management Practices (BMP)
- To utilize recognized professional arboricultural techniques and science for tree maintenance and training
- To provide residents with timely, accurate tree related information
- Supports DPW in snow removal operations

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$723,100	$733,529	$734,129	$737,492	0.54%
Contractual Services	$363	$474	$474	$379	-20.04%
Supplies & Expenses	$43,396	$34,937	$36,947	$40,516	15.97%
Capital Outlay	$37,648	$23,000	$23,000	$0	-100.00%
Total	$804,507	$791,940	$794,550	$778,387	-1.71%

Community Special Events

PROGRAM DESCRIPTION:

In the WPRF 2006 and 2010 Citizen Satisfaction Surveys, July 4th festivities (fireworks, parade, etc.) ranked very high in areas of importance and are the focus of this budget. An Independence Day parade is held featuring over 60 different units, including decorated floats, marching bands and more; following the parade, ice cream is provided for all in Frame Park. The July 4th celebration culminates with the annual Fireworks display. These Independence Day activities are enjoyed by thousands of City of Waukesha residents, promoting community pride.

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$320	$315	$315	$304	-3.49%
Supplies & Expenses	$17,042	$17,010	$17,185	$16,995	-0.09%
Total	$17,362	$17,325	$17,500	$17,299	-0.15%

STRATEGIC PLAN INITIATIVE SUMMARY:

Goal 2.0 – Well Managed and Financially Sound City

- Pursue departmental accreditation and/or other professional standards (National Gold Medal Program)

COMBINED BUDGETS:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$4,157,171	$4,058,443	$4,148,650	$4,024,060	-0.85%
Contractual Services	$610,255	$636,275	$663,702	$631,948	-0.68%
Supplies & Expenses	$491,572	$469,164	$507,013	$447,376	-4.64%
Building Materials	$5,989	$8,178	$8,200	$8,179	0.01%
Fixed Charges	$1,578	$2,150	$2,150	$1,730	-19.53%
Capital Outlay	$59,804	$30,800	$30,800	$0	-100.00%
Total	$5,326,369	$5,205,010	$5,360,515	$5,113,293	-1.76%

Parks, Recreation and Forestry Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Park and Rec Director	1.00	1.00	1.00
Admin Services Manager	1.00	1.00	1.00
Account Clerk IV	1.00	1.00	1.00
Grounds Supervisor	1.00	1.00	1.00
Crew Leader	3.00	3.00	3.00
Maintenance	11.00	9.00	9.00
Stockroom/Grounds Maintenance	1.00	1.00	1.00
Horticulturist	3.00	3.00	3.00
Gardener	2.00	2.00	2.00
Custodian I (Note 1)	0.70	0.00	0.00
Recreation Services Manager	1.00	1.00	1.00
Recreation Supervisors (Note 2)	3.00	1.00	1.00
Recreation Programmer	0.00	1.00	1.00
Sports Coordinator	0.00	0.57	0.57
Volunteer Coordinator	0.00	0.50	0.50
Special Events Coordinator	0.00	0.50	0.50
SPARS Coordinator	0.00	0.50	0.50
Parks & Forestry Operations Manager	1.00	1.00	1.00
Buildings Supervisor	1.00	1.00	1.00
Account Clerk II	0.50	0.50	0.50
Arborist	7.00	7.00	7.00
Mechanic	1.00	1.00	1.00
Facilities Coordinator	0.60	0.60	0.60
Customer Service Specialist	2.50	2.50	2.50
Marketing Coordinator	0.70	0.70	0.70
Total	43.00	41.37	41.37

Budget Notes:

Note 1: Custodian I position has been eliminated and related services are now contracted out.

Note 2: In 2011, there were 3 Recreation Supervisors. In 2012 these positions were reorganized as follows: Recreation Programmer (1.0), Sports Coordinator (.6), Volunteer Coordinator (.5), Special Events Coordinator (.5) and SPARS Coordinator (.5)

Capital Expense Summary

CAPITAL OUTLAY:

Project	Requested	Adopted
Chemical Treatment of Ash Trees Year 4	$20,000	$0
Replacement of Ash Trees (30)	$3,000	$0
Replacement of Office Chairs (4)	$1,200	$0
Folding Chair Replacement - Schuetze (50)	$2,000	$0
Total	$27,000	$0

* These items are to be purchased out of the Special Revenue Fund

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
530 Recreation
5310 Recreation Programs

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				530 Recreation			
				5310 Recreation Programs			
				E Expenses			
				110 Personal Services			
280471	192106	124347	250000	51110 Salaries	197837	196843	196843
56093	157837	18153	157837	51210 Wages Permanent	142551	141835	141835
1748	800	124	800	51220 Overtime	200	200	200
303772	277354	138202	277354	51250 Wages Temporary	269907	269907	269907
37146	30895	15937	30895	51510 Social Security	25374	25266	25266
37988	16178	10436	16178	51520 Retirement	18001	17632	17632
50270	47120	14029	47120	51540 Health Insurance	33377	32216	31635
2608	779	331	779	51550 Life Insurance	792	792	792
2565	2184	560	2184	51560 Dental Insurance	1554	1554	1488
1015		174	200	51580 Unemployment Compensation			
773676	725253	322293	783347	110 Personal Services	689593	686245	685598
				120 Contractual Services			
65876	59324	17590	80000	52190 Other Professional Services	87825	87825	87825
3916	3870	796	3870	52250 Telephone	3986	3697	3697
9196	11200	2561	11200	52450 Grounds Maintenance & Impr	11200	11200	11200
14185	14739	2504	14739	52470 Building Maintenance	14739	14739	14739
93173	89133	23451	109809	120 Contractual Services	117750	117461	117461
				130 Supplies and Expenses			
17332	18655	5851	18655	53110 Postage and Box Rent	18000	18000	18000
1297	1280	802	1280	53120 Office Supplies	1280	1280	1280
36287	36782	13049	36782	53130 Printing/Photocopying	36782	31378	31378
170	200	45	200	53140 Small Equipment	200	200	200
340	469	265	469	53240 Membership Dues	334	334	334
3220	5047	1105	5047	53250 Conference And Training	5047	5047	5047
883	825	1094	1094	53260 Advertising	825	825	825
2715	3500	3477	6200	53440 Janitorial Supplies	3000	3000	3000
56205	54060	27862	54060	53450 Recreation Supplies	45615	45615	45615
5245	6733	3930	6900	53460 Clothing And Uniforms	4100	4100	4100
16277	6500	5376	11000	53490 Other Operating Supplies	6500	6500	6500
139971	134051	62856	141687	130 Supplies and Expenses	121683	116279	116279
				150 Fixed Charges			
				55320 Building Rental	1730	1730	1730
1578	2150	1648	2150	55330 Licenses & Permits			
1578	2150	1648	2150	150 Fixed Charges	1730	1730	1730
				180 Capital Outlay			
4714				68190 Other Capital	2000		
4714				180 Capital Outlay	2000		

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
530 Recreation
5310 Recreation Programs

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				00100 City of Waukesha 530 Recreation 5310 Recreation Programs E Expenses 180 Capital Outlay			
1013112	950587	410248	1036993	E Expenses	932756	921715	921068
1013112	950587	410248	1036993	5310 Recreation Programs	932756	921715	921068

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
530 Recreation
5320 Horeb Pool

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5320 Horeb Pool			
				E Expenses			
				110 Personal Services			
1304		42	490	51220 Overtime			
129570	128844	28667	134000	51250 Wages Temporary	133850	133850	133850
2240	1868	474	2399	51510 Social Security	1941	1941	1941
308		65	335	51520 Retirement			
133422	130712	29248	137224	110 Personal Services	135791	135791	135791
				120 Contractual Services			
6664	6309	2647	8900	52210 Water	6624	6624	6624
18500	14125	4595	14125	52220 Electric	18500	23906	21991
1054	340	50	550	52230 Sewer	1000	1000	1000
10043	12480	1973	12480	52240 Heat	11000	10759	10759
912	575		575	52250 Telephone	592	906	906
3248	5635	4204	6000	52420 Machinery And Equip Maint	5635	5635	5635
		11	11	52450 Grounds Maintenance & Impr			
6427	2500	2182	3000	52470 Building Maintenance	2500	2500	2500
46848	41964	15662	45641	120 Contractual Services	45851	51330	49415
				130 Supplies and Expenses			
	100		100	53110 Postage and Box Rent	100	100	100
2199	2140	939	2140	53120 Office Supplies	2140	2140	2140
492	500	187	725	53130 Printing/Photocopying	500	427	427
3211	3291	3380	4270	53250 Conference And Training	3291	3291	3291
13861	12500	7284	24600	53420 Chemistry/Lab/Medical Suppli	13800	13800	13800
69	400	80	400	53440 Janitorial Supplies	400	400	400
5092	3600	1939	3600	53450 Recreation Supplies	4473	4473	4473
25829	19700	9832	25000	53455 Concession Supplies	19700	19700	19700
1458	1291	1564	1930	53460 Clothing And Uniforms	1475	1475	1475
1127	2120	1715	2120	53490 Other Operating Supplies	1120	1120	1120
53338	45642	26920	64885	130 Supplies and Expenses	46999	46926	46926
				180 Capital Outlay			
	7800	7483	7800	68190 Other Capital			
	7800	7483	7800	180 Capital Outlay			
233608	226118	79313	255550	E Expenses	228641	234047	232132
233608	226118	79313	255550	5320 Horeb Pool	228641	234047	232132

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
530 Recreation
5325 Buchner Pool

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5325 Buchner Pool			
				E Expenses			
				110 Personal Services			
10			7	51220 Overtime			
81240	81034	18305	88000	51250 Wages Temporary	90944	90944	90944
1639	1175	384	1950	51510 Social Security	1319	1319	1319
394		113	600	51520 Retirement			
4				51550 Life Insurance			
83287	82209	18802	90557	110 Personal Services	92263	92263	92263
				120 Contractual Services			
5288	6301	1914	6301	52210 Water	5301	5301	5301
9835	8000	1802	8000	52220 Electric	9800	12529	11409
674	425	37	425	52230 Sewer	675	675	675
11577	16560	2740	16560	52240 Heat	12000	9569	9569
	557		557	52250 Telephone	557		
2631	4065	221	1965	52420 Machinery And Equip Maint	3720	3720	3720
7337	5900	7585	7600	52470 Building Maintenance	5900	5900	5900
37342	41808	14299	41408	120 Contractual Services	37953	37694	36574
				130 Supplies and Expenses			
	100		100	53110 Postage and Box Rent	50	50	50
2171	965	918	965	53120 Office Supplies	965	965	965
152	500	33	580	53130 Printing/Photocopying	300	256	256
1238	1365	813	1850	53250 Conference And Training	1365	1365	1365
10695	9000	3215	9000	53420 Chemistry/Lab/Medical Suppli	9000	9000	9000
546	450		450	53440 Janitorial Supplies	450	450	450
864	1175	2423	2440	53450 Recreation Supplies	1175	1175	1175
807	950	853	1010	53460 Clothing And Uniforms	1145	1145	1145
581	925	520	925	53490 Other Operating Supplies	925	925	925
17054	15430	8775	17320	130 Supplies and Expenses	15375	15331	15331
				180 Capital Outlay			
1298				68190 Other Capital			
1298				180 Capital Outlay			
138981	139447	41876	149285	E Expenses	145591	145288	144168
138981	139447	41876	149285	5325 Buchner Pool	145591	145288	144168
1385701	1316152	531437	1441828	530 Recreation	1306988	1301050	1297368

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
550 Parks
5510 Park & Rec Administration

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				550 Parks			
				5510 Park & Rec Administration			
				E Expenses			
				110 Personal Services			
274201	279582	130944	279582	51110 Salaries	283413	281989	281989
4679-				51170 Accrued Compensatory time			
2393-				51180 Accrued Vacation			
64834	65797	32989	65797	51210 Wages Permanent	68217	67874	67874
14	100	10	100	51220 Overtime			
1594	1600	1193	4400	51250 Wages Temporary	1600	1600	1600
25340	26516	12072	26516	51510 Social Security	26923	26788	26788
35038	29844	13981	29844	51520 Retirement	23735	23266	23266
93649	96156	53937	96156	51540 Health Insurance	117366	112937	110723
1271	939	225	939	51550 Life Insurance	1003	1003	1003
5019	4728	2646	4728	51560 Dental Insurance	5842	5842	5580
493888	505262	247997	508062	110 Personal Services	528099	521299	518823
				120 Contractual Services			
150		90	90	52110 Medical Services			
10778	10998	3796	10998	52190 Other Professional Services	7065	7065	7065
4677	5068	737	5068	52250 Telephone	4960	4967	4967
3700	4121	3587	4121	52270 Trunk Radio System Startup F	3721	3721	3721
2793	2005	1973	2005	52420 Machinery And Equip Maint	2025	2025	2025
22098	22192	10183	22282	120 Contractual Services	17771	17778	17778
				130 Supplies and Expenses			
6137	8432	4383	8800	53110 Postage and Box Rent	7110	7110	7110
4273	5000	2604	5000	53120 Office Supplies	4980	4980	4980
16877	14440	4018	14440	53130 Printing/Photocopying	13610	11611	5373
144	540	99	540	53220 Subscriptions-Office	240	240	240
2858	2926	2371	2926	53240 Membership Dues	2870	2870	2870
3607	2534	1038	3911	53250 Conference And Training	2534	2534	2534
4739	4913	2643	4913	53260 Promotion & Marketing	4913	4913	4913
38635	38785	17156	40530	130 Supplies and Expenses	36257	34258	28020
				180 Capital Outlay			
				68130 Office Furniture	1200		
				180 Capital Outlay	1200		
554621	566239	275336	570874	E Expenses	583327	573335	564621
554621	566239	275336	570874	5510 Park & Rec Administration	583327	573335	564621

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
550 Parks
5520 Park Maintenance

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5520 Park Maintenance			
				E Expenses			
				110 Personal Services			
127385	103556	62081	103556	51110 Salaries	135850	135167	135167
973612	958890	430854	958890	51210 Wages Permanent	957790	952979	952979
51575	48000	40182	56400	51220 Overtime	8500	8500	8500
131928	130670	41159	130670	51250 Wages Temporary	166202	166202	166202
95315	85147	42239	85147	51510 Social Security	86724	86303	86303
133043	123497	59723	123497	51520 Retirement	74968	72927	72927
379088	383885	188732	383885	51540 Health Insurance	404557	389291	381658
6067	3850	1340	3850	51550 Life Insurance	3900	3900	3900
20794	18764	9309	18764	51560 Dental Insurance	20236	20236	19344
4108		3565	3565	51580 Unemployment Compensation			
1922915	1856259	879184	1868224	110 Personal Services	1858727	1835505	1826980
				120 Contractual Services			
18465	18000	7060	18000	52210 Water	18900	18900	18900
123967	138985	63375	138985	52220 Electric	145934	136878	129063
5805	4540	1588	4540	52230 Sewer	4767	4767	4767
40575	60000	23799	60000	52240 Heat	63000	41665	41665
6365	8709	757	8709	52250 Telephone	8970	6121	6121
69302	66900	39195	66900	52410 Vehicle/Machinery Maintenance	66900	66900	66900
3568	6500	4214	6500	52420 Equipment Maintenance	6500	6500	6500
40701	41500	23729	44100	52450 Grounds Maintenance & Impr	41500	41500	41500
46685	40000	29874	40500	52480 Parks Building Maintenance	40000	40000	40000
355433	385134	193591	388234	120 Contractual Services	396471	363231	355416
				130 Supplies and Expenses			
3492	3800	3634	3800	53140 Small Equipment	3800	3800	3800
132	135		135	53220 Subscriptions-Office	135	135	135
165	170		170	53240 Membership Dues	170	170	170
2143	3204	3308	4304	53250 Conference And Training	3204	3204	3204
26603	29250	15526	29250	53410 Agricultural/Horticultural S	29250	29250	29250
17996	16500	11918	16500	53440 Janitorial Supplies	16500	16500	16500
6335	7800	2650	7800	53460 Clothing And Uniforms	7800	7800	7800
106038	106000	48214	106000	53510 Gasoline, Oil, Grease Etc.	106000	106000	106000
7395	5700	5436	9000	53520 Tires	5700	5700	5700
11837	10750	9523	11500	53620 Consumable Tools	10750	10750	10750
182136	183309	100209	188459	130 Supplies and Expenses	183309	183309	183309
				140 Building Materials			
5989	8178		8200	54110 Material-Asphalt/Concrete Mai	8179	8179	8179
5989	8178		8200	140 Building Materials	8179	8179	8179
				180 Capital Outlay			
16144				68190 Other Capital			
16144				180 Capital Outlay			

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
550 Parks
5520 Park Maintenance

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012		Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
2482617	2432880	1172984	2453117	E	Expenses	2446686	2390224	2373884
2482617	2432880	1172984	2453117		5520 Park Maintenance	2446686	2390224	2373884

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
550 Parks
5530 Riverwalk

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5530 Riverwalk			
				E Expenses			
				110 Personal Services			
23			6	51220 Overtime			
9809	10090	3361	10090	51250 Wages Temporary	10090	10090	10090
719		257	743	51510 Social Security	772	772	772
10551	10090	3618	10839	110 Personal Services	10862	10862	10862
				120 Contractual Services			
1309	1455	568	1455	52210 Water	1528	1528	1528
8964	7230	2261	7230	52220 Electric	7592	9436	8086
178	200	67	201	52230 Sewer	210	210	210
6543	7500	4473	7500	52450 Grounds Maintenance & Impr	7055	7055	7055
16994	16385	7369	16386	120 Contractual Services	16385	18229	16879
27545	26475	10987	27225	E Expenses	27247	29091	27741
27545	26475	10987	27225	5530 Riverwalk	27247	29091	27741

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
550 Parks
5532 Maintenance-Frame

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				5532 Maintenance-Frame			
				E Expenses			
				110 Personal Services			
31			10	51220 Overtime			
14813	14814	5201	14817	51250 Wages Temporary	14814	14814	14814
1168		398	1126	51510 Social Security	1133	1133	1133
16012	14814	5599	15953	110 Personal Services	15947	15947	15947
				120 Contractual Services			
1133	1000	228	1000	52210 Water	1050	1050	1050
21819	21680	11074	21680	52220 Electric	22764	25208	21758
356	525	47	808	52230 Sewer	551	551	551
1867	2230	996	2230	52240 Heat	2342	2209	2209
12829	13750	7416	13750	52450 Grounds Maintenance & Impr	12478	12478	12478
38004	39185	19761	39468	120 Contractual Services	39185	41496	38046
54016	53999	25360	55421	E Expenses	55132	57443	53993
54016	53999	25360	55421	5532 Maintenance-Frame	55132	57443	53993
3118799	3079593	1484667	3106637	550 Parks	3112392	3050093	3020239

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
560 Conservation Natural Reso
5610 Forestry

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				560 Conservation Natural Resource			
				5610 Forestry			
				E Expenses			
				110 Personal Services			
71328	72180	34799	72180	51110 Salaries	74225	73852	73852
406721	414120	185711	414120	51210 Wages Permanent	424238	422106	422106
9046	4070	3642	4670	51220 Overtime	4070	4070	4070
4813	5000		5000	51250 Wages Temporary	5000	5000	5000
36200	37674	16426	37674	51510 Social Security	38516	38325	38325
54946	53731	24396	53731	51520 Retirement	34196	33252	33252
132506	139538	72736	139538	51540 Health Insurance	162724	156584	153514
1086	1048	243	1048	51550 Life Insurance	1049	1049	1049
6454	6168	3232	6168	51560 Dental Insurance	6600	6600	6324
723100	733529	341185	734129	110 Personal Services	750618	740838	737492
				120 Contractual Services			
363	474	29	474	52250 Telephone	488	379	379
363	474	29	474	120 Contractual Services	488	379	379
				130 Supplies and Expenses			
123	130	140	140	53220 Subscriptions-Office	130	130	130
165	175		175	53240 Membership Dues	175	175	175
2677	2482	859	2482	53250 Conference And Training	2482	2482	2482
170	150	76	150	53260 Advertising	150	150	150
21				53320 Employee Auto Allowance			
5105	5000	5125	7000	53410 Agricultural/Horticultural S	5000	5000	5000
5839	7000	5296	7000	53430 Assessment Trees	7000	7000	7000
29296	20000	7608	20000	53431 Non-Assessment Trees	25579	25579	25579
43396	34937	19104	36947	130 Supplies and Expenses	40516	40516	40516
				180 Capital Outlay			
37648	23000	274	23000	68190 Other Capital	23000		
37648	23000	274	23000	180 Capital Outlay	23000		
804507	791940	360592	794550	E Expenses	814622	781733	778387
804507	791940	360592	794550	5610 Forestry	814622	781733	778387
804507	791940	360592	794550	560 Conservation Natural Resource	814622	781733	778387

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
590 Special Events/Festivals
5940 Community Special Events

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012		Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
					5940 Community Special Events			
				E	Expenses			
					110 Personal Services			
320	300		300		51250 Wages Temporary	300	300	300
	15		15		51510 Social Security	4	4	4
320	315		315		110 Personal Services	304	304	304
					130 Supplies and Expenses			
	100	117	275		53130 Printing/Photocopying	100	85	85
17042	16910	1499	16910		53940 Other	16910	16910	16910
17042	17010	1616	17185		130 Supplies and Expenses	17010	16995	16995
17362	17325	1616	17500	E	Expenses	17314	17299	17299
17362	17325	1616	17500	5940	Community Special Events	17314	17299	17299
18262	17425	1616	17600	590	Special Events/Festivals	18214	18199	18199

MEMORIAL DAY
5910

SUMMARY INFORMATION

DEPARTMENT MANAGER: Stephen Neaman, Finance Manager

PROGRAM DESCRIPTION:

These funds are allocated to help support the annual Memorial Day observance. This traditional observance is sponsored each year by the Waukesha Allied Veterans Council.

SERVICES:

- To provide an opportunity for the community to pay respect to all persons who have served in our nation's armed forces
- To provide select high school students the opportunity to perform for the public in a parade setting

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Supplies & Expenses	$900	$100	$100	$900	800.00%
Total	$900	$100	$100	$900	800.00%

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
590 Special Events/Festivals
5910 Memorial Day

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				590 Special Events/Festivals			
				5910 Memorial Day			
				E Expenses			
				130 Supplies and Expenses			
900	100		100	53490 Other Operating Supplies	900	900	900
900	100		100	130 Supplies and Expenses	900	900	900
900	100		100	E Expenses	900	900	900
900	100		100	5910 Memorial Day	900	900	900