CONSOLIDATED REVENUES AND EXPENSES
GENERAL FUND 100

City of Waukesha
General Fund
2013 Budget Report - Consolidated

2011 Actual	2012 Modified Budget	Rev/ Exp Thru 06/30/12	2012 Estimated Rev/ Exp	Description	2013 Requested Budget	2013 Executive Budget	2013 Adopted Budget
				00100 City of Waukesha			
				E Expenses			
				110 Personal Services			
23,639,657	24,042,743	11,303,935	24,046,172	51110 Salaries	24,854,903	24,653,039	24,597,687
17,844	0	0	0	51170 Accrued Compensatory	0	0	0
3,171-	0	0	0	51180 Accrued Vacation	0	0	0
4,617,042	4,505,933	2,231,314	4,630,100	51210 Wages Permanent	4,677,546	4,647,777	4,555,699
1,072,209	926,518	485,588	985,420	51220 Overtime	699,360	679,360	822,475
907,072	949,299	423,428	956,474	51250 Wages Temporary	942,642	932,092	974,386
133,784	142,283	134,834	146,348	51260 Clothing Allowance	142,500	142,500	141,200
0	0	162	0	51290 Outside Employment Se	0	0	0
1,605	2,533	750	2,583	51410 Board of Review	2,658	2,658	2,658
1,762,854	1,788,539	849,355	1,789,132	51510 Social Security	1,840,935	1,824,137	1,814,185
4,748,337	4,679,372	2,197,381	4,681,408	51520 Retirement	4,596,283	4,546,843	4,001,766
7,310,083	7,844,057	3,898,457	7,860,790	51540 Health Insurance	8,354,967	8,017,271	7,808,981
104,947	75,196	25,762	74,984	51550 Life Insurance	75,487	74,753	74,431
392,921	391,990	193,308	391,802	51560 Dental Insurance	425,898	424,339	402,976
35,513	0	5,898	7,363	51580 Unemployment Compensa	0	0	0
1,998	2,200	1,814	2,200	51590 Professional Dues	2,200	2,200	2,200
44,742,695	45,350,663	21,751,986	45,574,776	110 Personal Services	46,615,379	45,946,969	45,198,644
				120 Contractual Services			
66,012	59,450	41,563	60,340	52110 Medical Services (OWI	60,050	60,050	60,050
32,415	24,850	11,544	28,270	52120 Legal Services	24,850	24,850	24,850
44,850	39,500	30,850	39,500	52130 Accounting And Auditi	40,600	40,600	40,600
71,092	65,000	11,492	65,000	52131 Ambulance Billing Ser	67,605	67,605	67,605
0	20,000	0	20,000	52135 Consulting	100,000	175,000	175,000
165,577	135,000	52,236	136,093	52140 Data Processing-Exter	170,000	170,000	137,353
16,473	12,980	4,777	12,980	52160 Janitorial Services	9,480	9,480	9,480
5,002	7,000	2,760	7,000	52180 Management Services	8,000	8,000	8,000
403,742	377,174	173,657	465,893	52190 Other Professional Se	341,762	364,762	339,762
8,701	9,500	2,693	9,500	52195 Credit Card Collectio	9,500	9,500	9,500
52,392	52,054	19,223	54,645	52210 Water And Sewer	52,857	52,857	52,857
1,191,109	1,226,685	577,039	1,235,660	52220 Electric	1,289,516	1,267,695	1,238,859
13,546	11,245	4,209	12,124	52230 Sewer	12,679	12,679	12,680
188,563	250,025	93,486	250,025	52240 Heat	252,424	198,420	197,427
172,136	185,050	45,958	185,088	52250 Telephone	186,432	182,162	182,029
4,592	5,300	399	5,300	52260 Data Communications	14,800	14,800	14,800
24,484	23,926	24,431	26,971	52270 Trunk Radio System St	23,526	23,526	23,526
28,154	30,000	167	30,000	52310 Street Markings Subco	30,000	30,000	30,000
15,330	14,500	1,235	14,500	52330 Traffic Signal Maint	14,500	14,500	14,500
866	2,000	1,131	2,000	52340 Mail Box Repairs	2,000	2,000	2,000
8,217	5,000	3,141	5,000	52350 Contractor Snow Remov	5,000	5,000	5,000
593,460	513,811	225,359	535,716	52410 Vehicle Maintenance	531,315	530,155	516,780
217,685	198,566	113,631	205,631	52420 Machinery And Equip M	175,677	171,605	169,605
104,283	161,589	81,911	161,589	52430 Computer Hardware Mai	199,484	199,484	194,784
502,297	619,075	375,938	620,313	52440 Software Maintenance	718,999	723,677	647,524
117,036	108,781	47,515	99,561	52450 Grounds Maintenance &	111,233	111,233	111,233
167,566	171,250	107,652	183,450	52470 Building Maintenance	179,618	179,618	179,618
754	0	0	0	52475 City Hall Beautificat	0	0	0
46,685	40,000	29,874	40,500	52480 Park Maintenance	40,000	40,000	40,000
27,811	35,000	30,696	40,000	52490 Radio Service	35,000	35,000	35,000
430	1,200	868	1,200	52960 Landfill Service	1,200	1,200	1,200

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1,728,486	1,790,705	898,456	1,790,705	52970 Refuse Collection	1,881,280	1,881,280	1,881,280
160,554	165,733	83,840	165,733	52971 Large Item Trash Pick	174,766	174,766	174,766
149,836	150,954	42,256	150,954	52972 Disposal-Dropoff Cent	163,038	158,000	158,000
10,228	7,600	0	7,600	52973 County Hazardous Mate	10,200	10,200	10,200
0	2,000	1,700	2,000	52974 Computer Recycling Se	2,000	2,000	2,000
988,725	994,431	573,641	1,045,673	52990 State Mfg Assessment	1,026,927	1,026,927	1,026,927
398,847	373,560	261,983	591,733	54520 Sand And Salt	300,000	300,000	300,000
7,727,936	7,890,494	3,977,311	8,308,247	120 Contractual Services	8,266,318	8,278,631	8,094,795
				130 Supplies and Expenses			
78,825	87,677	36,626	88,966	53110 Postage and Box Rent	88,850	88,850	85,850
76,505	81,815	32,741	83,315	53120 Office Supplies	78,472	77,972	77,972
309,301	312,000	59,312	326,160	53130 Printing/Photocopying	300,313	263,446	162,952
16,891	14,000	9,653	14,000	53140 Tactical Equipment	14,000	14,000	14,000
11,729	16,405	5,231	16,405	53150 Computer Supplies	15,390	14,890	14,890
2,068	3,000	172	3,000	53170 Litigation Expense	3,000	3,000	3,000
30	435	0	435	53180 Filing Fees	300	300	300
12,312	15,000	6,385	15,000	53190 I D Bureau Supplies	15,000	15,000	15,000
7,389	8,215	2,515	8,836	53220 Subscriptions-Office	6,330	6,330	6,330
24,240	21,171	11,624	21,171	53230 Subscriptions-Legal S	21,171	21,171	21,171
35,595	36,173	23,735	36,499	53240 Membership Dues	36,305	36,305	35,826
128,427	154,027	82,698	157,968	53250 Conference And Traini	157,287	151,306	150,629
32,296	24,822	25,097	26,000	53252 I/S Training-IS Staff	30,000	25,000	25,000
19,179	26,013	13,101	27,135	53260 Advertising	27,813	25,313	25,313
45	45	232	300	53290 Other Publications/Su	45	45	45
10,168	12,440	2,723	12,461	53320 Employee Auto Allowan	12,440	12,440	11,840
924	2,300	2,494	4,950	53350 Recognition	2,300	2,300	2,300
31,708	34,250	20,651	36,250	53410 Agricultural/Horticul	34,250	34,250	34,250
118,290	101,500	61,608	113,600	53420 Medical Supplies	112,800	112,800	112,800
5,839	7,000	5,296	7,000	53430 Assessment Trees	7,000	7,000	7,000
29,296	20,000	7,608	20,000	53431 Non-Assessment Trees	25,579	25,579	25,579
53,553	51,600	32,614	54,300	53440 Janitorial Supplies	53,100	53,100	53,100
71,975	68,885	35,232	70,150	53450 Program Supplies	63,813	62,813	62,813
25,829	19,700	9,832	25,000	53455 Concession Supplies	19,700	19,700	19,700
28,346	34,524	22,054	41,100	53460 Clothing And Uniforms	31,070	31,070	31,070
27,666	25,000	2,345	25,000	53461 Body Armor	25,000	25,000	25,000
7,350	8,500	0	8,500	53465 GIS Operating Supplie	8,500	8,500	8,500
1,144	3,500	1,795	3,500	53480 Educational Supplies	3,000	3,000	3,000
165,297	149,180	100,411	164,166	53490 Other Operating Suppl	148,738	147,738	147,238
1,656	1,500	349	1,500	53495 Safety Supplies	1,500	1,500	1,500
621,937	653,540	309,599	653,540	53510 Gasoline, Oil, Grease	633,500	633,500	633,500
17,149	17,700	9,008	21,000	53520 Tires	17,700	17,700	13,200
16,057	17,250	11,675	18,000	53620 Consumable Tools	17,250	17,250	17,250
31,273	35,000	15,159	45,725	53650 Street Lights Maint &	35,000	35,000	35,000
424,425	405,016	202,391	410,682	53710 Library Books/Materia	426,413	416,413	416,413
2,046	0	525	1,000	53740 Bindings	0	0	0
30,629	40,000	16,961	40,000	53910 Street Sweeping Dispo	40,000	40,000	40,000
31,084	28,470	6,752	32,180	53940 Other	33,470	29,470	31,470
24,880	25,000	13,320	25,000	53945 Drug Investigations	25,000	25,000	25,000
5-	0	0	0	53990 Sales Tax Paid`	0	0	0
2,533,348	2,562,653	1,199,524	2,659,794	130 Supplies and Expenses	2,571,399	2,504,051	2,395,801

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				00100 City of Waukesha			
				E Expenses			
				140 Building Materials			
137,353	123,178	33,524	123,200	54110 Material-Street Maint	138,179	123,179	123,179
28,104	15,000	13,604	15,000	54130 Material-Storm Sewer	15,000	22,500	22,500
64,660	45,000	40,261	45,000	54140 Material-Signals,Sign	50,000	50,000	58,500
0	1,000	0	1,000	54150 Material-Bridges & Da	1,000	1,000	1,000
808	1,600	1,066	1,600	54170 Material-Street Clean	1,600	1,600	1,600
230,925	185,778	88,455	185,800	140 Building Materials	205,779	198,279	206,779
				150 Fixed Charges			
13,641	12,779	0	12,779	55110 Property And Boiler I	11,972	11,972	11,972
100	100	15	100	55130 Public Officials Liab	100	100	100
6,752	7,948	0	7,948	55160 Workman's Comp Insura	8,759	8,759	8,759
17,112	19,508	0	19,508	55190 General Liability Ins	17,831	17,831	17,831
0	0	0	0	55320 Building Rental	1,730	1,730	1,730
4,754	8,500	2,979	9,000	55330 Equipment Rental	6,350	5,350	5,350
180,763	25,000	7,358	44,010	55930 Assessment Refunds	25,000	25,000	25,000
223,122	73,835	10,352	93,345	150 Fixed Charges	71,742	70,742	70,742
				170 Grants/Contributions			
1,059-	20,000	0	20,000	57410 Bad Debt Expense	20,000	20,000	20,000
139,899	126,250	59,680	126,250	57920 Operating Grants	133,000	133,000	133,000
10,000	0	30,000	30,000	57930 Development Grants	0	30,000	30,000
148,840	146,250	89,680	176,250	170 Grants/Contributions	153,000	183,000	183,000
				180 Capital Outlay			
21,034	10,900	0	10,900	68130 Office Furniture & Eq	1,459	259	259
953,361	82,383	59,381	131,383	68190 Other Capital	287,775	69,000	69,000
0	0	0	0	68290 Other Capital Improve	11,350	0	0
974,395	93,283	59,381	142,283	180 Capital Outlay	300,584	69,259	69,259
				184 Interdepartmental Charge			
800	500	485	600	57310 Employee Awards	500	500	500
6,620	10,000	5,106	10,000	57311 Education/Training Re	10,000	8,000	8,000
362,844	365,000	197,011	365,000	78610 Employee Group Insura	455,000	455,000	441,000
378,448	375,365	0	375,365	78620 Property & Liability	391,082	391,082	391,082
438,325	510,617	0	510,617	78630 Workers Compensation	561,415	561,415	561,415
7,283	10,000	0	10,000	78650 Employee Safety Progr	10,000	10,000	10,000
1,194,320	1,271,482	202,602	1,271,582	184 Interdepartmental Charge	1,427,997	1,425,997	1,411,997
				190 Other Use of Funds			
15,000	15,000	0	15,000	89220 Transfer To Special R	15,000	15,000	15,000
22,871	0	0	0	89240 Transfer To Capital P	0	0	0
206,490	194,961	0	194,961	89260 Transfer To Enterpris	194,961	178,911	151,911
184,992	135,500	0	135,500	89280 Transfer to Sick Leav	221,300	221,300	197,300
429,353	345,461	0	345,461	190 Other Use of Funds	431,261	415,211	364,211

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				00100 City of Waukesha			
				E Expenses			
				191 Extraordinary Gains/Loss			
0	25,000	0	25,000	89910 Contingency Fund	25,000	25,000	25,000
0	100,000	0	100,000	89911 Fund Balance Reserve	100,000	100,000	100,000
0	125,000	0	125,000	191 Extraordinary Gains/Loss	125,000	125,000	125,000
58,204,934	58,044,899	27,379,291	58,882,538	E Expenses	60,168,459	59,217,139	58,120,228
				R Revenues			
				10 Taxes			
40,447,074-	40,240,989-	0	40,240,989-	41110 Taxes-Property	42,411,582-	40,816,562-	39,883,651-
81,678-	3,500-	3,998-	3,500-	41111 Taxes-Omitted Assessm	6,200-	6,200-	6,200-
150,340-	120,000-	10,953-	120,000-	41112 Taxes-Delinquent Fees	120,000-	135,000-	135,000-
13,914-	15,000-	4,320-	15,000-	41140 Taxes - Mobile Home P	15,000-	15,000-	15,000-
534,396-	505,000-	183,415-	505,000-	41210 Use Tax-Motel Rooms	532,000-	532,000-	532,000-
60-	0	60-	0	41310 Tax Equiv-Municipal U	0	0	0
141,622-	107,545-	0	107,545-	41320 Tax Equiv-Housing Aut	107,545-	107,545-	107,545-
41,369,084-	40,992,034-	202,746-	40,992,034-	10 Taxes	43,192,327-	41,612,307-	40,679,396-
				20 Intergovernmental Grants			
554,159-	572,570-	0	572,570-	42210 State Shared Revenues	544,526-	840,265-	840,265-
183,102-	183,102-	184,640-	183,102-	42220 St Shared Tax-Fire In	184,640-	184,640-	184,640-
2,761,954-	2,485,750-	1,242,875-	2,485,750-	42230 St Shared Tax-Hwy Con	2,490,876-	2,490,876-	2,490,876-
13,043-	0	6,115-	0	42320 Fed Grant-Law Enforce	0	0	0
17,000-	0	0	0	42350 Fed Grant - FEMA Publ	0	0	0
14,250-	0	0	0	42395 Fed Aid - OCDETF	0	0	0
1,439-	0	0	0	42396 Fed Aid - ICAC	0	0	0
538,096-	538,100-	0	538,100-	42405 State Aid - Exempt Co	472,000-	472,000-	272,000-
20,840-	18,560-	15,880-	18,560-	42420 State Aid-Law Enforce	18,560-	18,560-	18,560-
66,411-	0	12,544-	0	42425 State Grant - Law Enf	0	0	0
74,703-	75,036-	37,495-	75,036-	42430 State Aid-Local Trans	75,116-	75,116-	75,116-
18,926-	0	0	0	42450 State Aid-Park Develo	0	0	0
2,180,762-	2,045,566-	0	2,045,566-	42485 Expenditure Restraint	2,045,566-	2,045,566-	2,045,566-
14,132-	13,700-	0	13,700-	42490 State Aid-Hlth & Soc	13,700-	13,700-	13,700-
1,131,054-	1,130,869-	565,501-	1,130,869-	42520 County Aid-Library	1,131,186-	1,131,186-	1,131,186-
292,316-	288,316-	285,562-	288,316-	42550 County Grant-Recyclin	289,562-	289,562-	289,562-
255,442-	199,580-	200,432-	199,580-	42610 State Payments-City S	219,068-	241,010-	241,010-
77,650-	69,885-	0	69,885-	42770 County Library System	69,885-	69,885-	69,885-
144,746-	145,000-	0	145,000-	42775 County Wide Hazmat	145,000-	145,000-	145,000-
2,884-	0	0	0	42790 Other County Grant	0	0	0
23,671-	12,424-	5,979-	12,424-	42910 Grants-Other	12,424-	12,424-	12,424-
60,000-	60,000-	60,000-	60,000-	42930 Schools-Reimbursement	75,000-	75,000-	75,000-
22,268-	6,640-	0	6,640-	42950 Fees Other Municipali	0	0	0
8,468,848-	7,845,098-	2,617,023-	7,845,098-	20 Intergovernmental Grants	7,787,109-	8,104,790-	7,904,790-
				30 License and Permits			
101,965-	85,000-	75,675-	85,000-	43110 License-Liquor & Malt	85,000-	90,000-	105,000-
61,866-	55,000-	48,261-	55,000-	43120 License-Business & Oc	55,000-	60,000-	60,000-
11,250-	13,000-	8,150-	13,000-	43130 License-Electrical	13,000-	13,000-	13,000-

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7,475-	8,000-	3,045-	8,000-	43140 License-Heating	8,000-	8,000-	8,000-
6,300-	6,000-	6,400-	6,000-	43160 License-Cigarette Ven	6,000-	6,000-	6,000-
130-	600-	265-	600-	43170 License-Bicycle	600-	600-	600-
23,650-	15,000-	10,880-	15,000-	43180 License-Dog	15,000-	15,000-	15,000-
2,100-	2,100-	1,080-	2,100-	43185 License-Cat	2,100-	2,100-	2,100-
377,092-	315,000-	155,126-	315,000-	43210 Permit-Building & Con	315,000-	325,000-	325,000-
102,547-	103,000-	45,410-	103,000-	43220 Permit-Electrical	103,000-	103,000-	103,000-
58,850-	80,000-	31,649-	80,000-	43230 Permit Plumbing	80,000-	80,000-	80,000-
95,374-	80,000-	33,973-	80,000-	43240 Permit-Heating/Coolin	80,000-	80,000-	80,000-
4,128-	2,000-	1,905-	2,000-	43290 Permit-Other	7,000-	7,000-	7,000-
3,850-	2,500-	1,855-	2,500-	43295 Permit - Solicitor	2,500-	2,500-	2,500-
4,836-	10,000-	7,461-	10,000-	43310 Erosion Control Inspe	10,000-	10,000-	10,000-
11,978-	11,000-	1,330-	11,000-	43320 Fuel Tank Inspection	12,000-	12,000-	12,000-
921,321-	966,000-	238,580-	966,000-	43410 CATV Franchise Fee	999,854-	999,854-	999,854-
305-	1,500-	1,400-	1,500-	43510 Property Tax Exemptio	500-	500-	500-
1,795,017-	1,755,700-	672,445-	1,755,700-	30 License and Permits	1,794,554-	1,814,554-	1,829,554-
				40 Penalties and Forfeiture			
171,954-	201,470-	0	201,470-	44110 Muni Court Fines And	201,470-	273,670-	273,670-
1,082-	4,000-	646-	4,000-	44130 Circ Court Fines And	4,000-	4,000-	4,000-
545,571-	678,607-	1,022-	678,607-	44190 Other Fines And Forfe	678,607-	922,407-	922,407-
718,607-	884,077-	1,668-	884,077-	40 Penalties and Forfeiture	884,077-	1,200,077-	1,200,077-
				50 Public Charges for Servi			
53,158-	60,000-	29,325-	60,000-	43250 Drop-Off Site Permit	55,000-	55,000-	55,000-
6,893-	7,500-	7,189-	7,500-	45110 Clerks Fees	7,500-	7,500-	7,500-
5,923-	1,000-	4,625-	1,000-	45120 Treasurers Fees	1,000-	1,000-	1,000-
138-	300-	23-	300-	45140 Personnel Fees	300-	300-	300-
1,482-	4,000-	798-	4,000-	45150 Finance Fees	4,000-	4,000-	4,000-
20,374-	20,000-	8,512-	20,000-	45154 Assessors Fees	20,000-	20,000-	20,000-
585-	0	210-	0	45160 Planning Fees	0	0	0
111-	100-	44-	100-	45170 Sale Of Maps	100-	100-	100-
6,894-	3,000-	3,761-	3,000-	45180 Special Assessment Se	3,000-	3,000-	3,000-
71,960-	37,000-	33,959-	37,000-	45210 Police Department Fee	37,000-	37,000-	37,000-
4,180-	1,000-	150-	1,000-	45220 Fire Department Fees	1,000-	1,000-	1,000-
37,331-	36,000-	10,763-	36,000-	45230 False Alarm Fees	36,000-	36,000-	36,000-
490,510-	472,302-	822-	472,302-	45240 Ambulance Fee-Non Res	472,800-	472,800-	472,800-
961,926-	878,026-	395-	878,026-	45241 Ambulance Fee-Residen	879,300-	879,300-	879,300-
2,293-	5,000-	7,003-	5,000-	45250 HAZ MAT Incident Fees	5,000-	5,000-	5,000-
43,742-	43,742-	43,772-	43,742-	45255 Technical Rescue Serv	43,742-	43,742-	43,742-
17,732-	18,000-	0	18,000-	45260 Weights & Measures In	18,400-	18,400-	18,400-
182,319-	182,300-	0	182,300-	45280 Safety Inspection Fee	182,000-	182,000-	182,000-
23,705-	19,500-	11,265-	19,500-	45290 Sprinkler Inspection	19,500-	19,500-	19,500-
4,369-	3,000-	4,087-	3,000-	45310 Building Inspection F	3,000-	3,000-	3,000-
2,789-	25,000-	3,124-	25,000-	45320 Engineering Fees	25,000-	25,000-	25,000-
0	500-	0	500-	45325 GIS Fees	500-	500-	500-
2,562-	3,500-	3,329-	3,500-	45410 Public Works Fees	3,500-	3,500-	3,500-
18,964-	7,500-	5,314-	7,500-	45420 Snow And Ice Control	7,500-	7,500-	7,500-
209-	0	57-	0	45530 Eng. Prking Lot	0	0	0
169,921-	219,845-	88,835-	219,845-	45710 Library Fees	193,076-	168,000-	168,000-
0	500-	0	500-	45790 CATV Fees	0	0	0
1,127,736-	1,167,550-	703,858-	1,167,550-	45810 Recreation Fees	1,146,000-	1,153,500-	1,153,500-

City of Waukesha
General Fund
2013 Budget Report - Consolidated

2011 Actual	2012 Modified Budget	Rev/ Exp Thru 06/30/12	2012 Estimated Rev/ Exp	Description	2013 Requested Budget	2013 Executive Budget	2013 Adopted Budget
1,022-	1,500-	239-	1,500-	45880 Other PR&F Fees	0	0	0
9,250-	1,500-	0	1,500-	45910 TIF Application Fees	1,500-	1,500-	1,500-
49,842-	58,500-	22,949-	58,500-	45920 Zoning/Planning Fees	56,500-	50,000-	50,000-
3,880-	2,000-	1,952-	2,000-	45921 Signs-Permanent	2,000-	2,000-	2,000-
768-	1,500-	425-	1,500-	45980 Weed Control Fees	1,500-	1,500-	1,500-
1,990-	0	190-	0	45981 Tall Grass Cutting Fe	0	0	0
3,324,558-	3,281,165-	996,975-	3,281,165-	50 Public Charges for Servi	3,225,718-	3,201,642-	3,201,642-
				60 Other Public Services			
10,937	4,000-	0	4,000-	46110 Spec Assessment-Defer	4,000-	4,000-	4,000-
11,665-	13,300-	7,609-	13,300-	46210 Spec Assessment-Trees	13,650-	13,650-	13,650-
728-	17,300-	7,609-	17,300-	60 Other Public Services	17,650-	17,650-	17,650-
				70 Interdepartmental Charge			
112,778-	135,000-	0	135,000-	47410 Planning Fees	135,000-	135,000-	135,000-
731,463-	530,000-	40,261-	530,000-	47420 Engineering Services	530,000-	555,000-	576,000-
177,789-	195,500-	1,632-	195,500-	47430 Force Charges - Vehic	195,500-	190,500-	190,500-
123,908-	127,528-	0	127,528-	47440 Accounting Services	127,528-	133,873-	133,873-
123,494-	158,064-	12,165-	158,064-	47450 I/S Services-Other Mu	123,064-	123,064-	123,064-
3,455-	4,000-	0	4,000-	47460 Telephone Charges	4,000-	4,000-	4,000-
344-	3,500-	273-	3,500-	47465 Attorney	4,300-	4,300-	4,300-
1,273,231-	1,153,592-	54,331-	1,153,592-	70 Interdepartmental Charge	1,119,392-	1,145,737-	1,166,737-
				80 Miscellaneous Revenues			
244,157-	300,000-	91,448-	300,000-	48110 Interest On Investmen	300,000-	300,000-	300,000-
50,709-	0	19,998-	0	48111 Unrealized Gain/(Loss	0	0	0
2,428-	0	0	0	48120 Interest On Special A	0	0	0
30,116-	30,107-	31,293-	30,107-	48210 Rentals/Leases	32,517-	32,517-	32,517-
13,790-	30,250-	8,919-	30,250-	48330 Sale of City Property	28,750-	5,000-	5,000-
0	1,000-	0	1,000-	48335 Sale of Confiscated V	1,000-	1,000-	1,000-
22,234-	19,100-	13,794-	19,100-	48340 Sale of Salvage and W	19,100-	19,100-	19,100-
15,290-	4,050-	7,205-	4,050-	48410 Private Donations	4,050-	4,050-	4,050-
60,449-	56,334-	35,746-	56,334-	48440 Ins Recoveries Prop D	55,000-	55,000-	55,000-
0	1,000-	0	1,000-	48460 Pay Phone Revenue	0	0	0
202-	250-	104-	250-	48470 Sales Tax Discount	250-	250-	250-
3,696-	11,300-	6,394-	11,300-	48490 Miscellaneous Revenue	14,700-	11,200-	11,200-
443,071-	453,391-	214,901-	453,391-	80 Miscellaneous Revenues	455,367-	428,117-	428,117-
				90 Other Financing Sources			
1,359,120-	1,662,142-	1,359,120-	1,662,142-	49260 Transfers From Enterp	1,692,265-	1,692,265-	1,692,265-
159-	400-	0	400-	49280 Transfers From Trust/	0	0	0
1,359,279-	1,662,542-	1,359,120-	1,662,542-	90 Other Financing Sources	1,692,265-	1,692,265-	1,692,265-
58,752,423-	58,044,899-	6,126,818-	58,044,899-	R Revenues	60,168,459-	59,217,139-	58,120,228-
547,489-	0	21,252,473	837,639	00100 City of Waukesha	0	0	0

GENERAL FUND 100

CITY COUNCIL
1110

SUMMARY INFORMATION

DEPARTMENT MANAGER: Ed 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

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$98,915	$98,678	$99,690	$98,914	0.24%
Supplies & Expenses	$2,243	$4,050	$4,150	$2,977	-26.49%
Total	$101,158	$102,728	$103,840	$101,891	-0.81%

City Council Personnel

STAFFING:

Part-Time Elected Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Alderpersons	15	15	15
TOTAL	15	15	15

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
110 City Council
1110 City Council

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			
				110 City Council			
				1110 City Council			
				E Expenses			
				110 Personal Services			
97501	97264	48209	97264	51110 Salaries	97500	97500	97500
1414	1414	699	1414	51510 Social Security	1414	1414	1414
		152	1012	51580 Unemployment Compensation			
98915	98678	49060	99690	110 Personal Services	98914	98914	98914
				130 Supplies and Expenses			
95	50		50	53120 Office Supplies	50	50	50
270	500		500	53130 Printing/Photocopying	500	427	427
1810	3500	703	3500	53260 Advertising	3500	2500	2500
68		100	100	53490 Other Operating Supplies			
2243	4050	803	4150	130 Supplies and Expenses	4050	2977	2977
101158	102728	49863	103840	E Expenses	102964	101891	101891
101158	102728	49863	103840	1110 City Council	102964	101891	101891
101158	102728	49863	103840	110 City Council	102964	101891	101891

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	2007	2008	2009	2010	2011
CITATIONS:					
Traffic	7,031	5,620	5,732	7,532	9,069
Ordinance	2,991	2,580	2,131	1,985	2,037
Juvenile	740	435	331	373	327
Building	131	105	94	51	29
Parking	407	151	623	509	232
Other	1	0	0	0	0
Total Citations	11,301	8,891	8,911	10,450	11,694

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$285,178	$301,327	$310,597	$300,007	-0.44%
Contractual Services	$34,741	$34,808	$34,808	$34,837	0.08%
Supplies & Expenses	$16,825	$17,674	$17,674	$14,679	-16.95%
Fixed Charges	$100	$100	$100	$100	0.00%
Total	$336,844	$353,909	$363,179	$349,623	-1.21%

Municipal Court Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Judge - Elected	0.50	0.50	0.50
Sr. Administrative Asst.	1.00	1.00	1.00
Administrative Asst.	1.00	1.00	1.00
Court Clerk	1.00	1.00	1.00
Clerk Typist II	0.50	0.50	0.50
Total	4.00	4.00	4.00

Budget Note:

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

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
120 Municipal Court
1210 Municipal Court

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				120 Municipal Court			
				1210 Municipal Court			
				E Expenses			
				110 Personal Services			
164945	169619	71483	169619	51110 Salaries	172377	171651	171651
415-91				51170 Accrued Compensatory time			
				51180 Accrued Vacation			
18789	20098	9959	20098	51210 Wages Permanent	19277	19180	19180
16		20	20	51220 Overtime			
3402	3750	5538	13000	51250 Wages Temporary	4000	4000	4000
13611	14603	6075	14603	51510 Social Security	14720	14657	14657
13799	15265	4689	15265	51520 Retirement	13090	12788	12788
66615	73896	36092	73896	51540 Health Insurance	77926	74986	73515
660	460	208	460	51550 Life Insurance	496	496	496
3665	3636	1776	3636	51560 Dental Insurance	3891	3891	3720
285178	301327	135840	310597	110 Personal Services	305777	301649	300007
				120 Contractual Services			
30771	28500	12884	28500	52110 Medical Services (OWI)	28500	28500	28500
	850		850	52120 Legal Services	850	850	850
	500		500	52190 Other Professional Services	500	500	500
3210	4000	903	4000	52195 Credit Card Collection Fee	4000	4000	4000
760	958		958	52250 Telephone	987	987	987
34741	34808	13787	34808	120 Contractual Services	34837	34837	34837
				130 Supplies and Expenses			
3854	5000	2332	5000	53110 Postage and Box Rent	5000	5000	5000
490	1000	220	1000	53120 Office Supplies	1000	1000	1000
8878	6357	787	6357	53130 Printing/Photocopying	6357	7556	3362
	500		500	53150 Computer Supplies	500	500	500
	171		171	53230 Subscriptions-Legal Services	171	171	171
1542	2298	1405	2298	53240 Membership Dues	2298	2298	2298
2061	2298	38	2298	53250 Conference And Training	2298	2298	2298
	50		50	53460 Clothing And Uniforms	50	50	50
16825	17674	4782	17674	130 Supplies and Expenses	17674	18873	14679
				150 Fixed Charges			
100	100	15	100	55130 Public Officials Liability	100	100	100
100	100	15	100	150 Fixed Charges	100	100	100
336844	353909	154424	363179	E Expenses	358388	355459	349623
336844	353909	154424	363179	1210 Municipal Court	358388	355459	349623
336844	353909	154424	363179	120 Municipal Court	358388	355459	349623

MAYOR'S OFFICE
1310

SUMMARY INFORMATION

DEPARTMENT MANAGER: Jeffrey Scrima, Mayor (Elected)

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 negotiates on behalf of the City with other elected officials, organizations, and individuals on City related issues.

SERVICES:

- Prepare special reports and surveys and recommend program and policy alternatives for consideration by the Common Council
- 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

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$134,736	$136,184	$171,313	$141,100	3.61%
Contractual Services	$456	$615	$615	$500	-18.70%
Supplies & Expenses	$28,467	$23,373	$23,962	$21,829	-6.61%
Total	$163,659	$160,172	$195,890	$163,429	2.03%

Mayor's Office Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Mayor (Elected)	1.00	1.00	1.00
Confidential Secretary	0.50	0.50	0.50
Total	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).

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
130 Mayor's Office
1310 Mayor's Office

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				130 Mayor's Office			
				1310 Mayor's Office			
				E Expenses			
				110 Personal Services			
98496	102077	55707	125672	51110 Salaries	106440	106302	106302
3-				51180 Accrued Vacation			
7485	7828	4188	9600	51510 Social Security	8143	8132	8132
10686	6908	3744	8107	51520 Retirement	7620	7346	7346
16825	18246	12119	26809	51540 Health Insurance	19243	18517	18154
331	219	139	219	51550 Life Insurance	236	236	236
916	906	600	906	51560 Dental Insurance	969	969	930
134736	136184	76497	171313	110 Personal Services	142651	141502	141100
				120 Contractual Services			
456	615		615	52250 Telephone	633	633	500
456	615		615	120 Contractual Services	633	633	500
				130 Supplies and Expenses			
93	100	55	100	53110 Postage and Box Rent	100	100	100
1179	1229	467	1229	53120 Office Supplies	1229	1229	1229
2626	2000	494	2000	53130 Printing/Photocopying	2000	1706	456
226	150	167	250	53220 Subscriptions-Office	150	150	150
15140	13777	13866	13866	53240 Membership Dues	13777	13777	13777
3762	3677	3677	3677	53250 Conference And Training	3677	3677	3677
1440	1440	720	1440	53320 Employee Auto Allowance	1440	1440	1440
3587	1000	1140	1400	53490 Other Operating Supplies	1000	1000	1000
414				53940 Other			
28467	23373	20586	23962	130 Supplies and Expenses	23373	23079	21829
163659	160172	97083	195890	E Expenses	166657	165214	163429
163659	160172	97083	195890	1310 Mayor's Office	166657	165214	163429
163659	160172	97083	195890	130 Mayor's Office	166657	165214	163429

CITY ADMINISTRATOR
1330

SUMMARY INFORMATION

DEPARTMENT MANAGER: Ed 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

STRATEGIC PLAN INITIATIVES SUMMARY:

Goal 2.0 Well Managed and Financially Sound City: 1) Incorporate Strategic planning into the annual budget process, including performance measures; 2) Refine outcome measures and establish targets.

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

Goal 5.0 Well Planned, Sustainable and Environmentally Sensitive Community: Develop and implement Smart Growth Plan.

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$128,995	$166,515	$71,210	$209,817	26.00%
Contractual Services	$1,148	$1,308	$6,711	$76,347	5736.93%
Supplies & Expenses	$4,411	$10,656	$10,656	$8,641	-18.91%
Total	$134,554	$178,479	$88,577	$294,805	65.18%

City Administrator's Office Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
City Administrator	1.0	1.0	1.0
Confidential Secretary (Note 1)	0.5	0.5	0.5
Total	1.5	1.5	1.5

Budget Notes:

Note 1: The Confidential Secretary 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).

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
131 City Administrator
1330 City Administrator

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				131 City Administrator			
				1330 City Administrator			
				E Expenses			
				110 Personal Services			
97715	125128	5638	54356	51110 Salaries	169454	168602	168602
438-				51180 Accrued Vacation			
7546	8823	402	4129	51510 Social Security	10978	10957	10957
10719	7404	333	7404	51520 Retirement	11438	11212	11212
11882	24024	2568	4185	51540 Health Insurance	17737	17294	17072
344	275	33	275	51550 Life Insurance	300	300	300
1227	861	126	861	51560 Dental Insurance	1753	1753	1674
128995	166515	9100	71210	110 Personal Services	211660	210118	209817
				120 Contractual Services			
				52135 Consulting		75000	75000
		403	5403	52190 Other Professional Services			
1148	1308	347	1308	52250 Telephone	1347	1347	1347
1148	1308	750	6711	120 Contractual Services	1347	76347	76347
				130 Supplies and Expenses			
12	100		100	53110 Postage and Box Rent	100	100	100
64	200		200	53120 Office Supplies	200	200	200
257	1100		1100	53130 Printing/Photocopying	1100	938	241
7	100		100	53220 Subscriptions-Office	100	100	100
183	1379		1379	53240 Membership Dues	1379	1379	900
1495	3677		3677	53250 Conference And Training	3677	3677	3000
2148	3600	139	3600	53320 Employee Auto Allowance	3600	3600	3600
245	500		500	53490 Other Operating Supplies	500	500	500
4411	10656	139	10656	130 Supplies and Expenses	10656	10494	8641
134554	178479	9989	88577	E Expenses	223663	296959	294805
134554	178479	9989	88577	1330 City Administrator	223663	296959	294805
134554	178479	9989	88577	131 City Administrator	223663	296959	294805

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 ten (10) certified employee bargaining units representing 461+ employees as well as meeting with 114 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.

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. During 2011/2012 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 2012 and 2013, 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	2008	2009	2010	2011	2012
# Reportable Injuries	38	26	48	54	28
Workers Comp Fixed Premiums	$595,307	$605,801	$572,050	$599,207	$663,921
Cost of Budgeted Payroll Operation	$43,222	$44,761	$44,409	$45,061	$43,193

* through 6/30/12

Administration

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

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$75,965	$63,016	$93,083	$64,384	2.17%
Contractual Services	$8,995	$5,574	$37,574	$8,723	56.49%
Supplies & Expenses	$14,072	$18,329	$19,229	$12,567	-31.44%
Interdepartmental Chg	$7,375	$10,500	$10,600	$8,500	-19.05%
Total	$106,407	$97,419	$160,486	$94,174	-3.33%

Labor Relations

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

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$94,093	$94,526	$42,600	$96,573	2.17%
Contractual Services	$3,878	$4,000	$4,000	$4,000	0.00%
Supplies & Expenses	$2,733	$2,385	$2,385	$2,385	0.00%
Total	$100,704	$100,911	$48,985	$102,958	2.03%

Payroll

SERVICES:

- Process twenty-six (26) scheduled bi-weekly payrolls for the City's employees
- Process various deductions such as deferred compensation, wage garnishment, 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

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$41,668	$37,086	$41,774	$38,184	2.96%
Supplies & Expenses	$6,652	$6,107	$6,634	$3,204	-47.54%
Capital Outlay	$0	$0	$0	$259	100.00%
Total	$48,320	$43,193	$48,408	$41,647	-3.58%

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.

COMBINED BUDGET:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$211,726	$194,628	$177,457	$199,141	2.32%
Contractual Services	$12,873	$9,574	$41,574	$12,723	32.89%
Supplies & Expenses	$23,457	$26,821	$28,248	$18,156	-32.31%
Capital Outlay	$0	$0	$0	$259	100.00%
Interdepartmental Chrgs	$7,375	$10,500	$10,600	$8,500	-19.05%
Total	$255,431	$241,523	$257,879	$238,779	-1.14%

Human Resources Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Human Resources Manager	0.40	0.40	0.40
Human Resources Specialist	1.00	1.00	1.00
Payroll Specialist (PT)	0.70	0.70	0.70
Total	2.10	2.10	2.10

Budget Note:

Human Resources Manager/Assistant City Attorney works a total of 32 hours per week. One-half of the salary and benefits are charged to Human Resources and one-half to City Attorney's Office (1610).

CAPITAL OUTLAY:

Project		Requested	Adopted
Replacement Desk Chair (Payroll)		$259	$259
	Total	$259	$259

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
140 Human Resources
1430 Human Resources/Admin

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				140 Human Resources			
				1430 Human Resources/Admin			
				E Expenses			
				110 Personal Services			
42431	42962	26802	61600	51110 Salaries	44154	43932	43932
58-				51180 Accrued Vacation			
3093	3294	1954	4000	51510 Social Security	3378	3361	3361
3952	2541	1581	3475	51520 Retirement	2980	2922	2922
12338	13356	9075	22800	51540 Health Insurance	14084	13552	13287
256	208	34	208	51550 Life Insurance	212	212	212
660	655	445	1000	51560 Dental Insurance	701	701	670
13293				51580 Unemployment Compensation			
75965	63016	39891	93083	110 Personal Services	65509	64680	64384
				120 Contractual Services			
1820	400	556	900	52110 Medical Services	1000	1000	1000
5857	3500	22701	35000	52190 Other Professional Services	6000	31000	6000
1318	1638	186	1638	52250 Telephone	1687	1687	1687
	36		36	52420 Machinery And Equip Maint	36	36	36
8995	5574	23443	37574	120 Contractual Services	8723	33723	8723
				130 Supplies and Expenses			
2913	1700	1026	2100	53110 Postage and Box Rent	1700	1700	1700
723	750	476	750	53120 Office Supplies	750	750	750
6297	11000	251	11000	53130 Printing/Photocopying	11000	7678	4238
1849	1000		1000	53220 Subscriptions-Office	1000	1000	1000
	1379		1379	53250 Conference And Training	1379	1379	1379
2290	2500	2612	3000	53260 Advertising	5000	3500	3500
14072	18329	4365	19229	130 Supplies and Expenses	20829	16007	12567
				184 Interdepartmental Charges			
800	500	485	600	57310 Employee Awards	500	500	500
6575	10000	5106	10000	57311 Education/Training Reimburse	10000	8000	8000
7375	10500	5591	10600	184 Interdepartmental Charges	10500	8500	8500
106407	97419	73290	160486	E Expenses	105561	122910	94174
106407	97419	73290	160486	1430 Human Resources/Admin	105561	122910	94174

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
140 Human Resources
1431 Labor Relations

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				1431 Labor Relations			
				E Expenses			
				110 Personal Services			
63646	64443	14400	29000	51110 Salaries	66231	65899	65899
4639	4942	1048	2100	51510 Social Security	5067	5041	5041
5927	3812	850	1700	51520 Retirement	4471	4382	4382
18507	20034	4623	9250	51540 Health Insurance	21126	20329	19930
384	312	43	100	51550 Life Insurance	317	317	317
990	983	227	450	51560 Dental Insurance	1052	1052	1004
94093	94526	21191	42600	110 Personal Services	98264	97020	96573
				120 Contractual Services			
3878	4000	2365	4000	52110 Medical Services	4000	4000	4000
3878	4000	2365	4000	120 Contractual Services	4000	4000	4000
				130 Supplies and Expenses			
282				53130 Printing/Photocopying			
320	500	320	500	53220 Subscriptions-Office	500	500	500
190	276	30	276	53240 Membership Dues	276	276	276
1941	1609	209	1609	53250 Conference And Training	1609	1609	1609
2733	2385	559	2385	130 Supplies and Expenses	2385	2385	2385
100704	100911	24115	48985	E Expenses	104649	103405	102958
100704	100911	24115	48985	1431 Labor Relations	104649	103405	102958

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
140 Human Resources
1433 Payroll

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				1433 Payroll			
				E Expenses			
				110 Personal Services			
44-79-				51170 Accrued Compensatory time			
				51180 Accrued Vacation			
35321	32593	17589	35829	51210 Wages Permanent	33516	33348	33348
362		573	573	51220 Overtime			
2733	2500	1391	2741	51510 Social Security	2564	2551	2551
3326	1928	1072	2566	51520 Retirement	2262	2218	2218
49	65	14	65	51550 Life Insurance	67	67	67
41668	37086	20639	41774	110 Personal Services	38409	38184	38184
				130 Supplies and Expenses			
488	500	561	1000	53110 Postage and Box Rent	500	500	500
140	250	74	250	53120 Office Supplies	250	250	250
5283	4500	811	4500	53130 Printing/Photocopying	4500	3839	1597
522	150	147	150	53220 Subscriptions-Office	150	150	150
219	207	234	234	53240 Membership Dues	207	207	207
	500		500	53250 Conference And Training	500	500	500
6652	6107	1827	6634	130 Supplies and Expenses	6107	5446	3204
				180 Capital Outlay			
				68130 Office Furniture	259	259	259
				180 Capital Outlay	259	259	259
48320	43193	22466	48408	E Expenses	44775	43889	41647
48320	43193	22466	48408	1433 Payroll	44775	43889	41647
255431	241523	119871	257879	140 Human Resources	254985	270204	238779

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	2009		2010		2011	
Residential	$3,968,780,200	70%	$3,973,498,300	69%	$3,693,002,200	69%
Commercial	$1,507,853,600	26%	$1,533,283,700	27%	$1,447,127,000	27%
Industrial	$205,310,900	4%	$213,074,300	4%	$205,771,400	4%
TOTAL	$5,681,944,700	100%	$5,719,856,300	100%	$5,345,900,600	100%

Land Use - % Coverage per Comprehensive Plan

Commercial	21.4%
Residential	42.4%
Manufacturing	7.8%
Agricultural	4.7%
Exempt	23.7%
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	2007	2008	2009	2010	2011
No. Parcels	20,946	21,271	21,387	21,388	21,370
Personal Property	2,375	2,374	2,366	2,321	2,318
Assessed Value Change	$105,257,380	$144,652,000	$36,700,950	$37,830,600	-$392,770,840
Assessment Appeals	11	11	37	51	15

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$423,348	$442,083	$442,083	$427,440	-3.31%
Contractual Services	$20,771	$25,901	$25,901	$25,958	0.22%
Supplies & Expenses	$27,347	$16,302	$16,386	$25,748	57.94%
Capital Outlay	$900	$0	$0	$0	0.00%
Total	$472,366	$484,286	$484,370	$479,146	-1.06%

Assessor's Office Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Assessor	1.00	1.00	1.00
Appraiser III	1.00	1.00	1.00
Appraiser II	1.00	1.00	1.00
Appraiser I	1.00	1.00	1.00
Cartographer Technician	1.00	1.00	1.00
Total	5.00	5.00	5.00

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
150 Assessor
1540 Assessor

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				150 Assessor			
				1540 Assessor			
				E Expenses			
				110 Personal Services			
296336	313680	151139	313680	51110 Salaries	314222	312643	312643
265				51170 Accrued Compensatory time			
963				51180 Accrued Vacation			
22384	24055	11403	24055	51510 Social Security	24038	23917	23917
27402	18553	8917	18553	51520 Retirement	21210	20791	20791
70826	80328	32592	80328	51540 Health Insurance	68778	66440	65271
1479	1471	490	1471	51550 Life Insurance	1470	1470	1470
3693	3996	1632	3996	51560 Dental Insurance	3492	3492	3348
423348	442083	206173	442083	110 Personal Services	433210	428753	427440
				120 Contractual Services			
1520	1916		1916	52250 Telephone	1973	1973	1973
19251	23985		23985	52990 State Mfg Assessment Fee	23985	23985	23985
20771	25901		25901	120 Contractual Services	25958	25958	25958
				130 Supplies and Expenses			
10427	2500	2058	2500	53110 Postage and Box Rent	10700	10700	10700
742	700	109	700	53120 Office Supplies	700	700	700
9702	6100	1638	6100	53130 Printing/Photocopying	10200	8701	7290
30	200		200	53150 Computer Supplies	100	100	100
282	360	192	400	53220 Subscriptions-Office	360	360	360
945	644	150	644	53240 Membership Dues	800	800	800
1686	2298	114	2298	53250 Conference And Training	2298	2298	2298
66		44	44	53260 Advertising			
3467	3500	1183	3500	53320 Employee Auto Allowance	3500	3500	3500
27347	16302	5488	16386	130 Supplies and Expenses	28658	27159	25748
				180 Capital Outlay			
900				68130 Office Furniture & Equipment			
900				180 Capital Outlay			
472366	484286	211661	484370	E Expenses	487826	481870	479146
472366	484286	211661	484370	1540 Assessor	487826	481870	479146
472366	484286	211661	484370	150 Assessor	487826	481870	479146

FINANCE DIVISION
1570

SUMMARY INFORMATION

DEPARTMENT MANAGER: Stephen Neaman, Finance Manager

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. Its duties include accounts payable, insurance claim processing and follow-up, ambulance accounts receivable, 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; accurately recording financial transactions and providing centralized accounting services to City departments in compliance with the various sections of the ordinances and adopted budget; and providing knowledgeable, courteous service to all officials and individuals who contact the Department with questions.

Goal 2.0 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 four outcome measures. They are as follows: (M1a) Bond Rating – maintain an AA1 rating with Moody's; (M1b) Fund balance reserve as a percentage of the general fund – adopt budgets with a target General Fund unassigned fund balance of 15 percent of the previous year's General Fund budget. (M2) Equalized Tax rate – this should not go up by more than 3% annually.

STRATEGIC PLAN OUTCOME MEASURES:

GOAL 2.0: WELL MANAGED AND FINANCIALLY SOUND CITY

	2008	2009	2010	2011	2012
Moody's	Aa2 Stable	Aa2 Stable	Aa1 Stable	Aa1 Stable	Aa1 Stable

Outcome Measure M-1a: Bond Rating

Comparables:

Municipality	Rating Agency	Rating
City of Beloit	Standard & Poors	A+
City of LaCrosse	Moody's	Aa2
City of Appleton	Moody's	Aaa
City of West Allis	Moody's	Aa2
City of Oshkosh	Moody's	Aa2
City of Eau Claire	Moody's	Aa+

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

	2007	2008	2009	2010	2011
City of Waukesha	16.50%	16.16%	16.78%	19.94%	20.07%
City of Appleton	1.13%	4.11%	0.70%	0.87%	21.18%
City of Oshkosh	18.83%	17.64%	17.44%	19.39%	19.97%
City of Eau Claire	9.33%	12.12%	16.18%	18.82%	23.04%
City of Beloit	27.98%	25.64%	26.95%	29.47%	27.91%
City of West Allis	45.90%	49.87%	48.40%	45.70%	17.51%
City of LaCrosse	25.76%	27.06%	28.11%	26.96%	41.19%

M-2: Equalized tax rate per $1,000

2007-08	2008-09	2009-10	2010-11	2011-12
$7.98	$7.95	$8.63	$8.97	$9.16

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)
- 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.

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$475,213	$475,817	$475,894	$468,593	-1.52%
Contractual Services	$46,066	$41,035	$41,035	$42,181	2.79%
Supplies & Expenses	$32,776	$29,186	$36,908	$14,642	-49.83%
Total	$554,055	$546,038	$553,837	$525,416	-3.78%

Finance Office Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Finance Manager	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00
Accountant I	2.00	2.00	2.00
Account Clerk IV	1.00	1.00	1.00
Account Clerk III	0.63	0.63	0.63
Total	5.63	5.63	5.63

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
151 Finance/Administration
1570 Accounting and Budget

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				151 Finance/Administration			
				1570 Accounting and Budget			
				E Expenses			
				110 Personal Services			
310721	312448	157306	312448	51110 Salaries	322788	321166	321166
467-				51170 Accrued Compensatory time			
42				51180 Accrued Vacation			
26366	26818	12984	26818	51210 Wages Permanent	27580	27442	27442
		77	77	51220 Overtime			
25121	26017	12708	26017	51510 Social Security	26803	26668	26668
33043	24302	12269	24302	51520 Retirement	23650	23182	23182
74776	81012	35846	81012	51540 Health Insurance	69466	66845	65534
1580	1224	444	1224	51550 Life Insurance	1253	1253	1253
4031	3996	1801	3996	51560 Dental Insurance	3492	3492	3348
475213	475817	233435	475894	110 Personal Services	475032	470048	468593
				120 Contractual Services			
44850	39500	30850	39500	52130 Accounting And Auditing	40600	40600	40600
1216	1535		1535	52250 Telephone	1581	1581	1581
46066	41035	30850	41035	120 Contractual Services	42181	42181	42181
				130 Supplies and Expenses			
3860	3900	1584	3900	53110 Postage and Box Rent	3900	3900	3900
1912	2000	187	2000	53120 Office Supplies	2000	2000	2000
23520	16000	390	23500	53130 Printing/Photocopying	16000	13649	3437
130	150	156	156	53220 Subscriptions-Office	150	150	150
870	870	50	870	53240 Membership Dues	870	870	870
1899	5681	1408	5681	53250 Conference And Training	5681	3700	3700
		211	211	53260 Advertising			
585	585	10	590	53940 Other	585	585	585
32776	29186	3996	36908	130 Supplies and Expenses	29186	24854	14642
554055	546038	268281	553837	E Expenses	546399	537083	525416
554055	546038	268281	553837	1570 Accounting and Budget	546399	537083	525416
554055	546038	268281	553837	151 Finance/Administration	546399	537083	525416

CITY CLERK / ELECTIONS
1410, 1420

SUMMARY INFORMATION

DEPARTMENT MANAGER: Tom Neill, 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, including voter registry and ballot tabulation and absentee ballots.

SERVICES:

- Conduct federal, state and local elections
- Maintain voter registration records

ACTIVITY MEASURES:

ACTIVITY	2007	2008	2009	2010	2011
Elections Held	2	4	2	4	2
Registered Voters	38,500	44,794	33,319	33,470	38,150
New Registrations	230	13,151	151	5,177	585
Absentee Ballots Cast	750	12,588	1,131	6,024	3,275
Total Votes Cast	8,553	64,273	8306	54,612	19,924

City Clerk

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Supplies & Expenses	$70	$0	$0	$0	0.00%
Grants/Contributions	$10,000	$0	$30,000	$30,000	100.00%
Total	$10,070	$0	$30,000	$30,000	100.00%

Elections

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$17,196	$60,000	$60,045	$25,500	-57.50%
Contractual Services	$4,380	$4,380	$4,380	$4,600	5.02%
Supplies & Expenses	$3,047	$12,300	$20,050	$3,806	-69.06%
Capital Outlay	$2,385	$0	$0	$0	0.00%
Total	$27,008	$76,680	$84,475	$33,906	-55.78%

COMBINED BUDGET:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$17,196	$60,000	$60,045	$25,500	-57.50%
Contractual Services	$4,380	$4,380	$4,380	$4,600	5.02%
Supplies & Expenses	$3,117	$12,300	$20,050	$3,806	-69.06%
Grants & Contributions	$10,000	$0	$30,000	$30,000	100.00%
Capital Outlay	$2,385	$0	$0	$0	0.00%
Total	$37,078	$76,680	$114,475	$63,906	-16.66%

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
156 City Clerk/Treasurer/Elec
1410 City Clerk

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				156 City Clerk/Treasurer/Election			
				1410 City Clerk			
				E Expenses			
				130 Supplies and Expenses			
70				53130 Printing/Photocopying			
70				130 Supplies and Expenses			
				170 Grants/Contributions			
10000		30000	30000	57930 Development Grants		30000	30000
10000		30000	30000	170 Grants/Contributions		30000	30000
10070		30000	30000	E Expenses		30000	30000
10070		30000	30000	1410 City Clerk		30000	30000

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
156 City Clerk/Treasurer/Elec
1420 Elections

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				1420 Elections			
				E Expenses			
				110 Personal Services			
17040	60000	42610	60000	51250 Wages Temporary	30000	20000	25500
156			45	51580 Unemployment Compensation			
17196	60000	42610	60045	110 Personal Services	30000	20000	25500
				120 Contractual Services			
4380	4380		4380	52420 Machinery And Equip Maint	8600	4600	4600
4380	4380		4380	120 Contractual Services	8600	4600	4600
				130 Supplies and Expenses			
500	500	642	1250	53120 Office Supplies	300	300	300
1940	10000	15968	17000	53130 Printing/Photocopying	5000	1706	1706
607	1800	952	1800	53260 Advertising	1800	1800	1800
3047	12300	17562	20050	130 Supplies and Expenses	7100	3806	3806
2385				180 Capital Outlay			
				68130 Office Furniture & Equipment			
2385				180 Capital Outlay			
27008	76680	60172	84475	E Expenses	45700	28406	33906
27008	76680	60172	84475	1420 Elections	45700	28406	33906

CLERK / TREASURER
1560

SUMMARY INFORMATION

DEPARTMENT MANAGER: Tom Neill, 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 and settlement of collections with taxing districts, investment of idle funds as prescribed by State Statutes and provision of related information as requested.

The City Clerk is responsible for maintaining the City's official records, preparing minutes for the Common Council meetings and various Boards, issuing licenses, 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
Tax Bills Issued	23,170	21,604	23,639	23,591	23,569
Tax Refunds Issued	450	505	556	847	891
Licenses Issued (exclude dog & cat)	925	732	804	804	828

Budget Note:
In 2008, multiple tax bills to the same address were mailed in one envelope. In previous years, these bills were sent in individual mailings.

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$466,525	$523,075	$506,125	$561,857	7.41%
Contractual Services	$33,575	$27,606	$30,606	$25,669	-7.02%
Supplies & Expenses	$54,392	$58,451	$58,577	$46,941	-19.69%
Total	$554,492	$609,132	$595,308	$634,467	4.16%

Clerk/Treasurer's Office Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
City Clerk/Treasurer (Appointed)	1.00	1.00	1.00
Deputy Clerk/Treasurer	1.00	1.00	1.00
Clerk Typist III	2.00	3.00	3.00
Account Clerk III	1.00	1.00	1.00
Account Clerk II	1.00	1.00	1.00
Total	6.00	7.00	7.00

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
156 City Clerk/Treasurer/Elec
1560 Treasurer

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				1560 Treasurer			
				E Expenses			
				110 Personal Services			
306858	311032	152737	311032	51110 Salaries	365942	364104	364104
1731-				51170 Accrued Compensatory time			
1046				51180 Accrued Vacation			
972	24200	8888	24200	51220 Overtime	28000	8000	8000
2214	19000	849	2000	51250 Wages Temporary	3000	3000	3000
375	250	300	300	51410 Board of Review	375	375	375
22402	27579	11774	27579	51510 Social Security	30366	28695	28695
32419	31585	14779	31585	51520 Retirement	28481	25277	25277
95339	103272	51636	103272	51540 Health Insurance	132379	127384	124886
1500	1069	427	1069	51550 Life Insurance	1196	1196	1196
5131	5088	2544	5088	51560 Dental Insurance	6613	6613	6324
466525	523075	243934	506125	110 Personal Services	596352	564644	561857
				120 Contractual Services			
7805	3000	3906	6000	52120 Legal Services	3000	3000	3000
5002	7000	2760	7000	52180 Management Services	8000	8000	8000
12228	12000	3737	12000	52190 Other Professional Services	12000	12000	12000
1672	2106		2106	52250 Telephone	2169	2169	2169
6868	3500	1260	3500	52420 Machinery And Equip Maint	500	500	500
33575	27606	11663	30606	120 Contractual Services	25669	25669	25669
				130 Supplies and Expenses			
18134	20000	8989	20000	53110 Postage and Box Rent	20000	20000	20000
2090	2000	1204	2000	53120 Office Supplies	2000	2000	2000
29707	29970	637	29970	53130 Printing/Photocopying	22000	25593	18816
143	500		500	53150 Computer Supplies	250	250	250
198	175	181	280	53220 Subscriptions-Office	175	175	175
740	600	290	600	53240 Membership Dues	500	500	500
1985	2206	264	2206	53250 Conference And Training	2200	2200	2200
1380	3000	922	3000	53260 Advertising	3000	3000	3000
15		21	21	53320 Employee Auto Allowance			
54392	58451	12508	58577	130 Supplies and Expenses	50125	53718	46941
554492	609132	268105	595308	E Expenses	672146	644031	634467
554492	609132	268105	595308	1560 Treasurer	672146	644031	634467
591570	685812	358277	709783	156 City Clerk/Treasurer/Election	717846	702437	698373

ATTORNEY'S OFFICE
1610

SUMMARY INFORMATION

DEPARTMENT MANAGER: Curt Meitz, City Attorney (Elected)

LINKAGE TO STRATEGIC PLAN GOALS: Goal 3

PROGRAM DESCRIPTION:

The office of City Attorney shall conduct all the law business in which the City is interested. This includes rendering legal advice about City matters to the Common Council, City staff, boards, committees and commissions. The office defends the City in actions brought against the City; drafts ordinances, resolutions and other legal documents. Violations of City ordinances are prosecuted through this office.

SERVICES:

- Provide accurate and complete legal advice on matters affecting the City
- Provide legal defense to the City, its officers and employees
- Diligently prosecute violations of City ordinances
- Draft all ordinances, resolutions and other legal documents

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$566,821	$540,846	$549,540	$563,468	4.18%
Contractual Services	$37,060	$22,300	$24,300	$22,852	2.48%
Supplies & Expenses	$40,248	$39,473	$39,547	$33,681	-14.67%
Total	$644,129	$602,619	$613,387	$620,001	2.88%

Attorney's Office Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Attorney (Elected)	1.00	1.00	1.00
Asst. City Attorney	2.63	2.63	2.63
Legal Secretary	1.00	1.00	1.00
Secretary II PT	0.50	0.50	0.50
Total	5.13	5.13	5.13

Budget Notes:

The City employs four Assistant City Attorneys; one-half of the salary and benefits of one Assistant City Attorney is charged to the Attorney's Office and one-half to Human Resources (Business Units 1430 and 1431); this Assistant City Attorney works a total of 32 hours per week. Of the remaining three, one works full time, the second works 25 hours per week and the third works 24 hours per week.

City of Waukesha
2013 BUDGET REPORT
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00100 City of Waukesha
160 Attorney's Office
1610 Attorney's Office

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				160 Attorney's Office			
				1610 Attorney's Office			
				E Expenses			
				110 Personal Services			
406006	409197	211477	409197	51110 Salaries	418562	417016	412157
343				51180 Accrued Vacation			
32044	24769	15904	24769	51210 Wages - Permanent	25086	24960	24960
33149	33028	17160	33028	51510 Social Security	33892	33764	33439
42809	25666	14053	25666	51520 Retirement	29946	29391	29068
46459	43106	32121	51800	51540 Health Insurance	61283	59068	57961
2557	1990	798	1990	51550 Life Insurance	2013	2013	1977
3454	3090	2058	3090	51560 Dental Insurance	4090	4090	3906
566821	540846	293571	549540	110 Personal Services	574872	570302	563468
				120 Contractual Services			
21539	18000	5823	18000	52120 Legal Services	18000	18000	18000
14040	2500	2843	4500	52190 Other Professional Services	3000	3000	3000
1368	1720		1720	52250 Telephone	1772	1772	1772
113	80	38	80	52420 Machinery And Equip Maint	80	80	80
37060	22300	8704	24300	120 Contractual Services	22852	22852	22852
				130 Supplies and Expenses			
516	500	203	500	53110 Postage and Box Rent	500	500	500
533	1681	52	1681	53120 Office Supplies	500	500	500
6623	7000	400	7000	53130 Printing/Photocopying	7000	5972	2389
	100		100	53150 Computer Supplies	100	100	100
2068	3000	172	3000	53170 Litigation Expense	3000	3000	3000
30	100		100	53180 Filing Fees	100	100	100
99	300	99	300	53220 Subscriptions-Office	300	300	300
24240	21000	11624	21000	53230 Subscriptions-Law Library	21000	21000	21000
2670	2574		2648	53240 Membership Dues	2574	2574	2574
3469	3218	1969	3218	53250 Conference And Training	3218	3218	3218
40248	39473	14519	39547	130 Supplies and Expenses	38292	37264	33681
644129	602619	316794	613387	E Expenses	636016	630418	620001
644129	602619	316794	613387	1610 Attorney's Office	636016	630418	620001
644129	602619	316794	613387	160 Attorney's Office	636016	630418	620001

COMMUNITY DEVELOPMENT: PLANNING DIVISION
1720, 5630

SUMMARY INFORMATION

DEPARTMENT MANAGER: Steve Crandell, Director Of Community Development

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 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.

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

Class	2009		2010		2011	
Residential	$3,968,780,200	70%	$3,973,498,300	69%	$3,693,002,200	69%
Commercial	$1,507,853,600	26%	$1,533,283,700	27%	$1,447,127,000	27%
Industrial	$205,310,900	4%	$213,074,300	4%	$205,771,400	4%
TOTAL	$5,681,944,700	100%	$5,719,858,311	100%	$5,345,900,600	100%

% COVERAGE PER COMPREHENSIVE PLAN

	2010 Acres	%	2011 Acres	%
Commercial	2,558	21.4	2,564	21.4
Residential	5,066	42.3	5,087	42.4
Industrial	934	7.8	933	7.8
Agricultural	579	4.8	566	4.7
Exempt	2,843	23.7	2,844	23.7

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

City of Waukesha Jobs by Business Type	2007		2008		2009		2010	
	Count	Share	Count	Share	Count	Share	Count	Share
Agriculture, Forestry, Fishing and Hunting	3	0.0%	3	0.0%	2	0.0%	0	0.0%
Mining, Quarrying, and Oil and Gas Extraction	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Utilities	503	1.1%	530	1.1%	524	1.2%	514	1.1%
Construction	2249	4.9%	2,242	4.9%	2,217	4.9%	2,176	4.8%
Manufacturing	12306	26.7%	12,052	26.7%	10,723	23.8%	9,859	21.6%
Wholesale Trade	2861	6.2%	3,038	6.2%	2,638	528.0%	2,697	5.9%
Retail Trade	4269	9.3%	4,744	9.3%	4,568	10.1%	4,036	8.8%
Transportation and Warehousing	1211	2.6%	1,316	2.6%	1,074	2.4%	1,236	2.7%
Information	567	1.2%	582	1.2%	530	1.2%	1,158	2.5%
Finance and Insurance	2147	4.7%	2,022	4.7%	2,011	4.5%	2,042	4.5%
Real Estate and Rental and Leasing	379	0.8%	390	80.0%	378	0.8%	403	0.9%
Professional, Scientific and Technical Services	1659	3.6%	1,792	3.6%	1,783	4.0%	2,005	4.4%
Management of Companies and Enterprises	587	1.3%	635	1.3%	486	1.1%	392	0.9%
Adminstration & Support, Waste Management & Remediation	1634	3.5%	2,389	5.1%	1,837	4.1%	2,342	5.1%
Educational Services	2129	4.6%	2,094	4.4%	2,287	5.1%	2,340	5.1%
Health Care and Social Assistance	6425	13.9%	6,092	12.9%	6,738	14.9%	6,996	15.3%
Arts, Entertainment and Recreation	366	0.8%	385	0.8%	441	1.0%	507	1.1%
Accommodation and Food Services	2715	5.9%	2,638	5.6%	2,660	5.9%	2,613	5.7%
Other Services (excluding Public Admin)	1384	300.0%	1,348	2.9%	1,429	3.2%	1,449	3.2%
Public Administration	2735	5.9%	2,786	5.9%	2,791	6.2%	2,911	6.4%
Total Jobs	46,129		47,078		45,117		45,676	

Jobs by Worker Age

	2007		2008		2009		2010	
	Count	Share	Count	Share	Count	Share	Count	Share
Age 29 or younger	10,892	23.6%	11,171	23.7%	10,180	22.6%	9,941	21.8%
Age 30 to 54	26,682	57.8%	26,875	57.1%	26,106	57.9%	26,418	57.8%
Age 55 or older	8,555	18.5%	9,032	19.2%	8,831	19.6%	9,317	20.4%
Totals	46,129		47,078		45,117		45,676	

Outcome Measure M-3: Percent change in jobs at Top 10 Employers in City
Source – Waukesha County Workforce Development
Note: Data compared annually for % change.

Name of Employer	Type of Business	2010 Approximate Employment (Full-time Equivalents)	2011 Approximate Employment (Full-time Equivalents)	% Change
GE Healthcare	Medical Products	2,958	2,958	0.00%
Waukesha Memorial Hospital	Health Services	1,831	1,725	-5.79%
School Dist. Of Waukesha	Education	1,510	1,500	-0.66%
Waukesha County	Government	1,401	1,357	-3.14%
Cooper Power Systems	Manufacturing	841	977	16.17%
Waukesha Engine	Engine Manufacturing	600	600	0.00%
City of Waukesha	Government	561	541	-3.57%
Metaltek	Manufacturing	452	514	13.72%
Waukesha Electric Systems	Power Transformers	511	500	-2.15%
Carroll University	Education	360	360	0.00%
Husco International	Electro Hydraulic Mfg	330	329	-0.30%

* The Waukesha County increase includes 17 new full-time equivalent positions to staff the Pewaukee Patrol contract (which is a 14 full-time equivalent position decrease without the fully funded contract).

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

City of Waukesha	2007		2008		2009		2010	
	Count	Share	Count	Share	Count	Share	Count	Share
$1,250 per month or less	8,860	19.2%	8,996	19.1%	8,835	19.6%	8,606	18.8%
$1,251 to $3,333 per month	16,241	35.2%	16,414	34.9%	15,900	35.2%	15,430	33.8%
More than $3,333 per month	21,080	45.6%	21,668	46.0%	20,382	45.2%	21,640	47.4%
Totals	46,181		47,078		45,117		45,676	

SERVICES:

- Provide for improved physical development of the City
- Coordinate public and private activities relating to development
- Manage the City's development review function and assist citizens in processing development applications
- Assist neighborhood associations in implementation of neighborhood 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 and Lead Safe Grants
- Technical support to Boards and Commissions
- Tax Incremental Financing Incentives

ACTIVITY MEASURES:

ACTIVITY	2008	2009	2010	2011	2012 *
Final Plats & C.S.M.s	18	10	13	13	9
Re-zonings	8	8	8	8	4
Residential P.U.D.	1	0	3	3	1
Annexations	4	0	1	1	1
BZA Items	35	25	17	22	8
Site Plan Architectural Review	74	60	46	67	25
Conditional Uses	26	17	19	22	15
Preliminary Plats	0	1	6	1	0
Miscellaneous	22	31	28	27	7
Signs	164	124	138	149	76
Landmarks	103	103	35	36	12

* Thru June 30, 2012

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: Complete updated comprehensive central-city master plan began implementation of recommendations, and partner with other organizations (Chamber, etc.), and conduct a business survey on follow-up visits.

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

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$632,002	$598,724	$610,731	$611,774	2.18%
Contractual Services	$3,327	$4,322	$5,482	$4,407	1.97%
Supplies & Expenses	$13,896	$17,880	$17,890	$13,366	-25.25%
Capital Outlay	$16,849	$0	$0	$0	0.00%
Total	$666,074	$620,926	$634,103	$629,547	1.39%

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)

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Contractual Services	$1,405	$4,000	$1,700	$4,000	0.00%
Total	$1,405	$4,000	$1,700	$4,000	0.00%

Planning Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Dir. of Community Development	1.00	1.00	1.00
City Planner	1.00	1.00	1.00
Planner II	1.00	1.00	1.00
Community Development Specialist	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Clerk Stenographer II	1.00	1.00	1.00
Clerk Typist II (Note 1)	0.25	0.25	0.25
Total	6.25	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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00100 City of Waukesha
170 Planning Department
1720 Planning Department

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				170 Planning Department			
				1720 Planning Department			
				E Expenses			
				110 Personal Services			
412997	394731	163476	394731	51110 Salaries	404414	402382	402382
13-				51170 Accrued Compensatory time			
490-				51180 Accrued Vacation			
18012	7534	8531	19541	51210 Wages Permanent	9639	9590	9590
	6436	2128	6436	51250 Wages Temporary			
		162		51290 Outside Employment Services			
31614	31884	12796	31884	51510 Social Security	31574	31450	31450
40183	28252	11664	28252	51520 Retirement	27949	27396	27396
121006	122321	55650	122321	51540 Health Insurance	140839	135524	132867
2221	1014	479	1014	51550 Life Insurance	1393	1393	1393
6472	6552	2730	6552	51560 Dental Insurance	7011	7011	6696
632002	598724	257616	610731	110 Personal Services	622819	614746	611774
				120 Contractual Services			
475		411	420	52120 Legal Services			
		540	540	52190 Other Professional Services			
2622	2822	350	2822	52250 Telephone	2907	2907	2907
230	1000	827	1200	52410 Vehicle Maintenance	1000	1000	1000
	500		500	52420 Machinery And Equip Maint	500	500	500
3327	4322	2128	5482	120 Contractual Services	4407	4407	4407
				130 Supplies and Expenses			
2223	2000	1138	2000	53110 Postage and Box Rent	2000	2000	2000
969	1200	148	1200	53120 Office Supplies	1000	1000	1000
8442	9082	783	9082	53130 Printing/Photocopying	9082	7748	5066
	300		300	53150 Computer Supplies	300	300	300
50	200		210	53220 Subscriptions-Office	200	200	200
	100	100	100	53240 Membership Dues	100	100	100
1051	2298	1233	2298	53250 Conference And Training	2000	2000	2000
623	2000	908	2000	53260 Advertising	2000	2000	2000
435-				53320 Employee Auto Allowance			
974	700	294	700	53510 Gasoline, Oil, Grease Etc.	700	700	700
1-				53990 Sales Tax Paid`			
13896	17880	4604	17890	130 Supplies and Expenses	17382	16048	13366
16849				180 Capital Outlay			
				68190 Other Capital			
16849				180 Capital Outlay			
666074	620926	264348	634103	E Expenses	644608	635201	629547
666074	620926	264348	634103	1720 Planning Department	644608	635201	629547

City of Waukesha
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Detailed Exps

00100 City of Waukesha
170 Planning Department
5630 Weed Control

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012		Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
					5630 Weed Control			
					E Expenses			
					120 Contractual Services			
1405	4000	665	1700		52190 Other Professional Services	4000	4000	4000
1405	4000	665	1700		120 Contractual Services	4000	4000	4000
1405	4000	665	1700		E Expenses	4000	4000	4000
1405	4000	665	1700	5630	Weed Control	4000	4000	4000
807309	757125	325886	819347	170	Planning Department	786917	777492	771838

REDEVELOPMENT AUTHORITY
1722

SUMMARY INFORMATION

DEPARTMENT MANAGER: Steve Crandell, Director of Community Development

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.
- Complete the new Downtown/Central City Master Plan
- 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

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.

Complete the updated comprehensive central city master plan

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Contractual Services	$5,269	$0	$44,733	$0	0.00%
Supplies & Expenses	$500	$2,689	$2,707	$2,650	-1.45%
Total	$5,769	$2,689	$47,440	$2,650	-1.45%

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
170 Planning Department
1722 Redevelopment Authority

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				1722 Redevelopment Authority			
				E Expenses			
				120 Contractual Services			
5269			44733	52990 Sundry Contractual Services			
5269			44733	120 Contractual Services			
				130 Supplies and Expenses			
		18	18	53110 Postage and Box Rent			
	100		100	53220 Subscriptions-Office	100	100	100
500	500		500	53240 Membership Dues	500	500	500
	1839		1839	53250 Conference And Training	1800	1800	1800
	250		250	53260 Advertising	250	250	250
500	2689	18	2707	130 Supplies and Expenses	2650	2650	2650
5769	2689	18	47440	E Expenses	2650	2650	2650
5769	2689	18	47440	1722 Redevelopment Authority	2650	2650	2650

LANDMARKS
1730

SUMMARY INFORMATION

DEPARTMENT MANAGER: Steve Crandell, Director of Community Development
Doug Koehler, Planner II

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

ACTIVITY MEASURES:

ACTIVITY	2011	2012 *
Certificate of Appropriateness	24	11
Paint & Repair	12	1

*Thru June 30, 2012

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Contractual Services	$134	$370	$6,270	$361	-2.43%
Supplies & Expenses	$328	$2,890	$3,584	$2,280	-21.11%
Total	$462	$3,260	$9,854	$2,641	-18.99%

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
170 Planning Department
1730 Landmarks Commission

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				1730 Landmarks Commission			
				E Expenses			
				120 Contractual Services			
	200		6100	52190 Other Professional Services	200	200	200
134	170	66	170	52220 Electric	179	161	161
134	370	66	6270	120 Contractual Services	379	361	361
				130 Supplies and Expenses			
128		3	3	53110 Postage and Box Rent			
32		106	106	53130 Printing/Photocopying			
	335		335	53180 Filing Fees	200	200	200
107	425		425	53220 Subscriptions-Office	150	150	150
85	253	85	253	53240 Membership Dues	253	253	253
24-	552		552	53250 Conference And Training	552	552	552
	400	36	400	53260 Advertising	200	200	200
	450	184	450	53350 Recognition	450	450	450
	475	695	1060	53940 Other	475	475	475
328	2890	1109	3584	130 Supplies and Expenses	2280	2280	2280
462	3260	1175	9854	E Expenses	2659	2641	2641
462	3260	1175	9854	1730 Landmarks Commission	2659	2641	2641

TOURISM
1790

SUMMARY INFORMATION

DEPARTMENT MANAGER: Steve Crandell, Dir. of Community Development
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.

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	Change
Grants/Contributions	$133,599	$126,250	$126,250	$133,000	5.35%
Total	$133,599	$126,250	$126,250	$133,000	5.35%

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.

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
170 Planning Department
1790 Tourism

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				1790 Tourism			
				E Expenses			
				170 Grants/Contributions			
133599	126250	59680	126250	57920 Operating Grants	133000	133000	133000
133599	126250	59680	126250	170 Grants/Contributions	133000	133000	133000
133599	126250	59680	126250	E Expenses	133000	133000	133000
133599	126250	59680	126250	1790 Tourism	133000	133000	133000

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

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$59,071	$64,215	$62,171	$63,706	-0.79%
Contractual Services	$133,894	$120,776	$127,630	$133,266	10.34%
Supplies & Expenses	$3,368	$3,500	$3,500	$3,500	0.00%
Total	$196,333	$188,491	$193,301	$200,472	6.36%

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

Position	2011 Actual	2012 Actual	2013 Adopted
Janitor	0.80	0.80	0.80
Total	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).

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
180 City hall
1810 City Hall

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				180 City hall			
				1810 City Hall			
				E Expenses			
				110 Personal Services			
35303	35859	20324	43000	51110 Salaries	36880	36695	36695
12				51180 Accrued Vacation			
10647	13283	2856	4000	51210 Wages Permanent	13658	13590	13590
47	1000		1000	51220 Overtime	1000	1000	1000
3485	3844	1747	3500	51510 Social Security	3943	3923	3923
4110	4358	2398	4800	51520 Retirement	2624	2573	2573
5061	5512	3127	5512	51540 Health Insurance	5843	5623	5512
113	71	35	71	51550 Life Insurance	115	115	115
293	288	163	288	51560 Dental Insurance	308	308	298
59071	64215	30650	62171	110 Personal Services	64371	63827	63706
				120 Contractual Services			
	1000		1000	52160 Janitorial Services	1000	1000	1000
1934	1763	899	1763	52210 Water And Sewer	1851	1851	1851
72987	71770	35744	71770	52220 Electric	75359	72514	72514
1230	1215	725	1600	52230 Sewer	1276	1276	1276
16600	18405	7270	18405	52240 Heat	19325	18493	17500
872	1092	162	1092	52250 Telephone	1125	1125	1125
6814	1700	12885	20000	52420 Machinery And Equip Maint	10000	10000	8000
32703	23831	6473	12000	52450 Grounds Maintenance & Impr	30000	30000	30000
754				52475 City Hall Beautification			
133894	120776	64158	127630	120 Contractual Services	139936	136259	133266
				130 Supplies and Expenses			
3368	3500	2323	3500	53440 Janitorial Supplies	3500	3500	3500
3368	3500	2323	3500	130 Supplies and Expenses	3500	3500	3500
196333	188491	97131	193301	E Expenses	207807	203586	200472
196333	188491	97131	193301	1810 City Hall	207807	203586	200472

CENTRAL TELEPHONE
1820

SUMMARY INFORMATION

DEPARTMENT MANAGER: Stephen Neaman, Finance Manager

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Contractual Services	$3,455	$0	$38	$0	0.00%
Total	$3,455	$0	$38	$0	0.00%

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
180 City hall
1820 Central Telephone

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				1820 Central Telephone			
				E Expenses			
				120 Contractual Services			
3455		38	38	52250 Telephone	100		
3455		38	38	120 Contractual Services	100		
3455		38	38	E Expenses	100		
3455		38	38	1820 Central Telephone	100		
199788	188491	97169	193339	180 City hall	207907	203586	200472

INFORMATION TECHNOLOGY / TV 25
1915

SUMMARY INFORMATION

DEPARTMENT MANAGER: Bret Mantey, Director

LINKAGE TO STRATEGIC PLAN GOAL AREAS: Goal 3

PROGRAM DESCRIPTION:

The City of Waukesha Information Technology Department (City IT) investigates and supports initiatives that utilize technology to facilitate the City of Waukesha mission of public service, specifically described in goal 3.0 of the Strategic Plan – CUSTOMER FOCUSED ORGANIZATION: Provide prompt and responsive service with a caring attitude.

IT is also charged with operational support of the government access channel (TV25) for the City of Waukesha. TV25 is staffed by part-time people and utilizes college interns with some support from the area high schools, supervised by a full-time staff member. The staff creates, edits and produces government oriented programs, live or on video.

City IT is committed to fiscal responsibility, collaborating with other departments and government agencies to provide effective technical solutions, resulting in an organization which continuously improves its technology tools to better serve City departments who, in turn, better serve the citizens of Waukesha and its taxpayers.

The focus of City IT is to provide easy access to secure, reliable, and timely information. City IT is responsible for all information technology policy and management. These duties include providing administrative overview, guidance, and foundation in the areas of planning, recommending, installing and supporting all computing and telecommunication technology resources utilized in City of Waukesha municipal functions.

STRATEGIC PLAN OUTCOME MEASUREMENTS:

GOAL 3.0: CUSTOMER FOCUSED ORGANIZATION

Outcome Measure M-3: Provide prompt and responsive service with a caring attitude

IT/TV25 SERVICES:

- Manage the City of Waukesha network and its computer / computer peripheral systems;
- Manage and support all data communications, including the City metropolitan area fiber network, wireless, as well as network storage technologies;
- Manage the City internal Print Shop and integrate its functions more tightly into City IT, delivering a more enhanced customer experience;
- Monitor and direct the growth and performance of both hardware and software;
- Coordinate with departments concerning information services and assist in compiling data for long and short-term projects as requested by departments;
- Maintain a technology Help Desk to assist customers;
- Maintain and manage the City internal and external web site (Departments maintain 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;
- Technological Project Management;
- Voice-over IP (VoIP) as well as analog phone support;
- Electronic door access control system management;
- Support of City smart personal devices (PDA, iPhone, Blackberry and other acceptable and supported communication devices);
- Supply 24x7 support for "critical City systems";
- 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:	1995	2008	2010	2011	2012
Applications Supported	34	227	305	305	309
Workstations Supported	125	541	574	579	579
Work Orders Taken	5,806	6,296	5,326	4,651	(2)
FTE Hours Worked	31,095	30,352	26,390	26,992	(1)
FTE Equivalent: (Based upon hours worked)	15	14.6	12.68	12.98	(2)
IT FTE Actual:	13	11	11	11	12 (3)

Budget Notes:

Note 1: FTE hours worked includes temporary part-time, and interns used to assist IT in maintaining Technology equipment/systems.

Note 2: Numbers not available until year-end 2012

Note 3: Reflects the IT department absorbing the TV25 FTE for 2012

Major work efforts completed, or in progress for 2012:

- Office 2003 – 2010 conversion -City (Completed)
- Microsoft (Mandated) Exchange upgrade from BPOS to Office 365 –City (Completed)
- Citrix – Server farm and Virtual desktop / application implementation – City (Completed)
- Tyler-Munis Financial system – Finance Dept.(Go-live August 2012)
- Tyler-Munis Tax system- Clerk/Treasurers Office (Final Go-Live TBD after special elections)
- Tyler-Munis Business Licensing – Clerk/Treasurers Office (Final Go-Live TBD after special elections)
- Vision Computer Aided Mass Appraisal System (CAMA)-Assessors Office (Planned Go-live December 2012)
- New remote access software replacement (Citrix). City (Completed) (Go-Live in late December 2012)
- Virtual Server environment upgrade (VM Ware 5.0, update 1) Completed
- Core switch upgrades for: Police, Fire station #1, Park Recreation and Engineering (Completed)
- Police Department Firewall replacement (Completed)
- Storage Area Network (SAN) disk array upgrade –City (Completed)
- Ultimate (Payroll Software) major release conversion/upgrade – Human Resources (Completed)
- Wiscnet state connection – City (In-progress)
- Stanley Door System major release upgrade – City (Completed)
- (5) additional Opti-Cop camera installations – Police Department (Completed)
- Website redesign –City (Completed)

STRATEGIC PLAN INITIATIVE SUMMARY:

Goal 3.0 Customer Focused Organization

Information Technology plays a major role in supporting all City departments in attaining their respective strategic goals as outlined in the City Strategic Plan. This is done through IT support of the various systems and infrastructure required, which each department uses to attain, monitor, report and gauge any information that is gathered. Presently, this includes over 300 applications, which are used by departments to drive their day to day functions.

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	$1,088,063	$1,192,329	$1,192,329	$1,173,263	-1.60%
Contractual Services	$11,089	$12,993	$14,086	$13,383	3.00%
Supplies & Expenses	$45,070	$41,291	$40,625	$34,516	-16.41%
Total	$1,144,222	$1,246,613	$1,247,040	$1,221,162	-2.04%

Information Technology / TV 25 Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Director of Information Systems	1.00	1.00	1.00
Content Management Administrator	1.00	1.00	1.00
Sr. Network & Security Administrator	1.00	1.00	1.00
IT Infrastructure Support Manager	1.00	1.00	1.00
Sr. Application Software Administrator	1.00	1.00	1.00
Webmaster Quality Assurance Coordinator	1.00	1.00	1.00
Application Software Coordinator **(Note 2)**	1.00	1.00	0.00
IT Tech II	1.00	1.00	1.00
IT Tech I	1.00	1.00	1.00
Help Desk Specialist	1.00	1.00	1.00
Account Clerk II	1.00	1.00	1.00
Website & Tele-communications Coor **(Note 1)**	0.00	1.00	1.00
Total	11.00	12.00	11.00

Note 1: The TV 25 budget was absorbed into the Information Technology budget effective with the 2012 budget.

Note 2: The Application Software Coordinator position was vacated in 2012 and is not funded in 2013. Funding formerly used for that salary will now be applied to consulting charges.

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
190 Information Technology
1915 Information Technology

2011 ACTUAL	2012 MODIFIED BUDGET	EXPENSES THRU 06/30/12	YEAR END ESTIMATED 2012	Description	2013 BUDGET REQUEST	2013 EXECUTIVE BUDGET	2013 ADOPTED BUDGET
				190 Information Technology			
				1915 Information Technology			
				E Expenses			
				110 Personal Services			
736150	802300	395288	802300	51110 Salaries	824246	820105	755117
91-				51170 Accrued Compensatory time			
1686				51180 Accrued Vacation			
25930	40500	64063	40500	51250 Wages Temporary	40500	40500	77294
56547	64606	33666	64606	51510 Social Security	66153	65836	63679
70709	49827	25814	49827	51520 Retirement	55637	54537	50215
184135	221688	110589	221688	51540 Health Insurance	233576	224762	213464
3101	2500	762	2500	51550 Life Insurance	2771	2771	2706
9896	10908	5447	10908	51560 Dental Insurance	12063	11672	10788
1088063	1192329	635629	1192329	110 Personal Services	1234946	1220183	1173263
				120 Contractual Services			
		1093	1093	52140 Data Processing-External			
11089	12993	1589	12993	52250 Telephone	13383	13383	13383
11089	12993	2682	14086	120 Contractual Services	13383	13383	13383
				130 Supplies and Expenses			
71	375	80	375	53110 Postage and Box Rent	375	375	375
523	1600	475	1600	53120 Office Supplies	1600	1600	1600
8698	10544	954	8700	53130 Printing/Photocopying	10544	8995	4191
2133	2100	1568	2100	53150 Computer Supplies	2100	2100	2100
99				53220 Subscriptions-Office			
524	450	129	450	53240 Membership Dues	450	450	450
32296	24822	25097	26000	53252 I/S Training-IS Staff	30000	25000	25000
727	1400	325	1400	53320 Employee Auto Allowance	1400	1400	800
1-				53990 Sales Tax Paid`			
45070	41291	28628	40625	130 Supplies and Expenses	46469	39920	34516
1144222	1246613	666939	1247040	E Expenses	1294798	1273486	1221162
1144222	1246613	666939	1247040	1915 Information Technology	1294798	1273486	1221162

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 IT 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, and first line technical support to the owning department as well as Information Technology department when issues occur.

These 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

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Contractual Services	$763,303	$908,589	$908,589	$972,586	7.04%
Supplies & Expenses	$718	$4,000	$4,000	$4,000	0.00%
Total	$764,021	$912,589	$912,589	$976,586	7.01%

City of Waukesha
2013 BUDGET REPORT
Detailed Exps

00100 City of Waukesha
190 Information Technology
1916 City Wide I.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
				1916 City Wide I.S. Services			
				E Expenses			
				120 Contractual Services			
165577	135000	51144	135000	52140 Data Processing-External	170000	170000	137353
104283	161589	81911	161589	52430 Computer Hardware Maint	199484	199484	194784
493443	610000	367525	610000	52440 Software Maintenance	709924	714602	638449
	2000	1700	2000	52974 Computer Recycling Service	2000	2000	2000
763303	908589	502280	908589	120 Contractual Services	1081408	1086086	972586
				130 Supplies and Expenses			
718	4000		4000	53150 Computer Supplies	4000	4000	4000
718	4000		4000	130 Supplies and Expenses	4000	4000	4000
764021	912589	502280	912589	E Expenses	1085408	1090086	976586
764021	912589	502280	912589	1916 City Wide I.S. Services	1085408	1090086	976586
1908243	2159202	1169219	2159629	190 Information Technology	2380206	2363572	2197748