2020 BUDGET & ACTION PLAN

PRESENTED OCTOBER 15, 2019

As recommended by Mayor Dan Devine

ADOPTED BY THE COMMON COUNCIL
NOVEMBER 19, 2019

CITY OF West Allis EST. 1906

ATTACHMENT D

Council authorized changes to 2020 Capital Improvement Program/Use of 2019 Carryover Funds - 11/12/2019

Description	Reason	Amount	
Street Light Conversion (~$800,000 if done internally; ~$1.6 Million if Contracted)	Emergency Conversion Process	$ 1,600,000	
PW Equipment Purchases	Unable to fund in 2020 Operating Budget	$ 505,000	
CIC Bonding Recommendations (Emerald Ash Borer Pre-Emptive Removal Street Tree Replacement Planting $18,750; Boulevard Landscape Bed Consolidation $13,700; Playground Improvements / From Playground Inspection $10,000; Fire Station #3 HVAC $150,000; Health Department Facility Maintenance $42,066; Library Facility Maintenance/Improvements $89,012; Concrete Saw $36,000; Electronic Parking Citations $39,720; Security Camera Replacement – Citywide $25,000; Office 365 Expansion $20,000; Electronic Poll Books $100,000)	Additional, high-priority items, unable to fund through 2020 Operating Budget	$ 544,248	
	Additional Bonding Added to 2020 Capital Improvement Program		**$ 2,649,248.00**
Fire Department Debt Payment	Unable to fund in 2019 as planned	$ 175,000.00	
Chiller Replacement	Emergency Replacement (funding combined with reallocation of $125K, 2019 CIP Funds, and $28K 2019 Operating Budget Funds	$ 37,500.00	
Community Development Grant Restriction	In 2019 Budget; Carryover required due to grant restrictions	$ 22,000.00	
Traffic Engineering (for possible removal of traffic signals)	Need to contract in 2019, no existing budgeted funds available	$ 11,600.00	
FDA Fund Replacement	Estimated to be received in general fund in 2019, but spent and received through grant funds - subtraction from available funds	$ 23,000.00	
PC/Technology Replacements for 2020 - MUST BE PURCHASED IN 2019	Unable to fund in 2020 Operating Budget	$ 50,000.00	
Municipal Yard Over Head Door - MUST BE PURCHASED IN 2019	Unable to fund in 2020 Operating Budget	$ 9,000.00	
Municipal Yard North Garage Maintenance - MUST BE PURCHASED IN 2019	Unable to fund in 2020 Operating Budget	$ 5,500.00	
Inventory Charge out - To be finalized with 2019 year-end, completed by May of 2020	Transition of inventory/obsolete charge outs - Year-End Process	$ 240,150.00	
Capital Improvement Program Spending - To be determined based on fund availability	Replacement of Currently Anticipated Borrowed Funds	TBD	
	2019 Carryover Funds - Authorized for Use, If Available		**$ 573,750.00**

Council authorized changes to 2020 Operating Budget - 11/12/2019

REVENUE CHANGES	Description	Account Number	Amount
ADD: Revenue	Fire Department - False Alarm Fees - New Fee	100-0000-442.03-05	$ 36,000.00
ADD: Revenue	Additional CVMIC Dividends - Greater than originally budgeted	100-0000-491.07-00	$ 6,000.00
ADD: Revenue	Additional Interest Income Budgeted	100-0000-461.01-00	$ 34,500.00
SUBTRACT: Revenue	Reduction of Municipal Service Payment Revenue	100-0000-436.03-00	$ (21,000.00)
		Total	***$ 55,500.00***
EXPENDITURE CHANGES	**Description**	**Account Number**	**Amount**
ADD: Expenditure	Assestworks Subscription Payment - Moved from CIP/Reserves	100-1101-517.32-01	$ 55,500.00
ADD: Expenditure	Emergency Repair Contingency	100-4101-533.44-08	$ 22,000.00
ADD: Expenditure	Farmer's Market-Water-Inadvertently left out of original budget	100-3005-552.41-01	$ 800.00
ADD: Expenditure	Farmer's Market-Storm Water-Inadvertently left out of original budget	100-3005-552.41-02	$ 3,500.00
ADD: Expenditure	Farmer's Market-Sewer-Inadvertently left out of original budget	100-3005-552.41-03	$ 400.00
ADD: Expenditure	Farmer's Market-Electric-Inadvertently left out of original budget	100-3005-552.41-04	$ 6,000.00
ADD: Expenditure	Farmer's Market-Other-Inadvertently left out of original budget	100-3005-552.51-09	$ 1,375.00
SUBTRACT: Expenditure	Council Health/Dental Insurance	100-0101-511.21-01	$ (17,100.00)
SUBTRACT: Expenditure	Fire Department ProQA Annual Support	100-2201-522.32-01	$ (6,000.00)
SUBTRACT: Expenditure	APWA Membership for Board of Public Works Members	100-4001-533.57-01	$ (975.00)
SUBTRACT: Expenditure	City Celebrations - Replace with Donations	100-5002-517.30-04	$ (10,000.00)
		Total	***$ 55,500.00***

* All above items, with the exception of the green highlighted items above, were approved by Council on 11/12/2019 - ***Green Highlighted Items will be considered by Council on 11/19/2019***

** All items above have been incorporated into the 2020 Recommended Budget

*** The above changes do not affect the 2020 projected tax rate

**** Utilized additional Expenditure Restraint Capacity, $55,500, per DOR final amount

GENERAL, DEBT, SPECIAL REVENUE, ENTERPRISE, CAPITAL PROJECTS & INTERNAL SERVICE FUNDS INDEX

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To the Honorable Members of the City of West Allis Common Council and the Citizens of the City of West Allis:

I am proud to present for your review the 2020 Recommended Budget and Action Plan for the City of West Allis.

The 2020 Budget recommended herein has been prepared in accordance with Wisconsin Statutes 65.90 and Chapter 1, Section 1.04 of the City of West Allis Municipal Code. It includes the total budget for the City, including expenditures, revenues, staff authorizations, fund balances, debt service, and tax levy. Consideration for the preservation of high-quality service(s) for residents and continuing to enrich our commitment to the long term financial sustainability of the organization are crucial components of this year's budget and themes you will find throughout this document.

Balancing the increased costs for much-needed maintenance, repair, and replacement of our facilities and infrastructure with the need to attract and retain a high-quality workforce focused on providing efficient and effective service delivery, with the desire to mitigate substantial tax increases for our residents becomes more and more difficult each year I am privileged to serve as the Mayor. Outside limitations of levy limits, expenditure restraint, legislative, and legal challenges, which result in increasingly shifting the tax burden to residential taxpayers, further exacerbate these challenges. This year, departments worked together and assisted in ensuring we remain within our expenditure restraint limits, maintain the ability to provide services with limited changes, and assist in increasing compensation* for high-performing employees and resident employees. However, this came with numerous reductions from departmental original budget requests. (*1.5% annual increase for non-represented employees in Quarter 3 of 2020, and an additional .5% resident incentive for non-represented resident employees.)

As you are aware, the 2017-2021 Strategic Plan was adopted on January 17, 2017(www.westalliswi.gov/strategicplan). The five goals outlined in the plan to move us closer to the vision[1] of the organization are Image/Branding/Destination, Quality of Life, Citizen Engagement, Economic Vitality and Sustainability, and Excellence in Government. The City's Strategic Plan includes 37 specific action items for the City and its partners to accomplish. The goals and action items of the Plan guide and inform the proposals contained in the 2020 Recommended Budget and Action Plan. Each City Department's roles and responsibilities are closely aligned with the goals and actions to be achieved. Department Business Plans lay out performance measures, planned activities, service delivery adjustments, and initiatives towards completion of the Strategic Actions in the Strategic Plan. Department Directors are accountable for meeting the stated goals and actions while adhering to the approved Operating and Capital Budgets.

The following are highlights from my recommended budget and action plan, which focus on the path towards accomplishing the Strategic Plan Goals and Actions.

Strategic Goal #1 Image/Brand/Destination

- Streamline events, permitting, and licensing process
- Facilitate mural creation with Artscape Grant Program
- Explore the reallocation of a vacant or vacated position to a Business Liaison Position office to assist business owners with City processes (See examples from London, Ontario and San Clemente, CA)
- Create a Development Assistant Team (See Madison, WI example)

[1] *"…provide a living and working environment throughout the community that is focused on providing its citizens and businesses a coordinated, efficient, effective, and responsive level of services. The City of West Allis will make this community the preferred municipality in the Milwaukee metropolitan area, the state, and the country."*

- Examine options for realignment of an existing citizen committee to expand responsibilities to that of a Park, Building And Grounds Commission, a subcommittee of the Capital Improvement Committee (See New Berlin example)
- Explore funding opportunities to implement a grant program for Burnham Point Revitalization
- Investigate funding options for Better Block activities in other neighborhoods

Strategic Goal #2 Quality of Life

- Maintain or replace current and expand the number of security cameras
- Provide general City funding for Crisis Assessment Response Team (CART) Officer (previously funded by County Funds)
- Explore addition of a School Resource Officer PT at Lane Intermediate School
- Contingent on Capital Funding replace and install fleet and interview room camera
- Work towards the expansion of the Fire Department Intern Program to WCTC
- Create preventative Maintenance Program for City parks and open spaces
- Develop street lighting conversion plan
- Implement Memory Café Program for seniors through collaboration with City Departments and outside agencies

Strategic Goal #3 Citizen Engagement

- Implement Citizen 101 Program
- Increase information in property files available to citizens
- Replace existing and provide options for online payments for the majority of City services
- Develop customer and citizen feedback surveys collection and review process
- Expand the role of Communications Strategist to Public Engagement and project management duties, including Neighborhood Association Coordination with Development and Police Community Services(see Madison's Neighborhood Resource Team, Adopt a Block Program, and Lincoln, NE Snow Angel Program)
- Create print and digital resident guide in English and Spanish; expand to other publications as appropriate

Strategic Goal #4 Economic Vitality and Sustainability

- Create a Structural Deficit Action Team to make recommendations for service delivery and operational adjustments/reallocations to which balance the services with the financial limitations of available resources, including the financial impact for taxpayers. The team will be comprised of three appointed City officials, one member of the Police and Fire Commission, one member of the Library Board, a citizen member of the Capital Improvement Committee, and a citizen member who is a member of an organized neighborhood association.
- Explore BINS/Assessor shared position to work on residential revaluation and improve the accuracy of records
- Revaluation of residential properties
- Work to reduce the costs for publications
- Reduce/consolidate the number of printers
- Increase focus on organizational-wide risk management and emergency government
- Implement an electronic parking system
- Expand use of retired squad cars for all BINS inspection staff and other departments' staff vehicles
- Facilitate collaboration between citizen-facing service delivery departments
- Facilitate streamlining of departments' inspection processes

Strategic Goal #5 Excellence in Government

- Select Virtual City Hall software
- Increase technology training opportunities for staff
- Implement Office 365
- Provide mobile technology for staff to increase efficiencies
- Reduce time to fill for positions
- Convert records and processes to integrated HRIS/ATS/Performance Systems
- Acquire electronic poll books
- Increase current City staff involvement in election processes to ensure accuracy and increase accountability
- Implement Boards and Commissions Module for the Legistar Program to increase efficiency with the appointment process
- Change codification providers and expand the use of software to policy and procedure maintenance
- Standardize City wide applications for permits, licenses, forms, etc.
- Conduct Strategic Plan alignment activities

Further details regarding these and other initiatives can be found within the Department Budget Plans contained in this document and the 2020 preliminary Draft Capital Improvement Program as recommended by the Capital Improvement Committee.

Thank you to departments and employees for their participation in the Budget Process. Special thanks to the members of the finance department, including Director of Finance Peggy Steeno and Deputy Finance Director Kris Moen, for their efforts in ensuring the accuracy and completeness of this document and providing assistance throughout the process. Thank you also to City Administrator Rebecca Grill for coordinating and oversight of the Budget Process, and to our Communications Department for their efforts in preparing this publication.

Sincerely,

Mayor Dan Devine

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

BUDGET OVERVIEW

Revenues and Expenditures

CITY OF WEST ALLIS
REVENUE SUMMARY-ALL FUNDS
2020 BUDGET

	2017 Actual Revenues	2018 Actual Revenues	2019 Budgeted Revenues	2019 YTD Revenues	2019 Estimated Revenues	2020 Budgeted Revenues	$ Change	% Change
Taxes								
Real Estate & Personal Property	$ 34,266,464	$ 35,116,823	$ 35,507,600	$ -	$ 35,507,600	$ 36,907,600	$ 1,400,000	3.94%
Mobile Home/Trailer	$ 67,758	$ 71,278	$ 70,000	$ 82,695	$ 70,000	$ 70,000	$ -	0.00%
Hotel/Motel	$ 83,397	$ 88,998	$ 80,000	$ 73,869	$ 105,000	$ 160,000	$ 80,000	100.00%
State Sales Tax	$ 150	$ 4,014	$ -	$ 2,688	$ -	$ -	$ -	0.00%
Tax Equiv. - Medical Office Buildings	$ 281,146	$ 300,401	$ 296,100	$ 317,655	$ 280,500	$ 281,100	$ (15,000)	-5.07%
Tax Equiv. - Parking Structures	$ 120,582	$ 120,582	$ 120,400	$ 120,400	$ 120,400	$ 120,400	$ -	0.00%
Tax Equiv. - Women's Pavilion	$ 155,777	$ 155,777	$ 155,400	$ 155,400	$ 155,400	$ 155,400	$ -	0.00%
Tax Equiv. - Laboratory Equip - hosp	$ 123,031	$ 123,031	$ 128,100	$ 128,100	$ 128,100	$ 128,100	$ -	0.00%
Other Tax Equivalent (Holie,Beths.)	$ 175,227	$ 179,097	$ 180,700	$ 186,340	$ 185,400	$ 187,100	$ 6,400	3.54%
Tax Equiv. - Voluntary PILOT	$ 3,000	$ 3,000	$ 3,000	$ -	$ -	$ -	$ (3,000)	-100.00%
Tax Delinquencies & Penalties	$ 391,644	$ 459,075	$ 347,500	$ 149,232	$ 365,300	$ 347,500	$ -	0.00%
Total Taxes	**$ 35,668,175**	**$ 36,622,077**	**$ 36,888,800**	**$ 1,216,380**	**$ 36,917,700**	**$ 38,357,200**	**$ 1,468,400**	**3.98%**
Intergovernmental Grants & Aids								
State Shared Revenues	$ 7,297,983	$ 7,294,641	$ 7,286,100	$ 1,092,915	$ 7,293,000	$ 7,284,500	$ (1,600)	-0.02%
Expenditure Restraint Program	$ 1,498,668	$ 1,519,285	$ 1,532,600	$ 1,532,604	$ 1,532,600	$ 1,547,500	$ 14,900	0.97%
Exempt Computer Equipment	$ 175,071	$ 177,645	$ 177,650	$ 181,944	$ 181,900	$ 181,900	$ 4,250	2.39%
Personal Property Aid	$ -	$ -	$ 406,400	$ 400,591	$ 400,600	$ 410,700	$ 4,300	1.06%
Fire Insurance Premiums Tax Rebates	$ 170,024	$ 160,199	$ 170,000	$ 174,203	$ 174,200	$ 170,000	$ -	0.00%
Municipal Services Payment	$ 188,492	$ 199,511	$ 200,000	$ 213,890	$ 213,900	$ 192,900	$ (7,100)	-3.55%
State Fair Service Contract	$ 66,650	$ 35,858	$ 35,000	$ -	$ 135,000	$ 135,000	$ 100,000	285.71%
Transportation/Highway Aids	$ 2,248,523	$ 2,482,335	$ 2,392,100	$ 1,768,075	$ 2,357,400	$ 2,562,100	$ 170,000	7.11%
Milwaukee County Library	$ 276,459	$ 258,136	$ 250,000	$ 239,689	$ 239,700	$ 240,000	$ (10,000)	-4.00%
Misc Intergovernmental Grants & Aids	$ -	$ 23,000	$ 23,000	$ 10,000	$ 23,000	$ -	$ (23,000)	-100.00%
Total Grants & Aids	**$ 11,921,871**	**$ 12,150,609**	**$ 12,472,850**	**$ 5,613,910**	**$ 12,551,300**	**$ 12,724,600**	**$ 251,750**	**2.02%**
Licenses, Permits, Fees								
Malt Beverage & Liquor	$ 94,966	$ 94,129	$ 91,800	$ 101,499	$ 101,900	$ 98,500	$ 6,700	7.30%
All Other Licenses	$ 139,420	$ 132,157	$ 144,250	$ 140,977	$ 149,200	$ 150,600	$ 6,350	4.40%
Bldg., Plumbg, & Electrical Permits	$ 754,960	$ 1,141,258	$ 823,000	$ 791,121	$ 893,400	$ 891,400	$ 68,400	8.31%
Planning & Development Fees	$ 45,394	$ 36,435	$ 38,500	$ 29,797	$ 35,000	$ 36,500	$ (2,000)	-5.19%
Overnight Parking Permits	$ 458,097	$ 505,185	$ 462,600	$ 406,522	$ 476,600	$ 476,600	$ 14,000	3.03%
Fire Inspection Fee	$ 89,294	$ 89,549	$ 90,000	$ 73,915	$ 90,000	$ 180,000	$ 90,000	100.00%
Landlord Tenant Fee	$ 65,650	$ 75,250	$ 66,000	$ 52,950	$ 66,000	$ 66,000	$ -	0.00%
All Other Permits	$ 68,118	$ 78,183	$ 81,900	$ 62,496	$ 73,700	$ 93,500	$ 11,600	14.16%
Total Licenses, Permits, Fees	**$ 1,715,899**	**$ 2,152,146**	**$ 1,798,050**	**$ 1,659,277**	**$ 1,885,800**	**$ 1,993,100**	**$ 195,050**	**10.85%**
Penalties and Forfeitures								
Court Fines & Costs	$ 1,265,484	$ 728,883	$ 925,600	$ 470,510	$ 519,200	$ 570,000	$ (355,600)	-38.42%
Parking Violations	$ 914,051	$ 918,999	$ 950,000	$ 909,957	$ 950,000	$ 950,000	$ -	0.00%
Total Penalties and Forfeitures	**$ 2,179,535**	**$ 1,647,882**	**$ 1,875,600**	**$ 1,380,466**	**$ 1,469,200**	**$ 1,520,000**	**$ (355,600)**	**-18.96%**

CITY OF WEST ALLIS
REVENUE SUMMARY-ALL FUNDS
2020 BUDGET

	2017 Actual Revenues	2018 Actual Revenues	2019 Budgeted Revenues	2019 YTD Revenues	2019 Estimated Revenues	2020 Budgeted Revenues	$ Change	% Change
Charges for Services								
General Government	$ 82,318	$ 233,819	$ 104,650	$ 71,004	$ 97,700	$ 96,100	$ (8,550)	-8.17%
TID Administration	$ -	$ -	$ 122,150	$ -	$ -	$ -	$ (122,150)	-100.00%
HIDTA Admin Fees	$ 98,000	$ 87,168	$ 100,000	$ 102,000	$ 102,000	$ 102,000	$ 2,000	2.00%
Resident & Non- Resident Ambulance Fee	$ 1,471,096	$ 1,869,454	$ 1,752,000	$ 1,448,177	$ 1,802,000	$ 1,802,000	$ 50,000	2.85%
Milwaukee County Paramedic Aid	$ 53,389	$ 123,344	$ 100,000	$ 62,375	$ 100,000	$ 100,000	$ -	0.00%
MMSD Tunnel Rescue Admin Fee	$ 1,000	$ 16,019	$ -	$ 363	$ 400	$ -	$ -	
Police	$ 120,741	$ 288,184	$ 442,900	$ 442,756	$ 488,100	$ 326,600	$ (116,300)	-26.26%
Fire	$ 106,272	$ 117,076	$ 147,400	$ 107,888	$ 142,500	$ 183,500	$ 36,100	24.49%
Health	$ 344,443	$ 392,553	$ 385,700	$ 361,459	$ 405,300	$ 405,300	$ 19,600	5.08%
Village of West Milw.-Health Servs. Agrmnt.	$ 80,664	$ 90,125	$ 90,000	$ 52,295	$ 90,000	$ 90,000	$ -	0.00%
Senior Center	$ 8,302	$ 7,159	$ 9,000	$ 4,817	$ 7,300	$ 7,300	$ (1,700)	-18.89%
Public Works Services	$ 181,745	$ 237,473	$ 192,000	$ 302,764	$ 321,200	$ 175,200	$ (16,800)	-8.75%
Public Works Equipment Earnings	$ 396,723	$ 507,440	$ 450,000	$ -	$ 450,000	$ 450,000	$ -	0.00%
Inderdepartment Charges for Service	$ -	$ 72,702	$ -	$ -	$ -	$ -	$ -	
Code Compliance/Prop Maintenance	$ -	$ 30,654	$ -	$ (25,399)	$ -	$ -	$ -	
City Engineer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Finance	$ 131	$ 1	$ -	$ -	$ -	$ -	$ -	
Information Technology	$ 4,500	$ 5,835	$ 4,500	$ 805	$ 5,500	$ 5,500	$ 1,000	22.22%
Print Shop	$ 2,006	$ 82	$ 100	$ -	$ -	$ -	$ (100)	-100.00%
City Attorney	$ 19,322	$ 1,221	$ 65,000	$ 1,363	$ 1,500	$ 1,500	$ (63,500)	-97.69%
Administrative	$ 117,277	$ 106,425	$ 120,000	$ -	$ 120,000	$ 120,000	$ -	0.00%
Library	$ 66,942	$ 62,570	$ 70,850	$ 52,613	$ 66,100	$ 66,100	$ (4,750)	-6.70%
City Clerk/Treasurer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Total Charges For Services	**$ 3,154,870**	**$ 4,249,305**	**$ 4,156,250**	**$ 2,985,280**	**$ 4,199,600**	**$ 3,931,100**	**$ (225,150)**	**-5.42%**
Miscellaneous Revenue								
Interest on Investment	$ 1,311,447	$ 1,353,480	$ 900,000	$ 1,594,623	$ 1,600,000	$ 1,070,000	$ 170,000	18.89%
Interest on Special Assessments	$ (1,858)	$ 3,500	$ 2,500	$ 2,286	$ 2,500	$ 2,500	$ -	0.00%
Rental of City Property	$ 87,785	$ 74,051	$ 91,100	$ 6,613	$ 74,000	$ 74,000	$ (17,100)	-18.77%
Green Market Rentals	$ 104,505	$ 99,754	$ 105,000	$ 55,150	$ 57,800	$ 57,800	$ (47,200)	-44.95%
Other Sales	$ 68,976	$ 89,640	$ 101,550	$ (2,737)	$ 66,500	$ 66,500	$ (35,050)	-34.52%
Hospital Transaction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Annual Hospital Base Payment	$ 315,000	$ 357,801	$ 325,000	$ 326,220	$ 363,400	$ 363,400	$ 38,400	11.82%
Donations	$ 8,250	$ 7,157	$ 4,000	$ 20,050	$ 20,000	$ 10,000	$ 6,000	
Total Miscellaneous Revenue	**$ 1,894,105**	**$ 1,985,383**	**$ 1,529,150**	**$ 2,002,205**	**$ 2,184,200**	**$ 1,644,200**	**$ 115,050**	**7.52%**
Transfers and Reserve Funds Applied								
Beloit Rd Housing Incentive Payment	$ 120,000	$ 120,000	$ 120,000	$ -	$ 120,000	$ 120,000	$ -	0.00%
Tax Equivalent-Water Utility	$ 1,035,155	$ 1,019,738	$ 1,050,000	$ -	$ 1,050,000	$ 1,050,000	$ -	0.00%
Storm Water Administrative Support	$ -	$ 900,000	$ 300,000	$ -	$ 300,000	$ 300,000	$ -	0.00%
Solid Waste Administrative Support	$ 100,000	$ 100,000	$ 100,000	$ -	$ 100,000	$ 100,000	$ -	0.00%
Sanitary Sewer Administrative Support	$ 350,000	$ 350,000	$ 50,000	$ -	$ 50,000	$ 50,000	$ -	0.00%
Cable Administrative Support	$ -	$ 100,000	$ 50,000	$ -	$ 50,000	$ 50,000	$ -	0.00%
Internal Service Fund - Liability Insurance	$ -	$ 284,195	$ 52,300	$ 52,287	$ 52,300	$ 58,300	$ 6,000	11.47%
Operating Transfers	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
General Fund Applied	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Reserves Applied	$ -	$ -	$ 800,000	$ -	$ -	$ 800,000	$ -	0.00%
Total Transfers & Reserve Funds Applied	**$ 1,605,155**	**$ 2,873,933**	**$ 2,522,300**	**$ 52,287**	**$ 1,722,300**	**$ 2,528,300**	**$ 6,000**	**0.24%**
Total General Fund Revenue	**$ 58,139,610**	**$ 61,681,335**	**$ 61,243,000**	**$ 14,909,806**	**$ 60,930,100**	**$ 62,698,500**	**$ 1,455,500**	**2.38%**

CITY OF WEST ALLIS
REVENUE SUMMARY-ALL FUNDS
2020 BUDGET

	2017 Actual Revenues	2018 Actual Revenues	2019 Budgeted Revenues	2019 YTD Revenues	2019 Estimated Revenues	2020 Budgeted Revenues	$ Change	% Change
Special Revenue Funds								
Communications	$ 580,149	$ 687,456	$ 725,000	$ 358,081	$ 670,985	$ 680,000	$ (45,000)	-6.21%
Tourism	$ 202,605	$ 308,576	$ 300,000	$ 248,398	$ 371,918	$ 455,000	$ 155,000	51.67%
Community Development Block Grant Program	$ 1,275,296	$ 976,594	$ 1,364,422	$ 1,115,732	$ 1,464,360	$ 1,464,842	$ 100,420	7.36%
Housing Assistance Programs	$ 4,156,365	$ 3,678,263	$ 3,589,404	$ 3,365,655	$ 3,931,751	$ 3,704,842	$ 115,438	3.22%
EPA Revolving Loan Fund	$ 65,436	$ 322,390	$ 244,707	$ 16,047	$ 21,400	$ 229,707		0.00%
Health Grants	$ 955,598	$ 1,048,367	$ 967,400	$ 726,455	$ 1,034,647	$ 1,112,302	$ 144,902	14.98%
Police Grants	$ 263,178	$ 350,105	$ 295,133	$ 288,045	$ 333,449	$ 270,033	$ (25,100)	-8.50%
HIDTA	$ 1,515,200	$ 1,984,746	$ 1,450,000	$ 1,344,210	$ 1,724,554	$ 2,405,200	$ 955,200	65.88%
Police Asset Forfeiture Fund	$ 430,914	$ 116,774	$ 350,000	$ 90,924	$ 122,046	$ 110,000	$ (240,000)	-68.57%
Police Misc Funds	$ 72,357	$ 80,470	$ 83,500	$ 76,810	$ 78,157	$ 73,500	$ (10,000)	-11.98%
Fire Grants	$ 10,762	$ 9,424	$ 10,000	$ 11,480	$ 11,480	$ 11,000	$ 1,000	10.00%
Fire Misc Funds	$ 28,598	$ 28,265	$ 25,000	$ 32,985	$ 39,985	$ 26,000	$ 1,000	4.00%
IT Joint Ventures	$ 17,420	$ 17,000	$ 17,000	$ 11,250	$ 11,250	$ 11,250	$ (5,750)	-33.82%
Artscape Fund	$ 141,797	$ 3,000	$ 10,000	$ -	$ -	$ 10,000	$ -	0.00%
Christmas Parade Fund	$ 3,500	$ 22,407	$ 10,000	$ 26,871	$ 31,871	$ 20,000	$ 10,000	100.00%
Senior Center Misc Funds	$ 2,369	$ 6,607	$ 6,000	$ 5,533	$ 6,200	$ 6,000	$ -	0.00%
Library Misc Funds	$ 4,507	$ 4,240	$ 1,500	$ 1,338	$ 1,788	$ 3,700	$ 2,200	146.67%
Library Endowment Fund	$ 292,309	$ 31,024	$ 200,000	$ 23,132	$ 46,132	$ 50,000	$ (150,000)	-75.00%
Water-Lead Service Fund	$ 836,804	$ -	$ 852,821	$ 1,268,604	$ 1,339,604	$ 500,000	$ (352,821)	-41.37%
TID 7 Area Rehab and Assistance Fund	$ 2,929	$ 253,647	$ 3,000		$ 3,000	$ 3,000	$ -	0.00%
TID 11 Area Rehab and Assistance Fund	$ 500,000	$ 50	$ 1,000		$ -	$ 1,000	$ -	0.00%
TID 14 Area Rehab and Assistance Fund	$ 500,000	$ -	$ -		$ -	$ 1,500	$ 1,500	
Total Special Revenue Funds	**$ 11,858,093**	**$ 9,929,405**	**$ 10,505,887**	**$ 9,011,550**	**$ 11,244,577**	**$ 11,148,876**	**$ 657,989**	**6.26%**
Capital Projects Funds								
Capital Improvements	$ 7,787,864	$ 9,166,243	$ 5,140,251	$ 144,289	$ 5,140,251	$ 5,732,572	$ 592,321	11.52%
TIF Districts	$ 6,446,542	$ 9,731,596	$ 9,060,546	$ 1,839,498	$ 18,624,260	$ 10,141,992	$ 1,081,446	11.94%
Total Capital Projects Fund	**$ 14,234,406**	**$ 18,897,839**	**$ 14,200,797**	**$ 1,983,787**	**$ 23,764,511**	**$ 15,874,564**	**$ 1,673,767**	**11.79%**
Debt Service Revenues								
Real Estate & Personal Property	$ 399,194	$ 3,920,432	$ 4,095,747	$ 4,095,747	$ 4,095,747	$ 4,084,240	$ (11,507)	-0.28%
Hospital & TIF Financing Sources & Refunding	$ 9,343,959	$ 9,957,911	$ 5,022,564	$ 12,027,133	$ 12,202,133	$ 6,926,702	$ 1,904,138	37.91%
Total Debt Service	**$ 9,743,153**	**$ 13,878,343**	**$ 9,118,311**	**$ 16,122,880**	**$ 16,297,880**	**$ 11,010,942**	**$ 1,892,631**	**20.76%**
Enterprise Funds								
Parking System	$ 65,668	$ 64,532	$ 66,500	$ 12,857	$ 63,980	$ 64,000	$ (2,500)	-3.76%
Beloit Rd Public Housing	$ 321,679	$ 317,358	$ 366,525	$ 278,632	$ 365,525	$ 175,000	$ (191,525)	-52.25%
Storm Sewer Program	$ 4,160,943	$ 4,066,813	$ 4,413,439	$ 2,349,099	$ 4,012,750	$ 4,076,060	$ (337,379)	-7.64%
Water Utility	$ 8,174,250	$ 8,545,760	$ 8,346,100	$ 5,014,252	$ 8,400,300	$ 9,238,400	$ 892,300	10.69%
Sanitary Sewer Utility	$ 7,736,904	$ 8,345,052	$ 8,098,000	$ 4,867,043	$ 8,225,633	$ 8,219,500	$ 121,500	1.50%
Solid Waste Fund	$ 2,193,641	$ 2,162,567	$ 2,169,000	$ 1,381,388	$ 2,156,289	$ 2,133,000	$ (36,000)	-1.66%
Total Enterprise Funds	**$ 22,653,085**	**$ 23,502,082**	**$ 23,459,564**	**$ 13,903,271**	**$ 23,224,477**	**$ 23,905,960**	**$ 446,396**	**1.90%**
Internal Service Funds								
Employee Health Insurance Revenues	$ 13,803,563	$ 16,162,522	$ 14,660,000	$ 8,403,051	$ 15,646,660	$ 16,278,500	$ 1,618,500	11.04%
Liability Insurance Pool Revenues	$ 92,030	$ 96,999	$ 90,000	$ 52,287	$ 52,287	$ 52,300	$ (37,700)	-41.89%
Total Internal Service Revenues	**$ 13,895,593**	**$ 16,259,521**	**$ 14,750,000**	**$ 8,455,338**	**$ 15,698,947**	**$ 16,330,800**	**$ 1,580,800**	**10.72%**
TOTAL ALL CITY REVENUE	**$ 130,523,940**	**$ 144,148,525**	**$ 133,277,559**	**$ 64,386,632**	**$ 151,160,492**	**$ 140,969,642**	**$ 7,707,083**	**5.78%**

CITY OF WEST ALLIS
EXPENDITURE SUMMARY-ALL FUNDS
2020 BUDGET

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
GENERAL GOVERNMENT									
Common Council	$ 242,801	$ 226,050	$ 238,322	$ 153,210	$ 212,051	$ 26,271	$ 175,141	$ (63,181)	-26.51%
Mayor	$ 126,300	$ 132,465	$ 136,932	$ 97,444	$ 137,047	$ (115)	$ 136,624	$ (308)	-0.22%
City Attorney	$ 863,255	$ 762,755	$ 908,310	$ 630,536	$ 858,758	$ 49,554	$ 866,754	$ (41,556)	-4.58%
Municipal Court	$ 547,590	$ 354,519	$ 361,426	$ 236,856	$ 334,738	$ 26,688	$ 308,655	$ (52,771)	-14.60%
City Assessor	$ 290,411	$ 342,359	$ 459,091	$ 339,291	$ 420,879	$ 38,212	$ 287,051	$ (172,040)	-37.47%
Administration	$ 209,840	$ 238,766	$ 247,986	$ 180,858	$ 248,388	$ (402)	$ 262,628	$ 14,642	5.90%
Information Technology	$ 1,929,464	$ 1,853,065	$ 1,919,758	$ 1,452,351	$ 1,961,199	$ (41,441)	$ 2,081,990	$ 162,232	8.45%
Human Resources	$ 452,773	$ 603,709	$ 598,219	$ 371,883	$ 551,204	$ 47,017	$ 600,163	$ 1,944	0.32%
Finance	$ 720,667	$ 745,980	$ 940,567	$ 546,499	$ 841,520	$ 99,047	$ 931,675	$ (8,892)	-0.95%
City Clerk	$ 416,696	$ 518,205	$ 482,921	$ 337,883	$ 503,931	$ (21,010)	$ 557,720	$ 74,799	15.49%
Promotion, Celebrations, Awards	$ 42,081	$ 54,992	$ 89,225	$ 82,551	$ 91,760	$ (2,535)	$ 72,175	$ (17,050)	-19.11%
General Fringe Benefits *, Workers Comp, Insurance	$ 1,432,989	$ 2,336,026	$ 2,412,700	$ 562,869	$ 2,207,200	$ 205,500	$ 2,583,000	$ 170,300	7.06%
Other General Government	$ 1,783,819	$ 5,730,932	$ 1,582,283	$ 711,662	$ 1,599,484	$ (17,201)	$ 1,622,250	$ 39,967	2.53%
TOTAL GENERAL GOVERNMENT	$ 9,058,685	$ 13,899,824	$ 10,377,740	$ 5,703,892	$ 9,968,159	$ 409,586	$ 10,485,826	$ 108,086	1.04%
PUBLIC SAFETY									
Police & Fire Commission	$ 34,948	$ 34,332	$ 39,200	$ 10,741	$ 39,200	$ -	$ 37,775	$ (1,425)	-3.64%
Police	$ 17,927,246	$ 18,219,498	$ 19,016,707	$ 13,219,291	$ 19,298,588	$ (281,879)	$ 19,962,670	$ 945,963	4.97%
Fire	$ 12,372,901	$ 12,273,916	$ 12,788,365	$ 8,858,149	$ 12,790,852	$ (2,487)	$ 13,329,715	$ 541,350	4.23%
Building Insp & Neighborhood Services	$ 1,179,103	$ 1,398,391	$ 1,414,677	$ 1,077,137	$ 1,488,758	$ (74,082)	$ 1,494,663	$ 79,986	5.65%
Planning/Community Development	$ 420,750	$ 413,993	$ 501,278	$ 364,313	$ 526,091	$ (24,813)	$ 498,283	$ (2,995)	-0.60%
TOTAL PUBLIC SAFETY	$ 31,934,948	$ 32,340,129	$ 33,760,227	$ 23,529,632	$ 34,143,489	$ (383,261)	$ 35,323,106	$ 1,562,879	4.63%
PUBLIC WORKS									
Engineering	$ 1,102,367	$ 1,161,924	$ 1,352,928	$ 852,925	$ 1,308,864	$ 44,065	$ 1,338,504	$ (14,424)	-1.07%
Public Works	$ 8,658,640	$ 9,564,645	$ 10,905,140	$ 7,314,307	$ 10,383,738	$ 521,395	$ 10,679,342	$ (225,798)	-2.07%
TOTAL PUBLIC WORKS	$ 9,761,007	$ 10,726,569	$ 12,258,068	$ 8,167,232	$ 11,692,602	$ 565,460	$ 12,017,846	$ (240,222)	-1.96%
HEALTH, CULTURE, RECREATION									
Health Department	$ 2,112,199	$ 2,113,240	$ 2,320,478	$ 1,549,495	$ 2,136,094	$ 184,386	$ 2,313,984	$ (6,494)	-0.28%
Senior Center	$ 217,688	$ 187,400	$ 232,824	$ 178,147	$ 249,848	$ (17,026)	$ 253,061	$ 20,237	8.69%
Library	$ 2,036,157	$ 2,061,100	$ 2,293,663	$ 1,558,202	$ 2,170,429	$ 123,235	$ 2,304,677	$ 11,014	0.48%
TOTAL HEALTH, CULTURE, RECREATION	$ 4,366,043	$ 4,361,740	$ 4,846,965	$ 3,285,844	$ 4,556,371	$ 290,596	$ 4,871,722	$ 24,757	0.51%
TOTAL GENERAL FUND EXPENDITURES	$ 55,120,684	$ 61,328,262	$ 61,243,000	$ 40,686,600	$ 60,360,621	$ 882,380	$ 62,698,500	$ 1,455,500	2.38%

* City paid fringe benefit expenses for social security, medicare, pension, as well as health, dental, and life insurance are included in departmental budgets. General fringe benefits includes cost of miscellaneous benefit programs not specifically attributable to individual departments

CITY OF WEST ALLIS
EXPENDITURE SUMMARY-ALL FUNDS
2020 BUDGET

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
SPECIAL REVENUE FUND EXPENDITURES									
Communications	$ 684,474	$ 952,129	$ 920,541	$ 567,050	$ 866,449	$ 54,092	$ 990,577	$ 70,036	7.61%
Tourism	$ 30,781	$ 232,716	$ 429,500	$ 200,001	$ 254,986	$ 174,514	$ 455,000	$ 25,500	5.94%
Community Development Block Grant Program	$ 1,434,684	$ 976,245	$ 1,364,422	$ 1,115,824	$ 1,463,822	$ (99,400)	$ 1,464,842	$ 100,420	7.36%
Housing Assistance Programs	$ 3,728,489	$ 3,813,331	$ 3,589,404	$ 2,696,629	$ 3,326,629	$ 262,775	$ 3,704,842	$ 115,438	3.22%
EPA Revolving Loan Fund	$ 42,277	$ 298,553	$ 204,707	$ 1,878	$ 2,500	$ 202,207	$ 200,500	$ (4,207)	-2.06%
Health Grants	$ 955,598	$ 1,048,112	$ 967,400	$ 726,455	$ 1,034,902	$ (67,502)	$ 1,112,302	$ 144,902	14.98%
Police Grants	$ 263,178	$ 317,969	$ 265,456	$ 260,353	$ 303,772	$ (38,316)	$ 242,816	$ (22,640)	-8.53%
HIDTA	$ 1,515,200	$ 2,016,588	$ 1,479,677	$ 1,372,196	$ 1,754,525	$ (274,848)	$ 2,432,417	$ 952,740	64.39%
Police Asset Forfeiture Fund	$ 39,686	$ 186,572	$ 350,000	$ 62,983	$ 105,000	$ 245,000	$ 110,000	$ (240,000)	-68.57%
Police Misc Funds	$ 81,569	$ 51,995	$ 79,500	$ 65,421	$ 66,695	$ 12,805	$ 69,500	$ (10,000)	-12.58%
Fire Grants	$ 8,504	$ 62,952	$ 10,000	$ 8,151	$ 9,051	$ 949	$ 11,000	$ 1,000	10.00%
Fire Misc Funds	$ 35,125	$ 15,688	$ 25,000	$ 16,645	$ 25,000	$ -	$ 26,000	$ 1,000	4.00%
IT Joint Ventures	$ -	$ 32,393	$ 50,000	$ 5,000	$ 5,000	$ 45,000	$ 50,000	$ -	0.00%
Artscape Fund	$ 6,997	$ -	$ 100,000	$ 9,738	$ 20,000	$ 80,000	$ 100,000	$ -	0.00%
Christmas Parade Fund	$ -	$ 14,169	$ 10,000	$ 2,740	$ 15,000	$ (5,000)	$ 20,000	$ 10,000	100.00%
Senior Center Misc Funds	$ 2,251	$ 3,097	$ 6,000	$ 5,281	$ 5,600	$ 400	$ 6,000	$ -	0.00%
Library Misc Funds	$ 1,666	$ 6,267	$ 1,500	$ 416	$ 500	$ 1,000	$ 41,200	$ 39,700	2646.67%
Library Endowment Fund	$ 54,125	$ 61,076	$ 70,000	$ 16,580	$ 20,000	$ 50,000	$ 50,000	$ (20,000)	-28.57%
Water-Lead Service Fund	$ 836,804	$ 3,171	$ 852,821	$ 1,265,433	$ 1,336,433	$ (483,612)	$ 500,000	$ (352,821)	-41.37%
TID 7 Area Rehab and Assistance Fund	$ 201	$ 356	$ 1,000	$ 119	$ 150	$ 850	$ 1,000	$ -	0.00%
TID 11 Area Rehab and Assistance Fund	$ 3	$ 19,949	$ 25,000	$ 37	$ 50	$ 24,950	$ 15,000	$ (10,000)	-40.00%
TID 14 Area Rehab and Assistance Fund	$ 36,416	$ 40,103	$ 40,000	$ 8,500	$ 9,000	$ 31,000	$ 25,000	$ (15,000)	-37.50%
TOTAL SPECIAL REVENUE FUND EXPENDITURES	$ 9,758,028	$ 10,153,431	$ 10,841,928	$ 8,407,430	$ 10,625,064	$ 216,864	$ 11,627,996	$ 786,068	7.25%
CAPITAL PROJECTS FUND EXPENDITURES									
Capital Improvements	$ 6,822,390	$ 5,691,939	$ 5,140,251	$ 5,833,644	$ 5,140,251	$ -	$ 5,732,572	$ 592,321	11.52%
TID Improvements	$ 5,766,921	$ 6,909,652	$ 5,838,569	$ 982,711	$ 16,360,773	$ (10,522,204)	$ 7,678,750	$ 1,840,181	31.52%
TOTAL CAPITAL PROJECTS FUND EXPENDITURES	$ 12,589,311	$ 12,601,591	$ 10,978,820	$ 6,816,355	$ 21,501,024	$ (10,522,204)	$ 13,411,322	$ 2,432,502	22.16%
DEBT SERVICE FUND EXPENDITURES									
General Debt Service Expenditures	$ 4,763,464	$ 4,251,183	$ 4,162,147	$ 4,166,708	$ 4,216,708	$ (54,561)	$ 4,084,240	$ (77,907)	-1.87%
Hospital & TID Debt Service Expenditures	$ 4,744,974	$ 9,862,404	$ 5,022,565	$ 12,027,133	$ 12,027,133	$ (7,004,568)	$ 6,926,702	$ 1,904,137	37.91%
TOTAL DEBT SERVICE FUND EXPENDITURES	$ 9,508,438	$ 14,113,587	$ 9,184,712	$ 16,193,841	$ 16,243,841	$ (7,059,129)	$ 11,010,942	$ 1,826,230	19.88%

CITY OF WEST ALLIS
EXPENDITURE SUMMARY-ALL FUNDS
2020 BUDGET

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
ENTERPRISE FUND EXPENDITURES									
Parking System	$ 76,277	$ 51,248	$ 77,287	$ 32,630	$ 62,775	$ 14,512	$ 60,575	$ (16,712)	-21.62%
Beloit Rd Public Housing	$ 258,936	$ 288,109	$ 305,753	$ 105,671	$ 305,753	$ -	$ 120,000	$ (185,753)	-60.75%
Storm Sewer Program	$ 2,581,559	$ 3,448,326	$ 2,745,061	$ 2,090,894	$ 2,787,577	$ (42,516)	$ 2,229,118	$ (515,943)	-18.80%
Water Utility	$ 6,725,615	$ 8,679,202	$ 8,591,523	$ 6,206,354	$ 8,238,710	$ 352,813	$ 8,291,173	$ (300,350)	-3.50%
Sanitary Utility	$ 6,444,196	$ 6,452,547	$ 6,074,328	$ 3,154,548	$ 6,170,397	$ (96,069)	$ 6,409,840	$ 335,512	5.52%
Solid Waste Fund	$ 2,911,106	$ 1,796,920	$ 1,905,876	$ 713,643	$ 1,818,639	$ 87,237	$ 1,541,563	$ (364,313)	-19.12%
TOTAL ENTERPRISE FUND EXPENDITURES	$ 18,997,689	$ 20,716,352	$ 19,699,828	$ 12,303,740	$ 19,383,851	$ 315,977	$ 18,652,269	$ (1,047,559)	-5.32%
INTERNAL SERVICE FUND EXPENDITURES									
Health Insurance Fund	$ 14,882,381	$ 18,392,912	$ 14,660,000	$ 11,558,854	$ 15,754,235	$ (1,094,235)	$ 16,206,200	$ 1,546,200	10.55%
Liability Insurance Fund	$ -	$ 284,195	$ 90,000	$ 52,287	$ 52,300	$ 37,713	$ 52,300	$ (37,700)	-41.89%
TOTAL INTERNAL SERVICE FUND EXPENDITURES	$ 14,882,381	$ 18,677,107	$ 14,750,000	$ 11,611,141	$ 15,806,535	$ (1,056,522)	$ 16,258,500	$ 1,508,500	10.23%
TOTAL ALL CITY EXPENDITURES	$ 120,856,531	$ 137,590,330	$ 126,698,288	$ 96,019,107	$ 143,920,936	$ (17,222,634)	$ 133,659,529	$ 6,961,241	5.49%

CITY OF WEST ALLIS
SUMMARY OF FUND BALANCES
PROJECTED 12/31/2019

		Balance 1/1/2019	2019 Projected Revenues (Expenses)	Transfers In		Transfers Out		Balance 12/31/2019	Resvrs To Be Used in 2020 Budget		Resvrs Re-tained for Apprtd./Re-strctd.purp.	Unapprtd./ Unrestr. Balance 1/1/2019
	GENERAL FUND											
	Unrestricted Fund Balance											
371.10	Unassigned - General Fund Balance	$9,287,774		$0		$0		$9,700,251				$9,700,251
				$0		$200,000	1					
	2019 Projected Revenues		$60,930,100	$0		$0						
	2019 Projected Expenses & Transfers		($60,356,323)	$0		$0						
				$0		$0						
	Transfer to fund 2020 CIP Projects (approved xx/xx/2019)		$0	$0		$0						
	Transfer to Capital Projects fund for CIP-2021 and later		$0	$0		$0						
				$0		$0						
				$0		$0						
				$0		$0						
				$25,000	3	$0						
				$13,700	4	$0						
				$0		$0						
371.20	Assigned for Contingency Fund	$3,000,356	$0	$0		$0		$3,000,356	$0			$3,000,356
345.09	Assigned for Liability Insurance	$1,200,000	$0	$0		$0		$1,200,000			$1,200,000	
	Assigned for Land & Bldg.											
345.08	Acquisition	$1,000,000	$0	$0		$0		$1,000,000			$1,000,000	
	Assigned for Capital Projects related to public											
345.20	access, green initiatives & internal rehabs.	$511,720	$0	$0		$13,700	4	$498,020	$32,450	5	$465,570	
	Assigned for Capital Replacements											
345.21	such as boilers/carpet/roofs/chillers	$1,372,157	$0	$0		$0		$1,372,157	$0		$1,372,157	
345.11	Assigned for Post Retirement Benefits	$9,500,000	$0	$0		$0		$9,500,000			$9,500,000	
345.02	Assigned for 27th Payroll	$2,211,357	$0	$0		$0		$2,211,357			$2,211,357	
345.06	Assigned for Workers' Comp. Ins.	$1,500,000	$0	$0		$0		$1,500,000			$1,500,000	
	Assigned for Gen'l Fund to be											
345.07	Applied to Reduce Tax Levy	$1,590,000	$0	$0		$0		$1,590,000			$1,590,000	
345.13	Assigned for Safety, Productivity/Oper. Improvmnts	$600,000	$0	$0		$300,000	2	$300,000	$55,000	6	$245,000	
	Assigned for Computer/Technology Improvements	$581,399	$0	$0		$0		$581,399	$0		$581,399	
	Assigned for Community & Econ Dev Investments	$280,000		$0		$95,000	3	$185,000	$10,000	7	$175,000	
345.19	Assigned for Strategic Plan Implementation	$100,392	$0	$0		$0		$100,392			$100,392	
345.15	Assigned for Dental Insurance	$50,000	$0	$0		$0		$50,000			$50,000	
345.16	Assigned for Tax Refund	$200,000	$0	$0		$0		$200,000			$200,000	
	Assigned for Parks & Open Space Plan	$100,000		$0		$0		$100,000	$0		$100,000	
	Assigned for "Zombie Properties"	$100,000		$0		$0		$100,000			$100,000	
	Committed Fund Balance											
345.10	for Carry-overs	$621,208	$0	$0		$0		$621,208			$621,208	
345.01	for Encumbrances	$893,775	$0	$0		$0		$893,775			$893,775	
	Non-Spendable Fund Balance											
345.03	for Receivables	$9,467,941	$0	$0		$0		$9,467,941			$9,467,941	
345.04	for Inventory/Prepaid Items	$1,395,713	$0	$200,000	1	$0		$1,595,713			$1,595,713	
	Total for General Fund	***$45,563,794***	***$573,777***	***$238,700***		***$608,700***		***$45,767,570***	***$97,450***		***$32,969,512***	***$12,700,607***

FUND BALANCE NOTATIONS/TRANSFERS

1. Transfer to reserve for increase in inventory on hand
2. Transfer to Fund 354 (Capital Projects) for Assetworks System per 2019 CIP
3. Use of Reserves for Aurora contribution ($25k), Rambol Environmental Study ($30k), Property Broker Fee
4. Transfer to fund tree replacements & blvd conversions per 2019 CIP
5. Transfer to Fund 354 (Capital Projects) for emerald ash tree replacements & blvd conversions in 2020
6. Transfer to Fund 354 (Capital Projects) for AssetWorks project in 2020
7. Use of Reserves for Aurora contribution in 2020

CITY OF WEST ALLIS
SUMMARY OF POSITIONS
2020

Department or Division	Benefitted 2019 Auth. (FTE)	Misc PT Non-Benefit 2019 Positions	2019 Dept Total	2020 POSTIONS BY FUNDING SOURCE: NON-BENEFITTED POSITIONS Gen Fund	BENEFITTED POSITIONS Gen Fund	BENEFITTED POSITIONS Other Funding Sources	BENEFITTED POSITIONS 2019 Adjustmts	BENEFITTED POSITIONS 2020 Position Changes	BENEFITTED POSITIONS 2020 Adjsmts. by Mayor/CC	BENEFITTED POSITIONS 2020 Auth. Positions	Misc PT Non-Benefit 2020 Positions
Alderpersons	10.00		10.00		10.00					10.00	
Mayor	1.25		1.25		1.25					1.25	
City Attorney	6.00	1.00	7.00	1.00	6.00					6.00	1.00
Municipal Court	2.75	1.00	3.75	1.00	2.75			0.15		2.90	1.00
City Assessor	3.00		3.00		3.00					3.00	
City Administrative Office	1.75		1.75		1.75					1.75	
Information Technology	13.00		13.00		13.00					13.00	
Finance	12.55		12.55		8.80	3.75				12.55	
Human Resources	5.50		5.50		5.50					5.50	
Clerk	4.50	125.00	129.50	125.00	4.50					4.50	125.00
Police Department	160.15	20.00	180.15	20.00	160.15					160.15	20.00
Fire Department	107.00		107.00		107.00					107.00	
Planning (Development)	11.50	1.00	12.50	1.00	5.02	6.48				11.50	1.00
Bldg Insp & Nghbrhd Srvcs	15.75	2.00	17.75	2.00	13.70	2.05				15.75	2.00
Health Department	37.50	2.00	39.50	2.00	24.03	13.47				37.50	2.00
Senior Center	2.50		2.50		2.50					2.50	
Public Library	20.00	7.78*	27.78	7.78*	20.00					20.00	7.78*
Public Works											
Administration	4.00		4.00		4.00					4.00	
Building, Electrical & Inventory	30.00	3.00	33.00		30.00			1.00		31.00	3.00
Street & Sanitation	53.00	7.00	60.00	7.00	53.00					53.00	7.00
Forestry	15.00	10.00	25.00	10.00	15.00					15.00	10.00
Fleet Services	11.00		11.00		11.00			(1.00)		10.00	
Engineering	18.00	2.00	20.00	2.00	18.00					18.00	2.00
Water Utility	22.00		22.00			22.00				22.00	
Communications & Creative Srvcs	6.00	3.00	9.00			6.00		1.00		6.00	4.00
			0.00								
TOTALS	**573.70**	**177.00**	**758.48**	**171.00**	**519.95**	**53.75**	**0.00**	**1.15**	**0.00**	**573.85**	**178.00**

* Library Non-Benefitted Positions are by FTE, all others by number of employees in positions

TOTAL 2019 BENEFITTED POSITIONS	**573.70**
TOTAL 2020 POSITIONS	**751.85**

NOTES FOR 2020:

1.) 0.25 position added to the .75 FTE Municipal Court Judge to make it 0.9 FTE
2.) 1.0 Mechanic from Fleet moved to 1.0 Boring Position in Electrical
3.) 1.0 Intern (1,700 hours) added to Communications

CITY OF WEST ALLIS
TAX LEVY SUMMARY
2020 BUDGET

	2017(2018) LEVY	2018(2019) LEVY	2019(2020) LEVY	2019(2020) INCREASE (DECREASE)	2019(2020) % INCREASE (DECREASE)
General Fund Expenditures	$60,505,716	$61,243,000	$62,698,500	$1,455,500	2.38%
Less: Exempt Computer Equipment	(177,645)	(177,650)	(181,900)	(4,250)	2.39%
Less: Non-Tax Levy Revenues	(25,118,089)	(25,557,750)	(25,609,000)	(51,250)	0.20%
City of West Allis Levy - General Fund	***$35,209,982***	***$35,507,600***	***$36,907,600***	***$1,400,000***	***3.94%***
Health Insurance Fund Expenditures	$14,979,400	$14,660,000	$16,135,800	1,475,800	10.07%
Less: Other Revenues/Reserves	($12,979,400)	($12,660,000)	($14,135,800)	(1,475,800)	11.66%
City of West Allis Levy - Health Fund	***$2,000,000***	***$2,000,000***	***$2,000,000***	***$0***	***0.00%***
Parking Utility Expenditures	$123,245	$77,287	$60,575	($16,712)	-21.62%
Recover Prior Year Deficit/Utilize Reserves	(57,228)	(10,787)	3,425	14,212	-131.75%
Less: Non-Tax Levy Revenues	(23,017)	(23,500)	(21,000)	2,500	-10.64%
City of West Allis Levy - Parking	***$43,000***	***$43,000***	***$43,000***	***$0***	***0.00%***
City of West Allis Levy Without Debt & TID (State Levy Limit)	***$37,252,982***	***$37,550,600***	***$38,950,600***	***$1,400,000***	***3.73%***
Debt Fund Expenditures - (General Only)	$4,095,432	$4,095,747	$4,084,240	($11,507)	-0.28%
Utilization of Fund Balance & Transfers	(175,000)	0	0	0	
**** City of West Allis Levy - Debt Fund***	***$3,920,432***	***$4,095,747***	***$4,084,240***	***($11,507)***	***-0.28%***
City of West Allis Levy - With Debt, Without TID Levy	***$41,173,414***	***$41,646,347***	***$43,034,840***	***$1,388,493***	***3.33%***
Tax Increment Financing Districts - Levy	$1,037,196	$1,119,424	$1,832,714	$713,290	63.72%
Total City of West Allis Levy	***$42,210,610***	***$42,765,771***	***$44,867,554***	***$2,101,783***	***4.91%***

City of West Allis

Recommended 2020 Budget - Fact Sheet

	Budget Year 2019	Tax Rate	Budget Year 2020	Tax Rate *	Change
Total General Fund Expenditures	**$61,243,000**	**$9.57**	**$62,698,500**	**$9.51**	**2.38%**
General Government	$10,377,740	$1.62	$10,485,826	$1.59	1.04%
Public Safety	$33,760,227	$5.28	$35,323,106	$5.36	*4.63%*
Engineering & Public Works	$12,258,068	$1.92	$12,017,846	$1.82	-1.96%
Health, Culture, Recreation	$4,846,965	$0.76	$4,871,722	$0.74	0.51%
Assessed Value	**$ 3,710,465,900**		**$ 3,882,338,800**		*4.63%*
General Fund Tax Levy	$35,507,600	$9.57	$36,907,600	$9.51	*3.94%*
Health Fund Tax Levy	$2,000,000	$0.54	$2,000,000	$0.52	0.00%
Parking Fund Tax Levy	$43,000	$0.01	$43,000	$0.01	0.00%
Debt Fund Tax Levy	$4,095,747	$1.10	$4,084,240	$1.05	*-0.28%*
TID Levy	$1,119,424	$0.30	$1,832,714	$0.47	*63.72%*
Total Levy	**$42,765,771**		**$44,867,554**		**4.91%**
Total Tax Rate		**$11.53**		**$11.56**	**$0.0027**
Taxes on $150K home:	$1,728.86		$1,733.52		*0.27%*
Change in Taxes:			$4.67		
Total Employees (FTE, All Funds)*	573.70		573.95		0.0%
Projected Unassigned Fund Balance	$ 9,700,251		$ 9,700,251		0.0%
Fund Balance as % of Gen Fund Exp	15.8%		15.5%		

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

GENERAL FUND

Expenditure Details

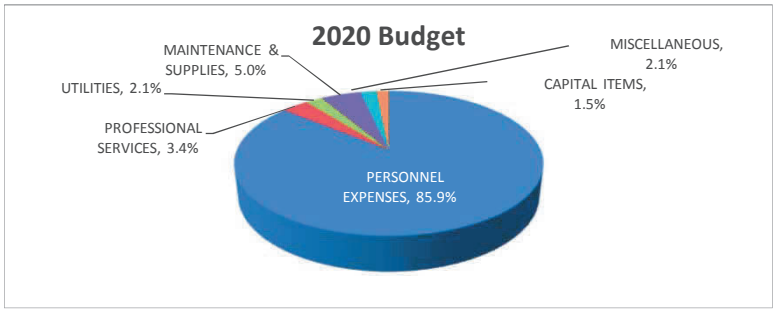
CITY OF WEST ALLIS
GENERAL FUND EXPENDITURES BY DEPARTMENT
2020 BUDGET

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
GENERAL GOVERNMENT									
Common Council	$ 242,801	$ 226,050	$ 238,322	$ 153,210	$ 212,051	$ 26,271	$ 175,141	$ (63,181)	-26.51%
Mayor	$ 126,300	$ 132,465	$ 136,932	$ 97,444	$ 137,047	$ (115)	$ 136,624	$ (308)	-0.22%
City Attorney	$ 863,255	$ 762,755	$ 908,310	$ 630,536	$ 858,758	$ 49,554	$ 866,754	$ (41,556)	-4.58%
Municipal Court	$ 547,590	$ 354,519	$ 361,426	$ 236,856	$ 334,738	$ 26,688	$ 308,655	$ (52,771)	-14.60%
City Assessor	$ 290,411	$ 342,359	$ 459,091	$ 339,291	$ 420,879	$ 38,212	$ 287,051	$ (172,040)	-37.47%
Administration	$ 209,840	$ 238,766	$ 247,986	$ 180,858	$ 248,388	$ (402)	$ 262,628	$ 14,642	5.90%
Information Technology	$ 1,929,464	$ 1,853,065	$ 1,919,758	$ 1,452,351	$ 1,961,199	$ (41,441)	$ 2,081,990	$ 162,232	8.45%
Human Resources	$ 452,773	$ 603,709	$ 598,219	$ 371,883	$ 551,204	$ 47,017	$ 600,163	$ 1,944	0.32%
Finance	$ 720,667	$ 745,980	$ 940,567	$ 546,499	$ 841,520	$ 99,047	$ 931,675	$ (8,892)	-0.95%
City Clerk	$ 416,696	$ 518,205	$ 482,921	$ 337,883	$ 503,931	$ (21,010)	$ 557,720	$ 74,799	15.49%
Promotion, Celebrations, Awards	$ 42,081	$ 54,992	$ 89,225	$ 82,551	$ 91,760	$ (2,535)	$ 72,175	$ (17,050)	-19.11%
General Fringe Benefits*, Workers Comp, Insurance	$ 1,432,989	$ 2,336,026	$ 2,412,700	$ 562,869	$ 2,207,200	$ 205,500	$ 2,583,000	$ 170,300	7.06%
Other General Government	$ 1,783,819	$ 5,730,932	$ 1,582,283	$ 711,662	$ 1,599,484	$ (17,201)	$ 1,622,250	$ 39,967	2.53%
TOTAL GENERAL GOVERNMENT	$ 9,058,685	$ 13,899,824	$ 10,377,740	$ 5,703,892	$ 9,968,159	$ 409,586	$ 10,485,826	$ 108,086	1.04%
PUBLIC SAFETY									
Police & Fire Commission	$ 34,948	$ 34,332	$ 39,200	$ 10,741	$ 39,200	$ -	$ 37,775	$ (1,425)	-3.64%
Police	$ 17,927,246	$ 18,219,498	$ 19,016,707	$ 13,219,291	$ 19,298,588	$ (281,879)	$ 19,962,670	$ 945,963	4.97%
Fire	$ 12,372,901	$ 12,273,916	$ 12,788,365	$ 8,858,149	$ 12,790,852	$ (2,487)	$ 13,329,715	$ 541,350	4.23%
Building Insp & Neighborhood Services	$ 1,179,103	$ 1,398,391	$ 1,414,677	$ 1,077,137	$ 1,488,758	$ (74,082)	$ 1,494,663	$ 79,986	5.65%
Planning	$ 420,750	$ 413,993	$ 501,278	$ 364,313	$ 526,091	$ (24,813)	$ 498,283	$ (2,995)	-0.60%
TOTAL PUBLIC SAFETY	$ 31,934,948	$ 32,340,129	$ 33,760,227	$ 23,529,632	$ 34,143,489	$ (383,261)	$ 35,323,106	$ 1,562,879	4.63%
PUBLIC WORKS									
Engineering	$ 1,102,367	$ 1,161,924	$ 1,352,928	$ 852,925	$ 1,308,864	$ 44,065	$ 1,338,504	$ (14,424)	-1.07%
Public Works	$ 8,658,640	$ 9,564,645	$ 10,905,140	$ 7,314,307	$ 10,383,738	$ 521,395	$ 10,679,342	$ (225,798)	-2.07%
TOTAL PUBLIC WORKS	$ 9,761,007	$ 10,726,569	$ 12,258,068	$ 8,167,232	$ 11,692,602	$ 565,460	$ 12,017,846	$ (240,222)	-1.96%
HEALTH, CULTURE, RECREATION									
Health Department	$ 2,112,199	$ 2,113,240	$ 2,320,478	$ 1,549,495	$ 2,136,094	$ 184,386	$ 2,313,984	$ (6,494)	-0.28%
Senior Center	$ 217,688	$ 187,400	$ 232,824	$ 178,147	$ 249,848	$ (17,026)	$ 253,061	$ 20,237	8.69%
Library	$ 2,036,157	$ 2,061,100	$ 2,293,663	$ 1,558,202	$ 2,170,429	$ 123,235	$ 2,304,677	$ 11,014	0.48%
TOTAL HEALTH, CULTURE, RECREATION	$ 4,366,043	$ 4,361,740	$ 4,846,965	$ 3,285,844	$ 4,556,371	$ 290,596	$ 4,871,722	$ 24,757	0.51%
TOTAL EXPENDITURES	$ 55,120,684	$ 61,328,262	$ 61,243,000	$ 40,686,600	$ 60,360,621	$ 882,380	$ 62,698,500	$ 1,455,500	2.38%

** City paid fringe benefit expenses for social security, medicare, pension, as well as health, dental, and life insurance are included in departmental budgets. General fringe benefits includes cost of miscellaneous benefit programs not specifically attributable to individual departments*

CITY OF WEST ALLIS
GENERAL FUND EXPENDITURES BY TYPE
2020 BUDGET

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change	% of Total
Salaries	$ 29,943,357	$ 30,355,080	$ 32,822,293	$ 22,661,423	$ 32,350,127	$ 472,166	$ 34,382,106	$ 1,559,813	4.75%	
Provisionals/Part-Time	$ 655,623	$ 655,561	$ 880,783	$ 393,835	$ 801,025	$ 79,758	$ 906,957	$ 26,174	2.97%	
Misc Other Pay	$ 651,205	$ 514,315	$ 868,298	$ 321,550	$ 495,593	$ 372,705	$ 846,426	$ (21,872)	-2.52%	
Overtime	$ 1,544,704	$ 1,636,279	$ 1,208,900	$ 1,053,546	$ 1,580,520	$ (371,620)	$ 1,295,364	$ 86,464	7.15%	
Fringe Benefits	$ 236,559	$ 1,049,940	$ 666,000	$ 391,509	$ 681,700	$ (15,700)	$ 713,000	$ 47,000	7.06%	
Payroll Taxes	$ 1,970,051	$ 1,996,014	$ 2,163,190	$ 1,461,078	$ 2,050,360	$ 112,830	$ 2,203,727	$ 40,537	1.87%	
Pension	$ 3,406,656	$ 3,412,085	$ 3,539,483	$ 2,430,945	$ 3,394,184	$ 145,299	$ 3,864,963	$ 325,480	9.20%	
Health Insurance	$ 7,114,023	$ 7,746,918	$ 8,887,432	$ 4,905,654	$ 8,374,776	$ 512,656	$ 9,019,833	$ 132,401	1.49%	
Dental Insurance	$ 438,754	$ 438,826	$ 484,324	$ 384,766	$ 526,724	$ (42,400)	$ 581,745	$ 97,421	20.11%	
Life Insurance	$ 56,840	$ 58,947	$ 60,664	$ 40,212	$ 61,676	$ (1,012)	$ 61,703	$ 1,039	1.71%	
PERSONNEL EXPENSES	**$ 46,017,771**	**$ 47,863,965**	**$ 51,581,367**	**$ 34,044,519**	**$ 50,316,685**	**$ 1,264,682**	**$ 53,875,824**	**$ 2,294,457**	**4.45%**	**85.9%**
Professional Services	$ 766,658	$ 1,044,656	$ 1,137,035	$ 953,656	$ 1,438,737	$ (297,902)	$ 1,034,203	$ (102,832)	-9.04%	
Maintenance Contracts	$ 692,284	$ 813,651	$ 925,007	$ 726,029	$ 1,037,784	$ (112,777)	$ 1,062,831	$ 137,824	14.90%	
Board of Prisoners	$ 283,361	$ 70,941	$ 60,000	$ 22,952	$ 25,000	$ 35,000	$ 10,000	$ (50,000)	-83.33%	
PROFESSIONAL SERVICES	**$ 1,742,303**	**$ 1,929,247**	**$ 2,122,042**	**$ 1,702,636**	**$ 2,501,521**	**$ (375,679)**	**$ 2,107,034**	**$ (15,008)**	**-0.71%**	**3.4%**
Utilities	$ 1,104,457	$ 1,099,250	$ 1,329,431	$ 851,582	$ 1,346,568	$ (17,137)	$ 1,332,639	$ 3,208	0.24%	
Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
UTILITIES	**$ 1,104,457**	**$ 1,099,250**	**$ 1,329,431**	**$ 851,582**	**$ 1,346,568**	**$ (17,137)**	**$ 1,332,639**	**$ 3,208**	**0.24%**	**2.1%**
Rentals	$ 14,428	$ 4,918	$ 7,720	$ 2,442	$ (54,796)	$ 62,516	$ 7,000	$ (720)	-9.33%	
Repair & Maintenance	$ 589,133	$ 659,824	$ 594,350	$ 661,569	$ 668,049	$ (73,699)	$ 657,775	$ 63,425	10.67%	
Supplies	$ 1,392,124	$ 1,648,827	$ 2,014,704	$ 1,480,791	$ 2,074,537	$ (59,833)	$ 2,114,936	$ 100,232	4.98%	
Books & Subscriptions	$ 293,789	$ 324,712	$ 332,006	$ 206,377	$ 328,221	$ 3,785	$ 301,230	$ (30,776)	-9.27%	
Advertising	$ 39,842	$ 34,535	$ 45,250	$ 22,253	$ 45,075	$ 175	$ 41,450	$ (3,800)	-8.40%	
Printing	$ 14,246	$ 13,449	$ 15,515	$ 9,112	$ 18,245	$ (2,730)	$ 20,420	$ 4,905	31.61%	
MAINTENANCE & SUPPLIES	**$ 2,343,562**	**$ 2,686,264**	**$ 3,009,545**	**$ 2,382,544**	**$ 3,079,331**	**$ (69,786)**	**$ 3,142,811**	**$ 133,266**	**4.43%**	**5.0%**
Training & Travel	$ 155,631	$ 220,090	$ 262,807	$ 158,599	$ 297,864	$ (38,857)	$ 257,368	$ (5,439)	-2.07%	
Regulatory & Safety	$ 346,624	$ 359,991	$ 333,679	$ 221,613	$ 361,289	$ (27,610)	$ 343,820	$ 10,141	3.04%	
Insurance	$ 385,185	$ 415,449	$ 458,875	$ 478,557	$ 442,519	$ 16,356	$ 515,300	$ 56,425	12.30%	
Claims/Judgments	$ 178,772	$ 103,077	$ 175,000	$ 76,316	$ 102,030	$ 72,970	$ 120,000	$ (55,000)	-31.43%	
Miscellaneous	$ 201,368	$ (55,361)	$ 22,300	$ 72,129	$ 41,300	$ (19,000)	$ 57,200	$ 34,900	156.50%	
MISCELLANEOUS	**$ 1,267,580**	**$ 1,043,247**	**$ 1,252,661**	**$ 1,007,214**	**$ 1,245,002**	**$ 3,859**	**$ 1,293,688**	**$ 41,027**	**3.28%**	**2.1%**
Capital Items	$ 1,446,192	$ 976,938	$ 1,147,954	$ 698,105	$ 1,071,513	$ 76,441	$ 146,504	$ (1,001,450)	-87.24%	
Transfers Out	$ 1,198,819	$ 5,729,350	$ 800,000	$ -	$ 800,000	$ -	$ 800,000	$ -		
CAPITAL ITEMS	**$ 2,645,011**	**$ 6,706,288**	**$ 1,947,954**	**$ 698,105**	**$ 1,871,513**	**$ 76,441**	**$ 946,504**	**$ (1,001,450)**	**-51.41%**	**1.5%**
TOTAL EXPENDITURES	$ 55,120,684	$ 61,328,262	$ 61,243,000	$ 40,686,600	$ 60,360,620	$ 882,380	$ 62,698,500	$ 1,455,500	2.38%	100%



2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

GENERAL GOVERNMENT

City of West Allis
Common Council
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 73,840	$ 72,960	$ 73,840	$ 53,960	$ 73,840	$ -	$ 100,406	$ 26,566	
Misc Other Pay	$ 300	$ -	$ 720	$ -	$ -	$ 720	$ -	$ (720)	
Payroll Taxes	$ 4,212	$ 4,420	$ 4,172	$ 3,411	$ 4,172	$ -	$ 6,507	$ 2,335	
Pension	$ 4,516	$ 4,078	$ 3,869	$ 2,827	$ 3,869	$ -	$ 5,148	$ 1,279	
Health Insurance	$ 128,200	$ 115,470	$ 122,665	$ 69,761	$ 97,614	$ 25,051	$ 34,152	$ (88,513)	
Dental Insurance	$ 9,645	$ 8,572	$ 8,350	$ 5,229	$ 8,350	$ -	$ 3,706	$ (4,644)	
Life Insurance	$ 278	$ 211	$ 201	$ 137	$ 201	$ -	$ 212	$ 11	
Utilities	$ -	$ 1,166	$ 2,280	$ 1,586	$ 2,280	$ -	$ 2,280	$ -	
Supplies	$ -	$ -	$ 125	$ -	$ 125	$ -	$ 125	$ -	
Books & Subscriptions	$ 2,627	$ 1,145	$ 250	$ 45	$ 250	$ -	$ 250	$ -	
Training & Travel	$ 19,183	$ 18,029	$ 21,850	$ 16,254	$ 21,350	$ 500	$ 22,355	$ 505	
TOTAL EXPENDITURES	$ 242,801	$ 226,050	$ 238,322	$ 153,210	$ 212,051	$ 26,271	$ 175,141	$ (63,181)	-26.51%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $26,271 under budget, resulting from healh insurance savings from new alders not enrolled in health coverage.

The 2020 Budget reflects a net decrease, due to savings in health and dental as benefits to alders changed to 50% as part of the new Total Benefit Plan. Also, there is an increase in alder salaries from $7,384 per year to $10,000 per year.

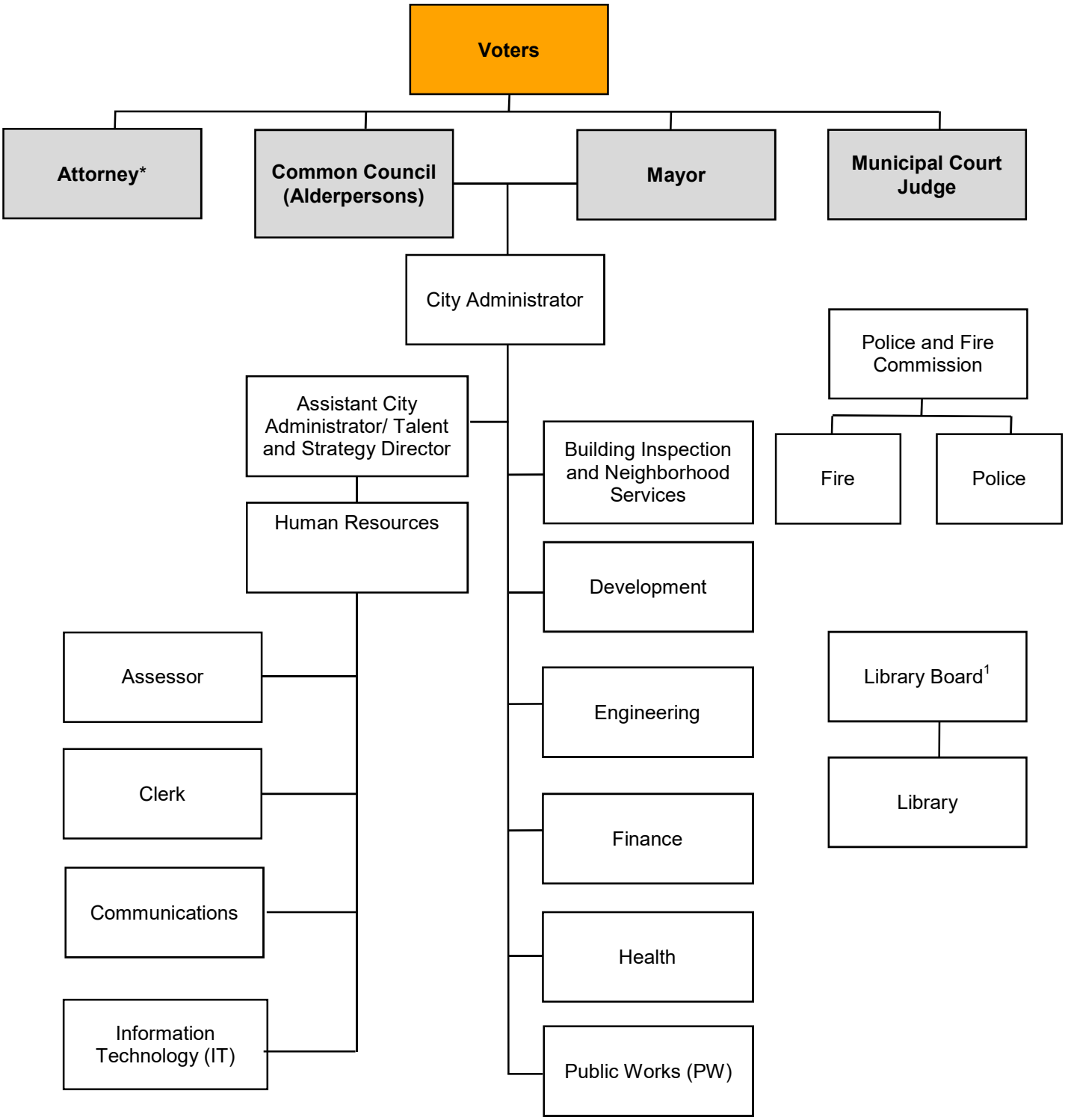
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
GENERAL FUND							
Common Council							
100-0101-511.11-01	Salary & Wages	65,385	64,780	73,840	73,840	73,840	100,406
LEVEL	TEXT			TEXT AMT			
DEPT	INCREASE FROM $7340 TO $10,000						
100-0102-511.11-01	Salary & Wages	6,467	5,907	0	0	0	0
100-0101-511.11-03	Holidays	1,809	2,087	0	0	0	0
100-0102-511.11-03	Holidays	179	185	0	0	0	0
**	Regular Employees	73,840	72,959	73,840	73,840	73,840	100,406
100-0101-511.14-13	Internet Allowance	270	0	720	0	0	0
100-0102-511.14-13	Internet Allowance	30	0	0	0	0	0
**	Misc Additional Pays	300	0	720	0	0	0
100-0101-511.21-01	Health Insurance	117,361	106,012	122,665	97,001	97,614	34,152
LEVEL	TEXT			TEXT AMT			
DEPT	BUDGET REDUCTION ($17,100) COUNCIL HEALTH/DENTAL						
100-0102-511.21-01	Health Insurance	10,840	9,458	0	0	0	0
100-0101-511.21-04	Life Insurance	250	190	201	208	201	212
100-0102-511.21-04	Life Insurance	28	21	0	0	0	0
100-0101-511.21-07	Dental Insurance	8,801	7,832	8,350	7,321	8,350	3,706
100-0102-511.21-07	Dental Insurance	844	739	0	0	0	0
**	Insurance	138,124	124,252	131,216	104,530	106,165	38,070
100-0101-511.22-01	Social Secrty-OASDI 6.2%	3,105	3,284	3,381	3,766	3,381	5,272
100-0102-511.22-01	Social Secrty-OASDI 6.2%	309	298	0	0	0	0
100-0101-511.22-02	Social Security-HI 1.45%	726	768	791	882	791	1,235
100-0102-511.22-02	Social Security-HI 1.45%	72	70	0	0	0	0
**	Payroll Taxes	4,212	4,420	4,172	4,648	4,172	6,507
100-0101-511.23-02	Retirement-Elected	4,065	3,671	3,869	3,873	3,869	5,148
100-0102-511.23-02	Retirement-Elected	451	407	0	0	0	0
**	Retirement	4,516	4,078	3,869	3,873	3,869	5,148
100-0101-511.41-06	Telephone/Internet	0	1,166	2,280	2,181	2,280	2,280
LEVEL	TEXT			TEXT AMT			
DEPT	DATA PLAN ($19X12X10)			2,280			
	ASSESS NEEDS AFTER ELECTION						
				2,280			
**	Utility Services	0	1,166	2,280	2,181	2,280	2,280
100-0101-511.51-01	Postage	0	0	25	0	25	25
100-0101-511.51-02	Office Supplies	0	0	100	0	100	100
**	General Supplies	0	0	125	0	125	125
100-0101-511.52-02	Other	2,487	1,145	250	45	250	250
100-0102-511.52-02	Other	140	0	0	0	0	0
**	Books & Periodicals	2,627	1,145	250	45	250	250
100-0101-511.56-01	Local Business Meetings	0	0	500	0	0	500
100-0101-511.56-02	Conferences & Seminars	0	0	4,300	1,593	4,300	6,000
LEVEL	TEXT			TEXT AMT			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	NATIONAL LEAGUE OF CITIES CONFERENCE						
	WI LEAGUE OF MUNICIPALITIES CONFERENCE						
	OTHER CONFERENCES						
100-0102-511.56-02	Conferences & Seminars	2,200	2,594	0	0	0	0
**	Travel	2,200	2,594	4,800	1,593	4,300	6,500
100-0101-511.57-01	Membership Dues	3,551	1,895	17,050	15,689	17,050	15,855

LEVEL	TEXT	TEXT AMT
DEPT	CAAD	1,000
	ICC	400
	PUBLIC POLICY FORUM	650
	WI LEAGUE OF MUNICIPALITIES/URBAN ALLIANCE	10,405
	NATIONAL LEAGUE OF CITIES .50	3,400
		15,855

100-0102-511.57-01	Membership Dues	13,432	13,541	0	0	0	0
**	Education & Training	16,983	15,436	17,050	15,689	17,050	15,855
***	Common Council	242,802	226,050	238,322	206,399	212,051	175,141
****	GENERAL FUND	242,802	226,050	238,322	206,399	212,051	175,141

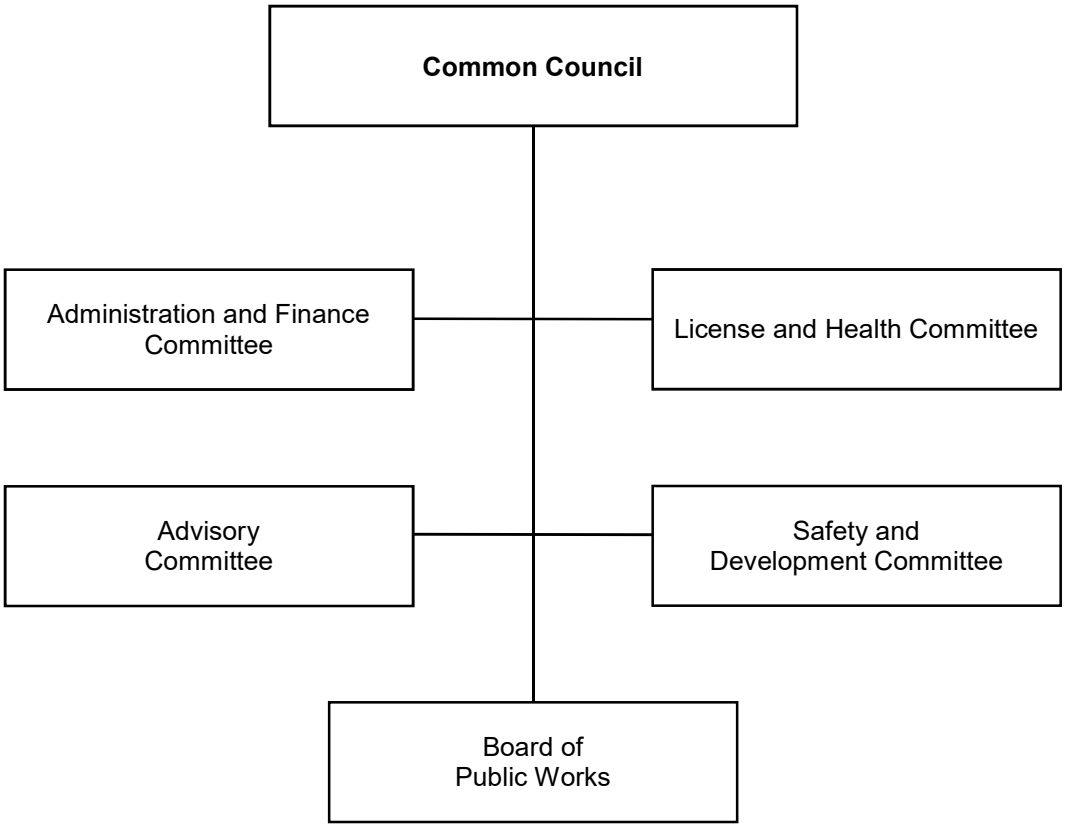
2020 ORGANIZATIONAL CHART CITY OF WEST ALLIS



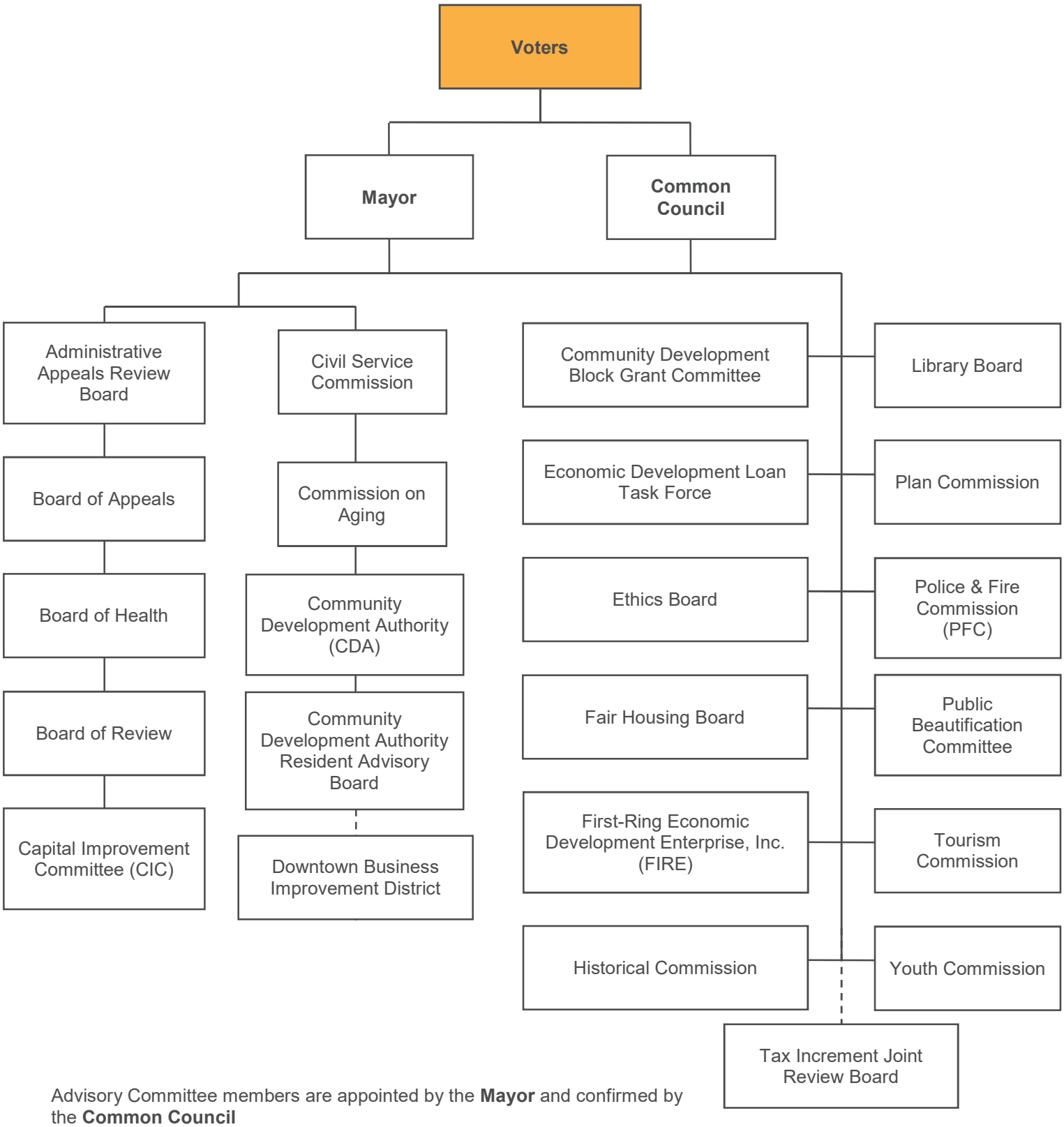
* Elected until 5/1/2020

[1] Appointed by the Mayor and confirmed by the Common Council, with policy responsibility

COUNCIL STANDING COMMITTEES



ADVISORY COMMITTEES



Advisory Committee members are appointed by the **Mayor** and confirmed by the **Common Council**

Department	Director	Fund and Dept. Group
Common Council	President Thomas Lajsic	100-01

Mission/Overview

To provide cost effective municipal services consistent with the needs and desires of the citizens of the West Allis community (residences and businesses, as well as other community stakeholders); provide for the health, safety, and welfare of the community; work towards a quality living and working environment; and oversee a positive, progressive, and creative approach to the budget, management and operations of the City.

Strategic Goals

Strategic Goal #1 – Image/Brand/Destination - The City of West Allis will become the "preferred municipality in the Milwaukee Metropolitan area, the state, and the country"* for visitors, residents and businesses through focused rebranding, marketing and promotion actions. * *as per the West Allis Vision Statement*

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Position Information

Title	Division	Number	Funding Source
Alderpersons		10	General Fund

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Legislative Body for City	*Monthly, As needed*	*State, Local*
2. Establish City Policies and Ordinances	*As Needed*	*State, Local*
3. Adopt City Budget and review/approve Budget Amendments	*Annually, As Needed*	*State, Local*
4. Oversee the administration of city government.	*Regularly, As Needed*	*State, Local*
5. Constituent Service Delivery.	*Regularly, As Needed*	*State, Local*
6. Set the direction and goals of the City.	*Regularly As Needed*	*State, Local*

City of West Allis
Mayor
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdg	2020 Budget	Change	% Change
Salaries	$ 83,966	$ 87,553	$ 88,864	$ 64,702	$ 88,864	$ -	$ 88,330	$ (534)	
Overtime	$ -	$ -	$ -	$ 172	$ 175	$ (175)	$ -	$ -	
Payroll Taxes	$ 6,203	$ 6,470	$ 6,474	$ 4,760	$ 6,474	$ -	$ 6,438	$ (36)	
Pension	$ 5,717	$ 5,869	$ 5,820	$ 4,249	$ 5,820	$ -	$ 5,963	$ 143	
Health Insurance	$ 25,042	$ 27,159	$ 29,386	$ 19,751	$ 29,386	$ -	$ 28,941	$ (445)	
Dental Insurance	$ 1,520	$ 1,529	$ 1,529	$ 1,081	$ 1,529	$ -	$ 1,580	$ 51	
Life Insurance	$ 160	$ 183	$ 184	$ 122	$ 184	$ -	$ 172	$ (12)	
Professional Services	$ -	$ 80	$ 250	$ -	$ 50	$ 200	$ 200	$ (50)	
Utilities	$ 399	$ 527	$ 425	$ 246	$ 375	$ 50	$ 350	$ (75)	
Supplies	$ 55	$ 54	$ 200	$ 21	$ 200	$ -	$ 150	$ (50)	
Books & Subscriptions	$ 23	$ -	$ 200	$ 81	$ 200	$ -	$ 100	$ (100)	
Training & Travel	$ 3,215	$ 3,042	$ 3,600	$ 2,259	$ 3,790	$ (190)	$ 4,400	$ 800	
TOTAL EXPENDITURES	$ 126,300	$ 132,465	$ 136,932	$ 97,444	$ 137,047	$ (115)	$ 136,624	$ (308)	-0.22%

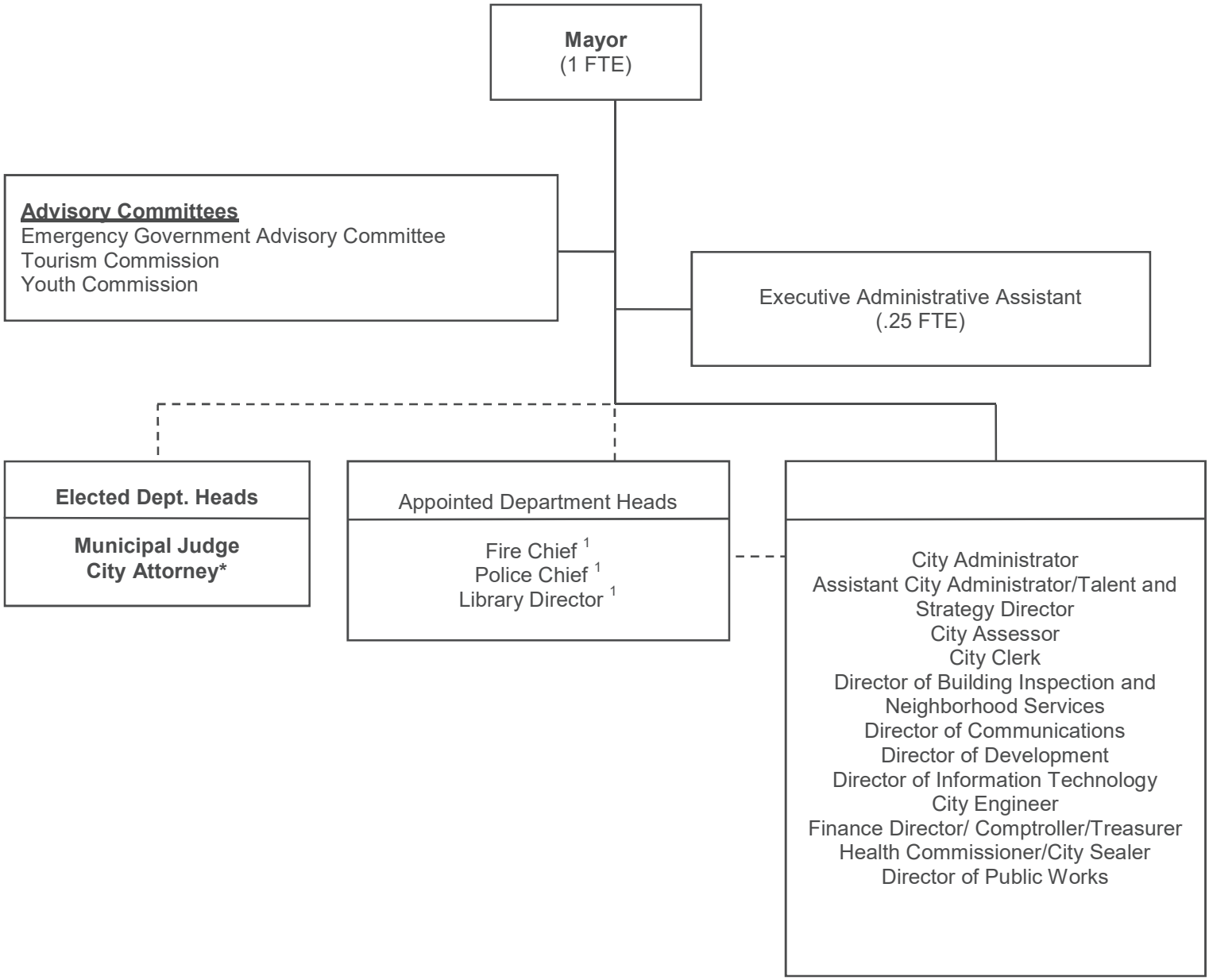
2020 BUDGET NOTES:
The current 2019 budget projection indicates the department will finish the year $115 over budget as indicated above.

The reduction in salaries and benefits in the 2020 Budget is the result of a reduction in the allocation of an Administrative position to the Mayor's Office (from 0.3 FTE to 0.25 FTE).

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Mayor							
100-0201-513.11-01	Salary & Wages	79,353	82,287	88,864	64,702	88,864	88,330
LEVEL	TEXT		TEXT AMT				
DEPT	MAYOR						
	EXECUTIVE ADM ASST .25 (DOWN FROM .30 IN 2019)						
100-0201-513.11-02	Vacation	1,626	1,929	0	0	0	0
100-0201-513.11-03	Holidays	2,560	2,976	0	0	0	0
100-0201-513.11-04	Sick Leave	150	161	0	0	0	0
100-0201-513.11-12	Comp Time Used	278	200	0	0	0	0
**	Regular Employees	83,967	87,553	88,864	64,702	88,864	88,330
100-0201-513.13-01	Overtime Pay	0	0	0	172	175	0
**	Overtime	0	0	0	172	175	0
100-0201-513.21-01	Health Insurance	25,042	27,159	29,386	19,749	29,386	28,941
100-0201-513.21-04	Life Insurance	160	183	184	122	184	172
100-0201-513.21-07	Dental Insurance	1,520	1,529	1,529	1,081	1,529	1,580
**	Insurance	26,722	28,871	31,099	20,952	31,099	30,693
100-0201-513.22-01	Social Secrty-OASDI 6.2%	5,027	5,244	5,247	3,858	5,247	5,218
100-0201-513.22-02	Social Security-HI 1.45%	1,176	1,226	1,227	903	1,227	1,220
**	Payroll Taxes	6,203	6,470	6,474	4,761	6,474	6,438
100-0201-513.23-01	Retirement-General	1,077	1,207	1,173	857	1,173	1,031
100-0201-513.23-02	Retirement-Elected	4,640	4,662	4,647	3,393	4,647	4,932
**	Retirement	5,717	5,869	5,820	4,250	5,820	5,963
100-0201-513.30-15	Youth Commission	0	80	250	0	50	200
**	Professional Services	0	80	250	0	50	200
100-0201-513.41-06	Telephone/Internet	399	527	425	246	375	350
**	Utility Services	399	527	425	246	375	350
100-0201-513.51-01	Postage	55	35	100	21	100	50
100-0201-513.51-02	Office Supplies	0	18	100	0	100	100
**	General Supplies	55	53	200	21	200	150
100-0201-513.52-02	Other	23	0	200	81	200	100
**	Books & Periodicals	23	0	200	81	200	100
100-0201-513.56-01	Local Business Meetings	336	161	600	374	600	1,000
100-0201-513.56-02	Conferences & Seminars	2,879	2,881	3,000	1,695	3,000	3,400
**	Travel	3,215	3,042	3,600	2,069	3,600	4,400
100-0201-513.57-02	Registration Fees	0	0	0	190	190	0
**	Education & Training	0	0	0	190	190	0
***	Mayor	126,301	132,465	136,932	97,444	137,047	136,624

MAYOR



[1] Reports directly to Police & Fire Commission and Library Board respectively.
* Appointed effective 5/1/20

Note: Solid lines indicate lines of people and program authority; dashed lines indicate lines of administrative and financial authority.

CITY FUNDED FTES: 1.25

MAYOR BUSINESS PLAN

Department	Director	Fund and Dept. Group
Mayor	Mayor Dan Devine	100-02

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Position Information

Title	Division	Number	Funding Source
Mayor		1	General Fund
Executive Administrative Assistant		.25	General Fund

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Oversee the operations of City Departments.	*Regularly, As Needed*	*State, Local*
2. Ensure compliance with City Ordinances.	*Regularly, As Needed*	*State, Local*
3. Chief Spokesperson for City.	*As Needed*	*State, Local*
4. Intergovernmental Relations.	*Regularly, As Needed*	*State, Local*
5. Present Recommended Budget to Council.	*Annually*	*State, Local*
6. Appointments to City Boards, Commissions, Committees and Authorities.	*Regularly, As Needed*	*State, Local*

City of West Allis
City Attorney
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 487,794	$ 395,317	$ 482,248	$ 417,656	$ 462,000	$ 20,248	$ 511,876	$ 29,628	
Provisionals/Part-Time	$ 16,016	$ 35,016	$ 15,000	$ (70,082)	$ 15,000	$ -	$ 20,439	$ 5,439	
Misc Other Pay	$ 1,603	$ 718	$ 1,000	$ 90	$ 1,000	$ -	$ -	$ (1,000)	
Overtime	$ -	$ 2,558	$ -	$ 444	$ 600	$ (600)	$ -	$ -	
Payroll Taxes	$ 38,197	$ 32,818	$ 37,293	$ 26,132	$ 36,632	$ 661	$ 39,982	$ 2,689	
Pension	$ 33,443	$ 26,552	$ 31,587	$ 21,974	$ 31,074	$ 513	$ 34,552	$ 2,965	
Health Insurance	$ 60,035	$ 51,943	$ 83,937	$ 41,984	$ 61,586	$ 22,353	$ 70,899	$ (13,038)	
Dental Insurance	$ 5,241	$ 4,032	$ 5,427	$ 2,901	$ 3,900	$ 1,527	$ 4,762	$ (665)	
Life Insurance	$ 1,302	$ 941	$ 918	$ 590	$ 918	$ -	$ 994	$ 76	
Professional Services	$ 14,291	$ 93,573	$ 50,000	$ 97,597	$ 127,000	$ (77,000)	$ 40,000	$ (10,000)	
Maintenance Contracts	$ 21,350	$ 2,165	$ 2,500	$ 2,574	$ 3,000	$ (500)	$ 2,750	$ 250	
Supplies	$ 2,084	$ 1,471	$ 2,800	$ 1,663	$ 1,500	$ 1,300	$ 1,800	$ (1,000)	
Books & Subscriptions	$ 6,690	$ 5,317	$ 12,000	$ 5,629	$ 6,500	$ 5,500	$ 10,000	$ (2,000)	
Training & Travel	$ 5,035	$ 5,977	$ 8,100	$ 4,576	$ 5,518	$ 2,582	$ 8,200	$ 100	
Claims/Judgments	$ 169,020	$ 103,913	$ 175,000	$ 76,316	$ 102,030	$ 72,970	$ 120,000	$ (55,000)	
Capital Items	$ 1,154	$ 446	$ 500	$ 442	$ 500	$ -	$ 500	$ -	
TOTAL EXPENDITURES	$ 863,255	$ 762,755	$ 908,310	$ 630,536	$ 858,758	$ 49,554	$ 866,754	$ (41,556)	-4.58%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $49,552 under budget. While professional services for outside legal services have gone over budget, they are offset by lower than budgeted claims paid, as well as some salary and health insurance savings due to vacancies.

The proposed 2020 budget is $41,556 lower than the 2019 budget, due to a reduction in the amount budgeted for claims. The City's claims experience is difficult to predict as historically it varies from year-to-year. The 2020 budget includes an estimate for an average claims year. In the event claims exceed this average in 2020, additional funding will need to be identified at that time.

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
City Attorney							
100-0301-516.11-01	Salary & Wages	432,887	342,052	482,248	337,538	462,000	511,876
100-0301-516.11-02	Vacation	26,405	24,540	0	0	0	0
100-0301-516.11-03	Holidays	20,396	17,010	0	0	0	0
100-0301-516.11-04	Sick Leave	7,573	10,742	0	0	0	0
100-0301-516.11-06	Funeral Leave	0	973	0	0	0	0
100-0301-516.11-07	Jury Duty	453	0	0	0	0	0
100-0301-516.11-12	Comp Time Used	80	0	0	0	0	0
**	Regular Employees	487,794	395,317	482,248	337,538	462,000	511,876
100-0301-516.12-01	Salary & Wages	16,016	35,016	15,000	10,035	15,000	20,439
**	Provisional Employees-PT	16,016	35,016	15,000	10,035	15,000	20,439
100-0301-516.13-01	Overtime Pay	0	2,558	0	444	600	0
**	Overtime	0	2,558	0	444	600	0
100-0301-516.14-10	Car Allowance	1,603	718	1,000	90	1,000	0
**	Misc Additional Pays	1,603	718	1,000	90	1,000	0
100-0301-516.21-01	Health Insurance	60,035	51,943	83,937	41,986	61,586	70,899
100-0301-516.21-04	Life Insurance	1,302	941	918	590	918	994
100-0301-516.21-07	Dental Insurance	5,241	4,032	5,427	2,901	3,900	4,762
**	Insurance	66,578	56,916	90,282	45,477	66,404	76,655
100-0301-516.22-01	Social Secrty-OASDI 6.2%	30,960	26,598	30,224	21,179	29,563	32,404
100-0301-516.22-02	Social Security-HI 1.45%	7,237	6,220	7,069	4,953	7,069	7,578
**	Payroll Taxes	38,197	32,818	37,293	26,132	36,632	39,982
100-0301-516.23-01	Retirement-General	25,117	22,264	31,587	15,983	24,074	25,585
100-0301-516.23-02	Retirement-Elected	8,326	4,288	0	5,990	7,000	8,967
**	Retirement	33,443	26,552	31,587	21,973	31,074	34,552
100-0302-516.30-05	Legal/Litigation	7,361	12,590	20,000	7,749	4,000	15,000
100-0302-516.30-16	Outside Legal Counsel	6,930	80,983	30,000	89,848	123,000	25,000
**	Professional Services	14,291	93,573	50,000	97,597	127,000	40,000
100-0302-516.32-01	Computer Equip/Software	0	2,165	2,500	2,574	3,000	2,750
100-0301-516.32-04	Other	21,350	0	0	0	0	0
**	Maintenance Contracts	21,350	2,165	2,500	2,574	3,000	2,750
100-0301-516.51-01	Postage	1,416	829	1,800	657	630	1,000

LEVEL DEPT	TEXT	TEXT AMT
	ORIG BUDGET REQUEST	1,500
	BUDGET BALANCING ADJUSTMENT	500-
		1,000

100-0301-516.51-02	Office Supplies	668	642	1,000	436	870	800
100-0302-516.51-11	Computers & Related Equip	0	0	0	570	0	0
**	General Supplies	2,084	1,471	2,800	1,663	1,500	1,800
100-0303-516.52-01	Subscriptions	6,690	5,317	12,000	5,629	6,500	10,000
**	Books & Periodicals	6,690	5,317	12,000	5,629	6,500	10,000
100-0301-516.56-01	Local Business Meetings	621	437	600	124	450	600
100-0304-516.56-02	Conferences & Seminars	1,849	3,054	4,000	1,865	2,200	4,000
**	Travel	2,470	3,491	4,600	1,989	2,650	4,600
100-0301-516.57-01	Membership Dues	1,945	1,195	2,000	1,997	1,968	2,100
100-0304-516.57-02	Registration Fees	620	1,290	1,500	590	900	1,500

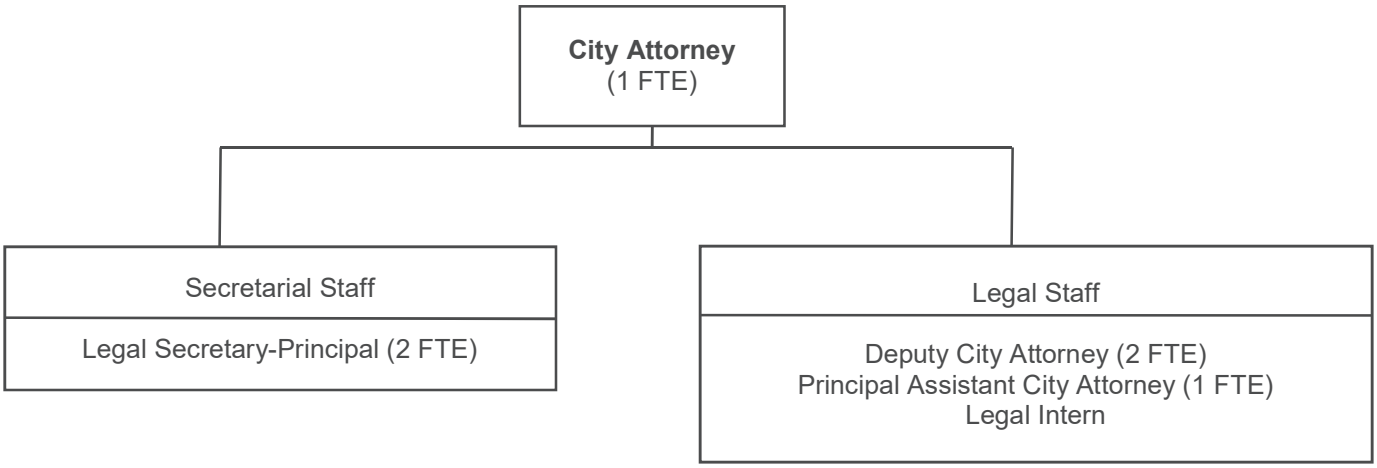
PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Education & Training	2,565	2,485	3,500	2,587	2,868	3,600
100-0302-516.58-01	Certification-Permits-Lic	0	0	0	50	0	0
**	Regulatory Expenses	0	0	0	50	0	0
100-0302-516.61-02	Claims	166,791	103,713	150,000	74,286	100,000	100,000

LEVEL	TEXT	TEXT AMT
DEPT	ORIGINAL BUDGET REQUEST	150,000
	BUDGET BALANCING ADJUSTMENT	50,000-
		100,000

100-0302-516.61-03	Judgments/Awards	2,229	200	25,000	2,030	2,030	20,000
**	Insurance	169,020	103,913	175,000	76,316	102,030	120,000
100-0301-516.70-01	Furniture & Fixtures	1,154	446	500	442	500	500
**	Capital Items	1,154	446	500	442	500	500
***	City Attorney	863,255	762,756	908,310	630,536	858,758	866,754

ATTORNEY



CITY FUNDED FTES: 6.0

Department	Director	Fund and Dept. Group
City Attorney	Kail Decker	100-03

Mission/Overview

The City Attorney's Office is committed to providing excellent legal services to meet the needs of the City of West Allis, consistent with the highest professional and ethical standards, with the goal of protecting an advancing the City's interests in serving the people of West Allis. The legal services include advocating, defending, and prosecuting on behalf of the City's interests; providing oral and written advice on legal issues; preparing documents to implement official City actions; and managing risks to prevent losses to the City.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Prosecuting municipal code violations	N/A	Number of cases properly prosecuted to a conclusion of dismissal or conviction	0	2-7
2. Advocate and resolve labor related matters	N/A	Number of matters properly resolved through negotiation and litigation	0	5-1; 5-2; 5-6
3. Formulate permanent solutions to long-term nuisance issues	N/A	Reduction in chronic matters that negatively affect the city	0	2-3; 2-6; 2-7
4. Reduce use of outside counsel	N/A	Reduce the percentage of cases referred to outside counsel	0	4-2
5. Redraft municipal code	N/A	Presentation of code updates and changes	0	2-1; 5-1; 5-2; 5-5
6. Increase responsiveness to department/official inquiries	N/A	Rate of reduction in time to respond to department/official inquiries	0	5-2; 5-4

Position Information

Title	Division	Number	Funding Source
City Attorney	N/A	1 FTE	General Fund
Deputy City Attorney	N/A	2 FTE	General Fund
Principal Assistant City Attorney	N/A	1 FTE	General Fund
Principal Legal Secretary	N/A	2 FTE	General Fund
Legal Intern	N/A	~0.5 FTE	General Fund

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
None				

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Represent City in litigation, negotiations, administrative matters, public hearings, and media	*daily*	*Yes*
2. Advise elected and appointed officials, employees, and citizen boards	*daily*	*Yes*
3. Implement balanced risk management techniques to avoid unnecessary liability	*daily*	*Yes*
4. Maintain qualify of municipal code for clarity, internal consistency, and enforceability	*as needed*	*Yes*
5. Continually improve department processes to ensure efficient utilization of legal authority	*as needed*	*Yes*

Strategic Plan Progress		
2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
Create a culture of innovation and continuous improvement (SA 5-1)	*Number of Lean Projects completed outside of the lean training*	
1.Website revised to provide more detail	Amount of additional information and pages	3-5
2. Established new licensing standards	L&H handling of new and existing licenses	4-6; 5-2
3. Improve collections on debt	Rate of collection on all debt	4-1
4. Attorney proficiency and cross-training	Varying projects handled by all attorneys	5-1
5. Improved internal communication/coordination	Regular bi-weekly internal meetings	5-1
2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Same as performance measures		

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES	
Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.	
Description	Related to which Strategic Plan Action and Costs/Savings
1. New initiatives will not require additional resources	

REVENUES
Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No
If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS
Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No
If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

City of West Allis
Municipal Court
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 190,750	$ 194,079	$ 195,104	$ 143,713	$ 196,700	$ (1,596)	$ 199,506	$ 4,402	
Provisionals/Part-Time	$ -	$ 15,074	$ 22,152	$ 11,367	$ 30,313	$ (8,161)	$ 13,050	$ (9,102)	
Overtime	$ 5,200	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Payroll Taxes	$ 14,643	$ 15,462	$ 16,402	$ 11,559	$ 16,402	$ -	$ 15,964	$ (438)	
Pension	$ 13,401	$ 14,001	$ 14,231	$ 10,256	$ 14,231	$ -	$ 14,348	$ 117	
Health Insurance	$ 26,556	$ 28,719	$ 31,177	$ 20,981	$ 31,177	$ -	$ 31,944	$ 767	
Dental Insurance	$ 2,055	$ 2,028	$ 2,028	$ 1,436	$ 2,028	$ -	$ 2,166	$ 138	
Life Insurance	$ 683	$ 854	$ 910	$ 642	$ 910	$ -	$ 1,023	$ 113	
Professional Services	$ 240	$ -	$ 2,000	$ 1,050	$ 2,000	$ -	$ 4,050	$ 2,050	
Maintenance Contracts	$ 6,663	$ 9,137	$ 10,632	$ 9,956	$ 10,632	$ -	$ 9,209	$ (1,423)	
Board of Prisoners	$ 283,361	$ 70,941	$ 60,000	$ 22,952	$ 25,000	$ 35,000	$ 10,000	$ (50,000)	
Repair & Maintenance	$ -	$ -	$ 1,000	$ -	$ 500	$ 500	$ 3,000	$ 2,000	
Supplies	$ 3,239	$ 3,350	$ 3,200	$ 1,712	$ 3,200	$ -	$ 1,800	$ (1,400)	
Books & Subscriptions	$ -	$ -	$ 150	$ -	$ -	$ 150	$ 150	$ -	
Training & Travel	$ 800	$ 875	$ 1,940	$ 1,231	$ 1,145	$ 795	$ 1,945	$ 5	
Capital Items	$ -	$ -	$ 500	$ -	$ 500	$ -	$ 500	$ -	
TOTAL EXPENDITURES	$ 547,590	$ 354,519	$ 361,426	$ 236,856	$ 334,738	$ 26,688	$ 308,655	$ (52,771)	-14.60%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $26,688 under budget, largely due to the decrease in Board of Prisoners fees paid which resulted from a procedural change in which the Municipal Court no longer refers commitments to the House of Corrections for outstanding amounts owed. The projected overage in the salaries category is a result of the mid-year performance increase which was budgeted in the Fringe Benefits Department as a city-wide amount, rather than in each department. This overage is covered by funds available in the Fringe Benefits budget.

The 2020 Budget includes a further reduction in Board of Prisoners expenses.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Municipal Court							
100-0401-512.11-01	Salary & Wages	160,345	172,202	195,104	143,713	196,700	199,506
100-0401-512.11-02	Vacation	13,052	12,880	0	0	0	0
100-0401-512.11-03	Holidays	7,549	8,068	0	0	0	0
100-0401-512.11-04	Sick Leave	9,506	0	0	0	0	0
100-0401-512.11-06	Funeral Leave	0	300	0	0	0	0
100-0401-512.11-08	Injury Time-Workers Comp	0	142	0	0	0	0
100-0401-512.11-12	Comp Time Used	297	488	0	0	0	0
**	Regular Employees	190,749	194,080	195,104	143,713	196,700	199,506
100-0401-512.12-01	Salary & Wages	0	15,074	22,152	11,366	30,313	13,050
**	Provisional Employees-PT	0	15,074	22,152	11,366	30,313	13,050
100-0401-512.13-01	Overtime Pay	5,200	0	0	0	0	0
**	Overtime	5,200	0	0	0	0	0
100-0401-512.21-01	Health Insurance	26,556	28,719	31,177	20,983	31,177	31,944
100-0401-512.21-04	Life Insurance	683	854	910	642	910	1,023
100-0401-512.21-07	Dental Insurance	2,055	2,028	2,028	1,436	2,028	2,166
**	Insurance	29,294	31,601	34,115	23,061	34,115	35,133
100-0401-512.22-01	Social Secrty-OASDI 6.2%	11,868	12,531	13,293	9,368	13,293	12,938
100-0401-512.22-02	Social Security-HI 1.45%	2,776	2,931	3,109	2,191	3,109	3,026
**	Payroll Taxes	14,644	15,462	16,402	11,559	16,402	15,964
100-0401-512.23-01	Retirement-General	8,884	9,463	9,706	6,955	9,706	9,637
100-0401-512.23-02	Retirement-Elected	4,517	4,538	4,525	3,301	4,525	4,711
**	Retirement	13,401	14,001	14,231	10,256	14,231	14,348
100-0401-512.30-02	Consultants	240	0	0	0	0	0
100-0401-512.30-04	Other	0	0	2,000	1,050	2,000	4,050
**	Professional Services	240	0	2,000	1,050	2,000	4,050
100-0401-512.32-01	Computer Equip/Software	6,663	9,137	10,632	9,956	10,632	9,209
**	Maintenance Contracts	6,663	9,137	10,632	9,956	10,632	9,209
100-0401-512.35-01	Board of Prisoners	283,361	70,941	60,000	22,952	25,000	10,000
**	Board of Prisoners	283,361	70,941	60,000	22,952	25,000	10,000
100-0401-512.44-01	Office Furniture & Equip	0	0	1,000	0	500	3,000

LEVEL	TEXT	TEXT AMT
DEPT	JUDGE OFFICE FURNITURE & EQUIPMENT	7,000
	BUDGET BALANCING ADJUSTMENT	4,000-
		3,000

**	Repair & Maintenance	0	0	1,000	0	500	3,000
100-0401-512.51-01	Postage	2,961	3,059	2,500	863	2,500	1,200

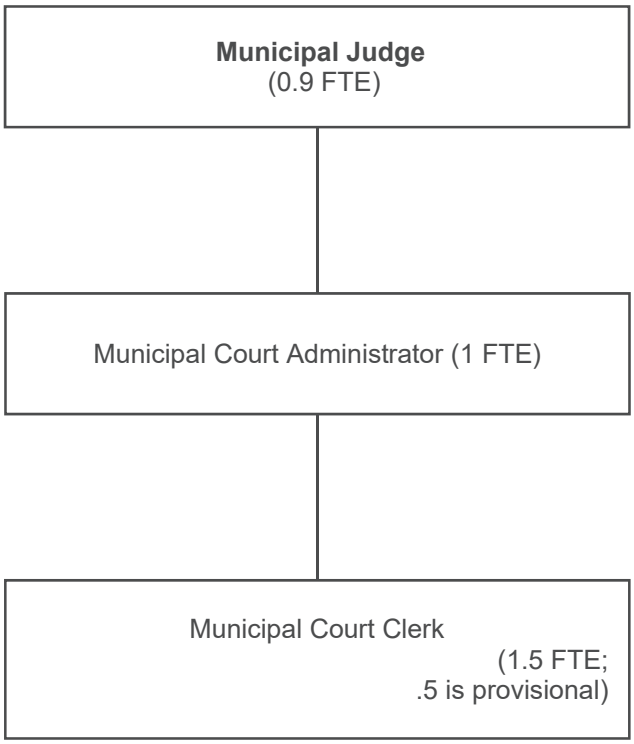
LEVEL	TEXT	TEXT AMT
DEPT	ORIG BUDGET REQUEST	3,000
	BUDGET BALANCING ADJUSTMENT	1,800-
		1,200

100-0401-512.51-02	Office Supplies	278	291	700	0	700	600
100-0401-512.51-11	Computers & Related Equip	0	0	0	849	0	0
**	General Supplies	3,239	3,350	3,200	1,712	3,200	1,800

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-0401-512.52-01	Subscriptions	0	0	150	0	0	150
**	Books & Periodicals	0	0	150	0	0	150
100-0401-512.56-01	Local Business Meetings	0	0	100	0	50	100
100-0401-512.56-02	Conferences & Seminars	0	75	1,000	386	250	1,000
**	Travel	0	75	1,100	386	300	1,100
100-0401-512.57-01	Membership Dues	800	800	840	845	845	845
**	Education & Training	800	800	840	845	845	845
100-0401-512.70-01	Furniture & Fixtures	0	0	500	0	500	500
**	Capital Items	0	0	500	0	500	500
***	Municipal Court	547,591	354,521	361,426	236,856	334,738	308,655

MUNICIPAL COURT



CITY FUNDED FTES: 3.25

MUNICIPAL COURT BUSINESS PLAN

Department	Director	Fund and Dept. Group
Municipal Court	Judge Paul M. Murphy	100-04

Mission/Overview

The Mission of the Municipal Court is to hear and adjudicate, together with the community at large, cases within the court's jurisdictional limits in a judicious and timely manner and assist in improving safety in the public interests of the residents of the City of West Allis. The Municipal Court administers justice and holds individuals accountable for their actions.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. House of Correction	Cancelled approx.. 2,035 commitments	Complete	100%
2. Assist City Atty's w/judgments	Continual Process		Reduce by 20%
3. Prompt Process of Cases	Reducing Adjournments and phone calls		75%
4. Court Website	Phone calls reduced and active processes		50%
5. Correspondence through email	Less time on phone and mailing of papers. Less postage and envelopes being used		50%

Position Information

Title	Division	Number	Funding Source
Municipal Judge		1	General Fund
Court Administrator		1	General Fund
Court Clerk II – Certified		1	General Fund
Court Administrative Support		1	General Fund

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
None				

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Open Records	*Daily*	*State/Local*
2. State Debt Collection	*Daily*	*State*
3. Tax Intercept	*Daily*	*State*
4. Records to the Dept of Transportation	*Daily*	*State/Local*
5. Correspondence	*Daily*	*Local*

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1. Complete process to not use House of Correction		X
2. Addition to Court Staff	Remain current on task at hand	X
3. Work with state to complete SDC process	Implemented necessary direction	1-3
4. Cancellation of warrant bureau	Utilizing resource and working efficiently	1-1, 1-2, 1-3
5.		

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	Measurement/KPI	Strategic Action #
1. Continually research documents for warrants		
2. Efficient service to the public		
3. Redesign website	Work in progress	
4. Forms now online; no need to print		

MUNICIPAL COURT BUSINESS PLAN

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES	
Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.	
Description	Related to which Strategic Plan Action and Costs/Savings
1. Work well with what we currently have	
2.	
3.	
4.	
5.	

REVENUES
Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No
If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS
Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No
If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

City of West Allis
City Assessor
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 167,453	$ 127,115	$ 172,937	$ 96,160	$ 132,157	$ 40,780	$ 179,162	$ 6,225	
Misc Other Pay	$ 278	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Overtime	$ 1,201	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Payroll Taxes	$ 12,654	$ 9,612	$ 12,891	$ 7,086	$ 12,891	$ -	$ 13,360	$ 469	
Pension	$ 9,261	$ 8,509	$ 11,327	$ 6,298	$ 11,327	$ -	$ 12,093	$ 766	
Health Insurance	$ 33,850	$ 27,298	$ 45,906	$ 20,514	$ 28,998	$ 16,908	$ 41,759	$ (4,147)	
Dental Insurance	$ 2,389	$ 1,369	$ 2,352	$ 1,131	$ 2,352	$ -	$ 2,552	$ 200	
Life Insurance	$ 175	$ 166	$ 187	$ 126	$ 187	$ -	$ 290	$ 103	
Professional Services	$ 45,527	$ 146,997	$ 167,570	$ 185,282	$ 205,671	$ (38,101)	$ 8,000	$ (159,570)	
Maintenance Contracts	$ 10,839	$ 11,528	$ 12,380	$ 11,138	$ 12,380	$ -	$ 12,515	$ 135	
Utilities	$ (3)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Repair & Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ 500	$ 500	
Supplies	$ 2,506	$ 4,091	$ 20,750	$ 3,688	$ 5,000	$ 15,750	$ 5,200	$ (15,550)	
Books & Subscriptions	$ 3,534	$ 4,116	$ 7,321	$ 6,127	$ 7,321	$ -	$ 5,880	$ (1,441)	
Printing	$ -	$ -	$ 50	$ -	$ 50	$ -	$ 2,500	$ 2,450	
Training & Travel	$ 432	$ 1,518	$ 5,050	$ 1,741	$ 2,175	$ 2,875	$ 1,930	$ (3,120)	
Regulatory & Safety	$ 315	$ 40	$ 370	$ -	$ 370	$ -	$ 310	$ (60)	
Capital Items	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000	$ 1,000	
TOTAL EXPENDITURES	$ 290,411	$ 342,359	$ 459,091	$ 339,291	$ 420,879	$ 38,212	$ 287,051	$ (172,040)	-37.47%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $38,212 under budget as indicated above. The overage in Professional Services reflects payments for contracted assessment services, and is offset by salary savings and health insurance savings of an unfilled Appraiser position. Savings in the Supplies category was for postage, which was included in the contract for assessment services.

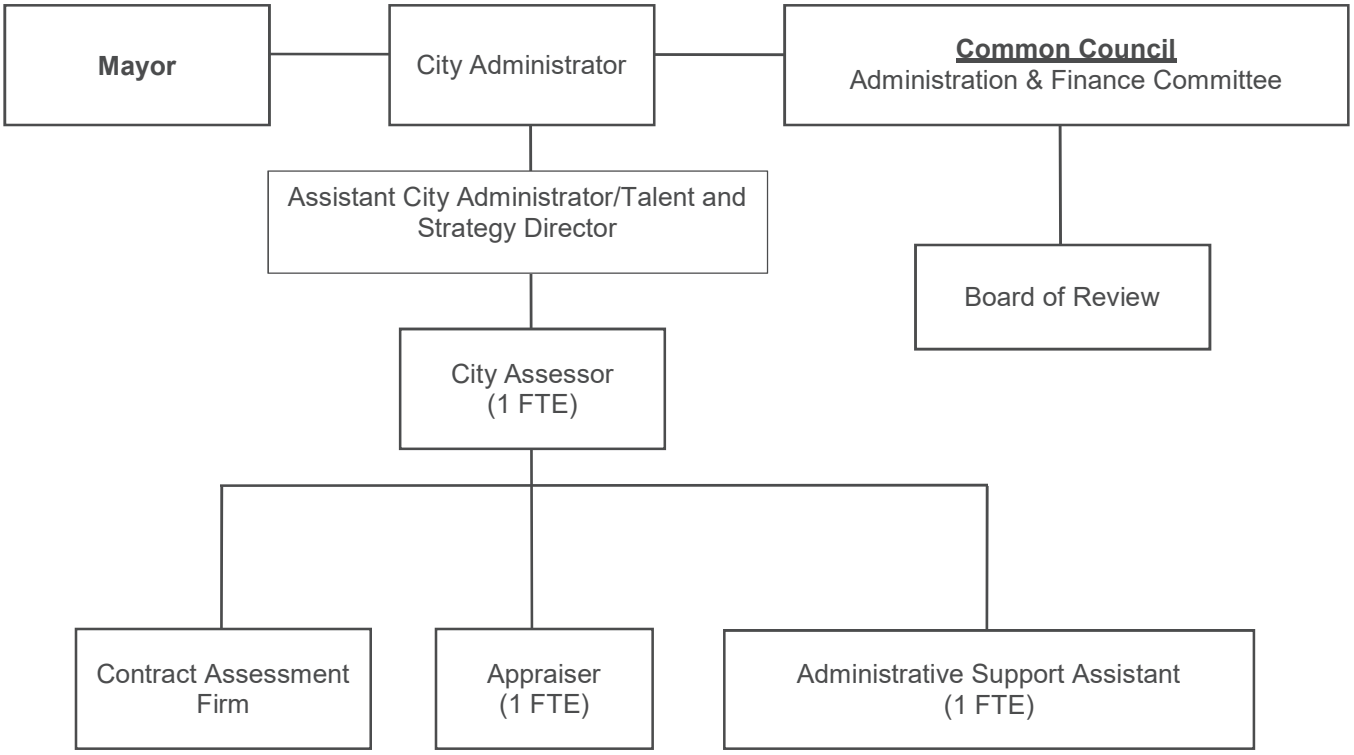
The decrease in Professional Services for the 2020 Budget reflects the postponement of a planned Residential Revaluation due to budgetary constraints. Should additional capacity be realized this should be one of the areas to restore funding.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
City Assessor							
100-0501-517.11-01	Salary & Wages	111,121	108,424	172,937	96,160	132,157	179,162
LEVEL	TEXT		TEXT AMT				
DEPT	DELAY HIRING OF APPRAISER ($78K) UNTIL 5/1/20						
	-INCLUDES REDUCTIONS OF:						
	SALARY-$12,432						
	HEALTH INS-$5,267						
	LIFE INS-$48						
	DENTAL INS-$421						
	FICA-$771						
	MEDICARE-$180						
	WRS-$839						
	TOTAL BUDGET BALANCING ADJUSTMENT = ($19,958)						
100-0501-517.11-02	Vacation	5,958	6,235	0	0	0	0
100-0501-517.11-03	Holidays	5,710	5,757	0	0	0	0
100-0501-517.11-04	Sick Leave	43,263	6,699	0	0	0	0
100-0501-517.11-12	Comp Time Used	1,401	0	0	0	0	0
**	Regular Employees	167,453	127,115	172,937	96,160	132,157	179,162
100-0501-517.13-01	Overtime Pay	1,201	0	0	0	0	0
**	Overtime	1,201	0	0	0	0	0
100-0501-517.14-10	Car Allowance	278	0	0	0	0	0
**	Misc Additional Pays	278	0	0	0	0	0
100-0501-517.21-01	Health Insurance	33,850	27,298	45,906	20,513	28,998	41,759
100-0501-517.21-04	Life Insurance	175	166	187	126	187	290
100-0501-517.21-07	Dental Insurance	2,389	1,369	2,352	1,131	2,352	2,552
**	Insurance	36,414	28,833	48,445	21,770	31,537	44,601
100-0501-517.22-01	Social Secrty-OASDI 6.2%	10,255	7,790	10,448	5,743	10,500	10,828
100-0501-517.22-02	Social Security-HI 1.45%	2,398	1,822	2,443	1,343	2,391	2,532
**	Payroll Taxes	12,653	9,612	12,891	7,086	12,891	13,360
100-0501-517.23-01	Retirement-General	9,261	8,509	11,327	6,299	11,327	12,093
**	Retirement	9,261	8,509	11,327	6,299	11,327	12,093
100-0501-517.30-02	Consultants	40,923	40,833	1,000	0	0	1,500
LEVEL	TEXT		TEXT AMT				
DEPT	MARKET DRIVE CONSULTANTS						
100-0501-517.30-04	Other	4,604	106,163	166,570	185,283	205,671	6,500
LEVEL	TEXT		TEXT AMT				
DEPT	.5 YEAR RESIDENTIAL REVALUATION (JUNE START)		170,000				
	DOR MFG		6,500				
	BUDGET BALANCING ADJUSTMENT		170,000-				
			6,500				
**	Professional Services	45,527	146,996	167,570	185,283	205,671	8,000
100-0501-517.32-01	Computer Equip/Software	642	1,264	1,515	199	1,515	1,515
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	NCSS ANNUAL FEE			215			
	APEX SKETCH V6 UPGRADE AND ADD LICENSE			1,300			
				1,515			
100-0501-517.32-04	Other	10,197	10,264	10,865	10,939	10,865	11,000
LEVEL	TEXT		TEXT AMT				
DEPT	MARKET DRIVE MAINTENANCE			11,000			
				11,000			
**	Maintenance Contracts	10,839	11,528	12,380	11,138	12,380	12,515
100-0501-517.41-06	Telephone/Internet	3-	0	0	0	0	0
**	Utility Services	3-	0	0	0	0	0
100-0501-517.44-01	Office Furniture & Equip	0	0	0	0	0	500
**	Repair & Maintenance	0	0	0	0	0	500
100-0501-517.51-01	Postage	2,371	3,711	18,000	3,687	4,000	4,000
LEVEL	TEXT		TEXT AMT				
DEPT	ORIG BUDGET REQUEST			6,000			
	BUDGET BALANCING ADJUSTMENT			2,000-			
				4,000			
100-0501-517.51-02	Office Supplies	136	380	2,750	0	1,000	1,200
**	General Supplies	2,507	4,091	20,750	3,687	5,000	5,200
100-0501-517.52-01	Subscriptions	1,519	110	1,410	1,205	1,410	880
100-0501-517.52-02	Other	2,015	4,006	5,911	4,922	5,911	5,000
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET REQUEST			5,300			
	BUDGET BALANCING ADJUSTMENT			300-			
				5,000			
**	Books & Periodicals	3,534	4,116	7,321	6,127	7,321	5,880
100-0501-517.55-01	In-house (Print Shop)	0	0	0	0	50	2,500
100-0501-517.55-02	Out-sourced	0	0	50	0	0	0
**	Printing	0	0	50	0	50	2,500
100-0501-517.56-02	Conferences & Seminars	101	794	1,330	424	260	240
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET REQUEST			1,330			
	BUDGET BALANCING ADJUSTMENT			1,090-			
				240			
**	Travel	101	794	1,330	424	260	240
100-0501-517.57-01	Membership Dues	331	603	925	1,265	1,265	940
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET REQUEST			975			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	BUDGET BALANCING ADJUSTMENT			35-940			
100-0501-517.57-02	Registration Fees	0	121	2,795	52	650	750
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET REQUEST			2,795			
	BUDGET BALANCING ADJUSTMENT			2,045-750			
**	Education & Training	331	724	3,720	1,317	1,915	1,690
100-0501-517.58-01	Certification-Permits-Lic	315	40	370	0	370	310
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET REQUEST			390			
	BUDGET BALANCING ADJUSTMENT			80-310			
**	Regulatory Expenses	315	40	370	0	370	310
100-0501-517.70-01	Furniture & Fixtures	0	0	0	0	0	1,000
**	Capital Items	0	0	0	0	0	1,000
***	City Assessor	290,411	342,358	459,091	339,291	420,879	287,051

ASSESSOR



CITY FUNDED FTES: 3.0

Department	Director	Fund and Dept. Group
Assessor	Jason Williams	General Fund 100-04

Mission/Overview

Vision: The Assessor's Office strives to ensure uniformity of assessments and a fair and equitable distribution of the tax burden to the taxpayers of West Allis.

Overview: The Assessor's Office is responsible for the discovery, listing, and valuation of all taxable property within the City, review and approval of property tax exemption requests, maintenance of ownership information, and conducting all process related to property valuation, including tax appeals. Duties are performed in accordance with Chapter 70 of the Wisconsin State Statutes and the Wisconsin Property Assessment Manual.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Maintain level of assessment within statutory requirements through market based adjustments or revaluations		Between 90% and 110% of estimated fair market value		Every year, otherwise conduct a revaluation
2. Improve uniformity of assessments		Establish and then maintain a Coefficient of Dispersion of 15% or less and Price-Related Differential from 98% to 103%		Every year, otherwise conduct market update or revaluation
3. Documentation of all assessed value changes		Requests-for-Review, Open Book appointments, Board of Review cases		All changes
4. Defend all assessed values		Board of Review and Circuit Court activity		As needed

Position Information

Title	Division	Number	Funding Source
City Assessor		1.0	General Fund
Appraiser (funded for 9 months(		1.0	General Fund
Administrative Support Assistant		1.0	General Fund

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
None for 2020				

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Annual Assessor Requirements, including the discovery, listing, and valuing of properties, review records and values related to building activity.	*Annually*	*Chapter 70*
2. Revaluation Requirements	*Periodically*	*Chapter 70*
3. Review local tax appeals, educate and assist public in tax appeal rights, and defend values during open book and at board of review.	*Annually*	*Chapter 70*
4. Public Relations: internal/external (realtors, appraisers, business owners, taxpayers)	*Annually*	*None*
5. Inter-Department RE Consultant	*Annually*	*None*

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
Create a culture of innovation and continuous improvement (SA 5-1)	*Number of Lean Projects completed outside of the lean training*	
1. Completion and transition away from Hybrid Approach to assessment services	Return to partial in-house staff by hiring an appraiser.	5-5
2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Revaluation of residential properties	Establish equitable distribution of tax burden between commercial and residential properties and uniformity of residential assessments	Goal #4

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. Begin work on the 2021 residential revaluation	Goal #4 see additional information for details on cost

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

If yes, please note the details here: The department does not generate revenue

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

Request for Information was sent to Grota Appraisals and Tyler Technologies for a 2021 residential revaluation with work beginning summer of 2020. To date they have not responded with budget estimates. However, Mark Link gave a verbal estimated of $1,000,000 or more for a complete residential revaluation. This would likely be phased out over a 3-year period. Based on that verbal estimate that would equate to $170,000 for 2020 revaluation work (July – December) or $28,000 per month. The commercial revaluation work was invoiced at $22,000 per month as a point of reference.

City of West Allis
City Administrative
Office 2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 144,584	$ 171,039	$ 172,187	$ 125,844	$ 172,187	$ -	$ 184,523	$ 12,336	
Misc Other Pay	$ 125	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Overtime	$ -	$ -	$ -	$ 402	$ 402	$ (402)	$ -	$ -	
Payroll Taxes	$ 11,987	$ 12,579	$ 12,915	$ 9,314	$ 12,915	$ -	$ 13,722	$ 807	
Pension	$ 10,941	$ 11,200	$ 11,278	$ 8,240	$ 11,278	$ -	$ 12,455	$ 1,177	
Health Insurance	$ 33,107	$ 35,227	$ 38,428	$ 25,798	$ 38,428	$ -	$ 40,518	$ 2,090	
Dental Insurance	$ 2,094	$ 2,127	$ 2,151	$ 1,520	$ 2,151	$ -	$ 2,279	$ 128	
Life Insurance	$ 284	$ 349	$ 377	$ 254	$ 377	$ -	$ 406	$ 29	
Professional Services	$ -	$ -	$ -	$ 3,663	$ -	$ -	$ -	$ -	
Maintenance Contracts	$ (688)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Utilities	$ 354	$ 231	$ 250	$ 169	$ 250	$ -	$ 250	$ -	
Supplies	$ 549	$ 375	$ 600	$ 484	$ 600	$ -	$ 425	$ (175)	
Books & Subscriptions	$ 514	$ 127	$ 900	$ 74	$ 900	$ -	$ 500	$ (400)	
Training & Travel	$ 5,849	$ 5,491	$ 8,900	$ 5,096	$ 8,900	$ -	$ 7,550	$ (1,350)	
Capital Items	$ 141	$ 20	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL EXPENDITURES	$ 209,840	$ 238,766	$ 247,986	$ 180,858	$ 248,388	$ (402)	$ 262,628	$ 14,642	5.90%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $402 over budget as indicated above due to overtime related to Community Improvement Foundation special events (Fundraising Gala and Breakfast of Thanks and Giving).

A partial portion of the increase in salaries and benefits in the 2020 Budget is the result of a change in the allocation of an Administrative position between the Mayor's Office and the City Administrative Office (from 0.70 FTE to 0.75 FTE).

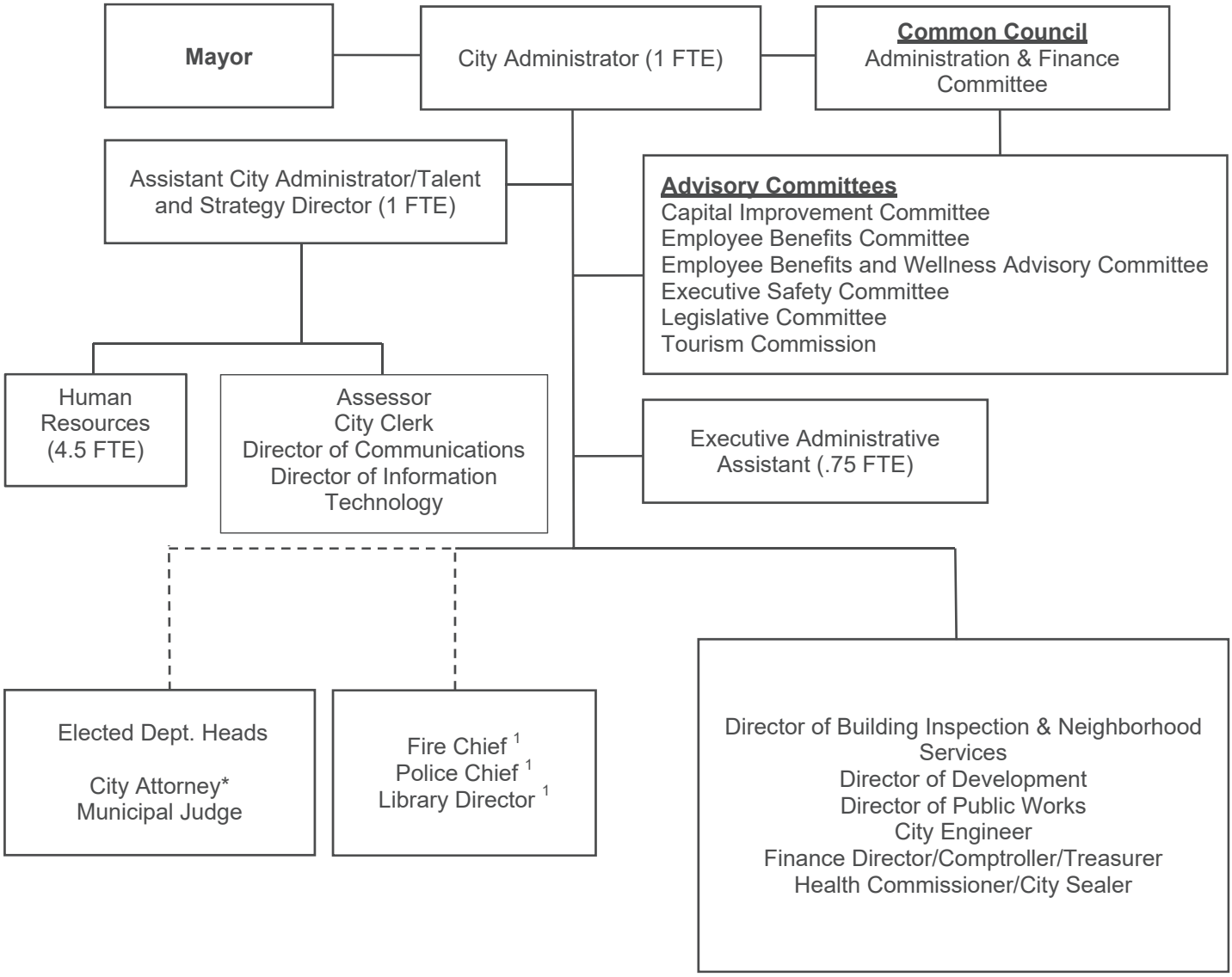
Funding (~$18,600) for a shared intern was removed due to the budget constraints.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
City Administrative Office							
100-1001-513.11-01	Salary & Wages	141,516	149,522	172,187	125,844	172,187	184,523
LEVEL	TEXT		TEXT AMT				
DEPT	EXECUTIVE ADM ASSISTANT .75 (WAS .70 IN 2019 PARTIAL BASIS FOR INCREASE IN SALARIES AND BENEFITS)						
100-1003-513.11-01	Salary & Wages	1,355-	0	0	0	0	0
100-1001-513.11-02	Vacation	13,875	14,673	0	0	0	0
100-1003-513.11-02	Vacation	1,022-	0	0	0	0	0
100-1001-513.11-03	Holidays	7,615	7,755	0	0	0	0
100-1003-513.11-03	Holidays	312-	0	0	0	0	0
100-1001-513.11-04	Sick Leave	929	616	0	0	0	0
100-1001-513.11-07	Jury Duty	0	251	0	0	0	0
100-1001-513.11-12	Comp Time Used	1,252	706	0	0	0	0
100-1003-513.11-12	Comp Time Used	430-	0	0	0	0	0
100-1001-513.11-21	Trans Payroll pct- budget	17,484-	2,484-	0	0	0	0
**	Regular Employees	144,584	171,039	172,187	125,844	172,187	184,523
100-1001-513.12-01	Prov. Salary & Wages	0	0	0	0	0	0
LEVEL	TEXT		TEXT AMT				
DEPT	NO FUNDING FOR ADM INTERN-REDUCTIONS OF: WAGES-$17,328 FICA-$-1,074 WRS-$251 TOTAL BUDGET BALANCING ADJUSTMENT = $(18,653)						
**	Provisional Employees-PT	0	0	0	0	0	0
100-1001-513.13-01	Overtime Pay	0	0	0	402	402	0
LEVEL	TEXT		TEXT AMT				
DEPT	GALA AND BREAKFAST OF THANKS AND GIVING						
**	Overtime	0	0	0	402	402	0
100-1001-513.14-10	Car Allowance	125	0	0	0	0	0
**	Misc Additional Pays	125	0	0	0	0	0
100-1001-513.21-01	Health Insurance	33,373	35,227	38,428	25,797	38,428	40,518
100-1003-513.21-01	Health Insurance	266-	0	0	0	0	0
100-1001-513.21-04	Life Insurance	301	349	377	253	377	406
100-1003-513.21-04	Life Insurance	17-	0	0	0	0	0
100-1001-513.21-07	Dental Insurance	2,111	2,127	2,151	1,520	2,151	2,279
100-1003-513.21-07	Dental Insurance	17-	0	0	0	0	0
**	Insurance	35,485	37,703	40,956	27,570	40,956	43,203
100-1001-513.22-01	Social Secrty-OASDI 6.2%	9,923	10,180	10,467	7,549	10,467	11,121
100-1003-513.22-01	Social Secrty-OASDI 6.2%	208-	0	0	0	0	0
100-1001-513.22-02	Social Security-HI 1.45%	2,321	2,399	2,448	1,765	2,448	2,601
100-1003-513.22-02	Social Security-HI 1.45%	49-	0	0	0	0	0
**	Payroll Taxes	11,987	12,579	12,915	9,314	12,915	13,722
100-1001-513.23-01	Retirement-General	11,170	11,200	11,278	8,240	11,278	12,455
100-1003-513.23-01	Retirement-General	229-	0	0	0	0	0
**	Retirement	10,941	11,200	11,278	8,240	11,278	12,455

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1003-513.30-13	Leases	0	0	0	3,663	0	0
**	Professional Services	0	0	0	3,663	0	0
100-1001-513.32-04	Other	25	0	0	0	0	0
100-1003-513.32-04	Other	713-	0	0	0	0	0
**	Maintenance Contracts	688-	0	0	0	0	0
100-1001-513.41-06	Telephone/Internet	0	0	250	0	250	250
100-1002-513.41-06	Telephone/Internet	249	231	0	169	0	0
100-1003-513.41-06	Telephone/Internet	105	0	0	0	0	0
**	Utility Services	354	231	250	169	250	250
100-1001-513.51-01	Postage	287	104	100	179	100	25
100-1001-513.51-02	Office Supplies	143	272	500	306	500	300
100-1003-513.51-02	Office Supplies	212	0	0	0	0	0
100-1001-513.51-09	Other	0	0	0	0	0	100
100-1003-513.51-09	Other	93-	0	0	0	0	0
**	General Supplies	549	376	600	485	600	425
100-1001-513.52-01	Subscriptions	0	174	200	0	200	0
100-1001-513.52-02	Other	514	47-	700	74	700	500
**	Books & Periodicals	514	127	900	74	900	500
100-1001-513.56-01	Local Business Meetings	290	0	500	136	500	350
100-1001-513.56-02	Conferences & Seminars	3,578	3,482	6,000	2,833	6,000	4,500
**	Travel	3,868	3,482	6,500	2,969	6,500	4,850
100-1001-513.57-01	Membership Dues	1,942	2,008	2,400	2,073	2,345	2,700
100-1001-513.57-02	Registration Fees	40	0	0	55	55	0
**	Education & Training	1,982	2,008	2,400	2,128	2,400	2,700
100-1001-513.70-01	Furniture & Fixtures	0	20	0	0	0	0
100-1003-513.70-03	Equipment	141	0	0	0	0	0
**	Capital Items	141	20	0	0	0	0
***	City Administrative Office	209,842	238,765	247,986	180,858	248,388	262,628

CITY ADMINISTRATION



[1] Reports directly to Police & Fire Commission and Library Board respectively.

Note: Solid lines indicate lines of people and program authority; dashed lines indicate lines of administrative and financial authority.

*Appointed effective 05/01/20

CITY FUNDED FTES: 7.25

Department	Director	Fund and Dept. Group
City Administrator	Rebecca Grill, City Administrator	100-10

Mission/Overview

The City Administration Office exist to oversee city operations, implement Common Council policies and directives, and to ensure that the City of West Allis fulfills its vision of "*The City of West Allis will provide a living and working environment throughout the community that is focused on providing its citizens and businesses a coordinated, efficient, effective, and responsive level of services. The City of West Allis will make this community the preferred municipality in the Milwaukee metropolitan area, the state, and the country.*"

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Strategic Planning	Number of Strategic Plan Action Items in Progress and Completed	20 Total	27 Total
2. Innovation/Continuous Improvement	Number of Employees who completed Lean Training; Number of Citizen facing processes streamlined/operational analysis and review completed	122 Total 3 in progress	150 Total 10 Total
3. Policy, Procedure and Ordinance Updates	Number of Policies, Procedures and Ordinance Updates	2018 – 31 1-3Q 2019 - 38	40
4. Organizational Development	a. Number of Classes CVMIC Classes Taken; b. Increase awareness of organizational operations, processes and programs – number of employee sharing and feedback meetings, etc. c. Onboarding and Recruiting Process timeline and content d. Technological Competency of Employees e. Satisfaction with Internal Service Delivery	a. 2018 – 1014 1-3Q 2019 – 1288 b. Launch West Allis Cares, 20 Quarterly Feedback Sessions; 6 Department Meetings; 11 Employee Ride Alongs; 6 City Wide Resource Committee Meetings; 4 Leader/Supervisor Training Opportunities; 10 Executive Leadership Staff Meetings; c. 61 days d. Launch NHGO Program e. Internal Services Survey	a. 1300 b. 2 West Allis Cares Programs; 10 Department Meetings, 12 Quarterly sessions; 5 Employee Ride Alongs; 6 City Wide Resource Committee Meetings; 4 Leader/Supervisor Training Opportunities; 10 Executive Leadership Staff Meetings; 360 reviews as part of annual performance review process c. 42 days (SHRM avg); New Onboarding Program and full implementation and use of Neogov Onboarding Module d. 6 Lunch and Learns with Technology Focus e. TBD

5. Community Relations	a. Number of Citizens Information Sharing Opportunities (Citizen 101; Town Halls, etc.) b. Citizen Satisfaction with City Services, Communication and Engagement	a. 1 b. Complete City Wide Citizen Survey; Business Focus Groups (Pending with BID)	a. 3 b. Service Delivery Interaction Surveys
6. Emergency Government	a. Number of Employees trained within 6 months of hire b. Number of Emergency Government Advisory Meetings Held c. Number of Departments with Continuity of Operations Plan /Emergency Government Plan d. Up to date Ordinance and Policies e. Number of People signed up to Civic Ready	a. 75% b. 0 c. 3 d. – e. In progress	a. 100% b. 2 c. 6 d. Complete Ordinance and policy review and update e. 5000
7. Risk Management	a. Workers Comp Claims b. Risk Management Focus Initiatives	a. Reduction of 25% from 2018 b. Identified Priorities	a. Reduce by 5% b. Complete 5 initiatives

Position Information

Title	Division	Number	Funding Source
City Administrator		1	General Fund
Executive Administrative Assistant		.75	General Fund
Assistant City Administrator/Talent and Strategy Director and HR staff – see HR business plan		See HR Budget	See HR Budget

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Daily Direction and Operation of the City	*Daily*	*Local*
2. Organizational Development, Leadership, and Team Building	*Daily*	*Local*
3. Innovation, Continuous Improvement/Change Management	*Daily*	*Local*
4. Strategic Planning, Mission, Vision, and Purpose	*Daily*	*Local*
5. Media Relations, Tourism and Marketing, Community Relations	*Daily*	*Local*
6. Legislative and Intergovernmental Relation Activities and Elected Officials Support	*Daily*	*Local*
7. Emergency Government Support	*As Needed*	*Local*
8. Risk Management	*Daily*	*Local*
9. Collective Bargaining	*As Needed*	*Local*
10. Crisis Management – Prevention and Mitigation	*Daily*	*Local*
11. See Human Resources Business Plan	*Daily*	*Local*

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1. Farmer's Market – Brand and 100th Anniversary	Launch of Brand and Event	1-5
2. Volunteer Policy	Adoption and Implementation; Increased usage of volunteers; number of volunteers	3
3. Employee Engagement Survey	Overall Score	5
4. Online Calendar sync with Legislative Reference Center	One location for meeting and event information	3,5
5. 1st Annual Score Corp Awards/Employee Picnic	Event Participation	5
6. Artscape Grant Program	Initial Steps toward murals contract	1,2,3

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	Measurement/KPI	Strategic Action #
1. Events Process, Permitting and Licensing	Number of Events; Streamlined Process Approval	1,2,3
2. Strategic Plan Alignment Check	Review and Revise Strategic Plan based on Citizen Survey Responses and Recalibration Event	All
3. Citizen 101	Develop and Launch Citizen 101 Program	3
4. Virtual City Hall Software Selection	Selected and Implement Software	3,5
5. Work to reduce the costs for publications	Reduction in money spent	4
6. Artscape Grant Program	5-7 Murals	1,2,3
7. Reduction/Consolidation of Printers	Cost reduction	4
8. Facilitate Collaboration between citizen facing service delivery departments	Strengthen, expand, streamline, eliminate duplication of service delivery	3,4,5
9. Facilitate Streamlining of Inspection processes amongst departments	Streamline, eliminate duplication of city staff trips to same locations	3,4,5
10. Implement Ideation/Process Improvement/Cross functional team workshops and activities	Continuous Improvement. Streamlining, etc.	3,4,5
11. Oversee Structural Deficit Action Team	Work with team to develop and recommend viable options for Council consideration and if adopted work with departments to successfully implement	3, 4, 5

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. Utilize Code Program to assist with the amending and updating the Policy and Procedure Manual	Minimal Adoption cost likely absorbed through reduction of overall costs for code program
2. Implement use of Boards and Commissions in the Granicus/Legistar Program	Will assist in Citizen Engagement and information provided for citizen committees and members; will streamline and reduce staff time needed for the tracking of members; $6,000
3. Virtual City Hall Software	TBD

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

City of West Allis
Information Technology
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 675,104	$ 797,264	$ 853,327	$ 626,722	$ 853,327	$ -	$ 885,845	$ 32,518	
Provisionals/Part-Time	$ 46,879	$ 18,416	$ -	$ -	$ -	$ -	$ -	$ -	
Misc Other Pay	$ 11,511	$ 11,294	$ 500	$ 4,351	$ 6,350	$ (5,850)	$ 6,076	$ 5,576	
Overtime	$ 4,811	$ 4,366	$ 7,500	$ 352	$ 5,000	$ 2,500	$ 3,380	$ (4,120)	
Payroll Taxes	$ 55,383	$ 61,693	$ 63,474	$ 46,395	$ 63,474	$ -	$ 66,235	$ 2,761	
Pension	$ 46,946	$ 54,466	$ 56,385	$ 41,268	$ 56,385	$ -	$ 60,399	$ 4,014	
Health Insurance	$ 135,170	$ 182,543	$ 213,061	$ 144,232	$ 213,061	$ -	$ 220,291	$ 7,230	
Dental Insurance	$ 9,069	$ 10,724	$ 10,434	$ 9,380	$ 10,434	$ -	$ 14,268	$ 3,834	
Life Insurance	$ 1,738	$ 1,939	$ 2,097	$ 1,414	$ 2,097	$ -	$ 2,163	$ 66	
Professional Services	$ 195,412	$ 159,870	$ 175,150	$ 133,811	$ 175,150	$ -	$ 229,083	$ 53,933	
Maintenance Contracts	$ 265,371	$ 318,844	$ 321,630	$ 323,790	$ 402,396	$ (80,766)	$ 452,100	$ 130,470	
Utilities	$ 30,468	$ 26,990	$ 29,500	$ 22,413	$ 29,500	$ -	$ 30,000	$ 500	
Repair & Maintenance	$ 8,037	$ 8,488	$ 6,900	$ 18,809	$ 20,000	$ (13,100)	$ 19,000	$ 12,100	
Supplies	$ 11,451	$ 3,795	$ 6,300	$ 57,511	$ 61,025	$ (54,725)	$ 43,800	$ 37,500	
Books & Subscriptions	$ 102	$ 105	$ 200	$ 25	$ 200	$ -	$ 500	$ 300	
Training & Travel	$ 24,654	$ 35,988	$ 41,700	$ 13,255	$ 43,200	$ (1,500)	$ 28,250	$ (13,450)	
Regulatory & Safety	$ -	$ 72	$ -	$ -	$ -	$ -	$ 600	$ 600	
Miscellaneous	$ -	$ 119	$ 100	$ -	$ 100	$ -	$ -	$ (100)	
Capital Items	$ 407,357	$ 156,087	$ 131,500	$ 8,621	$ 19,500	$ 112,000	$ 20,000	$ (111,500)	
TOTAL EXPENDITURES	$ 1,929,464	$ 1,853,065	$ 1,919,758	$ 1,452,351	$ 1,961,199	$ (41,441)	$ 2,081,990	$ 162,232	8.45%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the dpeartment will finish the year $41,441 over budget due to higher than expected Maintenance Contracts, Repair & Maintenance, Supplies, and Training & Travel, which is partially offset by a savings of Capital Items. The 2020 Budget is approximately $100,000 higer than the 2019 Budget due mainly to an increase in Professional Services and pay and benefits.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
GENERAL FUND							
Information Technology							
100-1101-517.11-01	Salary & Wages	448,219	579,997	715,631	715,191	715,631	885,845
100-1102-517.11-01	Salary & Wages	114,929	117,889	137,696	139,708	137,696	0
100-1101-517.11-02	Vacation	30,008	36,311	0	0	0	0
100-1102-517.11-02	Vacation	13,258	11,621	0	0	0	0
100-1101-517.11-03	Holidays	23,827	31,104	0	0	0	0
100-1102-517.11-03	Holidays	6,272	6,345	0	0	0	0
100-1101-517.11-04	Sick Leave	34,086	6,252	0	0	0	0
100-1102-517.11-04	Sick Leave	821	207	0	0	0	0
100-1101-517.11-06	Funeral Leave	711	893	0	0	0	0
100-1102-517.11-06	Funeral Leave	0	1,098	0	0	0	0
100-1101-517.11-12	Comp Time Used	4,329	7,427	0	0	0	0
100-1102-517.11-12	Comp Time Used	609	460	0	0	0	0
100-1101-517.11-21	Trans Payroll pct- budget	1,963-	2,340-	0	0	0	0
**	Regular Employees	675,106	797,264	853,327	854,899	853,327	885,845
100-1101-517.12-01	Prov. Salary & Wages	46,879	18,416	0	0	0	0
**	Provisional Employees-PT	46,879	18,416	0	0	0	0
100-1101-517.13-01	Overtime Pay	3,233	4,366	7,000	667	5,000	3,380

LEVEL	TEXT	TEXT AMT
DEPT	REDUCED BUDGET BY $1,500 FROM 2019 T0 2020	6,000
	1101 ACCT HAD $7K, 1102 ACCT HAD $500	
	BUDGET BALANCING REDUCTION TO OT INCLUDES:	
	OT-$2,636	
	FICA-$163	
	MEDICARE-$38	
	WRS-$178	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(3,015)	
		6,000

100-1102-517.13-01	Overtime Pay	1,578	0	500	0	0	0
**	Overtime	4,811	4,366	7,500	667	5,000	3,380
100-1101-517.14-02	Task Rate	27	79	0	0	0	0
100-1101-517.14-04	Watch Duty	5,560	5,560	0	5,560	5,560	5,576
100-1102-517.14-04	Watch Duty	5,515	5,180	0	290	290	0
100-1101-517.14-10	Car Allowance	409	475	500	303	500	500
**	Misc Additional Pays	11,511	11,294	500	6,153	6,350	6,076
100-1101-517.21-01	Health Insurance	90,055	134,973	161,590	153,244	161,590	220,291
100-1102-517.21-01	Health Insurance	45,116	47,570	51,471	48,966	51,471	0
100-1101-517.21-04	Life Insurance	1,306	1,425	1,548	1,575	1,548	2,163
100-1102-517.21-04	Life Insurance	432	514	549	550	549	0
100-1101-517.21-07	Dental Insurance	6,665	8,372	8,082	10,901	8,082	14,268
100-1102-517.21-07	Dental Insurance	2,404	2,352	2,352	2,352	2,352	0
**	Insurance	145,978	195,206	225,592	217,588	225,592	236,722
100-1101-517.22-01	Social Secrty-OASDI 6.2%	36,562	41,748	43,221	43,269	43,221	53,680
100-1102-517.22-01	Social Secrty-OASDI 6.2%	8,324	8,252	8,222	7,989	8,222	0
100-1101-517.22-02	Social Security-HI 1.45%	8,551	9,763	10,108	10,119	10,108	12,555

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1102-517.22-02	Social Security-HI 1.45%	1,947	1,930	1,923	1,869	1,923	0
**	Payroll Taxes	55,384	61,693	63,474	63,246	63,474	66,235
100-1101-517.23-01	Retirement-General	37,136	44,857	47,333	47,068	47,333	60,399
100-1102-517.23-01	Retirement-General	9,809	9,610	9,052	9,151	9,052	0
**	Retirement	46,945	54,467	56,385	56,219	56,385	60,399
100-1101-517.30-02	Consultants	3,999	1,500	3,000	4,372	4,400	15,000

LEVEL	TEXT	TEXT AMT
DEPT	MARCO/ESG TELEPHONE SUPPORT	8,000
	SPECIALIZED DEVELOPER HELP	11,000
	EMERGENCY BP LOGIX CONSULTATION	1,000
	IN 2019 THESE EXPENSES WERE SPREAD ACROSS THE	
	FOLLOWING ACCOUNTS:	
	100-1101-517.30-02 ($3K)	
	100-1101-517.30-41 ($7K)	
	100-1104-517.30-02 ($2K)	
	100-1104-517.30-41 ($3K)	
	ADDED $5K EXTRA FOR 2020 FOR SPECIALIZED	
	DEVELOPER NEEDS (.NET; MARKETDRIVE, HTE/PRINTING)	
	BUDGET BALANCING ADJUSTMENT	5,000-
		15,000

100-1102-517.30-02	Consultants	0	0	0	170	170	0
100-1104-517.30-02	Consultants	0	1,350	2,000	1,788	2,000	0

LEVEL	TEXT	TEXT AMT
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO THE 1101 ACCT	

100-1101-517.30-04	Other	0	21	0	0	0	74,083

LEVEL	TEXT	TEXT AMT
DEPT	OASIS RADIO SYSTEM	86,184
	ASSUMES WE STILL HAVE 399 RADIOS AT $18/MONTH	
	LOOKING TO PURSUE A MOBILE PHONE OPTION FOR DPW.	
	FUNDING FOR TH SOLUTION WOULD NEED TO COME FROM	
	THIS ACCOUNT	
	BUDGET BALANCING ADJUSTMENT	9,901-
		76,283

100-1101-517.30-12	Monthly Subscriptions	7,949	8,936	10,150	8,931	0	0
100-1101-517.30-13	Leases	145,842	138,269	150,000	126,713	150,000	140,000

LEVEL	TEXT	TEXT AMT
DEPT	PRINTER LEASE AGREEMENT	150,000
	COULD BE LESS BASED ON PRINTER CONSOLIDATION	
	EFFORT	
	BUDGET BALANCING ADJUSTMENT	10,000-
		140,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1101-517.30-14	Yearly Subscriptions	37,623	0	0	4,229	5,280	0
100-1104-517.30-14	Yearly Subscriptions	0	0	0	3,300	3,300	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO THE 1101 ACCT						
100-1101-517.30-41	Hourly	0	0	7,000	7,071	7,000	0
100-1104-517.30-41	Hourly	0	9,794	3,000	0	3,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUT WAS MOVED TO THE 1101 ACCT						
**	Professional Services	195,413	159,870	175,150	156,574	175,150	229,083
100-1101-517.32-01	Computer Equip/Software	169,134	193,040	200,000	293,230	260,000	452,100

LEVEL	TEXT	TEXT AMT
DEPT	ESRI & BENTLY (MOVED FROM 100-1102-517.32-01)	57,000
	MITEL SWA (MOVED FROM 100-1104-517.32-01)	7,500
	BARRACUDA (FOR 2020, UPGRADE NEEDED SO 7K XTRA)	22,000
	BP LOGIX	19,000
	PALO ALTO	15,000
	GO DADDY WILD CARD CERT	1,100
	SCALE SUPPORT	15,000
	EXACQVISION LICENSES	6,000
	PRTG NETWORK MONITOR	1,600
	WEBROOT ANTIVIRUS (NEW CONTRACT IN 2020 NEEDED)	8,000
	DOCUWARE	12,000
	FORMSPRINT	1,200
	PAPERCUT	2,000
	FARONICS DEEP FREEZE	2,200
	HTE	153,000
	NOVATIME	6,000
	CAL AMP GPS TRACKING (WAS IN 100-1102-517.70-08)	35,000
	DROPBOX (DROPPED FROM $7K DUE TO ONE DRIVE COMING)	2,000
	.GOV DOMAIN REGISTRATION	500
	NETMOTION	1,700
	BOMGAR	3,500
	SCALE SUPPORT - PD	11,000
	UPS MAINTENANCE (CITY HALL AND PD)	12,000
	HTE CHARGEBACK FROM UTILITIES	56,000-
	MISC OTHER SMALLER SOFTWARE MAINTENANCE	2,300
	MICROSOFT O365 G1 LICENSING	55,000
	ASSETWORKS ANNUAL MAINTENANCE FEES	55,500
		451,100

100-1102-517.32-01	Computer Equip/Software	5,180	51,838	54,000	51,725	54,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO THE 1101 ACCT						
100-1104-517.32-01	Computer Equip/Software	32,063-	6,933	7,000	0	7,000	0

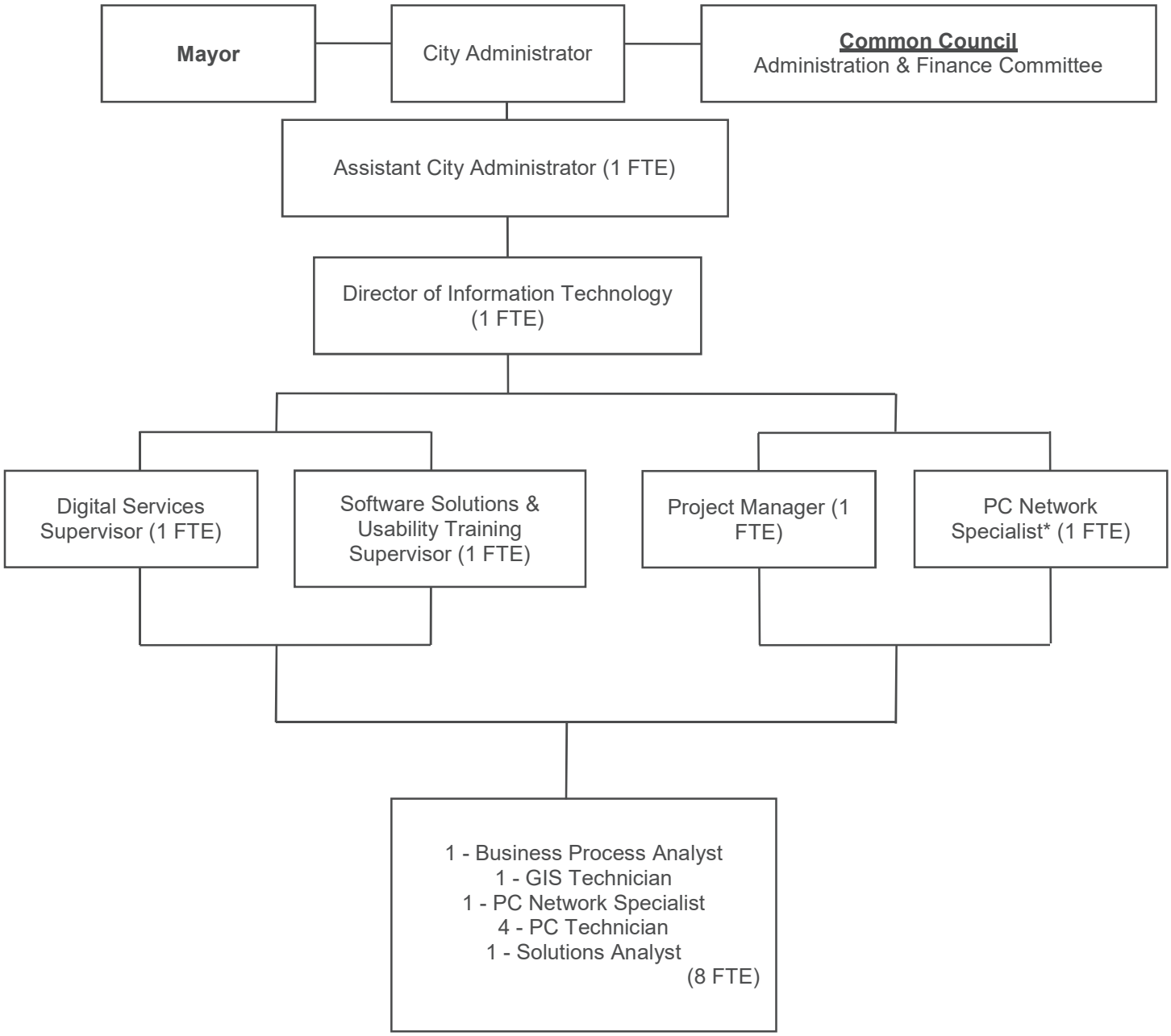
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO THE 1101 ACCT						
100-1102-517.32-04	Other	52,392	0	0	0	0	0
100-1104-517.32-04	Other	70,728	67,032	60,630	82,644	82,644	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO 100-1101-517.30-04. MILWAUKEE CO. OASIS RADIO FEES						
**	Maintenance Contracts	265,371	318,843	321,630	427,599	403,644	452,100
100-1101-517.41-06	Telephone/Internet	16,803	7,853	14,500	6,716	9,500	30,000
LEVEL	TEXT		TEXT AMT				
DEPT	WINDSTREAM/SPECTRUM TELEPHONY FOR CITY		15,000				
	WISCNET INTERNET FOR CITY		9,000				
	CELL/DATA PLANS FOR IT		6,000				
			30,000				
100-1104-517.41-06	Telephone/Internet	13,185	18,885	15,000	22,972	20,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WS MOVED TO 100-1101-517.41-06						
100-1101-517.41-11	Data Service	480	252	0	0	0	0
**	Utility Services	30,468	26,990	29,500	29,688	29,500	30,000
100-1102-517.44-01	Office Furniture & Equip	309	0	0	0	0	0
100-1104-517.44-04	Communication Equip	6,678	2,391	5,900	65,189	15,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO 100-1101-517.44-08						
100-1101-517.44-08	Other	1,023	6,097	1,000	5,032	5,000	19,000
LEVEL	TEXT		TEXT AMT				
DEPT	CAMERA EXPENSES ARE IN A CIP REQUEST						
	NEW UPS BATTERIES FOR PD		4,000				
	MISC SERVER/NETWORK/CABLE REPAIRS		12,000				
	MISC RADIO REAPIRS (INCREASED BY $1,000)		3,000				
			19,000				
100-1102-517.44-08	Other	28	0	0	0	0	0
**	Repair & Maintenance	8,038	8,488	6,900	70,221	20,000	19,000
100-1101-517.51-01	Postage	61	173	200	63	200	300
LEVEL	TEXT		TEXT AMT				
DEPT	MERGER POSTAGE FROM 1101 AND 1102 ACCOUNTS			300			
				300			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1102-517.51-01	Postage	0	0	100	0	100	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO THE 1101 ACCT						
100-1101-517.51-02	Office Supplies	1,652	1,220	3,000	1,358	2,500	3,500
LEVEL	TEXT		TEXT AMT				
DEPT	MERGED 1101 AND 1102 ACCOUNTS THEN REDUCED		3,500				
			3,500				
100-1102-517.51-02	Office Supplies	779	568	1,000	590	1,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO THE 1101 ACCT						
100-1104-517.51-09	Other	0	0	0	712	725	0
100-1101-517.51-10	Software	8,958	1,834	2,000	997	1,500	2,000
LEVEL	TEXT		TEXT AMT				
DEPT	ADDITIONAL ADOBE DC PRO LICENSES		6,000				
	ADDITONAL VISIO LICENSES		2,000				
	CONTACT CENTER REPORTING SYSTEM (NEW REQUEST)		12,000				
	GEOCORTEX GIS SOFTWARE (NEW REQUEST)		24,000				
	MOBILE DEVICE MGMT SOLUTION (NEW REQUEST)		12,000				
	BUDGET BALANCING ADJUSTMENT		54,000-				
			2,000				
100-1101-517.51-11	Computers & Related Equip	0	0	0	98,537	55,000	38,000
LEVEL	TEXT		TEXT AMT				
DEPT	NEW PC'S BASED ON 5 YEAR REPLACEMENT CYCLE		50,000				
	ADDITIONAL MOBILE DEVICES FOR DPW/ENG(NEW)		20,000				
	REPLACE AGING NETWORK EQUIPMENT		6,000				
	REPLACE WIRELESS EQUIPMENT		8,000				
	UPGRADE CONFERENCE ROOM COMPUTER EQUIPMENT		4,000				
	BUDGET BALANCING ADJUSTMENT		50,000-				
			38,000				
**	General Supplies	11,450	3,795	6,300	102,257	61,025	43,800
100-1101-517.52-01	Subscriptions	0	0	100	25	100	500
100-1102-517.52-02	Other	102	105	100	0	100	0
LEVEL	TEXT		TEXT AMT				
DEPT	FOR 2020 THIS IS NO LONGER NEEDED						
**	Books & Periodicals	102	105	200	25	200	500
100-1101-517.56-01	Local Business Meetings	0	0	500	262	500	2,000
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	MEREGE 1101 AND 1102 ACCOUNTS AND SLIGHTLY REDUCED			2,500			
	WLIA BOARD AND USER GROUP MEETINGS						
	GIPAW MEETINGS						
	EWUG, GITA MUNICIPAL GIS						
	BUDGT BALANCING ADJUSTMENT			500-			
				2,000			
100-1102-517.56-01	Local Business Meetings	1,052	2,170	1,000	1,881	2,500	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MERGED INTO 1101 ACCT						
100-1101-517.56-02	Conferences & Seminars	709	4,000	1,000	433	1,000	2,500
LEVEL	TEXT		TEXT AMT				
DEPT	MERGED 1101 AND 1102 AND REDUCED SLIGHTLY			3,000			
	LOCAL GIS AND GOVERNMENT IT CONFERENCES						
	BUDGET BALANCING ADJUSTMENT			500-			
				2,500			
100-1102-517.56-02	Conferences & Seminars	2,628	3,560	2,700	2,241	2,700	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCT WAS MERGED WITH THE 1101 ACCT						
** Travel		4,389	9,730	5,200	4,817	6,700	4,500
100-1101-517.57-01	Membership Dues	1,119	845	1,000	350	1,000	3,750
LEVEL	TEXT		TEXT AMT				
DEPT	MERGED 1101 AND 1102 ACCOUNTS AND REDUCED			4,000			
	WLIA, EWUG, IACA, URISA, GISP, APWA, GISP						
	SEWETUG, MCMUG, MUNICIPAL GIS						
	HUG USER GROUP (HTE)						
	BUDGET BALANCING ADJUSTMENT			250-			
				3,750			
100-1102-517.57-01	Membership Dues	858	670	13,000	25	13,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	THE PORTION OF THIS BUDGET THAT SUPPORTED TRAINING						
	FOR IT MEMBERS WAS MOVED TO 100-1101-517.57.02						
	THE PORTION THAT WAS USED TO PAY FOR CITY WIDE						
	TRIANING (NH-GO, PHISHING, ETC...) WAS MOVED TO						
	100-1101-517.32-01						
100-1101-517.57-02	Registration Fees	17,719	15,544	20,000	11,175	20,000	20,000
LEVEL	TEXT		TEXT AMT				
DEPT	MERGED 1101 AND 1102 AND REDUCED			20,000			
	IT TRAINING						
				20,000			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1102-517.57-02	Registration Fees	569	9,200	2,500	815	2,500	0
**	Education & Training	20,265	26,259	36,500	12,365	36,500	23,750
100-1101-517.60-02	Safety Equipment	0	72	0	0	0	600
LEVEL	TEXT		TEXT AMT				
DEPT	SAFETY HARNESSES FOR SCOTT B AND JOE D			600			
				600			
**	Safety Supplies	0	72	0	0	0	600
100-1101-517.64-04	Shipping Charges	0	119	100	0	100	0
**	Misc Adjustments/Expenses	0	119	100	0	100	0
100-1101-517.70-01	Furniture & Fixtures	390	0	500	0	500	0
100-1102-517.70-01	Furniture & Fixtures	2,500	0	500	0	197	0
LEVEL	TEXT		TEXT AMT				
DEPT	NO LONGER NEEDED FOR 2020						
100-1101-517.70-03	Equipment	5,907	2,763	0	0	0	0
100-1102-517.70-03	Equipment	25,806	731	0	0	0	0
100-1104-517.70-03	Equipment	159,092	14,003	2,000	368	2,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	NO LONGER NEEDED FOR 2020						
100-1101-517.70-05	Other	1,260	105	0	0	0	0
100-1102-517.70-05	Other	119	56	0	302	303	0
100-1101-517.70-07	Comptr Hrdwr Maintenance	1,236	0	0	0	0	0
100-1102-517.70-07	Comptr Hrdwr Maintenance	3,625	52	0	0	0	0
100-1101-517.70-08	Computers/Hardware	178,165	69,019	81,500	0	6,500	20,000
LEVEL	TEXT		TEXT AMT				
DEPT	BUDGET PLACEHOLDER FOR KISOKS TO SUPPORT 2020 CENSUS. ASSUMES ABOUT 10 DEVICES AT ABOUT $2,000 EACH. KIOSKS WOULD BE DISPERSED THROUGHOUT THE CITY IN PUBLIC MEETING PLACES TO ALLOW RESIDENTS PARTICIPATE IN THE 2020 CENSUS. AFTER THE CENSUS IS OVER, THEY'D BE REPURPOSED TO SUPPORT THE VIRTUAL CITY HALL CONCEPT		20,000				
			20,000				
100-1102-517.70-08	Computers/Hardware	28,484	32,793	35,000	11,598	10,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	MONEY IN THIS ACCOUNT WAS MOVED TO THE 1101 ACCT						
100-1101-517.70-09	Software	774	36,540	12,000	0	0	0
100-1104-517.70-25	Phone System	0	25	0	0	0	0
**	Capital Items	407,358	156,087	131,500	12,268	19,500	20,000
***	Information Technology	1,929,468	1,853,064	1,919,758	2,014,586	1,962,447	2,081,990

INFORMATION TECHNOLOGY



1 P.C. Network Specialist to support Police Department

CITY FUNDED FTES: 13.0

Department	Director	Fund and Dept. Group
Information Technology	Tony Warkoczewski	100-11

Mission/Overview

To be recognized as the best IT department in the Milwaukee Metropolitan Area, the State and the country for using technology to enhance the lives of the visitors, residents and businesses in the city of West Allis.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Provide end user support	Digital Services	Reduction of support tickets by: • Analyze root cause of reoccurring issues ○ Implement Fix • Better training of customers Implement self-help options	3,500/yr	5% reduction of software related service requests
2. Provide reliable IT Infrastructure	Digital Services	All IT infrastructures controlled by West Allis IT to be maintained and available during core business hours. Critical systems available 7x24 aside from scheduled maintenance windows	99.484% uptime	99.9% availability
3. Promote the City using GIS Services	Solutions	Leverage the investments we've made in GIS as an internal mapping/management solution to improve the image of the City via our public web site. • Review the maps we have online today and make them easier for citizens to use • Run special campaigns that highlight special events or initiatives within the City	NA	Revamp and simplify the Interactive GIS page/Maps on our Public Site by 8/1. Improve amount of site visits by 20% 5 promotional campaigns by year end 2020
4. Help residents conduct City business online (virtual City Hall)	Solutions	Continue to modernize and replace legacy systems that will increase automation, provide residents the ability to perform more City business online, and also deliver more information digitally.	NA	Define a strategy by 4/1 on how our legacy Property Files application can be modernized to provide more historical information online. # of third party application integrations; % of workflows migrated off BP Logix
5. Provide structured project	Solutions	Provide structured project management	NA	Establish the

management practices to IT projects impacting a broad customer base		discipline to project like: • Assetworks • Printer consolidation • O365 rollout • Docuware AP • Permitting/Licensing		minimum project deliverables (charter, schedule, communication plan, etc..) by 2/1. Assure 100% of projects over $50k produce minimum project deliverables
6. Project Portfolio Management	Solutions	Take the leanings from the departmental Kanban board and make incremental improvements on how IT manages and prioritizes its backlog of project requests	NA	Kanban board is kept current for all of 2020 and is reviewed by City Administrator & Assistant City Administrator quarterly
7. Technical Training	Solutions	Increase the technical proficiency of the West Allis workforce • Develop a training plan to support the Office 365 rollout (targeting the adoption of the TEAMS application.	NA	75% of the City workforce completes a training program based on the Microsoft Teams application.
8. Improve the quality of IT support for the Public Safety function	Public Safety	• Establish quarterly checkpoint meetings with Police & Fire admin to review service levels and establish going forward priorities • Respond to and close tickets within established priority guidelines	NA	Four quarterly checkpoint meetings established; 95% of tickets closed within guidelines

Position Information

Title	Division	Number	Funding Source
IT Director (Warkoczewski)	100-1101	1	General fund
Digital Services Supervisor (Kuzma)	100-1101	1	General Fund
Software Solutions and Usability Training Supervisor (Walker)	100-1101	1	General Fund
Public Safety IT Supervisor (Coffey)	100-1101	1	General Fund
IP Project Manager (Clesceri)	100-1101	1	General Fund
PC Network Technician (Durica)	100-1101	1	General Fund
Solutions Analyst (Barylski)	100-1101	1	General Fund
Business Analyst (Bretl)	100-1101	1	General Fund
GIS Technician (Fantle)	100-1101	1	General Fund
PC Technician (Consiglero, Xayyavong,Boswein, Vacant)	100-1101	4	General Fund

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
PC Technician – Publix Safety	*Information Technology*	*Since 10/1/2019*	*Recruitment in progress*	*Vacancy should be filled by 1/1/2020*

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1.End User Support	*3,500 tickets a year*	*In support of statutory requirements*
2.IT Infrastructure Management	*2,000+ Network attached devices*	*In support of statutory requirements*
3.Project and Portfolio Management	*Daily activity on more than 30 annual projects*	*In support of statutory requirements*
4. IT Public Safety.	*1,000 tickets a year*	*In support of statutory*
5. GIS Mapping and Data Integration	*500 tickets a year and regular data maintenance*	*In support of statutory*
6. Technical Training	*Provided on an as-needed basis*	*In support of statutory*

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	**Measurement/KPI**	**Strategic Action #**
1. IT proactively working to build a stronger relationship with the WAWM School District IT Department. Investigate fiber sharing options	Number of instances where we share IT Infrastructure.	1-2
2. Install additional security cameras at Liberty Heights and replace aging cameras at key locations.	Liberty Heights now has nearly 30 different camera views; 15 external cameras have been fixed/cleaned and two others replaced	2-5
3. By year end 2019 the City will have a single functioning physical security (door lock) system.	Easier to administer; less cards needed for workers accessing different buildings	2-7
4. Panic Alarm system modernized; addition alarms installed	Completed in spring of 2019.	2-7
5. Properly maintaining Cyber Security threat protection software; conduct Phishing testing campaign; conduct Phishing training campaign for all City workers	Zero Incidents	2-8
6. Researching a modern solution for permitting/licensing	As of 8/26/2019 RFP being constructed. Goal is	3-6

and code enforcement software for the City	to pick a solution by year end with implementation in 2020	
9. Installation of a new tax portal to give residents more tax information online	Number of views during tax season	3-6
10. In the process of hiring a PC Technician as a backup for Jack Coffey; Pete Fantle is being trained as a backup for Pat Walker; Joe Durica is being trained as a backup for Jon Kuzma. Telephone support transferred away from a single resource (Fantle) to the entire Digital Services Team		4-3
11. Assetworks being implemented at DPW; Surface Pro's are being used in certain areas for workers that have mobile needs and are replacing desktops/iPads	100% of DPW workers using the Assetworks System by 4/1/2020	4-5
12. Docuware being leveraged to streamline paper based workflows in Finance, Clerks and a few other departments.	Number of documents being managed within Docuware; number of Departments using Docuware	4-5
13. Improving technical capabilities at the Farmer's Market	Improve the Wi-Fi Reliability at the Market, Provide more security cameras and LAN connections at the Market.	4-5
14. Migration to the Office 365 platform for the City's email platform; introduction of Microsoft Teams to improve internal collaboration	All City Mail boxes moved to O365 by 12/31/2019. 75% of the City workforce using Teams by 12/31/2020	4-5
15. Migration from Windstream as the City's Telephony provider to Spectrum	Conversion to be complete by 10/10/2019. Cost savings incurred by 12/1/2019	4-5
2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Roll-out of a new permitting/licensing/code enforcement solution	Full implementation by year end 2020	3-6
2. Develop a plan to make the information in Property Files available to the public	Decrease the number of times residents need to come to BINS to obtain records about their property by 10%	3-6
3. Lower dependence on critical resources	Continue to execute the knowledge transfer plans for Jon Kuzma to Joe Durica; Pat Walker to Pete Fantle and Jack Coffey to TBD.	4-3

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
• Evaluate and make recommendations to simplify and reduce the cost of the technology in the fleet vehicles of the City	Cost savings
• Printer consolidation effort	Cost savings
• Virtual Fax technology	Cost savings
• Call Center reporting – gain deeper insights into how our various call centers are operating	Cost Savings
• Mobile Device Management - Improve our ability to manage the growing number of City provided mobile devices (smart phones,	Cost Savings

iPads) in use.	

REVENUES

Are there any changes which may impact your revenues for 2020? ☒Yes ☐ No

The City of West Allis IT Department receives fees for offering IT support for the City of West Milwaukee; as well as hoisting the Pro-Phoenix application for three other municipalities. While the revenue generated here is consistent from year to year, some municipalities have opted to go their own way for the support of Pro-Phoenix. This is usually as part of a larger consolidation on their part (i.e. two municipalities merging dispatch centers).

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☒Yes ☐ No

If yes, please note the details here:
The use of the Business Analyst position filled by Marian Bretl has been used to offer support to the City Administration area. That work is complete so she will be returning to IT effective 10/1/2019.

ADDITIONAL INFORMATION TO CONSIDER

City of West Allis
Human Resources
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 293,644	$ 389,803	$ 401,997	$ 190,365	$ 270,865	$ 131,132	$ 409,947	$ 7,950	
Misc Other Pay	$ 1,296	$ 137	$ 350	$ 281	$ 350	$ -	$ -	$ (350)	
Overtime	$ 6,436	$ 9,649	$ 1,500	$ 5,888	$ 10,000	$ (8,500)	$ 2,816	$ 1,316	
Payroll Taxes	$ 23,022	$ 29,717	$ 30,332	$ 14,658	$ 20,958	$ 9,374	$ 30,840	$ 508	
Pension	$ 20,596	$ 25,990	$ 26,429	$ 12,855	$ 18,105	$ 8,324	$ 27,523	$ 1,094	
Health Insurance	$ 54,181	$ 67,744	$ 77,653	$ 28,344	$ 42,345	$ 35,309	$ 73,134	$ (4,519)	
Dental Insurance	$ 2,982	$ 4,324	$ 5,275	$ 2,511	$ 3,701	$ 1,574	$ 5,381	$ 106	
Life Insurance	$ 1,014	$ 1,327	$ 1,456	$ 669	$ 1,029	$ 427	$ 1,272	$ (184)	
Professional Services	$ -	$ 1,000	$ 2,000	$ 81,759	$ 134,259	$ (132,259)	$ 2,500	$ 500	
Maintenance Contracts	$ 25	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Utilities	$ 819	$ 1,454	$ 1,617	$ 961	$ 1,617	$ -	$ 1,500	$ (117)	
Supplies	$ 3,631	$ 2,953	$ 3,850	$ 2,073	$ 3,850	$ -	$ 3,250	$ (600)	
Books & Subscriptions	$ -	$ 52,575	$ 18,685	$ 20,765	$ 20,800	$ (2,115)	$ 20,000	$ 1,315	
Advertising	$ 16,101	$ 13,158	$ 20,000	$ 9,230	$ 20,000	$ -	$ 15,000	$ (5,000)	
Training & Travel	$ 5,685	$ 3,879	$ 6,750	$ 1,525	$ 3,000	$ 3,750	$ 7,000	$ 250	
Regulatory & Safety	$ 116	$ -	$ 325	$ -	$ 325	$ -	$ -	$ (325)	
Capital Items	$ 23,223	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL EXPENDITURES	$ 452,773	$ 603,709	$ 598,219	$ 371,883	$ 551,204	$ 47,017	$ 600,163	$ 1,944	0.32%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $47,017 under budget as indicated above. The overage in Professional Services reflects payments for a temporary HR Consultant, and is offset by salary and benefit savings of the vacant HR Director position.

The 2020 Budget is comparable to the 2019 budget with a small increase in pay and benefits.

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Human Resources							
100-1301-517.11-01	Salary & Wages	241,364	313,743	401,997	190,365	270,865	409,947
100-1301-517.11-02	Vacation	16,115	30,686	0	0	0	0
100-1301-517.11-03	Holidays	14,098	16,380	0	0	0	0
100-1301-517.11-04	Sick Leave	19,979	27,347	0	0	0	0
100-1301-517.11-06	Funeral Leave	0	251	0	0	0	0
100-1301-517.11-07	Jury Duty	515	0	0	0	0	0
100-1301-517.11-12	Comp Time Used	1,573	1,397	0	0	0	0
**	Regular Employees	293,644	389,804	401,997	190,365	270,865	409,947
100-1301-517.13-01	Overtime Pay	6,436	9,649	1,500	5,888	10,000	2,816

LEVEL TEXT TEXT AMT
DEPT REDUCE OT INCLUDES:
OT-$2,198
FICA-$136
MEDICARE-$32
WRS-$148
TOTAL BUDGET BALANCING ADJUSTMENT = $(2,514)

**	Overtime	6,436	9,649	1,500	5,888	10,000	2,816
100-1301-517.14-10	Car Allowance	1,296	137	350	282	350	0
**	Misc Additional Pays	1,296	137	350	282	350	0
100-1301-517.21-01	Health Insurance	54,181	67,744	77,653	28,345	42,345	73,134
100-1301-517.21-04	Life Insurance	1,014	1,327	1,456	669	1,029	1,272
100-1301-517.21-07	Dental Insurance	2,982	4,324	5,275	2,511	3,701	5,381
**	Insurance	58,177	73,395	84,384	31,525	47,075	79,787
100-1301-517.22-01	Social Secrty-OASDI 6.2%	18,659	24,084	24,583	11,879	17,458	24,995
100-1301-517.22-02	Social Security-HI 1.45%	4,364	5,633	5,749	2,778	3,500	5,845
**	Payroll Taxes	23,023	29,717	30,332	14,657	20,958	30,840
100-1301-517.23-01	Retirement-General	20,596	25,990	26,429	12,855	18,105	27,523
**	Retirement	20,596	25,990	26,429	12,855	18,105	27,523
100-1301-517.30-02	Consultants	0	1,000	2,000	81,759	134,259	2,500

LEVEL TEXT TEXT AMT
EST CDC RECLASSES

**	Professional Services	0	1,000	2,000	81,759	134,259	2,500
100-1301-517.32-04	Other	25	0	0	0	0	0
**	Maintenance Contracts	25	0	0	0	0	0
100-1301-517.41-06	Telephone/Internet	819	1,454	1,617	961	1,617	1,500

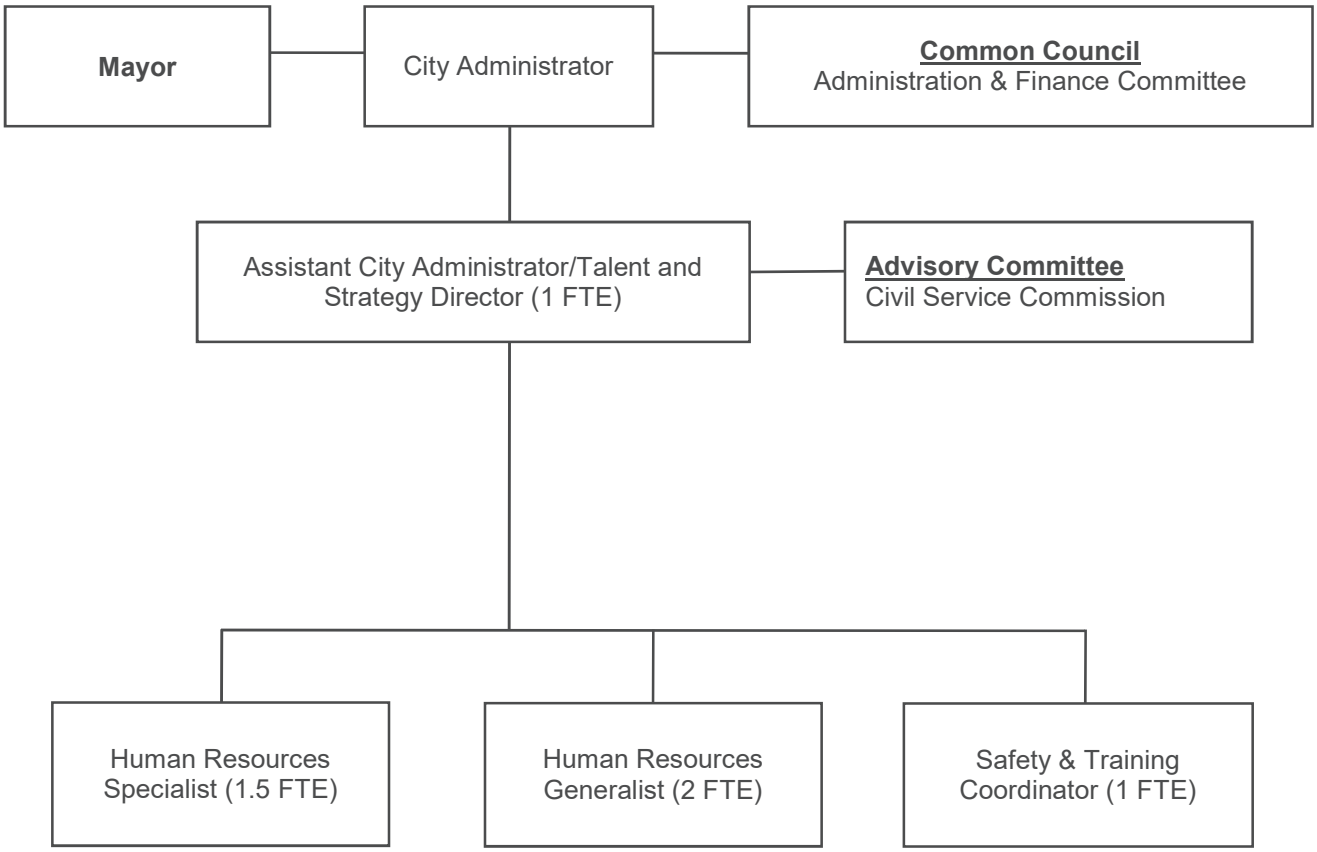
LEVEL TEXT TEXT AMT
DEPT 1 @ $35 PER MONTH; 2 @ $45 PER MONTH EACH

**	Utility Services	819	1,454	1,617	961	1,617	1,500
100-1301-517.51-01	Postage	1,350	810	1,100	390	1,100	750
100-1301-517.51-02	Office Supplies	971	538	750	563	750	1,000
100-1301-517.51-04	Food/Provisions	0	484	500	0	500	500
100-1301-517.51-09	Other	1,310	1,121	1,500	1,119	1,500	1,000

LEVEL TEXT TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	FIRST AID/CPR/ETC SUPPLIES			1,500			
	BUDGET BALANCING ADJUSTMENT			500-			
				1,000			
**	General Supplies	3,631	2,953	3,850	2,072	3,850	3,250
100-1301-517.52-03	Subscriptions-Software	0	52,575	18,685	20,765	20,800	20,000
LEVEL	TEXT		TEXT AMT				
DEPT	NEOGOV PERFORM		20,000				
	NEOGOV HRIS (6K IMPLEMENTATION; 35K SAAS)		41,000				
	BUDGET BALANCING ADJUSTMENT		41,000-				
			20,000				
**	Books & Periodicals	0	52,575	18,685	20,765	20,800	20,000
100-1301-517.54-02	Notices	16,101	12,658	20,000	9,229	20,000	15,000
LEVEL	TEXT		TEXT AMT				
DEPT	RECRUITMENT ADVERTISING AND CAREER FAIRS		20,000				
	BUDGET BALANCING ADJUSTMENT		5,000-				
			15,000				
100-1301-517.54-03	Other	0	500	0	0	0	0
**	Advertising	16,101	13,158	20,000	9,229	20,000	15,000
100-1301-517.56-01	Local Business Meetings	0	0	500	20	500	500
100-1301-517.56-02	Conferences & Seminars	1,551	1,270	2,000	327	700	3,500
**	Travel	1,551	1,270	2,500	347	1,200	4,000
100-1301-517.57-01	Membership Dues	1,514	743	1,750	439	800	3,000
LEVEL	TEXT		TEXT AMT				
DEPT	STATE AND NATIONAL MEMBERSHIP DUES		3,000				
			3,000				
100-1301-517.57-02	Registration Fees	2,620	1,866	2,500	739	1,000	0
**	Education & Training	4,134	2,609	4,250	1,178	1,800	3,000
100-1301-517.59-01	Medical	116	0	325	0	325	0
**	Testing	116	0	325	0	325	0
100-1301-517.70-03	Equipment	23,223	0	0	0	0	0
**	Capital Items	23,223	0	0	0	0	0
***	Human Resources	452,772	603,711	598,219	371,883	551,204	600,163

CITY ADMINISTRATION
HUMAN RESOURCES



Department	Director	Fund and Dept. Group
Human Resources	Michelle Wachtel, Interim	100.1301-1207

Mission/Overview

HR Mission Statement

The HR Department strategically aligns with City departments to hire, compensate, develop, and support an equitable and diverse workforce. We are committed to being accountable, professional, progressive and responsive to our clients in an efficient and productive manner.

The HR Department supports the City's Mission, Vision and Strategic Plan by:

- Fostering collaborative relationships with City leaders and stakeholders;
- Developing solutions to overcome potential obstacles thereby leading to successful implementation of initiatives;
- Demonstrating agility and expertise in leading organizational initiatives as well as supporting the initiatives of others where applicable;
- Utilizing the most effective and efficient ways to accomplish tasks within the parameters of the tools/resources provided by the City and the organizational hierarchy, processes, systems, and policies;
- Exhibiting behaviors consistent with the City's organizational culture and acting with personal, professional, and behavioral integrity;
- Communicating proactively, providing clear, concise information to others in verbal, written, electronic, and other communication formats for internal and external consumption; and,
- Soliciting feedback to evaluate for changes and improvements.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Benefits	Worker's Compensation Severity Rate (i.e., number of days away from work per 100 full-time workers)	TBD	Remain under 1.0
2. Benefits	Unemployment Insurance cost per employee (utilizing Total Positions count per Budget)	Jan-Aug 2019 $0.97 ($694.71/713)	Remain at or decrease cost
3. Recruitment	Average Time to Fill Position for HR responsibilities (in days)	61	Remain under SHRM's average (i.e., 42 days) *2018 not accurately tracked for starting point
4. Retention	Voluntary Turnover Rate (based on budgeted benefitted FTEs)	10%	Remain under SHRM's average (i.e., 19%)
5. Retention	Involuntary Turnover Rate (based on budgeted benefitted FTEs)	1.4%	Remain under SHRM's average (i.e., 8%)
6. Employee Development	Employee Development and Legally Required Training Topics Offered	33	15 topics

Position Information

Title	Number	Funding Source
Assistant City Administrator/Talent and Organization Development Director	1	100.1301
Safety & Training Coordinator	1	100.1301
HR Generalist	2	100.1301
HR Specialist	1.5	100.1301

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
Assistant City Administrator/Talent and Organization Development Director	*HR*	*Vacant as of 12/22/18*	*Recruiting to fill*	*On boarding*

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Benefit/Wellness Program Administration		State, federal
2. Talent Acquisition and Retention		State, federal
3. Employee Development/Training		State, federal
4. Safety and Worker's Compensation		State, federal
5. General HR Administration and Compliance		State, federal

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	**Measurement/KPI**	**Strategic Action #**
1.Streamline recruiting processes and effectively use NeoGov as ATS	Time to fill reduced	5-6/4-5
2.Migration to OnCore, benefits admin system	Successful open enrollment, reporting and data feeds to carriers	4-5
3.Collaboration with Communications, Fire and Police departments	Effective communication and proactive outreach from department heads	5-1
4.Streamline and improve orientation and on-boarding processes	EE retention and satisfaction	5-6
5.Develop recruiting brand and webpage	Time to fill reduced , enhanced exposure and increase in quality applicants	5-6/1-12

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	**Measurement/KPI**	**Strategic Action #**
1. Develop seasonal/provisional recruiting plan	Fully staffing seasonal openings	5-6
2. Develop cross-departmental internship program	Developing a pipeline of future hires and improving the internship experience	5-6
3. Streamline and improve on-boarding process	Retention and EE satisfaction	5-6
4. Convert records to integrated HRIS/ATS/Performance systems – Review for Possible Purchase Implementation in 2020	Efficiency in records retrieval and reporting	4-5
5.Define risk management safety metrics and opportunities	Cost savings and exposure reduction	4-1, 5-5
6. Develop and roll out 360 review process as part of annual review	Successful implementation	5-5

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. Integrated HRIS/ATS/Performance system	4-5
2. Leadership development coaching	5-1, 5-2 & 5-5

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

City of West Allis
Finance
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 464,595	$ 487,806	$ 538,847	$ 352,225	$ 450,000	$ 88,847	$ 557,104	$ 18,257	
Misc Other Pay	$ 250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Overtime	$ 5,615	$ 4,989	$ 7,000	$ 8,208	$ 7,000	$ -	$ -	$ (7,000)	
Payroll Taxes	$ 34,436	$ 36,206	$ 40,666	$ 25,871	$ 40,666	$ -	$ 41,147	$ 481	
Pension	$ 32,275	$ 32,977	$ 35,754	$ 21,581	$ 35,754	$ -	$ 35,371	$ (383)	
Health Insurance	$ 105,878	$ 116,094	$ 158,310	$ 94,572	$ 158,310	$ -	$ 136,478	$ (21,832)	
Dental Insurance	$ 6,847	$ 7,526	$ 10,277	$ 6,012	$ 10,277	$ -	$ 8,425	$ (1,852)	
Life Insurance	$ 273	$ 395	$ 1,073	$ 626	$ 1,073	$ -	$ 1,050	$ (23)	
Professional Services	$ 38,307	$ 30,032	$ 41,100	$ 29,071	$ 41,100	$ -	$ 41,100	$ -	
Maintenance Contracts	$ -	$ -	$ 59,800	$ -	$ 59,800	$ -	$ 66,000	$ 6,200	
Repair & Maintenance	$ -	$ -	$ 500	$ -	$ 500	$ -	$ 500	$ -	
Supplies	$ 17,879	$ 16,940	$ 21,550	$ 4,782	$ 17,250	$ 4,300	$ 22,000	$ 450	
Books & Subscriptions	$ -	$ -	$ 550	$ -	$ 550	$ -	$ 550	$ -	
Advertising	$ 781	$ 343	$ 500	$ 39	$ 500	$ -	$ 500	$ -	
Printing	$ 4,995	$ 5,606	$ 5,190	$ -	$ 5,190	$ -	$ 5,400	$ 210	
Training & Travel	$ 5,219	$ 7,292	$ 15,850	$ 3,511	$ 9,950	$ 5,900	$ 16,050	$ 200	
Regulatory & Safety	$ 580	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Capital Items	$ 2,739	$ (228)	$ 3,600	$ -	$ 3,600	$ -	$ -	$ (3,600)	
TOTAL EXPENDITURES	$ 720,667	$ 745,980	$ 940,567	$ 546,499	$ 841,520	$ 99,047	$ 931,675	$ (8,892)	-0.95%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $99,047 under budget due to 2.25 position vacancies during the year.

The 2020 Budget is less than the 2019 Budget as noted above.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
GENERAL FUND							
Finance							
100-1401-515.11-01	Salary & Wages	262,186	262,550	380,581	260,318	331,000	412,364

LEVEL	TEXT	TEXT AMT
DEPT	SALARY ALLOCATIONS TO UTILITIES:	
	SALARY-$100,423	
	HEALTH INS-$28,080	
	LIFE INS-$216	
	DENTAL INS-$1,534	
	FICA-$6,226	
	MEDICARE-$1,456	
	WRS-$6,779	
	TOTAL ALLOCATION = $(144,714)	

	NO FUNDING FOR GRANT WRITER/SPECLST/FISCAL ANALYST	
	SALARY-$58,734	
	HEALTH INS-$15,802	
	LIFE INS-$121	
	DENTAL INS-$1,264	
	FICA-$3,641	
	MEDICARE-$852	
	WRS-$3,964	
	TOTAL BUDGET BALANCING ADJUSTMENT = $84,378	

100-1402-515.11-01	Salary & Wages	9,787	0	0	0	0	0
100-1403-515.11-01	Salary & Wages	41,586	35,916	0	0	0	0
100-1404-515.11-01	Salary & Wages	3,198	42,635	85,466	38,159	45,000	62,905

LEVEL	TEXT	TEXT AMT
DEPT	SALARY ALLOCATIONS TO UTILITIES INCLUDE:	
	SALARY-$62,905	
	HEALTH INS-$15,600	
	LIFE INS-$120	
	DENTAL INS-$1,260	
	FICA-$3,900	
	MEDICARE-$912	
	WRS-$4,246	
	TOTAL ALLOCATION = $(88,493)	

100-1405-515.11-01	Salary & Wages	63,947	64,328	72,800	53,748	74,000	74,835
100-1401-515.11-02	Vacation	27,161	28,543	0	0	0	0
100-1402-515.11-02	Vacation	1,056	0	0	0	0	0
100-1403-515.11-02	Vacation	3,156	2,450	0	0	0	0
100-1404-515.11-02	Vacation	5,402	6,890	0	0	0	0
100-1405-515.11-02	Vacation	4,799	5,043	0	0	0	0
100-1401-515.11-03	Holidays	19,473	19,029	0	0	0	0
100-1402-515.11-03	Holidays	281	0	0	0	0	0
100-1403-515.11-03	Holidays	1,486	711	0	0	0	0
100-1404-515.11-03	Holidays	3,477	5,610	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1405-515.11-03	Holidays	3,274	3,360	0	0	0	0
100-1401-515.11-04	Sick Leave	4,792	6,743	0	0	0	0
100-1402-515.11-04	Sick Leave	326	0	0	0	0	0
100-1403-515.11-04	Sick Leave	1,108	429	0	0	0	0
100-1404-515.11-04	Sick Leave	2,617	2,958	0	0	0	0
100-1405-515.11-04	Sick Leave	52	70	0	0	0	0
100-1401-515.11-07	Jury Duty	1,897	0	0	0	0	0
100-1404-515.11-07	Jury Duty	239	0	0	0	0	0
100-1401-515.11-12	Comp Time Used	1,646	194	0	0	0	0
100-1403-515.11-12	Comp Time Used	178	21	0	0	0	0
100-1404-515.11-12	Comp Time Used	1,472	327	0	0	0	0
**	Regular Employees	464,596	487,807	538,847	352,225	450,000	550,104
100-1401-515.13-01	Overtime Pay	2,330	3,560	5,000	8,209	7,000	7,000
100-1402-515.13-01	Overtime Pay	1,315	0	0	0	0	0
100-1403-515.13-01	Overtime Pay	0	1,009	0	0	0	0
100-1404-515.13-01	Overtime Pay	1,034	0	2,000	0	0	0
100-1405-515.13-01	Overtime Pay	936	420	0	0	0	0
**	Overtime	5,615	4,989	7,000	8,209	7,000	7,000
100-1401-515.14-10	Car Allowance	125	0	0	0	0	0
100-1405-515.14-10	Car Allowance	125	0	0	0	0	0
**	Misc Additional Pays	250	0	0	0	0	0
100-1401-515.21-01	Health Insurance	66,800	62,388	100,447	57,365	100,447	89,970
100-1402-515.21-01	Health Insurance	2,133	0	0	0	0	0
100-1403-515.21-01	Health Insurance	11,368	8,782	0	0	0	0
100-1404-515.21-01	Health Insurance	5,777	24,033	35,258	21,992	35,258	23,355
100-1405-515.21-01	Health Insurance	19,800	20,891	22,605	15,212	22,605	23,153
100-1401-515.21-04	Life Insurance	115	194	634	364	653	620
100-1402-515.21-04	Life Insurance	28	0	0	0	0	0
100-1403-515.21-04	Life Insurance	59	50	0	0	0	0
100-1404-515.21-04	Life Insurance	267-	194-	93	30	80	77
100-1405-515.21-04	Life Insurance	339	345	346	233	340	353
100-1401-515.21-07	Dental Insurance	4,627	4,591	7,043	3,706	7,501	5,826
100-1402-515.21-07	Dental Insurance	280	0	0	0	0	0
100-1403-515.21-07	Dental Insurance	748	505	0	0	0	0
100-1404-515.21-07	Dental Insurance	10-	1,254	2,058	1,473	1,600	1,335
100-1405-515.21-07	Dental Insurance	1,202	1,176	1,176	833	1,176	1,264
**	Insurance	112,999	124,015	169,660	101,208	169,660	145,953
100-1401-515.22-01	Social Secrty-OASDI 6.2%	19,088	19,276	23,274	15,753	23,274	25,334
100-1402-515.22-01	Social Secrty-OASDI 6.2%	765	0	0	0	0	0
100-1403-515.22-01	Social Secrty-OASDI 6.2%	2,752	2,366	0	0	0	0
100-1404-515.22-01	Social Secrty-OASDI 6.2%	846	3,206	5,156	2,033	5,156	3,550
100-1405-515.22-01	Social Secrty-OASDI 6.2%	4,458	4,496	4,528	3,220	4,528	4,464
100-1401-515.22-02	Social Security-HI 1.45%	4,464	4,508	5,443	2,912	5,443	5,925
100-1402-515.22-02	Social Security-HI 1.45%	179	0	0	0	0	0
100-1403-515.22-02	Social Security-HI 1.45%	644	553	0	0	0	0
100-1404-515.22-02	Social Security-HI 1.45%	198	750	1,206	1,201	1,206	830
100-1405-515.22-02	Social Security-HI 1.45%	1,043	1,051	1,059	753	1,059	1,044
**	Payroll Taxes	34,437	36,206	40,666	25,872	40,666	41,147

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1401-515.23-01	Retirement-General	22,025	21,584	25,256	15,695	25,256	26,074
100-1402-515.23-01	Retirement-General	868	0	0	0	0	0
100-1403-515.23-01	Retirement-General	3,230	2,551	0	0	0	0
100-1404-515.23-01	Retirement-General	1,141	3,851	5,730	2,366	5,730	4,246
100-1405-515.23-01	Retirement-General	5,011	4,992	4,768	3,520	4,768	5,051
**	Retirement	32,275	32,978	35,754	21,581	35,754	35,371
100-1401-515.30-02	Consultants	3	7,415-	0	0	0	0
100-1404-515.30-04	Other	3,600	3,600	9,100	3,000	7,100	9,100
100-1404-515.30-09	Banking/Brokerage Fees	34,704	33,847	32,000	26,071	34,000	32,000
**	Professional Services	38,307	30,032	41,100	29,071	41,100	41,100
100-1401-515.32-01	Computer Equip/Software	0	0	59,800	0	59,800	60,000
100-1405-515.32-04	Other	0	0	0	0	0	6,000
**	Maintenance Contracts	0	0	59,800	0	59,800	66,000
100-1404-515.44-01	Office Furniture & Equip	0	0	500	0	500	500
**	Repair & Maintenance	0	0	500	0	500	500
100-1401-515.51-01	Postage	3,736	2,798	4,000	2,020	0	4,000
100-1404-515.51-01	Postage	11,175	11,844	11,250	1,080	11,250	11,500
100-1405-515.51-01	Postage	17	0	800	1	800	800
100-1401-515.51-02	Office Supplies	750	1,487	2,300	1,106	2,000	2,900
100-1404-515.51-02	Office Supplies	1,832	650	2,000	542	2,000	2,000
100-1405-515.51-02	Office Supplies	369	161	1,200	34	1,200	800
**	General Supplies	17,879	16,940	21,550	4,783	17,250	22,000
100-1405-515.52-01	Subscriptions	0	0	150	0	150	150
100-1401-515.52-02	Other	0	0	400	0	400	400
**	Books & Periodicals	0	0	550	0	550	550
100-1404-515.54-02	Notices	687	36	0	0	0	0
100-1405-515.54-02	Notices	94	308	500	39	500	500
**	Advertising	781	344	500	39	500	500
100-1404-515.55-02	Out-sourced	4,995	5,606	5,190	0	5,190	5,400
**	Printing	4,995	5,606	5,190	0	5,190	5,400
100-1401-515.56-01	Local Business Meetings	142	104	600	90	500	600
100-1405-515.56-01	Local Business Meetings	0	0	300	0	100	300
100-1401-515.56-02	Conferences & Seminars	925	125	3,000	37	1,500	3,000
100-1404-515.56-02	Conferences & Seminars	242	919	2,500	641	2,000	2,500
100-1405-515.56-02	Conferences & Seminars	836	2,086	2,200	50	1,200	2,200
**	Travel	2,145	3,234	8,600	818	5,300	8,600
100-1401-515.57-01	Membership Dues	1,252	1,170	1,300	1,180	1,300	1,500
100-1404-515.57-01	Membership Dues	0	80	450	130	450	450
100-1405-515.57-01	Membership Dues	798	798	800	618	800	800
100-1401-515.57-02	Registration Fees	863	2,010	3,000	0	1,000	3,000
100-1404-515.57-02	Registration Fees	0	0	100	605	100	100
100-1405-515.57-02	Registration Fees	160	0	1,600	160	1,000	1,600
**	Education & Training	3,073	4,058	7,250	2,693	4,650	7,450
100-1401-515.58-01	Certification-Permits-Lic	580	0	0	0	0	0
**	Regulatory Expenses	580	0	0	0	0	0
100-1401-515.70-01	Furniture & Fixtures	1,300	0	600	0	600	0
100-1404-515.70-01	Furniture & Fixtures	1,440	228-	0	0	0	0
100-1405-515.70-01	Furniture & Fixtures	0	0	3,000	0	3,000	0

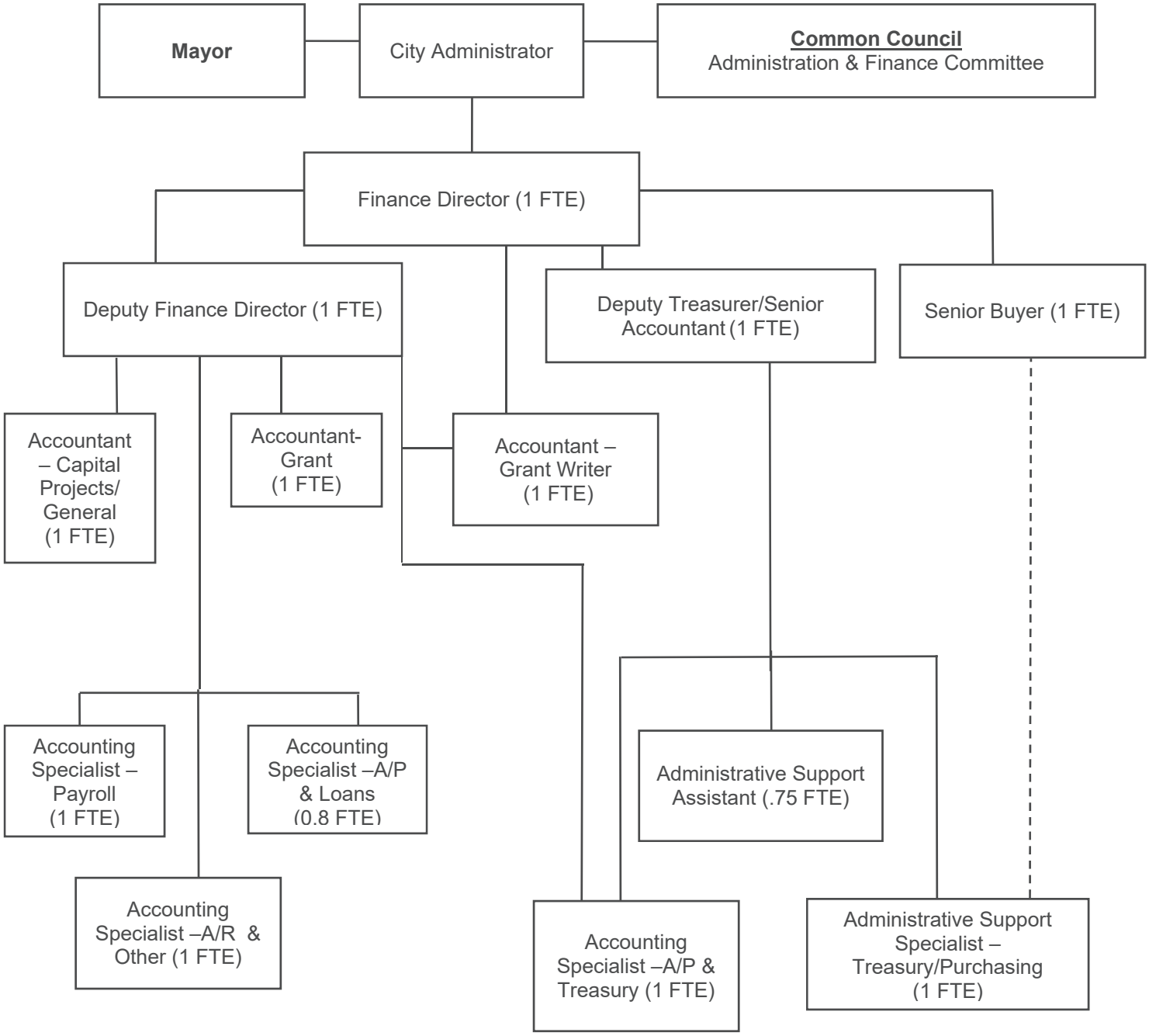
PREPARED 10/21/19, 12:04:52 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Capital Items	2,740	228-	3,600	0	3,600	0
***	Finance	720,672	745,981	940,567	546,499	841,520	931,675
****	GENERAL FUND	720,672	745,981	940,567	546,499	841,520	931,675

PREPARED 10/21/19, 12:04:52 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
		720,672	745,981	940,567	546,499	841,520	931,675

FINANCE DEPARTMENT



CITY FUNDED FTES: 8.77
Grants FTES: .95
Utility FTES: 2.83

Department	Director	Fund and Dept. Group
Finance	Peggy Steeno	General Fund – 100-1401 through 1405

Mission/Overview

The mission of the Finance Department is to maintain the integrity of the City through financial services, timely information and analysis, innovation, financial management, appropriate controls, and continuous improvement.

The goals are to:

(1) Work with all other departments, elected officials and other stakeholders to achieve the City's mission;
(2) Accurately record and report all financial transactions for the City;
(3) Prudently manage/verify all cash, investments, receipts, and disbursements;
(4) Responsibly execute borrowings;
(5) Prudently oversee all financial operations of the City; and
(6) Assist internal and external customers with finance related issues/challenges/opportunities.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Required accounting, monitoring, and reporting including grant administration. (General Fund, Debt Service Fund, Capital Projects Fund, Special Revenue Funds, Grant Funds, TID Funds, FIRE, CDA, Beloit Road Housing, Utility Funds, Internal Service Funds)*	Comprehensive Annual Financial Report; Single Audit; FIRE Audit; Beloit Road Audit; WI DOR State Report; WI PSC Report; Tax Bill Issuance, Reporting and Settlements; WI DOR TIF Reporting; Payroll and Related Processing and Reporting; GASB 75 Report; Levy Limit and ERP Reporting and Compliance; and grant administration, all completed timely and accurately.	100% Completed timely and accurately and compliant. No lost state aids or grants due to reporting.	100% Completed timely and accurately and compliant. No lost state aids or grants due to reporting.
2. Management Reporting and Financial Analysis (Same Funds as noted above)*	Monthly reporting completed by the 20th of the following month, special department financial requests filled within 7 days of request Ongoing financial monitoring and analysis	Reports to departments by the 20th of the month following month end. Additional analysis and reporting completed within 7 days of request, whenever feasible.	Reports to departments by the 20th of the month following month end. Additional analysis and reporting completed within 7 days of request, whenever feasible.
3. Cash Management: Safeguard funds / Maintain adequate cash on hand to meet the City's needs / Pay invoices promptly / Obtain a prudent financial return on investments	(1) Ensure timely, safe deposits (within 1 day of receipt); (2) Ensure proper collateralization; (3) Follow all financial policies and report exceptions promptly; (4) Maintain liquidity and pay invoices promptly; and (5) Manage receivables and be diligent on collections.	Have improved processing times substantially;	Meet all KPI's.
4. Budget Process and Year Round Budget Monitoring	(1) Payroll and Benefit Budgets (~85% of overall budget) completed by Finance/confirmed by Departments and imported into budget software; (2) Ensure Budget is compliant with state regulations in regard to funding, spending, and proper accounting;	For 2019 Budget, all calculations completed by Finance/confirmed by departments and imported into the Budget (hand entering eliminated).	Continue to improve process/overall budget and more KPI's met.

	(3) Estimate all budget revenues and numerous functional budgets; (4) Prepare, analyze and balance overall budget document; (5) Continuous improvement in the budget process and refinement of budget numbers; and (6) Assist in presenting to/guiding Council through the process through adoption. (7) Regular monitoring and reporting throughout the year.		
5. CIP Process	(1) Assist in establishing a rolling five-year capital improvement program; (2) Compile and analyze all information received from departments annually; (3) Prepare and analyze CIP plan; (4) Establish a funding plan for the CIP; (5) Continuous improvement in the CIP process; and assist in presenting to and guiding the Capital Improvement Committee and Council through the process through adoption.	For 2019-2023, currently have full, draft plan. Not standard plans as some projects have detail sheets and others do not. Funding is still uncertain for 2019 and beyond. Just starting 2020-2024 Process.	Continue to improve process and more KPI's met.
6. Payroll and Benefit Administration	(1) Administer payroll and related benefits for all employees and handle the billing, collection, and customer service with regard to retiree insurance; (2) Ensure payroll is completed timely and accurately, with prompt corrections for any errors or updates needed; (3) Complete all required and related reporting with regard to payroll; and participate in policy review, adherence, and updating with regard to payroll and related items.	All KPI's being met. Implemented entire TBP Policy and monitoring and advising on a regular basis. Implemented a new program and continuously monitoring the compression pay for all protective services employees. Implementing a 2% ATB pay increase for all eligible, non-represented employees. Assisting HR with benefit administration, including retirements, FMLA, invoicing, etc.	Continue to improve process and standardize/verify exceptions. Increase KPI's met.
7. Other Financial Analysis (FIRE/Development Initiatives/Bargaining/Etc.)	(1) Participation in projects as needed throughout City operations; (2) Information requested and input provided; and (3) Ensure that the City's financial	All KPI's met on a project by project basis. 2019 has been a very busy year – Cobalt, Ogden, Mandel, 102nd	All KPI's met on an ongoing basis, up to date at any given time.

	interests are considered and protected.	Street Hotel Project, Chr Hanson Lab Project	
8. 'Back Office' transaction processing, coordination, and customer service	(1) Treasury Transactions – 98% completed immediately, all others within one business day; (2) Invoicing – complete and mail within three days of request; (3) Phone Calls and walk-ins – immediate response when possible and within 24 hours, follow-ups as needed; (4) Payment of Invoices – items received by the 15th, paid by the 20th and items received by the end of the month paid by the 5th. (5) Purchasing – ensure adherence to policy and competitive pricing, assist with RFP processes, and assist with contract management.	Generally, KPI's met, but we need to improve processes to ensure that we can meet the standards at all times. 2018 Audit process has been extremely enlightening, as well as working with departments to improve accountability with regard to accounting transactions and records.	Continue to improve processes, and increase KPI's met.

Position Information

Title	Division	Number	Funding Source
Director of Finance/Comptroller/Treasurer	Finance	(1)	General Fund
Deputy Finance Director	Finance	(1)	General Fund
Deputy Treasurer/Senior Accountant	Finance	(1)	General Fund/Utilities
Senior Buyer	Finance	(1)	General Fund
Accountant	Finance	(1)	General Fund
Grant Accountant/Grant Writer-Fiscal Analyst	Finance	(2)	General Fund/Grant Funds
Accounting Specialist	Finance	(4)	General Fund/Utilities
Administrative Support Specialist	Finance	(1)	General Fund
Administrative Support Assistant	Finance	(1)	General Fund/Grant Funds/Utilities

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
Accounting Specialist	*Finance*	*1 Year*	*In Recruitment – 3rd Recruitment*	*Hire*
Administrative Support Assistant	*Finance*	*2 Months*	*Evaluating*	*Hire*

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Tax Billing, Collections, and Record Management	Daily from December through August	State/Local
2. Collection, Disbursement, Management, Accounting, and Reporting for all City Funds*	*Daily*	Federal/State/Local
3. Financial Planning for City Initiatives / Debt Management	*Regularly*	Federal/State/Local
4. Coordinate City-Wide Purchasing	*Daily*	Federal/State/Local
5. Assist departments with fiscal related matters	*Daily*	Federal/State/Local

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1. Total Benefit Plan – Key participants in the creation of the newly proposed total benefit plan for new and existing employees. Improves accountability and simplified administration.	Numerous LEAN initiatives included in the implementation process / still refining	5-1, 5-5, 5-6
2. A/P Process Improvements – (Docuware)	Reduce overpayments to vendors / reduced late payments / better tracking / less accounts payable exceptions (specific measures will come with process)	5-2, 5-3, 5-5
3. Continue Budget Improvements	Creation of program budgets / tighter annual budgeting / year round monitoring	5-2, 5-3, 5-5
2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Revamp credit card and ATM use for City services – reduce providers, expand to additional services and departments.	Continue to assist in process by reviewing services provided along with alternate methods of service and expanding e-commerce for the City in a prudent manner	3-6, 5-1, 5-3, 5-5
2. Ensure appropriate accounting of all City transactions, utilizing appropriate budgetary control and account numbers	Appropriate controls and practices in place, clean audit, safeguarding of City resources	4-1,4-2,4-6, 5-1, 5-2, 5-5
3. Process Improvements – Execute a comprehensive, valid, and accurate Bank Reconciliation Process	Appropriate controls and practices in place, clean audit, safeguarding of City resources	4-1,4-2, 5-5
4. Financial plan with regard to infrastructure needs to be created – need to manage City resources responsibly	Lay the foundation for and begin creation of a financial plan for the City to enable data-driven decision making.	4-1, 4-7, 5-4, 5-5
5. Standardize the Accounts Receivable Process Citywide	Appropriate controls and practices in place, clean audit, safeguarding of City resources	4-1, 4-2, 5-2, 5-5

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. Revamp credit card and ATM use for City services – reduce providers, expand to additional services and departments.	3-6, likely not a cost savings, but should be a productivity enhancer

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

City of West Allis
City Clerk
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 244,714	$ 276,080	$ 247,510	$ 189,139	$ 247,510	$ -	$ 254,876	$ 7,366	
Provisionals/Part-Time	$ 20,213	$ 85,355	$ 52,000	$ 16,114	$ 52,000	$ -	$ 107,644	$ 55,644	
Misc Other Pay	$ 125	$ 346	$ 300	$ 60	$ 300	$ -	$ -	$ (300)	
Overtime	$ 3,317	$ 5,249	$ 5,500	$ 435	$ 5,500	$ -	$ 2,880	$ (2,620)	
Payroll Taxes	$ 18,567	$ 21,469	$ 18,808	$ 13,925	$ 18,808	$ -	$ 20,056	$ 1,248	
Pension	$ 17,056	$ 18,406	$ 16,572	$ 12,417	$ 16,572	$ -	$ 17,398	$ 826	
Health Insurance	$ 47,941	$ 56,114	$ 54,154	$ 38,803	$ 54,154	$ -	$ 55,478	$ 1,324	
Dental Insurance	$ 3,496	$ 4,580	$ 4,321	$ 3,218	$ 4,321	$ -	$ 4,527	$ 206	
Life Insurance	$ 601	$ 554	$ 506	$ 376	$ 506	$ -	$ 511	$ 5	
Professional Services	$ 18,842	$ 8,155	$ 14,500	$ 8,078	$ 14,500	$ -	$ 25,400	$ 10,900	
Maintenance Contracts	$ 17,118	$ 11,465	$ 18,000	$ 24,843	$ 39,200	$ (21,200)	$ 11,500	$ (6,500)	
Utilities	$ 7	$ 8	$ 25	$ 3	$ 25	$ -	$ 25	$ -	
Repair & Maintenance	$ -	$ -	$ 250	$ -	$ 250	$ -	$ 250	$ -	
Supplies	$ 6,964	$ 11,044	$ 15,500	$ 4,318	$ 15,500	$ -	$ 19,500	$ 4,000	
Books & Subscriptions	$ 14	$ 107	$ 50	$ -	$ 50	$ -	$ 50	$ -	
Advertising	$ 15,233	$ 13,737	$ 14,900	$ 9,327	$ 14,900	$ -	$ 15,600	$ 700	
Training & Travel	$ 566	$ 2,002	$ 7,325	$ 5,267	$ 7,135	$ 190	$ 7,825	$ 500	
Regulatory & Safety	$ 135	$ 10	$ 100	$ 20	$ 100	$ -	$ 100	$ -	
Capital Items	$ 1,787	$ 3,525	$ 12,600	$ 11,540	$ 12,600	$ -	$ 14,100	$ 1,500	
TOTAL EXPENDITURES	$ 416,696	$ 518,205	$ 482,921	$ 337,883	$ 503,931	$ (21,010)	$ 557,720	$ 74,799	15.49%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $21,010 over budget as indicated above, due to an increase in Maintenance Contracts related to a miscommunication on the Granicus contract for 2018 and 2019.

The 2020 Budget includes an increase in Provisionals/Part Time Labor due to additional national elections in 2020, and increases related to technology initiatives for Poll-worker Scheduling Software and Granicus Boards & Commissions module, as well as the purchase of additional voting equipment.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
City Clerk							
100-1501-517.11-01	Salary & Wages	198,914	213,753	247,510	179,581	237,510	254,876
100-1502-514.11-01	Salary & Wages	0	21,415	0	9,558	10,000	0
100-1501-517.11-02	Vacation	18,701	18,400	0	0	0	0
100-1501-517.11-03	Holidays	11,627	10,904	0	0	0	0
100-1501-517.11-04	Sick Leave	11,804	10,317	0	0	0	0
100-1501-517.11-06	Funeral Leave	84	965	0	0	0	0
100-1501-517.11-12	Comp Time Used	3,583	326	0	0	0	0
**	Regular Employees	244,713	276,080	247,510	189,139	247,510	254,876
100-1502-514.12-01	Salary & Wages	20,213	85,355	52,000	16,114	52,000	95,134

LEVEL	TEXT	TEXT AMT
DEPT	USE OF CITY EMPLOYEES AS ELECTION WORKERS TO REDUCE ELECTION WORKER SALARY BUDGET	17,784-
	REDUCE ELECTION PROVISIONAL OFFICE TEMP:	
	PAY-$8,414	8,414-
	FICA-$522	
	MED-$122	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(14,332)	
		26,198-

**	Provisional Employees-PT	20,213	85,355	52,000	16,114	52,000	95,134
100-1501-517.13-01	Overtime Pay	3,317	4,750	5,500	415	5,475	2,880

LEVEL	TEXT	TEXT AMT
DEPT	REDUCE OVERTIME:	
	OT-$2,635	
	FICA-$163	
	MEDICARE-$38	
	WRS-$178	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(3,014)	

100-1502-514.13-01	Overtime Pay	0	499	0	19	25	0
**	Overtime	3,317	5,249	5,500	434	5,500	2,880
100-1501-517.14-10	Car Allowance	125	346	300	60	300	0
**	Misc Additional Pays	125	346	300	60	300	0
100-1501-517.21-01	Health Insurance	47,941	50,661	54,154	36,441	50,154	55,478
100-1502-514.21-01	Health Insurance	0	5,453	0	2,361	4,000	0
100-1501-517.21-04	Life Insurance	601	513	506	338	431	511
100-1502-514.21-04	Life Insurance	0	41	0	38	75	0
100-1501-517.21-07	Dental Insurance	3,496	4,254	4,321	3,060	4,021	4,527
100-1502-514.21-07	Dental Insurance	0	326	0	157	300	0
**	Insurance	52,038	61,248	58,981	42,395	58,981	60,516
100-1501-517.22-01	Social Secrty-OASDI 6.2%	15,048	15,615	15,243	10,712	13,943	15,471
100-1502-514.22-01	Social Secrty-OASDI 6.2%	0	1,785	0	574	1,000	784
100-1501-517.22-02	Social Security-HI 1.45%	3,519	3,652	3,565	2,505	3,565	3,618
100-1502-514.22-02	Social Security-HI 1.45%	0	418	0	134	300	183
**	Payroll Taxes	18,567	21,470	18,808	13,925	18,808	20,056
100-1501-517.23-01	Retirement-General	17,056	16,937	16,572	11,790	15,572	17,398

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1502-514.23-01	Retirement-General	0	1,469	0	627	1,000	0
**	Retirement	17,056	18,406	16,572	12,417	16,572	17,398
100-1501-517.30-02	Consultants	9,310	0	2,500	2,500	2,500	0
100-1501-517.30-04	Other	9,012	8,155	10,000	5,578	10,000	27,650

LEVEL	TEXT	TEXT AMT
DEPT	MUNICODE	7,200
	GRANICUS	11,200
	GRANICUS BOARDS AND COMMISSION MODULE	7,000
	B&C IMPLEMENTATION	2,250
		27,650

100-1502-514.30-04	Other	520	0	2,000	0	2,000	0
**	Professional Services	18,842	8,155	14,500	8,078	14,500	27,650
100-1501-517.32-01	Computer Equip/Software	6,668	0	6,500	11,170	22,000	0
100-1502-514.32-01	Computer Equip/Software	10,425	11,465	11,500	13,673	17,200	21,760

LEVEL	TEXT	TEXT AMT
DEPT	ELECTION SYSTEMS AND SOFTWARE	9,500
	MILWAUKEE COUNTY ELECTION COMMISSION	2,000
	POLLWORKER SCHEDULING SOFTWARE	10,260
		21,760

100-1501-517.32-02	Office Equipment	25	0	0	0	0	0
**	Maintenance Contracts	17,118	11,465	18,000	24,843	39,200	21,760
100-1502-514.41-06	Telephone	7	8	25	3	25	25
**	Utility Services	7	8	25	3	25	25
100-1501-517.44-01	Office Furniture & Equip	0	0	250	0	250	250
**	Repair & Maintenance	0	0	250	0	250	250
100-1501-517.51-01	Postage	3,567	4,580	4,000	2,069	4,000	4,000
100-1502-514.51-01	Postage	1,618	2,270	2,000	961	2,000	6,500

LEVEL	TEXT	TEXT AMT
DEPT	ABSENTEE BALLOTS FOR FOUR ELECTIONS	4,400
	Followup mailings with absentee ballots and voter	500
	Possible mailings for polling place changes or oth	1,600
		6,500

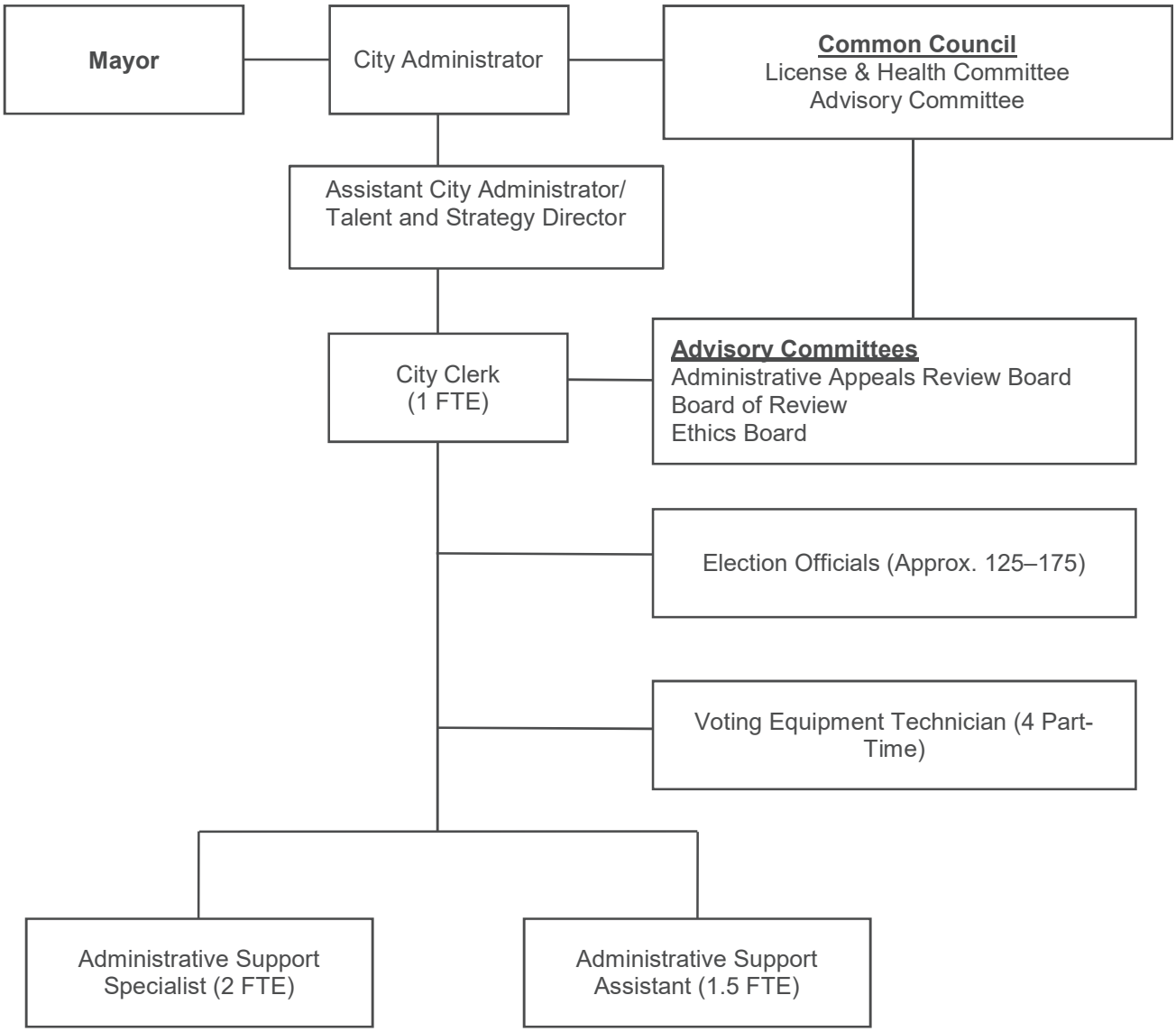
100-1503-515.51-01	Postage	2	1	0	0	0	0
100-1501-517.51-02	Office Supplies	860	1,637	2,000	349	2,000	2,000
100-1502-514.51-02	Office Supplies	446	1,004	2,500	537	2,500	3,000
100-1503-515.51-02	Office Supplies	286	0	0	0	0	0
100-1501-517.51-09	Other	79	226	500	10	500	500
100-1502-514.51-09	Other	106	1,325	4,500	394	4,500	3,500
**	General Supplies	6,964	11,043	15,500	4,320	15,500	19,500
100-1501-517.52-02	Other	14	107	50	0	50	50
**	Books & Periodicals	14	107	50	0	50	50
100-1501-517.54-02	Notices	14,953	12,087	14,400	9,072	14,400	13,600

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-1502-514.54-02	Notices	280	1,650	500	255	500	2,000
LEVEL	TEXT		TEXT AMT				
DEPT	Legal Notices for four elections		2,000				
			2,000				
** Advertising		15,233	13,737	14,900	9,327	14,900	15,600
100-1501-517.56-01	Local Business Meetings	103	126	250	458	500	350
100-1502-514.56-01	Local Business Meetings	0	113	100	66	100	300
100-1501-517.56-02	Conferences & Seminars	0	843	2,500	2,577	2,600	2,600
100-1502-514.56-02	Conferences & Seminars	0	92	400	237	400	700
100-1502-514.56-03	Other	0	66	0	0	0	0
** Travel		103	1,240	3,250	3,338	3,600	3,950
100-1501-517.57-01	Membership Dues	295	445	575	525	525	575
LEVEL	TEXT		TEXT AMT				
DEPT	IIMC		200				
	WMCA		260				
	MTAW		55				
	MMCA		30				
	NAP		30				
			575				
100-1501-517.57-02	Registration Fees	101	276	3,000	1,321	2,510	2,800
LEVEL	TEXT		TEXT AMT				
DEPT	LEAGUE CTFO (BRAATZ)		100				
	WMCA CONFERENCE (BRAATZ)		250				
	CLERKS INSTITUTE (LEMANSKE/SLIVKA)		1,000				
	VARIOUS OTHER TRAININGS/DIST MTGS/MMCA METG		1,450				
			2,800				
100-1502-514.57-02	Training Schools	66	41	500	84	500	500
** Education & Training		462	762	4,075	1,930	3,535	3,875
100-1501-517.58-01	Certification-Permits-Lic	135	10	100	20	100	100
** Regulatory Expenses		135	10	100	20	100	100
100-1501-517.70-01	Furniture & Fixtures	1,787	479	500	0	500	500
LEVEL	TEXT		TEXT AMT				
DEPT	MISC FURNITURE		500				
			500				
100-1502-514.70-03	Equipment	0	3,046	12,100	11,540	12,100	13,600
LEVEL	TEXT		TEXT AMT				
DEPT	FOUR NEW EXPRESS VOTES - CONTINUING REPLACEMENT		13,600				
			13,600				

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Capital Items	1,787	3,525	12,600	11,540	12,600	14,100
***	City Clerk	416,694	518,206	482,921	337,883	503,931	557,720

CLERK



CITY FUNDED FTEs: 4.5

CITY CLERK BUSINESS PLAN

Department	Director	Fund and Dept. Group
CITY CLERK	Steven A. Braatz, Jr.	100-15

Mission/Overview

To provide the best possible service through efficient and effective methods to the residents, Common Council, and to City Departments, while carrying out the duties and responsibilities of the Office of City Clerk as required by Wisconsin Statues, City Ordinances and Resolutions.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Customer Service	Clerk	Percent of Online or in-person inquiries responded to within two (2) business days	95%	90%
2. Elections	Clerk	Percent of online voter registration applications compared to paper documents	40%	50%
3. Elections	Clerk	Number of City employees assisting with elections	10	15
4. Legislative Support	Clerk	Percent of time the Revised Municipal Code is updated within one month after receipt of update from the vendor	100%	95%
5. Legislative Support	Clerk	Percent of meeting minutes completed and distributed within five (5) business days	*0%	90%
6. Licensing	Clerk	Percent of license applications received and processed within two (2) business days	100%	90%
7. Public Records	Clerk	Percent of public records request responded to within five (5) business days	60%	75%
*Minutes completed in less than 5 days, but only distributed before next Council meeting				

Position Information

Title	Division	Number	Funding Source
City Clerk	Clerk	1	100-1501-517.11-01
Administrative Support Specialist	Clerk	2	100-1501-517.11-01
Administrative Support Assistant	Clerk	2	100-1501-517.11-01
Voting Equipment Technicians	Elections	4	DPW and IT Salary Accounts
Election Inspectors	Elections	250	100-1502-514.12-01
Special Voting Deputies	Elections	10	100-1502-514.12-01
			100-1502-514.12-01

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
N/A				

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Legislative support to Common Council and other Board, Committees, and Commissions	*High*	*Yes*
2. Licensing Administration	*High*	*Yes*
3. Election Administration	*High*	*Yes*
4. Records Management	*High*	*Yes*
5. Customer Service	*Medium*	*No*

CITY CLERK BUSINESS PLAN

Strategic Plan Progress		
2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Assist with Citizen 101 Academy	Increased citizen awareness and education of local government operations	SA 3-1
2. Assist with the creation of a virtual city hall (SA 3-6)	Improved customer experience with dealing with City government as a whole	SA 3-6
3. Assist with creation of a special event permit process (in progress)	Central collection of information related to special events, improve the overall safety of events, improved communication between departments affected by the special event	SA 2-7 SA 3-6 SA 5-3
4. Completed and implemented fee schedule	Central location of fees for citizen knowledge and departmental maintenance	SA 5-3
5. Initiated potential combination of food peddlers and direct sellers permit into one permit (in progress)	Lessen customer and staff confusion for determination of the correct permit	SA 5-3
6. Overhauled the operator's license review procedures	Faster turnaround of background checks, less confusion and discretion on staff, returned proper authority of review to License & Health Committee, simpler, easier, more efficient process	SA 4-2 SA 4-5 SA 5-1 SA 5-5
7. Various changes improved changes to the election process, including utilization of a new absentee tracking log, improved end-of-the-night collection setup and procedures, re-organization of election day supplies, and implantation of post-election meetings with Chiefs	Improved tracking of absentee ballots that are returned on election day which also allows voters the flexibility to drop them off at the polling site rather than only the Clerk's Office, improved accuracy of materials returned by the poll workers/Chiefs, easier and less timely setup on election day, improved communication between Chiefs and improved understanding of possible errors to correct in the future	SA 4-2 SA 4-5 SA 5-1 SA 5-5
8. Elected and Appointed Officials Handbook (in progress)	One document to assist in the orientation and knowledge of incoming elected and appointed officials including governance, open meetings law, parliamentary procedures, West Allis history and information about each department	SA 3-1
9. Revised record retention schedule	Update to a new record retention schedule to allow departments an up to date guide to destroy records	SA 5-5
2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Assist with Citizen 101 Academy, work with Communications to conduct series of videos with governance operation information	Increased citizen awareness and education of local government operations	SA 3-1
2. Assist with the creation of a virtual city hall, including the implementation of the license and permit program	Improved customer experience with dealing with City government as a whole, allow for online application process	SA 3-6
3. Implement Badger Books into election process	Improved customer experience, streamlining voting process, reduction in risk of human error	SA 4-5 SA 5-1

CITY CLERK BUSINESS PLAN

	in data entry	SA 5-3
4. Assist with completion and implantation of a special event permit process	Central collection of information related to special events, improve the overall safety of events, improved communication between departments affected by the special event	SA 2-7 SA 3-6 SA 5-3
5. Assist with completion and implantation of transient merchant permit (combining food peddlers and direct sellers permits)	Lessen customer and staff confusion for determination of the correct permit	SA 5-3
6. Complete Elected and Appointed Officials Handbook and use during training of elected officials	One document to assist in the orientation and knowledge of incoming elected and appointed officials including governance, open meetings law, parliamentary procedures, West Allis history and information about each department	SA 3-1
7. Review and potentially combine some polling sites, create contingency plans	Better use of poll worker and other election resources and easier implementation of Badger Books, contingency planning to ensure the election continues to operate on election day	SA 5-1 SA 5-3
8. Increase the number of City staff to help with elections	Utilize existing City resources to help with elections	SA 5-1 SA 5-3
9. Implement Boards, Commission, and Commissions module	Streamline and automate process for keeping track of appointments to various Boards, Committees, and Commissions, as well as provide transparent information to customers	SA 3-1 SA 4-5
10. Revise Clerk's Office webpage	Provide a user friendly experience with elections, licensing, and general information.	SA 3-1 SA 3-6
11. Standardize City-wide applications for permits, licenses, submittals, etc.	User-friendly forms that can ultimately be used as templates for online forms. Forms with the same look and feel throughout the City.	SA 3-1 SA 3-6
12. Assist City Attorney with the recodification project, utilize codification company to manage policies and procedures	Simplified and efficient Municipal Code, easier to manage policies and procedures manual with a public interface	SA 4-5

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. Implementation of Badger Books (electronic poll) to reduce paper costs, personnel costs with recording election day information, and human errors. Included in 2020 CIP.	SA 5-1. Included in 2020 CIP. Saves in hours of data entry post-election. Reduces human error.

REVENUES

Are there any changes which may impact your revenues for 2020? ☒Yes ☐ No

If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

Department	Director	Fund and Dept. Group
City Promotions, General Expenses, Fringe Benefits, Other General Government	Rebecca Grill, City Administrator	100-50, 52, 88

Mission/Overview

To provide for the management of the City's special and miscellaneous program activities.

Services Provided

Conduct public relations, community events, celebrations and recognition activities.
Provide for Animal Control Services.
Manage audit, tax refund and judgment payments.
Manage City's Risk Management and Insurance programs.
Conduct internal and external audit and special projects.
Provide for employee training resources and tuition reimbursement.
Manage City pool car program.
Manage City's fringe benefits and related programs.
Manage City's debt issuance.

City of West Allis
City Pomotion/Celebratns
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Professional Services	$ 28,706	$ 37,004	$ 37,500	$ 41,111	$ 41,111	$ (3,611)	$ 20,500	$ (17,000)	
Supplies	$ 13,376	$ 17,988	$ 51,725	$ 41,440	$ 50,649	$ 1,076	$ 51,675	$ (50)	
TOTAL EXPENDITURES	$ 42,081	$ 54,992	$ 89,225	$ 82,551	$ 91,760	$ (2,535)	$ 72,175	$ (17,050)	-19.11%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $2,535 over budget as indicated above.
City Promotions/Celebrations includes funding towards City 4th of July, Memorial Day, and Christmas celebrations. (Private fundraising and sponsorships also contribute significantly to these events).
The 2020 Budget reflects a decrease due to fiscal contraints

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
GENERAL FUND							
City Pomotion/Celebratns							
100-5002-517.30-04	Other	28,706	37,004	37,500	41,911	41,111	20,500
LEVEL	TEXT		TEXT AMT				
DEPT	MEMORIAL DAY (500); CHRISTMAS PARADE (1000)						
	JULY 4TH, OTHER EVENTS (29,000)						
	(FUND ADDITIONAL THROUGH DONATIONS)						
	BUDGET REDUCTION $10,000-REPLACE WITH DONATIONS						
**	Professional Services	28,706	37,004	37,500	41,911	41,111	20,500
100-5001-517.51-01	Postage	118	0	0	0	0	0
100-5002-517.51-01	Postage	212	27	150	61	75	100
LEVEL	TEXT		TEXT AMT				
DEPT	RECOGNITION PROGRAM POSTAGE						
100-5001-517.51-02	Office Supplies	0	0	75	0	0	75
100-5002-517.51-02	Office Supplies	151	0	0	111	24	0
100-5004-517.51-02	Office Supplies	346	359	400	436	350	400
100-5001-517.51-04	Food/Provisions	0	0	100	0	0	100
100-5002-517.51-04	Food/Provisions	8,520	10,882	15,200	11,038	15,000	15,200
LEVEL	TEXT		TEXT AMT				
DEPT	JULY 4TH ICE CREAM (1000)						
	CITIZEN AWARD/RECOGNITION, EMPLOYEE RECOGNITION						
100-5001-517.51-09	Other	620	784	800	198	200	800
100-5002-517.51-09	Other	5,987	5,934	17,000	14,402	17,000	17,000
LEVEL	TEXT		TEXT AMT				
DEPT	CITIZEN AND EMPLOYEE RECOGNITION						
	HOLIDAY AND OTHER CITY EVENTS						
	LOGO ITEMS						
100-5003-517.51-09	Other	599	2	18,000	1,141	18,000	18,000
LEVEL	TEXT		TEXT AMT				
DEPT	EMPLOYEE PROMOTIONAL ITEMS						
	OTHER EVENTS						
100-5004-517.51-09	Other	162	0	0	0	0	0
100-5005-517.51-09	Other	3,339-	0	0	16,413	0	0
**	General Supplies	13,376	17,988	51,725	43,800	50,649	51,675
***	City Pomotion/Celebratns	42,082	54,992	89,225	85,711	91,760	72,175
****	GENERAL FUND	42,082	54,992	89,225	85,711	91,760	72,175

City of West Allis
Undistributed Fringe Benefits
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ -	$ -	$ (112,800)	$ -	$ -	$ (112,800)	$ -	$ 112,800	
Misc Other Pay	$ 190,349	$ 97,865	$ 400,000	$ 7,500	$ -	$ 400,000	$ 425,000	$ 25,000	
Fringe Benefits	$ 236,599	$ 1,049,982	$ 666,000	$ 391,509	$ 681,700	$ (15,700)	$ 713,000	$ 47,000	
Health Insurance	$ 901,320	$ 1,150,000	$ 1,200,000	$ -	$ 1,287,000	$ (87,000)	$ 1,200,000	$ -	
Dental Insurance	$ -	$ -	$ -	$ 62,311	$ 75,000	$ (75,000)	$ 80,000	$ 80,000	
Professional Services	$ 34,570	$ 37,512	$ 187,000	$ 30,311	$ 91,000	$ 96,000	$ 87,500	$ (99,500)	
Maintenance Contracts	$ 132	$ 303	$ -	$ -	$ -	$ -	$ -	$ -	
Books & Subscriptions	$ 831	$ 364	$ -	$ -	$ -	$ -	$ -	$ -	
Insurance	$ 69,189	$ -	$ 72,500	$ 71,238	$ 72,500	$ -	$ 77,500	$ 5,000	
TOTAL EXPENDITURES	$ 1,432,989	$ 2,336,026	$ 2,412,700	$ 562,869	$ 2,207,200	$ 205,500	$ 2,583,000	$ 170,300	7.06%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $205,500 under budget as indicated above. These funds are available to cover the corresponding overages in the salaries category in various departments resulting from the mid-year pay increase for non-represented staff which was budgeted in this Fringe Benefits Department as a city-wide amount, rather than in each department.

The 2020 Budget includes $425,000 to fund Performance/Pay increases for non-represented staff under the City's Pay for Performance initiative. The 2020 Budget also includes funding of $1,200,000 for retiree health insurance, as well as administrative costs of other fringe benefit programs.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	Undistrib Fringe Benefits						
100-5214-517.11-30	Offset-Unfilled Position	0	0	112,800-	0	0	0
**	Regular Employees	0	0	112,800-	0	0	0
100-5215-517.14-08	Suggestion Awards	400	0	0	0	0	0
100-5216-517.14-09	Performance Allowance	189,949	97,865	400,000	7,500	0	425,000

LEVEL	TEXT	TEXT AMT
DEPT	WAGE SCHEDULE ADJUSTMENT Q3	
	INCREASE RESIDENT INCENTIVE TO 2.5%	
	PAY FOR PERFORMANCE FUNDING	475,000
	BUDGET BALANCING ADJUSTMENT	50,000-
		425,000

**	Misc Additional Pays	190,349	97,865	400,000	7,500	0	425,000
100-5209-517.21-04	Life Insurance	131,890	127,551	200,000	96,230	156,450	130,000
100-5209-517.21-05	Life Ins-Prem Share Credt	119,107-	115,799-	120,000-	87,279-	115,000-	113,000-
100-5209-517.21-06	Life Ins-Premiums Paid	0	0	80,000-	0	0	0
100-5211-517.21-07	Dental Insurance	514,686-	505,667-	500,000-	389,893-	520,000-	540,750-
100-5211-517.21-08	Dntl Ins-Prem Share Credt	1,932-	2,575-	2,500-	2,074-	2,750-	2,750-
100-5217-517.21-11	Long Term Disability Ins	0	0	0	62,305	75,000	80,000
100-5218-517.21-12	Vision Plan Premiums	0	0	0	5,809	10,500	12,000
100-5218-517.21-13	Vision Plan Prem Share cr	0	0	0	5,804-	10,500-	12,000-
100-5207-517.21-30	HealthIns-ActiveEmpl Prem	0	0	50,000	0	137,000	50,000
100-5207-517.21-31	HealthIns-Retiree Prem	900,000	1,150,000	1,150,000	0	1,150,000	1,150,000
100-5211-517.21-50	IBNR Expense	1,116-	0	0	0	0	0
100-5207-517.21-52	Medical Claims	1,320	0	0	0	0	0
100-5211-517.21-70	Dental Premiums-Care Plus	185,831	205,022	190,000	190,567	256,000	256,000
100-5211-517.21-72	Dental-Std Plan Claims	320,749	299,782	287,500	215,531	280,000	287,500
**	Insurance	902,949	1,158,314	1,175,000	85,392	1,416,700	1,297,000
100-5216-517.22-01	Social Secrty-OASDI 6.2%	0	1,860	0	0	0	0
100-5216-517.22-02	Social Security-HI 1.45%	0	435	0	0	0	0
**	Payroll Taxes	0	2,295	0	0	0	0
100-5205-517.23-01	Retirement-General	0	0	50,000	0	0	50,000

LEVEL	TEXT	TEXT AMT
DEPT	RESERVE FOR FUTURE WRS INCREASES	50,000
		50,000

100-5216-517.23-01	Retirement-General	0	2,010	0	0	0	0
100-5206-517.23-03	Retirement-Police	0	0	50,000	0	50,000	50,000
100-5206-517.23-04	Retirement-Fire	41,311	36,969	50,000	13,740	50,000	50,000
**	Retirement	41,311	38,979	150,000	13,740	100,000	150,000
100-5210-517.25-01	Tuition Reimbursement	15,103	11,661	40,000	12,626	37,000	45,000

LEVEL	TEXT	TEXT AMT
DEPT	TUITION REIMBURSEMENT	15,000
	TUITION REPAYMENT	30,000
		45,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Tuition Reimbursement	15,103	11,661	40,000	12,626	37,000	45,000
100-5212-517.29-01	Workers Compensation	225,499	931,080	420,000	341,824	420,000	420,000
100-5213-517.29-02	Unemployement Compensatn	6,178	2,777	12,000	237	1,000	12,000
100-5202-517.29-03	Accrued Vacation	106,447-	28,850	34,000	0	34,000	34,000
100-5202-517.29-04	Accrued Overtime	53,326	26,025	35,000	0	35,000	35,000
**	Other Employee Benefits	178,556	988,732	501,000	342,061	490,000	501,000
100-5212-517.30-02	Consultants	13,675	12,306	15,000	9,750	15,000	15,000
100-5201-517.30-04	Other	4,721	4,869	6,000	4,304	6,000	6,000
LEVEL	TEXT		TEXT AMT				
DEPT	FLEXBEN EXPENSES (ADMIN FEE PER PLAN PARTICIPANT)						
100-5212-517.30-04	Other	16,175	20,337	88,500	16,258	70,000	66,500
LEVEL	TEXT		TEXT AMT				
DEPT	DWD WC PAYMENT		6,000				
	AUDIO/PFT/ALCOHOL/DRUG/PREEMPLMNT/RANDOM DRUG TEST		8,000				
	FITNESS FOR DUTY		1,000				
	SAFETY TRAINING AND INCENTIVES		1,500				
	SAFETY SHOES, SAFETY EQUIPMENT		50,000				
			66,500				
100-5213-517.30-04	Other	0	0	77,500	0	0	0
LEVEL	TEXT		TEXT AMT				
DEPT	LONG TERM DISABILITY NON REP						
**	Professional Services	34,571	37,512	187,000	30,312	91,000	87,500
100-5207-517.32-04	Other	132	303	0	0	0	0
**	Maintenance Contracts	132	303	0	0	0	0
100-5207-517.52-02	Other	831	364	0	0	0	0
**	Books & Periodicals	831	364	0	0	0	0
100-5212-517.61-01	Liability Ins (premiums)	69,189	0	72,500	71,238	72,500	77,500
**	Insurance	69,189	0	72,500	71,238	72,500	77,500
***	Undistrib Fringe Benefits	1,432,991	2,336,025	2,412,700	562,869	2,207,200	2,583,000

City of West Allis
General City Expense
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Provisionals/Part-Time	$ -	$ -	$ 13,500	$ 4,381	$ 13,500	$ -	$ -	$ (13,500)	
Payroll Taxes	$ -	$ -	$ 1,033	$ 335	$ 1,033	$ -	$ -	$ (1,033)	
Professional Services	$ 160,680	$ 132,724	$ 165,500	$ 97,159	$ 165,500	$ -	$ 145,000	$ (20,500)	
Maintenance Contracts	$ -	$ -	$ 10,000	$ -	$ 10,000	$ -	$ -	$ (10,000)	
Supplies	$ 395	$ 3,225	$ 10,500	$ 19,982	$ 24,982	$ (14,482)	$ 6,250	$ (4,250)	
Training & Travel	$ -	$ -	$ 1,500	$ -	$ 1,500	$ -	$ 1,500	$ -	
Regulatory & Safety	$ 186,060	$ 167,954	$ 173,750	$ 121,572	$ 173,750	$ -	$ 176,500	$ 2,750	
Insurance	$ 315,596	$ 415,149	$ 385,500	$ 407,219	$ 369,219	$ 16,281	$ 437,000	$ 51,500	
Claims/Judgments	$ 9,752	$ (836)	$ -	$ -	$ -	$ -	$ -	$ -	
Miscellaneous	$ 201,089	$ (55,599)	$ 21,000	$ 72,120	$ 40,000	$ (19,000)	$ 56,000	$ 35,000	
Transfers Out	$ -	$ -	$ 800,000	$ -	$ 800,000	$ -	$ 800,000	$ -	
TOTAL EXPENDITURES	$ 873,572	$ 662,616	$ 1,582,283	$ 722,767	$ 1,599,484	$ (17,201)	$ 1,622,250	$ 39,967	2.53%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $17,201 over budget as indicated above. The overage is due to unanticipated property tax rescissions.

The 2020 budget reflects an increase in Liability Insurance ($51,500) and maintains funding for OPEB obligations at $800,000, which would only be funded if corresponding revenues were available.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
General City Expense							
100-8813-517.12-01	Prov. Salary & Wages	0	0	13,500	4,381	13,500	0
**	Provisional Employees-PT	0	0	13,500	4,381	13,500	0
100-8813-517.22-01	Social Secrty-OASDI 6.2%	0	0	837	272	837	0
100-8813-517.22-02	Social Security-HI 1.45%	0	0	196	64	196	0
**	Payroll Taxes	0	0	1,033	336	1,033	0
100-8812-517.30-01	Audit	31,690	31,855	35,000	31,975	35,000	35,000
100-8801-517.30-02	Consultants	285	1,385	0	11	0	0
100-8810-517.30-02	Consultants	0	0	10,000	0	10,000	0
100-8811-517.30-02	Consultants	2,038	22,538	0	0	0	0
100-8813-517.30-02	Consultants	73,626	10,927	25,000	0	0	0
100-8813-517.30-04	Other	26,975	41,018	95,000	40,174	95,000	95,000

LEVEL	TEXT	TEXT AMT
DEPT	SPECIAL STUDIES/PROGRAMS	95,000
	MEDIATION CENTER	
	EMPLOYEE COUNSELING/COACHING EMPLOYEE	
	DEVELOPMENT (LEAN, ETC)	
	CUSTOMER SURVEYS	
		95,000

**	Professional Services	134,614	107,723	165,000	72,160	140,000	130,000
100-8813-517.31-02	Other	26,067	25,000	500	25,000	25,500	15,000

LEVEL	TEXT	TEXT AMT
DEPT	AURORA	10,000
	OTHER	5,000
		15,000

**	Project Activities	26,067	25,000	500	25,000	25,500	15,000
100-8808-517.32-01	Computer Equip/Software	0	0	10,000	0	10,000	0
**	Maintenance Contracts	0	0	10,000	0	10,000	0
100-8810-517.51-04	Food/Provisions	0	333	500	0	500	500
100-8813-517.51-04	Food/Provisions	0	0	0	381	500	0
100-8808-517.51-09	Other	0	0	1,500	0	0	1,500
100-8813-517.51-09	Other	395	97	8,500	22	4,982	4,250

LEVEL	TEXT	TEXT AMT
DEPT	POOL CARS	1,000
	MISC	7,500
	BUDGET BALANCING ADJUSTMENT	4,250-
		4,250

**	General Supplies	395	430	10,500	403	5,982	6,250
100-8807-517.53-01	Gasoline	0	2,795	0	19,579	19,000	0
**	Operational Supplies	0	2,795	0	19,579	19,000	0
100-8808-517.56-01	Local Business Meetings	0	0	250	0	250	250
100-8808-517.56-02	Conferences & Seminars	0	0	500	0	500	500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-8808-517.56-03	Other	0	0	0	0	750	0
**	Travel	0	0	750	0	1,500	750
100-8808-517.57-02	Registration Fees	0	0	750	0	0	750
**	Education & Training	0	0	750	0	0	750
100-8802-517.58-02	Animal Control Fees	186,060	167,954	173,750	121,568	173,750	176,500

LEVEL	TEXT	TEXT AMT
DEPT	OPERATIONS	161,300
	CAPITAL	1,500
	DEBT SERVICE	13,700
		176,500

**	Regulatory Expenses	186,060	167,954	173,750	121,568	173,750	176,500
100-8811-517.61-01	Liability Ins (premiums)	312,696	415,149	385,500	407,219	369,219	437,000

LEVEL	TEXT	TEXT AMT
DEPT	MPIC	120,000
	CVMIC LIABILITY	185,000
	EXCESS LIABILITY	15,000
	EMPLOYMENT PRACTICES LIABILITY	11,000
	AUTO PHYSICAL DAMAGE	90,000
	BOILER AND MACHINERY	3,000
	CRIME	5,000
	VOLUNTEER BLANKET POLICY	1,000
	POLLUTION	7,000
	DIVIDEND IS APPLIED TO REVENUES	
	CVMIC EXCESS WORKERS COMP IN 100-5212-517.61-01	
		437,000

100-8811-517.61-02	Claims	2,900	0	0	0	0	0
100-8804-517.61-03	Judgments/Awards	9,752	836-	0	0	0	0
**	Insurance	325,348	414,313	385,500	407,219	369,219	437,000
100-8803-517.62-01	Real Estate	0	52,405	10,000	30,216	29,000	35,000
100-8803-517.62-02	Personal Property	149,127	141,236-	0	3,635	0	10,000
**	Refunds on Taxes	149,127	88,831-	10,000	33,851	29,000	45,000
100-8806-517.63-01	Bad Debt Expense	13,310	2,112	10,000	257	10,000	10,000
**	Bad Debts	13,310	2,112	10,000	257	10,000	10,000
100-8814-517.64-02	City Treasurer Adjustment	85-	0	1,000	0	1,000	1,000
100-8807-517.64-50	Misc Exp-To Be Billed	628	6,355	0	6,265-	0	0
100-8807-517.64-53	To be billed via Tax Roll	38,109	24,765	0	44,278	0	0
**	Misc Adjustments/Expenses	38,652	31,120	1,000	38,013	1,000	1,000
100-8817-517.91-10	OPEB Funding-Hlth Ins	0	0	800,000	0	800,000	800,000
**	Operating Transfer Out	0	0	800,000	0	800,000	800,000
***	General City Expense	873,573	662,616	1,582,283	722,767	1,599,484	1,622,250

City of West Allis
Miscellaneous & Transfers
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Repair & Maintenance	$ (2,754)	$ (20,034)	$ -	$ (11,105)		$ -	$ -	$ -	
Transfers Out	$ 913,000	$ 5,088,350	$ -	$ -		$ -	$ -	$ -	
TOTAL EXPENDITURES	$ 910,246	$ 5,068,316	$ -	$ (11,105)	$ -	$ -	$ -	$ -	

2020 BUDGET NOTES:
A DPW initiative to reduce and streamline Inventory is responsible for the activity in 2019 and may continue into 2020.
Transfers in prior years were used to fund initiatives in the Capital Improvement Program.

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-9898-511.49-99	INVENTORY	2,754-	20,034-	0	11,105-	0	0
**	OVER/SHORT	2,754-	20,034-	0	11,105-	0	0
100-9898-511.91-00	Operating Transfer Out	913,000	5,088,350	0	0	0	0
**	Operating Transfer Out	913,000	5,088,350	0	0	0	0
***		910,246	5,068,316	0	11,105-	0	0
****	GENERAL FUND	55,120,716	61,328,275	61,243,000	40,686,599	60,356,323	62,643,000

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

PUBLIC SAFETY

City of West Allis
Police & Fire Commission
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Professional Services	$ 15,505	$ 12,975	$ 18,500	$ -	$ 18,500	$ -	$ 18,500	$ -	
Supplies	$ 318	$ 0	$ 450	$ 18	$ 450	$ -	$ 300	$ (150)	
Advertising	$ 685	$ -	$ 750	$ 96	$ 750	$ -	$ 350	$ (400)	
Training & Travel	$ 1,392	$ 1,175	$ 2,000	$ 512	$ 2,000	$ -	$ 1,625	$ (375)	
Regulatory & Safety	$ 17,048	$ 20,181	$ 17,500	$ 10,115	$ 17,500	$ -	$ 17,000	$ (500)	
TOTAL EXPENDITURES	$ 34,948	$ 34,332	$ 39,200	$ 10,741	$ 39,200	$ -	$ 37,775	$ (1,425)	-3.64%

2020 BUDGET NOTES:
No substantial changes.

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	Police & Fire Commission						
100-2001-523.30-11	Background Checks	15,505	12,975	18,500	0	18,500	18,500
**	Professional Services	15,505	12,975	18,500	0	18,500	18,500
100-2001-523.51-01	Postage	92	0	200	0	200	50
100-2001-523.51-02	Office Supplies	74	0	100	18	100	100
100-2001-523.51-09	Other	152	0	150	0	150	150
**	General Supplies	318	0	450	18	450	300
100-2001-523.54-02	Notices	685	0	750	96	750	350
**	Advertising	685	0	750	96	750	350
100-2001-523.56-01	Local Business Meetings	0	0	500	0	500	250
100-2001-523.56-03	Other	1,242	1,050	1,250	512	1,250	1,250
**	Travel	1,242	1,050	1,750	512	1,750	1,500
100-2001-523.57-02	Registration Fees	150	125	250	0	250	125
**	Education & Training	150	125	250	0	250	125
100-2001-523.59-01	Medical	14,760	20,046	16,000	10,115	16,000	16,000
100-2001-523.59-02	Other	2,288	135	1,500	0	1,500	1,000
**	Testing	17,048	20,181	17,500	10,115	17,500	17,000
***	Police & Fire Commission	34,948	34,331	39,200	10,741	39,200	37,775

POLICE AND FIRE COMMISSION BUSINESS PLAN

Department	Director	Fund and Dept. Group
Police and Fire Commission	Kurt Kopplin, President	100-20

Mission/Overview

To ensure the citizens of West Allis have a safe environment in which to live and work.

Position Information

Title	Division	Number	Funding Source
Commissioner		5	Volunteers

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Appoint the Police and Fire Chiefs and approve all appointments made by the Chiefs.	*As Needed*	*State, Local*
2. Approve list of eligible individuals for appointment.	*As Needed*	*State, Local*
3. Disciplinary actions as per Wis. State 62.13	*As Needed*	*State, Local*
4. Organize and supervise the Fire and Police Departments.	*As Needed*	*State, Local*
5. Prescribe rules and regulations for management and control of Fire and Police Department.	*As Needed*	*State, Local*
6. To contract for and purchase all necessary apparatus and supplies for the use of the departments under their supervision, exclusive of the erection and control of the police and fire station buildings.	*As Needed*	*State, Local*
7. To audit all bills, claims and expenses of the Fire and Police Departments before the same are paid by the City Treasurer.	*As Needed*	*State, Local*

City of West Allis
Police Department
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 11,004,636	$ 11,270,002	$ 11,753,260	$ 8,170,800	$ 11,995,799	$ (242,540)	$ 12,521,200	$ 767,940	
Provisionals/Part-Time	$ 124,076	$ 133,759	$ 261,068	$ 132,340	$ 263,158	$ (2,090)	$ 255,355	$ (5,713)	
Misc Other Pay	$ 81,761	$ 82,613	$ 81,860	$ 65,231	$ 81,860	$ -	$ 84,861	$ 3,001	
Overtime	$ 890,824	$ 753,785	$ 760,000	$ 507,634	$ 846,202	$ (86,202)	$ 710,699	$ (49,301)	
Payroll Taxes	$ 936,284	$ 946,105	$ 994,154	$ 673,146	$ 953,100	$ 41,008	$ 1,010,146	$ 15,992	
Pension	$ 1,299,580	$ 1,324,643	$ 1,336,982	$ 919,678	$ 1,304,679	$ 32,304	$ 1,475,407	$ 138,425	
Health Insurance	$ 2,155,465	$ 2,289,024	$ 2,392,014	$ 1,689,561	$ 2,389,598	$ 2,453	$ 2,609,463	$ 217,449	
Dental Insurance	$ 158,720	$ 158,642	$ 163,098	$ 109,859	$ 154,658	$ 8,439	$ 163,446	$ 348	
Life Insurance	$ 14,473	$ 14,982	$ 15,490	$ 9,747	$ 14,958	$ 543	$ 15,096	$ (394)	
Fringe Benefits	$ (40)	$ (42)	$ -	$ -	$ -	$ -	$ -	$ -	
Professional Services	$ 133,983	$ 136,432	$ 139,500	$ 49,640	$ 116,500	$ 23,000	$ 168,931	$ 29,431	
Maintenance Contracts	$ 159,563	$ 267,205	$ 260,000	$ 197,859	$ 270,000	$ (10,000)	$ 260,000	$ -	
Utilities	$ 153,890	$ 154,040	$ 189,031	$ 105,447	$ 167,000	$ 22,031	$ 188,366	$ (665)	
Rentals	$ 5,291	$ 3,047	$ 7,000	$ 846	$ 4,500	$ 2,500	$ 7,000	$ -	
Repair & Maintenance	$ 100,591	$ 81,356	$ 65,900	$ 58,040	$ 77,550	$ (11,650)	$ 85,900	$ 20,000	
Supplies	$ 249,350	$ 256,509	$ 260,950	$ 196,642	$ 260,170	$ 780	$ 260,950	$ -	
Books & Subscriptions	$ -	$ 615	$ 1,500	$ -	$ 1,000	$ 500	$ 1,500	$ -	
Printing	$ 6,410	$ 1,810	$ 10,000	$ 5,077	$ 8,000	$ 2,000	$ 7,500	$ (2,500)	
Training & Travel	$ 13,652	$ 19,172	$ 9,500	$ 30,067	$ 35,056	$ (25,556)	$ 11,000	$ 1,500	
Regulatory & Safety	$ 54,180	$ 49,059	$ 39,900	$ 39,434	$ 63,300	$ (23,400)	$ 40,350	$ 450	
Capital Items	$ 384,558	$ 276,740	$ 275,500	$ 258,245	$ 291,500	$ (16,000)	$ 85,500	$ (190,000)	
TOTAL EXPENDITURES	$ 17,927,246	$ 18,219,498	$ 19,016,707	$ 13,219,291	$ 19,298,588	$ (281,879)	$ 19,962,670	$ 945,963	4.97%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $281,879 over budget resulting from higher than expected overtime, a higher than expected pay/benefits increase for the represented employees (new contract in 2019), the implementation of a new calculation for compression pay, and various overages in non payroll related accounts as noted above.

The 2020 Budget reflects a net increase in pay and benefits of $1,087,747 which is mainly attributed to the contracted increase for represented employees and the related compression pay calculation for non-represented employees.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Police Department							
100-2101-521.11-01	Salary & Wages	585,299	403,269	410,471	289,817	423,692	427,760

LEVEL TEXT TEXT AMT
DEPT 1 CHIEF OF POLICE
2 DEPUTY CHIEFS
1 ADMINISTRATIVE SUPPORT SPECIALIST
DIVISION TOTAL - 4 POSITIONS

100-2102-521.11-01	Salary & Wages	5,808,348	5,927,980	6,268,887	4,257,715	6,567,554	6,567,137

LEVEL TEXT TEXT AMT
DEPT 1 CAPTAIN OF POLICE
3 LIEUTENANTS OF POLICE
9 SERGEANTS OF POLICE
3 CANINE HANDLERS (SPECIALIST 1)
64 PATROL OFFICERS
2 TRAFFIC INVESTIGATORS (SPECIALIST 2)
1 CART OFFICERS (SPECIALIST 1)
3 PARKING CONTROL OFFICERS
DIVISION TOTAL 83 SWORN PERSONNEL
3 CIVILIAN PERSONNEL
8 LTE - PART TIME NON SWORN COMMUNITY SERVICE
OFFICERS

REDUCTION BY HIRING 2 VACANCIES IN 8/20
PAY-$69,871
HEALTH INS-$21,008
LIFE INS-$160
DENTAL INS-$1,680
FICA-$4,332
MED-$1,013
WRS-$8,259
TOTAL BUDGET BALANCING ADJUSTMENT = $(106,323)

100-2103-521.11-01	Salary & Wages	804,660	972,887	1,073,117	739,270	1,083,519	1,204,473

LEVEL TEXT TEXT AMT
DEPT 1 CAPTAIN OF POLICE (DETECTIVE BUREAU)
1 LIEUTENANT OF POLICE
10 DETECTIVES
2 DETECTIVE SERGEANTS (SPECIALIST III)
DIVISION TOTAL - 14

100-2104-521.11-01	Salary & Wages	671,235	818,758	1,043,813	654,892	960,893	1,000,615

LEVEL TEXT TEXT AMT
DEPT SPECIAL INVESTIGATION UNIT
1 LIEUTENANT OF POLICE
1 DETECTIVE SERGEANT (SPECIALIST III)
5 DETECTIVES (1 AT DEA AND 1 AT HIDTA)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	3 CORPORALS (SPECIALIST I)						
	2 ASSIGNED TO SIU & 1 ASSIGNED TO MMDEG						
	DIVISION TOTAL - 10						
100-2105-521.11-01	Salary & Wages	513,219	511,772	542,817	369,057	541,183	556,844
LEVEL	TEXT		TEXT AMT				
DEPT	SENSITIVE CRIMES UNIT						
	1 LIEUTENANT OF POLICE						
	5 DETECTIVES						
	DIVISION TOTAL - 6						
100-2106-521.11-01	Salary & Wages	489,149	506,688	543,047	359,116	527,416	558,049
LEVEL	TEXT		TEXT AMT				
DEPT	COMMUNITY SERVICES UNIT						
	1 LIEUTENANT OF POLICE						
	3 SCHOOL RESOURCE OFFICERS (SPECIALIST II)						
	1 COMMUNITY SERVICE OFFICER (SPECIALIST I)						
	.80 VICTIM ADVOCATE - PART TIME						
	1 ADMIN SUPPORT SPECIALIST						
	DIVISION TOTAL - 6.8 FTE						
100-2107-521.11-01	Salary & Wages	180,392	187,639	189,634	128,628	189,827	194,185
LEVEL	TEXT		TEXT AMT				
DEPT	TRAINING UNIT						
	1 LIEUTENANT OF POLICE						
	1 SERGEANT OF POLICE (SPECIALIST III)						
100-2108-521.11-01	Salary & Wages	857,416	841,407	800,272	560,421	824,156	780,421
LEVEL	TEXT		TEXT AMT				
DEPT	COMMUNICATIONS UNIT						
	1 COMMUNICATIONS MANAGER						
	6 COMMUNICATIONS SUPERVISORS						
	9 DISPATCHERS						
	DIVISION TOTAL 16						
100-2109-521.11-01	Salary & Wages	393,458	390,054	414,674	285,946	419,821	419,995
LEVEL	TEXT		TEXT AMT				
DEPT	RECORDS UNIT						
	1 OFFICE SUPERVISOR						
	1 LEAD CLERK						
	2 ADMINISTRATIVE SUPPORT SPECIALISTS						
	3.75 ADMINISTRATIVE SUPPORT ASSISTANTS						
	1 POLICE TECHNICAL SPECIALIST						
	DIVISION TOTAL - 8.75 FTE (9 POSITIONS)						
100-2110-521.11-01	Salary & Wages	114,553	125,207	126,506	68,734	99,334	123,182
LEVEL	TEXT		TEXT AMT				
DEPT	1 BUILDING MAINTENANCE TECHNICIAN						

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	1 FLEET MANAGER						
100-2112-521.11-01	Salary & Wages	219,908	158,264	108,742	79,727	117,977	113,129
LEVEL	TEXT		TEXT AMT				
DEPT	3 PARKING CONTROL OFFICERS		108,742				
	DIVISION TOTAL - 3 POSITIONS		108,742				
100-2114-521.11-01	Salary & Wages	321,329	133,465	168,293	119,018	176,393	169,131
LEVEL	TEXT		TEXT AMT				
DEPT	1 PROPERTY ROOM TECHNICIAN						
	1 DATABASE ADMINISTRATOR						
	1 CRIME ANALYST						
	DIVISION TOTAL - 3 POSITIONS						
100-2115-521.11-01	Salary & Wages	249,300	326,531	291,642	191,569	279,543	300,712
LEVEL	TEXT		TEXT AMT				
DEPT	MANAGEMENT AND PLANNING BUREAU						
	1 CAPTAIN OF POLICE						
	1 SERGEANT (SPECIALIST II) (ACCREDITATION UNIT)						
	1 COURT LIAISON OFFICER (SPECIALIST II)						
	DIVISION TOTAL - 3 POSITIONS						
100-2116-521.11-01	Salary & Wages	0	102,537	103,409	70,065	104,491	105,567
LEVEL	TEXT		TEXT AMT				
DEPT	ADMINISTRATIVE SERVICES BUREAU						
	1 CAPTAIN OF POLICE						
	DIVISION TOTAL - 1 POSITION						
100-2101-521.11-03	Holidays	4,511	5,418	0	0	0	0
LEVEL	TEXT		TEXT AMT				
DEPT	HOLIDAYS						
100-2102-521.11-03	Holidays	2,160	3,770	0	0	0	0
100-2103-521.11-03	Holidays	301	0	0	0	0	0
100-2105-521.11-03	Holidays	174	0	0	0	0	0
100-2106-521.11-03	Holidays	2,198	2,836	0	0	0	0
100-2108-521.11-03	Holidays	12,321	20,499	0	0	0	0
100-2109-521.11-03	Holidays	11,076	11,956	0	0	0	0
100-2110-521.11-03	Holidays	3,177	3,811	0	0	0	0
100-2112-521.11-03	Holidays	3,618	3,296	0	0	0	0
100-2114-521.11-03	Holidays	4,219	4,356	0	0	0	0
100-2102-521.11-08	Injury Time-Workers Comp	1,709-	1,791-	0	2,985-	0	0
100-2104-521.11-08	Injury Time-Workers Comp	430-	0	0	0	0	0
100-2106-521.11-08	Injury Time-Workers Comp	0	608-	0	0	0	0
100-2108-521.11-08	Injury Time-Workers Comp	0	0	0	191-	0	0
100-2101-521.11-21	Trans Payroll pct- budget	190,000-	190,000-	332,064-	0	320,000-	0
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	HIDTA						
	STATE HIRING - BEAT PATROL						
	CDBG COMMUNITY SERVICES OFFICER						
	METRO DRUG UNIT						
	CDBG - GANG PREVENTION / GRAFFITI REMOVAL						
	DEA TASK FORCE						
	CDBG - WISH						
	DOT BOT GRANTS						
100-2104-521.11-22	Reimbursed Labor-External	55,247-	0	0	0	0	0
**	Regular Employees	11,004,635	11,270,001	11,753,260	8,170,799	11,995,799	12,521,200
100-2101-521.12-01	Prov. Salary & Wages	3,896	0	0	0	0	0
100-2102-521.12-01	Prov. Salary & Wages	1,374	40,127	119,808	39,283	119,808	95,330

LEVEL	TEXT	TEXT AMT
DEPT	8 PART TIME COMMUNITY SERVICE OFFICERS	119,808
	FOR 2020 HIRE 6 CSO'S NOT 8	25,000-
		94,808

100-2106-521.12-01	Prov. Salary & Wages	32,230	43,225	42,480	34,110	42,480	68,167

LEVEL	TEXT	TEXT AMT
DEPT	COMMUNITY SERVICES UNIT	
	1 GRAFFITI ABATEMENT CLEANER - PART TIME $20 HR	
	2 NEIGHBORHOOD SPECIALIST - PART TIME $20 HR	
	TOTAL	42,480
		42,480

100-2108-521.12-01	Prov. Salary & Wages	63,065	34,838	73,500	37,702	73,500	59,406

LEVEL	TEXT	TEXT AMT
DEPT	8 LTE PART TIME DISPATCHERS	73,500
	BUDGET BALANCING ADJUSTMENT-PROVIS DISPATCHERS	
	PAY-$12,541	
	FICA-$778	
	MED-$182	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(13,501)	
		73,500

100-2109-521.12-01	Prov. Salary & Wages	15,815	13,230	14,480	5,865	10,000	22,863

LEVEL	TEXT	TEXT AMT
DEPT	3 NIGHT PARKING CALL TAKERS - HOURLY	
	1 TEMPORARY CLERK - HOURLY	
	TOTAL	14,480
		14,480

100-2110-521.12-01	Prov. Salary & Wages	7,695	2,340	10,800	8,009	10,000	9,589
100-2111-521.12-01	Prov. Salary & Wages	0	0	0	1,320	1,320	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2111-521.12-02	Crossing Guards	0	0	0	6,050	6,050	0
**	Provisional Employees-PT	124,075	133,760	261,068	132,339	263,158	255,355
100-2101-521.13-01	Overtime Pay	298	520	20,003	0	20,003	11,264

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
OT-$8,776
FICA-$544
MED-$127
WRS-$592
TOTAL BUDGET BALANCING ADJUSTMENT = $(10,039)

100-2102-521.13-01	Overtime Pay	528,164	534,117	456,000	391,820	427,639	451,115

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
PAY-$5,726
FICA-$355
MED-$83
WRS-$677
TOTAL BUDGET BALANCING ADJUSTMENT = $(6,841)

100-2103-521.13-01	Overtime Pay	130,210	138,340	100,001	86,896	145,547	100,185
100-2104-521.13-01	Overtime Pay	156,532	93,818	39,999	107,398	166,702	40,073
100-2105-521.13-01	Overtime Pay	27,964	35,057	24,996	6,291	10,154	25,043
100-2106-521.13-01	Overtime Pay	25,741	28,588	38,996	12,988	22,001	26,771

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
PAY-$12,297
FICA-$762
MED-$178
WRS-$830
TOTAL BUDGET BALANCING ADJUSTMENT = $(14,067)

100-2107-521.13-01	Overtime Pay	2,832	4,839	5,001	0	5,000	2,909

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
PAY-$2,101
FICA-$130
MED-$30
WRS-$248
TOTAL BUDGET BALANCING ADJUSTMENT = $(2,509)

100-2108-521.13-01	Overtime Pay	30,624	45,577	50,000	15,926	21,232	36,981

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
PAY-$13,112
FICA-$813
MED-$190

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	WRS-$885						
	TOTAL BUDGET BALANCING ADJUSTMENT = $(15,000)						
100-2109-521.13-01	Overtime Pay	5,260	3,473	5,001	704	846	2,816
LEVEL	TEXT		TEXT AMT				
DEPT	REDUCE OVERTIME:						
	PAY-$2,194						
	FICA-$136						
	MED-$32						
	WRS-$148						
	TOTAL BUDGET BALANCING ADJUSTMENT = $(2,510)						
100-2110-521.13-01	Overtime Pay	17,317	25,642	15,002	6,839	11,847	10,633
LEVEL	TEXT		TEXT AMT				
DEPT	VEHICLE MAINTENANCE						
	BUILDING MAINTENANCE TO INCLUDE SNOW REMOVAL						
	TOTAL		15,002				
	REDUCE OVERTIME:						
	PAY-$4,397						
	FICA-$273						
	MED-$64						
	WRS-$297						
	TOTAL BUDGET BALANCING ADJUSTMENT = $(5,031)						
			15,002				
100-2112-521.13-01	Overtime Pay	16,342	6,839	0	0	0	0
100-2114-521.13-01	Overtime Pay	26,281	0	5,001	828	1,692	2,909
LEVEL	TEXT		TEXT AMT				
DEPT	REDUCE OVERTIME:						
	PAY-$2,101						
	FICA-$130						
	MED-$30						
	WRS-$248						
	TOTAL BUDGET BALANCING ADJUSTMENT = $(2,509)						
100-2115-521.13-01	Overtime Pay	8,459	9,698	0	8,272	13,539	0
100-2116-521.13-01	Overtime Pay	0	367	0	0	0	0
100-2102-521.13-20	Transferred OT-In	1,040-	7,086-	0	57-	0	0
100-2103-521.13-20	Transferred OT-In	9,129-	1,976-	0	0	0	0
100-2104-521.13-20	Transferred OT-In	31,537-	28,527-	0	5,957-	0	0
100-2105-521.13-20	Transferred OT-In	2,991-	3,935-	0	0	0	0
100-2102-521.13-21	Transferred OT-Out	40,503-	131,565-	0	124,311-	0	0
**	Overtime	890,824	753,786	760,000	507,637	846,202	710,699
100-2101-521.14-01	Out of Class Pay	24	0	0	0	26,000	0
100-2102-521.14-01	Out of Class Pay	26,963	27,769	26,000	24,235	0	26,072
100-2103-521.14-01	Out of Class Pay	1,757	1,905	1,500	1,465	1,500	1,504
100-2104-521.14-01	Out of Class Pay	325	980	1,000	705	1,000	1,003
100-2105-521.14-01	Out of Class Pay	1,220	1,220	1,200	665	1,200	1,203

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2106-521.14-01	Out of Class Pay	850	594	600	360	600	602
100-2107-521.14-01	Out of Class Pay	120	480	500	224	500	501
100-2108-521.14-01	Out of Class Pay	1,308	891	800	198	800	802
100-2112-521.14-01	Out of Class Pay	72	45	100	0	100	100
100-2114-521.14-01	Out of Class Pay	15	0	0	0	0	0
100-2115-521.14-01	Out of Class Pay	68	4	0	0	0	0
100-2108-521.14-02	Task Rate	0	0	2,700	0	2,700	5,014

LEVEL TEXT TEXT AMT
DEPT EMERGENCY MEDICAL DIPATCH CERTIFICATION PAY
$300 ANNUALLY PER CERTIFIED DISPATCHER
TOTAL 2,700
PAID IN DECEMBER
2,700

100-2101-521.14-11	Clothing Allowance	3,900	3,040	6,900	2,940	6,900	6,900
100-2102-521.14-11	Clothing Allowance	22,291	21,891	22,120	22,400	22,120	22,120

LEVEL TEXT TEXT AMT
DEPT PERSONNEL ASSIGNED TO PATROL BUREAU
TOTAL 22,120
22,120

100-2103-521.14-11	Clothing Allowance	5,980	6,680	6,200	3,360	6,200	6,200

LEVEL TEXT TEXT AMT
DEPT PLAIN CLOTHES SWORN STAFF
CAPTAIN, LIEUTENANT, DETECTIVE SERGEANT, DETECTIVE
TOTAL 6,200
6,200

100-2104-521.14-11	Clothing Allowance	5,840	7,460	2,800	3,080	2,800	2,800

LEVEL TEXT TEXT AMT
DEPT SPECIAL INVESTIGATIONS UNIT 2,800
2,800

100-2105-521.14-11	Clothing Allowance	4,080	4,080	3,000	1,680	3,000	3,000

LEVEL TEXT TEXT AMT
DEPT SENSTIVIE CRIMES UNIT - PLAINCLOTHES 3,000
3,000

100-2106-521.14-11	Clothing Allowance	1,909	1,795	1,400	1,400	1,400	1,400

LEVEL TEXT TEXT AMT
DEPT UNIFORM PERSONNEL 1,400
1,400

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2107-521.14-11	Clothing Allowance	560	560	560	560	560	560
LEVEL	TEXT		TEXT AMT				
DEPT	MANAGEMENT AND PLANNING PERSONNEL			560			
				560			
100-2108-521.14-11	Clothing Allowance	1,680	700	1,960	0	1,960	1,960
LEVEL	TEXT		TEXT AMT				
DEPT	COMMUNICATIONS PERSONNEL			1,960			
				1,960			
100-2112-521.14-11	Clothing Allowance	1,400	1,120	1,960	840	1,960	1,960
100-2114-521.14-11	Clothing Allowance	560	0	560	0	560	560
100-2115-521.14-11	Clothing Allowance	840	1,120	0	840	0	450
LEVEL	TEXT		TEXT AMT				
DEPT	UNIFORMED OFFICERS AT $150 EACH			450			
				450			
100-2116-521.14-11	Clothing Allowance	0	280	0	280	0	150
LEVEL	TEXT		TEXT AMT				
DEPT	UNIFORMED PERSONNEL AT $150 EACH			150			
				150			
**	Misc Additional Pays	81,762	82,614	81,860	65,232	81,860	84,861
100-2101-521.21-01	Health Insurance	92,584	56,040	60,636	40,804	60,000	62,108
100-2102-521.21-01	Health Insurance	1,117,286	1,191,250	1,225,681	878,919	1,240,955	1,304,109
100-2103-521.21-01	Health Insurance	138,909	182,039	195,430	152,065	215,065	240,319
100-2104-521.21-01	Health Insurance	137,774	184,031	207,534	136,926	193,626	216,446
100-2105-521.21-01	Health Insurance	77,022	81,101	81,365	70,921	100,321	111,581
100-2106-521.21-01	Health Insurance	99,579	101,359	105,438	75,063	105,863	139,637
100-2107-521.21-01	Health Insurance	38,089	42,633	41,100	24,184	33,984	35,940
100-2108-521.21-01	Health Insurance	208,683	213,392	225,443	151,823	214,824	233,689
100-2109-521.21-01	Health Insurance	68,072	77,438	84,263	59,994	85,193	109,854
100-2110-521.21-01	Health Insurance	33,318	36,941	38,031	17,091	24,092	31,224
100-2112-521.21-01	Health Insurance	35,511	21,537	23,302	15,681	21,981	23,873
100-2114-521.21-01	Health Insurance	64,849	24,509	38,031	20,513	28,913	31,224
100-2115-521.21-01	Health Insurance	43,791	55,863	43,155	30,366	42,966	46,306
100-2116-521.21-01	Health Insurance	0	20,891	22,605	15,212	21,512	23,153
100-2114-521.21-02	Hlth Ins-Prem Share Credt	0	0	0	0	303	0
100-2101-521.21-04	Life Insurance	906	797	848	575	882	882
100-2102-521.21-04	Life Insurance	5,649	5,889	5,975	4,005	6,137	5,935
100-2103-521.21-04	Life Insurance	1,670	1,598	1,788	1,018	1,565	1,742
100-2104-521.21-04	Life Insurance	1,031	1,494	1,833	1,082	1,659	1,783
100-2105-521.21-04	Life Insurance	468	505	527	361	554	559

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2106-521.21-04	Life Insurance	724	765	835	497	762	863
100-2107-521.21-04	Life Insurance	170	191	200	337	519	514
100-2108-521.21-04	Life Insurance	1,495	1,310	1,097	525	806	651
100-2109-521.21-04	Life Insurance	645	713	726	491	751	799
100-2110-521.21-04	Life Insurance	367	351	384	49	85	100
100-2112-521.21-04	Life Insurance	485	523	419	282	433	431
100-2114-521.21-04	Life Insurance	408	246	303	148	227	263
100-2115-521.21-04	Life Insurance	456	503	457	308	475	473
100-2116-521.21-04	Life Insurance	0	97	98	66	103	101
100-2101-521.21-07	Dental Insurance	7,568	5,158	5,158	3,986	5,598	5,258
100-2102-521.21-07	Dental Insurance	78,503	79,577	81,330	54,598	76,773	78,481
100-2103-521.21-07	Dental Insurance	9,221	11,633	12,473	9,401	13,254	15,142
100-2104-521.21-07	Dental Insurance	8,350	10,358	11,890	6,714	9,447	10,087
100-2105-521.21-07	Dental Insurance	7,395	7,261	7,359	4,478	6,314	6,454
100-2106-521.21-07	Dental Insurance	6,447	6,340	6,463	4,507	6,344	8,107
100-2107-521.21-07	Dental Insurance	2,355	2,601	2,503	1,754	2,471	2,595
100-2108-521.21-07	Dental Insurance	15,330	14,077	13,777	10,480	14,736	15,723
100-2109-521.21-07	Dental Insurance	8,274	8,160	8,185	6,011	8,475	9,505
100-2110-521.21-07	Dental Insurance	2,495	2,454	2,503	1,045	1,493	1,777
100-2112-521.21-07	Dental Insurance	3,785	2,772	2,772	1,964	2,770	2,973
100-2114-521.21-07	Dental Insurance	5,424	2,437	3,679	1,376	1,958	2,154
100-2115-521.21-07	Dental Insurance	3,574	4,487	3,679	2,606	3,681	3,859
100-2116-521.21-07	Dental Insurance	0	1,327	1,327	940	1,344	1,331
**	Insurance	2,328,662	2,462,648	2,570,602	1,809,166	2,559,214	2,788,005
100-2101-521.22-01	Social Secrty-OASDI 6.2%	36,002	24,721	26,491	19,107	26,947	26,739
100-2102-521.22-01	Social Secrty-OASDI 6.2%	390,562	397,077	423,889	286,759	406,039	433,618
100-2103-521.22-01	Social Secrty-OASDI 6.2%	56,851	67,618	71,786	50,014	70,734	79,008
100-2104-521.22-01	Social Secrty-OASDI 6.2%	50,801	59,380	66,212	46,808	66,407	62,876
100-2105-521.22-01	Social Secrty-OASDI 6.2%	33,071	33,342	34,768	22,625	32,144	35,203
100-2106-521.22-01	Social Secrty-OASDI 6.2%	34,584	35,884	38,011	24,561	34,641	39,545
100-2107-521.22-01	Social Secrty-OASDI 6.2%	11,109	11,225	11,865	7,652	10,732	11,885
100-2108-521.22-01	Social Secrty-OASDI 6.2%	58,765	56,656	55,923	36,463	51,583	52,630
100-2109-521.22-01	Social Secrty-OASDI 6.2%	26,026	25,306	26,238	17,545	24,825	26,764
100-2110-521.22-01	Social Secrty-OASDI 6.2%	8,706	9,511	9,111	5,035	6,995	8,609
100-2111-521.22-01	Social Secrty-OASDI 6.2%	0	0	0	457	737	0
100-2112-521.22-01	Social Secrty-OASDI 6.2%	14,709	10,308	6,661	4,805	6,766	6,801
100-2114-521.22-01	Social Secrty-OASDI 6.2%	21,544	8,409	10,724	7,258	10,338	10,390
100-2115-521.22-01	Social Secrty-OASDI 6.2%	15,697	20,484	17,826	12,202	17,243	18,271
100-2116-521.22-01	Social Secrty-OASDI 6.2%	0	6,371	6,213	4,240	5,920	6,342
100-2101-521.22-02	Social Security-HI 1.45%	8,420	5,766	6,195	4,468	6,428	6,254
100-2102-521.22-02	Social Security-HI 1.45%	91,728	93,436	99,137	67,096	95,096	101,410
100-2103-521.22-02	Social Security-HI 1.45%	13,371	15,814	16,789	11,697	16,457	18,478
100-2104-521.22-02	Social Security-HI 1.45%	11,900	13,931	15,485	10,947	15,427	14,705
100-2105-521.22-02	Social Security-HI 1.45%	7,734	7,798	8,131	5,291	7,531	8,233
100-2106-521.22-02	Social Security-HI 1.45%	8,088	8,392	8,890	5,745	8,264	9,248
100-2107-521.22-02	Social Security-HI 1.45%	2,598	2,625	2,775	1,789	2,630	2,780
100-2108-521.22-02	Social Security-HI 1.45%	13,744	13,250	13,079	8,527	12,167	12,308
100-2109-521.22-02	Social Security-HI 1.45%	6,087	5,918	6,136	4,103	5,783	6,259

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2110-521.22-02	Social Security-HI 1.45%	2,036	2,224	2,131	1,178	1,737	2,013
100-2111-521.22-02	Social Security-HI 1.45%	0	0	0	107	107	0
100-2112-521.22-02	Social Security-HI 1.45%	3,440	2,411	1,558	1,124	1,639	1,591
100-2114-521.22-02	Social Security-HI 1.45%	5,039	1,967	2,508	1,697	2,537	2,430
100-2115-521.22-02	Social Security-HI 1.45%	3,671	4,791	4,169	2,853	3,974	4,273
100-2116-521.22-02	Social Security-HI 1.45%	0	1,490	1,453	992	1,272	1,483
**	Payroll Taxes	936,283	946,105	994,154	673,145	953,100	1,010,146
100-2101-521.23-01	Retirement-General	3,675	3,665	3,542	2,573	3,727	3,734
100-2103-521.23-01	Retirement-General	0	0	0	0	128,231	0
100-2105-521.23-01	Retirement-General	355	0	0	0	0	0
100-2106-521.23-01	Retirement-General	5,893	6,288	6,144	4,647	6,572	6,561
100-2108-521.23-01	Retirement-General	34,841	49,525	52,198	38,769	54,940	52,255
100-2109-521.23-01	Retirement-General	28,814	27,636	27,161	19,144	27,229	28,202
100-2110-521.23-01	Retirement-General	9,258	10,045	8,286	4,950	6,875	8,018
100-2112-521.23-01	Retirement-General	7,251	7,156	7,123	5,223	7,532	7,636
100-2114-521.23-01	Retirement-General	10,669	9,220	11,023	7,850	11,315	11,416
100-2101-521.23-03	Retirement-Police	59,212	40,061	40,989	30,269	42,936	45,800
100-2102-521.23-03	Retirement-Police	709,726	730,732	746,064	513,766	728,597	826,448
100-2103-521.23-03	Retirement-Police	100,516	122,889	127,916	90,501	0	154,389
100-2104-521.23-03	Retirement-Police	91,873	109,256	118,136	84,625	120,044	123,128
100-2105-521.23-03	Retirement-Police	59,683	61,662	61,966	41,132	58,457	68,921
100-2106-521.23-03	Retirement-Police	47,845	49,716	53,235	32,844	46,704	58,332
100-2107-521.23-03	Retirement-Police	20,292	21,516	21,250	14,032	19,807	23,356
100-2108-521.23-03	Retirement-Police	45,953	19,951	6,193	0	0	6,464
100-2109-521.23-03	Retirement-Police	0	0	545	0	0	592
100-2110-521.23-03	Retirement-Police	0	0	1,634	0	0	1,777
100-2112-521.23-03	Retirement-Police	14,776	6,868	11	0	0	12
100-2114-521.23-03	Retirement-Police	21,608	0	545	0	0	344
100-2115-521.23-03	Retirement-Police	27,339	37,497	31,760	21,763	31,003	35,544
100-2116-521.23-03	Retirement-Police	0	11,678	11,261	7,630	10,710	12,478
**	Retirement	1,299,579	1,325,361	1,336,982	919,718	1,304,679	1,475,407
100-2101-521.24-03	Retirement-Police	0	0	0	38-	0	0
100-2102-521.24-03	Retirement-Police	0	671-	0	0	0	0
100-2104-521.24-03	Retirement-Police	0	49-	0	0	0	0
**	Retirement-Unfunded Liab	0	720-	0	38-	0	0
100-2102-521.29-01	Workers Compensation	40-	42-	0	0	0	0
**	Other Employee Benefits	40-	42-	0	0	0	0
100-2101-521.30-04	Other	20,226	24,168	10,500	17,902	21,000	29,360

LEVEL	TEXT	TEXT AMT
DEPT	POLYGRAPH, INTERPRETER, & CRIMINAL INVESTIGATIONS	
	ACCURINT	
	VET BILLS	
	DWI BLOOD DRAWS	
	TOTAL	29,360
		29,360

100-2107-521.30-04	Other	0	0	0	335	500	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2111-521.30-04	Other	113,757	112,264	129,000	31,403	95,000	139,571

LEVEL TEXT TEXT AMT
DEPT CROSSING GUARD CONTRACT 139,571
139,571

** Professional Services	133,983	136,432	139,500	49,640	116,500	168,931
100-2101-521.32-01 Computer Equip/Software	144,653	171,285	160,000	101,939	170,000	160,000

LEVEL TEXT TEXT AMT
DEPT PRO PHOENIX MAINTENANCE
MDC COMMUNICATIONS - VERIZON WIRELESS
FAST ID, AT&T CELL PHONES, WIJIS, PROTECT,
TIPPS, IAPRO, BDGERNET T1 SHARED WITH TOSA PD,
OCEAN SYSTEMS, BAIR, MYPD APP, COMLOG
CELLBRITE, NETMOTION, RESCUE STAR / BAYCOM,
PD07, BARRACUDA BACKUP SERVER,
FINGERPRINT CAPTURE SYSTEM, DIMS
TOTAL: 180,486
BUDGET BALANCING ADJUSTMENT 20,486-
160,000

100-2101-521.32-02 Office Equipment	25	0	0	0	0	0
100-2101-521.32-03 Misc Equipment	14,884	95,920	100,000	95,920	100,000	100,000

LEVEL TEXT TEXT AMT
DEPT AXON BODY WORN CAMERAS 100,000
100,000

** Maintenance Contracts	159,562	267,205	260,000	197,859	270,000	260,000
100-2110-521.41-01 Water	0	0	2,756	0	1,000	2,756
100-2111-521.41-01 Water	5,582	0	0	0	0	0
100-2110-521.41-02 Storm Water	0	0	4,200	0	1,000	4,200
100-2110-521.41-04 Electric	98,075	98,638	108,665	65,599	100,000	108,000
100-2110-521.41-05 Gas	30,442	35,710	53,410	20,961	45,000	53,410
100-2101-521.41-06 Telephone	19,791	19,692	20,000	18,886	20,000	20,000

LEVEL TEXT TEXT AMT
DEPT TIME SYSTEM - CRIMINAL HISTORY CHECKS
CELL PHONES
ROAD RUNNER INTERNET ACCESS
TOTAL 20,000
20,000

** Utility Services	153,890	154,040	189,031	105,446	167,000	188,366
100-2101-521.43-03 Rentals-Other	5,291	3,047	7,000	846	4,500	7,000

LEVEL TEXT TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	COPY MACHINE CONTRACT						
	PAGERS / SMARTPHONES						
	POSTAGE METER						
	TOTAL			7,000			
				7,000			
** Rentals		5,291	3,047	7,000	846	4,500	7,000
100-2101-521.44-01	Office Furniture & Equip	28,448	15,059	5,000	5,275	5,300	5,000
LEVEL	TEXT			TEXT AMT			
DEPT	PURCHASE, REPAIR, MAINTAIN - OFFICE & COMPUTER EQUIPMENT						
	PURCHASE, REPAIR, MAINTAIN - CHAIRS & OFFICE EQUIPMENT						
	TOTAL			5,000			
				5,000			
100-2110-521.44-02	Misc Machinery & Equip	0	275	500	325	500	500
LEVEL	TEXT			TEXT AMT			
DEPT	REPAIR AND MAINTENANCE OF SHOP EQUIPMENT			500			
				500			
100-2101-521.44-03	Vehicles	139	413	0	0	0	0
100-2110-521.44-03	Vehicles	50,344	65,453	50,000	42,506	55,000	70,000
LEVEL	TEXT			TEXT AMT			
DEPT	REPAIR AND MAINTENANCE OF VEHICLES			65,000			
	SQUAD CAR WASHES			5,000			
				70,000			
100-2101-521.44-04	Communication Equip	0	0	5,000	0	5,000	5,000
LEVEL	TEXT			TEXT AMT			
DEPT	COMMUNICATIONS EQUIPMENT, MDC			5,000			
				5,000			
100-2110-521.44-07	Accident Damages-repair	10,184	3,676-	0	0	0	0
100-2101-521.44-08	Other	10,555	2,317	4,800	8,265	10,000	4,800
LEVEL	TEXT			TEXT AMT			
DEPT	RANGE MAINTENANCE AND EQUIPMENT						
	OSHA - ENVIRONMENTAL						
	PHYSICAL FITNESS EQUIPMENT						
	BICYCLE PATROL PROGRAM EQUIPMENT						
	BADGES AND SHIELDS						
	TOTAL			13,300			
	BUDGET BALANCING ADJUSTMENT			8,500-			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
				4,800			
100-2107-521.44-08	Other	0	220	0	342	400	0
100-2110-521.44-08	Other	922	1,295	600	1,328	1,350	600
LEVEL	TEXT		TEXT AMT				
DEPT	RADAR CERTIFICATION AND REPAIRS			600			
				600			
**	Repair & Maintenance	100,592	81,356	65,900	58,041	77,550	85,900
100-2101-521.51-01	Postage	20,707	22,009	20,000	16,659	20,000	20,000
LEVEL	TEXT		TEXT AMT				
DEPT	POSTAGE			20,000			
				20,000			
100-2102-521.51-01	Postage	0	0	0	161	200	0
100-2106-521.51-01	Postage	740	378-	2,000	0	1,000	2,000
LEVEL	TEXT		TEXT AMT				
DEPT	CRIME PREVENTION			2,000			
				2,000			
100-2101-521.51-02	Office Supplies	12,665	11,818	16,000	5,364	14,000	16,000
LEVEL	TEXT		TEXT AMT				
DEPT	OFFICE SUPPLIES			16,000			
				16,000			
100-2102-521.51-02	Office Supplies	0	107	0	107-	0	0
100-2114-521.51-03	Photo Supplies	7,452	10,048	3,000	3,578	4,000	3,000
LEVEL	TEXT		TEXT AMT				
DEPT	MEDIA CARDS, FILM, MISCELLANEOUS SUPPLIES PHOTO PROCESSING						
		TOTAL		3,000			
				3,000			
100-2101-521.51-04	Food/Provisions	1,359	1,230	3,000	1,039	1,500	3,000
LEVEL	TEXT		TEXT AMT				
DEPT	FOOD / PROVISIONS FOR CITY PRISONERS			3,000			
				3,000			
100-2107-521.51-05	Ammunition (in-service)	45,282	27,742	44,500	25,668	44,500	44,500
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	AMMUNITION						
	POLICE BIKE REPAIR AND SUPPLIES						
	MISCELLANEOUS TRAINING SUPPLIES						
	PATROL RIFLE EQUIPMENT						
	HANDGUNS						
	FIREARM ACCESSORIES						
	TOTAL			44,500			
				44,500			
100-2110-521.51-06	Custodial Supplies	11,653	10,476	10,000	9,864	10,000	10,000
LEVEL	TEXT		TEXT AMT				
DEPT	LIGHT BULBS, FLOOR MATS, CUSTODIAL SUPPLIES						
	SNOW AND ICE REMOVAL SUPPLIES						
	GENERAL BUILDING MAINTENANCE SUPPLIES						
	TOTAL			10,000			
				10,000			
100-2101-521.51-07	Cleaning & Laundry Suppl	4,723	4,858	4,500	3,619	4,500	4,500
100-2110-521.51-08	Hand & Shop Tools	3,409	2,900	2,000	1,954	2,500	2,000
100-2101-521.51-09	Other	20,297	16,512	15,000	14,317	18,000	15,000
LEVEL	TEXT		TEXT AMT				
DEPT	CRIME PREVENTION PROGRAMS						
	PUBLIC INFORMATION PROGRAMS						
	CITIZEN RECOGNITION DINNER						
	PETTY CASH FUNDS, FLAGS, FLASHLIGHT BATTERIES,						
	DISPOSABLE PILLOWS & SHEETS						
	MISCELLANEOUS SUPPLIES						
	TOTAL			15,000			
				15,000			
100-2102-521.51-09	Other	0	0	0	180-	0	0
100-2110-521.51-09	Other	0	0	0	18	20	0
**	General Supplies	128,287	107,322	120,000	81,954	120,220	120,000
100-2101-521.52-02	Other	0	0	500	0	0	500
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS BOOKS & PERIODICALS			500			
				500			
100-2107-521.52-02	Other	0	615	1,000	0	1,000	1,000
LEVEL	TEXT		TEXT AMT				
DEPT	TRAINING FILMS AND TAPES						
	TRAINING INSTRUCTIONAL MATERIALS						
	TOTAL			1,000			
				1,000			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Books & Periodicals	0	615	1,500	0	1,000	1,500
100-2110-521.53-01	Gasoline	104,542	135,291	124,950	106,831	124,950	124,950
100-2110-521.53-02	Oils, Fluids, Lubricants	3,282	4,668	5,000	2,375	5,000	5,000

LEVEL TEXT TEXT AMT
DEPT MOTOR AND TRANSMISSION OIL, ANTI FREEZE,
MISCELLANEOUS VEHICLE SUPPLIES
TOTAL 5,000
5,000

100-2110-521.53-03	Tires/Tubes	11,308	8,859	8,000	5,456	8,000	8,000
100-2101-521.53-16	Landscaping Materials	0	0	500	0	500	500

LEVEL TEXT TEXT AMT
DEPT GROUNDS MAINTENANCE 500
500

100-2110-521.53-27	Fire Fighting Supplies	385	336	1,250	0	500	1,250

LEVEL TEXT TEXT AMT
DEPT FIRE EXTINGUISHER SUPPLIES
SPRINKLER SYSTEM INSPECTIONS
TOTAL 1,250
1,250

100-2107-521.53-41	Medical & Lab Supplies	1,547	32	1,250	24	1,000	1,250

LEVEL TEXT TEXT AMT
DEPT FIRST AID SUPPLIES & RUBBER GLOVES 1,250
1,250

**	Operational Supplies	121,064	149,186	140,950	114,686	139,950	140,950
100-2101-521.55-02	Out-sourced	6,410	1,810	10,000	5,077	8,000	7,500

LEVEL TEXT TEXT AMT
DEPT PARKING CITATIONS
UNIFORM TRAFFIC CITATIONS
MISCELLANEOUS
TOTAL 10,000
BUDGET BALANCING ADJUSTMENT 2,500-
7,500

**	Printing	6,410	1,810	10,000	5,077	8,000	7,500
100-2101-521.56-01	Local Business Meetings	0	0	1,000	0	0	1,000
100-2101-521.56-02	Conferences & Seminars	4,539	4,060	1,500	1,918	4,000	1,500

LEVEL TEXT TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	CHIEFS IACP NATIONAL CONFERENCE						
	WI CHIEF'S STATE CONFERENCES						
	WI POLICE EXECUTIVE GROUP CONFERENCES						
	ATTORNEY GENERAL CONFERENCES						
	OTHER TRAVEL						
	FBI TRAINING CONFERENCE						
	MISCELLANEOUS CONFERENCES						
	TOTAL		1,500				
			1,500				
100-2107-521.56-02	Conferences & Seminars	25	182	0	5,256	5,256	0
** Travel		4,564	4,242	2,500	7,174	9,256	2,500
100-2101-521.57-01	Membership Dues	2,773	2,455	3,500	695	3,000	3,500
LEVEL	TEXT		TEXT AMT				
DEPT	IACP, WCPA, WIPEG, MCLEEA,						
	WI TRAINING OFFICERS ASSOCIATION						
	ASLET						
	WI DARE OFFICERS ASSOCATION						
	WI CRIME PREVENTION OFFICERS ASSOCIATION						
	FBI NATIONAL ACADEMY						
	MISCELLANOUS PROFESSIONAL ASSOCIATIONS						
	TOTAL		3,500				
			3,500				
100-2107-521.57-01	Membership Dues	650	0	0	545	800	0
100-2101-521.57-02	Registration Fees	0	970	0	1,210	1,500	1,500
100-2102-521.57-02	Registration Fees	0	1,985	0	0	0	0
100-2107-521.57-02	Registration Fees	5,665	9,519	3,500	20,442	20,500	3,500
LEVEL	TEXT		TEXT AMT				
DEPT	OFFICER TRAINING EXPENSES						
	DEPENDENT UPON WI DOJ REIMBURSEMENT FOR ANNUAL						
	24 HOURS OF CERTIFICATION TRAINING. SIMILAR						
	SIZED DEPARTMENTS SPEND $50,000 ANNUALLY FOR						
	TRAINING. ASSET FORFEITURE IS USED IN ADDITION						
	TO WEST ALLIS FUNDS.						
	TOTAL		3,500				
			3,500				
** Education & Training		9,088	14,929	7,000	22,892	25,800	8,500
100-2110-521.58-01	Certification-Permits-Lic	143	259	0	0	250	0
** Regulatory Expenses		143	259	0	0	250	0
100-2101-521.60-01	Clothing/Uniforms	2,125	375	9,900	3,005	9,900	9,900
LEVEL	TEXT		TEXT AMT				
DEPT	UNIFORMED OFFICERS @ $150 EACH						
	PLAINCLOTHES OFFICERS @ $400 EACH						

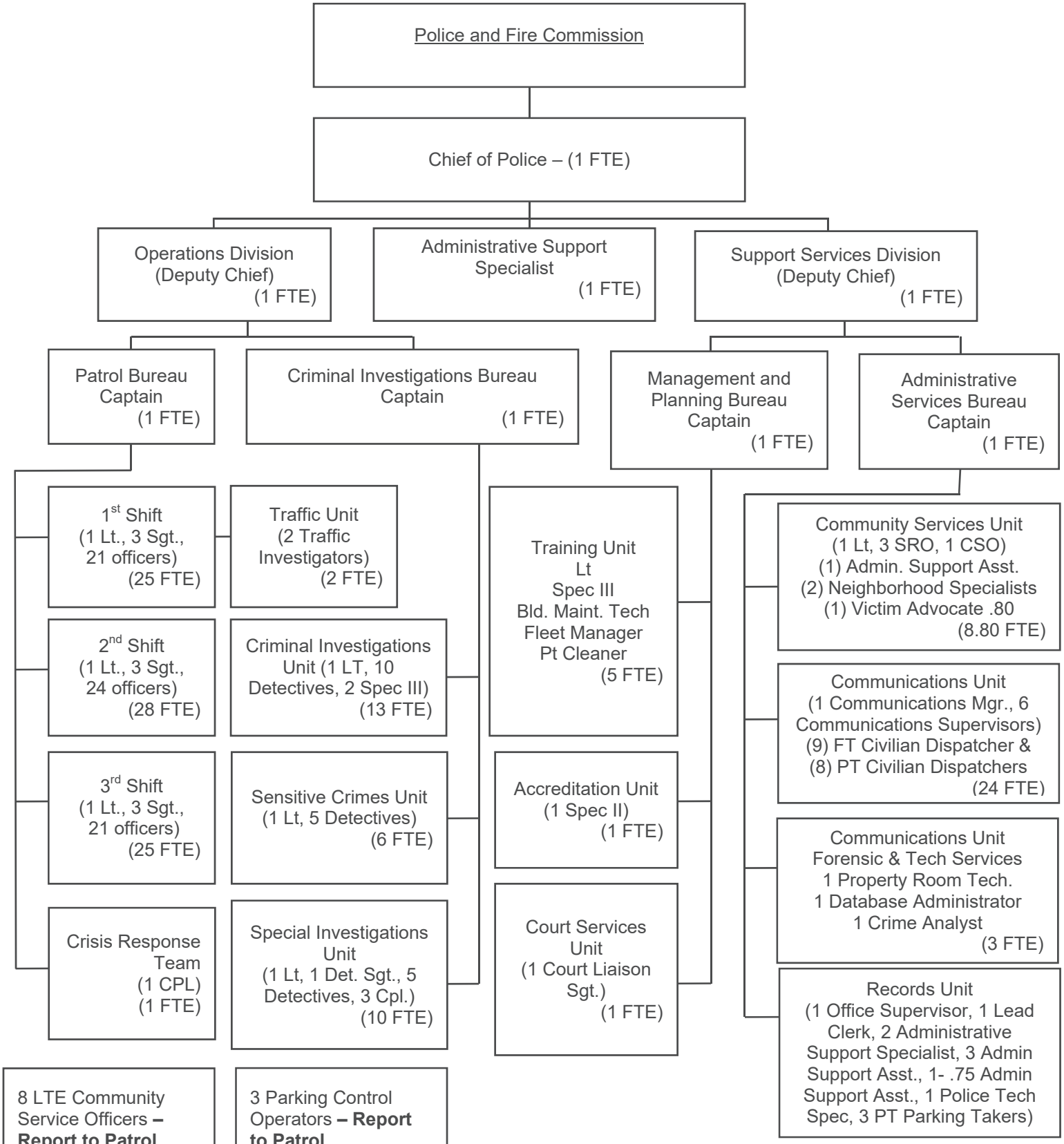
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	BALLISTIC RESISTANT VESTS						
	DAMAGED PERSONAL PROPERTY						
	TOTAL			9,900			
				9,900			
100-2102-521.60-01	Clothing/Uniforms	28,783	18,033	11,850	27,285	28,000	11,850
LEVEL	TEXT		TEXT AMT				
DEPT	UNIFORMED OFFICERS @ $150 EACH						
	BALLISTIC RESISTANT VESTS						
	TOTAL			11,850			
				11,850			
100-2103-521.60-01	Clothing/Uniforms	0	0	4,400	0	4,400	4,400
LEVEL	TEXT		TEXT AMT				
DEPT	PLAINCLOTHES OFFICERS @ 400 EACH						
	BALLISTIC RESISTANT VESTS						
	TOTAL			4,400			
				4,400			
100-2104-521.60-01	Clothing/Uniforms	0	0	3,100	0	3,100	3,100
LEVEL	TEXT		TEXT AMT				
DEPT	PLAINCLOTHES PERSONNEL @ $400 EACH						
	BALLISTIC RESISTANT VESTS						
	TOTAL			3,100			
				3,100			
100-2105-521.60-01	Clothing/Uniforms	0	0	2,400	0	2,400	2,400
LEVEL	TEXT		TEXT AMT				
DEPT	PLAINCLOTHES LIEUTENANT AND DETECTIVES @ $400 EACH						
	BALLISTIC RESISTANT VESTS						
	TOTAL			2,400			
				2,400			
100-2106-521.60-01	Clothing/Uniforms	0	0	750	0	750	750
LEVEL	TEXT		TEXT AMT				
DEPT	UNIFORMED PERSONNEL AT $150 EACH						
	BALLISTIC RESISTANT VESTS						
	TOTAL			750			
				750			
100-2107-521.60-01	Clothing/Uniforms	1,162	93	300	150	300	300
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	UNIFORMED OFFICERS AT $150 EACH						
	BALLISTIC RESISTANT VESTS						
	TOTAL			300			
				300			
100-2108-521.60-01	Clothing/Uniforms	0	0	1,050	0	1,050	1,500
100-2112-521.60-01	Clothing/Uniforms	0	0	1,350	0	1,350	1,350
LEVEL	TEXT		TEXT AMT				
DEPT	UNIFORMED CLOTHING ALLOWANCE AT $150 EACH			1,350			
				1,350			
100-2113-521.60-01	Clothing/Uniforms	25	0	2,500	0	0	2,500
100-2114-521.60-01	Clothing/Uniforms	0	0	300	0	300	300
100-2101-521.60-02	Safety Equipment	2,223	21,062	1,000	4,578	4,500	1,000
LEVEL	TEXT		TEXT AMT				
DEPT	SAFETY GLASSES						
	MISCELLANEOUS SAFETY EQUIPMENT						
	TOTAL			1,000			
				1,000			
100-2102-521.60-02	Safety Equipment	14,435	414	0	1,539	1,000	0
100-2101-521.60-03	Training Supplies	0	0	0	23	0	0
100-2102-521.60-03	Training Supplies	0	769	0	0	0	0
100-2107-521.60-03	Training Supplies	3,284	8,054	0	1,454	4,000	0
100-2101-521.60-04	Medical Exams & Services	2,000	0	1,000	1,400	2,000	1,000
LEVEL	TEXT		TEXT AMT				
DEPT	URINE SPECIMENS ANALYZED FOR ALCOHOL / DRUG						
	FITNESS FOR DUTY EVALUATIONS						
	TOTAL			1,000			
				1,000			
**	Safety Supplies	54,037	48,800	39,900	39,434	63,050	40,350
100-2101-521.70-01	Furniture & Fixtures	6,614	245	4,000	0	4,000	4,000
LEVEL	TEXT		TEXT AMT				
DEPT	DESKS						
	CHAIRS						
	FILE CABINETS						
	MISC COMPUTER SOFTWARE						
	TOTAL			4,000			
				4,000			
100-2101-521.70-02	Vehicles	322,321	261,953	240,000	253,909	255,000	80,000
LEVEL	TEXT		TEXT AMT				

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	MARKED SQUADS						
	LIGHT BARS, RADIOS & OTHER NECESSARY EQUIPMENT						
	SQUAD SETUP						
	SQUAD STRIPING						
	TOTAL		240,000				
	BUDGET BALANCING ADJUSTMENT		160,000-				
			80,000				
100-2101-521.70-03	Equipment	3,280	0	1,500	2,291	2,500	1,500
LEVEL	TEXT		TEXT AMT				
DEPT	FAX MACHINES						
	MISCELLANEOUS EQUIPMENT SUCH AS VACUUM CLEANERS						
	TOTAL		1,500				
			1,500				
100-2101-521.70-05	Other	52,345	14,542	30,000	2,044	30,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	FUTURE UPGRADES		30,000				
	BUDGET BALANCING ADJUSTMENT		30,000-				
**	Capital Items	384,560	276,740	275,500	258,244	291,500	85,500
***	Police Department	17,927,251	18,219,496	19,016,707	13,219,291	19,298,588	19,962,670

POLICE



Total Sworn Positions: 126
Total Non-Sworn Positions: 34.55

Total Part-time Non-Sworn Positions: 20

Department	Director	Fund and Dept. Group
Police	Chief Patrick Mitchell	100-21

Mission/Overview

The West Allis Police Department's mission is to enhance the quality of life in our community through the protection of life and property, fair and unbiased law enforcement, and community partnerships.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Crime prevention and community services (programs and initiatives)	Community Services / Patrol	Success of programs and citizen involvement. UCR Crime Data	Crime Reductions	Crime reductions of 3% (UCR)
2. Citizen educational programs	Community Services / Patrol	Number of programs and citizen involvement	6	8
3. Specialized enforcement techniques	Patrol	Number of problem solving activities	10	12
4. Specialized investigative techniques	Criminal Investigations	Number of investigative techniques	4	4
5. Traffic enforcement	Patrol	Data pertaining to traffic stops	6,800 annually	At least 6,000 annually

Position Information

Title	Division	Number	Funding Source
Police Chief	Admin	1	General City Funds
Deputy Chief	Admin	2	General City Funds
Police Captain	Admin / Patrol/ Criminal	4	General City Funds
Police Lieutenant	Admin / Patrol/ Criminal	8	General City Funds
Police Sergeant	Patrol	9	General City Funds
Patrol Officer	Patrol	64	General City Funds
Patrol K9 Handler (Specialist 1)	Patrol	3	General City Funds
Traffic Investigator (Specialist 2)	Patrol	2	General City Funds
Detective	Criminal	20	General City Funds / Partial Grant
Detective Sergeant (Specialist 3)	Criminal	3	General City Funds
Corporal – SIU (Specialist 1)	Criminal	2	General City Funds / Partial Grant
Crime Analyst	Criminal	1	General City Funds
Court Liaison Sergeant (Specialist 2)	Admin	1	General City Funds
School Resource Officer (Specialist 2)	Community Services	3	General City Funds/ Partial Grant
Community Support Officer (Specialist 1)	Community Services	1	General City Funds/ Partial Grant
Training Sergeant (Specialist 3)	Admin	1	General City Funds
Accreditation Compliance Officer (Specialist 2)	Admin	1	General City Funds
CART Officer (Specialist 1)	Patrol	1	Grant Funding 2019/General City Funds 2020**
Victim Advocate	Admin	0.80	General City Funds
Parking Control Officer	Patrol	3	General City Funds
Dispatcher	Admin	9	General City Funds
Communications Manager	Admin	1	General City Funds
Communications Supervisor	Admin	6	General City Funds
Officer Supervisor	Admin	1	General City Funds
Lead Clerk	Admin	1	General City Funds
Administrative Support Specialist	Admin	3	General City Funds
Administrative Support Assistant	Admin	4.75	General City Funds
Police Technical Specialist	Admin	1	General City Funds

Building Maintenance Technician	Admin	1	General City Funds
Fleet Manager	Admin	1	General City Funds
Property Room Technician	Admin	1	General City Funds
Database Administrator	Admin	1	General City Funds
Total:		161.15	
Below Listed Positions are Part Time LTEs			
Community Service Officers (LTE – part time)	Patrol	8	General City Funds
Dispatchers (LTE – part time)	Admin	8	General City Funds
Parking Takers (LTE – part time)	Admin	3	General City Funds
Cleaner (LTE – part time)	Admin	1	General City Funds
Total LTE – Part Time		20	

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
Patrol Officer	Patrol	TBD	Full Staff	Operate as close to full staffing as possible
Community Service Officer	Patrol	TBD	4 of 8 filled	Operate as close to full staffing as possible

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Respond to citizen calls for police service	***Continual***	***No***
2. Proactive (Traffic stops / field interview stops)	***Continual***	***No***
3. Community outreach (educational classes / meetings)	***Daily***	***No***
4. Investigative activities	***Continual***	***No***
5. Administrative Functions	***Continual***	***Partial***

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	**Measurement/KPI**	**Strategic Action #**
1.Release of records via online tools (ongoing)	Streamlines the work required to process records requests	5
2.Children's Court Discovery data sharing (ongoing)	Eliminate transferring paper records to Children's Court in favor of electronic records	5

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	**Measurement/KPI**	**Strategic Action #**
1. Invite media to attend Citizen Police Academy	Build upon our great relationships between the police, media, and community by engaging and educating the media on the role of law enforcement in society.	1
2. Conduct random overt and covert compliance checks of Massage Parlors to combat issues with prostitution related offenses and human trafficking.	Improved enforcement will help eliminate problem businesses and foster a culture of compliance within the massage parlor industry in West Allis.	1,2
3.Reevaluation of the use of court related overtime	If multiple officers are assigned to court, 1 officer will be assigned to court, while the other officers will be assigned tasks while waiting for their court case to proceed. Tasks will include traffic complaints, surveillance checks, etc., which will result in additional daily tasks being	1,2,5

	completed.	
4.Expand drone operator training for more timely deployment of the drone in critical incidents.	Drone usage will assist in critical incidents, such as search and rescue events, aerial photography, etc. - resulting in a more timely resolution of some incidents.	2

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. *Work with School District to explore possibility of a part time School Resource Officer position to service Lane Intermediate, which does not currently have a consistently staffed SRO.	Quality of Life / Excellence in Government / Economic Vitality and Sustainability- Improved service delivery with costs to be reimbursed by the West Allis-West Milwaukee School District. See Budget Memorandum for Additional Details.
2. Staffing allocation adjustment to include implementation of overlap shifts (Power Shifts). This data driven deployment of personnel will more effectively address calls for service and provide for greater proactive policing. It will also improve police coverage during standard shift changes.	Quality of Life / Excellence in Government - Improved service delivery based on effective and data driven deployment of personnel.
3. Training House finalization, implementation and utilization to provide reality based training and instruction. This will also allow us to collaborate and train with law enforcement partners in the area.	Quality of Life – Provide training for our officers to improve their success in real world applications.
4. **General City Funding for Crisis Assessment Response Team (CART) Officer	Previously funded by Milwaukee County Behavioral Health Division Grant + 1.0 General Funded Position and ~$92,000. See Budget Memorandum for additional details.
5. Capital Requests for Electronic Parking System, Axon Fleet and Interview Room Cameras (subject to capital funding)	See Budget Memorandum for details.

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

Patrick S. Mitchell
Chief of Police

Christopher Botsch
Deputy Chief of Police

Robert Fletcher
Deputy Chief of Police

Memorandum

To: Police and Fire Commission

From: Chief Patrick S. Mitchell

Date: Monday, August 19, 2019

Re: 2020 Annual Budget and Capital Budget Requests

This report pertains to the West Allis Police Department 2020 Annual Budget and Capital Budget requests. The West Allis Common Council will consider the 2020 annual budget and capital budget during the upcoming months.

The overwhelming majority of the West Allis Police Department's 2020 budget requests will remain static as compared to 2019. This report will not touch on salary increases, as they are decided by city policies, union contracts, or the Common Council. According to the current labor agreement, unionized sworn staff will receive a 3% raise, effective the first full pay period following January 1, 2020. It is also likely that salaries for non-union sworn staff and civilian staff will increase, but those costs will be set by city leaders at some point in 2020, and are not able to be forecast at this time.

Crisis Assessment Response Team (CART) Officer

The West Allis Police Department has had a grant funded Crisis Assessment Response Team (CART) Officer since early 2018. This position was created because the City of West Allis was determined to have the second highest incidents of admissions to the Milwaukee County Behavioral Health Division (BHD) for citizens experiencing a mental health crisis. The BHD provided a grant to the Department which provided funding for the entire salary and fringe benefits of the assigned Corporal. Unfortunately, the grant funding is expiring on December 31, 2019, and this highly successful program is in jeopardy.

The position of the CART Corporal helps the Police Department fulfill the strategic action plan found in Goal 2 – Quality of Life in the 2017 – 2021 West Allis Strategic Plan. Goal 2-2 states, "Support / leverage Health Department's partnerships and Community Health Improvement Plan 2016 – 2020 across additional City departments, agencies, and key groups to focus on healthy lifestyles, substance abuse and addiction, and mental health issues." The West Allis Fire Departments and Health Departments have both spoken very favorably in the past year about the accomplishments of the West Allis CART team.

Paul Taylor is the Corporal who has been assigned to this initiative, and he works every day, side by side, with a mental health clinician from the BHD. Corporal Taylor and the clinician respond to several incidents a day in West Allis in which individuals are experiencing a mental health episode. The specialized training that Corporal Taylor and the clinician have received enables them to provide the proper treatment to individuals in crisis. A goal of this program is to stabilize individuals and to allow them to remain in the community without the need for expensive inpatient treatment. The process of obtaining inpatient treatment for a citizen can take several hours for members of the West Allis Police Department.

Every sworn member of the West Allis Police Department is trained in Crisis Intervention Training (CIT), which prepares them to deal with mental health issues. The amount of training which Corporal Taylor has received and the experience which he has gained far surpasses that of a CIT trained officer.

Since the creation of this program, the Department, through Corporal Taylor has gained knowledge and insight of the mental health treatment system in Milwaukee County. Corporal Taylor has used his knowledge of the system to quickly wade through regulations and to find West Allis citizens appropriate help in a timely manner. When not responding to situations of immediate mental health crisis, Corporal Taylor and the clinician check in on West Allis citizens who have frequently required police and fire (EMS) resources. The ultimate goal of this program is to provide help to citizens and by doing so to greatly

reduce the number of times that West Allis Departments must engage with the citizen due to unregulated mental health issues.

Some citizens with severe mental health issues live in the community, and their in home care is managed by a private company, typically under contract with the federal government, state government, or Milwaukee County. On more than one occasion, Corporal Taylor has determined that the private entities were not meeting their obligations, and he has successfully intervened to make them abide by expectations.

As of July 31, 2019 (YTD), the CART team has had contact with 409 individuals, and of the 409, 250 have been self-dispatched by the CART team in which they were checking up on chronic users of services. A total of 121 people have been stabilized on scene and were allowed to remain in their homes. Prior to CART, a sizeable percentage of the 121 individuals would have been taken to mental health facilities for treatment. In all of 2018, CART dealt with 562 individuals, and 173 people were stabilized on scene and allowed to remain home.

This program has been incredibly successful and the Department is seeking permission to retain the extra position within the Department, and for the city to provide annual financing for the West Allis Police Department Corporal. Milwaukee County BHD has already pledged to continue to provide a clinician to partner with the West Allis Police Department, should the city be able to provide financial resources to continue this program. The City of Milwaukee has a similar program and after BHD grant funding expired, the City of Milwaukee began to pay for the program because of the success of the program.

The Department hires new officers every year, so from a budget standpoint, the annual cost of this program, would be the salary and fringe benefit costs for a first year officer, plus the increased cost of a corporal, as compared to a top paid officer.

Effective January 1, 2020, a first year non-resident West Allis Officer will make $54,671.37 in salary, and approximately $33,044.77 in fringe benefits, for a total annual cost of $87,716.14.

Effective January 1, 2020, a top paid non-resident West Allis Police Officer will make $82,135.64 in salary and approximately $42,897 in fringe benefits, for a total annual cost of $125,032.

Effective January 1, 2020, a West Allis Corporal (this is the rank of the Officer assigned to CART) will make $85,680.63 in salary and approximately $43,733.47 in fringe benefits, for a total annual cost of $129,414.10, which is $4,382.10 higher than a top paid non-resident Officer.

Therefore, the true annual cost of adding a CART Corporal to the West Allis Police Department is $92,098.24 (First year Officer annual cost of $87,716.14 + the difference between top pay Officer and Corporal $4,382.10) annually. If this proposal is approved, the authorized sworn staff will stay at 126. If this proposal is not approved, when grant funding expires, the authorized sworn staff will fall to 125.

School Resource Officer at Lane Intermediate School

The WAWMSD has two primary high schools located in West Allis, Central High School and Nathan Hale High School. The district also has two middle schools located in West Allis, Lane Intermediate and Frank Lloyd Wright Intermediate Schools. The WAWMSD also maintains a smaller alternative high school in West Allis, Dottke High School.

The West Allis Police Department currently is budgeted for three School Resource Officers (SROs). Each of the two main high schools has its own assigned SRO. A third SRO divides their time between Frank Lloyd Wright Intermediate and Dottke High School. Lane Intermediate School does not currently have an SRO assigned to it.

The WAWMSD currently funds approximately 75% of the salary of the three WAPD SROs. The police department is responsible for the remaining 25% of the salary costs and all benefit costs for the three SROs. With a 75% salary reimbursement, the WAWMSD would be responsible for approximately $65,931.54 of an SRO position in 2019.

The WAPD has had school resource officers embedded in the schools for over two decades. An officer assigned to a school resource officer position provides tremendous value from a law enforcement, school, and societal perspective. “The officer is involved in a variety of functions that enhance the relationship between the school community and law enforcement. The SRO takes action on law-related issues but becomes a resource for many more important areas such as violence diffusion, safety programs, alcohol and drug use prevention, and crime prevention. The SRO is a member of the faculty and administrative team working together to solve problems in the school community. The SRO takes a personal interest in

students and their activities. The SRO is a resource for teachers, parents, and students." (Kerlikowske, 2019)

Last year, the school district requested a fourth SRO, which would staff Lane Intermediate School. Lane Intermediate School has a student population of 517 according to the 2018 pupil count, and the district is very interested in providing the school and the student population with a full time SRO.

While the West Allis Police Department sees value in providing a full-time school resource officer to Lane Intermediate School, we needed to explore how best to honor their request in a way that does not adversely affect our staffing allocation or our budget. We believe we have found a way to do that.

Contingent upon agreement from the West Allis-West Milwaukee School District and the Police and Fire Commission, as well as successful conversations with the West Allis Professional Police Association, we believe it is in the best interest of the West Allis Police Department and the School District to create a part time school resource officer position to staff Lane Intermediate School. The part time position would be scheduled to work under 1,200 hours per year to avoid Wisconsin Retirement System Implications.

The approximate cost of a part time SRO would be approximately $65,296.17 per year. This is in line with the amount provided by the School District for current a SRO position ($65,931.54). Assuming the School District will reimburse us for the expense; this would be a cost neutral budget item. If the School District does not agree to this arrangement, we will not move forward with the proposal.

If approved, the Department would have to pay approximately $4,000 to equip the Officer will all necessary items to include a firearm and bullet resistant vest.

Annual Range Maintenance 100-2101-521.44-08

The West Allis Police Department has a firearms range within the main police station, and the lead in the range must be removed on an annual basis. In addition, the rubber backstop which catches fired bullets must also be rebuilt and replaced. In the past, the Police Department Building Maintenance Technician, Brian Resch, used to perform this service. However, Mr. Resch retired and range maintenance needed to be performed prior to the hiring of a new Building Maintenance Technician. The Department contracted with a private entity who charged $8,300 to perform the required work. A benefit of hiring an outside firm is that they perform at a very high level and the work is done within one to two days, as opposed to one to two weeks. At this time, it is unknown if the current Building Maintenance Technician could even perform the work, because there is no one to demonstrate the work to him. This line item has historically been funded at $4,800 annually, however, in 2017, expenditures were as high as $10,554, and that was without hiring an outside vendor to perform range maintenance. The Department is respectfully seeking to increase this line item by $8,500, from $4,800 to $13,300, to cover the annual cost of range maintenance.

Technology and Maintenance Fees 100-2101-521.32-01

The department relies upon technology in a variety of areas, and maintenance agreements with vendors continue to increase. Every law enforcement agency relies heavily upon technology to perform day to day tasks. The growing trend is that every item of technology charges an annual maintenance fee to provide updates and sometimes repairs to existing technology. If the maintenance packages are not purchased and paid for, very expensive pieces of technology can become obsolete as the manufacturer will not support the product without a maintenance contract.

Expenses for the below listed maintenance contracts will increase in 2020.

The *Fingerprint Capture System* was purchased in 2019, and the purchase required an annual maintenance contract in the amount of $4,500.

DIMS is the system which the Department uses to manage and store most digital evidence such as videos and photographs that are not captured through the body worn camera program. Examples would include crime scene photographs and video evidence obtained from private citizens or businesses during an investigation. DIMS is a very critical Department technology item, and DIMS has notified the Department that in late 2019 DIMS will begin to charge annual maintenance costs of $6,500.

TiPPS is the system which the Department uses to manage the parking citation program, and TiPPS has informed the Department that maintenance costs will increase in 2020 by $336 to $11,508 annually.

For several years, the Department has employed a Victim Advocate, Holli Stephens, who engages with the victims of domestic violence. It is an industry standard for victim advocates to use some sort of software to track victims and the services which have been offered. The current system that Ms. Stephens uses is an access database that was created by the prior West Allis IT Director, who has since retired. The access

database has several thousand records, and is not a reliable platform. In 2018, a similar access database that the Department relied upon for financial records crashed, and all of the data was lost.

Other advocates in the Milwaukee region use Osnium software which is designed specifically for victim advocates. The Department is seeking to purchase this software which will have an upfront cost of $4,150, and ongoing annual maintenance costs of $1,500. Fortunately, the annual maintenance costs will not be required until 2021. In addition, there will be a one-time cost of between $2,000 and $8,000 for Osnium to migrate data from the old access system into the new software. For budgeting purposes, we will plan on the migration costs to be $5,000. Therefore, between purchasing and migration, the total 2020 budget cost will be $9,150.

The total cost for new technology is $9,150, and the increased maintenance costs total $11,336 for an overall total increase of $20,486.

Milwaukee Metropolitan Drug Enforcement Group Salary

The Department has had a Corporal or Detective assigned to the Milwaukee Metropolitan Drug Enforcement Group for at least the last few decades, and the Department has received partial salary reimbursements. Much like other task forces, the amount of reimbursement has continued to decrease in recent years. In 2018, MMDEG reimbursed the Department $52,336 which represented 44.5% of the salary and fringe benefits of the West Allis Corporal. In 2019, the amount was reduced to 36.5%, or $41,870. The declines from 2018 to 2019 represented a $10,466 shortfall in the Department budget, which was absorbed by position vacancies.

The MMDEG board has not yet set the reimbursement rate for 2020, and likely will not do so until sometime in 2020, but it can be anticipated that the salary and fringe benefit reimbursement will once again decline. In the past, the Department has not sought an adjustment for these decreases; however, it is appropriate at this time to seek in increase in the salary budget of $12,000.

Increase in Blood Draw Fees 100-2101-521.30.04

Every year, the Department arrests citizens for drugged / impaired driving and either voluntary or involuntary blood draws are performed to capture evidence of impairment. Blood draws are billed to Professional Services along with several other items. In 2019, blood draws are budgeted at $2,000 of the total $10,500 in the account.

During 2019, the service provider for blood draws dramatically increased their rates from $13.40 per draw to $26.80 per draw. The Department does between 350 and 400 blood draws on an annual basis.

The Professional Services account has not been sum sufficient for at least the past few years. In 2017, $20,226 was charged to this account, and in 2018, $24,167 was charged to this account. The increase in blood draw fees will add $5,360 ($13.40 increase X 400 blood draws) to an already sum insufficient account.

To account for past shortages, and for increased blood draw fees, we are requesting to increase this budget line item from $10,500 to $29,360 ($24,000 + $5,360) for an increase of $18,860.

Crossing Guards 100-2111-521.30-04

The West Allis Police Department has a crossing guard contract with an outside vendor, to provide crossing guard services during the school year for students and during State Fair for citizens. In 2019, the private crossing guard vendor suddenly went out of business which forced West Allis Officers and volunteers from other West Allis agencies to handle crossing guard duties for several weeks at the end of the 2018 – 2019 school year.

The West Allis Finance Department assisted the Police Department in seeking bids to replace the prior vendor. The bid process revealed that no one provides these services on a local level, and only nation-wide companies placed bids. Every single bid was higher than past contracts, and no one bid on the contract to provide crossing guard duties during the State Fair.

After closing the bids, the City of West Allis selected a nation-wide vendor to provide crossing guard services during the school year. The new contract which was signed has total annual costs of $136,571, which represents an increase of $7,571 over 2019. It should be noted that this increased cost does not provide crossing guard services for the State Fair.

In 2019, $129,000 was budgeted for crossing guard services, with $10,000 of that amount being dedicated for the State Fair. Fortunately, only $24,417 was paid to the vendor before they went out of business, so

the fund still has over $100,000 left in fiscal year 2019 to pay for the increased crossing guard costs that will be incurred in the fall.

It should be noted that a crossing guard contract runs from the end of August until the end of school in June, which is a different billing period than the West Allis fiscal year which ends on December 31st. It can be anticipated that this contract will increase each year, so the contract which will be signed in the summer of 2020, for the 2020 to 2021 school year will likely contain increases. To accommodate for this, the budget request for 2020, will be higher than the quoted contract for the 2019 to 2020 school year.

It can be anticipated that the nationwide vendor will raise their rates for the 2020 to 2021 school year, and that approximately half of the increase will have to budgeted for in the 2020 budget. We have reason to believe that rates will rise by approximately 4%, so the increase will be in the neighborhood of $6,000 annually, of which $3,000 will have to be added to the 2020 budget.

The new crossing guard contract will result in the need to fund this line item at $139,571, which is an annual increase of $10,571 as compared to 2019.

Vehicle Maintenance Account 100-2110-521.44-03

For the past several years, this account has been funded at $50,000 annually, but expenses have consistently been above $50,000. The following amounts have been spent in the following years: 2016 - $78,091, 2017 - $50,343, and 2018 - $65,453, which equates to a three year average of $64,629. The Department has over 70 vehicles in the fleet, and our insurance deductible related to crashes is $5,000. An annual budget of $50,000 works out to approximately $714 per vehicle.

In addition, there is no budget to wash Department vehicles, and Department members wash them by hand in the garage. Periodically, elected official(s) express concern about the appearance of certain squads, and Officers are then pulled from street duty to wash vehicles, which is not an efficient use of resources. The neighboring jurisdictions of Milwaukee, Franklin, West Milwaukee, St. Francis, Greenfield, Cudahy, and Oak Creek all have contracts with car wash locations. For the below comparisons, although Milwaukee has a car wash contract, they will not be considered.

Some of the cities pay a flat monthly fee of between $84 and $250, however, the size of their fleets are considerably smaller than the fleet in West Allis. Some of the cities pay between $2 to $4 per car wash.

It would be appropriate to pay for a car wash for each vehicle one time per month from spring until fall, and two times per month during winter. Assuming that a vendor could be located for $4 a car wash, the monthly bill for the seven months in which it does not snow (spring to fall) would be approximately $280, and for five months in which snow occurs (winter) it would be approximately $560 per month. The total annual car wash budget would be approximately $4,760.

The Department is respectfully requesting an increase in vehicle maintenance from $50,000 to $70,000. Of the $20,000 increase, approximately $5,000 will be dedicated to car washes, and $15,000 will be dedicated to the increase in vehicle maintenance.

Capital Budget Requests

During the May, 2019 PFC meeting, the Department submitted three different capital budget requests to the PFC for approval, and the PFC approved each of the requests. In summary, the three requests were:

1) Electronic Parking System which would streamline how parking citations are issued, processed, and ultimately paid by citizens. The five year cost of this system is estimated to be approximately $90,068; however, it should lead to efficiencies that would result in staff time being dedicated to higher priority items.
2) Axon Fleet which is a video system that would replace the current aging in-squad video system. This system has a five year cost of approximately $311,640; however, the purchase of system would lead to minor financial savings in other software systems and should also free up staff time to be dedicated to higher priority items.
3) Axon Interview Room Cameras which is a video system that would replace the current interview room camera system that frequently malfunctions and is not adequate for a professional police department. The five year cost of this program would be $135,354.

All capital requests are evaluated by the city's Capital Improvement Committee, which will hold meetings in August of 2019. Even though these requests have been approved by the Police and Fire Commission, the Capital Improvement Committee, when evaluating all requests in the city, may not fund these requests, or they may delay the year of implementation.

City of West Allis
Fire Department
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 7,667,880	$ 7,526,155	$ 8,069,750	$ 5,470,561	$ 8,030,561	$ 39,189	$ 8,438,974	$ 369,224	
Provisionals/Part-Time	$ 2,629	$ 21	$ 30,000	$ -	$ -	$ 30,000	$ -	$ (30,000)	
Misc Other Pay	$ 282,164	$ 267,391	$ 255,164	$ 206,483	$ 284,883	$ (29,719)	$ 310,279	$ 55,115	
Overtime	$ 439,798	$ 602,661	$ 279,999	$ 359,331	$ 459,331	$ (179,332)	$ 300,823	$ 20,824	
Payroll Taxes	$ 119,566	$ 120,633	$ 129,640	$ 87,711	$ 122,711	$ 6,929	$ 135,076	$ 5,436	
Pension	$ 1,304,219	$ 1,281,303	$ 1,329,497	$ 915,381	$ 1,265,381	$ 64,116	$ 1,474,516	$ 145,019	
Health Insurance	$ 1,409,214	$ 1,487,325	$ 1,789,683	$ 1,135,974	$ 1,618,973	$ 170,709	$ 1,782,613	$ (7,070)	
Dental Insurance	$ 95,302	$ 94,444	$ 105,555	$ 71,126	$ 101,226	$ 4,329	$ 109,705	$ 4,150	
Life Insurance	$ 9,892	$ 10,009	$ 10,614	$ 6,846	$ 13,146	$ (2,532)	$ 10,780	$ 166	
Professional Services	$ 30,761	$ 31,059	$ 21,550	$ 48,944	$ 50,000	$ (28,450)	$ 25,520	$ 3,970	
Maintenance Contracts	$ 46,373	$ 9,821	$ 45,595	$ 22,409	$ 45,595	$ -	$ 46,375	$ 780	
Utilities	$ 112,843	$ 116,859	$ 131,989	$ 80,095	$ 139,617	$ (7,628)	$ 125,689	$ (6,300)	
Repair & Maintenance	$ 133,085	$ 123,143	$ 88,000	$ 80,871	$ 92,500	$ (4,500)	$ 106,000	$ 18,000	
Supplies	$ 174,470	$ 298,828	$ 347,600	$ 248,740	$ 360,540	$ (12,940)	$ 337,800	$ (9,800)	
Books & Subscriptions	$ 231	$ 2,363	$ 1,500	$ 802	$ 1,535	$ (35)	$ 1,500	$ -	
Advertising	$ 5,088	$ 6,085	$ 6,400	$ 1,719	$ 6,765	$ (365)	$ 7,400	$ 1,000	
Printing	$ 315	$ 1,350	$ -	$ -	$ -	$ -	$ -	$ -	
Training & Travel	$ 15,044	$ 41,218	$ 18,645	$ 19,694	$ 49,695	$ (31,050)	$ 21,265	$ 2,620	
Regulatory & Safety	$ 74,129	$ 105,633	$ 86,584	$ 40,252	$ 87,184	$ (600)	$ 90,900	$ 4,316	
Capital Items	$ 164,079	$ 147,615	$ 40,600	$ 61,209	$ 61,209	$ (20,609)	$ 4,500	$ (36,100)	
Transfers Out	$ 285,819	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL EXPENDITURES	$ 12,372,901	$ 12,273,916	$ 12,788,365	$ 8,858,149	$ 12,790,852	$ (2,487)	$ 13,329,715	$ 541,350	4.23%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $2,487 over budget as indicated above. Overtime is projected to finish $179,332 over budget as a result of minimum staffing requirements and the impact of several vacant positions throughout 2019. Savings on Health Insurance and other Fringe Benefits due to the vacant positions are projected to partially offset the Overtime overage. All other expense categories are also projected to finish 2019 over budget. The Salary and Provisionals categories are projected to come in under budget and cover these overages.

The 2020 Budget reflects an increase in pay and benefits due to an expected contractual increase for represented employees, offset by a reduction in in funding for 3 currently vacant firefighter positions due to budget constraints.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
GENERAL FUND							
Fire Department							
100-2201-522.11-01	Salary & Wages	7,650,635	7,508,730	8,069,750	8,010,581	8,030,561	8,438,974
	LEVEL TEXT			TEXT AMT			
	DEPT REDUCE FUNDING FOR 3 POSITIONS FOR 2020						
	PAY-$162,011						
	HEALTH INS-$47,268						
	LIFE INS-$360						
	DENTAL INS-$3,780						
	MED-$2,349						
	WRS-$26,602						
	TOTAL BUDGET BALANCING ADJUSTMENT = $(242,370)						
100-2201-522.11-03	Holidays	17,245	22,002	0	0	0	0
100-2201-522.11-08	Injury Time-Workers Comp	0	4,577-	0	578-	0	0
**	Regular Employees	7,667,880	7,526,155	8,069,750	8,010,003	8,030,561	8,438,974
100-2201-522.12-01	Prov. Salary & Wages	2,629	21	30,000	1,155	0	0
**	Provisional Employees-PT	2,629	21	30,000	1,155	0	0
100-2201-522.13-01	Overtime Pay	465,474	603,270	279,999	462,814	459,331	300,823
100-2201-522.13-22	Reimbursed OT (External)	25,676-	610-	0	0	0	0
**	Overtime	439,798	602,660	279,999	462,814	459,331	300,823
100-2201-522.14-01	Out of Class Pay	29,138	21,900	20,001	25,850	24,000	20,054
100-2201-522.14-02	Task Rate	252,626	245,091	234,763	261,873	260,483	289,325
100-2201-522.14-11	Clothing Allowance	400	400	400	400	400	400
100-2202-522.14-11	Clothing Allowance	0	0	0	0	0	500
**	Misc Additional Pays	282,164	267,391	255,164	288,123	284,883	310,279
100-2201-522.21-01	Health Insurance	1,409,214	1,487,325	1,789,683	1,620,885	1,618,973	1,782,613
100-2201-522.21-04	Life Insurance	9,892	10,009	10,614	10,287	13,146	10,780
100-2201-522.21-07	Dental Insurance	95,302	94,444	105,555	101,264	101,226	109,705
**	Insurance	1,514,408	1,591,778	1,905,852	1,732,436	1,733,345	1,903,098
100-2201-522.22-01	Social Secrty-OASDI 6.2%	3,518	3,335	6,360	4,520	6,360	7,217
100-2201-522.22-02	Social Security-HI 1.45%	116,048	117,298	123,280	123,485	116,351	127,859
**	Payroll Taxes	119,566	120,633	129,640	128,005	122,711	135,076
100-2201-522.23-01	Retirement-General	3,728	3,651	6,793	4,931	0	7,929
100-2201-522.23-04	Retirement-Fire	1,300,491	1,277,652	1,322,704	1,325,910	1,265,381	1,466,587
**	Retirement	1,304,219	1,281,303	1,329,497	1,330,841	1,265,381	1,474,516
100-2201-522.30-02	Consultants	25,264	29,782	19,650	24,256	23,000	23,470
	LEVEL TEXT			TEXT AMT			
	DEPT ACCREDIDATION ANNUAL FEE			1,470			
	PRIORITY MEDICAL DISPATCH EMD QA CONSULT			22,000			
				23,470			
100-2201-522.30-04	Other	5,497	1,277	1,900	27,720	27,000	2,050
	LEVEL TEXT			TEXT AMT			
	DEPT BIOHAZARD CLEANUP			500			
	HOOD AND DUCT CLEANING			1,050			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	WINDOW CLEANING			500			
				2,050			
**	Professional Services	30,761	31,059	21,550	51,976	50,000	25,520
100-2201-522.32-01	Computer Equip/Software	39,676	8,881	42,215	32,995	41,095	41,095

LEVEL	TEXT	TEXT AMT
DEPT	STATS FD	1,100
	PHOENIX PRO QA INTERFACE	1,600
	PHOENIX RMS ANNUAL SUPPORT	7,100
	WDA ANNUAL SUPPORT	4,400
	PRO QA ANNUAL SUPPORT	5,300
	TELLUS (FORMERLY FATPOT)	11,000
	PULSEPOINT	2,600
	TARGET SOLUTIONS	6,135
	ALADTEC	7,560
	NETMOTION	450
	G2 ANNUAL SUPPORT	9,100
	IMAGETREND MIH BRIDGE	1,750
	BUDGET BALANCING ADJUSTMENT (TELLUS MAINT)	11,000-
	BUDGET REDUCTION ($6000) PRO QA ANNUAL SUPPORT	
		47,095

100-2201-522.32-03	Misc Equipment	4,021	0	100	1,302	1,500	2,000

LEVEL	TEXT	TEXT AMT
DEPT	COMPRESSED AIR CYLINDERS	1,400
	BUDGET BALANCING ADJUSTMENT -$(3,421)	
		1,400

100-2201-522.32-04	Other	2,676	940	3,280	7,144	3,000	3,280

LEVEL	TEXT	TEXT AMT
DEPT	LADDER INSPECTIONS CERTS	1,850
	EMS INSPECTION AND TESTING	500
	AIR COMPRESSOR MAINTENANCE	450
	SCBA TESTING	480
		3,280

**	Maintenance Contracts	46,373	9,821	45,595	41,441	45,595	46,375
100-2201-522.41-01	Water	3,066	4,237	3,672	4,663	4,000	3,672
100-2201-522.41-02	Storm Water	4,152	4,145	4,230	4,308	4,230	4,230
100-2201-522.41-03	Sanitary Sewer	2,604	3,449	2,987	3,432	2,987	2,987
100-2201-522.41-04	Electric	67,754	65,273	63,700	56,686	63,000	57,400

LEVEL	TEXT	TEXT AMT
DEPT	ORIG BUDGET REQUEST	63,700
	BUDGET BALANCING ADJUSTMENT	6,300-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
				57,400			
100-2201-522.41-05	Gas	25,812	31,801	40,600	32,096	40,600	40,600
100-2201-522.41-06	Telephone	8,035	7,839	0	7,437	8,000	0
100-2201-522.41-10	Broadband Wireless-Aircrd	1,420	114	16,800	0	16,800	16,800
**	Utility Services	112,843	116,858	131,989	108,622	139,617	125,689
100-2201-522.44-02	Misc Machinery & Equip	3,893	8,500	2,500	13,482	8,000	8,500
100-2201-522.44-03	Vehicles	83,192	113,664	85,000	83,634	79,500	95,000
100-2201-522.44-04	Communication Equip	0	95	500	333	500	2,500
100-2201-522.44-05	Buildings	0	871	0	11,819	4,500	0
100-2201-522.44-08	Other	46,000	13	0	179	0	0
**	Repair & Maintenance	133,085	123,143	88,000	109,447	92,500	106,000
100-2201-522.51-01	Postage	1,752	282	700	1,224	1,300	600
100-2201-522.51-02	Office Supplies	6,155	5,831	6,000	1,907	6,000	5,000

LEVEL	TEXT	TEXT AMT
DEPT	ORIG BUDGET REQUEST	6,000
	BUDGET BALANCING ADJUSTMENT	1,000-
		5,000

100-2201-522.51-03	Photo Supplies	89	387	200	153	140	0
100-2201-522.51-04	Food/Provisions	1,398	3,151	2,250	2,817	2,250	2,750
100-2201-522.51-05	Ammunition (in-service)	0	4	0	0	0	0
100-2201-522.51-06	Custodial Supplies	13,049	13,736	12,000	11,284	12,000	12,000

LEVEL	TEXT	TEXT AMT
DEPT	ORIG BUDGET REQUEST	13,000
	BUDGET BALANCING ADJUSTMENT	1,000-
		12,000

100-2201-522.51-07	Cleaning & Laundry Suppl	2,423	3,372	3,000	6,503	5,500	3,000
100-2201-522.51-08	Hand & Shop Tools	2,090	2,038	500	5,107	1,700	2,500
100-2201-522.51-09	Other	1,348	1,818	1,700	2,940	1,900	1,700
100-2201-522.51-11	Computers & Related Equip	0	0	0	13,443	8,500	0
**	General Supplies	28,304	30,619	26,350	45,378	39,290	27,550
100-2201-522.52-01	Subscriptions	231	1,387	1,500	1,534	1,500	1,500
100-2201-522.52-02	Other	0	0	0	15	15	0
100-2201-522.52-03	Subscriptions-Software	0	975	0	77	20	0
**	Books & Periodicals	231	2,362	1,500	1,626	1,535	1,500
100-2201-522.53-01	Gasoline	59,813	60,985	68,250	56,432	68,250	68,250
100-2201-522.53-02	Oils, Fluids, Lubricants	0	0	0	346	0	0
100-2201-522.53-27	Fire Fighting Supplies	41,043	47,123	38,000	39,259	38,000	42,000

LEVEL	TEXT	TEXT AMT
DEPT	FIREFIGHTING SUPPLIES	35,000
	TRAINING SUPPLIES	5,500
	FIRE PREVENTION EQUIPMENT	1,500
		42,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2201-522.53-41	Medical & Lab Supplies	45,308	160,103	215,000	192,128	215,000	200,000

LEVEL	TEXT	TEXT AMT
DEPT	BLS DISPOSABLE EQUIPMENT	27,000
	BLS NONDISPOSABLE EQUIPMENT	3,000
	VIDEO LARYNGOSCOPE EQUIPMENT	25,000
		55,000

**	Operational Supplies	146,164	268,211	321,250	288,165	321,250	310,250
100-2201-522.54-01	Classified Ads	0	36	0	365	365	0
100-2201-522.54-02	Notices	5,088	6,049	6,400	3,482	6,400	7,400

LEVEL	TEXT	TEXT AMT
DEPT	FIRE EDUCATION AND PREVENTION NOTICES	7,000
	FD ADMIN NOTICES	300
	OTHER	100
		7,400

**	Advertising	5,088	6,085	6,400	3,847	6,765	7,400
100-2201-522.55-01	In-house (Print Shop)	315	1,350	0	0	0	0
**	Printing	315	1,350	0	0	0	0
100-2201-522.56-01	Local Business Meetings	0	11	0	76	50	200

LEVEL	TEXT	TEXT AMT
DEPT	PARKING FEES FOR MEETINGS	200
		200

100-2201-522.56-02	Conferences & Seminars	0	32	0	5,595	3,000	0
**	Travel	0	43	0	5,671	3,050	200
100-2201-522.57-01	Membership Dues	2,939	3,506	3,645	3,414	3,645	2,115

LEVEL	TEXT	TEXT AMT
DEPT	MILW COUNTY ASSOCATION OF FIRE CHIEFS	325
	WISCONSIN STATE CHIEFS ASSOCIATEION (3)	200
	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS	240
	NATIONAL ASSOC OF FIRE INVESTIGATORS (3)	195
	INTERNATIONAL CODE COUNCIL	110
	MILWAUKEE COUNTY TRAINING OFFICERS ASSOC	195
	NATIONAL FIRE PRTOECTION ASSOC	120
	WISCONSIN FIRE INSPECTORS ASSOCIATION	250
	INTERNATIONAL ASSOC OF ARSON INVESTIGATORS (11)	300
	ROTARY	180
		2,115

100-2201-522.57-02	Registration Fees	12,105	37,669	15,000	26,560	43,000	18,950

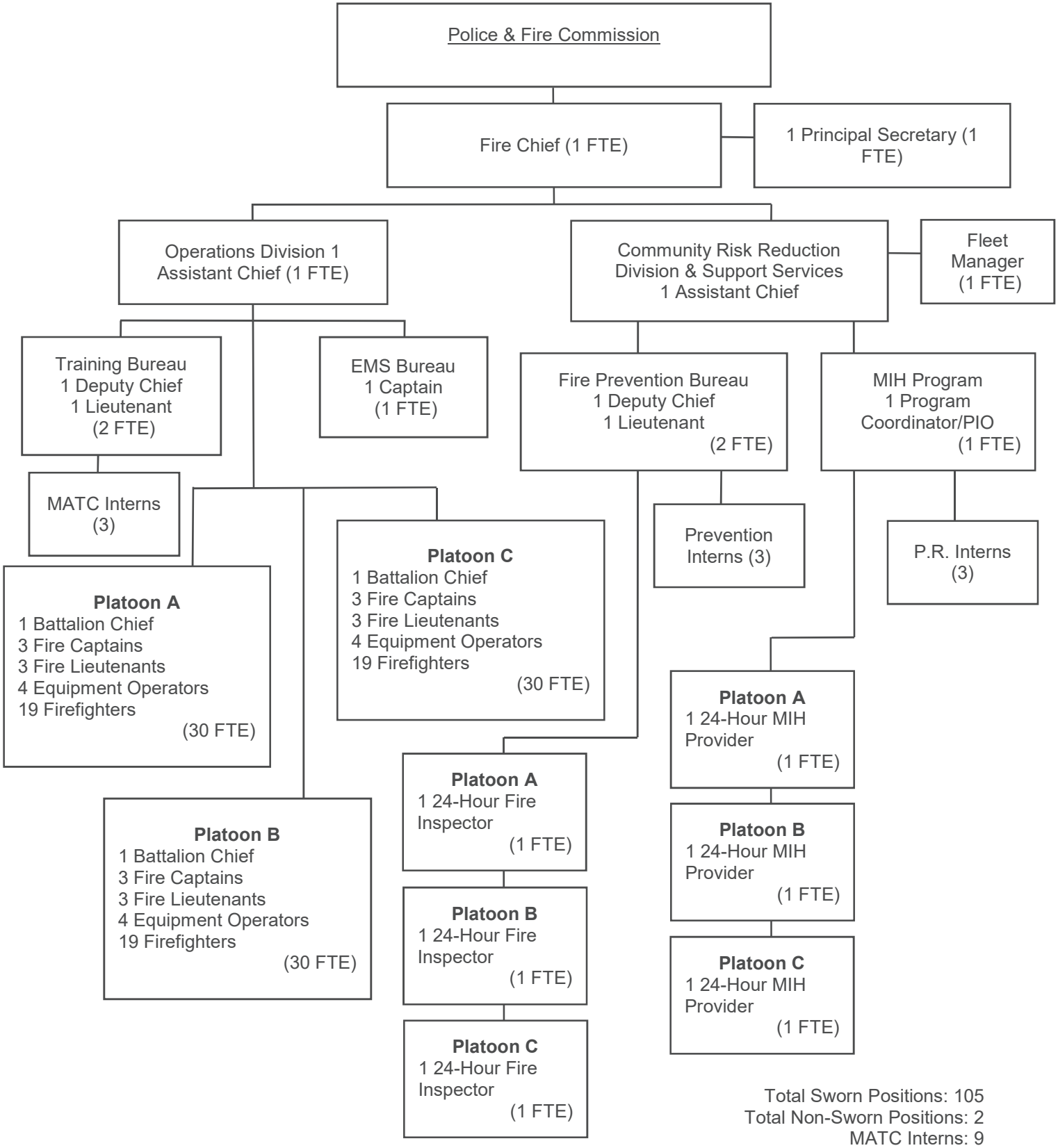
LEVEL	TEXT	TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	PROFESSIONAL EMPLOYMENT AND LEGAL LIABILITY			5,500			
	FIRE PREVENTION, CODE ENFORCEMEWNT AND INVESTIGATI			2,100			
	EMS			3,300			
	FIRE OPERATIONS PLANNING			2,200			
	OTHER			5,850			
				18,950			
**	Education & Training	15,044	41,175	18,645	29,974	46,645	21,065
100-2201-522.59-01	Medical	18,134	2,713	0	0	0	0
**	Testing	18,134	2,713	0	0	0	0
100-2201-522.60-01	Clothing/Uniforms	50,943	102,055	85,684	94,951	85,684	90,000
LEVEL	TEXT			TEXT AMT			
DEPT	PROTECTIVE CLOTHING AND REPAIRS			71,000			
	STATION UNIFORMS			19,000			
				90,000			
100-2201-522.60-02	Safety Equipment	5,051	865	900	1,402	1,500	900
LEVEL	TEXT			TEXT AMT			
DEPT	SAFETY GLASSES			900			
				900			
**	Safety Supplies	55,994	102,920	86,584	96,353	87,184	90,900
100-2201-522.70-01	Furniture & Fixtures	7,572	7,425	3,000	10,196	10,196	4,000
LEVEL	TEXT			TEXT AMT			
DEPT	OFFICE FURNITURE			1,900			
	STATION FURNITURE			2,100			
				4,000			
100-2201-522.70-02	Vehicles	120,518	133,198	37,100	58,521	46,404	0
LEVEL	TEXT			TEXT AMT			
DEPT	REPLACEMETN STAFF VEHICLE			43,000			
	BUDGET BALANCING ADJUSTMENT			43,000-			
100-2201-522.70-03	Equipment	0	4,568	0	0	0	0
100-2201-522.70-05	Other	35,989	329	500	226	226	500
LEVEL	TEXT			TEXT AMT			
DEPT	GAS METERS			500			
				500			
100-2201-522.70-06	Communication Equip	0	2,095	0	4,383	4,383	0
**	Capital Items	164,079	147,615	40,600	73,326	61,209	4,500
100-2201-522.91-00	Operating Transfer Out	285,819	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Operating Transfer Out	285,819	0	0	0	0	0
***	Fire Department	12,372,898	12,273,915	12,788,365	12,809,203	12,790,852	13,329,715
****	GENERAL FUND	12,372,898	12,273,915	12,788,365	12,809,203	12,790,852	13,329,715

FIRE



Total Sworn Positions: 105
Total Non-Sworn Positions: 2
MATC Interns: 9

Department	Director	Fund and Dept. Group
Fire	Mason Pooler	100-2201-522

Mission/Overview

The mission of the West Allis Fire Department is to safeguard the lives and property of the people we serve, to reduce community risk and incidents of emergencies, and to enhance public safety while working with community partners to improve quality of life. Our promise to our citizens is to do so with honor and compassion, while at all times conducting ourselves with the highest ethical standards.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
Example: Media Relations/Tourism and Marketing/Community Relations		*Number of Successful Tourism Related Events Held*	*0*	*4-5*
1. See attached				

Position Information

Title	Division	Number	Funding Source
Fire Chief		1	100-2201-522.11-01
Assistant Fire Chief		2	100-2201-522.11-01
Deputy Fire Chief		2	100-2201-522.11-01
Battalion Chief		3	100-2201-522.11-01
Captain		11	100-2201-522.11-01
Lieutenant		14	100-2201-522.11-01
Equipment Operator		12	100-2201-522.11-01
Firefighter		60	100-2201-522.11-01
Administrative Assistant		1	100-2201-522.11-01
Fleet Manager		1	100-2201-522.11-01

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
Firefighter (QTY 5)		4 months	Vacant	Fill by April, 2020

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
*1.*Emergency Medical Services	Daily	yes
*2.*Fire Protection	Daily	yes
*3.*Fire Prevention/Inspection	Daily	yes
*4.*Public Education	Daily	yes
*5.*Techncial Rescue	As Needed	yes

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
Create a culture of innovation and continuous improvement (SA 5-1)		
1. 24-hour MIH coverage	10a, 11a, 11b, 15b (see attachment)	2-2, 2-3, 2-6
2. MATC intern program	none	3-2, 3-3
3.		
4.		
5.		

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1.Possible WCTC intern program	none	3-2, 3-3
2.Tellus (formerly FAT POT) dispatching system implementation	1a, 1b, 1f, 1g (see attachment)	2-3, 2-9, 4-2
3.		
4.		
5.		

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1.n/a	
2.	

REVENUES

Are there any changes which may impact your revenues for 2020? ☒Yes ☐ No

If yes, please note the details here: We submitted a grant to battle the opioid epidemic. If awarded, it will be a minimum of two years, with the potential for up to five years of $300,000.00 per year. Also, we continue to out exceed our annual EMS revenue projections. Additionally, we anticipate our MIH revenue to continue to grow.

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

West Allis Fire Department
2019 Performance Assessment

Division	Bureau	Reporting Period	Obj.	Performance Measures and Outcomes	Goal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2018	2017
				Gain early control of emergency incidents by providing rapid response																
			1	**Provide timely response to emergency incidents**																
OPS	EMS	Monthly	1a	First arriving unit to a critical EMS alarm arrives on scene within 5-minutes of dispatch 90% of the time D and E	>= 90%	80%	70%	80%	78%	75%	78%							79%	79%	84%
OPS	EMS	Monthly	1b	Effective response force arrives within 9-minutes of call 90% of the time D and E	>= 90%	90%	85%	92%	86%	87%	90%							88%	83%	85%
OPS	OPS	Monthly	1c	Call processing time is less than 90 seconds (baseline) 90% of the time for all fire/ES responses.	>=90%	95%	93%	95%	91%	93%	87%							90%	91%	64%
OPS	EMS	Monthly	1d	Call processing time is less than 120 seconds for all Echo level calls	>=90%	100%	100%	100%	86%	81%	87%							90%	N/A	N/A
OPS	EMS	Monthly	1e	Limit non-compliant EMD dispatching	<=15%	29%	20%	20%	18%	18%	21%							22%	31%	N/A
OPS	OPS	Monthly	1f	First arriving unit to a fire/ES alarm arrives on scene within 5-minutes 20-seconds of dispatch 75% of the time.	>= 75%	62%	75%	79%	75%	75%	77%							74%	73%	76%
OPS	OPS	Monthly	1g	Effective response force to structure fires arrives on scene within 10-minutes 20-seconds of call, 90% of the time	>= 90%	100%	100%	N/A	100%	N/A	100%							100%	90%	89%
				Minimize the effects of injuries and illnesses at emergencies																
			2	**Provide responders who are trained and certified to appropriate levels**																
OPS	T&S	Monthly (cumulative)	2a	Assure that line personnel attend critical training (70% of line personnel attend)	>= 70%	90%	88%	80%										87.0%	91.0%	100.0%
OPS	T&S	Monthly (cumulative)	2b	Provide bienneial performance-based driver/operator training for line personnel (70% of line personnel attending)	>= 70%						Formal program has not yet been created									
OPS	EMS	Quarterly	2c	Limit scene time to <15-minutes for STEMI patients	>=95%			43%			17%							31%	N/A	N/A
OPS	EMS	Quarterly	2d	Limit scene time to <15-minutes for CVA patients	>=75%			46%			68%							57%	N/A	N/A
			3	**Maximize resuscitation rates for cardiac arrest victims**																
CRR	MIH	Monthly	3a	Increase number of Pulsepoint followers by 25 per month	>= 25	1836	1902	1947	1996	2102	2137							301	242	910
OPS	EMS	Monthly	3b	Achieve return of spontaneous circulation in victims of non-traumatic cardiac arrest	>= 50%	66%	20%	42%	0%	63%	44%							44%	N/A	N/A
OPS	EMS	Annually	3c	Out of hospital survivability for cardiac arrest based on Utstein Style data	>= 50%				14%									14%	33.0%	33.0%
CRR	MIH	Monthly	3d	Increase number of Pulsepoint followers with CPR alerts enabled by 25 per month	>= 25	1266	1312	1339	1365	1421	1460							194	82	636
				Minimize property damage from fires																
			4	**Provide rapid fire control**																
OPS	OPS	Monthly (cumulative)	4a	Bring structure fires under control within 10 minutes of arrival of first-arriving unit capable of fire suppression.	>= 90%	67%	100%	100%	80%	50%	0%							78%	84%	81%
OPS	OPS	Monthly (cumulative)	4b	Limit fire spread to the room of origin 70% of the time	>= 70%	67%	100%	100%	100%	100%	0%							89%	84%	85%
OPS	T&S	Monthly (cumulative)	4c	Company officers perform pre-fire plans in their first due response area, integrating information into RMS. Each station commander completes three pre-plans per year.	>= 2	1	0	3										4.00	2.20	2.42
			5	**Ensure timely notification of occupants**																
CRR	CRR	Monthly	5a	Smoke and CO detectors are installed where needed throughout community	>= 100			177			281							458	N/A	N/A
				Minimize direct and indirect losses from fires																
			6	**Limit the number & severity of fires**																
CRR	CRR	Annually	6a	Limit the number of fire incidents to fewer than 5.00 per 1,000 population	< 5.00	1.20	1.40	2.00	2.00	1.80								1.68	1.33	1.82
OPS	OPS	Monthly (cumulative)	6b	Limit fire loss to under $20,000 per residential structure fire	< $20,000	$6,417	$10,550	$250	$468	$475	$18,900							$4,453	$18,740	$18,240
			7	**Limit fire-related injuries and fatalities**																
CRR	CRR	Annually (cumulative)	7a	Limit community fire deaths to 1 per year on a 5-year average	<= 1.00			Fire Deaths by Year: 2015=0 / 2016=0 / 2017=0 / 2018=0 / 2019=0								0.00		0	0	0
CRR	CRR	Annually (cumulative)	7b	Limit civilian injuries to a rate of 4 per year on a 5-year average	<= 4.00			Injuries by Year: 2015=4 / 2016=4 / 2017=8 / 2018=2 / 2019=0								3.60		3.60	2.00	8.00
			8	**Assure effective and timely fire prevention inspections**																

West Allis Fire Department
2019 Performance Assessment

Division	Bureau	Reporting Period	Obj.	Performance Measures and Outcomes	Goal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2018	2017
CRR	FPB	Monthly	8a	Annually inspect all commercial buildings & 3-family or greater residential units	100%	122%	148%	127%	104%	110%	108%							119.8%	102.7%	102.0%
CRR	FPB	Monthly (cumulative)	8b	Verify compliance or citation with violations within 3-months of written notice	85%	97%	96%	98%	99%	99%	98%							97.8%	96.7%	95.0%
			9	**Perform timely and useful fire investigations**																
CRR	FPB	Monthly	9a	FIRE INVESTIGATION	>= 4	11	11	9	9	9	11							10.00	9.50	9.33
CRR	FPB	Monthly	9b	Assure that police arson investigators work with FD investigators on all suspicious fires	100%	100%	100%	100%	100%	100%	100%							100.0%	100.0%	100%
CRR	FPB	Monthly	9c	Investigate all fires resulting in $500 or greater loss	100%	100%	100%	100%	100%	100%	100%							100%	100%	100%
				Provide cost-effective, efficient delivery of emergency services																
			10	**Provide cost-effective services**																
ADM	ADM	Monthly (cumulative)	10a	Annual expenses do not exceed budget (8.3%/mo)	8.3%	7.0%	7.3%	6.4%										20.7%		
			11	**Reduce demand for non-emergent EMS delivery**																
CRR	MIH	Monthly	11a	Limit number of patients in the high utlizer's group (HUG)	8	5	6	4	5	4								4.80	6.67	N/A
CRR	MIH	Monthly	11b	Limit number of requests for EMS generated by HUG	35	29	24	22	30	30								27.00	32.00	N/A
				Provide public safety education programs to minimize community risk																
			12	**Provide Survive Alive fire safety to elementary school students**																
CRR	FPB	Annual	12a	Offer Survive Alive fire safety to all 1st and 4th grade-level classes	>= 90%	100%													100%	100%
			13	**Provide general fire safety education programs**																
CRR	FPB	Annually	13a	Provide fire prevention program for all public and parochial grade schools at least once per year	100%														100%	100%
			14	**Provide CPR instruction**																
CRR	CRR	Monthly	14a	Provide hands-only CPR and AED training to the community	>=175	0	259	54	4	44	744							1105	N/A	N/A
			15	**Provide community-wide fire and safety education**																
CRR	CRR	Monthly	15a	Provide fire and safety education program for at least 100 people monthly	>= 100	1025	550	49	200	62	540							2,426	N/A	N/A
CRR	MIH	Monthly	15b	Establish contact with the previous month's 20 highest utilizers of the EMS system	>=50%	84%	67%	50%	65%	80%								69%	100%	N/A
				Limit liability through risk management																
			16	**Maintain WAFD Accredited Agency Status**																
OPS	OPS	July	16a	Submit Annual Compliance Reports every July	July				*In Progress*										100%	100%
			17	**Maintain current Department Policies, Procedures and Operating Guidelines**																
CRR	CRR	Monthly (cumulative)	17a	Review 1/2 of all policies annually	50%			0%			25%							25%	52%	50%
OPS	OPS	Monthly (cumulative)	17b	Review 1/2 of all guidelines annually	50%			18%			7%							50%	50%	50%
			18	**Minimize employee workplace injuries**																
OPS	OPS	Monthly (cumulative)	18a	Limit fire ground injury rate to 3.0 per 100 fires	<= 3.00	0	0	0	0	1	0							1.45	7.10	2.55
OPS	OPS	Monthly (cumulative)	18b	Limit EMS-related injuries to 2.0 per 1000 EMS alarms	<= 2.00	1	1	4	0	1	0							1.72	1.73	1.01
OPS	OPS	Monthly (cumulative)	18c	Limit overall workplace injury rate to 10 per 100 employees	<= 10	1	0	0	0	0	0							1.96	6.42	22.00

City of West Allis
Building Insp & Neighborhood Services
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 800,117	$ 883,998	$ 904,062	$ 674,543	$ 933,543	$ (29,481)	$ 926,223	$ 22,161	
Provisionals/Part-Time	$ 27,582	$ 11,855	$ 20,587	$ 13,140	$ 20,587	$ -	$ 7,198	$ (13,389)	
Misc Other Pay	$ 27,670	$ 8,472	$ 10,165	$ 3,226	$ 3,350	$ 6,815	$ 3,550	$ (6,615)	
Overtime	$ 3,196	$ 10,726	$ 4,500	$ 1,850	$ 2,910	$ 1,590	$ 3,633	$ (867)	
Payroll Taxes	$ 62,669	$ 67,203	$ 68,828	$ 51,368	$ 70,596	$ (1,768)	$ 68,887	$ 59	
Pension	$ 55,181	$ 58,802	$ 58,229	$ 44,100	$ 56,094	$ 2,135	$ 62,764	$ 4,535	
Health Insurance	$ 187,917	$ 215,510	$ 245,091	$ 158,035	$ 227,684	$ 17,406	$ 243,609	$ (1,482)	
Dental Insurance	$ 12,151	$ 12,686	$ 12,326	$ 9,760	$ 12,901	$ (575)	$ 14,619	$ 2,293	
Life Insurance	$ 2,397	$ 2,697	$ 2,794	$ 1,744	$ 2,333	$ 461	$ 2,645	$ (149)	
Professional Services	$ (24,111)	$ 88,982	$ 43,600	$ 79,889	$ 112,800	$ (69,200)	$ 115,720	$ 72,120	
Maintenance Contracts	$ 406	$ 439	$ 480	$ 506	$ 506	$ (26)	$ 510	$ 30	
Utilities	$ 125	$ 3,123	$ 4,325	$ 1,822	$ 4,300	$ 25	$ 4,325	$ -	
Repair & Maintenance	$ 340	$ 4,313	$ 3,000	$ 5,556	$ 6,000	$ (3,000)	$ 5,000	$ 2,000	
Supplies	$ 6,556	$ 8,174	$ 7,700	$ 16,624	$ 18,252	$ (10,552)	$ 9,550	$ 1,850	
Books & Subscriptions	$ 1,556	$ 1,151	$ 1,000	$ 1,068	$ 1,215	$ (215)	$ 600	$ (400)	
Advertising	$ 158	$ 404	$ 400	$ 120	$ 160	$ 240	$ 200	$ (200)	
Training & Travel	$ 10,243	$ 13,250	$ 24,400	$ 12,737	$ 14,083	$ 10,317	$ 21,370	$ (3,030)	
Regulatory & Safety	$ 608	$ 1,545	$ 2,190	$ 828	$ 1,144	$ 1,046	$ 3,260	$ 1,070	
Capital Items	$ 4,342	$ 5,062	$ 1,000	$ 220	$ 300	$ 700	$ 1,000	$ -	
TOTAL EXPENDITURES	$ 1,179,103	$ 1,398,391	$ 1,414,677	$ 1,077,137	$ 1,488,758	$ (74,082)	$ 1,494,663	$ 79,986	5.65%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $74,082 over budget as indicated above.

The projected overage in the salaries category is partially the result of the mid-year performance increase which was budgeted in the Fringe Benefits Department as a city-wide amount, rather than in each department. This overage is covered by funds available in the Fringe Benefits budget.

The projected overage in the Professional Services category is the result of code compliance issues (snow removal, grass cutting) which are addressed by a third party contractor and then billed to the property owner. This overage is offset by a corresponding increase in Code Compliance revenues. Setting aside the code compliance charges in 2019, the department would be $4,882 over budget which is likely due to the mid-year performance increase mentioned above.

The 2020 Budget reflects an increase of $79,986 and the main driver of this is the increased budget for code compliance which will be offset by revenues.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Bldg Insp & Neighbrhd Svc							
100-2401-524.11-01	Salary & Wages	254,410	237,532	301,490	178,181	254,716	245,168

LEVEL TEXT TEXT AMT
DEPT REDUCTION FOR 2020 DUE TO REALLOCATION OF NS
SUPERVISOR POSITION TO 100-2601
IN 2019 POSITION WAS BUDGETED IN 100-2401
BUT CHARGED TO 100-2601

100-2402-524.11-01	Salary & Wages	162,228	213,025	296,095	218,075	299,900	303,951
100-2403-524.11-01	Salary & Wages	82,558	105,072	141,123	81,910	117,924	139,284
100-2404-524.11-01	Salary & Wages	61,974	63,653	76,211	56,203	79,530	78,339
100-2406-524.11-01	Salary & Wages	64,608	110,452	69,570	115,347	150,392	138,878
100-2407-524.11-01	Salary & Wages	26,392	22,194	19,573	24,827	31,081	20,603

LEVEL TEXT TEXT AMT
DEPT KEEP FUNDING NS LIASION AT 0.75 FTE (NO INCREASE)
PAY-$10,260
HEALTH INS-$2,097
DENTAL-$102
FICA-$636
MED-$149
WRS-$693
TOTAL BUDGET BALANCING ADJUSTMENT = $(13,937)

100-2401-524.11-02	Vacation	19,067	15,577	0	0	0	0
100-2402-524.11-02	Vacation	19,639	24,166	0	0	0	0
100-2403-524.11-02	Vacation	6,964	10,302	0	0	0	0
100-2404-524.11-02	Vacation	3,083	4,251	0	0	0	0
100-2406-524.11-02	Vacation	5,585	10,369	0	0	0	0
100-2401-524.11-03	Holidays	14,794	11,914	0	0	0	0
100-2402-524.11-03	Holidays	8,993	12,379	0	0	0	0
100-2403-524.11-03	Holidays	5,705	5,893	0	0	0	0
100-2404-524.11-03	Holidays	3,278	3,517	0	0	0	0
100-2406-524.11-03	Holidays	3,148	6,955	0	0	0	0
100-2407-524.11-03	Holidays	0	518	0	0	0	0
100-2401-524.11-04	Sick Leave	18,267	7,043	0	0	0	0
100-2402-524.11-04	Sick Leave	15,589	5,819	0	0	0	0
100-2403-524.11-04	Sick Leave	2,570	83	0	0	0	0
100-2404-524.11-04	Sick Leave	4,070	4,480	0	0	0	0
100-2406-524.11-04	Sick Leave	1,748	1,875	0	0	0	0
100-2401-524.11-06	Funeral Leave	2,578	515	0	0	0	0
100-2402-524.11-06	Funeral Leave	1,834	881	0	0	0	0
100-2403-524.11-06	Funeral Leave	1,370	0	0	0	0	0
100-2406-524.11-06	Funeral Leave	224	37	0	0	0	0
100-2401-524.11-12	Comp Time Used	3,250	1,933	0	0	0	0
100-2402-524.11-12	Comp Time Used	1,587	944	0	0	0	0
100-2403-524.11-12	Comp Time Used	3,142	1,683	0	0	0	0
100-2404-524.11-12	Comp Time Used	1,141	879	0	0	0	0
100-2406-524.11-12	Comp Time Used	321	58	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Regular Employees	800,117	883,999	904,062	674,543	933,543	926,223
100-2401-524.12-01	Prov. Salary & Wages	0	0	0	7,250	7,250	0
100-2403-524.12-01	Prov. Salary & Wages	26,270	8,225	2,353	0	2,087	2,399
100-2404-524.12-01	Prov. Salary & Wages	1,311	3,510	18,234	13,140	18,500	4,799
100-2406-524.12-01	Prov. Salary & Wages	0	120	0	0	0	0
**	Provisional Employees-PT	27,581	11,855	20,587	20,390	27,837	7,198
100-2401-524.13-01	Overtime Pay	264	27	500	8	10	501
100-2402-524.13-01	Overtime Pay	662	2,305	1,000	1,843	2,500	1,003
100-2403-524.13-01	Overtime Pay	881	5,552	1,000	0	200	563

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
OT-$440
FICA-$27
MED-$6
WRS-$30
TOTAL BUDGET BALANCING ADJUSTMENT = $(503)

100-2404-524.13-01	Overtime Pay	1,037	2,830	1,000	0	0	563

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
PAY-$440
FICA-$27
MED-$6
WRS-$30
TOTAL BUDGET BALANCING ADJUSTMENT = $503

100-2406-524.13-01	Overtime Pay	352	12	1,000	0	200	1,003
**	Overtime	3,196	10,726	4,500	1,851	2,910	3,633
100-2402-524.14-07	Certification Pay	1,972	0	0	0	0	0
100-2403-524.14-07	Certification Pay	1,571	0	0	0	0	0
100-2404-524.14-07	Certification Pay	938	0	0	0	0	0
100-2406-524.14-07	Certification Pay	493	0	0	0	0	0
100-2401-524.14-10	Car Allowance	9,006	910	0	0	0	0
100-2402-524.14-10	Car Allowance	6,579	4,222	3,852	309	350	750

LEVEL TEXT TEXT AMT
DEPT MILEAGE REIMBURSEMENT FOR 3 INSPECTORS 750
750

100-2403-524.14-10	Car Allowance	2,957	1,302	1,926	485	550	1,000

LEVEL TEXT TEXT AMT
DEPT MILEAGE REIMBURSEMENT FOR 2 INSPECTORS 500
MILEAGE REIMBURSEMENT FOR PT INSPECTOR 500
1,000

100-2404-524.14-10	Car Allowance	2,267	286	535	924	1,050	800

LEVEL TEXT TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	MILEAGE REIMBURSEMENT FOR 1 INSPECTOR			300			
	MILEAGE REIMBURSEMENT FOR PT INSPECTOR			500			
				800			
100-2406-524.14-10	Car Allowance	351	1,752	3,852	1,508	1,400	1,000
LEVEL	TEXT			TEXT AMT			
DEPT	MILEAGE REIMBURSEMENT FOR 5 INSPECTORS			1,000			
				1,000			
100-2407-524.14-10	Car Allowance	1,536	0	0	0	0	0
**	Misc Additional Pays	27,670	8,472	10,165	3,226	3,350	3,550
100-2401-524.21-01	Health Insurance	75,036	63,305	79,337	39,494	63,417	59,272
100-2402-524.21-01	Health Insurance	38,405	55,120	68,511	46,105	62,457	70,179
100-2403-524.21-01	Health Insurance	34,527	35,162	51,471	28,721	42,491	59,143
100-2404-524.21-01	Health Insurance	19,800	21,017	22,605	15,212	20,600	23,153
100-2406-524.21-01	Health Insurance	20,148	38,821	19,229	24,181	32,869	27,839
100-2407-524.21-01	Health Insurance	0	2,085	3,938	4,323	5,850	4,023
100-2401-524.21-04	Life Insurance	653	693	547	368	462	612
100-2402-524.21-04	Life Insurance	907	1,065	1,332	895	1,224	1,361
100-2403-524.21-04	Life Insurance	470	479	505	141	182	163
100-2404-524.21-04	Life Insurance	298	357	360	247	335	381
100-2406-524.21-04	Life Insurance	68	104	50	84	115	112
100-2407-524.21-04	Life Insurance	0	0	0	10	15	16
100-2401-524.21-07	Dental Insurance	4,674	3,569	4,145	2,177	2,925	3,244
100-2402-524.21-07	Dental Insurance	2,732	3,718	4,251	3,011	4,077	4,372
100-2403-524.21-07	Dental Insurance	2,119	1,453	1,176	1,308	1,422	2,663
100-2404-524.21-07	Dental Insurance	1,202	1,186	1,176	833	1,127	1,264
100-2406-524.21-07	Dental Insurance	1,424	2,730	1,578	2,202	3,040	2,854
100-2407-524.21-07	Dental Insurance	0	31	0	228	310	222
**	Insurance	202,463	230,895	260,211	169,540	242,918	260,873
100-2401-524.22-01	Social Secrty-OASDI 6.2%	18,939	16,639	18,072	11,175	15,130	14,708
100-2402-524.22-01	Social Secrty-OASDI 6.2%	13,049	15,667	18,092	13,233	18,593	18,359
100-2403-524.22-01	Social Secrty-OASDI 6.2%	7,910	8,094	8,765	4,743	7,311	8,228
100-2404-524.22-01	Social Secrty-OASDI 6.2%	4,652	5,057	5,729	4,149	4,930	4,999
100-2406-524.22-01	Social Secrty-OASDI 6.2%	4,582	7,738	4,212	6,925	9,324	8,460
100-2407-524.22-01	Social Secrty-OASDI 6.2%	1,658	1,271	913	1,406	1,927	1,075
100-2401-524.22-02	Social Security-HI 1.45%	4,429	3,891	4,226	2,614	3,538	3,440
100-2402-524.22-02	Social Security-HI 1.45%	3,052	3,664	4,231	3,095	4,350	4,293
100-2403-524.22-02	Social Security-HI 1.45%	1,850	1,893	2,050	1,109	1,710	1,925
100-2404-524.22-02	Social Security-HI 1.45%	1,088	1,183	1,340	971	1,153	1,170
100-2406-524.22-02	Social Security-HI 1.45%	1,072	1,811	985	1,619	2,180	1,979
100-2407-524.22-02	Social Security-HI 1.45%	388	297	213	329	450	251
**	Payroll Taxes	62,669	67,205	68,828	51,368	70,596	68,887
100-2401-524.23-01	Retirement-General	21,451	18,418	19,780	11,671	14,650	16,583
100-2402-524.23-01	Retirement-General	14,593	17,371	19,460	14,404	18,334	20,585
100-2403-524.23-01	Retirement-General	8,743	8,619	9,309	5,162	6,749	9,439
100-2404-524.23-01	Retirement-General	5,181	5,420	5,057	3,681	4,631	5,325

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2406-524.23-01	Retirement-General	5,213	8,689	4,623	7,555	9,530	9,442
100-2407-524.23-01	Retirement-General	0	286	0	1,626	2,200	1,390
**	Retirement	55,181	58,803	58,229	44,099	56,094	62,764
100-2406-524.30-02	Consultants	504	5,653	4,000	51,384	55,000	60,000
	LEVEL TEXT		TEXT AMT				
	DEPT SNOW AND ICE REMOVAL		60,000				
			60,000				
100-2401-524.30-04	Other	330	110	600	1,699	1,800	720
	LEVEL TEXT		TEXT AMT				
	DEPT TITLE AND LETTER REPORTS		720				
			720				
100-2406-524.30-04	Other	24,945-	25,399	30,000	24,642-	4,000-	20,000
	LEVEL TEXT		TEXT AMT				
	DEPT ABANDONED PROPERTY MAINTENANCE		20,000				
			20,000				
100-2406-524.30-31	Grass Removal	0	57,820	9,000	51,449	60,000	35,000
	LEVEL TEXT		TEXT AMT				
	DEPT GRASS REMOVAL SERVICES		35,000				
			35,000				
**	Professional Services	24,111-	88,982	43,600	79,890	112,800	115,720
100-2401-524.32-04	Other	406	439	480	506	506	510
	LEVEL TEXT		TEXT AMT				
	DEPT LARGE FORMAT PRINTER/SCANNER SHARED WITH ENGINEERING AND DEVELOPMENT		510				
			510				
**	Maintenance Contracts	406	439	480	506	506	510
100-2401-524.41-06	Telephone	0	2,755	4,150	1,744	4,150	4,150
	LEVEL TEXT		TEXT AMT				
	DEPT 12 DATA PLANS @ $28.80/MO X 12 MONTHS		4,150				
			4,150				
100-2402-524.41-06	Telephone	21	6	25	3	10	25
	LEVEL TEXT		TEXT AMT				
	DEPT INSPECTOR CELL PHONES		25				
			25				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2403-524.41-06	Telephone	18	242	50	23	60	50
LEVEL	TEXT		TEXT AMT				
DEPT	CELL PHONES FOR ELECTRICAL INSPECTORS			50			
				50			
100-2404-524.41-06	Telephone	86	120	100	52	80	100
LEVEL	TEXT		TEXT AMT				
DEPT	CELL PHONE FOR INSPECTOR			100			
				100			
**	Utility Services	125	3,123	4,325	1,822	4,300	4,325
100-2401-524.44-03	Vehicles	340	4,313	3,000	5,556	6,000	5,000
LEVEL	TEXT		TEXT AMT				
DEPT	12 FLEET VEHICLES REPAIR AND MAINTENANCE			5,000			
				5,000			
**	Repair & Maintenance	340	4,313	3,000	5,556	6,000	5,000
100-2401-524.51-01	Postage	3,585	2,820	3,500	4,638	5,000	3,200
LEVEL	TEXT		TEXT AMT				
DEPT	DEPARTMENT MAILING COSTS			3,200			
				3,200			
100-2401-524.51-02	Office Supplies	1,368	1,289	1,250	894	950	1,250
LEVEL	TEXT		TEXT AMT				
DEPT	GENERAL OFFICE SUPPLIES			1,250			
				1,250			
100-2401-524.51-03	Photo Supplies	40	15	0	0	0	0
100-2401-524.51-08	Hand & Shop Tools	387	0	500	258	550	500
LEVEL	TEXT		TEXT AMT				
DEPT	GENERAL INSPECTOR TOOLS AND EQUIPMENT			500			
				500			
100-2401-524.51-09	Other	0	843	0	102	102	0
100-2402-524.51-09	Other	224	163	0	91	100	0
**	General Supplies	5,604	5,130	5,250	5,983	6,702	4,950
100-2401-524.52-02	Other	0	299	200	603	750	200
LEVEL	TEXT		TEXT AMT				
DEPT	GENERAL REFERENCE BOOKS			200			
				200			

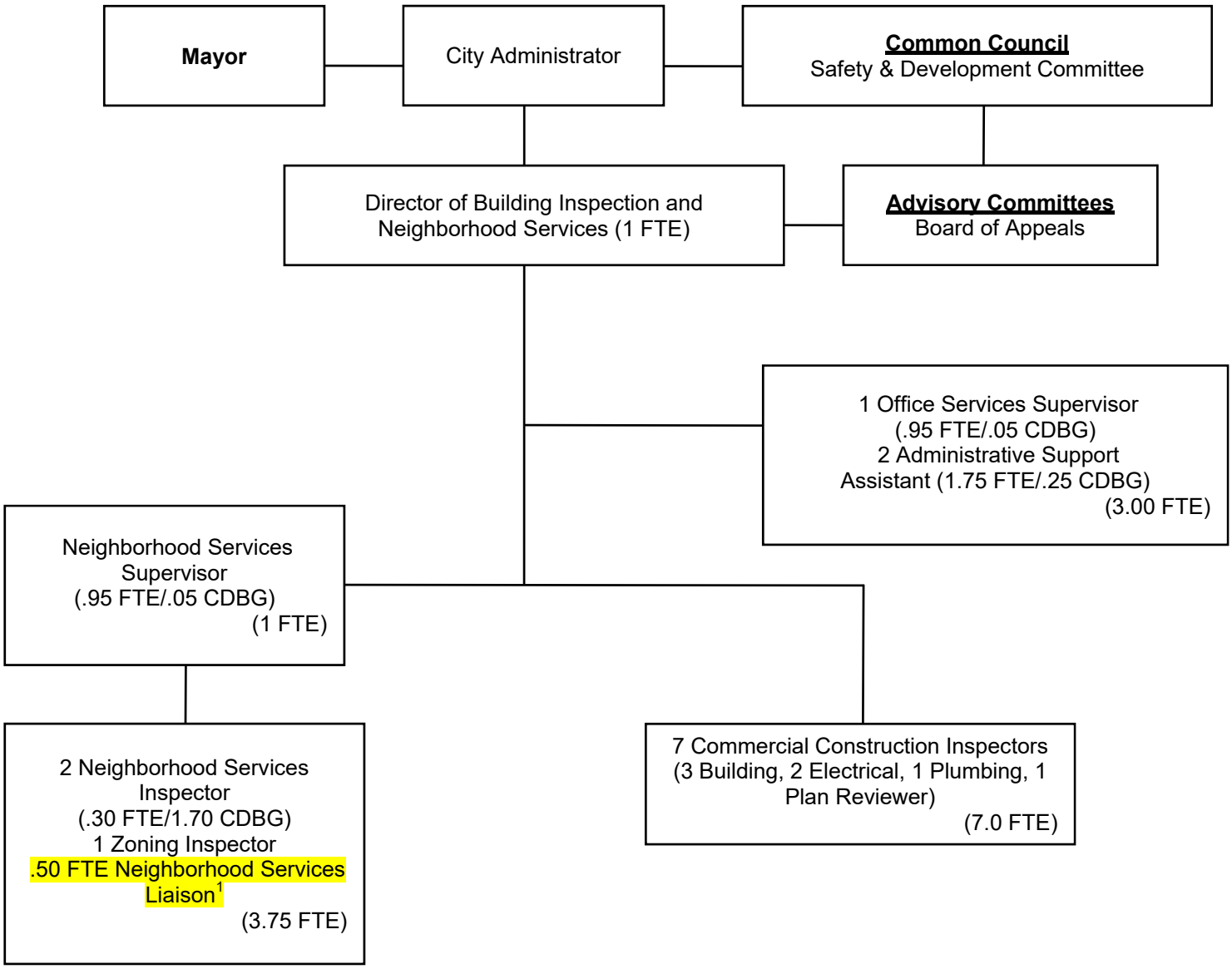
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2402-524.52-02	Other	1,366	491	500	465	465	200
LEVEL	TEXT		TEXT AMT				
DEPT	BUILDING CODE BOOKS			200			
				200			
100-2403-524.52-02	Other	23	234	200	0	0	200
LEVEL	TEXT		TEXT AMT				
DEPT	ELECTRICAL DIVISION CODE BOOKS			200			
				200			
100-2404-524.52-02	Other	167	126	100	0	0	0
**	Books & Periodicals	1,556	1,150	1,000	1,068	1,215	600
100-2401-524.53-01	Gasoline	952	3,044	2,450	3,389	4,300	4,600
LEVEL	TEXT		TEXT AMT				
DEPT	12 FLEET VEHICLES GASOLINE @ $2.30/GAL			4,600			
				4,600			
**	Operational Supplies	952	3,044	2,450	3,389	4,300	4,600
100-2401-524.54-02	Notices	158	404	400	119	160	200
LEVEL	TEXT		TEXT AMT				
DEPT	BOARD OF APPEALS PUBLICATION NOTICES			200			
				200			
**	Advertising	158	404	400	119	160	200
100-2401-524.56-02	Conferences & Seminars	0	0	1,500	0	0	0
100-2402-524.56-02	Conferences & Seminars	718	2,354	4,750	5,570	5,240	7,660
LEVEL	TEXT		TEXT AMT				
DEPT	6 LWM BUILDING INSPECTOR INSTITUTE			1,500			
	10 DSPS COMM WINTER CODE UPDATES			1,000			
	12 DSPS UDC WINTER CODE UPDATES			1,260			
	10 BIASEW FALL TRAINING			1,000			
	4 WCOA TRAINING INSTITUTE			1,400			
	3 ICC ANNUAL CONFERENCE			1,500			
	1 UW TRAINING COURSE			1,500			
	BUDGET BALANCING ADJUSTMENT			1,500-			
				7,660			
100-2403-524.56-02	Conferences & Seminars	4,590	3,527	6,100	0	0	5,640
LEVEL	TEXT		TEXT AMT				
DEPT	2 STATE ELECTRICAL INSPECTOR CONFERENCES			1,600			
	2 NATIONAL ELECTRICAL CODE CONFERENCES			3,000			
	8 UDC ELECTRICAL WINTER CODE UPDATES			760			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	3 COMM ELECTRICAL CODE UPDATES			280			
				5,640			
100-2404-524.56-02	Conferences & Seminars	451	513	2,000	0	1,500	1,900
LEVEL	TEXT		TEXT AMT				
DEPT	3 STATE PLUMBING INSPECTOR CONFERENCE			1,500			
	8 PLUMBING WINTER CODE UPDATES			400			
				1,900			
100-2406-524.56-02	Conferences & Seminars	0	599	3,500	2,352	2,352	3,500
LEVEL	TEXT		TEXT AMT				
DEPT	2 EDUCODE CONFERENCE			2,500			
	1 ABANDONED PROPERTY SEMINAR			1,000			
				3,500			
** Travel		5,759	6,993	17,850	7,922	9,092	18,700
100-2401-524.57-01	Membership Dues	854	534	690	505	600	685
LEVEL	TEXT		TEXT AMT				
DEPT	NFPA - MUNICIPALITY			445			
	ICC - MUNICIPALITY			240			
				685			
100-2402-524.57-01	Membership Dues	575	240	775	320	375	865
LEVEL	TEXT		TEXT AMT				
DEPT	12 BIASEW MEMBERSHIPS			480			
	3 WCOA MEMBERSHIPS			120			
	3 ICC MEMBERSHIPS			165			
	4 WICED MEMBERSHIPS			100			
				865			
100-2403-524.57-01	Membership Dues	360	15	380	150	150	345
LEVEL	TEXT		TEXT AMT				
DEPT	2 IAEI MEMBERSHIPS			240			
	7 EIASEW MEMBERSHIPS			105			
				345			
100-2404-524.57-01	Membership Dues	65	80	80	240	240	400
LEVEL	TEXT		TEXT AMT				
DEPT	10 PIASEW MEMBERSHIPS			400			
				400			
100-2406-524.57-01	Membership Dues	0	200	375	225	225	375

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
LEVEL	TEXT		TEXT AMT				
DEPT	5 AACE MEMBERSHIPS			375			
				375			
100-2401-524.57-02	Training Schools	0	0	500	0	0	0
LEVEL	TEXT		TEXT AMT				
DEPT	MATC COURSES			2,000			
	BUDGET BALANCING ADJUSTMENT			2,000-			
100-2402-524.57-02	Training Schools	2,255	3,717	1,000	2,701	2,701	0
100-2403-524.57-02	Training Schools	175	1,321	1,000	475	500	0
100-2404-524.57-02	Training Schools	200	150	500	200	200	0
100-2406-524.57-02	Training Schools	0	0	1,000	0	0	0
100-2407-524.57-02	Training Schools	0	0	250	0	0	0
**	Education & Training	4,484	6,257	6,550	4,816	4,991	2,670
100-2401-524.58-01	Certification-Permits-Lic	0	135	150	139	139	0
100-2402-524.58-01	Certification-Permits-Lic	286	490	580	206	500	740
LEVEL	TEXT		TEXT AMT				
DEPT	ARCHITECT RENEWAL			70			
	ENGINEER RENEWAL			70			
	4 NEW INSPECTOR EXAMS			160			
	1 UDC BUILDING RENEWAL			40			
	1 COMMERCIAL BUILDING RENEWAL			40			
	2 ICC CERTIFICATIONS			360			
				740			
100-2403-524.58-01	Certification-Permits-Lic	119	120	700	40	40	160
LEVEL	TEXT		TEXT AMT				
DEPT	4 ELECTRICAL CERTIFICATION RENEWALS			160			
				160			
100-2404-524.58-01	Certification-Permits-Lic	203	526	260	379	400	760
LEVEL	TEXT		TEXT AMT				
DEPT	2 NEW PLUMBING CERTIFICATIONS			80			
	1 MASTER PLUMBING RENEWAL			500			
	1 CROSS CONNECTION RENEWAL			180			
				760			
100-2406-524.58-01	Certification-Permits-Lic	0	0	300	0	0	0
**	Regulatory Expenses	608	1,271	1,990	764	1,079	1,660
100-2401-524.60-03	Training Supplies	0	273	200	65	65	1,600
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	VESTS, JACKETS, SAFETY GLASSES			1,600			
				1,600			
**	Safety Supplies	0	273	200	65	65	1,600
100-2401-524.70-01	Furniture & Fixtures	1,310	5,062	1,000	220	300	1,000
LEVEL	TEXT			TEXT AMT			
DEPT	OFFICE FURNITURE			1,000			
				1,000			
100-2401-524.70-03	Equipment	3,031	0	0	0	0	0
**	Capital Items	4,341	5,062	1,000	220	300	1,000
***	Bldg Insp & Neighbrhd Svc	1,179,099	1,398,396	1,414,677	1,077,137	1,488,758	1,494,663

BUILDING INSPECTION AND NEIGHBORHOOD SERVICES



[1] This position is expected to return to 0.75 FTE if/when funding becomes available.

CITY FUNDED FTES: 13.45
OTHER FUNDING SOURCES FTES: 2.05

Department	Director	Fund and Dept. Group
Department of Building Inspection and Neighborhood Services	Edward Lisinski	100-2401

Mission/Overview

To safeguard the public's health, welfare, wellbeing and life by applying minimum adopted building and zoning regulations to the construction, maintenance and use of buildings and properties; and to preserve and improve property maintenance, neighborhood aesthetics, property values and reduce blight by applying minimum adopted property maintenance ordinances.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Issuing Building Permits	Inspection	Number of days to review permits after full submittal	8.6 residential; 2.3 commercial currently	5-6 business days residential and 8-10 business days commercial
2. Issuing Plumb./Electric Permits	Inspection	Percentage of permits issued within 24 hrs of submittal	100%	100%
3. Inspecting Buildings	Inspection	Percentage of inspections performed within 48 hrs of request when at full staff.	Approx. 94%	100%
4. Close out old permits	Inspection	Reduce back log of permits that are more than 6 years old	2,908 remaining	1,000 by end of 2020
5. Demolish or rehab old dilapidated buildings	Inspection	Demolish or rehab old dilapidated buildings each year	4	5
6. Investigate complaints	N.S.	Percentage of complaints investigated within 48 hours of complaint filed.	100%	100%
7. Compliance time for complaints	N.S.	Number of days from an initial Notice is sent until compliance	Unknown	15
8. Number of complaints submitted	N.S.	Number of complaints filed each year (can be reduced by more proactive enforcement and better communication)	8,419/yr	<8,000 complaints
9. Taking properties to court for compliance	N.S.	Percentage of complaints that go to court (can be reduced by working with owners, better communication, and improved loan/grant programs)	8%	<7%
10. Inspect CBDG inspection area in a year	N.S.	Percentage of area that gets an initial inspection in the first year	85% for 2019	100%

Position Information

Title	Division	Number	Funding Source
Director	Administration	1	City of West Allis
BINS Office Supervisor	Administration	1	0.95 CWA/0.05 CDBG
Neighborhood Services Supervisor	Neighborhood Services	1	0.95 CWA/0.05 CDBG
Administrative Support Assistant	Administration	2	1.75 CWA/0.25 CDBG
Commercial Construction Inspector	Building /Electrical /Plumbing	7	City of West Allis
Neighborhood Services Zoning Inspector	Neighborhood Services	1	City of West Allis
Neighborhood Services Inspector	Neighborhood Services	2	0.75 CWA/1.25 CDBG
Neighborhood Services Liaison	Abandoned Properties	0.75	City of West Allis

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
N/A				

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Perform inspections of residential and commercial new construction, remodeling, demolition and occupancy to ensure compliance with issued permits, approved plans, municipal ordinances, state codes, adopted national codes and standards, and state statues relating to construction.	*Daily*	*Yes*
2. Monitor and respond to phone calls, voice mail and email. Assist walk-in customers.	*Daily*	*No*
3. Investigate complaints and referrals by inspection of public and private properties for compliance with building and zoning codes and with regards to building and property maintenance, and land or building use.	*Daily*	*Yes and No*
4. Review construction plans for compliance with codes and ordinances as an official delegated agent of the State of Wisconsin.	*Daily*	*Yes*
5. Issue correction notices, orders and/or citations of various types and severity. Process code violations through the Municipal and County court system, appear as a witness for the City and provide testimony at depositions, municipal and circuit court.	*Daily*	*Yes*
6. Proactively inspect residential, commercial, and manufacturing properties for compliance to the City's Exterior Property Maintenance Code and Zoning Code.	*Daily*	*No*
7. Inspect for snow and ice removal on city sidewalks in winter, tall grass in summer, and garbage complaints for commercial properties; inspect vacant properties regularly for compliance, contact and supervise contractor who performs removal of snow or grass cutting, issue citations for snow removal, verify amount of work done, and send invoices to property owners after completion.	*Daily*	*No*
8. Maintain records of referrals and complaints.	*Daily*	*Yes*
9. Research, inspect, and follow-through with complaints submitted to BINS.	*Daily*	*No*
10. Issue correction notices, orders and/or citations of various types and severity. Process code violations through the Municipal and County court system, appear as a witness for the City and provide testimony at depositions, municipal and circuit court.	*Daily*	*Yes and No*

Strategic Plan Progress		
2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. "Let Us Help" system has been refined to assist residents to file complaints quicker and easier and to get complaints routed to proper person immediately.	Time reduction to do an initial inspection of a complaint; reduction of data entry time	2-1, 3-5, 3-6, 3-7, 4-5, 5-1, 5-3, 5-5
2. BP Logix system has been improved to speed up compliance with property maintenance complaints.	Reduces time spend bouncing complaints around, Reduces time to get to code compliance	2-1, 3-5, 3-6, 3-7, 4-5, 5-1, 5-3, 5-5
3. More complaint referral duties have been brought over from DPW to BINS to create a "one-stop-shop" for most property maintenance complaints in the city.	Reduces time spend bouncing complaints around, Reduces time to get to code compliance	2-1, 3-5, 3-6, 3-7, 5-1, 5-2, 5-3, 5-5
4. Fully expand the Surface Pro computers to all field staff and train on their use.	Reduction of wasted time, speed of data delivery to inspectors, improved response time for issues.	4-5, 5-1
5. New code language was created for: • Being proactive in residential property maintenance code enforcement • Vehicle repairs in residential garages • Updating Home Occupancy requirements • Updating fee schedules • State Fair Parking Regulations • Revised Downtown Sign Code • Snow removal around fire hydrants	Overall improvement of the city through better codes	2-1, 2-7, 5-1, 5-3
2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Implement a new online permit and licensing software solution.	Number of permits applied for online, Reduction of wasted time, speed of data delivery to inspectors, improved response time for issues.	2-1, 3-1, 3-5, 3-6, 4-4, 4-5, 5-1, 5-3, 5-5
2. Continue giving talks and getting feedback from users as much as possible.	Number of public events, number of citizens reached at events	1-3, 3-1, 3-5, 3-7, 4-4, 5-1, 5-3
3. Develop new and more useful customer feedback surveys.	Improved customer satisfaction, increased participation in surveys	1-3, 3-7, 4-4, 5-1
4. Rewrite the entire Building Code section of the RMC	Completing a new code and getting it approved by the Common Council	2-1, 4-4, 5-1, 5-3
5. Document all current practices and procedures in the department to find places for improvement, apply lean techniques, and remove roadblocks.	Increasing service delivery time, streamline policies and procedures, reduction of wasted time	5-1, 5-2, 5-3, 5-5

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. Implement a new online permit and licensing software solution. This would include online permit applications, payment, scheduling of inspections, etc. for the customer, and online viewing and inspection recording for staff.	Costs will include fees for software and start up, but in the long run there will be savings in terms of staff time savings, reducing paper and printing costs, and time savings for our customers.
2. All BINS field staff will have city issued vehicles, making us more visible in the field, and giving customers a sense of security that the inspector is an actual city employee.	There will be additional costs for maintenance of 12 vehicles, however already my proposed 2020 budget has been reduced by $3,000. It may reduce even more after the initial maintenance costs go down, and things start to regulate to a more predictable level for gas consumption.
3. All inspection staff will be cross certified and trained in all disciplines of residential inspections. This is a benefit to the customers who would only need one inspector in their house instead of three. This will also free up staff time to do other duties.	This will increase budget costs to cover additional testing, certification, continuing education, and training. The costs are reflected in the budget, but as everyone is on board, these costs will go down a bit because of the initial training and exams will be done.
4. Potentially look into sharing a position with the Assessor's Department. The new position would be an inspector and appraiser who will work on the multi-year project of the residential full reassessment. This will help to coordinate BINS and Assessor records which got majorly messed up in the late 70's and have not been able to be fixed since.	This will be a bit more cost for the next 3 years, but in the long run, it will improve records and save time and frustration on the residential side of things because people will not have to get permits for work done 40+ years ago.
5. BINS will be performing additional duties from DPW regarding trees and bushes that are in vision triangles, overhanging sidewalks and growing into alleys.	When properties do not comply in a timely fashion, BINS will have to hire a contractor to perform the tree and bush trimming, so that will be an initial additional cost. Those costs will be charged back to the homeowner, and if not paid, added to property taxes, so we will get refunded the money, but not necessarily right away.

REVENUES

Are there any changes which may impact your revenues for 2020? ☒Yes ☐ No

If yes, please note the details here: Possibly. Creating an online building permit solution may increase the number of permits applied for, because it is easier and more convenient for homeowners and contractors to obtain their permits. When something is easy, there is more of a chance they will do it.

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☒Yes ☐ No

If yes, please note the details here: I would request to eliminate the 0.25 clerical position that was used for CDBG letter writing, and use that money to add to the Neighborhood Services Liaison position to help grass/weeds and snow/ice complaints in the CDBG areas. - Unable to add due to budget constraints.

ADDITIONAL INFORMATION TO CONSIDER

City of West Allis
Planning/Community Development
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 299,298	$ 277,568	$ 350,281	$ 262,679	$ 370,382	$ (24,398)	$ 359,143	$ 8,862	
Provisionals/Part-Time	$ -	$ -	$ 10,000	$ -	$ 10,000	$ -	$ 5,357	$ (4,643)	
Misc Other Pay	$ 462	$ 52	$ 700	$ 178	$ 500	$ 200	$ 600	$ (100)	
Overtime	$ 7,132	$ 15,903	$ 1,000	$ 730	$ 800	$ 200	$ 2,018	$ 1,018	
Payroll Taxes	$ 22,740	$ 21,661	$ 27,193	$ 19,840	$ 27,193	$ -	$ 27,590	$ 397	
Pension	$ 19,698	$ 19,425	$ 23,009	$ 20,089	$ 24,946	$ (1,937)	$ 24,378	$ 1,369	
Health Insurance	$ 42,486	$ 51,678	$ 58,556	$ 39,669	$ 61,368	$ (2,813)	$ 51,876	$ (6,680)	
Dental Insurance	$ 3,052	$ 3,395	$ 4,990	$ 2,846	$ 3,294	$ 1,696	$ 3,382	$ (1,608)	
Life Insurance	$ 699	$ 861	$ 629	$ 684	$ 837	$ (208)	$ 769	$ 140	
Professional Services	$ 10,468	$ 4,532	$ 1,500	$ 2,896	$ 3,000	$ (1,500)	$ -	$ (1,500)	
Maintenance Contracts	$ 655	$ 996	$ 1,100	$ 1,439	$ 1,775	$ (675)	$ 2,200	$ 1,100	
Utilities	$ -	$ -	$ 600	$ -	$ -	$ 600	$ -	$ (600)	
Repair & Maintenance	$ -	$ -	$ 250	$ -	$ 250	$ -	$ 250	$ -	
Supplies	$ 1,528	$ 2,963	$ 3,075	$ 1,216	$ 1,548	$ 1,527	$ 2,975	$ (100)	
Books & Subscriptions	$ 679	$ 150	$ 150	$ 50	$ 150	$ -	$ -	$ (150)	
Advertising	$ 140	$ 493	$ 1,800	$ 1,722	$ 1,800	$ -	$ 1,950	$ 150	
Printing	$ -	$ -	$ 20	$ -	$ -	$ 20	$ 20	$ -	
Training & Travel	$ 11,712	$ 11,089	$ 14,875	$ 10,276	$ 12,400	$ 2,475	$ 13,825	$ (1,050)	
Capital Items	$ -	$ 3,226	$ 1,550	$ -	$ 1,550	$ -	$ 1,950	$ 400	
TOTAL EXPENDITURES	$ 420,750	$ 413,993	$ 501,278	$ 364,313	$ 521,793	$ (24,813)	$ 498,283	$ (2,995)	-0.60%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $24,813 over budget as indicated above.
The projected overage in the salaries category is partially the result of the mid-year preformance increase which was budgeted in the Fringe Benefits Department as a city-wide amount, rather than in each department. This overage is covered by funds available in the Fringe Benefits budget.
The remaining portion of the salaries overage is a reflection of cyclical workload to date in 2019 and the related allocation of salaries across various funding sources for department staff.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Planning							
100-2301-523.11-01	Salary & Wages	229,613	208,732	350,281	262,679	370,382	359,143
100-2301-523.11-02	Vacation	35,062	37,947	0	0	0	0
100-2301-523.11-03	Holidays	18,021	22,617	0	0	0	0
100-2301-523.11-04	Sick Leave	7,948	7,049	0	0	0	0
100-2301-523.11-06	Funeral Leave	383	129	0	0	0	0
100-2301-523.11-12	Comp Time Used	8,272	1,093	0	0	0	0
**	Regular Employees	299,299	277,567	350,281	262,679	370,382	359,143
100-2301-523.12-01	Prov. Salary & Wages	0	0	10,000	0	10,000	5,357

LEVEL TEXT TEXT AMT
DEPT REDUCE INTERN:
PAY-$4,670
FICA-$290
WRS-$68
TOTAL BUDGET BALANCING ADJUSTMENT = $(5,028)

**	Provisional Employees-PT	0	0	10,000	0	10,000	5,357
100-2301-523.13-01	Overtime Pay	7,132	15,903	1,000	729	800	2,018

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
OT-$3,497
FICA-$217
MED-$51
WRS-$236
TOTAL BUDGET BALANCING ADJUSTMENT = $(4,001)

**	Overtime	7,132	15,903	1,000	729	800	2,018
100-2301-523.14-10	Car Allowance	462	52	700	178	500	600

LEVEL TEXT TEXT AMT
DEPT AUTO MILEAGE 600
600

**	Misc Additional Pays	462	52	700	178	500	600
100-2301-523.21-01	Health Insurance	42,486	51,678	58,556	39,669	61,368	51,876
100-2301-523.21-04	Life Insurance	699	861	629	684	837	769
100-2301-523.21-07	Dental Insurance	3,052	3,395	4,990	2,846	3,294	3,382
**	Insurance	46,237	55,934	64,175	43,199	65,499	56,027
100-2301-523.22-01	Social Secrty-OASDI 6.2%	18,414	17,010	22,039	16,079	22,039	22,361
100-2301-523.22-02	Social Security-HI 1.45%	4,325	4,651	5,154	3,760	5,154	5,229
**	Payroll Taxes	22,739	21,661	27,193	19,839	27,193	27,590
100-2301-523.23-01	Retirement-General	19,698	19,425	23,009	20,089	24,946	24,378
**	Retirement	19,698	19,425	23,009	20,089	24,946	24,378
100-2301-523.30-02	Consultants	7,200	2,206	1,500	1,000	1,500	0

LEVEL TEXT TEXT AMT
DEPT SCANNING OF PLANNING FILES 1,500
BUDGET BALANCING ADJUSTMENT 1,500-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2301-523.30-04	Other	96	0	0	1,332	1,500	0
LEVEL	TEXT		TEXT AMT				
DEPT	ZONING CODE CONSULTANT		2,500				
	BUDGET BALANCING ADJUSTMENT		2,500-				
**	Professional Services	7,296	2,206	1,500	2,332	3,000	0
100-2301-523.32-04	Other	655	996	1,100	1,439	1,775	2,200
LEVEL	TEXT		TEXT AMT				
DEPT	COMPUTER SOFTWARE		2,200				
			2,200				
**	Maintenance Contracts	655	996	1,100	1,439	1,775	2,200
100-2302-563.37-01	Organizational Grants	0	471	0	0	0	0
100-2302-563.37-02	FOCUS Grants	3,172	1,855	0	564	0	0
**	Neighborhd Small Grants	3,172	2,326	0	564	0	0
100-2301-523.41-06	Telephone	0	0	600	0	0	0
**	Utility Services	0	0	600	0	0	0
100-2301-523.44-01	Office Furniture & Equip	0	0	250	0	250	250
**	Repair & Maintenance	0	0	250	0	250	250
100-2301-523.51-01	Postage	612	791	875	501	750	775
LEVEL	TEXT		TEXT AMT				
DEPT	PLAN COMMISSION		250				
	COMMITTEE / PUBLIC		250				
	BUSINESS / DEVELOPERS		200				
	GENERAL PUBLIC		75				
			775				
100-2301-523.51-02	Office Supplies	546	1,519	1,950	466	500	1,950
LEVEL	TEXT		TEXT AMT				
DEPT	ACCOUNTING PADS, FORMS		500				
	PENS, PENCILS, PAPER		100				
	GENERAL OFFICE SUPPLIES		450				
	PRINTER SUPPLIES AND PAPER		200				
	COMPUTER SUPPLIES		700				
			1,950				
100-2301-523.51-04	Food/Provisions	370	653	250	249	298	250
**	General Supplies	1,528	2,963	3,075	1,216	1,548	2,975
100-2301-523.52-01	Subscriptions	611	150	150	50	150	0
100-2301-523.52-02	Other	69	0	0	0	0	0
**	Books & Periodicals	680	150	150	50	150	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-2301-523.54-01	Classified Ads	0	0	50	0	0	50
100-2301-523.54-02	Notices	140	493	1,750	1,722	1,800	1,900
**	Advertising	140	493	1,800	1,722	1,800	1,950
100-2301-523.55-02	Out-sourced	0	0	20	0	0	20
**	Printing	0	0	20	0	0	20
100-2301-523.56-01	Local Business Meetings	676	385	700	197	700	750

LEVEL	TEXT	TEXT AMT
DEPT	WISCONSIN PLANNING ASSOCIATION	750
	NDC/ULI	500
	BUDGET BALANCING ADJUSTMENT	500-
		750

100-2301-523.56-02	Conferences & Seminars	8,716	9,542	10,200	9,764	10,200	9,600

LEVEL	TEXT	TEXT AMT
DEPT	CNU NATIONAL CONFERENCE	3,000
	COMPLETE STREETS ONFERENCE/EMPTY STOREFRONTS	500
	PLACE MAKING/BIKE & TRANSPORTATION CONFERENCE	500
	APA CONFERENCE	7,200
	BUDGET BALANCING ADJUSTMENT-(RMV INTERN APA CONF)	1,600-
		9,600

**	Travel	9,392	9,927	10,900	9,961	10,900	10,350
100-2301-523.57-01	Membership Dues	2,095	981	2,075	260	1,000	1,575

LEVEL	TEXT	TEXT AMT
DEPT	WI BIKE FEDERATION - ORGANIZATION MEMBERSHIP	100
	APA (STEVE, KATIE, TONY)	1,250
	CNU (CONGRESS FOR NEW URBANISM)	125
	HISTORICAL SOCIETY (5 MEMBERSHIPS)	50
	WI ASSOC HISTORIC PRESERVATION (WAHPC)	50
		1,575

100-2301-523.57-02	Registration Fees	225	180	1,900	55	500	1,900

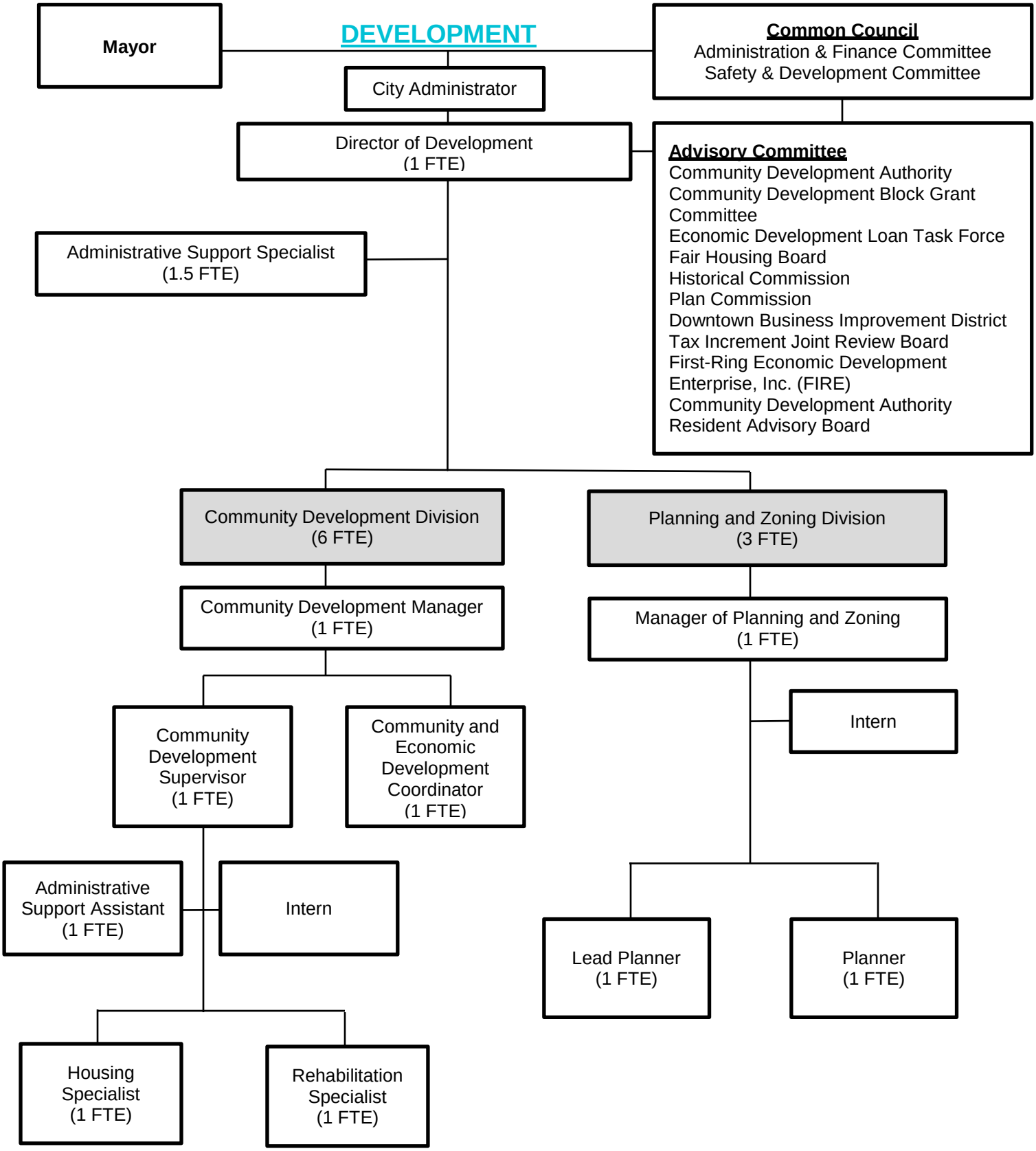
LEVEL	TEXT	TEXT AMT
DEPT	PLANNING COURSE	600
	AICP CERTIFICATION	1,600
	WISCONSIN PLANNING ASSOC	100
	NDC/ULI	600
	BUDGET BALANCING ADJUSTMENT	1,000-
		1,900

**	Education & Training	2,320	1,161	3,975	315	1,500	3,475
100-2301-523.70-01	Furniture & Fixtures	0	3,226	1,550	0	1,550	1,950

LEVEL	TEXT	TEXT AMT

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

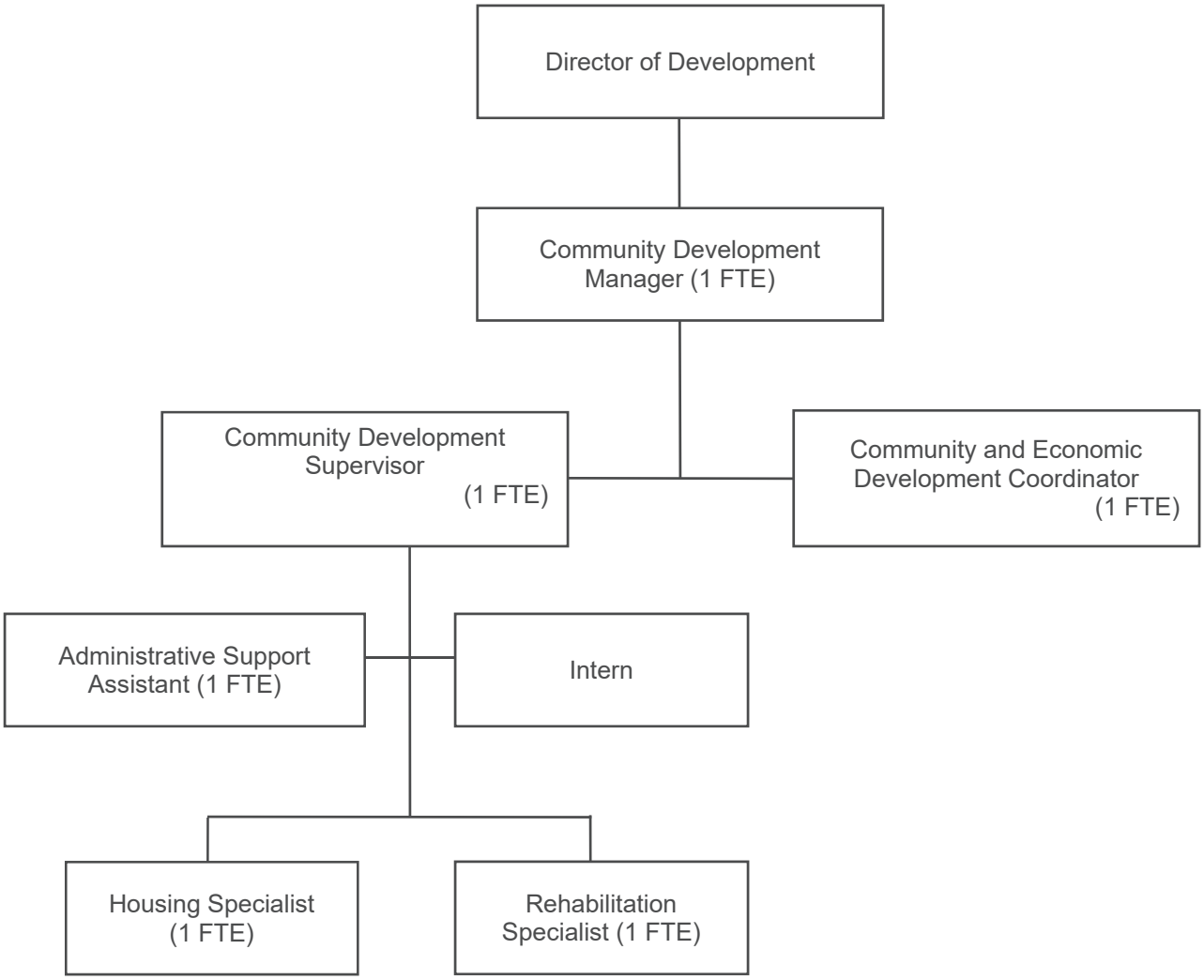
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	OFFICE FURNITURE			550			
	CONFERENCE ROOM MONITOR			1,400			
	CUSTOMER ONLINE PERMITTING KIOSK/COMPUTER			500			
	BUDGET BALANCING ADJUSTMENT			500-			
				1,950			
**	Capital Items	0	3,226	1,550	0	1,550	1,950
***	Planning	420,750	413,990	501,278	364,312	521,793	498,283



CITY FUNDED FTEs: 5.2
OTHER FUNDING SOURCES FTES: 6.3
FTEs: 11.5

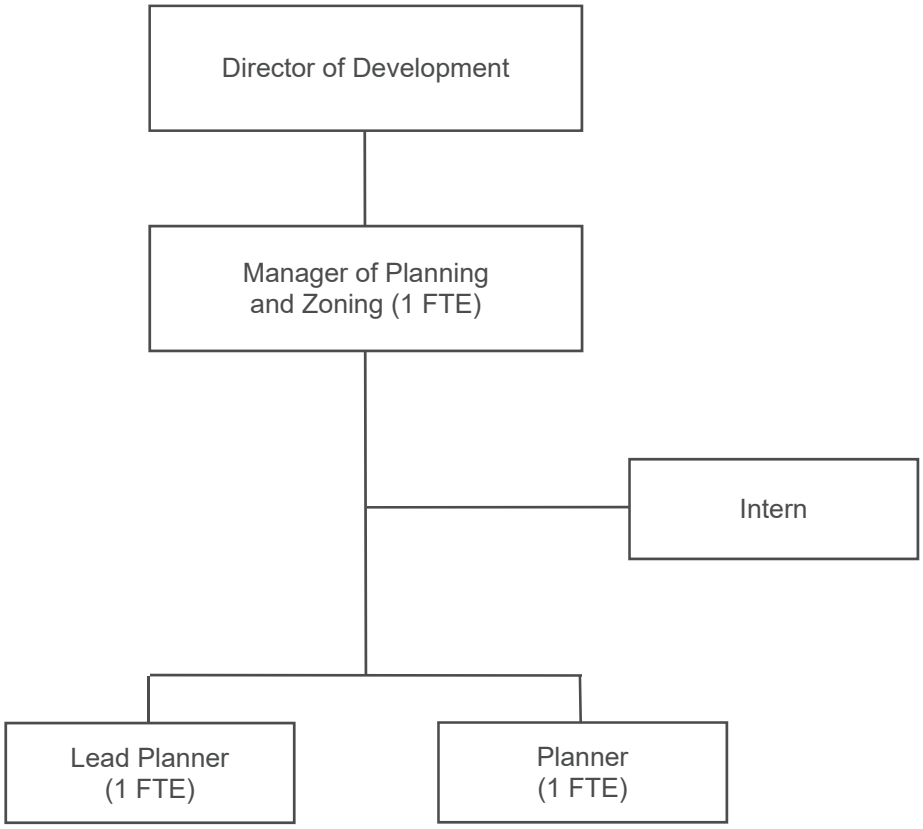
Note: Other personnel working in support of the Community Development Division are not included in the chart, however are funded by the Community Development Division (e.g., Accounting Specialist, Finance Department: 0.95).

COMMUNITY DEVELOPMENT



Note: Other personnel working in support of the Community Development Division are not included in the chart, however are funded by the Community Development Division (e.g., Accounting Specialist, Finance Department: 0.95).

PLANNING AND ZONING



Department	Director	Fund and Dept. Group
Development	John F. Stibal	100 and 220

Mission/Overview

Development: It is the mission of the Development Department to advance redevelopment and leverage private investment with a special focus on improving the image of the City while supporting a vibrant business community, building strong neighborhoods with access to diverse goods and services, and implementing the City's strategic vision through effective long and short range planning that creates an enhanced living and work environment for the residents and business of the City of West Allis.

Planning: Provide professional planning assistance to the City of West Allis, the general public, developers, and other governmental bodies and implementing the City's strategic vision through effective long and short range planning that creates an enhanced living and work environment for the residents and business of the City of West Allis.

Community Development: Effectively employ Community Development Block Grant (CDBG) and housing funds to assist low-moderate income and elderly residents of the City of West Allis through programs and projects that improve livability, quality of life, safety and environment of our family neighborhoods.

Performance Measures (list from 2019 budget and current status)

Responsibilities/ Services	Division	Measurement/Key Performance Indicator (KPI)	FY 2019 Current State	FY 2020 Goal
1. Development and implement the City's vision guided by the Strategic Plan relative to redevelopment and community development	**Dev.**	**Measure:** Approve and facilitate the sale of City owned land to initiate the redevelopment within Six Points Farmers Market Redevelopment area, 84th and Greenfield Redevelopment Area, former Teledyne Site and S. 70th St. Office Corridor projects etc. ***KPI:*** *3 development agreements drafted*	3 1. 68th and Mitchell (United Health Services) -$33 million, 120 bed behavior health facility 2. 6610 W. Greenfield Avenue - new restaurant – property under a letter of intent 3. 6771 W. National Ave property under a letter of intent	3
2. Attraction of new businesses and investors by preparing sites for development and forming alternative financial strategies such as tax increment financing, developer grants, or use of New Market Tax Credits, Housing Historic Tax Credits and Opportunity Zone financing incentive	**Dev.**	**Measure:** Attraction of new commercial businesses within commercial nodes throughout West Allis (i.e. Six Points, National Avenue Commercial Corridor, Downtown West Allis, Burnham commercial districts and Census Tract 10001 Opportunity Zone ***KPI***: # New or retained Businesses	10 1. Presented to GBT Realty about investing in the City and the company purchased West Allis Center located at Hwy. 100 and Cleveland for $18.1 MM 2. Started a new KIVA program to assist small business with matching loan funds, funded first loan August 2019 3. Financed Wild Roots, new business 4. Assisted with Tall Guy and a Grill expansion 5. Attracted Bass Bay to submit two offers on West Allis sites 6. Attracted offer for 6125 W. National Ave 7. Met with People's Bank for the property at 10725 W. National Ave. 8. Received historic eligibility for 6771 W. National Avenue 9. Participated in the first round of applicants for Community Reinvestment Act Network to help local businesses receive financing	6
3. Grow the City's tax base	**Dev.**	**Measure:** Work to develop a long-term vision for S. 70th Street and other potential redevelopment opportunities ***KPI:*** *Dollar value of Building Permits*	$115 MM 1. Entered into a Development Agreement for S. 70th St. –Cobalt Development - $80 million ($50 MM taxable)	$45 million

		issued	2. Entered into a Development Agreement for 102 and Lincoln for a new Holiday Inn Express -$16MM development (taxable $12.5MM) 3. Entered into a Development Agreement for 68th and Mitchell for a $33 MM behavioral health hospital ($23MM taxable) 4. Drafting a Development Agreement for Chr. Hansen expansion ($30 million taxable)	
4. Help promote the positive business environment of West Allis through marketing efforts	**Dev.**	**Measure:** Actively pursue federal, state, and local grants to assist development, expand improvements, and grow the art/food movement, and programs to support historic preservation. ***KPI:*** *Number of events*	7 1. Received a $140,000 SAG grant for the redevelopment of S. 70th Street – Cobalt 2. Received eligibility for historical tax credits for 6771 W. National Avenue 3. Partnered with the Wisconsin Hmong Chamber of Commerce on two business loans - $104,000 investment 4. Presented or displayed at 7 business events	5
5. Manage the City's Tax Incremental Districts.	**Dev.**	**Measure:** Maintain creative and fiscally sound financing strategies for development ***KPI:*** Close or create a new TIF	1 1. Adopted TIF # 17 for the redevelopment of 102nd and Lincoln 2. Working on proposed TIF's for Chr. Hansen- $100 expansion and for former Pick N Save site	1
6. Provide information to the public about land uses, processes and allowable uses and zoning	**Planning**	**Measure:** Promote quality of life and sound land uses through adoption of a new zoning code. **KPI:** New Zoning Code.	1 Drafted a scope of services and completed an RFP, revised process was determined and staff is coordinating with City Attorney's office on creating a new zoning code 2020	1
7. Zoning administration and site, landscaping and architectural reviews: a. Business occupancy, permits, zoning review. b. Complete site, landscaping, and architectural plan reviews as part of the building permit process, site changes or changes in use. c. Draft and present special use resolutions, zoning ordinances and zoning map changes to the Plan Commission and Common Council. d. Pre-Planning/Pre-Application meetings	**Planning**	**Measure**: Provide written technical review staff recommendations to applicants. ***KPI:*** *Number of site, landscaping, architecture, and zoning reviews* ***KPI:*** *Number technical review meetings* ***KPI:*** *Number of planning calls for tech. assistance* **Measure**: Feedback within 30 days of planning application submittal and written Plan Commission decisions within 60 days of filing of the application. ***KPI:*** *Number of surveys returned*	175 10 4,000 11	200 10 4,000 60
8. Management and implementation of the Comprehensive Plan, Zoning Ordinance, and	**Planning**	Engage our public in Planning and Zoning decisions and initiatives. Maintain monthly updates to the City Planning Divisions portion of the website (public		

the neighborhood revitalization initiatives adopted by the City's Common Council		hearing notices, planning initiatives and public informational meetings). **Measure 1**: Conduct at least two public informational meetings. **Measure 2**: Increase/improve public awareness and project transparency **KPI:** Number of public information meetings **KPI:** Number of Plan Commission meetings	6 11	2 11
9. Preserve and enhance developed neighborhoods through the neighborhood planning process	**Planning**	**Measure:** Work jointly with other departments to incorporate pedestrian improvements into public infrastructure projects. **KPI:** Streets improved under this concept.	1 street	1
10. Guide long range community planning initiatives that improve the quality of life within the City	**Planning**	**Measure:** Maintain effective administration of the zoning code. Integrate BP Logix into the Planning process (or, ideally a new platform). Utilize LEAN operation techniques to improve quality of submitted applications with the creation of specific Instructions for the most common use applications (day cares, restaurants, auto repair, etc.) and a model sets of plans (site, landscaping, screening architectural and CSM) to streamline the review process. KPI: Replace BP Logix with an improved system KPI: Draft user guides for common uses in the City	1	1 2
11. Provide staff support to the Plan Commission, Safety and Development Committee, Community Development Authority of the City of West Allis, Historical Commission, Downtown West Allis Business Improvement District, and other miscellaneous special projects	**Planning**	**Measure:** Conduct weekly Departmental staff meetings, attend bi-weekly Mayoral Department head meetings and Administrative task force meetings as required. At the request of the Mayor and/or Alderpersons, conduct Public Informational Meetings to engage residents in Planning and Zoning Decisions or special projects (dog park, cross town connector, public art). KPI: Number of special projects	4 Completed 92 and National Avenue Plaza Assisted with funding the fitness Court for Vets Park Sidewalk Poetry Program completed Staff coordination of citizen work groups planning and fundraising efforts toward implementing and construction of the Dog Park Launching the Better Block Project Completed the RFP process for the Hwy. 100 study and currently coordinating shareholder meetings. Financed the Farmers Market lead paint removal Book Benches ordered for National Avenue Researching food truck Courts Assisted the BID with the Small Business Entrepreneurial challenge	3
12. Managing over $5 million in federal and state grants.	**Com. Dev.**	**Measure:** Maintain a "Good" rating standard determined by HUD through an Annual Community Assessment with a good rating and that the City of West Allis has the capacity to continue implementing and administering the City's CDBG Consolidated Plan program	Standard High Performing	Standard High Performing

		activities in accordance with the applicable statutory requirements. KPI: Maintain a "Standard High Performing" HUD rating assessment of all programs		
13. Promoting neighborhood commercial development through economic development loans and commercial façade grants and other available resources.	**Com. Dev.**	**Measure:** Number of businesses contacted for retention, expansion, or attraction to the City **KPI:** Number of businesses contacted KPI: Amount of private funds leveraged as investment in the community Measure: Increased employment opportunities for low to moderate income individuals KPI: Increase the number employment opportunities	76 $107 MM 55	45 $1 MM 25
14. Assisting low income individuals with housing assistance	**Com. Dev.**	Measure: Effective administration of housing voucher programs KPI: Number of units assisted/ average per month KPI: Amount of annual housing assistance payments	$510/$250,000 $3.03	$530/$250K $3.02 MM
15. Allocation of funding and management of community projects. Provide access to available services to eliminate homelessness	**Com. Dev.**	Measure: Provide services for low income individuals through effective allocation of federal funds to nearly 30 programs. ***KPI:*** *Meeting the federal timeliness ratio of 1.5X the award for the fiscal year (Measured in November)*	1.62	< 1.5X
16. Improving the quality of the housing stock through housing rehabilitation loans, grants and access to other local, regional, state and federal assistance	**Com. Dev.**	Utilization of CDBG and other funding to address goals within the City's Strategic Plan KPI: # of project completed or new created to help underserved populations	1	1

Position Information

Title	Division	#	Funding Source
Director	Administration	1	City
Administrative Support Specialist	Administration	2	City, CDBG, TIF, FIRE
Manager of Planning and Zoning	Planning	1	City
Lead Planner	Planning	1	City, TIF
Planner	Planning	1	City
Intern	Planning	1	City
Community Development Manager	Community Dev.	1	City, CDBG, TIF, FIRE
Community and Economic Development Coordinator	Community Dev.	1	City, CDBG, TIF, FIRE
Community Development Supervisor	Community Dev.	1	Section 8, HOME, CDBG. Beloit Road
Housing Specialist	Community Dev.	1	Section 8
Administrative Support Assistant	Community Dev.	1	Section 8,City, CDBG
Housing Rehabilitation Specialist	Community Dev.	1	Section 8, TIF, CDBG, HOME

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
Associate Planner	*Planner*	*Extended*	*Unfunded*	*Unfunded*

Services Provided (List Top 5 per Department/Division)		
Service	*Frequency*	*Statutory*
1.Redevelopment: Development and implement the City's vision as approved by the CDA and Common Council that promotes growth and redevelopment	*35%*	
2. Redevelopment: Attraction of new businesses and investors by preparing sites for development and forming alternative financial strategies	*20%*	
3. Redevelopment: Manage and implement the City's 17 Tax Increment Districts.	*15%*	*State*
4. Redevelopment: Promote City positive business environment.	*10%*	
5. Redevelopment: Implementation of programs and tool for sustaining and expanding the commercial and industrial base of the community that result in leveraged investment and new employment opportunities.	*10%*	
6. Redevelopment: Promote the City throughout the region.	*10%*	
1. Planning: Work *to improve the image of West Allis by effectively conducting site, landscaping, and architectural review of projects and within a timely manner*	*65%*	*State*
2. Planning: Guide future growth of the City to update the zoning ordinance in alignment with the City's strategic goals and aligned with the City's Master Plan.	*10%*	*State*
3. Planning: Promote sustainable and vibrant neighborhoods for residents and businesses of the City through effective long and short term planning	*10%*	
4. Planning: *Incorporate principles of Complete Streets into improvement projects to increase walkability and connectivity between neighborhoods, amenities, and goods and services. Management of special projects and adopted by the Common Council.*	*10%*	
5. Planning: Efficient administration of zoning code and procedures to improve service delivery.	*5%*	
1. Community Development: Administration of the CDBG Program and housing rehabilitation programs	*30%*	*Federal*
2. Community Development: Effectively allocate CDBG entitlement funds to assist low-to-moderate income individuals. Implementation of the 2014-2018 CDBG Five Year and new 2020-2024 Community Comprehensive Plan for CDBG	*10%*	*Federal*
3. Community Development: Provide technical assistance to sub-recipients and City Departments. Promote and investment of CDBG funds that foster job creation	*10%*	*Federal*
4. Community Development: Enhance the role of citizens and businesses in guiding the revitalization of their neighborhoods thru involvement in neighborhood organizations	*10%*	*Federal*
5. Community Development: Effective administration of the City's affordable housing programs	*40%*	*Federal*

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1. Formalize a clear image through marketing and brand development process	-7 presentations about the City (Rotary, Retires, Empty Storefronts, Main Street Directors, Central School and other schools, Midwest Economic Development Conference, Poblocki) -Exhibited West Allis branding at multiple regional events promoting business environment (Governors Conference on Minority Business Development, Homeowners Showcase, National Night Out, and ICSC) -FIRE provided a $100,000 FIRE Grant to the city for marketing and branding purposes (three year commitment) -Planning successfully encouraged outdoor dining as a means of enhancing our City's image and quality of life. Recent examples of recent special use reviews involving outdoor dining and extension of premise include: Kegels and Public Table outdoor dining and beer Garden, Station No. 6, Red White and Brews, Taqueria Buenavista (as part of Better Blocks) Blaze Pizza, Cousin's, and part of the vision for 6610 W. Greenfield Avenue. -Continuously promoted Eat West Allis.com in presentations and packets -Worked with Communications on developing a new proposal packet for business presentations and proposals (new folder and PowerPoint template)	1-1
2. Align City marketing activities with businesses and stakeholders activities; invest in collaborative partnerships with businesses and community organizations	-3 donations from FIRE to support West Allis projects (Dog Park, Farmers Market, $100,000 to WWBIC for implementation of a new KIVA program/partnership) -Committed all funds of a $7 MM Small Business Loan Pool in conjunction with Tri-City Bank utilizing New Market Tax Credits	1-2

	-$104,000 leveraged from the Wisconsin Hmong Chamber of Commerce for West Allis small businesses (Wild Roots and Alphonos' Pizza -Dynamis, software business located at 1126 S. 70th satisfied a $300,000 loan from FIRE, sold to Applied Systems, and expanded as part of the Cobalt redevelopment -Received a $15 million allocation in 2019 New Market Tax Credits (1 of only 5 entities in the entire country to receive five consecutive annual allocations of New Market Tax Credits. Since 2009 FIRE has received over a **quarter billion dollars** ($288,000,000) in New Market Tax Credits -FIRE has earned in unrestricted reserves (Profits) as of the end of 2017 FIRE a total of about $12 million. In 2018 FIRE is currently estimating to receive $1.1 million and in 2019 we are currently estimating to receive $3.7 million. FIRE is projecting to an additional $15,000,000 in unrestricted reserves by 2028 -FIRE provided a $6 MM NMTC allocation to Michaels Milwaukee River $100 million mixed-use development project. -FIRE provided a $15 MM NMTC allocation to the S. 70th St. Office Corridor project. -FIRE's investment in the Aurora Clinic received about $50,000 in return on the investment as a 49% minority owner of the equity position in the property -FIRE is in the process of committing $14 MM in NMTCs for the UHS Behavioral Health Hospital	
3. Collaborate with key community groups to center citizen and stakeholder engagement on community/neighborhood heritage, history and sense of community experiences/goals	-Awarded a FOCUS Grant to Rainbow Gardens for a mural in the park pavilion -Presented the benefits of Neighborhood Associations to three groups(Biwers, Broson Manor, and Liberty Heights) -2 Grants provided to established neighborhood associations(Fairview and Rainbow Gardens -Working on scheduling a Neighborhood Associations leadership meeting	1-3
4. Coordinate communication of housing development and improvement goals, priorities and opportunities across citizen demographic groups and markets	-Currently reviewing properties to construct a new house -Participating in a regional analysis of impediments to Fair Housing study -Participated in Continuum of Care for address homelessness and other social service issues -Currently drafting an affordable housing report to meet statutory requirements as well as an update to the Comprehensive Plans housing element -Investigating additional state funds available for housing construction -Completed construction and sale of two single family homes- utilizing HOME funds -Planners are being cross trained to be part of the neighborhood association development and support community neighborhood planning -Exploring state Lead Grant program	1-4
5. Create a Farmers Market marketing plan that expands the market's role as a city-wide and regional destination	-Supported the Lead Paint Removal Project at the Farmers Market through the reallocation of CDBG funds. -FIRE provided a $50,000 contribution for the Market -Activities assigned to the Tourism Commission/Communications -92nd and National Avenue Plaza completed -Book benches have been ordered for National Ave. -One Mural approved for 7506 W. Greenfield Avenue. -Dog Park expected to start construction this fall. -Staff researching and analyzing the concept of a Food Truck Court	1-5
6. Develop a city-wide residential and commercial corridor, common community streetscape, and signage program which markets neighborhood, community and corridor culture, and welcomes visitors, residents, and stakeholders	-Hired Better Blocks for developing a vision for the 60th and Burnham Ave. Event scheduled for Sept. 6-7th -Hired Gensler to conduct a Hwy. 100 study, listening sessions scheduled for 5th i mprovements of façades along National Avenue (Becher Meats, Station 6, Paulies, Father Gene, 7506 W. Greenfield Avenue, Tall Guy and Grill, and 7311 W .Greenfield) -Researching a new program "retail white box program to address commercial spaces within Burnham -Launched KIVA on a three year commitment, local tea shop received funding -FIRE closed on a $15 MM NMTC allocation to Cobalt Partners for the 1st phase of the $89 million South 70th Street Office Corridor Redevelopment project	1-6

	-Approved a new $12 MM Home 2 Suites along S. 70th St. as part of the S. 70th St. Office Corridor Redevelopment -Mandel/Six Points Apartments started construction, design benefited from Planning requested to hold routine design meetings with Mandel and Zimmerman design group both at City Hall, on site and at Zimmerman's architectural studio. -New ordinance was developed and adopted for Tourist homes (like Airbnb) -92nd and National Plaza completed -Draft complete streets policy developed and concepts incorporated into National Avenue reconstruction phases	
7. Increase entertainment and specialty retail opportunities city-wide to deepen block-level commitment to commercial corridor connections as destinations	-Working with Savage to improve marketing packet about the City and for commercial corridors -Conducted an RFP for the 6771 W. National Avenue property and received a proposal for an event space -Worked with People's Bank for the former PNC bank on National Avenue leasing/purchasing 10725 W. National Avenue -Attracted GBT Realty Corp to investment in West Allis Center – purchased site shopping center at Cleveland and Hwy. 100 for $18 MM. -Attracted new car wash and Kwik Trip to vacant bowling center on Hwy. 100 -Launched new KIVA program and first business (Tea Shop) was funded. -Attract 4 new businesses to commercial corridors (Launched KIVA program, Wild Roots-new restaurant, signed a letter of intent with Capri for 6610 W. Greenfield Avenue, assisted Mark Lutz with the Becher Meats and Station No. 6, helped Tall Guy and A Grill expand, helped market former Bank building at Greenfield and National attract interest from restaurant operators, expansion of Alphonos' Pizza and King and Queens Jamaican food, Aurora Medical Clinic - 30,000 ft.² medical office completed. -Kegels and Public Table extension of premise for outdoor beer garden	1-7
8.Promote city-wide businesses across sectors by creating a city-wide marketing plan that connects them to the City's renowned walking and biking paths and trails	-Actively promote the City Walk Bike score -Promote Eatwestallis.com in presentations and packets -Working on Book benches by the library -National Ave. completed as an example to Complete Streets -Assisted with the funding for the Fitness Center at Vets Park -Worked with over 76 businesses seeking technical and economic assistance. -Prepared over 12 packets on spaces and sites for prospective businesses -Conducted a KIVA kick-off event -Conducted a Burnham Better Block kick-off event -Conducted a Bike Tour with UW-Milwaukee Alumni of West Allis -Working on hosting a future West Allis Real Estate Showcase with CARW	1-9
9. Expand opportunities for Seniors through external collaborations	-Conducted an RFP for Private Management and Maintenance of Beloit Road Senior Housing Complex (received two responses) -Privatized the grass cutting, weeding, trimming, and mulching of Beloit Rd. -Working with Eras, a non-profit, to help replace services formerly offered by West central Interfaith	1-10
10. Elevate image through planning and architecture	-Planning services processed and reviewed over 175 applications, organized/attended 10 technical review meetings, 11 Plan Commission meetings, 7 neighborhood meetings and provided staff support for 22 Common Council meetings: -Advanced new neighborhood revitalization opportunities including: Met and consulted with the architectural team preparing plans for the UHS $33 MM, 120-bed behavioral health facility to revise and improve site, landscaping and architecture plans Planning assisted with design meeting and consultation on the West Apartments by Mandel - 177 high-end departments - $40 MM development Planning team met regularly with Cobalt Partners on the vision and plans for the S. 70th Street and Washington Office Corridor Hobby Lobby opened within Former Kmart as staff worked to incorporate significant site, landscaping and architectural façade improvements. Development and Planning worked with Chr. Hansen on a neighborhood meeting about their future expansion 84th and Cleveland neighborhood meeting for a $6 million CBRF	1-11

11. Create and implement a city-wide commercial and residential code compliance program that includes city-wide beautification improvements, site, landscaping and infrastructure improvements	Participated in the Homeowner Showcase 92nd and National Avenue Plaza is complete Kegels and Public Table outdoor dining has enhanced the neighborhood Mural approved at 7506 W. Greenfield Avenue Supported the downtown bench painting event Reviewed the Mural program Public art project in collaboration with property owner/Ramco-Gershenson at the WA Towne Centre on Public Art installation. Analyzing a new architectural assistance program to help address idle and blighted properties National Avenue reconstruction phases have incorporated Complete Streets principles Provided over 15 CDBG housing rehabilitation Loan and 5 TIF rehabilitation loans	2-1
12. Expand existing efforts to achieve city-wide Complete Streets program that provides safe and healthy transportation choices for multiple users of all ages, including driving, biking, walking or taking transit.	National Avenue between S. 70th and 76th Street complete Completed 92 and National project Incorporate into plans for S. 70th St. revitalization Integrated Complete Streets policy with our Capital Improvements process for two streets Complete Streets - A draft policy has been created, and will be presented for review and consideration toward adoption later in 2020.	2-4
13. Improve city-wide parks, open space and art: utilization, maintenance and security	Planning assisted the fundraising and planning for the construction of the new Dog Park Working on initial design ideas for a new pavilion at Liberty Heights Park and Splash Pad Completed the 92nd and National Completes sidewalk poetry project	2-5
14. Improve key service supports for the City's vulnerable populations (underemployed, homeless, impoverished)	Maintained 510 units assisted under Section 8 and Vash /averaging $250,000 per month Submitted an application to HUD for Family Self Sufficiency Actively engaged in the Homeless Continuum of Care, Chair of Homeless Information Management Services system Staff served as the Vice President of Wisconsin Association of Housing Authorities Approved 15 CDBG Rehab Loans for Low to Moderate Income (LMI) households since last August Approved 5 TID Rehab Loans Approved 3 homebuyer loans with HOME funds 169 students participated in the Fair Housing Poster Contest Received a positive review from HUD for use of CDBG and Section 8 funds In the last year, conducted over 1,000 Housing Quality Standard inspections Fiscally managed over $3,000,000 in federal funds for Section 8 rental payment Planning is working on an affordable housing study as a statutory requirement and precursor to updating the Comprehensive Plan	2-6
15. Develop and implement city-wide best strategies that improve city-wide safety and security	Researching utilizing Ring technology as part of the Home Security program or exploring grants for security cameras to LMI individuals. Hope to deploy 10 grants	2-7
16. Create "City 101 Academy" to deepen citizen and stakeholder knowledge regarding city services and budget/plans/priorities, and strategic goals and outcomes/progresses of city-wide plan alignment	Researching the services of Neighborhood Works to help encourage and grow neighborhood association growth	3-1
17. Develop Strategic Communications Plan and Cohesive City Brand for Citizen Communication	Worked collaboratively with Communications on the Cobalt Press release, KIVA marketing	3-2
18. Optimize strong partnerships with stakeholders to create new volunteer, employment and training opportunities	Worked with the shareholders for the Dog Park funding, Better Blocks kick-off, Police Department for Neighborhood meetings	3-3
19. Grow city-wide citizen-centered programs and services by cultivating	Participated in two legislative advocacy days for economic development, planning and development	3-4

strategic partnerships with local, regional and national businesses and organizations	Participating in the Complete Count Committee for the 2020 Census Conducted two FIRE Advisory and six FIRE Governing board meetings to maintain regional identity	
20. Expand access to City information through citizen focused city-wide communications and social media activities	5 announcements regarding business openings, anniversaries, investments and new projects using social media	3-5
21. Create Virtual City Hall where citizens can access city-wide e-services, City publications, public reports, plans and meeting information, observe steps of City legislative/review processes (Legistar expansion and consistency) and make online payments	Collaborate with IT and Finance Departments toward development of an online permitting/payment system for Planning Completed fillable .PDF for Economic Development Loan/Grant Applications Working with BINS on joint meetings and optimizing the Occupancy and Building Permit process for virtual City Hall	3-6
22. Query and track citizens opinions and experiences regarding City services through Citizen Satisfaction Surveys; review and improve processes based on responses	Worked collaboratively with Communications to implement a customer satisfaction survey for the Department programs Of the 11 surveys completed, maintained a 80% or higher customer approval rating	3-7
23. Create Neighborhood Association Council to strengthen neighborhoods and neighborhood associations, provide information regarding needed commercial and residential code compliance and other factors negatively impacting neighborhoods	Assisted the Fairview Neighborhood become recognized as a new neighborhood association	3-8
24. Update City's long-term financial plans and debt policy; promote data-driven decision-making processes; reduce reliance on alternative funding sources for essential services	Promoted and approved two developer funded TIFs as a way balance the City's financial risk Working with Chr. Hansen on a proposed TIF to assist with corporate expansion	4-1
25. Engage city-wide departmental priority based budgeting, including shared City services review/implementation and related organizational operation innovations to determine how the City can provide the same level of service differently to maintain or reduce costs	Utilizing LEAN process to optimize the Beloit Road Senior housing grounds maintenance	4-2
26. Develop city-wide human resource succession plans and documentation of processes and procedures to provide efficient and effective continuity of City services during times of transition and vacancies	Staff have been enrolled in the CVMIC Emerging leadership program (Katie Bennet, Gail Jender, Steve Schaer, Luke Radomski, Patrick Schloss) Hired a new Planner	4-3
27. Actively engage citizens and community stakeholders to identify the areas/facilities/assets to market the City of West Allis as a leading place to start a business or relocate a business or public organization; develop and implement plan based on results	Prepared 12 proposals to businesses exploring West Allis opportunities Conducted 50 pre-application planning meetings with businesses and other Departments as appropriate Business Occupancy Permit zoning reviews: 200 applications reviewed relative to zoning administration. The occupancy permit process consists of an online application system	4-4
28. Promote economic vitality and business growth within the City's business community through the promotion of entrepreneurialism and financial programs to help open a business, expand business retention and expansion efforts to strengthen current employment base, and having a progressive business environment that attracts quality businesses and further	Supported the initiation of KIVA Attracted over 100,000-sf of new or redeveloped commercial or industrial development. Processed four business loan applications Processed 7 commercial façade grants Process 175 site, landscaping, architectural signage & zoning reviews Subscribed to CARW Catalyst to improve access to the inventory of available properties and spaces Continued to work with Chr. Hansen on the corporate expansion The company	4-6

diversifies the City into new commercial, retail, and industrial markets	anticipates investing $100,000,000 in renovating the facility Approved S.70 St. Corridor Office Complex -400,000 Ft.² Office $150,000,000 New & Renovation Existing Building Approved the proposed UHS $33 million behavioral hospital Received strong interest in 68th & National Ave. – Conf. Dev. $12 MM Renovation Existing Building for event space Working with strong prospect for 11111-17 W. Greenfield Ave. (former Pick N Save) 84,600 sq. ft. flex space $13 MM +/ Renovation / New Construction 6610 W. Greenfield Avenue - Office/Retail $1.7 MM Renovation Existing Building Business Occupancy Permit zoning reviews: 200 applications reviewed relative to zoning administration. The occupancy permit process consists of an online application system Cobalt Partners Inc. - Rezoning and land use amendments. Strategic visioning session conducted to share City and steak holder goals with Cobalt Partners development and design team. This project will reshape the S. 70 St. corridor which functions as the gateway welcome mat to the City Special technical assistance for site improvements Closely worked with Chr. Hansen on zoning and land use issues, potential $100 mil. project, scheduled meeting with elected officials, coordinated a meeting with WEDC relative to State economic incentives, assisted with Knights of Columbus meetings	
29. Develop a sustainable Capital Improvement Plan which includes equipment and facilities replacement cycles, and maintenance and repair plans	Staff attended the all CIP meetings Provided supplemental information to assist budgeting process with the use of CDBG funds	4-7
30. Create a culture of innovation and continuous improvement among City departments by establishing city-wide employee performance standards, core values and competencies for employees; including LEAN training and technological competencies	Provided staff access to at least 8 webinars, conferences, TED Talk, etc. to encourage out of the box thinking and best practices Utilizing LEAN principles to improve the Occupancy Permit/Building Permit Process Privatizing Beloit Road Senior Housing Complex Introduced Administrative Support Specialist weekly huddles to improve ongoing communication Gale Jender received Green Belt training, Katie Bennet and Barb Burkee enrolled in Yellow Belt Training. Utilized Ehlers & Associates to review and prepare two TIF Districts Utilized Concord Group and SB Friedman to review construction and pro formas of development projects	5-1
31. Increase city-wide department and agency knowledge of organizational *operations,* plans where employees demonstrate active and successful implementation of policies and programs adopted by the Mayor and Common Council.	APA - sent one Plan Commissioner and two staff members to the American Planning Association's national conference. Three colleagues enrolled in CVMIC emerging leader classes	5-2
32. Create a streamlined citizen and business service environment city-wide, preventing citizens and stakeholders from needing to go to multiple departments for City permitting, licenses, or other requirements and services	Currently updating design review and special use guide for the Department website and Business First Guide to Opening a Business Business Occupancy Permit zoning reviews: 200 applications reviewed relative to zoning administration. The occupancy permit process consists of an online application system	5-3
33. Align common/connected strategic goals, outcomes and results across all City mandated, department and agency plans (City strategic plan, Department Plans, Comprehensive Plan, Parks Plan, Facilities Plan, Capital Improvement Plan, commercial corridor plans)	Implementation of plans ongoing and future report will generated Staff working on affordable housing report to meet statutory requirement Staff is working on creating a new 2020-2024 Comprehensive Plan for CDBG Staff is involved in the regional analysis of fair housing	5-4

34. Develop and Implement ongoing Operational Analysis/Audit/Alternative Service Delivery Options/ Organizational Structure Analysis; Review each process and related ordinance/procedure/practice to ensure they comport with actual activities and current best practices; eliminate or provide discretion to allow for continuous improvement activities	- Team is reviewing the Occupancy and Building Permit process	5-4

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	Measurement/KPI	Strategic Action #
1. Development – Implement concepts or visions from the Hwy. 100 Study and ideas generated from the Better Block event for Burnham Pointe	**Measure:** Formation of short and long range plans that stimulate economic activity or corridor enhancements KPI: # of storefronts improved KPI: Properties repositioned in relationship to the plan	4-6
2. Development - Market and conduct presentations about the City's positive business environment and to use brand and image to encourage starting a business or relocate a business or public organization	**Measure**: Presentations or displays about business development before strategic and targeted audiences, stakeholders, etc. Also implement a new CRM program to manage leads and business prospects. KPI: 5 presentations KPI: Increased lead generation for more targeted businesses	1-1/1-2
3. Development - Continual process review for business approvals and obtaining occupancy, grow staff efforts to serve in the capacity as "ombudsman" or develop staff as strategy to offer process management guidance for businesses	**Measure:** Businesses assisted with code compliance, occupancy, or licensing processes KPI: Number of businesses assisted	5-1
4. Development – utilize or seek alternative financing programs to support development initiatives	**Measure:** Strategically deploy NMTCs and encourage investment within the established Opportunity Zone KPI: Submit application for next round of NMTCs	5-1,4-1, 3-4, 1-2
1. Planning – Develop a Complete Street policy for review and consideration	**Measure:** Complete street theories added to CIP projects and public improvement projects KPI: Concepts incorporated into public street improvement projects	2-1, 2-4
2. Planning – Update the City's zoning code in partnership with the City Attorney's Office	**Measure:** A new code that incorporates best practices that uses illustrations, tables, charts, and improved definitions KPI: Adopt new zoning code.	3-6, 5-3
3. Planning - Development – Implement concepts or visions from the Hwy. 100 Study and ideas generated from the Better Block event for Burnham Pointe	**Measure:** Enhanced appearance for the corridor that improves storefronts, increase density for mixed use development, and incorporates destination uses and unique spaces **KPI:** Number Planning applications received in the project areas	1-11,1-7
4. Planning – Comprehensive Plan review and update	**Measure:** Updated plan to address land uses and future community growth KPI: Updated plan	3-6
5. Planning – Staff training	**Measure:** With new staff, broad training will be important to developing a strong team and create new planning principles KPI: Training - 100 hours	5-1, 4-3, 5-2
6. Planning - Creation of a Parks board or commission to help with long range planning of parks.	**Measure:** Creation of commission or board to gain input into enhancing parks, improving park budgets or resources, and form long range planning KPI: Formation of Board	1-9,4-7, 2-5
1. Community Development – Support the creation of new neighborhood associations as well as assist organization growth of existing associations	**Measure**: Collaborations with citizens or other departments to support neighborhood association growth KPI: Two new neighborhood associations KPI: Two FOCUS Grants approved for unique neighborhood projects	1-3
2. Community Development – Improve key service supports for the City's vulnerable populations (underemployed, homeless, impoverished)	**Measure**: Removal of lead paint issues through collaboration with the State of Wisconsin lead grant program, expansion of the voucher program, increase resident participation in the Census KPI: 3 homes abated with lead paint issues KPI: 10 new vouchers for low to moderate income individuals	2-6
3. Community Development – Maintain a "High Performing" assessment for all federal	Measure: Timely allocation and use of federal CDBG and Section 8 grants; KPI: "High Performing" standing based on federal agency review	2-6

grants		
4. Community Development – help individuals connect with workforce agencies for employment and job training	Measure: Individuals obtaining employment or able to become self sufficient KPI: 20 individuals assisted	4-4, 2-6
5. Community Development – address properties that are idle and challenged for reinvestment through creation of new programs	Measure: facades or commercials spaces addressed for architectural improvements to overcome lack of investment or idle/vacancy (activate a property) KPI: Three properties addressed	1-7, 4-4, 4-6
6. Community Development - work to improve processes for approvals and expand staff role as "ombudsman" to business applicants open successfully	Measure: Businesses friendly environment for starting a business and expanding an existing enterprise KPI: Number of businesses assisted	4-6

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. **Burnham Pointe Commercial White Box Grant Program** - grant up to $10 per square foot with a maximum of $20,000	Estimated budget - $150,000 (1,500 sq. ft. avg. *$10 per sq. ft.) SPA: 1-7,4-4,4-6
2. **Architectural Building Assistance Improvement Program** (ABA) - $100,000	Estimated budget - $100,000 (20,000 per building/5 properties) FIRE Funding? SPA: 1-7,4-4,4-6
3. Mural Program - promote a broader use of the art funds to enhance commercial districts	Funds allocated to Community Improvement Foundation SPA: 1-7, 2-5, or 2-1
4. **Parks and Recreation Board/Commission** - new entity committed to enhancing the quality of life of all segments of the West Allis community through the promotion of, development, and maintenance of public recreation and enrichment opportunities, park lands and related facilities and preservation of public spaces. Board to consist of alderpersons, recreation department/school district, public works, and citizens.	Budget: $25,000 Estimated 15% of staff time to be allocated to staffing a new commission to guide park enhancements, long range planning, and park budgets in support of the CIP program SPA: 1-8, 2-5
5. **Neighborhood Assoc. Leadership Academy** - provide a series of workshops that promote neighborhood association leadership development and stronger City partnerships	Budget: $10,000 Attract a speaker or contract with outside entity (i.e. Neighborhood Works) to conduct workshops SPA: 1-3, 3-1
6. **Small Business Assistant** - Full/Part-time additional staff to assist with space or site inventory, preparation of presentation or marketing packets, loan/grant tracking follow-up small business lead follow-up, consultation about programs, and work with commercial corridors. Position will allow current staff to help other projects navigate the approval process as more of an account executive or conduct broader marketing efforts	Budget: $75,000. Part-time or full-time position to support small business growth, research vacancies, and help prepare reports and lead generation, Work with the new CRM software to help track leads and follow-up SPA: 4-4,4-6
7. Privatization of Beloit Road Management and Maintenance – RFP was conducted to select firm with a transition planned late 2019/2020	Implement the privatization of property management for operations and maintenance within financial constraints SPA: 5-4
8. Better Block Concept in addl. neighborhoods – inspired by the concepts and energy from the Burnham Pointe Better Block event, the concept is to replicate the ideas and principles throughout other neighborhoods in the City	Budget: $20,000. Help Neighborhood organizations better block model event within their area. 10% of a Planner's time will be devoted to organizing, creating enthusiasm, energy, and cooperation with residents SPA: 1-3. 3-1

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

ENGINEERING & PUBLIC WORKS

City of West Allis
Public Works Department
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 4,096,724	$ 4,034,335	$ 4,944,413	$ 3,285,245	$ 4,584,585	$ 359,828	$ 5,125,609	$ 181,196	
Provisionals/Part-Time	$ 154,341	$ 158,168	$ 186,885	$ 136,395	$ 185,730	$ 1,155	$ 200,473	$ 13,588	
Misc Other Pay	$ 33,250	$ 32,460	$ 98,279	$ 23,009	$ 99,200	$ (921)	$ -	$ (98,279)	
Overtime	$ 138,046	$ 205,537	$ 123,801	$ 154,789	$ 203,200	$ (79,399)	$ 225,587	$ 101,786	
Payroll Taxes	$ 342,219	$ 342,984	$ 396,390	$ 266,272	$ 367,790	$ 28,600	$ 410,916	$ 14,526	
Pension	$ 302,116	$ 298,810	$ 337,690	$ 225,242	$ 310,830	$ 26,860	$ 359,493	$ 21,803	
Health Insurance	$ 1,152,490	$ 1,192,209	$ 1,545,212	$ 867,330	$ 1,304,247	$ 240,958	$ 1,578,189	$ 32,977	
Dental Insurance	$ 79,969	$ 77,673	$ 92,122	$ 59,407	$ 80,762	$ 12,110	$ 105,759	$ 13,637	
Life Insurance	$ 12,153	$ 12,522	$ 12,380	$ 8,932	$ 12,380	$ -	$ 13,812	$ 1,432	
Professional Services	$ 38,094	$ 47,144	$ 46,200	$ 29,342	$ 93,400	$ (47,200)	$ 74,534	$ 28,334	
Maintenance Contracts	$ 34,645	$ 47,636	$ 43,000	$ 26,792	$ 43,000	$ -	$ 47,900	$ 4,900	
Utilities	$ 689,036	$ 687,601	$ 834,000	$ 540,497	$ 861,806	$ (27,806)	$ 838,629	$ 4,629	
Rentals	$ 9,136	$ 1,870	$ 720	$ 1,596	$ (59,296)	$ 60,017	$ -	$ (720)	
Repair & Maintenance	$ 346,570	$ 459,954	$ 421,800	$ 506,211	$ 463,500	$ (41,700)	$ 428,725	$ 6,925	
Supplies	$ 768,968	$ 902,747	$ 1,110,928	$ 807,966	$ 1,111,778	$ (1,600)	$ 1,210,630	$ 99,702	
Books & Subscriptions	$ 5,468	$ 7,282	$ 8,500	$ 3,620	$ 8,500	$ -	$ 8,600	$ 100	
Printing	$ 2,497	$ 4,503	$ 255	$ -	$ 105	$ 150	$ -	$ (255)	
Training & Travel	$ 12,337	$ 20,366	$ 28,355	$ 10,941	$ 33,805	$ (5,450)	$ 35,486	$ 7,131	
Regulatory & Safety	$ 13,316	$ 15,137	$ 11,860	$ 9,212	$ 16,416	$ (4,556)	$ 13,800	$ 1,940	
Miscellaneous	$ 279	$ 119	$ 1,200	$ 9	$ 1,200	$ -	$ 1,200	$ -	
Capital Items	$ 426,985	$ 374,589	$ 661,150	$ 351,498	$ 660,800	$ 350	$ -	$ (661,150)	
Transfers Out	$ -	$ 641,000	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL EXPENDITURES	$ 8,658,640	$ 9,564,645	$ 10,905,140	$ 7,314,307	$ 10,383,738	$ 521,395	$ 10,679,342	$ (225,798)	-2.07%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $521,395 under budget, mainly due to the numerous staff vacancies in the department during 2019.

The 2020 Budget reflects a net decrease of $246,823, mainly due to a reduction in funding for 4 currently vacant positions. Also, no capital equipment is included the 2020 Budget due to fiscal constraints.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
GENERAL FUND							
Public Works Admin Office							
100-4001-533.11-01	Salary & Wages	191,874	167,349	224,738	231,705	228,770	235,810
100-4001-533.11-02	Vacation	21,266	19,791	0	0	0	0
100-4001-533.11-03	Holidays	12,487	11,504	0	0	0	0
100-4001-533.11-04	Sick Leave	958	84	0	0	0	0
100-4001-533.11-06	Funeral Leave	3,775	0	0	0	0	0
100-4001-533.11-07	Jury Duty	0	209	0	0	0	0
100-4001-533.11-12	Comp Time Used	1,051	160	0	0	0	0
**	Regular Employees	231,411	199,097	224,738	231,705	228,770	235,810
100-4001-533.13-01	Overtime Pay	13,767	6,113	6,200	7,329	6,200	2,253

LEVEL TEXT TEXT AMT
DEPT REDUCE OVERTIME:
OT-$1,758
FICA-$109
MED-$25
WRS-$119
TOTAL BUDGET BALANCING ADJUSTMENT = $(2,011)

**	Overtime	13,767	6,113	6,200	7,329	6,200	2,253
100-4001-533.14-10	Car Allowance	671	0	1,000	0	1,000	0
**	Misc Additional Pays	671	0	1,000	0	1,000	0
100-4001-533.21-01	Health Insurance	53,849	50,848	56,983	50,289	56,983	54,016
100-4001-533.21-04	Life Insurance	425	272	320	485	320	444
100-4001-533.21-07	Dental Insurance	3,774	3,299	3,613	3,659	3,613	3,774
**	Insurance	58,048	54,419	60,916	54,433	60,916	58,234
100-4001-533.22-01	Social Secrty-OASDI 6.2%	14,955	12,317	13,978	14,325	14,207	14,304
100-4001-533.22-02	Social Security-HI 1.45%	3,498	2,881	3,269	3,350	3,269	3,346
**	Payroll Taxes	18,453	15,198	17,247	17,675	17,476	17,650
100-4001-533.23-01	Retirement-General	16,825	13,565	15,127	15,647	15,127	16,069
**	Retirement	16,825	13,565	15,127	15,647	15,127	16,069
100-4001-533.30-04	Other	248	531	500	352	500	1,000

LEVEL TEXT TEXT AMT
DEPT FITNESS FOR DUTY

**	Professional Services	248	531	500	352	500	1,000
100-4001-533.32-01	Computer Equip/Software	0	3,920	1,000	0	0	0
100-4001-533.32-02	Office Equipment	1,375	1,287	1,500	1,243	1,000	0
100-4001-533.32-04	Other	25	0	0	0	1,500	300

LEVEL TEXT TEXT AMT
DEPT RICOH AGREEMENT 1,200
OTHER 300
BUDGET BALANCING ADJUSTMENT (ADD TO TOTAL PRINTER AGREEMENT) 1,200-
300

**	Maintenance Contracts	1,400	5,207	2,500	1,243	2,500	300

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4001-533.41-06	Telephone/Internet	1,176	963	800	1,087	800	1,600
LEVEL	TEXT		TEXT AMT				
DEPT	DAVE, ANDI CELL						
**	Utility Services	1,176	963	800	1,087	800	1,600
100-4001-533.51-01	Postage	1,480	436	500	560	500	500
100-4001-533.51-02	Office Supplies	630	727	500	873	700	500
100-4001-533.51-09	Other	5	9	0	684	300	500
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET REQUEST		1,500				
	BUDGET BALANCING ADJUSTMENT		1,000-				
			500				
100-4001-533.51-11	Computers & Related Equip	0	0	0	1,047	1,100	0
**	General Supplies	2,115	1,172	1,000	3,164	2,600	1,500
100-4001-533.52-01	Subscriptions	14	0	0	0	0	0
100-4001-533.52-02	Other	86	0	0	0	0	0
**	Books & Periodicals	100	0	0	0	0	0
100-4001-533.53-41	Medical & Lab Supplies	68	0	500	0	500	0
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET REQUEST		500				
	BUDGET BALANCING ADJUSTMENT		500-				
**	Operational Supplies	68	0	500	0	500	0
100-4001-533.55-01	In-house (Print Shop)	0	0	0	0	5	0
100-4001-533.55-02	Out-sourced	0	0	5	0	0	0
**	Printing	0	0	5	0	5	0
100-4001-533.56-01	Local Business Meetings	0	0	0	158	175	0
100-4001-533.56-02	Conferences & Seminars	1,625	3,756	6,100	1,347	5,980	4,600
LEVEL	TEXT		TEXT AMT				
DEPT	ASSETWORKS 2 @ $1200		2,400				
	APWA NATL		2,400				
	APWA STATE		1,000				
	BUDGET BALANCING ADJUSTMENT		1,200-				
			4,600				
**	Travel	1,625	3,756	6,100	1,505	6,155	4,600
100-4001-533.57-01	Membership Dues	3,020	2,880	3,355	3,177	3,300	2,225
LEVEL	TEXT		TEXT AMT				
DEPT	INCLUDES APWA MEMBERSHIP FOR ALDERPERSON, DPW AND ENGINEERING						
	BUDGET REDUCTION ($975)-APWA MEMBERSHIP FOR BOARD OF PUBLIC WORKS MEMBERS						

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4001-533.57-02	Registration Fees	680	744	2,100	1,767	2,100	2,900
LEVEL	TEXT		TEXT	AMT			
DEPT	ASSETWORKS 2 @ $1500			3,000			
	APWA NATL			900			
	APWA STATE			500			
	BUDGET BALANCING ADJUSTMENT			1,500-			
				2,900			
**	Education & Training	3,700	3,624	5,455	4,944	5,400	5,125
100-4001-533.60-01	Clothing/Uniforms	18	0	100	36	50	0
100-4001-533.60-02	Safety Equipment	1,746	2,152	2,000	1,171	2,050	2,000
LEVEL	TEXT		TEXT	AMT			
DEPT	SAFETY EYEWEAR FOR ALL DIVISIONS EXCEPT WATER						
**	Safety Supplies	1,764	2,152	2,100	1,207	2,100	2,000
100-4001-533.70-03	Equipment	1,511	0	0	0	0	0
**	Capital Items	1,511	0	0	0	0	0
***	Public Works Admin Office	352,882	305,797	344,188	340,291	350,049	346,141

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Building & Electrical							
100-4101-533.11-01	Salary & Wages	283,814	178,199	1,535,775	531,422	567,062	1,615,411
100-4102-517.11-01	Salary & Wages	206,412	302,047	0	294,466	302,000	0
100-4103-533.11-01	Salary & Wages	48,502	0	0	0	0	0
100-4105-533.11-01	Salary & Wages	673	0	0	0	0	0
100-4107-541.11-01	Salary & Wages	2,178	0	0	0	0	0
100-4108-555.11-01	Salary & Wages	2,919	276	0	338	500	0
100-4109-552.11-01	Salary & Wages	61,037	31,474	0	47,214	38,000	0
100-4110-521.11-01	Salary & Wages	7,983	0	0	0	0	0
100-4111-522.11-01	Salary & Wages	22,646	0	0	0	0	0
100-4115-544.11-01	Salary & Wages	3,435	0	0	0	0	0
100-4116-531.11-01	Salary & Wages	91,248	65,755	0	91,630	95,000	0
100-4118-531.11-01	Salary & Wages	156,523	296,434	0	321,229	330,000	0
100-4121-533.11-01	Salary & Wages	95	0	0	0	0	0
100-4124-531.11-01	Salary & Wages	0	13	0	1,718	0	0
100-4125-533.11-01	Salary & Wages	32,885	58,346	0	41,962	0	0
100-4128-552.11-01	Salary & Wages	32	0	0	0	0	0
100-4130-552.11-01	Salary & Wages	95	0	0	0	0	0
100-4132-552.11-01	Salary & Wages	79	0	0	0	0	0
100-4133-552.11-01	Salary & Wages	197	25	0	156	0	0
100-4170-533.11-01	Salary & Wages	37,251-	20,586-	30,000-	13,990-	0	18,000-
100-4171-533.11-01	Salary & Wages	37,179	20,023	0	16,239	0	0
100-4172-533.11-01	Salary & Wages	2,025-	794-	0	1,483-	0	0
100-4173-533.11-01	Salary & Wages	2,025	838	0	1,483	0	0
100-4174-533.11-01	Salary & Wages	7,716-	10,507-	0	8,779-	0	10,000-
100-4175-533.11-01	Salary & Wages	7,716	10,510	0	9,394	0	0
100-4176-533.11-01	Salary & Wages	973-	296-	0	0	0	0
100-4177-533.11-01	Salary & Wages	973	204	0	0	0	0
100-4178-533.11-01	Salary & Wages	41,471-	47,810-	40,000-	37,744-	0	0
100-4179-533.11-01	Salary & Wages	41,471	56,729	0	38,948	0	0
100-4182-533.11-01	Salary & Wages	71,482-	6,143-	0	4,847-	0	0
100-4183-533.11-01	Salary & Wages	71,482	5,888	0	4,847	0	0
100-4199-533.11-01	Salary & Wages	6,175	0	0	0	0	0
100-4101-533.11-02	Vacation	93,855	101,452	0	0	0	0
100-4101-533.11-03	Holidays	50,185	55,953	0	0	0	0
100-4101-533.11-04	Sick Leave	12,256	30,737	0	0	0	0
100-4102-517.11-04	Sick Leave	508	0	0	0	0	0
100-4101-533.11-06	Funeral Leave	653	1,715	0	0	0	0
100-4101-533.11-08	Injury Time-Workers Comp	7,322	3,546	0	0	0	0
100-4101-533.11-12	Comp Time Used	9,956	13,157	0	0	0	0
100-4101-533.11-20	Est hourly labor - budget	0	5,370-	0	0	0	0
**	Regular Employees	1,101,591	1,141,815	1,465,775	1,334,203	1,332,562	1,587,411
100-4101-533.12-01	Prov. Salary & Wages	220	415	19,200	122	500	0
100-4102-517.12-01	Prov. Salary & Wages	1,197	986	0	846	1,500	0
100-4103-533.12-01	Prov. Salary & Wages	19	0	0	0	0	0
100-4109-552.12-01	Prov. Salary & Wages	5,404	6,539	0	7,195	12,200	0
100-4111-522.12-01	Prov. Salary & Wages	28	0	0	0	0	0
100-4116-531.12-01	Salary & Wages	4,919	4,409	0	1,965	2,500	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4118-531.12-01	Salary & Wages	313	496	0	660	2,500	0
100-4124-531.12-01	Salary & Wages	0	5	0	0	0	0
100-4125-533.12-01	Prov. Salary & Wages	1,093	1,890	0	1,022	0	0
100-4170-533.12-01	Prov. Salary & Wages	695-	356-	0	126-	0	0
100-4171-533.12-01	Prov. Salary & Wages	695	356	0	126	0	0
100-4172-533.12-01	Prov. Salary & Wages	5-	0	0	0	0	0
100-4173-533.12-01	Prov. Salary & Wages	5	0	0	0	0	0
100-4174-533.12-01	Prov. Salary & Wages	338-	74-	0	26-	0	0
100-4175-533.12-01	Prov. Salary & Wages	338	74	0	26	0	0
100-4178-533.12-01	Prov. Salary & Wages	1,361-	7,021-	0	1,407-	0	0
100-4179-533.12-01	Prov. Salary & Wages	1,361	7,021	0	1,407	0	0
100-4182-533.12-01	Prov. Salary & Wages	723-	745-	0	0	0	0
100-4183-533.12-01	Prov. Salary & Wages	723	745	0	0	0	0
**	Provisional Employees-PT	13,193	14,740	19,200	11,810	19,200	0
100-4101-533.13-01	Overtime Pay	9,943	15,850	16,000	21,782	16,000	14,416

LEVEL	TEXT	TEXT AMT
DEPT	REDUCE OVERTIME:	
	OT-$30,665	
	FICA-$1,901	
	MED-$445	
	WRS-$2,070	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(35,081)	

100-4102-517.13-01	Overtime Pay	1,028	1,826	0	1,294	0	0
100-4103-533.13-01	Overtime Pay	235	0	0	0	0	0
100-4109-552.13-01	Overtime Pay	697	169	0	179	0	0
100-4110-521.13-01	Overtime Pay	97	53	0	0	0	0
100-4116-531.13-01	Overtime Pay	2,216	2,079	0	949	0	0
100-4118-531.13-01	Overtime Pay	3,142	1,394	0	495	0	0
100-4124-531.13-01	Overtime Pay	0	0	0	47	0	0
100-4125-533.13-01	Overtime Pay	133	621	0	1,393	0	0
100-4170-533.13-01	Overtime Pay	2,395-	1,153-	0	396-	0	0
100-4171-533.13-01	Overtime Pay	2,395	769	0	472	0	0
100-4174-533.13-01	Overtime Pay	0	150-	0	47-	0	0
100-4175-533.13-01	Overtime Pay	0	150	0	47	0	0
100-4178-533.13-01	Overtime Pay	870-	670-	0	1,826-	0	0
100-4179-533.13-01	Overtime Pay	632	670	0	1,826	0	0
100-4182-533.13-01	Overtime Pay	36-	146-	0	47-	0	0
100-4183-533.13-01	Overtime Pay	36	146	0	47	0	0
**	Overtime	17,253	21,608	16,000	26,215	16,000	14,416
100-4101-533.14-01	Out of Class Pay	6	0	950	0	950	0
100-4101-533.14-02	Task Rate	0	85	0	2	0	0
100-4199-533.14-02	Task Rate	74	0	0	0	0	0
100-4101-533.14-04	Watch Duty	10,921	11,030	27,950	11,210	27,950	0
**	Misc Additional Pays	11,001	11,115	28,900	11,212	28,900	0
100-4101-533.21-01	Health Insurance	99,679	85,489	394,175	115,745	147,588	431,859
100-4102-517.21-01	Health Insurance	45,935	68,270	0	70,932	68,270	0
100-4103-533.21-01	Health Insurance	10,381	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4105-533.21-01	Health Insurance	124	0	0	0	0	0
100-4107-541.21-01	Health Insurance	520	0	0	0	0	0
100-4108-555.21-01	Health Insurance	763	79	0	75	100	0
100-4109-552.21-01	Health Insurance	14,056	6,930	0	13,750	10,000	0
100-4110-521.21-01	Health Insurance	1,914	24	0	0	0	0
100-4111-522.21-01	Health Insurance	5,454	0	0	0	0	0
100-4115-544.21-01	Health Insurance	822	0	0	0	0	0
100-4116-531.21-01	Health Insurance	25,866	19,269	0	31,182	25,000	0
100-4118-531.21-01	Health Insurance	37,180	56,883	0	66,405	60,000	0
100-4121-533.21-01	Health Insurance	42	0	0	0	0	0
100-4124-531.21-01	Health Insurance	0	3	0	654	0	0
100-4125-533.21-01	Health Insurance	9,766	16,551	0	13,961	0	0
100-4128-552.21-01	Health Insurance	10	0	0	0	0	0
100-4130-552.21-01	Health Insurance	31	0	0	0	0	0
100-4132-552.21-01	Health Insurance	26	0	0	0	0	0
100-4133-552.21-01	Health Insurance	68	4	0	40	0	0
100-4170-533.21-01	Health Insurance	8,750-	5,878-	7,100-	4,565-	0	5,000-
100-4171-533.21-01	Health Insurance	8,797	5,687	0	5,452	0	0
100-4172-533.21-01	Health Insurance	635-	241-	0	421-	0	0
100-4173-533.21-01	Health Insurance	635	241	0	421	0	0
100-4174-533.21-01	Health Insurance	2,181-	3,014-	0	3,104-	0	2,800-
100-4175-533.21-01	Health Insurance	2,181	3,016	0	3,360	0	0
100-4176-533.21-01	Health Insurance	119-	68-	0	0	0	0
100-4177-533.21-01	Health Insurance	119	57	0	0	0	0
100-4178-533.21-01	Health Insurance	7,484-	10,289-	7,280-	11,264-	0	0
100-4179-533.21-01	Health Insurance	7,544	12,257	0	11,688	0	0
100-4182-533.21-01	Health Insurance	19,022-	1,345-	0	1,393-	0	0
100-4183-533.21-01	Health Insurance	19,022	1,267	0	1,393	0	0
100-4199-533.21-01	Health Insurance	2,250	0	0	0	0	0
100-4101-533.21-04	Life Insurance	1,800	1,795	4,794	2,150	2,017	5,616
100-4102-517.21-04	Life Insurance	940	1,202	0	1,290	1,202	0
100-4103-533.21-04	Life Insurance	169	0	0	0	0	0
100-4105-533.21-04	Life Insurance	1	0	0	0	0	0
100-4107-541.21-04	Life Insurance	9	0	0	0	0	0
100-4108-555.21-04	Life Insurance	20	1	0	0	0	0
100-4109-552.21-04	Life Insurance	218	133	0	181	175	0
100-4110-521.21-04	Life Insurance	35	0	0	0	0	0
100-4111-522.21-04	Life Insurance	58	0	0	0	0	0
100-4115-544.21-04	Life Insurance	7	0	0	0	0	0
100-4116-531.21-04	Life Insurance	326	195	0	318	350	0
100-4118-531.21-04	Life Insurance	496	757	0	812	800	0
100-4124-531.21-04	Life Insurance	0	0	0	10	0	0
100-4125-533.21-04	Life Insurance	179	168	0	133	0	0
100-4130-552.21-04	Life Insurance	1	0	0	0	0	0
100-4133-552.21-04	Life Insurance	1	0	0	1	0	0
100-4170-533.21-04	Life Insurance	162-	80-	150-	40-	0	100-
100-4171-533.21-04	Life Insurance	163	95	0	55	0	0
100-4172-533.21-04	Life Insurance	13-	3-	0	3-	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4173-533.21-04	Life Insurance	13	4	0	3	0	0
100-4174-533.21-04	Life Insurance	41-	46-	0	38-	0	40-
100-4175-533.21-04	Life Insurance	41	46	0	40	0	0
100-4176-533.21-04	Life Insurance	7-	0	0	0	0	0
100-4177-533.21-04	Life Insurance	7	0	0	0	0	0
100-4178-533.21-04	Life Insurance	92-	108-	100-	101-	0	0
100-4179-533.21-04	Life Insurance	92	136	0	108	0	0
100-4182-533.21-04	Life Insurance	248-	18-	0	19-	0	0
100-4183-533.21-04	Life Insurance	248	18	0	19	0	0
100-4199-533.21-04	Life Insurance	33	0	0	0	0	0
100-4101-533.21-07	Dental Insurance	7,314	5,732	24,139	7,317	12,888	28,449
100-4102-517.21-07	Dental Insurance	3,483	4,546	0	4,681	4,546	0
100-4103-533.21-07	Dental Insurance	785	0	0	0	0	0
100-4105-533.21-07	Dental Insurance	8	0	0	0	0	0
100-4107-541.21-07	Dental Insurance	39	0	0	0	0	0
100-4108-555.21-07	Dental Insurance	60	7	0	5	5	0
100-4109-552.21-07	Dental Insurance	1,014	401	0	816	750	0
100-4110-521.21-07	Dental Insurance	149	0	0	0	0	0
100-4111-522.21-07	Dental Insurance	412	0	0	0	0	0
100-4115-544.21-07	Dental Insurance	66	0	0	0	0	0
100-4116-531.21-07	Dental Insurance	1,997	1,374	0	1,988	2,000	0
100-4118-531.21-07	Dental Insurance	2,611	3,342	0	4,406	3,500	0
100-4121-533.21-07	Dental Insurance	3	0	0	0	0	0
100-4124-531.21-07	Dental Insurance	0	0	0	44	0	0
100-4125-533.21-07	Dental Insurance	740	1,148	0	927	0	0
100-4128-552.21-07	Dental Insurance	1	0	0	0	0	0
100-4130-552.21-07	Dental Insurance	2	0	0	0	0	0
100-4132-552.21-07	Dental Insurance	2	0	0	0	0	0
100-4133-552.21-07	Dental Insurance	6	0	0	2	0	0
100-4170-533.21-07	Dental Insurance	681-	441-	650-	289-	0	400-
100-4171-533.21-07	Dental Insurance	686	424	0	342	0	0
100-4172-533.21-07	Dental Insurance	47-	18-	0	28-	0	0
100-4173-533.21-07	Dental Insurance	47	18	0	28	0	0
100-4174-533.21-07	Dental Insurance	170-	208-	0	198-	0	150-
100-4175-533.21-07	Dental Insurance	170	208	0	214	0	0
100-4176-533.21-07	Dental Insurance	8-	4-	0	0	0	0
100-4177-533.21-07	Dental Insurance	8	4	0	0	0	0
100-4178-533.21-07	Dental Insurance	571-	583-	550-	703-	0	0
100-4179-533.21-07	Dental Insurance	576	724	0	730	0	0
100-4182-533.21-07	Dental Insurance	1,336-	95-	0	98-	0	0
100-4183-533.21-07	Dental Insurance	1,336	91	0	98	0	0
100-4199-533.21-07	Dental Insurance	154	0	0	0	0	0
**	Insurance	278,144	276,157	407,278	339,512	339,191	457,434
100-4101-533.22-01	Social Secrty-OASDI 6.2%	29,336	25,081	97,062	34,119	23,583	98,201
100-4102-517.22-01	Social Secrty-OASDI 6.2%	12,601	18,338	0	17,792	18,500	0
100-4103-533.22-01	Social Secrty-OASDI 6.2%	3,047	0	0	0	0	0
100-4105-533.22-01	Social Secrty-OASDI 6.2%	43	0	0	0	0	0
100-4107-541.22-01	Social Secrty-OASDI 6.2%	148	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4108-555.22-01	Social Secrty-OASDI 6.2%	186	17	0	20	25	0
100-4109-552.22-01	Social Secrty-OASDI 6.2%	4,054	2,315	0	3,269	2,750	0
100-4110-521.22-01	Social Secrty-OASDI 6.2%	498	3	0	0	0	0
100-4111-522.22-01	Social Secrty-OASDI 6.2%	1,428	0	0	0	0	0
100-4115-544.22-01	Social Secrty-OASDI 6.2%	210	0	0	0	0	0
100-4116-531.22-01	Social Secrty-OASDI 6.2%	5,921	4,345	0	5,606	5,500	0
100-4118-531.22-01	Social Secrty-OASDI 6.2%	9,650	18,117	0	19,391	18,000	0
100-4121-533.22-01	Social Secrty-OASDI 6.2%	6	0	0	0	0	0
100-4124-531.22-01	Social Secrty-OASDI 6.2%	0	1	0	104	0	0
100-4125-533.22-01	Social Secrty-OASDI 6.2%	2,039	3,645	0	2,637	0	0
100-4128-552.22-01	Social Secrty-OASDI 6.2%	2	0	0	0	0	0
100-4130-552.22-01	Social Secrty-OASDI 6.2%	6	0	0	0	0	0
100-4132-552.22-01	Social Secrty-OASDI 6.2%	5	0	0	0	0	0
100-4133-552.22-01	Social Secrty-OASDI 6.2%	12	2	0	9	0	0
100-4170-533.22-01	Social Secrty-OASDI 6.2%	2,434-	1,327-	1,860-	863-	0	1,120-
100-4171-533.22-01	Social Secrty-OASDI 6.2%	2,450	1,270	0	1,000	0	0
100-4172-533.22-01	Social Secrty-OASDI 6.2%	122-	47-	0	89-	0	0
100-4173-533.22-01	Social Secrty-OASDI 6.2%	122	50	0	89	0	0
100-4174-533.22-01	Social Secrty-OASDI 6.2%	485-	641-	0	524-	0	620-
100-4175-533.22-01	Social Secrty-OASDI 6.2%	485	641	0	560	0	0
100-4176-533.22-01	Social Secrty-OASDI 6.2%	58-	18-	0	0	0	0
100-4177-533.22-01	Social Secrty-OASDI 6.2%	58	12	0	0	0	0
100-4178-533.22-01	Social Secrty-OASDI 6.2%	2,633-	3,361-	2,480-	2,448-	0	0
100-4179-533.22-01	Social Secrty-OASDI 6.2%	2,650	3,899	0	2,519	0	0
100-4182-533.22-01	Social Secrty-OASDI 6.2%	4,358-	427-	0	292-	0	0
100-4183-533.22-01	Social Secrty-OASDI 6.2%	4,358	412	0	292	0	0
100-4199-533.22-01	Social Secrty-OASDI 6.2%	371	0	0	0	0	0
100-4101-533.22-02	Social Security-HI 1.45%	6,836	5,837	22,700	7,979	22,700	22,966
100-4102-517.22-02	Social Security-HI 1.45%	2,947	4,289	0	4,161	4,750	0
100-4103-533.22-02	Social Security-HI 1.45%	713	0	0	0	0	0
100-4105-533.22-02	Social Security-HI 1.45%	10	0	0	0	0	0
100-4107-541.22-02	Social Security-HI 1.45%	35	0	0	0	0	0
100-4108-555.22-02	Social Security-HI 1.45%	44	4	0	5	10	0
100-4109-552.22-02	Social Security-HI 1.45%	948	541	0	764	1,000	0
100-4110-521.22-02	Social Security-HI 1.45%	116	1	0	0	0	0
100-4111-522.22-02	Social Security-HI 1.45%	334	0	0	0	0	0
100-4115-544.22-02	Social Security-HI 1.45%	49	0	0	0	0	0
100-4116-531.22-02	Social Security-HI 1.45%	1,385	1,016	0	1,311	1,400	0
100-4118-531.22-02	Social Security-HI 1.45%	2,257	4,237	0	4,536	4,500	0
100-4121-533.22-02	Social Security-HI 1.45%	1	0	0	0	0	0
100-4124-531.22-02	Social Security-HI 1.45%	0	0	0	24	0	0
100-4125-533.22-02	Social Security-HI 1.45%	477	852	0	617	0	0
100-4130-552.22-02	Social Security-HI 1.45%	1	0	0	0	0	0
100-4132-552.22-02	Social Security-HI 1.45%	1	0	0	0	0	0
100-4133-552.22-02	Social Security-HI 1.45%	3	0	0	2	0	0
100-4170-533.22-02	Social Security-HI 1.45%	570-	310-	435-	201-	0	260-
100-4171-533.22-02	Social Security-HI 1.45%	573	297	0	234	0	0
100-4172-533.22-02	Social Security-HI 1.45%	29-	11-	0	21-	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4173-533.22-02	Social Security-HI 1.45%	29	12	0	21	0	0
100-4174-533.22-02	Social Security-HI 1.45%	113-	150-	0	123-	0	145-
100-4175-533.22-02	Social Security-HI 1.45%	113	150	0	131	0	0
100-4176-533.22-02	Social Security-HI 1.45%	14-	4-	0	0	0	0
100-4177-533.22-02	Social Security-HI 1.45%	14	3	0	0	0	0
100-4178-533.22-02	Social Security-HI 1.45%	616-	786-	580-	573-	0	0
100-4179-533.22-02	Social Security-HI 1.45%	620	912	0	590	0	0
100-4182-533.22-02	Social Security-HI 1.45%	1,019-	100-	0	68-	0	0
100-4183-533.22-02	Social Security-HI 1.45%	1,019	96	0	68	0	0
100-4199-533.22-02	Social Security-HI 1.45%	87	0	0	0	0	0
**	Payroll Taxes	85,847	89,213	114,407	102,648	102,718	119,022
100-4101-533.23-01	Retirement-General	32,008	27,630	103,534	36,026	38,480	110,013
100-4102-517.23-01	Retirement-General	14,193	20,390	0	19,391	20,390	0
100-4103-533.23-01	Retirement-General	3,450	0	0	0	0	0
100-4105-533.23-01	Retirement-General	48	0	0	0	0	0
100-4107-541.23-01	Retirement-General	167	0	0	0	0	0
100-4108-555.23-01	Retirement-General	214	18	0	22	25	0
100-4109-552.23-01	Retirement-General	4,201	2,120	0	3,107	3,000	0
100-4110-521.23-01	Retirement-General	567	4	0	0	0	0
100-4111-522.23-01	Retirement-General	1,611	0	0	0	0	0
100-4115-544.23-01	Retirement-General	238	0	0	0	0	0
100-4116-531.23-01	Retirement-General	6,359	4,543	0	6,075	6,500	0
100-4118-531.23-01	Retirement-General	10,869	19,949	0	21,094	20,000	0
100-4121-533.23-01	Retirement-General	6	0	0	0	0	0
100-4124-531.23-01	Retirement-General	0	1	0	116	0	0
100-4125-533.23-01	Retirement-General	2,246	3,951	0	2,831	0	0
100-4128-552.23-01	Retirement-General	2	0	0	0	0	0
100-4130-552.23-01	Retirement-General	6	0	0	0	0	0
100-4132-552.23-01	Retirement-General	5	0	0	0	0	0
100-4133-552.23-01	Retirement-General	13	2	0	10	0	0
100-4170-533.23-01	Retirement-General	2,692-	1,456-	1,965-	942-	0	1,250-
100-4171-533.23-01	Retirement-General	2,710	1,393	0	1,097	0	0
100-4172-533.23-01	Retirement-General	138-	53-	0	97-	0	0
100-4173-533.23-01	Retirement-General	138	56	0	97	0	0
100-4174-533.23-01	Retirement-General	525-	713-	0	579-	0	700-
100-4175-533.23-01	Retirement-General	525	713	0	620	0	0
100-4176-533.23-01	Retirement-General	66-	20-	0	0	0	0
100-4177-533.23-01	Retirement-General	66	14	0	0	0	0
100-4178-533.23-01	Retirement-General	2,863-	3,248-	2,620-	2,592-	0	0
100-4179-533.23-01	Retirement-General	2,882	3,846	0	2,671	0	0
100-4182-533.23-01	Retirement-General	4,882-	421-	0	321-	0	0
100-4183-533.23-01	Retirement-General	4,882	404	0	321	0	0
100-4199-533.23-01	Retirement-General	424	0	0	0	0	0
**	Retirement	76,664	79,123	98,949	88,947	88,395	108,063
100-4101-533.30-04	Other	0	0	4,000	0	4,200	0
100-4118-531.30-04	Other	0	0	0	0	0	1,000

LEVEL TEXT TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	TAPCO TRAFFIC CONTROL TECHNICAL SUPPORT						
100-4101-533.30-10	Graffitti Removal	0	32	200	0	0	0
100-4121-533.30-10	Graffitti Removal	329	27-	0	0	0	0
**	Professional Services	329	5	4,200	0	4,200	1,000
100-4126-552.31-02	Other	2,850	2,850	0	0	0	0
**	Project Activities	2,850	2,850	0	0	0	0
100-4101-533.32-03	Misc Equipment	118	0	22,000	0	0	0
100-4102-517.32-03	Misc Equipment	4,720	4,512	0	1,149	4,000	0
100-4103-533.32-03	Misc Equipment	671	1,141	0	1,629	1,700	0
100-4105-533.32-03	Misc Equipment	656	603	0	260	650	0
100-4107-541.32-03	Misc Equipment	685	643	0	581	700	0
100-4108-555.32-03	Misc Equipment	80	1,027	0	886	1,000	0
100-4109-552.32-03	Misc Equipment	80	85	0	90	150	0
100-4110-521.32-03	Misc Equipment	2,370	3,305	0	1,985	1,200	0
100-4111-522.32-03	Misc Equipment	346	1,901	0	810	1,500	0
100-4112-522.32-03	Misc Equipment	663	3,191	0	1,383	1,500	0
100-4113-522.32-03	Misc Equipment	765	2,793	0	1,386	1,200	0
100-4114-522.32-03	Misc Equipment	670	1,143	0	633	500	0
100-4115-544.32-03	Misc Equipment	420	618	0	444	500	0
100-4129-552.32-03	Misc Equipment	0	633	0	952	0	0
100-4130-552.32-03	Misc Equipment	8,267	6,019	0	3,309	0	0
100-4131-552.32-03	Misc Equipment	0	0	0	816	0	0
100-4132-552.32-03	Misc Equipment	80	0	0	0	0	0
100-4134-521.32-03	Misc Equipment	80	85	0	111	0	0
100-4101-533.32-04	Other	0	0	15,000	0	5,400	43,600

LEVEL	TEXT	TEXT AMT
DEPT	CINTAS FIRE, EXPRESS ELEVATOR AND NATIONAL ELEVATOR INSPECTION, PORTAJOHN	40,000
	HONEYWELL AUTOMATION CITY HALL 4/YR @ $900	3,600
		43,600

100-4102-517.32-04	Other	1,030	1,160	0	1,693	2,000	0
100-4103-533.32-04	Other	0	200	0	54	200	0
100-4105-533.32-04	Other	910	961	0	968	1,000	0
100-4107-541.32-04	Other	100	0	0	0	0	0
100-4108-555.32-04	Other	1,623	2,447	0	3,919	5,000	0
100-4110-521.32-04	Other	2,354	2,060	0	1,937	2,000	0
100-4111-522.32-04	Other	1,030	780	0	1,496	1,800	0
100-4112-522.32-04	Other	2,124	1,153	0	965	2,000	0
100-4113-522.32-04	Other	1,899	1,389	0	1,088	1,000	0
100-4115-544.32-04	Other	1,480	1,081	0	1,416	2,000	0
**	Maintenance Contracts	33,221	38,930	37,000	29,960	37,000	43,600
100-4101-533.41-01	Water	0	0	17,000	0	55,000	56,650
100-4102-517.41-01	Water	12,163	9,527	0	12,765	12,500	0
100-4103-533.41-01	Water	2,914	3,670	0	3,961	3,600	0
100-4104-533.41-01	Water	167	175	0	165	150	0
100-4105-533.41-01	Water	537	518	0	450	600	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4129-552.41-01	Water	913	777	0	710	0	0
100-4130-552.41-01	Water	1,796	3,719	0	6,402	0	0
100-4132-552.41-01	Water	818	1,184	0	1,059	0	0
100-4101-533.41-02	Storm Water	0	0	32,000	0	32,000	0
100-4102-517.41-02	Storm Water	7,158	7,244	0	7,242	7,300	0
100-4103-533.41-02	Storm Water	9,371	9,566	0	9,446	10,000	0
100-4104-533.41-02	Storm Water	2,048	2,091	0	2,064	2,000	0
100-4105-533.41-02	Storm Water	159	162	0	160	175	0
100-4129-552.41-02	Storm Water	539	550	0	542	0	0
100-4130-552.41-02	Storm Water	5,010	5,115	0	5,050	0	0
100-4131-552.41-02	Storm Water	823	840	0	830	0	0
100-4132-552.41-02	Storm Water	2,234	2,280	0	2,252	0	0
100-4101-533.41-03	Sanitary Sewer	0	7	6,000	0	6,000	0
100-4102-517.41-03	Sanitary Sewer	4,153	2,835	0	2,852	4,200	0
100-4103-533.41-03	Sanitary Sewer	2,947	4,104	0	4,639	4,200	0
100-4104-533.41-03	Sanitary Sewer	118	128	0	127	150	0
100-4105-533.41-03	Sanitary Sewer	202	593	0	487	600	0
100-4129-552.41-03	Sanitary Sewer	669	399	0	309	0	0
100-4130-552.41-03	Sanitary Sewer	831	936	0	120	0	0
100-4132-552.41-03	Sanitary Sewer	208	355	0	359	0	0
100-4101-533.41-04	Electric	0	0	616,000	0	0	281,000

LEVEL	TEXT	TEXT AMT
DEPT	FACILITIES	634,480
	CORRECTION FOR AMT. BUDGETED UNDER STREET/ALLEY	353,480-
		281,000

100-4102-517.41-04	Electric	58,969	57,020	0	55,015	60,000	0
100-4103-533.41-04	Electric	56,689	59,623	0	66,321	60,000	0
100-4105-533.41-04	Electric	1,929	1,559	0	1,221	2,000	0
100-4116-531.41-04	Electric	69,129	67,036	0	78,629	70,000	0
100-4118-531.41-04	Electric	270,903	264,919	0	305,241	291,400	283,200

LEVEL	TEXT	TEXT AMT
DEPT	STREET AND ALLEY LIGHTING	484,425
	CORRECTION FOR AMOUNT COVERED UNDER FACILITIES	201,225-
		283,200

100-4119-532.41-04	Electric	48,194	47,700	0	47,593	48,000	0
100-4125-533.41-04	Electric	3,500	6,190	0	3,784	6,200	0
100-4128-552.41-04	Electric	680	664	0	699	700	0
100-4130-552.41-04	Electric	5,874	5,472	0	4,366	5,500	0
100-4131-552.41-04	Electric	2,998	2,406	0	1,455	2,500	0
100-4132-552.41-04	Electric	1,172	1,236	0	1,135	1,500	0
100-4101-533.41-05	Gas	0	0	100,300	0	11,995	103,309
100-4102-517.41-05	Gas	18,028	21,537	0	18,443	15,000	0
100-4103-533.41-05	Gas	30,147	36,187	0	44,590	40,000	0
100-4105-533.41-05	Gas	3,790	4,961	0	4,505	5,000	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4130-552.41-05	Gas	1,657	1,111	0	1,007	0	0
100-4131-552.41-05	Gas	1,635	2,055	0	1,438	0	0
100-4133-552.41-05	Gas	459	472	0	440	0	0
100-4101-533.41-06	Telephone/Internet	2,886	3,487	5,500	3,663	7,780	5,760

LEVEL	TEXT	TEXT AMT
DEPT	2020 REDUCED DUE TO ORIGINAL PURCHASE IN 2019	5,760
	$480/YR * 12 EMPLOYEES	
		5,760

100-4118-531.41-06	Telephone	0	0	0	0	0	7,680

LEVEL	TEXT	TEXT AMT
DEPT	16 DEVICES * $480/YEAR	7,680
		7,680

100-4101-533.41-08	Rodent & Pest Control	54	0	8,000	65	7,000	7,000

LEVEL	TEXT	TEXT AMT
DEPT	SAFEWAY, WILKIL FOR FD	

100-4102-517.41-08	Rodent & Pest Control	365	59	0	365	500	0
100-4103-533.41-08	Rodent & Pest Control	639	7,076	0	616	8,000	0
100-4111-522.41-08	Rodent & Pest Control	524	2,275	0	524	1,000	0
100-4112-522.41-08	Rodent & Pest Control	600	0	0	524	750	0
100-4113-522.41-08	Rodent & Pest Control	566	0	0	524	750	0
100-4114-522.41-08	Rodent & Pest Control	566	0	0	524	750	0
**	Utility Services	637,731	649,820	784,800	704,678	784,800	744,599
100-4101-533.43-02	Equipment Rental from PW	32,427	46,820	110,250	31,667	45,000	0
100-4101-533.43-03	Other	0	0	0	0	19,113	0
100-4102-517.43-03	Other	1,336	1,422	0	1,466	1,500	0
100-4103-533.43-03	Other	0	4	0	181	200	0
**	Rentals	33,763	48,246	110,250	33,314	65,813	0
100-4102-517.44-02	Misc Machinery & Equip	797	55	0	0	0	0
100-4101-533.44-05	Buildings	1,436	2,321	2,000	69,574	2,000	0
100-4102-517.44-05	Buildings	294	1,200	0	3,004	0	0
100-4103-533.44-05	Buildings	1,000	850	0	1,863	0	0
100-4107-541.44-05	Buildings	0	1,165	0	0	0	0
100-4110-521.44-05	Buildings	0	246	0	4,068	0	0
100-4130-552.44-05	Buildings	0	0	0	466	0	0
100-4101-533.44-07	Accident Damages-repair	21,816-	10,908	2,000	11,021	2,000	0

LEVEL	TEXT	TEXT AMT
DEPT	2019 2 OCCURRENCES @5000 EACH FOR DEDUCTIBLE	10,000
	BUDGET BALANCING ADJUSTMENT	10,000-

100-4116-531.44-07	Accident Damages-repair	11,476	8,508-	0	9,487	0	0
100-4118-531.44-07	Accident Damages-repair	49,533-	13,403	0	20,656	0	30,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
LEVEL	TEXT		TEXT	AMT			
DEPT	HISTORICAL-POLES, ALLEY, TRAFFIC, STREETLIGHT			50,000			
	(CONTROLLER REPLACEMENT = $20,000)						
	BUDGET BALANCING ADJUSTMENT			20,000-			
				30,000			
100-4124-531.44-07	Accident Damages-repair	2,561-	573-	0	126	0	0
100-4101-533.44-08	Other	2,847	2,864	1,000	3,020	1,000	67,000
LEVEL	TEXT		TEXT	AMT			
DEPT	DIGGERS HOTLINE, ROTO ROOTER, HOTSY, GENE WAGNER -			32,000			
	INCREASE DUE TO NO PLUMBER (NEED MASTER PLUMBER)						
	VEHICLE REPAIRS			13,000			
	EMERGENCY REPAIR CONTINGENCY			22,000			
				67,000			
100-4102-517.44-08	Other	0	0	0	252	0	0
100-4103-533.44-08	Other	0	4	0	0	0	0
100-4110-521.44-08	Other	0	0	0	1,322	0	0
100-4112-522.44-08	Other	0	0	0	5,663	0	0
100-4115-544.44-08	Other	402	650	0	0	0	0
100-4118-531.44-08	Other	0	0	0	0	0	15,500
LEVEL	TEXT		TEXT	AMT			
DEPT	DIGGERS HOTLINE			2,500			
	FLEET REPAIRS			13,000			
				15,500			
**	Repair & Maintenance	55,658-	24,585	5,000	130,522	5,000	112,500
100-4118-531.51-01	Postage	0	0	0	0	0	200
LEVEL	TEXT		TEXT	AMT			
DEPT	PARTS REPAIR			200			
				200			
100-4101-533.51-02	Office Supplies	839	167	200	256	300	300
100-4118-531.51-02	Office Supplies	0	0	0	0	0	200
100-4101-533.51-06	Custodial Supplies	1,307	279	12,000	88	12,000	0
100-4102-517.51-06	Custodial Supplies	3,614	5,219	0	3,772	5,000	0
100-4103-533.51-06	Custodial Supplies	8,987	9,008	0	9,048	9,000	0
100-4128-552.51-06	Custodial Supplies	199	157	0	0	0	0
100-4129-552.51-06	Custodial Supplies	146	62	0	407	0	0
100-4130-552.51-06	Custodial Supplies	1,896	723	0	1,354	0	0
100-4132-552.51-06	Custodial Supplies	0	151	0	177	0	0
100-4101-533.51-07	Cleaning & Laundry Suppl	8,537	8,634	10,000	11,509	11,000	0
100-4131-552.51-07	Cleaning & Laundry Suppl	1,174	1,187	0	1,368	0	0
100-4101-533.51-08	Hand & Shop Tools	5,061	3,877	7,500	3,277	7,500	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4103-533.51-08	Hand & Shop Tools	70	158	0	8	100	0
100-4101-533.51-09	Other	772	852	2,000	454	31,500	31,500
LEVEL	TEXT		TEXT AMT				
DEPT	CUSTODIAL SUPPLIES - CH, DPW, PARKS						
	CINTAS - RUGS FOR DPW						
	JUMP SUITS, BLUE CLOTH TOWELS						
100-4102-517.51-09	Other	378	473	0	128	500	0
100-4103-533.51-09	Other	6,750	3,509	0	1,304	1,200	0
100-4105-533.51-09	Other	91	0	0	92	50	0
100-4107-541.51-09	Other	0	296	0	24	0	0
100-4108-555.51-09	Other	10	79	0	11	25	0
100-4109-552.51-09	Other	413	7,348	0	34	250	0
100-4110-521.51-09	Other	527	1,840	0	277	6,000	0
100-4111-522.51-09	Other	18	48	0	90	150	0
100-4112-522.51-09	Other	61	70	0	94	100	0
100-4113-522.51-09	Other	250	1,141	0	247	300	0
100-4114-522.51-09	Other	66	293	0	394	600	0
100-4115-544.51-09	Other	475	462	0	103	200	0
100-4116-531.51-09	Other	370	7	0	3	50	0
100-4118-531.51-09	Other	1,895	881	0	661	600	8,600
LEVEL	TEXT		TEXT AMT				
DEPT	CORE BIT DRILL		2,600				
	LOCATOR (DIGGERS HOTLINE)		5,000				
	MISC TOOLS		1,000				
			8,600				
100-4120-533.51-09	Other	157	484	0	483	600	0
100-4123-531.51-09	Other	4,321	1,451	0	4,308	0	0
100-4124-531.51-09	Other	2,610	1,209	0	1,632	0	0
100-4125-533.51-09	Other	304	724	0	1,393	0	0
100-4128-552.51-09	Other	0	40	0	55	0	0
100-4129-552.51-09	Other	459	38	0	38	0	0
100-4130-552.51-09	Other	399	245	0	1,485	0	0
100-4131-552.51-09	Other	0	0	0	18	0	0
100-4132-552.51-09	Other	0	21	0	0	0	0
100-4133-552.51-09	Other	0	53	0	0	0	0
100-4134-521.51-09	Other	72	122	0	123	0	0
**	General Supplies	52,228	51,308	31,700	44,715	87,025	40,800
100-4101-533.52-01	Subscriptions	0	0	0	0	0	100
LEVEL	TEXT		TEXT AMT				
DEPT	MUTCD BOOKS						
100-4118-531.52-01	Subscriptions	0	0	0	0	0	400
LEVEL	TEXT		TEXT AMT				
DEPT	ELECTRICAL CODE BOOK		400				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
				400			
100-4101-533.52-02	Other	0	0	0	227	0	0
**	Books & Periodicals	0	0	0	227	0	500
100-4101-533.53-01	Gasoline	0	0	0	0	0	12,000
100-4118-531.53-01	Gasoline	0	0	0	0	0	12,000
100-4101-533.53-02	Operational Supplies	0	0	0	0	0	139,000
LEVEL	TEXT		TEXT AMT				
DEPT	CHEMICALS, PAINT, BARRICADES, PLUMBING PARTS, HEATING AND AIR PARTS, SIGN SUPPLIES						
100-4118-531.53-02	Operational Supplies	0	0	0	0	10,425	102,000
LEVEL	TEXT		TEXT AMT				
DEPT	ELECTRICAL SUPPLIES		100,000				
	MISC		2,000				
			102,000				
100-4101-533.53-05	Chemicals	0	0	5,500	1,231	5,500	0
100-4102-517.53-05	Chemicals	2,708	889	0	3,735	2,000	0
100-4103-533.53-05	Chemicals	60	14	0	0	0	0
100-4113-522.53-05	Chemicals	0	0	0	15	25	0
100-4130-552.53-05	Chemicals	1,997	2,067	0	368	0	0
100-4101-533.53-06	Painting Supplies	133	79	20,000	60	20,000	0
100-4102-517.53-06	Painting Supplies	308	331	0	285	500	0
100-4103-533.53-06	Painting Supplies	1,681	759	0	793	1,000	0
100-4105-533.53-06	Painting Supplies	134	0	0	0	0	0
100-4107-541.53-06	Painting Supplies	0	0	0	136	100	0
100-4108-555.53-06	Painting Supplies	0	408	0	258	300	0
100-4109-552.53-06	Painting Supplies	24	0	0	61	125	0
100-4110-521.53-06	Painting Supplies	0	122	0	102	100	0
100-4111-522.53-06	Painting Supplies	35	136	0	27	100	0
100-4112-522.53-06	Painting Supplies	65	0	0	273	200	0
100-4113-522.53-06	Painting Supplies	59	166	0	0	0	0
100-4114-522.53-06	Painting Supplies	100	0	0	585	600	0
100-4115-544.53-06	Painting Supplies	29	103	0	365	500	0
100-4118-531.53-06	Painting Supplies	520	714	0	1,668	1,500	0
100-4123-531.53-06	Painting Supplies	11,241	14,308	0	11,967	0	0
100-4124-531.53-06	Painting Supplies	126	51	0	79	0	0
100-4127-552.53-06	Painting Supplies	0	61	0	0	0	0
100-4128-552.53-06	Painting Supplies	176	32	0	0	0	0
100-4129-552.53-06	Painting Supplies	31	0	0	0	0	0
100-4130-552.53-06	Painting Supplies	152	144	0	267	0	0
100-4132-552.53-06	Painting Supplies	0	0	0	89	0	0
100-4101-533.53-07	Pipe, Steel Bars & Sheets	23	0	3,000	0	0	0
100-4124-531.53-07	Pipe, Steel Bars & Sheets	2,349	1,883	0	1,136	0	0
100-4101-533.53-08	Concrete & Cement	15	0	1,000	0	0	0
100-4118-531.53-08	Concrete & Cement	0	88	0	69	100	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4124-531.53-08	Concrete & Cement	0	131	0	107	0	0
100-4101-533.53-09	Asphalt & Road Oils	0	0	500	3	0	0
100-4118-531.53-09	Asphalt & Road Oils	31	9	0	16	50	0
100-4101-533.53-10	Sand, Stone, & Gravel	0	0	600	0	0	0
100-4118-531.53-10	Sand, Stone, & Gravel	0	0	0	19	50	0
100-4101-533.53-12	Lumber & Bldg Supplies	10,224	36	32,500	5,249	18,175	0
100-4102-517.53-12	Lumber & Bldg Supplies	67	1,819	0	191	150	0
100-4103-533.53-12	Lumber & Bldg Supplies	1,604	2,834	0	2,562	2,000	0
100-4107-541.53-12	Lumber & Bldg Supplies	0	7	0	458	100	0
100-4108-555.53-12	Lumber & Bldg Supplies	0	449	0	71	50	0
100-4109-552.53-12	Lumber & Bldg Supplies	0	25	0	72	150	0
100-4110-521.53-12	Lumber & Bldg Supplies	384	849	0	1,100	1,200	0
100-4111-522.53-12	Lumber & Bldg Supplies	276	0	0	279	300	0
100-4112-522.53-12	Lumber & Bldg Supplies	84	708	0	275	400	0
100-4113-522.53-12	Lumber & Bldg Supplies	1,668	719	0	281	100	0
100-4114-522.53-12	Lumber & Bldg Supplies	174	134	0	81	150	0
100-4115-544.53-12	Lumber & Bldg Supplies	7	495	0	651	850	0
100-4120-533.53-12	Lumber & Bldg Supplies	437	431	0	64	200	0
100-4124-531.53-12	Lumber & Bldg Supplies	0	222	0	43	0	0
100-4125-533.53-12	Lumber & Bldg Supplies	70	0	0	814	0	0
100-4127-552.53-12	Lumber & Bldg Supplies	0	0	0	23	0	0
100-4128-552.53-12	Lumber & Bldg Supplies	0	140	0	0	0	0
100-4130-552.53-12	Lumber & Bldg Supplies	16	310	0	119	0	0
100-4132-552.53-12	Lumber & Bldg Supplies	0	138	0	0	0	0
100-4133-552.53-12	Lumber & Bldg Supplies	0	259	0	0	0	0
100-4134-521.53-12	Lumber & Bldg Supplies	34	27	0	321	0	0
100-4101-533.53-17	Barricades	2,721	1,011	10,000	47	10,000	0
100-4120-533.53-17	Barricades	3,026	4,269	0	5,073	4,000	0
100-4101-533.53-18	Plumbing Parts	220	287	18,000	321	250	0
100-4102-517.53-18	Plumbing Parts	287	799	0	129	50	0
100-4103-533.53-18	Plumbing Parts	1,768	8,099	0	590	750	0
100-4105-533.53-18	Plumbing Parts	0	9	0	0	0	0
100-4107-541.53-18	Plumbing Parts	296	1,316	0	26	50	0
100-4108-555.53-18	Plumbing Parts	100	444	0	0	0	0
100-4109-552.53-18	Plumbing Parts	334	287	0	787	750	0
100-4110-521.53-18	Plumbing Parts	1,625	910	0	1,297	1,500	0
100-4111-522.53-18	Plumbing Parts	828	338	0	98	100	0
100-4112-522.53-18	Plumbing Parts	395	71	0	3	50	0
100-4113-522.53-18	Plumbing Parts	904	250	0	257	300	0
100-4114-522.53-18	Plumbing Parts	54	63	0	0	0	0
100-4115-544.53-18	Plumbing Parts	338	557	0	457	0	0
100-4128-552.53-18	Plumbing Parts	0	15	0	979	0	0
100-4130-552.53-18	Plumbing Parts	350	362	0	1,937	0	0
100-4132-552.53-18	Plumbing Parts	0	37	0	212	0	0
100-4134-521.53-18	Plumbing Parts	0	0	0	6	0	0
100-4101-533.53-19	Air Conditioner Parts	0	0	18,000	6,118	0	0
100-4102-517.53-19	Air Conditioner Parts	331	1,570	0	314	100	0
100-4103-533.53-19	Air Conditioner Parts	6,729	3,820	0	3,187	3,500	0

BUDGET PREPARATION WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4107-541.53-19	Air Conditioner Parts	0	284	0	0	0	0
100-4108-555.53-19	Air Conditioner Parts	891	1,325	0	0	0	0
100-4110-521.53-19	Air Conditioner Parts	4,729	1,128	0	1,321	800	0
100-4111-522.53-19	Air Conditioner Parts	384	663	0	0	500	0
100-4112-522.53-19	Air Conditioner Parts	0	353	0	0	0	0
100-4113-522.53-19	Air Conditioner Parts	20	10	0	407	200	0
100-4114-522.53-19	Air Conditioner Parts	0	308	0	222	250	0
100-4115-544.53-19	Air Conditioner Parts	0	31	0	0	0	0
100-4101-533.53-20	Heating Parts	0	0	17,000	0	0	0
100-4102-517.53-20	Heating Parts	4,647	2,841	0	1,219	1,750	0
100-4103-533.53-20	Heating Parts	923	3,263	0	826	1,500	0
100-4105-533.53-20	Heating Parts	582	368	0	665	1,000	0
100-4107-541.53-20	Heating Parts	243	190	0	248	300	0
100-4108-555.53-20	Heating Parts	360	132	0	0	0	0
100-4109-552.53-20	Heating Parts	203	0	0	577	0	0
100-4110-521.53-20	Heating Parts	135	2,012	0	2,803	2,900	0
100-4111-522.53-20	Heating Parts	2,899	105	0	338	500	0
100-4112-522.53-20	Heating Parts	64	290	0	1,130	1,200	0
100-4113-522.53-20	Heating Parts	772	1,156	0	1,426	1,500	0
100-4114-522.53-20	Heating Parts	277	1,004	0	443	350	0
100-4115-544.53-20	Heating Parts	243	2,044	0	909	1,200	0
100-4130-552.53-20	Heating Parts	114	79	0	0	0	0
100-4101-533.53-21	Electrical Supplies	912-	0	100,000	0	0	0
100-4102-517.53-21	Electrical Supplies	2,112	1,073	0	510	200	0
100-4103-533.53-21	Electrical Supplies	1,335	1,117	0	720	1,000	0
100-4105-533.53-21	Electrical Supplies	48	0	0	0	0	0
100-4107-541.53-21	Electrical Supplies	319	80	0	107	125	0
100-4108-555.53-21	Electrical Supplies	752	203	0	128	100	0
100-4109-552.53-21	Electrical Supplies	528	477	0	517	350	0
100-4110-521.53-21	Electrical Supplies	327	421	0	57	100	0
100-4111-522.53-21	Electrical Supplies	1,003	66	0	28	100	0
100-4112-522.53-21	Electrical Supplies	62	3	0	40	100	0
100-4113-522.53-21	Electrical Supplies	397	1,325	0	155	100	0
100-4114-522.53-21	Electrical Supplies	28	164	0	71	100	0
100-4115-544.53-21	Electrical Supplies	172	26	0	354	400	0
100-4116-531.53-21	Electrical Supplies	1,076	35,506	0	2,513	0	0
100-4118-531.53-21	Electrical Supplies	46,205	42,727	0	107,190	80,000	0
100-4119-533.53-21	Electrical Supplies	6,284	690	0	0	0	0
100-4125-533.53-21	Electrical Supplies	440	438	0	143	0	0
100-4128-552.53-21	Electrical Supplies	16	0	0	0	0	0
100-4129-552.53-21	Electrical Supplies	0	1	0	0	0	0
100-4130-552.53-21	Electrical Supplies	37	63	0	137	0	0
100-4132-552.53-21	Electrical Supplies	233	135	0	0	0	0
100-4133-552.53-21	Electrical Supplies	0	19	0	0	0	0
100-4134-521.53-21	Electrical Supplies	39	570	0	0	0	0
100-4101-533.53-23	Salt & Ice Control	0	166	0	0	0	0
100-4101-533.53-24	Signs & Supplies	1,999	3,927	15,000	150-	0	0
100-4124-531.53-24	Signs & Supplies	4,098	5,398	0	8,346	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Operational Supplies	141,432	168,792	241,100	191,606	185,025	265,000
100-4101-533.56-02	Conferences & Seminars	0	2,835	0	0	0	0
LEVEL	TEXT		TEXT AMT				
DEPT	ASSETWORKS		1,300				
	BUDGET BALANCING ADJUSTMENT		1,300-				
**	Travel	0	2,835	0	0	0	0
100-4101-533.57-01	Membership Dues	660	600	1,000	0	1,000	1,000
100-4101-533.57-02	Registration Fees	869	613	4,500	1,295	4,500	1,700
LEVEL	TEXT		TEXT AMT				
DEPT	ASSETWORKS		1,300				
	OTHER TRAINING		1,700				
	BUDGET BALANCING ADJUSTMENT		1,300-				
			1,700				
100-4118-531.57-02	Registration Fees	0	0	0	0	0	1,700
LEVEL	TEXT		TEXT AMT				
DEPT	ASSETWORKS		1,300				
	CEU 22*8		1,600				
	MISC		100				
	BUDGET BALANCING ADJUSTMENT		1,300-				
			1,700				
**	Education & Training	1,529	1,213	5,500	1,295	5,500	4,400
100-4101-533.58-01	Certification-Permits-Lic	325	579	4,860	26	4,160	2,000
LEVEL	TEXT		TEXT AMT				
DEPT	LICENSES - BOILER, HVAC, CDL						
100-4103-533.58-01	Certification-Permits-Lic	485	497	0	497	500	0
100-4108-555.58-01	Certification-Permits-Lic	51	0	0	0	0	0
100-4110-521.58-01	Certification-Permits-Lic	153	0	0	0	0	0
100-4118-531.58-01	Certification-Permits-Lic	0	0	0	0	0	200
LEVEL	TEXT		TEXT AMT				
DEPT	INCLUDES CDL RENEWAL						
**	Regulatory Expenses	1,014	1,076	4,860	523	4,660	2,200
100-4101-533.59-02	Other	0	0	400	0	400	0
100-4118-531.59-02	Other	0	0	0	0	0	400
LEVEL	TEXT		TEXT AMT				
DEPT	ELECTRICAL GLOVES		400				
			400				
**	Testing	0	0	400	0	400	400

BUDGET PREPARATION WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4101-533.60-01	Clothing/Uniforms	433	644	1,000	350	200	0
100-4101-533.60-02	Safety Equipment	196	75	0	72	1,000	1,000
100-4118-531.60-02	Safety Equipment	0	0	0	0	0	500
**	Safety Supplies	629	719	1,000	422	1,200	1,500
100-4101-533.70-01	Furniture & Fixtures	0	0	800	0	800	0
100-4101-533.70-02	Vehicles	0	0	1,000	0	1,000	0
100-4101-533.70-03	Equipment	821	4	91,000	9,105	90,900	0
100-4109-552.70-03	Equipment	26,188	0	0	0	0	0
100-4101-533.70-04	Infrastructure	0	16,570	0	26	100	0
100-4101-533.70-05	Other	0	26	0	6,123	0	0
**	Capital Items	27,009	16,600	92,800	15,254	92,800	0
100-4101-533.91-00	Operating Transfer Out	0	641,000	0	0	0	0
**	Operating Transfer Out	0	641,000	0	0	0	0
***	Building & Electrical	2,459,770	3,281,750	3,469,119	3,067,063	3,200,389	3,502,845

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Sanitation & Streets							
100-4201-535.11-01	Salary & Wages	247,149	222,437	2,639,368	649,155	1,168,756	2,533,899

LEVEL	TEXT	TEXT AMT
DEPT	NO FUNDING FOR 3 TRUCK DRIVERS IN 2020	
	PAY-$140,026	
	HEALTH INS-$47,268	
	LIFE INS-$360	
	DENTAL INS-$3,780	
	FICA-$8,682	
	MED-$2,030	
	WRS-$9,452	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(211,598)	

100-4202-535.11-01	Salary & Wages	603,899	623,851	0	639,033	0	0
100-4203-535.11-01	Salary & Wages	228	0	0	0	0	0
100-4207-535.11-01	Salary & Wages	47	0	0	0	0	0
100-4212-531.11-01	Salary & Wages	79,476	145,168	0	185,820	0	0
100-4218-531.11-01	Salary & Wages	145,200	137,613	0	105,178	450,000	0
100-4225-532.11-01	Salary & Wages	8,203	3,563	0	18,144	0	0
100-4270-535.11-01	Salary & Wages	76,858-	66,856-	65,000-	72,923-	0	66,000-
100-4271-535.11-01	Salary & Wages	76,858	68,138	0	73,674	0	0
100-4272-535.11-01	Salary & Wages	148,671-	92,859-	120,000-	76,999-	0	100,000-
100-4273-535.11-01	Salary & Wages	148,671	93,299	0	85,605	0	0
100-4274-535.11-01	Salary & Wages	406,753-	319,711-	375,000-	236,276-	0	235,000-
100-4275-535.11-01	Salary & Wages	406,753	317,419	0	284,791	0	0
100-4276-535.11-01	Salary & Wages	263,249-	273,819-	300,000-	231,073-	0	250,000-
100-4277-535.11-01	Salary & Wages	263,249	283,596	0	261,840	0	0
100-4278-535.11-01	Salary & Wages	0	1,106-	0	0	0	0
100-4279-535.11-01	Salary & Wages	0	880	0	0	0	0
100-4282-535.11-01	Salary & Wages	3,051-	3,391-	0	0	0	0
100-4283-535.11-01	Salary & Wages	3,051	3,391	0	0	0	0
100-4299-533.11-01	Salary & Wages	1,194	1,652	0	0	0	0
100-4299-535.11-01	Salary & Wages	1,438	0	0	0	0	0
100-4201-535.11-02	Vacation	189,151	155,641	0	0	0	0
100-4270-535.11-02	Vacation	0	13-	0	0	0	0
100-4271-535.11-02	Vacation	0	13	0	0	0	0
100-4272-535.11-02	Vacation	429-	0	0	0	0	0
100-4273-535.11-02	Vacation	429	0	0	0	0	0
100-4276-535.11-02	Vacation	1,556-	0	0	0	0	0
100-4277-535.11-02	Vacation	1,556	0	0	0	0	0
100-4201-535.11-03	Holidays	117,550	107,558	0	0	0	0
100-4270-535.11-03	Holidays	0	26-	0	0	0	0
100-4271-535.11-03	Holidays	0	13	0	0	0	0
100-4272-535.11-03	Holidays	849-	434-	0	0	0	0
100-4273-535.11-03	Holidays	849	217	0	0	0	0
100-4274-535.11-03	Holidays	368-	0	0	0	0	0
100-4275-535.11-03	Holidays	368	0	0	0	0	0
100-4276-535.11-03	Holidays	1,667-	778-	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4277-535.11-03	Holidays	1,667	389	0	0	0	0
100-4201-535.11-04	Sick Leave	105,280	67,520	0	0	0	0
100-4270-535.11-04	Sick Leave	0	50-	0	0	0	0
100-4271-535.11-04	Sick Leave	0	50	0	0	0	0
100-4274-535.11-04	Sick Leave	50-	0	0	0	0	0
100-4275-535.11-04	Sick Leave	50	87	0	0	0	0
100-4277-535.11-04	Sick Leave	0	31	0	0	0	0
100-4201-535.11-06	Funeral Leave	5,087	4,269	0	0	0	0
100-4201-535.11-07	Jury Duty	1,161	2,030	0	0	0	0
100-4201-535.11-08	Injury Time-Workers Comp	15,093	8,473	0	491-	0	0
100-4271-535.11-08	Injury Time-Workers Comp	0	27	0	0	0	0
100-4276-535.11-08	Injury Time-Workers Comp	0	19-	0	0	0	0
100-4277-535.11-08	Injury Time-Workers Comp	0	19	0	0	0	0
100-4201-535.11-12	Comp Time Used	32,739	52,896	0	0	0	0
100-4274-535.11-12	Comp Time Used	49-	0	0	0	0	0
100-4275-535.11-12	Comp Time Used	49	0	0	0	0	0
100-4276-535.11-12	Comp Time Used	99-	238-	0	0	0	0
100-4277-535.11-12	Comp Time Used	99	238	0	0	0	0
100-4201-535.11-20	Est hourly labor - budget	144,373-	193,622-	0	0	0	0
**	Regular Employees	1,408,522	1,347,556	1,779,368	1,685,478	1,618,756	1,882,899
100-4201-535.12-01	Prov. Salary & Wages	211	317	34,580	293	300	49,857

LEVEL	TEXT	TEXT AMT
DEPT	REDUCE PROVISIONALS:	
	PAY-$7,889	
	FICA-$489	
	MED-$114	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(8,492)	

100-4202-535.12-01	Prov. Salary & Wages	298	895	0	2,093	0	0
100-4212-531.12-01	Salary & Wages	0	4,413	0	24	0	0
100-4218-531.12-01	Salary & Wages	11,302	13,177	0	9,408	33,000	0
100-4225-532.12-01	Prov. Salary & Wages	4	0	0	60	0	0
100-4270-535.12-01	Prov. Salary & Wages	220-	249-	0	150-	0	0
100-4271-535.12-01	Prov. Salary & Wages	220	249	0	150	0	0
100-4274-535.12-01	Prov. Salary & Wages	9,565-	10,180-	0	12,168-	0	0
100-4275-535.12-01	Prov. Salary & Wages	9,565	10,180	0	12,168	0	0
100-4276-535.12-01	Prov. Salary & Wages	533-	0	0	0	0	0
100-4277-535.12-01	Prov. Salary & Wages	533	0	0	0	0	0
100-4278-535.12-01	Prov. Salary & Wages	37-	120-	0	0	0	0
100-4279-535.12-01	Prov. Salary & Wages	37	120	0	0	0	0
100-4280-535.12-01	Prov. Salary & Wages	9-	0	0	0	0	0
100-4281-535.12-01	Prov. Salary & Wages	9	0	0	0	0	0
**	Provisional Employees-PT	11,815	18,802	34,580	11,878	33,300	49,857
100-4201-535.13-01	Overtime Pay	29,811	87,056	85,001	61,323	85,000	191,853
100-4202-535.13-01	Overtime Pay	16,373	18,804	0	19,502	0	0
100-4212-531.13-01	Overtime Pay	34,071	42,927	0	73,737	0	0
100-4218-531.13-01	Overtime Pay	42	291	0	489	70,000	0
100-4225-532.13-01	Overtime Pay	26	490	0	1,005	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4270-535.13-01	Overtime Pay	1,584-	1,235-	0	1,160-	0	0
100-4271-535.13-01	Overtime Pay	1,584	674	0	1,160	0	0
100-4272-535.13-01	Overtime Pay	416-	693-	0	1,105-	0	0
100-4273-535.13-01	Overtime Pay	416	692	0	1,105	0	0
100-4274-535.13-01	Overtime Pay	1,659-	847-	0	1,894-	0	0
100-4275-535.13-01	Overtime Pay	1,659	898	0	2,091	0	0
100-4276-535.13-01	Overtime Pay	7,296-	10,778-	0	6,073-	0	0
100-4277-535.13-01	Overtime Pay	7,296	11,705	0	10,232	0	0
100-4282-535.13-01	Overtime Pay	0	39-	0	0	0	0
100-4283-535.13-01	Overtime Pay	0	39	0	0	0	0
**	Overtime	80,323	149,984	85,001	160,412	155,000	191,853
100-4201-535.14-01	Out of Class Pay	10	0	1,880	0	0	0
100-4218-531.14-01	Out of Class Pay	0	0	0	0	1,000	0
100-4201-535.14-02	Task Rate	439	771	55,439	65	67,000	0
100-4202-535.14-02	Task Rate	15,414	14,795	0	14,872	0	0
100-4225-532.14-02	Task Rate	6	0	0	0	0	0
100-4276-535.14-02	Task Rate	6,045-	6,710-	0	5,752-	0	0
100-4277-535.14-02	Task Rate	6,045	6,962	0	6,440	0	0
100-4299-533.14-02	Task Rate	20	0	0	0	0	0
100-4299-535.14-02	Task Rate	29	0	0	0	0	0
100-4201-535.14-04	Watch Duty	5,660	5,515	9,760	5,605	0	0
**	Misc Additional Pays	21,578	21,333	67,079	21,230	68,000	0
100-4201-535.21-01	Health Insurance	223,662	205,960	940,865	180,449	556,216	856,100
100-4202-535.21-01	Health Insurance	202,689	224,684	0	206,357	0	0
100-4203-535.21-01	Health Insurance	83	0	0	0	0	0
100-4207-535.21-01	Health Insurance	13	0	0	0	0	0
100-4212-531.21-01	Health Insurance	23,659	51,174	0	72,320	0	0
100-4218-531.21-01	Health Insurance	39,648	35,137	0	28,484	0	0
100-4225-532.21-01	Health Insurance	2,685	1,368	0	6,587	0	0
100-4270-535.21-01	Health Insurance	23,803-	21,238-	19,600-	23,848-	0	20,000-
100-4271-535.21-01	Health Insurance	23,803	21,236	0	24,149	0	0
100-4272-535.21-01	Health Insurance	41,606-	29,112-	36,000-	18,136-	0	30,000-
100-4273-535.21-01	Health Insurance	41,606	28,485	0	20,297	0	0
100-4274-535.21-01	Health Insurance	117,826-	89,933-	112,500-	70,671-	0	66,500-
100-4275-535.21-01	Health Insurance	117,826	89,545	0	87,363	0	0
100-4276-535.21-01	Health Insurance	92,681-	87,943-	105,600-	62,975-	0	75,000-
100-4277-535.21-01	Health Insurance	92,681	89,634	0	73,396	0	0
100-4278-535.21-01	Health Insurance	0	357-	0	0	0	0
100-4279-535.21-01	Health Insurance	0	284	0	0	0	0
100-4282-535.21-01	Health Insurance	923-	1,191-	0	0	0	0
100-4283-535.21-01	Health Insurance	923	1,191	0	0	0	0
100-4299-533.21-01	Health Insurance	470	532	0	0	0	0
100-4299-535.21-01	Health Insurance	605	0	0	0	0	0
100-4201-535.21-04	Life Insurance	1,928	1,767	6,472	1,828	4,192	6,853
100-4202-535.21-04	Life Insurance	1,191	1,509	0	1,720	0	0
100-4203-535.21-04	Life Insurance	1	0	0	0	0	0
100-4212-531.21-04	Life Insurance	135	466	0	607	0	0
100-4218-531.21-04	Life Insurance	399	364	0	322	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4225-532.21-04	Life Insurance	15	9	0	29	0	0
100-4270-535.21-04	Life Insurance	254-	231-	180-	210-	0	200-
100-4271-535.21-04	Life Insurance	254	240	0	214	0	0
100-4272-535.21-04	Life Insurance	430-	258-	400-	109-	0	250-
100-4273-535.21-04	Life Insurance	430	280	0	121	0	0
100-4274-535.21-04	Life Insurance	1,349-	1,001-	1,000-	727-	0	450-
100-4275-535.21-04	Life Insurance	1,349	1,022	0	897	0	0
100-4276-535.21-04	Life Insurance	779-	560-	700-	368-	0	450-
100-4277-535.21-04	Life Insurance	779	633	0	428	0	0
100-4278-535.21-04	Life Insurance	0	2-	0	0	0	0
100-4279-535.21-04	Life Insurance	0	2	0	0	0	0
100-4282-535.21-04	Life Insurance	10-	6-	0	0	0	0
100-4283-535.21-04	Life Insurance	10	6	0	0	0	0
100-4299-533.21-04	Life Insurance	3	5	0	0	0	0
100-4299-535.21-04	Life Insurance	2	0	0	0	0	0
100-4201-535.21-07	Dental Insurance	14,921	13,021	54,310	12,374	25,000	54,468
100-4202-535.21-07	Dental Insurance	12,274	13,435	0	13,706	0	0
100-4203-535.21-07	Dental Insurance	6	0	0	0	0	0
100-4207-535.21-07	Dental Insurance	1	0	0	0	0	0
100-4212-531.21-07	Dental Insurance	1,605	3,354	0	4,640	0	0
100-4218-531.21-07	Dental Insurance	2,653	2,361	0	1,777	0	0
100-4225-532.21-07	Dental Insurance	176	93	0	431	0	0
100-4270-535.21-07	Dental Insurance	1,594-	1,356-	1,300-	1,393-	0	1,300-
100-4271-535.21-07	Dental Insurance	1,594	1,356	0	1,411	0	0
100-4272-535.21-07	Dental Insurance	2,896-	1,981-	2,600-	1,033-	0	2,000-
100-4273-535.21-07	Dental Insurance	2,896	1,925	0	1,151	0	0
100-4274-535.21-07	Dental Insurance	8,211-	5,790-	8,000-	4,343-	0	4,000-
100-4275-535.21-07	Dental Insurance	8,211	5,748	0	5,358	0	0
100-4276-535.21-07	Dental Insurance	5,800-	4,491-	5,300-	3,700-	0	4,000-
100-4277-535.21-07	Dental Insurance	5,800	4,612	0	4,218	0	0
100-4278-535.21-07	Dental Insurance	0	22-	0	0	0	0
100-4279-535.21-07	Dental Insurance	0	18	0	0	0	0
100-4282-535.21-07	Dental Insurance	65-	77-	0	0	0	0
100-4283-535.21-07	Dental Insurance	65	77	0	0	0	0
100-4299-533.21-07	Dental Insurance	29	37	0	0	0	0
100-4299-535.21-07	Dental Insurance	37	0	0	0	0	0
**	Insurance	528,890	556,021	708,467	563,121	585,408	713,271
100-4201-535.22-01	Social Secrty-OASDI 6.2%	45,457	41,780	169,455	42,849	111,306	166,456
100-4202-535.22-01	Social Secrty-OASDI 6.2%	38,162	39,858	0	39,934	0	0
100-4203-535.22-01	Social Secrty-OASDI 6.2%	13	0	0	0	0	0
100-4207-535.22-01	Social Secrty-OASDI 6.2%	3	0	0	0	0	0
100-4212-531.22-01	Social Secrty-OASDI 6.2%	6,891	11,595	0	15,586	0	0
100-4218-531.22-01	Social Secrty-OASDI 6.2%	9,398	9,134	0	6,917	0	0
100-4225-532.22-01	Social Secrty-OASDI 6.2%	491	241	0	1,136	0	0
100-4270-535.22-01	Social Secrty-OASDI 6.2%	4,685-	4,093-	4,030-	4,409-	0	4,030-
100-4271-535.22-01	Social Secrty-OASDI 6.2%	4,685	4,139	0	4,453	0	0
100-4272-535.22-01	Social Secrty-OASDI 6.2%	8,913-	5,554-	7,440-	4,694-	0	5,500-
100-4273-535.22-01	Social Secrty-OASDI 6.2%	8,913	5,567	0	5,211	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4274-535.22-01	Social Secrty-OASDI 6.2%	25,089-	19,897-	23,250-	14,958-	0	14,600-
100-4275-535.22-01	Social Secrty-OASDI 6.2%	25,089	19,770	0	17,844	0	0
100-4276-535.22-01	Social Secrty-OASDI 6.2%	16,672-	17,400-	18,600-	14,392-	0	15,500-
100-4277-535.22-01	Social Secrty-OASDI 6.2%	16,672	18,040	0	16,497	0	0
100-4278-535.22-01	Social Secrty-OASDI 6.2%	2-	73-	0	0	0	0
100-4279-535.22-01	Social Secrty-OASDI 6.2%	2	60	0	0	0	0
100-4280-535.22-01	Social Secrty-OASDI 6.2%	1-	0	0	0	0	0
100-4281-535.22-01	Social Secrty-OASDI 6.2%	1	0	0	0	0	0
100-4282-535.22-01	Social Secrty-OASDI 6.2%	182-	204-	0	0	0	0
100-4283-535.22-01	Social Secrty-OASDI 6.2%	182	204	0	0	0	0
100-4299-533.22-01	Social Secrty-OASDI 6.2%	71	98	0	0	0	0
100-4299-535.22-01	Social Secrty-OASDI 6.2%	86	0	0	0	0	0
100-4201-535.22-02	Social Security-HI 1.45%	10,630	9,771	39,631	10,020	19,642	38,929
100-4202-535.22-02	Social Security-HI 1.45%	8,925	9,322	0	9,340	0	0
100-4203-535.22-02	Social Security-HI 1.45%	3	0	0	0	0	0
100-4207-535.22-02	Social Security-HI 1.45%	1	0	0	0	0	0
100-4212-531.22-02	Social Security-HI 1.45%	1,612	2,712	0	3,646	0	0
100-4218-531.22-02	Social Security-HI 1.45%	2,198	2,136	0	1,618	0	0
100-4225-532.22-02	Social Security-HI 1.45%	115	56	0	266	0	0
100-4270-535.22-02	Social Security-HI 1.45%	1,096-	957-	942-	1,031-	0	940-
100-4271-535.22-02	Social Security-HI 1.45%	1,096	968	0	1,041	0	0
100-4272-535.22-02	Social Security-HI 1.45%	2,084-	1,299-	1,740-	1,098-	0	1,300-
100-4273-535.22-02	Social Security-HI 1.45%	2,084	1,302	0	1,219	0	0
100-4274-535.22-02	Social Security-HI 1.45%	5,868-	4,653-	5,440-	3,499-	0	3,400-
100-4275-535.22-02	Social Security-HI 1.45%	5,868	4,624	0	4,174	0	0
100-4276-535.22-02	Social Security-HI 1.45%	3,899-	4,070-	4,350-	3,366-	0	3,600-
100-4277-535.22-02	Social Security-HI 1.45%	3,899	4,219	0	3,858	0	0
100-4278-535.22-02	Social Security-HI 1.45%	1-	17-	0	0	0	0
100-4279-535.22-02	Social Security-HI 1.45%	1	14	0	0	0	0
100-4282-535.22-02	Social Security-HI 1.45%	43-	48-	0	0	0	0
100-4283-535.22-02	Social Security-HI 1.45%	43	48	0	0	0	0
100-4299-533.22-02	Social Security-HI 1.45%	17	23	0	0	0	0
100-4299-535.22-02	Social Security-HI 1.45%	20	0	0	0	0	0
**	Payroll Taxes	124,093	127,416	143,294	138,162	130,948	156,515
100-4201-535.23-01	Retirement-General	52,650	46,858	182,839	46,639	115,595	181,531
100-4202-535.23-01	Retirement-General	43,493	44,673	0	44,021	0	0
100-4203-535.23-01	Retirement-General	15	0	0	0	0	0
100-4207-535.23-01	Retirement-General	3	0	0	0	0	0
100-4212-531.23-01	Retirement-General	7,743	12,607	0	17,066	0	0
100-4218-531.23-01	Retirement-General	9,887	9,251	0	6,935	0	0
100-4225-532.23-01	Retirement-General	560	272	0	1,255	0	0
100-4270-535.23-01	Retirement-General	5,336-	4,570-	4,260-	4,856-	0	4,300-
100-4271-535.23-01	Retirement-General	5,336	4,619	0	4,906	0	0
100-4272-535.23-01	Retirement-General	10,226-	6,282-	7,860-	5,118-	0	6,300-
100-4273-535.23-01	Retirement-General	10,226	6,297	0	5,689	0	0
100-4274-535.23-01	Retirement-General	27,810-	21,461-	24,560-	15,606-	0	15,750-
100-4275-535.23-01	Retirement-General	27,810	21,316	0	18,820	0	0
100-4276-535.23-01	Retirement-General	18,952-	19,330-	19,650-	15,806-	0	17,000-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4277-535.23-01	Retirement-General	18,952	20,031	0	18,157	0	0
100-4278-535.23-01	Retirement-General	0	74-	0	0	0	0
100-4279-535.23-01	Retirement-General	0	59	0	0	0	0
100-4282-535.23-01	Retirement-General	207-	230-	0	0	0	0
100-4283-535.23-01	Retirement-General	207	230	0	0	0	0
100-4299-533.23-01	Retirement-General	82	111	0	0	0	0
100-4299-535.23-01	Retirement-General	99	0	0	0	0	0
**	Retirement	114,532	114,377	126,509	122,102	115,595	138,181
100-4201-535.30-02	Consultants	90	0	3,500	0	0	0
100-4201-535.30-04	Other	0	0	28,000	0	32,000	15,534

LEVEL	TEXT	TEXT AMT
DEPT	PORTAJOHN AT MORGAN MAY-SEPT	534
	OTHER INCLUDING FABRICATION FOR PACKERS AND COMPACTORS	15,000
		15,534

100-4202-535.30-04	Other	28,645	34,310	0	31,260	0	0
100-4203-535.30-04	Other	506	0	0	1,392	0	0
100-4218-531.30-04	Other	0	0	0	0	0	10,500

LEVEL	TEXT	TEXT AMT
DEPT	POSSIBLE CONVEYOR SALT DOME FABRICATION OF PLOWS AND SALTERS	

**	Professional Services	29,241	34,310	31,500	32,652	32,000	26,034
100-4201-535.41-01	Water	0	0	0	0	15,000	15,000

LEVEL	TEXT	TEXT AMT
DEPT	TRANSFER STATION	15,000
		15,000

100-4201-535.41-02	Storm Water	13,327	16,563	15,000	0	37,300	40,000

LEVEL	TEXT	TEXT AMT
DEPT	AYRES	

100-4201-535.41-04	Electric	0	0	2,600	0	3,600	3,710
100-4208-535.41-04	Electric	3,397	3,596	0	3,453	0	0
100-4201-535.41-06	Telephone	2,223	3,223	4,500	3,641	3,500	3,500

LEVEL	TEXT	TEXT AMT
DEPT	FUTURE IPAD USE FOR ASSETWORKS (APPROX 7-8)	

100-4218-531.41-06	Telephone	0	0	0	0	0	2,500

LEVEL	TEXT	TEXT AMT
DEPT	FUTURE IPAD USE ASSETWORKS (APPROX 6 DATA PLANS)	2,500
		2,500

100-4201-535.41-08	Rodent & Pest Control	0	0	0	0	4,446	5,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
LEVEL	TEXT		TEXT AMT				
DEPT	ONE TIME PAYMENT		5,000				
			5,000				
100-4202-535.41-08	Rodent & Pest Control	4,174	0	0	4,495	0	0
100-4201-535.41-09	Dumping Fees	0	0	0	0	1,200	1,500
LEVEL	TEXT		TEXT AMT				
DEPT	TIRES AND ROLL OFF EXCHANGE		1,500				
			1,500				
100-4203-535.41-09	Dumping Fees	176	0	0	0	0	0
100-4204-535.41-09	Dumping Fees	500	0	0	0	0	0
100-4235-535.41-09	Dumping Fees	763	346	0	0	0	0
100-4238-535.41-09	Dumping Fees	3,456	2,897	0	3,411	0	0
**	Utility Services	28,016	26,625	22,100	15,000	65,046	71,210
100-4201-535.43-02	Equipment Rental from PW	0	0	461,738	0	462,438	0
100-4202-535.43-02	Equipment Rental from PW	138,437	163,480	0	89,672	0	0
100-4212-531.43-02	Equipment Rental from PW	7,274	0	0	0	0	0
100-4218-531.43-02	Equipment Rental from PW	277,427	265,920	0	172,435	0	0
100-4201-535.43-03	Other	526	445	700	623	0	0
**	Rentals	423,664	429,845	462,438	262,730	462,438	0
100-4201-535.44-03	Vehicles	742	687	0	430	0	0
100-4201-535.44-07	Accident Damages-repair	59	0	1,000	0	1,000	1,000
100-4212-531.44-07	Accident Damages-repair	36	0	0	0	0	0
100-4201-535.44-08	Other	2	44	2,300	8	2,300	70,050
100-4218-531.44-08	Other	0	0	0	0	0	112,759
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET ESTIMATE FOR EQUIP REPAIR COSTS		163,450				
	BUDGET BALANCING ADJUSTMENT		128,450-				
			35,000				
**	Repair & Maintenance	839	731	3,300	438	3,300	183,809
100-4201-535.51-02	Office Supplies	1,448	1,796	1,700	938	1,700	1,050
100-4218-531.51-02	Office Supplies	0	0	0	0	0	1,050
100-4201-535.51-03	Photo Supplies	434	245	400	0	400	0
100-4201-535.51-06	Custodial Supplies	39	40	0	0	0	0
100-4201-535.51-07	Cleaning & Laundry Suppl	5,872	4,658	3,000	6,096	3,000	0
100-4201-535.51-08	Hand & Shop Tools	7,095	5,494	9,000	3,727	9,000	0
100-4201-535.51-09	Other	2,411	2,033	0	258	0	2,400
LEVEL	TEXT		TEXT AMT				
DEPT	INCLUDES GLOVES, SPEEDY DRY						
100-4203-535.51-09	Other	7	0	0	0	0	0
100-4218-531.51-09	Other	0	0	0	0	0	9,600
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	COVERALLS FROM CINTAS			5,000			
	CONCRETE MIXER			4,000			
	MISC			600			
				9,600			
**	General Supplies	17,306	14,266	14,100	11,019	14,100	14,100
100-4218-531.52-01	Subscriptions	0	0	0	0	0	175
LEVEL	TEXT			TEXT AMT			
DEPT	WEATHER RADAR APP			50			
	APWA MATERIALS			125			
				175			
**	Books & Periodicals	0	0	0	0	0	175
100-4201-535.53-01	Gasoline	0	0	0	0	0	70,050
100-4218-531.53-01	Gasoline	0	0	0	0	0	163,450
100-4201-535.53-02	Operational Supplies	0	16	0	0	0	5,000
LEVEL	TEXT			TEXT AMT			
DEPT	BASKETS						
100-4218-531.53-02	Operational Supplies	0	0	0	0	0	68,200
100-4201-535.53-04	Propane	69	0	500	550	500	0
100-4201-535.53-05	Chemicals	404	11	0	0	0	0
100-4201-535.53-08	Concrete & Cement	17,067	18,689	10,000	10,842	10,000	0
100-4218-531.53-08	Concrete & Cement	15	0	0	0	0	0
100-4219-531.53-08	Concrete & Cement	2,263	0	0	0	0	0
100-4201-535.53-09	Asphalt & Road Oils	34,511	41,323	45,000	25,502	45,000	0
100-4218-531.53-09	Asphalt & Road Oils	2,419	0	0	0	0	0
100-4219-531.53-09	Asphalt & Road Oils	2,376	0	0	0	0	0
100-4201-535.53-10	Sand, Stone, & Gravel	14	198	2,000	0	2,000	0
100-4201-535.53-12	Lumber & Bldg Supplies	86	505	1,000	538	1,000	0
100-4201-535.53-16	Landscaping Materials	58	0	200	0	200	0
100-4212-531.53-16	Landscaping Materials	292	216	0	0	0	0
100-4201-535.53-23	Salt & Ice Control	4,323	6,775	355,690	10,172	355,690	0
100-4213-531.53-23	Salt & Ice Control	162,869	249,522	0	313,232	0	0
100-4218-531.53-23	Salt & Ice Control	0	0	0	0	0	350,000
100-4218-531.53-28	Brine	0	0	0	0	0	18,000
100-4201-535.53-53	Refuse Carts	0	0	0	0	0	10,000
LEVEL	TEXT			TEXT AMT			
DEPT	500 CARTS # $50			25,000			
	BUDGET BALANCING ADJUSTMENT (300 CARTS)			10,000-			
				15,000			
100-4239-533.53-53	Refuse Carts	0	0	0	26,839	0	0
**	Operational Supplies	226,766	317,255	414,390	387,675	414,390	684,700
100-4201-535.55-01	In-house (Print Shop)	283	0	0	0	0	0
100-4201-535.55-02	Out-sourced	2,214	4,503	0	4,497	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
LEVEL	TEXT		TEXT AMT				
DEPT	MAIL AND PRINT 21,000 REFUSE AND RECYCLING		4,500				
	BOOKLETS, SPLIT WITH SOLID WASTE						
	BUDGET BALANCING ADJUSTMENT		4,500-				
**	Printing	2,497	4,503	0	4,497	0	0
100-4201-535.57-01	Membership Dues	0	112	0	100	0	141
100-4201-535.57-02	Training Schools	0	1,147	1,000	110	1,000	3,466
LEVEL	TEXT		TEXT AMT				
DEPT	1 PERSON FOR ASSETWORKS		2,600				
	50% SUPT FOR APWA NATL		866				
			3,466				
100-4218-531.57-02	Registration Fees	0	0	0	0	0	5,104
LEVEL	TEXT		TEXT AMT				
DEPT	ASSETWORKS		2,600				
	APWA STATE ROADEO		444				
	APWA NATL ROADEO		2,494				
	50% APWA NATL FOR SUPT		866				
	BUDGET BALANCING ADJUSTMENT		1,300-				
			5,104				
**	Education & Training	0	1,259	1,000	210	1,000	8,711
100-4201-535.58-01	Certification-Permits-Lic	0	138	0	298	1,000	500
LEVEL	TEXT		TEXT AMT				
DEPT	INCLUDES CDL EXPENSES						
100-4218-531.58-01	Certification-Permits-Lic	0	0	0	0	300	500
LEVEL	TEXT		TEXT AMT				
DEPT	INCLUDES CDL RENEWALS						
**	Regulatory Expenses	0	138	0	298	1,300	1,000
100-4201-535.60-01	Clothing/Uniforms	4,128	4,189	2,500	3,836	0	0
100-4201-535.60-02	Safety Equipment	1,703	1,927	0	1,894	4,541	2,500
100-4218-531.60-02	Safety Equipment	0	0	0	0	500	2,500
**	Safety Supplies	5,831	6,116	2,500	5,730	5,041	5,000
100-4201-535.70-03	Equipment	1,511	0	0	0	0	0
**	Capital Items	1,511	0	0	0	0	0
100-4239-533.75-05	Residential Containers	10,618	8,633	0	0	0	0
**	Capital Outlay	10,618	8,633	0	0	0	0
***	Sanitation & Streets	3,036,042	3,179,170	3,895,626	3,422,632	3,705,622	4,127,315

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Forestry							
100-4301-533.11-01	Salary & Wages	140,282	144,829	775,442	293,559	697,607	784,954
100-4302-561.11-01	Salary & Wages	36,165	6,957	0	9,785	0	0
100-4303-552.11-01	Salary & Wages	15,015	24,179	0	41,078	0	0
100-4304-533.11-01	Salary & Wages	23,029	17,357	0	21,147	0	0
100-4305-531.11-01	Salary & Wages	48,899	56,592	0	37,701	0	0
100-4306-532.11-01	Salary & Wages	1,167	1,212	0	521	0	0
100-4307-532.11-01	Salary & Wages	7,528	7,872	0	9,522	0	0
100-4308-561.11-01	Salary & Wages	293,661	310,308	0	268,902	0	0
100-4370-533.11-01	Salary & Wages	134-	0	0	0	0	0
100-4371-533.11-01	Salary & Wages	134	0	0	0	0	0
100-4372-533.11-01	Salary & Wages	174-	0	0	0	0	0
100-4373-533.11-01	Salary & Wages	174	0	0	0	0	0
100-4374-533.11-01	Salary & Wages	1,185-	0	0	0	0	0
100-4375-533.11-01	Salary & Wages	1,185	0	0	0	0	0
100-4376-533.11-01	Salary & Wages	2,358-	0	0	0	0	0
100-4377-533.11-01	Salary & Wages	2,358	0	0	0	0	0
100-4378-533.11-01	Salary & Wages	5,252-	2,335-	5,000-	2,257-	0	0
100-4379-533.11-01	Salary & Wages	5,252	3,041	0	2,257	0	0
100-4380-533.11-01	Salary & Wages	9,501-	6,872-	15,000-	14,547-	0	15,000-
100-4381-533.11-01	Salary & Wages	9,501	9,921	0	15,001	0	0
100-4382-533.11-01	Salary & Wages	1,500-	3,399-	0	8,180-	0	0
100-4383-533.11-01	Salary & Wages	1,500	3,943	0	8,205	0	0
100-4301-533.11-02	Vacation	54,718	60,076	0	0	0	0
100-4301-533.11-03	Holidays	33,975	34,892	0	0	0	0
100-4301-533.11-04	Sick Leave	27,537	15,093	0	0	0	0
100-4301-533.11-06	Funeral Leave	198	196	0	0	0	0
100-4301-533.11-07	Jury Duty	0	193	0	0	0	0
100-4301-533.11-08	Injury Time-Workers Comp	382	223	0	0	0	0
100-4301-533.11-12	Comp Time Used	6,350	12,074	0	0	0	0
100-4301-533.11-20	Est hourly labor - budget	0	2,091-	0	0	0	0
**	Regular Employees	688,906	694,261	755,442	682,694	697,607	769,954
100-4301-533.12-01	Prov. Salary & Wages	2,032	5,530	143,105	2,806	133,105	150,616

LEVEL	TEXT	TEXT AMT
DEPT	REDUCE PROVISIONALS:	
	PAY-$8,058	
	FICA-$500	
	MED-$117	
	TOTAL BUDGET BALANCING ADJUSTMENT = $8,675	

100-4302-561.12-01	Salary & Wages	511	20	0	75	0	0
100-4303-552.12-01	Prov. Salary & Wages	14,808	21,730	0	22,133	0	0
100-4304-533.12-01	Prov. Salary & Wages	14,241	13,054	0	9,239	0	0
100-4305-531.12-01	Salary & Wages	52,555	50,108	0	50,494	0	0
100-4306-532.12-01	Prov. Salary & Wages	19,922	0	0	0	0	0
100-4307-532.12-01	Prov. Salary & Wages	10,508	12,052	0	11,909	0	0
100-4308-561.12-01	Salary & Wages	14,758	21,646	0	29,921	0	0
100-4370-533.12-01	Prov. Salary & Wages	1,029-	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4371-533.12-01	Prov. Salary & Wages	1,029	0	0	0	0	0
100-4374-533.12-01	Prov. Salary & Wages	114-	0	0	0	0	0
100-4375-533.12-01	Prov. Salary & Wages	114	0	0	0	0	0
100-4378-533.12-01	Prov. Salary & Wages	5,189-	5,091-	10,000-	2,357-	0	0
100-4379-533.12-01	Prov. Salary & Wages	5,189	5,091	0	2,357	0	0
100-4380-533.12-01	Prov. Salary & Wages	1,918-	1,810-	0	1,362-	0	0
100-4381-533.12-01	Prov. Salary & Wages	1,918	1,810	0	1,362	0	0
100-4382-533.12-01	Prov. Salary & Wages	912-	1,136-	0	2,246-	0	0
100-4383-533.12-01	Prov. Salary & Wages	912	1,136	0	2,246	0	0
**	Provisional Employees-PT	129,335	124,140	133,105	126,577	133,105	150,616
100-4301-533.13-01	Overtime Pay	4,369	9,158	6,000	8,495	13,000	6,469

LEVEL	TEXT	TEXT AMT
DEPT	REDUCE OVERTIME:	
	OT-$3,258	
	FICA-$202	
	MED-$47	
	WRS-$220	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(3,727)	

100-4302-561.13-01	Overtime Pay	67	9	0	77	0	0
100-4303-552.13-01	Overtime Pay	0	187	0	860	0	0
100-4304-533.13-01	Overtime Pay	0	124	0	31	0	0
100-4305-531.13-01	Overtime Pay	52	394	0	373	0	0
100-4307-532.13-01	Overtime Pay	0	254	0	0	0	0
100-4308-561.13-01	Overtime Pay	274	375	0	2,265	0	0
100-4378-533.13-01	Overtime Pay	0	0	0	18-	0	0
100-4379-533.13-01	Overtime Pay	0	0	0	18	0	0
100-4380-533.13-01	Overtime Pay	0	0	0	285-	0	0
100-4381-533.13-01	Overtime Pay	0	122	0	285	0	0
100-4382-533.13-01	Overtime Pay	25-	0	0	240-	0	0
100-4383-533.13-01	Overtime Pay	0	0	0	240	0	0
**	Overtime	4,737	10,623	6,000	12,101	13,000	6,469
100-4301-533.14-01	Out of Class Pay	0	0	1,200	0	0	0
100-4301-533.14-02	Task Rate	0	0	0	0	1,200	0
**	Misc Additional Pays	0	0	1,200	0	1,200	0
100-4301-533.21-01	Health Insurance	66,608	69,402	254,132	80,959	202,498	253,036
100-4302-561.21-01	Health Insurance	12,415	2,528	0	2,935	0	0
100-4303-552.21-01	Health Insurance	4,009	7,956	0	12,206	0	0
100-4304-533.21-01	Health Insurance	6,423	5,260	0	6,060	0	0
100-4305-531.21-01	Health Insurance	16,297	18,314	0	11,618	0	0
100-4306-532.21-01	Health Insurance	306	374	0	176	0	0
100-4307-532.21-01	Health Insurance	2,069	2,156	0	2,188	0	0
100-4308-561.21-01	Health Insurance	89,623	99,011	0	83,345	0	0
100-4370-533.21-01	Health Insurance	47-	0	0	0	0	0
100-4371-533.21-01	Health Insurance	47	0	0	0	0	0
100-4372-533.21-01	Health Insurance	50-	0	0	0	0	0
100-4373-533.21-01	Health Insurance	50	0	0	0	0	0
100-4374-533.21-01	Health Insurance	477-	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4375-533.21-01	Health Insurance	477	0	0	0	0	0
100-4376-533.21-01	Health Insurance	801-	0	0	0	0	0
100-4377-533.21-01	Health Insurance	801	0	0	0	0	0
100-4378-533.21-01	Health Insurance	1,228-	736-	0	656-	0	0
100-4379-533.21-01	Health Insurance	1,228	1,002	0	656	0	0
100-4380-533.21-01	Health Insurance	2,059-	2,345-	2,000-	5,088-	0	2,200-
100-4381-533.21-01	Health Insurance	2,059	3,539	0	5,260	0	0
100-4382-533.21-01	Health Insurance	557-	871-	0	2,554-	0	0
100-4383-533.21-01	Health Insurance	557	1,014	0	2,558	0	0
100-4301-533.21-04	Life Insurance	1,111	1,148	1,857	1,238	1,857	1,831
100-4302-561.21-04	Life Insurance	51	14	0	19	0	0
100-4303-552.21-04	Life Insurance	22	38	0	85	0	0
100-4304-533.21-04	Life Insurance	39	29	0	35	0	0
100-4305-531.21-04	Life Insurance	53	97	0	86	0	0
100-4306-532.21-04	Life Insurance	4	2	0	0	0	0
100-4307-532.21-04	Life Insurance	13	14	0	17	0	0
100-4308-561.21-04	Life Insurance	446	484	0	414	0	0
100-4376-533.21-04	Life Insurance	3-	0	0	0	0	0
100-4377-533.21-04	Life Insurance	3	0	0	0	0	0
100-4378-533.21-04	Life Insurance	1-	1-	0	4-	0	0
100-4379-533.21-04	Life Insurance	1	3	0	4	0	0
100-4380-533.21-04	Life Insurance	12-	20-	0	19-	0	930-
100-4381-533.21-04	Life Insurance	12	25	0	19	0	0
100-4382-533.21-04	Life Insurance	4-	7-	0	22-	0	0
100-4383-533.21-04	Life Insurance	4	9	0	23	0	0
100-4301-533.21-07	Dental Insurance	4,996	5,103	16,085	5,853	16,085	17,081
100-4302-561.21-07	Dental Insurance	803	164	0	226	0	0
100-4303-552.21-07	Dental Insurance	252	532	0	946	0	0
100-4304-533.21-07	Dental Insurance	406	356	0	501	0	0
100-4305-531.21-07	Dental Insurance	1,107	1,234	0	884	0	0
100-4306-532.21-07	Dental Insurance	21	26	0	12	0	0
100-4307-532.21-07	Dental Insurance	136	146	0	155	0	0
100-4308-561.21-07	Dental Insurance	5,895	6,575	0	5,639	0	0
100-4370-533.21-07	Dental Insurance	3-	0	0	0	0	0
100-4371-533.21-07	Dental Insurance	3	0	0	0	0	0
100-4372-533.21-07	Dental Insurance	5-	0	0	0	0	0
100-4373-533.21-07	Dental Insurance	5	0	0	0	0	0
100-4374-533.21-07	Dental Insurance	31-	0	0	0	0	0
100-4375-533.21-07	Dental Insurance	31	0	0	0	0	0
100-4376-533.21-07	Dental Insurance	51-	0	0	0	0	0
100-4377-533.21-07	Dental Insurance	51	0	0	0	0	0
100-4378-533.21-07	Dental Insurance	84-	50-	0	48-	0	0
100-4379-533.21-07	Dental Insurance	84	68	0	48	0	0
100-4380-533.21-07	Dental Insurance	130-	149-	0	371-	0	200-
100-4381-533.21-07	Dental Insurance	130	228	0	382	0	0
100-4382-533.21-07	Dental Insurance	36-	66-	0	162-	0	0
100-4383-533.21-07	Dental Insurance	36	75	0	162	0	0
**	Insurance	213,105	222,681	270,074	215,785	220,440	268,618

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4301-533.22-01	Social Secrty-OASDI 6.2%	16,761	17,063	56,010	18,443	49,552	56,768
100-4302-561.22-01	Social Secrty-OASDI 6.2%	2,183	427	0	591	0	0
100-4303-552.22-01	Social Secrty-OASDI 6.2%	1,822	2,794	0	3,873	0	0
100-4304-533.22-01	Social Secrty-OASDI 6.2%	2,266	1,851	0	1,834	0	0
100-4305-531.22-01	Social Secrty-OASDI 6.2%	6,166	6,496	0	5,395	0	0
100-4306-532.22-01	Social Secrty-OASDI 6.2%	1,305	72	0	31	0	0
100-4307-532.22-01	Social Secrty-OASDI 6.2%	1,101	1,235	0	1,311	0	0
100-4308-561.22-01	Social Secrty-OASDI 6.2%	18,478	19,875	0	17,946	0	0
100-4370-533.22-01	Social Secrty-OASDI 6.2%	72-	0	0	0	0	0
100-4371-533.22-01	Social Secrty-OASDI 6.2%	72	0	0	0	0	0
100-4372-533.22-01	Social Secrty-OASDI 6.2%	10-	0	0	0	0	0
100-4373-533.22-01	Social Secrty-OASDI 6.2%	10	0	0	0	0	0
100-4374-533.22-01	Social Secrty-OASDI 6.2%	77-	0	0	0	0	0
100-4375-533.22-01	Social Secrty-OASDI 6.2%	77	0	0	0	0	0
100-4376-533.22-01	Social Secrty-OASDI 6.2%	140-	0	0	0	0	0
100-4377-533.22-01	Social Secrty-OASDI 6.2%	140	0	0	0	0	0
100-4378-533.22-01	Social Secrty-OASDI 6.2%	636-	454-	930-	282-	0	0
100-4379-533.22-01	Social Secrty-OASDI 6.2%	636	496	0	282	0	0
100-4380-533.22-01	Social Secrty-OASDI 6.2%	694-	520-	930-	960-	0	800-
100-4381-533.22-01	Social Secrty-OASDI 6.2%	694	708	0	986	0	0
100-4382-533.22-01	Social Secrty-OASDI 6.2%	145-	275-	0	640-	0	0
100-4383-533.22-01	Social Secrty-OASDI 6.2%	145	308	0	642	0	0
100-4301-533.22-02	Social Security-HI 1.45%	3,920	3,990	13,099	4,313	13,099	13,277
100-4302-561.22-02	Social Security-HI 1.45%	511	100	0	138	0	0
100-4303-552.22-02	Social Security-HI 1.45%	426	654	0	906	0	0
100-4304-533.22-02	Social Security-HI 1.45%	530	433	0	429	0	0
100-4305-531.22-02	Social Security-HI 1.45%	1,442	1,519	0	1,261	0	0
100-4306-532.22-02	Social Security-HI 1.45%	305	17	0	7	0	0
100-4307-532.22-02	Social Security-HI 1.45%	258	289	0	306	0	0
100-4308-561.22-02	Social Security-HI 1.45%	4,321	4,648	0	4,197	0	0
100-4370-533.22-02	Social Security-HI 1.45%	17-	0	0	0	0	0
100-4371-533.22-02	Social Security-HI 1.45%	17	0	0	0	0	0
100-4372-533.22-02	Social Security-HI 1.45%	2-	0	0	0	0	0
100-4373-533.22-02	Social Security-HI 1.45%	2	0	0	0	0	0
100-4374-533.22-02	Social Security-HI 1.45%	18-	0	0	0	0	0
100-4375-533.22-02	Social Security-HI 1.45%	18	0	0	0	0	0
100-4376-533.22-02	Social Security-HI 1.45%	33-	0	0	0	0	0
100-4377-533.22-02	Social Security-HI 1.45%	33	0	0	0	0	0
100-4378-533.22-02	Social Security-HI 1.45%	149-	106-	200-	66-	0	0
100-4379-533.22-02	Social Security-HI 1.45%	149	116	0	66	0	0
100-4380-533.22-02	Social Security-HI 1.45%	162-	122-	200-	225-	0	150-
100-4381-533.22-02	Social Security-HI 1.45%	162	166	0	231	0	0
100-4382-533.22-02	Social Security-HI 1.45%	34-	64-	0	150-	0	0
100-4383-533.22-02	Social Security-HI 1.45%	34	72	0	150	0	0
**	Payroll Taxes	61,795	61,788	66,849	61,015	62,651	69,095
100-4301-533.23-01	Retirement-General	18,697	18,448	51,263	19,789	45,629	53,421
100-4302-561.23-01	Retirement-General	2,464	480	0	646	0	0
100-4303-552.23-01	Retirement-General	1,021	1,620	0	2,757	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4304-533.23-01	Retirement-General	1,565	1,163	0	1,387	0	0
100-4305-531.23-01	Retirement-General	3,322	3,792	0	2,495	0	0
100-4306-532.23-01	Retirement-General	79	81	0	34	0	0
100-4307-532.23-01	Retirement-General	512	527	0	625	0	0
100-4308-561.23-01	Retirement-General	19,985	20,837	0	17,771	0	0
100-4370-533.23-01	Retirement-General	9-	0	0	0	0	0
100-4371-533.23-01	Retirement-General	9	0	0	0	0	0
100-4372-533.23-01	Retirement-General	12-	0	0	0	0	0
100-4373-533.23-01	Retirement-General	12	0	0	0	0	0
100-4374-533.23-01	Retirement-General	81-	0	0	0	0	0
100-4375-533.23-01	Retirement-General	81	0	0	0	0	0
100-4376-533.23-01	Retirement-General	160-	0	0	0	0	0
100-4377-533.23-01	Retirement-General	160	0	0	0	0	0
100-4378-533.23-01	Retirement-General	357-	157-	980-	149-	0	0
100-4379-533.23-01	Retirement-General	357	204	0	149	0	0
100-4380-533.23-01	Retirement-General	646-	460-	980-	972-	0	800-
100-4381-533.23-01	Retirement-General	646	673	0	1,002	0	0
100-4382-533.23-01	Retirement-General	102-	228-	0	553-	0	0
100-4383-533.23-01	Retirement-General	102	264	0	554	0	0
**	Retirement	47,645	47,244	49,303	45,535	45,629	52,621
100-4301-533.30-04	Other	0	0	0	0	31,700	13,500

LEVEL	TEXT	TEXT AMT
DEPT	SOIL SCREENING	10,000
	DIGGERS	3,500
		13,500

**	Professional Services	0	0	0	0	31,700	13,500
100-4301-533.41-01	Water	960	1,670	2,500	0	6,500	6,500
100-4301-533.41-02	Storm Water	0	0	4,000	0	0	0
100-4303-552.41-02	Storm Water	2,313	2,333	0	2,326	0	0
100-4304-533.41-02	Storm Water	1,706	1,656	0	1,622	0	0
100-4301-533.41-06	Telephone/Internet	1,895	1,909	4,800	2,142	3,800	6,240

LEVEL	TEXT	TEXT AMT
DEPT	13 DEVICES @ $480	6,240
		6,240

100-4301-533.41-09	Dumping Fees	14,519	1,800	15,000	2,625	0	6,800

LEVEL	TEXT	TEXT AMT
DEPT	DISPOSAL OF ASH LOGS WITH EAB (NO FREE DISPOSAL)	6,800
		6,800

**	Utility Services	21,393	9,368	26,300	8,715	10,300	19,540
100-4301-533.43-02	Equipment Rental from PW	62,112	72,230	147,466	39,957	79,915	0
**	Rentals	62,112	72,230	147,466	39,957	79,915	0
100-4301-533.44-07	Accident Damages-repair	0	0	0	727	5,200	12,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4302-561.44-07	Accident Damages-repair	55	0	0	0	0	0
100-4308-561.44-07	Accident Damages-repair	9,725	15,565	0	6,500	0	0
100-4301-533.44-08	Other	2,844	3,043	6,000	3,036	0	48,316
**	Repair & Maintenance	12,624	18,608	6,000	10,263	5,200	60,316
100-4301-533.51-01	Postage	0	0	0	1,147	0	0
100-4301-533.51-02	Office Supplies	557	310	550	187	550	0
100-4301-533.51-08	Hand & Shop Tools	11,590	8,871	13,300	16,439	18,800	0
100-4301-533.51-09	Other	17,023	4,789	5,500	5,053	0	25,025

LEVEL	TEXT	TEXT AMT
DEPT	OFFICE	550
	HAND AND SHOP TOOLS	13,300
	OTHER (EAB SUPPLIES)	5,500
	SMALL POWER EQUIPMENT	5,675
		25,025

100-4302-561.51-09	Other	73	0	0	0	0	0
100-4305-531.51-09	Other	1,524	15	0	0	0	0
100-4308-561.51-09	Other	485	0	0	0	0	0
**	General Supplies	31,252	13,985	19,350	22,826	19,350	25,025
100-4301-533.52-01	Subscriptions	63	0	0	0	0	0
**	Books & Periodicals	63	0	0	0	0	0
100-4301-533.53-01	Gasoline	0	0	0	0	0	28,220
100-4301-533.53-02	Operational Supplies	0	0	0	0	0	96,810

LEVEL	TEXT	TEXT AMT
DEPT	CHEMICAL-EAB INJECTION AND OTHER	49,760
	LANDSCAPE MATERIALS	44,550
	PLUMBING/IRRIGATION	2,500
		96,810

100-4301-533.53-05	Chemicals	35,601	879	49,760	45,578	49,760	0
100-4302-561.53-05	Chemicals	931	0	0	0	0	0
100-4303-552.53-05	Chemicals	48	269	0	0	0	0
100-4304-533.53-05	Chemicals	631	1,072	0	0	0	0
100-4305-531.53-05	Chemicals	241	139	0	1,203	0	0
100-4308-561.53-05	Chemicals	467	1,701	0	0	0	0
100-4301-533.53-10	Sand, Stone, & Gravel	35	1,210	0	0	0	0
100-4303-552.53-10	Sand, Stone, & Gravel	0	502	0	0	0	0
100-4301-533.53-12	Lumber & Bldg Supplies	0	178	0	0	0	0
100-4301-533.53-16	Landscaping Materials	4,003-	6,224-	44,550	11,239-	44,550	0
100-4302-561.53-16	Landscaping Materials	28,880	44,078	0	73,583	0	0
100-4303-552.53-16	Landscaping Materials	320	2,032	0	2,987	0	0
100-4304-533.53-16	Landscaping Materials	4,290	2,195	0	2,763	0	0
100-4305-531.53-16	Landscaping Materials	15,874	18,275	0	10,288	0	0
100-4308-561.53-16	Landscaping Materials	5,302	5,585	0	2,876	0	0
100-4301-533.53-18	Plumbing Parts	0	0	2,500	100	2,500	0
100-4303-552.53-18	Plumbing Parts	484	191	0	254	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4304-533.53-18	Plumbing Parts	0	99	0	326	0	0
100-4305-531.53-18	Plumbing Parts	3,781	4,138	0	1,019	0	0
**	Operational Supplies	92,882	76,319	96,810	129,738	96,810	125,030
100-4301-533.57-01	Membership Dues	265	1,610	0	0	0	300
100-4301-533.57-02	Registration Fees	3,909	1,944	4,300	1,862	5,600	4,300

LEVEL	TEXT	TEXT AMT
EST	ASSETWORKS	1,300
	OTHER TRAINING	4,300
		5,600

LEVEL	TEXT	TEXT AMT
DEPT	ASSETWORKS	1,300
	OTHER TRIANING	4,300
	BUDGET BALANCING ADJUSTMENT	1,300-
		4,300

**	Education & Training	4,174	3,554	4,300	1,862	5,600	4,600
100-4301-533.58-01	Certification-Permits-Lic	0	0	0	74	0	100

LEVEL	TEXT	TEXT AMT
DEPT	INCLUDES FOR CDL RENEWAL	

**	Regulatory Expenses	0	0	0	74	0	100
100-4301-533.60-01	Clothing/Uniforms	3,225	3,652	0	2,713	465	0
100-4301-533.60-02	Safety Equipment	0	0	0	116	0	0
**	Safety Supplies	3,225	3,652	0	2,829	465	0
100-4301-533.70-03	Equipment	0	0	18,000	0	18,000	0
**	Capital Items	0	0	18,000	0	18,000	0
***	Forestry	1,373,248	1,358,453	1,600,199	1,359,971	1,440,972	1,565,484

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Inventory Services							
100-4401-533.11-01	Salary & Wages	93,930	82,494	91,019	96,975	94,024	65,492
LEVEL	TEXT		TEXT AMT				
DEPT	NO FUNDING-LEAD INVENTORY SPECIALIST POSITION						
	PAY-$58,859						
	HEALTH-$15,802						
	LIFE-$120						
	DENTAL-$1,264						
	FICA-$3,649						
	MED-$854						
	WRS-$3,973						
	TOTAL BUDGET BALANCING ADJUSTMENT = $(84,521)						
100-4401-533.11-02	Vacation	9,217	9,176	0	0	0	0
100-4401-533.11-03	Holidays	4,527	4,110	0	0	0	0
100-4401-533.11-04	Sick Leave	2,074	1,754	0	0	0	0
100-4401-533.11-08	Injury Time-Workers Comp	0	31	0	0	0	0
100-4401-533.11-12	Comp Time Used	57	821	0	0	0	0
**	Regular Employees	109,805	98,386	91,019	96,975	94,024	65,492
100-4401-533.12-01	Prov. Salary & Wages	0	470	0	125	125	0
**	Provisional Employees-PT	0	470	0	125	125	0
100-4401-533.13-01	Overtime Pay	8,015	1,804	2,000	65	2,000	2,253
LEVEL	TEXT		TEXT AMT				
DEPT	REDUCE OVERTIME:						
	OT-$1,758						
	FICA-$109						
	MED-$25						
	WRS-$119						
	TOTAL BUDGET BALANCING ADJUSTMENT = $(2,011)						
**	Overtime	8,015	1,804	2,000	65	2,000	2,253
100-4401-533.14-02	Task Rate	0	12	0	0	0	0
**	Misc Additional Pays	0	12	0	0	0	0
100-4401-533.21-01	Health Insurance	23,153	29,761	32,326	31,836	32,326	24,425
100-4401-533.21-04	Life Insurance	536	433	231	361	231	256
100-4401-533.21-07	Dental Insurance	1,654	1,724	2,011	1,977	2,011	1,584
**	Insurance	25,343	31,918	34,568	34,174	34,568	26,265
100-4401-533.22-01	Social Secrty-OASDI 6.2%	7,058	5,915	5,572	5,703	5,572	3,939
100-4401-533.22-02	Social Security-HI 1.45%	1,651	1,383	1,303	1,334	1,303	921
**	Payroll Taxes	8,709	7,298	6,875	7,037	6,875	4,860
100-4401-533.23-01	Retirement-General	7,799	6,683	6,093	6,365	6,093	4,573
**	Retirement	7,799	6,683	6,093	6,365	6,093	4,573
100-4401-533.30-04	Other	4,827	9,448	10,000	2,347	10,000	10,000
LEVEL	TEXT		TEXT AMT				
DEPT	FUEL ISLAND - BADGER OIL						
	PROTANIC						
**	Professional Services	4,827	9,448	10,000	2,347	10,000	10,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4401-533.32-04	Other	29	3,500	3,500	3,500	3,500	4,000
LEVEL	TEXT		TEXT AMT				
DEPT	MSDS ONLINE RENEWAL						
**	Maintenance Contracts	29	3,500	3,500	3,500	3,500	4,000
100-4401-533.41-06	Telephone/Internet	0	0	0	0	160	480
LEVEL	TEXT		TEXT AMT				
DEPT	1 PHONE @ $40/MTH						
**	Utility Services	0	0	0	0	160	480
100-4401-533.44-08	Other	71	0	0	0	0	100
LEVEL	TEXT		TEXT AMT				
DEPT	92 ONLY			100			
				100			
**	Repair & Maintenance	71	0	0	0	0	100
100-4401-533.51-01	Postage	0	0	0	0	0	100
100-4401-533.51-02	Office Supplies	413	718	2,000	545	2,000	1,000
LEVEL	TEXT		TEXT AMT				
DEPT	ORIGINAL BUDGET REQUEST			2,000			
	BUDGET BALANCING ADJUSTMENT			1,000-			
				1,000			
100-4401-533.51-06	Custodial Supplies	14	19	200	403	0	0
100-4401-533.51-08	Hand & Shop Tools	3	0	500	0	0	0
100-4401-533.51-09	Other	386	371	1,500	248	2,200	11,700
LEVEL	TEXT		TEXT AMT				
DEPT	OTHER INCLUDING NITRILE GLOVES, ICE PACK			2,200			
	BAR CODE SYSTEM			9,500			
				11,700			
**	General Supplies	816	1,108	4,200	1,196	4,200	12,800
100-4401-533.53-01	Gasoline	0	0	0	0	0	600
LEVEL	TEXT		TEXT AMT				
DEPT	92 ONLY			600			
				600			
**	Operational Supplies	0	0	0	0	0	600
100-4401-533.55-01	In-house (Print Shop)	0	0	250	0	100	0
LEVEL	TEXT		TEXT AMT				
DEPT	PRE AND POST TRIP BOOKLETS			100			
	BUDGET BALANCING ADJUSTMENT			100-			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Printing	0	0	250	0	100	0
100-4401-533.56-02	Conferences & Seminars	0	0	0	0	1,300	0

LEVEL	TEXT	TEXT AMT
DEPT	ASSETWORKS	1,300
	BUDGET BALANCING ADJUSTMENT	1,300-

**	Travel	0	0	0	0	1,300	0
100-4401-533.57-02	Registration Fees	0	0	0	0	1,300	0

LEVEL	TEXT	TEXT AMT
DEPT	ASSETWORKS SPLIT W/ B&S	1,300
	BUDGET BALANCING ADJUSTMENT	1,300-

**	Education & Training	0	0	0	0	1,300	0
100-4401-533.64-01	Inventory Adjustments	39	119	1,000	0	1,000	1,000
100-4401-533.64-03	Inv Freight Chg/Discounts	0	0	200	69	200	200
100-4401-533.64-06	Core Charges	240	0	0	0	0	0
**	Misc Adjustments/Expenses	279	119	1,200	69	1,200	1,200
100-4401-533.70-01	Furniture & Fixtures	0	0	350	0	0	0
**	Capital Items	0	0	350	0	0	0
***	Inventory Services	165,693	160,746	160,055	151,853	165,445	132,623

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Fleet Services							
100-4501-533.11-01	Salary & Wages	396,591	443,147	628,071	595,216	612,866	584,043
100-4502-533.11-01	Salary & Wages	14	0	0	0	0	0
100-4570-533.11-01	Salary & Wages	11,220-	0	0	0	0	0
100-4571-533.11-01	Salary & Wages	11,220	0	0	0	0	0
100-4572-533.11-01	Salary & Wages	4,725-	0	0	0	0	0
100-4573-533.11-01	Salary & Wages	4,725	0	0	0	0	0
100-4574-533.11-01	Salary & Wages	4,322-	0	0	0	0	0
100-4575-533.11-01	Salary & Wages	4,322	0	0	0	0	0
100-4576-533.11-01	Salary & Wages	5,694-	0	0	0	0	0
100-4577-533.11-01	Salary & Wages	5,694	0	0	0	0	0
100-4599-533.11-01	Salary & Wages	17,952	0	0	0	0	0
100-4501-533.11-02	Vacation	43,624	38,413	0	0	0	0
100-4501-533.11-03	Holidays	22,838	24,059	0	0	0	0
100-4501-533.11-04	Sick Leave	71,615	38,235	0	0	0	0
100-4501-533.11-06	Funeral Leave	759	0	0	0	0	0
100-4501-533.11-07	Jury Duty	0	1,146	0	0	0	0
100-4501-533.11-08	Injury Time-Workers Comp	98	2,703	0	0	0	0
100-4501-533.11-12	Comp Time Used	5,623	5,521	0	0	0	0
100-4501-533.11-20	Est hourly labor - budget	2,628-	0	0	0	0	0
**	Regular Employees	556,486	553,224	628,071	595,216	612,866	584,043
100-4501-533.12-01	Prov. Salary & Wages	0	18	0	0	0	0
**	Provisional Employees-PT	0	18	0	0	0	0
100-4501-533.13-01	Overtime Pay	13,528	15,405	8,600	10,591	11,000	8,343

LEVEL	TEXT	TEXT AMT
DEPT	REDUCE OVERTIME:	
	OT-$2,385	
	FICA-$148	
	MED-$35	
	WRS-$161	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(2,729)	

100-4570-533.13-01	Overtime Pay	323-	0	0	0	0	0
100-4571-533.13-01	Overtime Pay	323	0	0	0	0	0
100-4574-533.13-01	Overtime Pay	67-	0	0	0	0	0
100-4575-533.13-01	Overtime Pay	67	0	0	0	0	0
100-4576-533.13-01	Overtime Pay	648-	0	0	0	0	0
100-4577-533.13-01	Overtime Pay	648	0	0	0	0	0
100-4599-533.13-01	Overtime Pay	424	0	0	0	0	0
**	Overtime	13,952	15,405	8,600	10,591	11,000	8,343
100-4501-533.14-01	Out of Class Pay	0	0	100	0	0	0
100-4501-533.14-02	Task Rate	0	0	0	0	100	0
**	Misc Additional Pays	0	0	100	0	100	0
100-4501-533.21-01	Health Insurance	124,878	130,345	156,811	143,284	145,266	160,253
100-4502-533.21-01	Health Insurance	5	0	0	0	0	0
100-4570-533.21-01	Health Insurance	2,395-	0	0	0	0	0
100-4571-533.21-01	Health Insurance	2,395	0	0	0	0	0
100-4572-533.21-01	Health Insurance	1,388-	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4573-533.21-01	Health Insurance	1,388	0	0	0	0	0
100-4574-533.21-01	Health Insurance	872-	0	0	0	0	0
100-4575-533.21-01	Health Insurance	872	0	0	0	0	0
100-4576-533.21-01	Health Insurance	1,129-	0	0	0	0	0
100-4577-533.21-01	Health Insurance	1,129	0	0	0	0	0
100-4599-533.21-01	Health Insurance	4,347	0	0	0	0	0
100-4501-533.21-04	Life Insurance	1,461	1,442	1,236	1,363	1,236	1,232
100-4570-533.21-04	Life Insurance	34-	0	0	0	0	0
100-4571-533.21-04	Life Insurance	34	0	0	0	0	0
100-4572-533.21-04	Life Insurance	11-	0	0	0	0	0
100-4573-533.21-04	Life Insurance	11	0	0	0	0	0
100-4574-533.21-04	Life Insurance	13-	0	0	0	0	0
100-4575-533.21-04	Life Insurance	13	0	0	0	0	0
100-4576-533.21-04	Life Insurance	15-	0	0	0	0	0
100-4577-533.21-04	Life Insurance	15	0	0	0	0	0
100-4599-533.21-04	Life Insurance	28	0	0	0	0	0
100-4501-533.21-07	Dental Insurance	10,045	9,422	10,364	11,251	10,364	12,453
100-4570-533.21-07	Dental Insurance	202-	0	0	0	0	0
100-4571-533.21-07	Dental Insurance	202	0	0	0	0	0
100-4572-533.21-07	Dental Insurance	94-	0	0	0	0	0
100-4573-533.21-07	Dental Insurance	94	0	0	0	0	0
100-4574-533.21-07	Dental Insurance	58-	0	0	0	0	0
100-4575-533.21-07	Dental Insurance	58	0	0	0	0	0
100-4576-533.21-07	Dental Insurance	92-	0	0	0	0	0
100-4577-533.21-07	Dental Insurance	92	0	0	0	0	0
100-4599-533.21-07	Dental Insurance	322	0	0	0	0	0
**	Insurance	141,086	141,209	168,411	155,898	156,866	173,938
100-4501-533.22-01	Social Secrty-OASDI 6.2%	33,994	34,098	38,673	36,272	38,077	35,478
100-4502-533.22-01	Social Secrty-OASDI 6.2%	1	0	0	0	0	0
100-4570-533.22-01	Social Secrty-OASDI 6.2%	700-	0	0	0	0	0
100-4571-533.22-01	Social Secrty-OASDI 6.2%	700	0	0	0	0	0
100-4572-533.22-01	Social Secrty-OASDI 6.2%	289-	0	0	0	0	0
100-4573-533.22-01	Social Secrty-OASDI 6.2%	289	0	0	0	0	0
100-4574-533.22-01	Social Secrty-OASDI 6.2%	267-	0	0	0	0	0
100-4575-533.22-01	Social Secrty-OASDI 6.2%	267	0	0	0	0	0
100-4576-533.22-01	Social Secrty-OASDI 6.2%	386-	0	0	0	0	0
100-4577-533.22-01	Social Secrty-OASDI 6.2%	386	0	0	0	0	0
100-4599-533.22-01	Social Secrty-OASDI 6.2%	1,115	0	0	0	0	0
100-4501-533.22-02	Social Security-HI 1.45%	7,950	7,975	9,045	8,483	9,045	8,296
100-4570-533.22-02	Social Security-HI 1.45%	164-	0	0	0	0	0
100-4571-533.22-02	Social Security-HI 1.45%	164	0	0	0	0	0
100-4572-533.22-02	Social Security-HI 1.45%	67-	0	0	0	0	0
100-4573-533.22-02	Social Security-HI 1.45%	67	0	0	0	0	0
100-4574-533.22-02	Social Security-HI 1.45%	63-	0	0	0	0	0
100-4575-533.22-02	Social Security-HI 1.45%	63	0	0	0	0	0
100-4576-533.22-02	Social Security-HI 1.45%	90-	0	0	0	0	0
100-4577-533.22-02	Social Security-HI 1.45%	90	0	0	0	0	0
100-4599-533.22-02	Social Security-HI 1.45%	261	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Payroll Taxes	43,321	42,073	47,718	44,755	47,122	43,774
100-4501-533.23-01	Retirement-General	37,399	37,820	41,709	39,247	39,991	39,986
100-4502-533.23-01	Retirement-General	1	0	0	0	0	0
100-4570-533.23-01	Retirement-General	785-	0	0	0	0	0
100-4571-533.23-01	Retirement-General	785	0	0	0	0	0
100-4572-533.23-01	Retirement-General	321-	0	0	0	0	0
100-4573-533.23-01	Retirement-General	321	0	0	0	0	0
100-4574-533.23-01	Retirement-General	299-	0	0	0	0	0
100-4575-533.23-01	Retirement-General	299	0	0	0	0	0
100-4576-533.23-01	Retirement-General	431-	0	0	0	0	0
100-4577-533.23-01	Retirement-General	431	0	0	0	0	0
100-4599-533.23-01	Retirement-General	1,250	0	0	0	0	0
**	Retirement	38,650	37,820	41,709	39,247	39,991	39,986
100-4501-533.30-04	Other	600	0	0	556	15,000	23,000

LEVEL TEXT TEXT AMT
DEPT CRANE AND BUCKET LIFT INSPECTION
GENERATOR YEARLY LOAD TEST - FABICK
YARD AIR COMPRESSOR

**	Professional Services	600	0	0	556	15,000	23,000
100-4501-533.32-03	Misc Equipment	0	0	0	750	0	0
**	Maintenance Contracts	0	0	0	750	0	0
100-4501-533.41-06	Telephone/Internet	721	825	0	708	700	1,200

LEVEL TEXT TEXT AMT
DEPT 1 IPAD DATA PLAN, 1 CELL PHONE

**	Utility Services	721	825	0	708	700	1,200
100-4501-533.43-02	Equipment Rental from PW	510,403-	548,450-	719,434-	333,731-	667,462-	0
**	Rentals	510,403-	548,450-	719,434-	333,731-	667,462-	0
100-4501-533.44-02	Misc Machinery & Equip	5,539	5,360	7,500	7,916	0	0
100-4501-533.44-03	Vehicles	382,637	410,669	400,000	448,151	0	0
100-4502-533.44-03	Vehicles	519	0	0	0	0	0
100-4501-533.44-08	Other	0	0	0	83	450,000	72,000

LEVEL TEXT TEXT AMT
DEPT 45 PIECES OF FLEET AND POOL EQUIPMENT INCLUDING
GENERATORS

**	Repair & Maintenance	388,695	416,029	407,500	456,150	450,000	72,000
100-4501-533.51-02	Office Supplies	952	1,038	1,000	468	1,000	1,000
100-4501-533.51-07	Cleaning & Laundry Suppl	7,131	9,682	8,500	9,029	0	0
100-4501-533.51-08	Hand & Shop Tools	5,537	3,932	12,000	7,622	0	0
100-4501-533.51-09	Other	13,681	12,579	12,000	3,216	32,500	22,500

LEVEL TEXT TEXT AMT
DEPT 5107, 5108, 5109 MOVED $10,000 TO OTHER DIVISIONS
(MOWERS, SAWS, BLOWERS)
UNIFORMS 8,500
EQUIPMENT 14,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
				22,500			
**	General Supplies	27,301	27,231	33,500	20,335	33,500	23,500
100-4501-533.52-01	Subscriptions	0	0	0	0	8,500	8,500
LEVEL	TEXT			TEXT AMT			
DEPT	CUMMINGS INSITE, SNAPON SCANNER, BENDX BRAKES, ALLISON TRANSMISSIONS, CAT ENGINE, MITCHEL ON DEMAND						
100-4501-533.52-03	Subscriptions-Software	5,305	7,282	8,500	5,893	0	0
**	Books & Periodicals	5,305	7,282	8,500	5,893	8,500	8,500
100-4501-533.53-01	Gasoline	176,807	231,203	254,278	216,007	254,278	17,000
LEVEL	TEXT			TEXT AMT			
DEPT	FUEL FOR 45 PIECES OF FLEET AND POOL EQUIPMENT INCLUDING GENERATORS						
100-4501-533.53-06	Painting Supplies	0	113	0	0	0	0
**	Operational Supplies	176,807	231,316	254,278	216,007	254,278	17,000
100-4501-533.56-02	Conferences & Seminars	0	0	0	0	0	1,300
LEVEL	TEXT			TEXT AMT			
DEPT	FLIGHT AND HOTEL ASSETWORKS			1,300			
	APWA CONFERENCE ROADEO			1,300			
	BUDGET BALANCING ADJUSTMENT			1,300-			
				1,300			
**	Travel	0	0	0	0	0	1,300
100-4501-533.57-01	Membership Dues	0	0	0	290	250	250
100-4501-533.57-02	Registration Fees	1,309	4,125	6,000	2,431	7,300	6,500
LEVEL	TEXT			TEXT AMT			
DEPT	ALLISON, AUTO SEMINARS, CUMMINS TRAINING,			6,500			
	ASSETWORKS			1,300			
	BUDGET BALANCING ADJUSTMENT			1,300-			
				6,500			
**	Education & Training	1,309	4,125	6,000	2,721	7,550	6,750
100-4501-533.58-01	Certification-Permits-Lic	0	0	0	206	250	100
LEVEL	TEXT			TEXT AMT			
DEPT	CDL						
**	Regulatory Expenses	0	0	0	206	250	100
100-4501-533.60-02	Safety Equipment	853	1,284	1,000	942	1,000	1,500
LEVEL	TEXT			TEXT AMT			
DEPT	WELDING SAFETY GEAR						
**	Safety Supplies	853	1,284	1,000	942	1,000	1,500
100-4501-533.70-02	Vehicles	386,335	349,356	550,000	671,384	550,000	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Capital Items	386,335	349,356	550,000	671,384	550,000	0
***	Fleet Services	1,271,018	1,278,747	1,435,953	1,887,628	1,521,261	1,004,934
****	GENERAL FUND	8,658,653	9,564,663	10,905,140	10,229,438	10,383,738	10,679,342

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
		8,658,653	9,564,663	10,905,140	10,229,438	10,383,738	10,679,342

PUBLIC WORKS

Mayor

Common Council
Board of Public Works

Advisory Committee
Public Beautification Committee

City Administrator

Director of Public Works
(1 FTE)

Administrative Office
1 Administrative Support Specialist
1 Administrative Support Assistant
1 Business Process Analyst (3 FTE)

Building/Inventory & Electrical Services Division

Facilities Superintendent (1 FTE)

Building & Sign Lead Person (1 FTE)

Carpentry Section
1 Lead Carpenter
1 Carpenter (2 FTE)

Custodial Section
1 Custodian; 1 Janitor
1 Laborer (3 FTE)

Inventory Section
1 Lead Inventory Services Specialist
2 Inventory Services Specialist (3 FTE)

Painting Section
Painter (1 FTE)

Sign Installation Section
7 Maintenance Repairer
(7 FTE)

Plumbing/Heating Section
HVAC Technician
(1 FTE)

Electrical Maintenance Superintendent (1 FTE)

Lead Electrical Mechanic (Cert.)
(1 FTE)

General Operation
1 Boring Operator
6 Electrical Mechanic
2 Maintenance Repairer
1 Utility Locate Technician (10 FTE)

Fleet Services Division
(10 City FTE)

Fleet Services Superintendent

Lead Equipment Mechanic (1 FTE)

7 Equipment Mechanic
1 Fleet Maintenance Technician (8 FTE)

Forestry & Grounds Division
(15 City FTE); (10 Other FTE)

Forestry & Grounds Superintendent (1 FTE)

Lead Arborist (1 FTE)

2 - Interns

Ground Maintenance - 3 Arborist; 1 Laborer
Tree Care - 9 Arborist (13 FTE)

Sanitation & Streets Division
(53 City FTE) (7 Other FTE)

Sanitation & Streets Superintendent (1 FTE)

Adm. Support Spec. (1 FTE)

1 Sanitation Supervisor
1 Street & Sewer Supervisor (2 FTE)

2 Truck Driver – Lead;
20 Truck Driver; 1 Yard Attendant; 1 Laborer
(24 FTE)

Street and Sewer
2 Specialist
1 Maintainer
2 Equipment Operator
4 Maintenance Repairer
(9 FTE)

Maintenance Crew
3 Maintainer
3 Equipment Operator
7 Maintenance Repairer
3 Truck Driver
(16 FTE)

Water Division
(0 City FTE) (22 Other FTE)

Water System Superintendent (1 FTE)

Water Division Lead Person
(1 FTE)

Customer Service Administrator
(1 FTE)

General Maintenance
2 Maintainer
1 Equipment Operator Spec.
8 Maintenance Repairer
1 Plumber
(12 FTE)

Office
1 Accounting Specialist
1 Adm Support Asst. (2 FTE)

Meter Shop
3 Maint. Repairer
(3 FTE)

Reservoir
1 Pumping Station Operator
1 Assistant Pumping Station Operator (2 FTE)

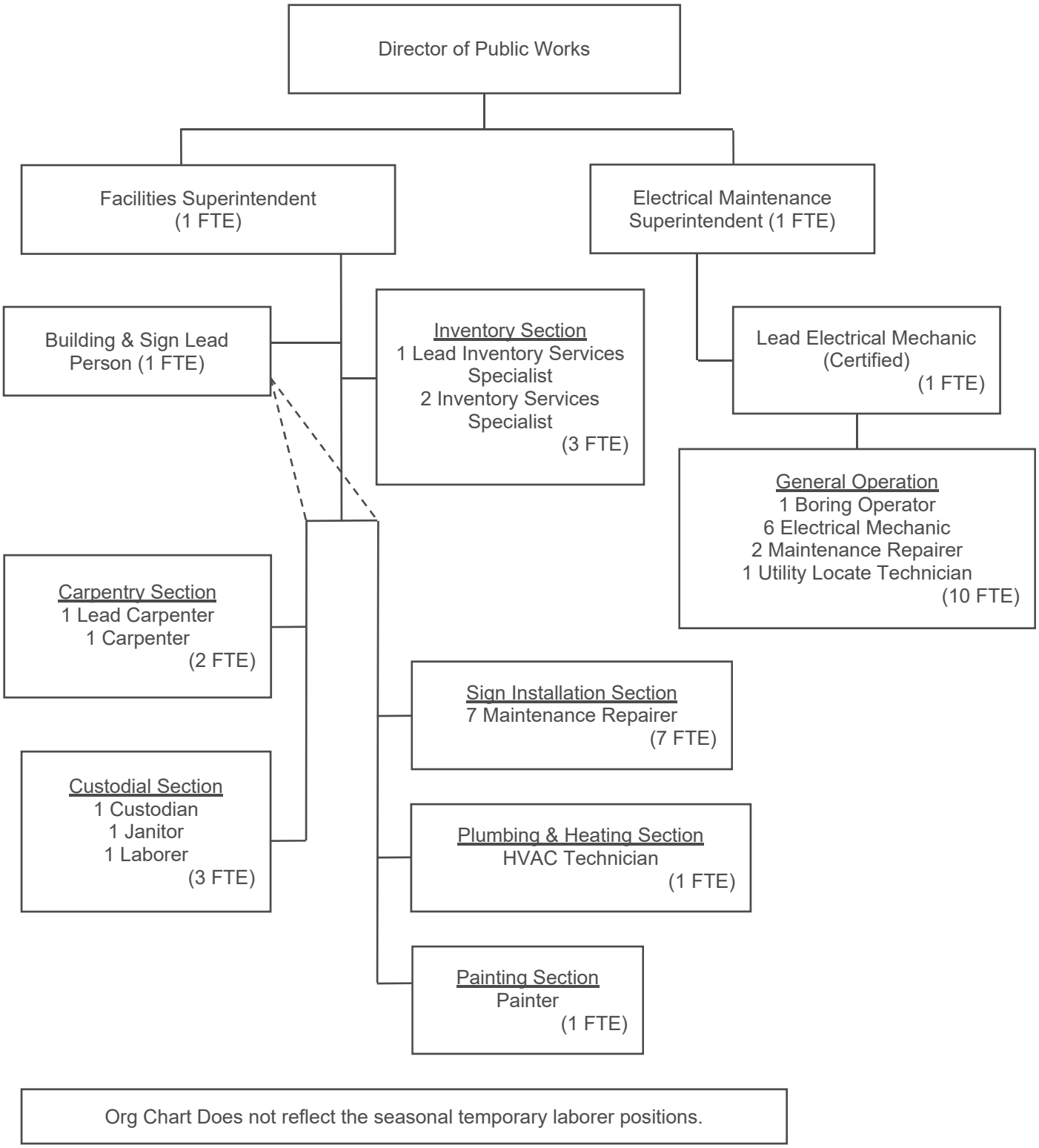
CITY FUNDED FTEs: 115
OTHER FUNDING SOURCES FTEs: 42

PUBLIC WORKS
ADMINISTRATIVE OFFICE

Director of Public Works

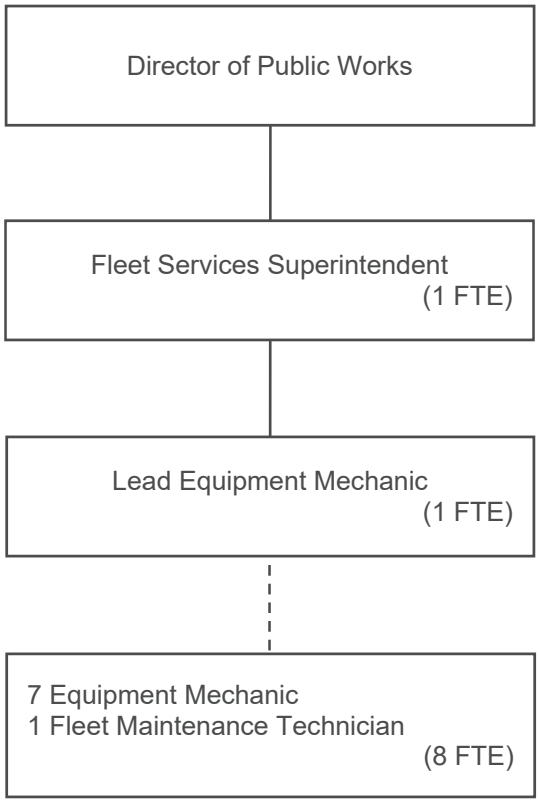
1 Administrative Support Specialist
1 Administrative Support Assistant
1 Business Process Analyst
(3 FTE)

PUBLIC WORKS
BUILDING/INVENTORY AND ELECTRICAL SERVICES

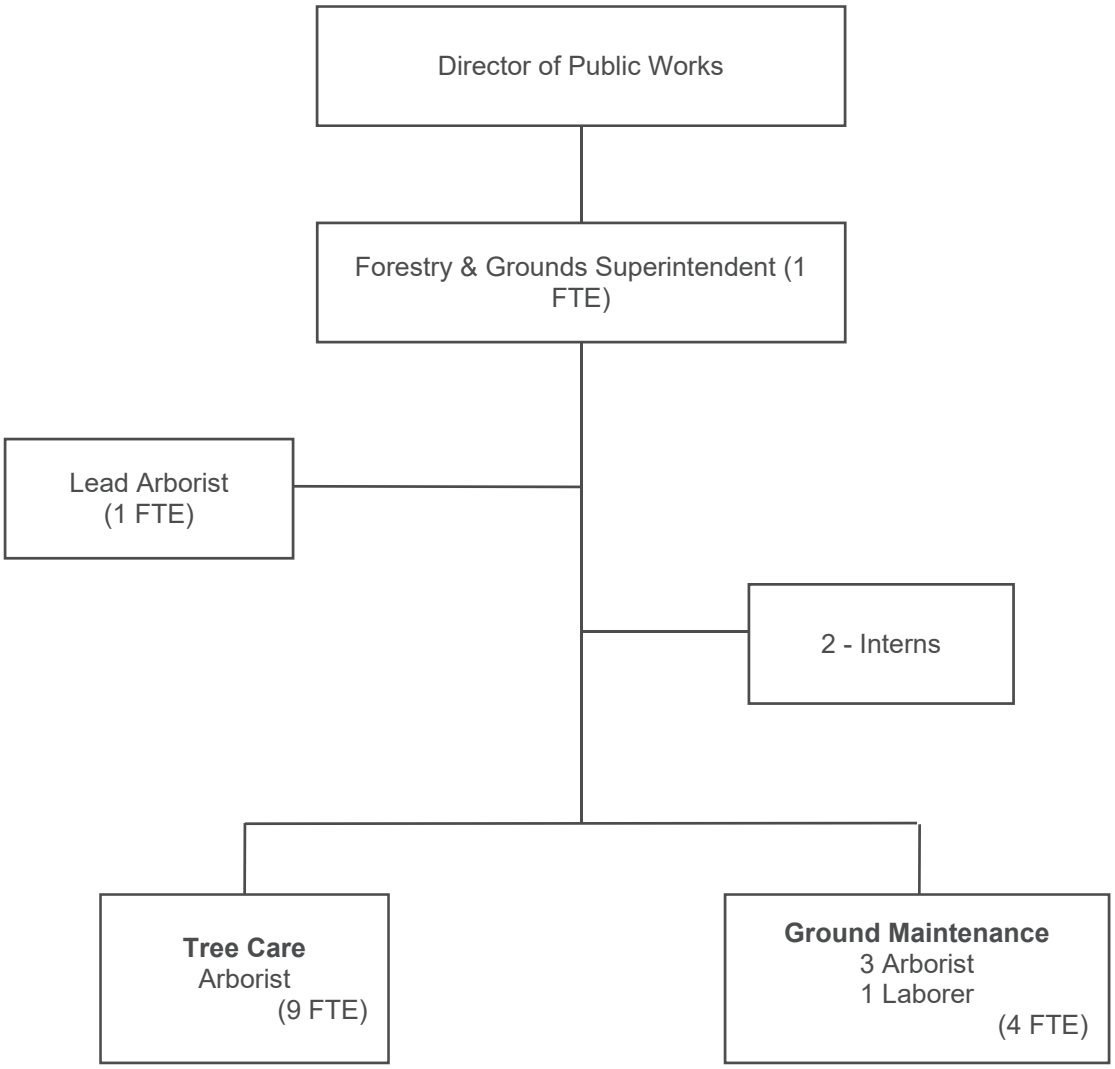


Org Chart Does not reflect the seasonal temporary laborer positions.

PUBLIC WORKS
FLEET SERVICES

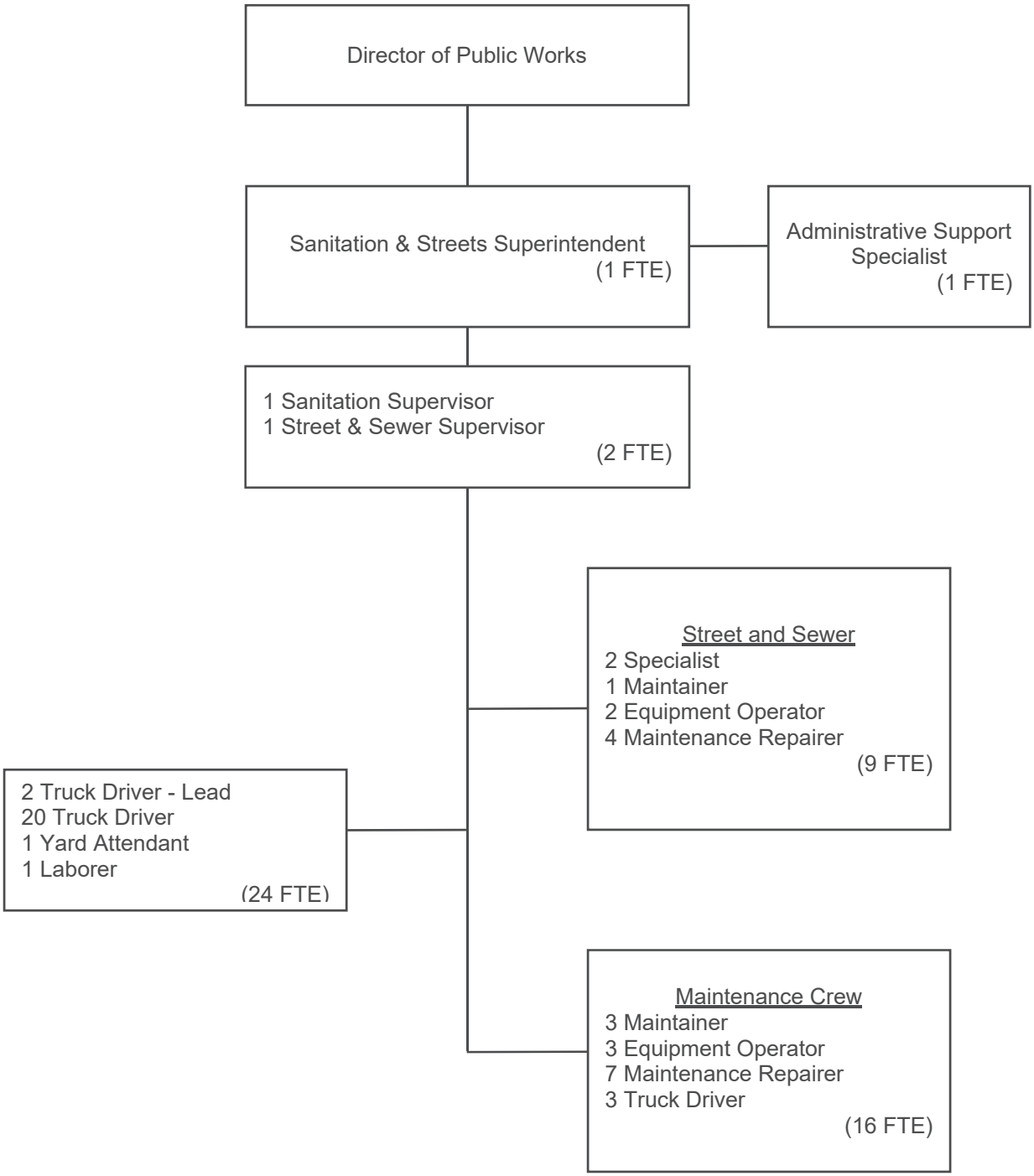


PUBLIC WORKS
FORESTRY & GROUNDS



Org Chart does not reflect the seasonal temporary laborer positions.

PUBLIC WORKS
SANITATION & STREETS



Org Chart does not reflect the seasonal temporary laborer positions.

PUBLIC WORKS BUSINESS PLAN

Department	Director	Fund and Dept. Group
Public Works	Dave Wepking	100-4001 (Administrative Office) 100-4101 (Building & Sign) 100-4118 (Electrical) 100-4201 (Sanitation) 100-4218(Street & Sewer) 100-4301 (Forestry) 100-4401(Inventory) 100-4501 (Fleet) 501-2901 (Water)

Mission/Overview

Under the direction of Common Council, provide a variety of services to the public in the most efficient and effective manner possible.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Implementation of AssetWorks (work order system)	Department wide	full implementation of software	0%	66%
2. Implementation of listed performance goals within business plan	Department wide	Completion of listed business goals for DPW in 2019	0%	95%
3. Respond to emergency and off hour concerns	Department wide	all calls are responded to within 60-90 minutes maximum	60-90 minutes	60-90 minutes
4. Administer/ direct public works operations and activities	Administrative Office	Operations and activities completed in an efficient and timely manner	2019 budget	Stay within budget
5. Prepare and coordinate Department's payroll/ timecards in addition to Novatime	Administrative Office	Payroll and timecards are completed in a timely manner on a daily basis	Biweekly – Paper	Paperless
6. Process injury/ property accidents	Administrative Office	1-3 days, as soon as practical	1-3 days	1-3 days
7. Maintain alderperson and customer contact/ service of all citizen concerns	Administrative Office	Citizens to be contacted within 24 hours regarding all questions and concerns	24 hours	24 hours
8. Provide proper work zone barricading to all divisions and contractors as requested per Manual on Uniform Traffic Control Devices (MUTCD)	Building & Sign	All standard/ after hour emergency requests provided as requested per staffing/ barricading available	100%	100%
9. Crosswalk/ parking lot/ bike lane marking and center line pavement striping	Building & Sign	Locations as specified by Engineering	156,519 linear feet of parking lot, bike lane and center line	100% completion by fall 2020 contingent on available staffing
10. Parks, wading pool and playground equipment maintenance	Building & Sign	Completion of routine and requested work orders within budget in 1-3 days (contingent on staffing and material availability)	50%	95%
11. Facility maintenance/ construction requests	Building & Sign	Completion of routine and requested work orders within budget in 2 weeks	50%	95%

		(contingent on staffing and material availability, prioritize)		
12. City-wide special events (including construction of floats, signage, barricades)	Building & Sign	Completion of requested work orders within budget by date of event and material availability, prioritize (contingent on staffing)	100%	100%
13. Maintain annual re-lamping of City street lighting	Electrical	City street lighting maintained on an annual basis	2040 out of 6000-7000	30% annually
14. Address alley lighting concerns on a bi-weekly basis	Electrical	Alley lighting concerns addressed bi-weekly	Bi-weekly	Bi-weekly
15. Complete work generated by traffic control knockdowns	Electrical	All traffic control knockdowns completed within 1-3 work days (contingent on staffing and traffic control parts availability)	Response has been 1 work day	1-3 work days
16. Complete work generated by street light knockdowns	Electrical	All street light knockdowns completed within 1-3 work days (contingent on staffing and street light parts availability)	Response has been 1 work day based on material availability	1-3 work days
17. Respond to Diggers Hotline requests	Electrical	All Diggers Hotline requests are immediate for emergencies or by the date indicated as mandated	As mandated	As mandated
18. Respond to damaged cable for traffic controls or street lights	Electrical	All damaged cable for traffic controls or street lights response within 1-3 days	1-3 days	1-3 days
19. High voltage to low voltage street lighting conversion	Electrical	Complete street lighting conversion to low voltage for 2 predetermined electrical circuits as labor and materials are available	1 circuit completed	2 circuits completed
20. Evaluate DPW fleet rolling stock condition using APWA vehicle condition guide	Fleet	Evaluation of 215 vehicles (age, repair expense, condition, hours of use, miles)	5% (as needed to support need for replacement equipment)	30%
21. Increase preventative maintenance yearly completion	Fleet	Preventative maintenance of approximately 215 rolling stock DPW vehicles and 100 small engine devices	99% completion of “A” PMs (oil change, inspection) and 50% completion of “B” PMs (full vehicle maintenance)	Goal at least 10% increase, 99% ultimate goal for “A” and “B” PMs given staff availability
22. Lower customer repair	Fleet	Designated quick fix	Continue current	2 hours or less

response for emergency repairs or minor repairs		station for unscheduled repairs requiring immediate action by a fleet technician	status	contingent on repair/ issue
23. Create parts pick list for standard preventative maintenance of DPW rolling stock	Fleet	Creating parts pick list for 215 rolling stock for Public Works	80% of rolling stock completed	100% of rolling stock completed
24. Create business processes for routine repairs to increase efficiencies	Fleet	Evaluating common processes within the Fleet Services Division • Tire inventory • J-bolt replacement • Quick moving filters in lube bay • Drive schedule (emission) • Inventory parts request form	5 processes completed • Tire inventory • J-bolt replacement • Quick moving filters in lube bay • Drive schedule (emission) • Inventory parts request form	5 processes completed • Outside vendor connection for GM and Ford parts • Install DEF fluid pumps out to the yard by the fuel pumps • Huck gun use for plow cutting edge and curb guard repairs • Evaluate packing weight within refuse/recycling trucks • Include scanned attachment to work order in AssetWorks for equipment work history
25. Response to service calls at various work sites	Fleet	24/7 response coverage	Same day response as staffing permits	Same day response as staffing permits
26. Tree planting	Forestry	Replant street trees one year after removal	2 years following removal	Replant in two years contingent upon budget approval
27. Tree maintenance: tree pruning	Forestry	Prune 12% of 22,000 of City trees annually	95% of goal, pruned 2089	Goal to prune 2640 trees
28. Boulevard maintenance	Forestry	Reduce maintenance costs by consolidating the small individual shrub and flower beds along a designated section of boulevard into two large entrance beds with trees, shrubs, perennials and annuals	13 out of 30 large entrance beds are completed	Building 4 new entrance beds contingent on funding (57%)
29. Grounds maintenance at buildings, parks and parking lots	Forestry	Biweekly contingent on seasonal and special event requests	Maintain current schedule	Maintain attractive landscape biweekly
30. Snow and ice removal at buildings, parks, municipal lots and City sidewalks	Forestry	Response time per City ordinance and weather conditions	Maintain as weather dictates	Clear City sidewalks 24 hours after snowfall

PUBLIC WORKS BUSINESS PLAN

31. Continue to supply materials, supplies and parts City wide	Inventory	Complete requisition of stocked requests to City wide customers	Within 5 days as staffing permits	Within 3 days as staffing permits for DPW, for non-DPW transition to department procurement
32. Eliminate office supply stock	Inventory	Eliminate office supply stock and help other Departments set up Office Depot/ Max accounts	Ongoing	Reduce stock by 95%
33. Evaluate and deactivate stock parts based on usage, cost and lead time	Inventory	Deactivate 10% of total inventory and/ or cost - implement Just In Time inventory as needed	Ongoing	10% of total inventory stock, Just In Time inventory as applicable
34. Procure stock and non-stock items at best price/ value	Inventory	Responsible spending	Ongoing	Minimum quantity based on lead time
35. Continue to update/ manage MSDS records for city inventory items	Inventory	Online and network (safety issue) for each product within Inventory	Ongoing	Update all applicable materials and supplies within 1 week
36. Achieve DNR per capita collection standard for recycling materials	Sanitation & Street	Obtain DNR standard	Compliant	Maintain
37. Continue uninterrupted services for refuse, recycling and brush collection year round as weather permits	Sanitation & Street	Due to road construction, inclement weather or other emergency situations, services will continue uninterrupted	98.85% (3 cancelled days due to weather)	100% weather permitting
38. Refuse and recycling ordinance violations and citations	Sanitation & Street	Maintain 2000-3000 violations and citations issues and corrected	Approximately 1900 (“uptick” due to turnover rate and mobile parks)	Reduce 10% through education and enforcement
39. Concrete for street repairs and asphalt for street repairs	Sanitation & Street	Maintain 500 cubic yards of concrete and continue to provide 900 tons of asphalt	Concrete poured 376 yards, asphalt laid 130 tons	“Measurable” number obtained with full staffing
40. Maintain and clean catch basins	Sanitation & Street	Repair and rebuild catch basins, Goal = 120 (contingent on full staffing) and clean approximately 3200 catch basins	total rebuilds 39, cleaned 1200	¼ of City (number obtained if fully staffed)
41. Sewer line maintenance and inspection of manholes and document	Sanitation & Street	Provide over 200 miles of sanitary sewer line maintenance and inspect 1030 sanitary manholes	46 miles cleaned, 770 manholes inspected	100% (number obtained if fully staffed)
42. Water main and service maintenance done by Water Utility staff	Water	Provide over 300 miles of water main and service maintenance done by Water Utility staff with minimal service interruptions	100%	100% of work orders

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43. Complete safety and quality checks on excavations and preventative maintenance	Water	Complete quality and safety checks on 20% of all excavations and preventative maintenance tasks	10%	20%
44. Hydrant maintenance and flushing program (1250 hydrants a year)	Water	Complete all preventative hydrant maintenance per Wisconsin DNR administrative code	1200	1250
45. Valve program for preventative maintenance (1200 valves a year)	Water	Complete all preventative valve maintenance per Wisconsin DNR administrative code	1100	1200
46. Meter exchanges	Water	Exchange residential, commercial, and industrial meters, maintaining compliance with the Wisconsin PSC	Compliant	Compliant

Position Information

Title	Division	Number	Funding Source
Director of Public Works	Adm Office	1	General Fund/Utility
Administrative Support Specialist	Adm Office	1	General Fund/Utility
Administrative Support Assistant	Adm Office	1	General Fund
Business Process Analyst	Adm Office	1	General Fund
Facilities Superintendent	Building & Sign	1	General Fund/Utility
Building & Sign Lead Person	Building & Sign	1	General Fund/Utility
HVAC Technician	Building & Sign	1	General Fund
Lead Carpenter	Building & Sign	1	General Fund
Painter	Building & Sign	1	General Fund
Carpenter	Building & Sign	1	General Fund
Maintenance Repairer	Building & Sign	7	General Fund
Custodian	Building & Sign	1	General Fund
Janitor	Building & Sign	1	General Fund
Laborer	Building & Sign	1	General Fund
Electrical Maintenance Superintendent	Electrical	1	General Fund/Utility
Lead Electrical Mechanic (Certified)	Electrical	1	General Fund/Utility
Electrical Mechanic	Electrical	6	General Fund
Maintenance Repairer	Electrical	2	General Fund
Utility Locate Technician	Electrical	1	General Fund
Fleet Services Superintendent	Fleet	1	General Fund/Utility
Lead Equipment Mechanic	Fleet	1	General Fund/Utility
Equipment Mechanic (see vacant position section)	Fleet	8	General Fund
Fleet Maintenance Technician	Fleet	1	General Fund
Forestry & Grounds Superintendent	Forestry	1	General Fund/Utility
Lead Arborist	Forestry	1	General Fund/Utility
Arborist	Forestry	12	General Fund
Laborer	Forestry	1	General Fund
Lead Inventory Services Specialist	Inventory	1	General Fund/Utility
Inventory Services Specialist	Inventory	2	General Fund/Utility
Sanitation & Street Superintendent	Sanitation & Street	1	General Fund/Utility
Street & Sewer Supervisor	Sanitation & Street	1	General Fund/Utility

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Sanitation Supervisor	Sanitation & Street	1	General Fund/Utility
Equipment Operator Specialist	Sanitation & Street	2	General Fund
Maintainer	Sanitation & Street	4	General Fund
Equipment Operator	Sanitation & Street	5	General Fund
Maintenance Repairer	Sanitation & Street	11	General Fund
Truck Driver - Lead	Sanitation & Street	1	General Fund
Administrative Support Specialist	Sanitation & Street	1	General Fund/Utility
Truck Driver (see vacant position section)	Sanitation & Street	24	General Fund
Laborer	Sanitation & Street	1	General Fund
Yard Attendant	Sanitation & Street	1	General Fund/Utility
Water System Superintendent	Water	1	Utility
Customer Service Administrator	Water	1	Utility
Commercial Plumber	Water	1	Utility
Water Division Lead Person	Water	1	Utility
Maintainer	Water	2	Utility
Pumping Station Operator	Water	1	Utility
Equipment Operator Specialist	Water	1	Utility
Assistant Pumping Station Operator	Water	1	Utility
Maintenance Repairer	Water	11	Utility
Accounting Specialist	Water	1	Utility
Administrative Support Assistant	Water	1	Utility

Vacant Positions

Title	Division	Length of Vacancy	Current Status	Plan for 2020
Maintenance Repairer	Electrical	Resigned Sept. 2019	Neogov requisition to fill approved	Fill if not already filled in 2019
Equipment Mechanic	Fleet	Retired Feb. 2017	No Neogov requisition to fill submitted	Move to Electrical as Boring Operator
Equipment Mechanic	Fleet	Retired Sept. 2019	Recruitment closed Oct. 14	Fill if not already filled in 2019
Lead Inventory Services Specialist	Inventory	Promoted March 2019	JDQ revisions in progress (may look to change job duties)	Pending
Maintenance Repairer	Sanitation & Street	Promoted Dec. 2018	Received approval to fill	Continuous recruitment until position is filled
Maintenance Repairer	Sanitation & Street	Retired Feb. 2019	Received approval to fill	Proceed to fill after approval received
Truck Driver	Sanitation & Street	Transferred July 2019	Received approval to fill	Fill as Truck Driver - Lead with internal candidate
Truck Driver	Sanitation & Street	Promoted Aug. 2019	Received approval to fill	Continuous recruitment until position is filled
Truck Driver	Sanitation & Street	Resigned/terminated Sept. 2019	No Neogov requisition to fill submitted	Continuous recruitment until position is filled
Truck Driver	Sanitation & Street	Resigned Sept. 2019	No Neogov requisition to fill submitted	Continuous recruitment until position is filled
Maintainer	Sanitation & Street	Resigned/terminated Sept. 2019	Neogov requisition to fill submitted - approval pending	Pending
Equipment Operator	Sanitation & Street	Promoted Sept. 2019	Neogov requisition to fill submitted - approval pending	Pending
Truck Driver	Sanitation	Promoted Oct. 2019	No Neogov requisition to	Continuous recruitment until

PUBLIC WORKS BUSINESS PLAN

	& Street		fill submitted	position is filled
Truck Driver	Sanitation & Street	Promoted Nov. 2019	No Neogov requisition to fill submitted	Continuous recruitment until position is filled
Plumber	Water	Resigned May 2018	Interviews conclude and final decision made week of Oct. 14	Fill if not already filled in 2019
Assistant Pumping Station Operator	Water	Promoted Oct. 2019	No Neogov requisition to fill submitted	Hold pending study results

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Administrative Office - Provide coordination of public works operations throughout City	Daily	No
2. Administrative Office - Provide coordination of public relations/ outreach	Daily	No
3. Building & Sign - Traffic control, lane or street closures/ detours due to road construction, water main breaks, etc., planned and emergency situations	Daily	Federal and State
4. Building & Sign - Install street, traffic, parking and other regulatory signs - straighten and replace faded, rusty or damaged signs, may include digging holes to place sign posts	Daily	Federal and State
5. Building & Sign - Maintain and repair City of West Allis owned buildings, including painting, carpentry, HVAC, custodial, etc.	Daily	Ordinance
6. Electrical - Install, maintain and repair street lighting	Daily	Statutory for maintenance
7. Electrical - Install, maintain and repair traffic signals and controls	Daily	State
8. Electrical - Maintenance of electrical systems in City buildings	Daily	State and Ordinance
9. Electrical - Locate City-owned street light, traffic signal cables and fiber for Diggers Hotline	Daily	State
10. Fleet - Acquisition of new equipment and purchase used and demonstrator equipment at a substantial savings to the City	Monthly	No
11. Fleet - Perform major repairs to engines, transmission drive lines, suspensions, brake systems	Daily	No
12. Fleet - Maintain City wide emergency generators	Weekly	No
13. Fleet - Repair, rebuild and maintain all snow and ice control equipment and perform PM services on all DPW equipment	Daily	DOT
14. Fleet - Available to perform 24/7 emergency repair/ recovery for all City equipment	Daily	No
15. Forestry - Tree planting	April-May, Sept	No
16. Forestry - Tree pruning citizen service request, young tree training, whole block small tree training	Year round	Ordinance (street, sidewalk, alley clearance and vision)
17. Forestry - Tree removal and stump removal, screening of stump grindings to recover the soil then use soil to restore stump site	June-Sept, Sept-Nov	No
18. Forestry - Grounds maintenance and irrigation: buildings, parks, parking lot, right of ways (trees, shrubs, perennials, annuals and turf); design, plant, prune, divide, fertilize, weed and apply herbicides, mulch and irrigation	May-Nov	No
19. Forestry - Snow and ice removal at buildings, parks, municipal lots and City sidewalks	Nov-May	Ordinance (walks 24 hours after snow fall)
20. Inventory - Research, locate, procure/ purchase stock and non-stock parts for DPW considering cost, lead time, emergency, value; educate and train non-DPW departments and be ongoing resource for the procurement of materials (Inventory reduction initiative)	Daily	n/a

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21. Inventory - Process receipts/ invoices, determine order, blanket purchase order, procurement card (pcard) or requisition payment for DPW	Daily	n/a
22. Sanitation & Street - Maintenance and repair of sanitary sewers	Daily	State
23. Sanitation & Street - Recyclables collection, processing and disposal	Daily	Federal
24. Sanitation & Street - Staff Municipal Yard and Morgan drop off sites	Daily	State, policy
25. Sanitation & Street - Street sweeping and cleaning	Daily	State
26. Sanitation & Street - Refuse collection and disposal	Daily	Ordinance
27. Water - Meter installation, repair, reading and billing	Daily	State
28. Water - Water main service maintenance and repair	Daily	State
29. Water - Hydrant and valve operation, installation, maintenance, repair and testing	Daily	State
30. Water - Water tower and reservoir pumping, supply, distribution, testing and treatment	Daily	State, Federal
31. Water - Diggers Hotline emergency and standard service locates	Daily	State

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1. Implementation of AssetWorks	Implementation	SA 4-5
2. CIP contractors supply their own materials and signs	Reduction in inventory and staff time (at 95%)	SA 5-5
3. Barcode scanning	Reduction in paperwork, streamline business processes and increase Inventory's documentation accuracy (contingent on implementation of AssetWorks)	SA 5-5
4. Evaluate bare root gravel bed, contingent upon approval of funding and Engineering review	Increase new tree planting survival	SA 5-5
5. Explore expansion of soil recycling	Reduce purchase of top soil and tipping fees of soil from drop-off sites	SA 5-5
6. Safety and quality audits	20 percent check of all jobs completed within the Water Division	SA 5-5
7. Implement business processes Building & Sign • Winterize Liberty Heights pool • Decorate Seneca Station for Christmas • Winter Reservoir park bathroom Sanitation & Street • Issuance of brush charges • Revising vacation requests • Create recycling educational door hanger • Obtain hot asphalt at end of first shift to be available for third shift Water • Leak detection	Increased efficiency with business processes	SA 4-5
8. New meter reading software	Increased efficiency for meter routes	SA 4-5
9. Streamline private utility permitting process within city departments	Increased customer satisfaction and increased oversite of all utility permits	SA 5-4

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2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Department wide - leverage data from AssetWorks to drive decision making	Using historical data to analyze options for future projects	SA 5-5
2. Electrical - installation of cameras City-wide	Completed requests	SA 2-5; SA 2-7
3. Fleet - coordinate vehicle wraps for logo replacement and entrance signs related to new City branding	Assist Communications Department with rebranding initiative on vehicles/ equipment	SA 1-1
4. Forestry - continued systematic removal of ash trees	Reduced number of non-treated ash trees	SA 2-1
5. Forestry - continued injection of ash trees	Completed treatment for current year's cycle	SA 2-1
6. Forestry - continued work on boulevard conversion	Create 4 more large beds	SA 1-6; SA 5-4
7. Forestry - community outreach events (Wood and Wings with BID, A la Carte, Homeowner Resource Fair, Career Fair)	Number of attendees	SA 1-2; SA 3-4; SA 3-5
8. Forestry - Maintenance, creation, renovation and landscaping of City parks	Preventative maintenance and daily maintenance, created pocket park at 72 & National, renovated park at 58 & Beloit, created pollinator garden with EANA, created dog park	SA 1-3;SA 3-3;SA 3-8
9. Forestry and Sanitation & Street - bulk collection policy	Policy review and implementation	SA 5-4
10. Inventory - reduction initiative	Number of stock items reduced	SA 4-2;SA 5-5
11. Inventory - education and training for non-DPW departments procuring their own materials	When Inventory no longer has to procure materials for non-DPW departments	SA 5-2;SA 5-5
12. Sanitation & Street - code compliance with refuse and recycling ordinances	Reduction of violations and citations	SA 2-1
13. Water - water loss prevention	Non-revenue water	SA 5-2;SA 5-3;SA 5-5
14. Water - optimize corrosion control treatment	EPA and DNR compliance	SA 2-8;SA 5-4
15. Water - pressure zone update	Increased water pressure	SA 2-1;SA 5-4

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/ Savings
1. Building and Sign - discontinue removal of snow and ice from Beloit Road Senior Housing	SA 5-5;
2. Fleet - provide maintenance for Engineering vehicles	SA 5-4; potential cost savings for parts and labor, increased service
3. Fleet - install pressure relief valves on plow equipment so operators will not need mechanics to set plows up for use	SA 5-5; cost - $1500; savings - labor of mechanic to assist in line connections, operators will be able to connect plows by themselves at any time of the day-would pay for itself in 5 plow operations ($170 each)
4. Forestry - each Arborist assigned percentage City's landscape to biweekly landscape maintenance	SA 5-5; able to perform a more efficient maintenance cycle at a higher frequency
5. Inventory - research and coordinate implementation of barcode system	SA 4-5, SA 5-5; improved time management, reduction in errors; $9,500
6. Water - citizen engagement (outreach through social media, water tower tour, school visits)	SA 3-4, no costs or savings
7. Water - inter-departmental checklist for work	SA 5-1, SA 5-5; no costs, increased efficiency

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within the right of way for private utility service	
8. Water - reduce number of mailed letters and billing by promoting on-line and electronic communications	SA 5-1, SA 5-5; no costs, potential labor and mailing savings
9. Water - reduce the number of manual read meters in the system decreasing staff hours reading meters per PSC requirements	SA 5-1, SA 5-5; no costs, potential labor savings
10. Water - hydrant painting	SA 2-1; $50,000 a year for 5 years
11. Water - reservoir improvements	SA 5-4, SA 5-5; costs and savings to be determined

REVENUES

Are there any changes which may impact your revenues for 2020? ☒Yes ☐ No

If yes, please note the details here:
1. Forestry - reduced grant opportunities due to reduction in federal money
2. Forestry and Sanitation & Street - bulk collection rates
3. Water - conventional rate case is ongoing, increase to be determined by PSC

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☒Yes ☐ No

If yes, please note the details here:
- Equipment Mechanic position from Fleet moved to newly created Boring Operator position in Electrical
- 1 Truck Driver position changed to Truck Driver - Lead position in Sanitation & Street (this will make a total of 2 Truck Driver - Lead positions and 23 Truck Driver positions)

ADDITIONAL INFORMATION TO CONSIDER

City of West Allis
Engineering
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 712,285	$ 741,601	$ 873,839	$ 577,558	$ 857,558	$ 16,281	$ 864,976	$ (8,863)	
Provisionals/Part-Time	$ 3,246	$ 102	$ 35,360	$ -	$ -	$ 35,360	$ 38,972	$ 3,612	
Misc Other Pay	$ 11,559	$ 6,477	$ 10,000	$ 7,444	$ 10,000	$ -	$ 8,000	$ (2,000)	
Overtime	$ 21,421	$ 8,962	$ 10,000	$ 4,490	$ 25,000	$ (15,000)	$ 25,069	$ 15,069	
Payroll Taxes	$ 55,890	$ 56,175	$ 68,714	$ 42,971	$ 63,971	$ 4,743	$ 68,138	$ (576)	
Pension	$ 50,048	$ 49,057	$ 57,891	$ 37,740	$ 56,640	$ 1,251	$ 58,940	$ 1,049	
Health Insurance	$ 162,522	$ 175,430	$ 224,572	$ 137,574	$ 211,076	$ 13,498	$ 201,766	$ (22,806)	
Dental Insurance	$ 10,146	$ 11,122	$ 15,773	$ 8,908	$ 13,458	$ 2,315	$ 12,276	$ (3,497)	
Life Insurance	$ 1,573	$ 1,520	$ 1,599	$ 1,205	$ 1,599	$ -	$ 1,810	$ 211	
Professional Services	$ 13,007	$ 62,430	$ -	$ 17,661	$ 17,661	$ (13,861)	$ -	$ -	
Maintenance Contracts	$ 33,122	$ 25,151	$ 18,000	$ 1,013	$ 18,000	$ -	$ 18,922	$ 922	
Utilities	$ 7,270	$ 7,010	$ 7,480	$ 5,588	$ 7,048	$ 432	$ 8,160	$ 680	
Repair & Maintenance	$ 12	$ -	$ -	$ 248	$ 249	$ (249)	$ 1,500	$ 1,500	
Supplies	$ 10,946	$ 7,323	$ 9,700	$ 5,534	$ 7,004	$ 2,696	$ 9,880	$ 180	
Books & Subscriptions	$ 225	$ -	$ 250	$ -	$ 250	$ -	$ 250	$ -	
Advertising	$ 1,098	$ 315	$ -	$ -	$ -	$ -	$ 200	$ 200	
Printing	$ (33)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Training & Travel	$ 6,475	$ 8,624	$ 16,300	$ 4,942	$ 15,700	$ (3,200)	$ 17,995	$ 1,695	
Regulatory & Safety	$ 112	$ 301	$ 450	$ 50	$ 650	$ (200)	$ 650	$ 200	
Capital Items	$ 1,445	$ 323	$ 3,000	$ -	$ 3,000	$ -	$ 1,000	$ (2,000)	
TOTAL EXPENDITURES	$ 1,102,367	$ 1,161,924	$ 1,352,928	$ 852,925	$ 1,308,864	$ 44,065	$ 1,338,504	$ (14,424)	-1.07%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $44,065 under budget as indicated above. This is the result of staff turnover and the resulting temporary vacancies within the department.

The 2020 Budget also reflects a decrease due to staffing turnover, mainly due to health insurance selections.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Engineering							
100-4601-533.11-01	Salary & Wages	550,460	595,439	873,839	577,558	857,558	864,976
LEVEL	TEXT		TEXT AMT				
DEPT	WATER UTILITY PROJECTS		120,000-				
	SANITARY SEWER PROJECTS		150,000-				
	STORM SEWER PROJECTS		85,000-				
			355,000-				
100-4601-533.11-02	Vacation	78,469	58,388	0	0	0	0
100-4601-533.11-03	Holidays	46,040	46,089	0	0	0	0
100-4601-533.11-04	Sick Leave	28,885	35,674	0	0	0	0
100-4601-533.11-06	Funeral Leave	1,475	1,629	0	0	0	0
100-4601-533.11-07	Jury Duty	0	315	0	0	0	0
100-4601-533.11-12	Comp Time Used	6,957	4,067	0	0	0	0
**	Regular Employees	712,286	741,601	873,839	577,558	857,558	864,976
100-4601-533.12-01	Prov. Salary & Wages	3,246	102	35,360	0	0	38,972
LEVEL	TEXT		TEXT AMT				
DEPT	MARQUETTE COLLEGE COOP (2)		30,000				
	PART TIME SEASONAL CONSTRUCTION INSPECTOR		8,000				
			38,000				
**	Provisional Employees-PT	3,246	102	35,360	0	0	38,972
100-4601-533.13-01	Overtime Pay	21,421	8,962	10,000	4,490	25,000	25,069
LEVEL	TEXT		TEXT AMT				
DEPT	REQUIRED INSPECTION PER NR 811.11 AND MMSD 2.404		25,000				
			25,000				
**	Overtime	21,421	8,962	10,000	4,490	25,000	25,069
100-4601-533.14-10	Car Allowance	11,559	6,477	10,000	7,443	10,000	8,000
LEVEL	TEXT		TEXT AMT				
DEPT	CAR ALLOWANCE PER IRS RATE		8,000				
			8,000				
**	Misc Additional Pays	11,559	6,477	10,000	7,443	10,000	8,000
100-4601-533.21-01	Health Insurance	162,522	175,430	224,572	137,576	211,076	201,766
LEVEL	TEXT		TEXT AMT				
DEPT	ESTIMATE TO WATER		28,800-				
	ESTIMATE TO SAN SEWER		37,400-				
	ESTIMATE TO STORM		20,100-				
			86,300-				
100-4601-533.21-04	Life Insurance	1,573	1,520	1,599	1,205	1,599	1,810
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	ESTIMATE TO WATER			250-			
	ESTIMATE TO SAN SEWER			300-			
	ESTIMATE TO STORM			175-			
				725-			
100-4601-533.21-07	Dental Insurance	10,146	11,122	15,773	8,908	13,458	12,276
LEVEL	TEXT		TEXT AMT				
DEPT	ESTIMATE TO WATER			1,700-			
	ESTIMATE TO SAN SEWER			2,200-			
	ESTIMATE TO STORM			1,200-			
				5,100-			
**	Insurance	174,241	188,072	241,944	147,689	226,133	215,852
100-4601-533.22-01	Social Secrty-OASDI 6.2%	45,322	45,528	55,690	34,826	55,690	55,231
LEVEL	TEXT		TEXT AMT				
DEPT	ESTIMATE TO WATER			7,400-			
	ESTIMATE TO SAN SEWER			9,300-			
	ESTIMATE TO STORM			5,270-			
				21,970-			
100-4601-533.22-02	Social Security-HI 1.45%	10,567	10,647	13,024	8,145	8,281	12,907
LEVEL	TEXT		TEXT AMT				
DEPT	ESTIMATE TO WATER			1,740-			
	ESTIMATE TO SAN SEWER			2,175-			
	ESTIMATE TO STORM			1,232-			
				5,147-			
**	Payroll Taxes	55,889	56,175	68,714	42,971	63,971	68,138
100-4601-533.23-01	Retirement-General	50,048	49,057	57,891	37,739	56,640	58,940
LEVEL	TEXT		TEXT AMT				
DEPT	ESTIMATE TO WATER			8,400-			
	ESTIMATE TO SAN SEWER			10,900-			
	ESTIMATE TO STORM			5,800-			
				25,100-			
**	Retirement	50,048	49,057	57,891	37,739	56,640	58,940
100-4601-533.30-02	Consultants	0	62,430	0	17,661	17,661	0
LEVEL	TEXT		TEXT AMT				
EST	BUDGETED ON CIP BUDGET, NOT OPERATING BUDGET			17,661			
				17,661			
100-4601-533.30-04	Other	13,007	0	0	0	0	0
**	Professional Services	13,007	62,430	0	17,661	17,661	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-4601-533.32-01	Computer Equip/Software	0	4,900	0	0	0	0
100-4601-533.32-04	Other	33,122	20,251	18,000	1,013	18,000	18,922

LEVEL	TEXT	TEXT AMT
DEPT	2 INROADS DESIGNER @ $2,210 PER SEAT	4,420
	8 MICROSTATION CAD SOFTWARE @ $1,014 PER SEAT	8,112
	4 POWERDRAFT CAD SOFTWARE @ $445 PER SEAT	1,780
	1 GEOPAK SURVEY @ $2,210 PER SEAT	2,210
	ENGINEERING KIP 7100 SCANNER MAINTENANCE (BPI)	2,400
		18,922

**	Maintenance Contracts	33,122	25,151	18,000	1,013	18,000	18,922
100-4601-533.41-06	Telephone/Internet	7,270	7,010	7,480	5,588	7,048	8,160

LEVEL	TEXT	TEXT AMT
DEPT	16 EXISTING MOBILE PHONES @ $40 PER MONTH	7,680
	1 EXISTING TABLET @ $40 PER MONTH	480
	5 NEW TABLETS @ $40 PER MONTH	2,400
	BUDGET BALANCING ADJUSTMENT	2,400-
		8,160

**	Utility Services	7,270	7,010	7,480	5,588	7,048	8,160
100-4601-533.44-01	Office Furniture & Equip	0	0	0	248	249	0
100-4601-533.44-03	Vehicles	0	0	0	0	0	1,500

LEVEL	TEXT	TEXT AMT
DEPT	SURVEY TRUCK PREVIOUSLY BILLED TO FLEET SERVICES	500
	2 NEW INSPECTOR VEHICLES @ $500	1,000
		1,500

100-4601-533.44-08	Other	12	0	0	0	0	0
**	Repair & Maintenance	12	0	0	248	249	1,500
100-4601-533.51-01	Postage	4,559	2,631	3,500	2,524	3,305	3,500

LEVEL	TEXT	TEXT AMT
DEPT	CONSTRUCTION NOTICES TO PROPERTY OWNERS	2,500
	PUBLIC HEARING NOTICES & SPECIAL ASSESSMENT BILLS	1,000
		3,500

100-4601-533.51-02	Office Supplies	4,820	3,119	4,500	1,651	2,237	2,500

LEVEL	TEXT	TEXT AMT
DEPT	PRINTER PAPER	2,000
	PRINTER TONER	500
		2,500

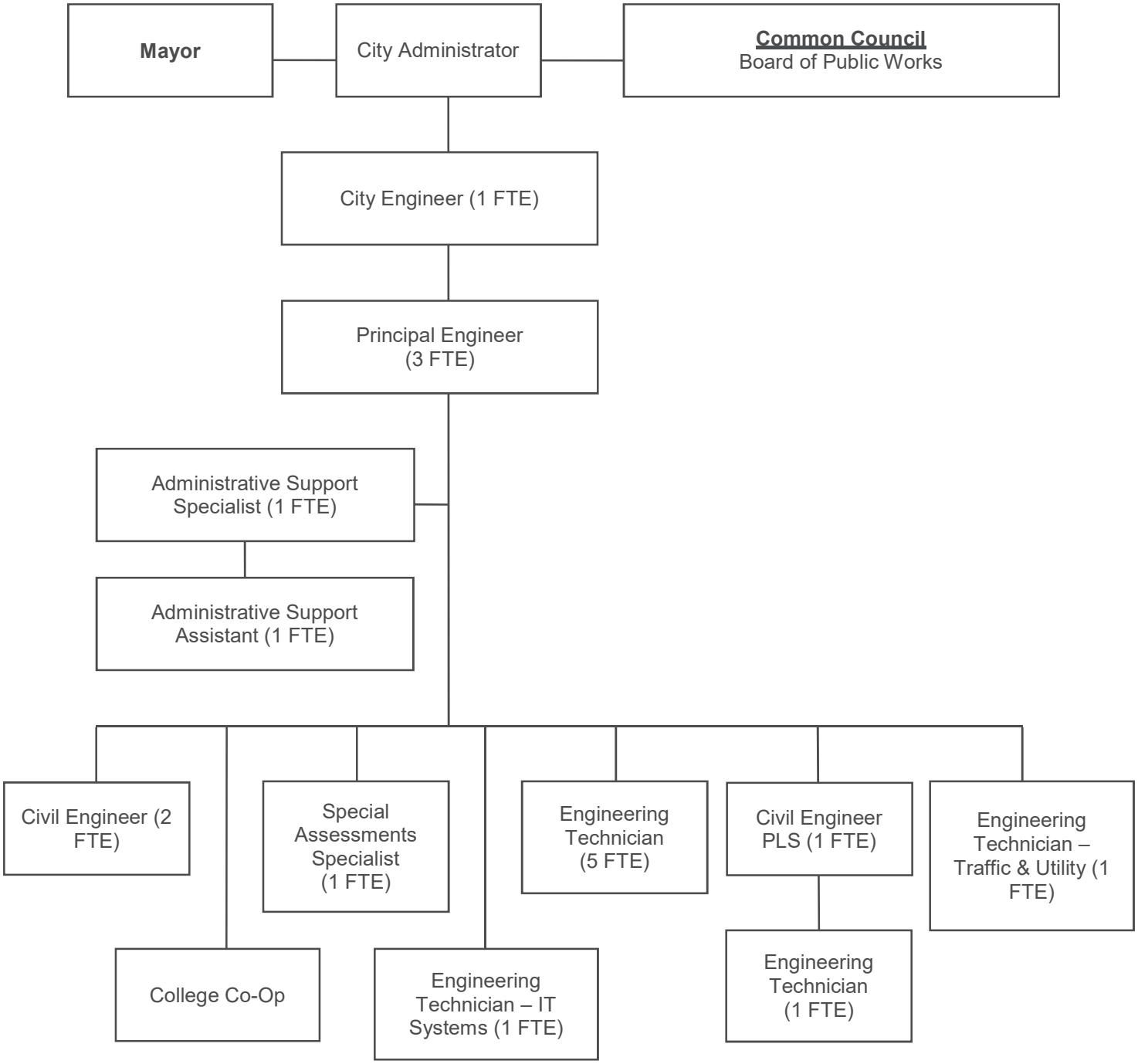
100-4601-533.51-09	Other	1,368	1,231	1,500	1,084	962	2,500

LEVEL	TEXT	TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
DEPT	FIELD WORKER SUPPLIES AND PAINT			1,500			
	SURVEY CREW SUPPLIES AND WOODEN STAKES			1,000			
				2,500			
100-4602-521.51-09	Other	200	200	200	200	0	0
100-4601-533.51-11	Computers & Related Equip	0	0	0	74	0	0
**	General Supplies	10,947	7,181	9,700	5,533	6,504	8,500
100-4601-533.52-01	Subscriptions	225	0	250	0	250	250
LEVEL	TEXT		TEXT AMT				
DEPT	DAILY REPORTER NEWSPAPER WITH BIDDING INFO			250			
				250			
**	Books & Periodicals	225	0	250	0	250	250
100-4601-533.53-01	Gasoline	0	142	0	0	500	1,380
LEVEL	TEXT		TEXT AMT				
DEPT	2 NEW INSPECTOR CARS = 400 GAL.			920			
	SURVEY TRUCK PREVIOUSLY BILLED TO FLEET SERVICES			460			
				1,380			
**	Operational Supplies	0	142	0	0	500	1,380
100-4601-533.54-02	Notices	1,098	315	0	0	0	200
LEVEL	TEXT		TEXT AMT				
DEPT	ADVERTISING IN DAILY REPORTER FOR BIDS AND RFP'S			200			
				200			
**	Advertising	1,098	315	0	0	0	200
100-4601-533.55-04	Bid Documents for re-sale	33-	0	0	0	0	0
**	Printing	33-	0	0	0	0	0
100-4601-533.56-01	Local Business Meetings	33	0	200	0	0	0
100-4601-533.56-02	Conferences & Seminars	1,754	740	5,200	2,888	5,200	6,900
LEVEL	TEXT		TEXT AMT				
DEPT	APWA CONFERENCE IN NEW ORLEANS, LA			3,000			
	APWA WISCONSIN MEETINGS			1,000			
	AWWA STATE CONVENTION			500			
	WISCONSIN SURVEYORS INSTITUTE CONFERENCE (2)			2,400			
				6,900			
100-4602-521.56-03	Other	400	400	400	200	0	0
**	Travel	2,187	1,140	5,800	3,088	5,200	6,900
100-4601-533.57-01	Membership Dues	1,125	615	1,500	500	1,500	1,695
LEVEL	TEXT		TEXT AMT				
DEPT	LAND SURVEYOR ASSOCIATION (2)			300			
	APWA ASSOCIATION			500			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	AWWA ASSOCIATION (2)			400			
	TRANSPORATION DEVELOPMENT ASSOCIATION			320			
	ASCE ASSOCIATION (4)			175			
				1,695			
100-4601-533.57-02	Registration Fees	3,163	6,869	9,000	1,354	9,000	9,400
LEVEL	TEXT		TEXT AMT				
DEPT	WISCONSIN LAND SURVEYOR INSTITUTE CONFERENCE (2)			2,400			
	WISCONSIN CONCRETE PAVING CONFERENCE (1)			1,000			
	MICROSTATION TRAINING (1)			1,000			
	UW MAD ENGINEERING PROFESSIONAL DEVELOPMENT (3)			3,000			
	CONTINUING EDUCATION PROFESSIONAL ENGINEERS (5)			2,000			
				9,400			
**	Education & Training	4,288	7,484	10,500	1,854	10,500	11,095
100-4601-533.58-01	Certification-Permits-Lic	0	301	300	50	500	500
LEVEL	TEXT		TEXT AMT				
DEPT	PROFESSIONAL ENGINEER LICENSES (5)			400			
	PROFESSIONAL LAND SURVEYOR LICENSE			100			
				500			
**	Regulatory Expenses	0	301	300	50	500	500
100-4601-533.60-01	Clothing/Uniforms	112	0	150	0	150	150
LEVEL	TEXT		TEXT AMT				
DEPT	SAFETY VESTS AND SAFETY GLASSES AND HELMETS			150			
				150			
**	Safety Supplies	112	0	150	0	150	150
100-4601-533.70-01	Furniture & Fixtures	1,445	323	1,000	0	1,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	NEW ERGONOMIC CAD DESK (MATT)			2,200			
	BUDGET BALANCING ADJUSTMENT			2,200-			
100-4601-533.70-03	Equipment	0	0	2,000	0	2,000	1,000
LEVEL	TEXT		TEXT AMT				
DEPT	SURVEYING EQUIPMENT REPLACEMENT			1,000			
				1,000			
**	Capital Items	1,445	323	3,000	0	3,000	1,000
***	Engineering	1,102,370	1,161,923	1,352,928	852,925	1,308,864	1,338,504

ENGINEERING



CITY FUNDED FTES: 18.00

Department	Director	Fund and Dept. Group
Engineering	Peter Daniels	Engineering

Mission/Overview

The Engineering Department is dedicated to providing professional, well-organized, and cost effective municipal engineering services to the citizens and businesses of West Allis, as well as other Departments of the City. Our efforts are focused on providing a high level of expertise in the designing, planning, advising, administering, and overseeing of all public works improvements to facilitate upgrades of an aging City infrastructure. Our goal is to provide these services within the project budget and timeframe required while striving to improve the health, safety and overall quality of life for the citizens of our City.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Pavement Replacement	Miles of pavement repaired	2.38	3.54 miles
2. Sanitary Sewer Relay	Miles of sanitary sewer repaired	1.76	2.92 miles
3. Storm Sewer Relay	Miles of storm sewer repaired	2.45	4.09 miles
4. Water Main Relay	Miles of water main replaced	1.09	1.90 miles
5. Street Lighting Circuit Replacement	Miles of street lighting circuit replaced	2.38	3.54 miles
6. Private Lead Service Removal	Number of lead services removed	299	305 lead services
7. Total Suspended Solids Removal in stormwater discharges as required by EPA/DNR/MMSD	Percent of Total Suspended Solids (TSS) Removed	23%	60 - 70% required **over long term** by Milwaukee River Basin Total Maximum Daily Load (TMDL) plan.

Position Information

Title	Number	Funding Source
City Engineer	1	General, Water, Sanitary and Storm funds
Principal Engineer	3	General, Water, Sanitary and Storm funds
Civil Engineer	2	General, Water, Sanitary and Storm funds
Engineer and Professional Land Surveyor	1	General, Water, Sanitary and Storm funds
Engineering Technician – IT Systems	1	General, Water, Sanitary and Storm funds
Engineering Technician	7	General, Water, Sanitary and Storm funds
Special Assessment Specialist	1	General
Administrative Support Specialist	1	General
Administrative Support Assistant	1	General
Coop Student	1	General, Water, Sanitary and Storm funds

Vacant Positions

Title	*Length of Vacancy*	*Current Status*	*Plan for 2020*
Coop Student	1 year	Marquette University Recruitment Underway	Filled

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Maintain Infrastructure in City Right of Ways including Parks, Pavement, Pavement Markings, Sidewalk, Parking lots, Sanitary Sewer, Storm Sewer, Water Main, and Street Lighting.	Daily	Federal, State, MMSD, Local
2. Utility Oversight and Permits for Natural Gas, Electricity, Cable Television, Telephone, Telecom Fiber Optic lines, and 5G Cell Phone service.	Daily	State and Local
3. Upgrade Infrastructure on Private Property including Lead Service Line Replacement, Sump Pump Installation, Storm Sewer Laterals and Sanitary Lateral Lining.	Daily	State and Local
4. Infrastructure Condition Evaluation including Televising of Sewers, Pavement Condition Rating, Bridge Inspection and Facilities Condition Assessment Audit.	Daily	Federal, State and Local
5. Facilities Maintenance for 22 City Owned Buildings including Electrical Systems, HVAC Systems, Roofing Systems, Emergency Generators and Façade Repairs.	Daily	Federal, State and Local

Strategic Plan Progress		
2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
Create a culture of innovation and continuous improvement (SA 5-1)	*Number of Lean Projects completed outside of the lean training*	
1. Improve city-wide parks, open space and art: utilization, maintenance and security. (SA 2-5)	The Engineering Department helped implement plans for a new Dog Park, Fitness Court, Streetscaping on National Ave., Repainting of the Farmer's Market and the Burnham Point Better Block Initiative.	SA 2-5
2. Expand existing efforts to achieve city-wide Complete Streets program that provides safe and healthy transportation choices for multiple users of all ages, including driving, biking, walking or taking transit. (SA 2-4)	National Avenue was built with green bike lanes and green bike boxes to enhance bicycle safety and included enlarged and enhanced pedestrian areas with benches and other pedestrian amenities. 116th Street will also be marked with new bike lanes. Engineering also participated in the Burnham Point Better Block initiative that includes new bike lanes and enlarged pedestrian areas.	SA 2-4
3. Develop a city-wide residential and commercial corridor, common community streetscape, and signage program which markets neighborhood, community, and corridor culture, and welcomes visitors, residents and stakeholders. (SA 1-6)	The reconstruction of four segments of National Avenue is currently underway to enhance the entire commercial corridor with a common community streetscaping that includes benches, brick pavers, decorative flower boxes, trash receptacles, bike racks, and decorative street lights. Engineering also oversaw the construction of the new decorative bus shelter at 92nd Street. National Avenue will undoubtedly be the most beautiful and welcoming corridor in West Allis upon full build out.	SA 1-6
4. Expand access to City information through citizen focused city-wide communications and social media activities (SA 3-5)	The Engineering Department collaborated with the Communications Department to get the word out about National Avenue reconstruction and private lead service replacement with brochures and social media posts and articles in the "It's Your City" Magazine. Engineering Department helped develop brochures for the public on the use of the new Green Bike Boxes. Engineering Department continued to send out weekly Construction in Progress email updates to all subscribers.	SA 3-5
5. Develop a sustainable Capital Improvement Plan which includes equipment and facilities replacement cycles, and maintenance and repair plans (SA 4-7)	The Engineering Department continued to help oversee the Facilities Assessment initiative and the Action Plan for the DPW Yards Facility and for City Hall as well as participating in the Water Utility Facilities Assessment.	SA 4-7
6. Develop and Implement ongoing Operational Analysis/Audit/Alternative Service Delivery Options/Organizational Structure Analysis. (SA 5-5)	Engineering began outsourcing delivery of manhole castings, fire hydrants, water valves, and catch basins to City contractors by specifying the materials needed on our projects, thereby eliminating the need for DPW to stock pile and inventory these items. Engineering began outsourcing the delivery and installation of street light poles, pull boxes, conduit and wiring to electrical contractors thereby eliminating the need	SA 5-5

	for DPW to purchase and install street lighting on our reconstruction projects. Both initiatives enabled a reduction of DPW staff in the Inventory and Electrical Divisions.	
7. Continue to develop city-wide technology opportunities and utilization of software to ensure efficient and effective use of government resources (SA 4-5)	Helped Create hydraulic water model with WaterGEMS software to eliminate the need for water main pressure testing in the field and to more precisely model the entire system in order to find areas for cost savings and efficiencies in water main system.	SA 4-5
8. Create and implement a city-wide commercial and residential code compliance program that includes city-wide infrastructure improvements (SA 2-1) and support the Community Health Improvement Plan to focus on health lifestyles (SA 2-2)	The Engineering Department has been replacing private lead service lines throughout the City. We have replaced about 460 of the 9,300 private lead service lines in the City in order to bring properties up to current code (which requires copper water services) and to eliminate a potential source of lead poisoning amongst our population.	SA 2-1 SA 2-2

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. The Engineering Dept. and DPW Water Division need to explore the possibility of instituting a mandatory private lead service line replacement program to replace the remaining 9,000 private lead services in the City. Residents would pay at least ½ by state law leaving the Water Utility to pay the other ½.	Support the Community Health Improvement Plan to focus on health lifestyles (SA 2-2) and Create and implement a city-wide commercial and residential code compliance program and infrastructure improvements (SA 2-1)
2. The Engineering Department will help redevelop the currently malfunctioning online systems to process loading zones, special parking areas and disabled parking zones and support the move to a virtual City Hall for all permits. The Engineering Department will also help redevelop the currently malfunctioning online system for paying special assessments online.	Continue to develop city-wide technology opportunities and utilization of software to ensure efficient and effective use of government resources (SA 4-5)
3. The Engineering Dept., in cooperation with MMSD, is embarking on a new program to offer free sanitary sewer lining and free sump pump installation as a method of reducing flooding in West Allis basements. Both methods remove rain water from the sanitary sewer system thereby also reducing sewerage dumping in West Allis rivers and Lake Michigan. This initiative will be funded 100% by MMSD.	Support the Community Health Improvement Plan to focus on health lifestyles (SA 2-2) and Create and implement a city-wide commercial and residential code compliance program and infrastructure improvements (SA 2-1)
4. The Engineering Dept. will be investigating the outsourcing of sewer televising services to contractors to eliminate the need to replace the current DPW camera truck with a new one valued at $270,000.	Develop and Implement ongoing Operational Analysis/Audit/Alternative Service Delivery Options/Organizational Structure Analysis. (SA 5-5)
5. The Engineering Department will help develop a Street Lighting Conversion plan to prevent a black out of City street lighting due to the discontinuance of high voltage low pressure sodium bulbs. This initiative is estimated to cost $1,300,000 per year.	Develop a sustainable Capital Improvement Plan which includes equipment and facilities replacement cycles, and maintenance and repair plans (SA 4-7)

REVENUES
Are there any changes which may impact your revenues for 2020? ☒Yes ☐ No
If yes, please note the details here: -Special Assessment Rates will increase 5% with Council approval to account for 32% increase in costs. -Utility Permit Fees will increase with Council approval consistent with the new State Law regarding Small Cell work.
SALARY ACCOUNT ADJUSTMENTS
Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No
If yes, please note the details here:
ADDITIONAL INFORMATION TO CONSIDER

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

HEALTH, CULTURE & RECREATION

City of West Allis
Health Department
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 1,432,060	$ 1,479,865	$ 1,570,999	$ 1,083,777	$ 1,447,777	$ 123,222	$ 1,545,635	$ (25,364)	
Provisionals/Part-Time	$ 30,050	$ 13,434	$ 21,553	$ 16,998	$ 21,553	$ -	$ 14,289	$ (7,264)	
Misc Other Pay	$ 8,253	$ 6,490	$ 8,480	$ 3,696	$ 7,800	$ 680	$ 7,580	$ (900)	
Overtime	$ 9,910	$ 2,385	$ 7,900	$ 538	$ 4,400	$ 3,500	$ 5,499	$ (2,401)	
Payroll Taxes	$ 110,567	$ 111,023	$ 121,050	$ 80,860	$ 108,160	$ 12,890	$ 116,732	$ (4,318)	
Pension	$ 98,655	$ 98,915	$ 103,418	$ 67,735	$ 91,535	$ 11,883	$ 104,702	$ 1,284	
Health Insurance	$ 251,239	$ 258,075	$ 303,352	$ 194,927	$ 272,629	$ 30,725	$ 326,813	$ 23,461	
Dental Insurance	$ 21,923	$ 20,291	$ 22,415	$ 14,251	$ 19,851	$ 2,564	$ 22,639	$ 224	
Life Insurance	$ 5,582	$ 5,856	$ 5,824	$ 3,488	$ 5,088	$ 736	$ 5,142	$ (682)	
Professional Services	$ 760	$ 2,597	$ 5,300	$ 319	$ 4,900	$ 400	$ 6,800	$ 1,500	
Maintenance Contracts	$ 2,771	$ 5,872	$ 10,590	$ 6,143	$ 10,200	$ 390	$ 10,590	$ -	
Utilities	$ 25,399	$ 27,100	$ 30,929	$ 23,134	$ 34,100	$ (3,171)	$ 34,015	$ 3,086	
Repair & Maintenance	$ 2,574	$ 570	$ 1,100	$ 1,239	$ 1,100	$ -	$ 1,500	$ 400	
Supplies	$ 72,974	$ 58,494	$ 79,648	$ 33,456	$ 73,361	$ 6,287	$ 77,823	$ (1,825)	
Books & Subscriptions	$ 192	$ 415	$ 800	$ 230	$ 800	$ -	$ 800	$ -	
Advertising	$ 556	$ -	$ 500	$ -	$ 200	$ 300	$ 250	$ (250)	
Printing	$ 63	$ 180	$ -	$ 4,035	$ 4,900	$ (4,900)	$ 5,000	$ 5,000	
Training & Travel	$ 13,062	$ 20,198	$ 22,945	$ 14,350	$ 24,240	$ (1,295)	$ 24,575	$ 1,630	
Regulatory & Safety	$ 25	$ 60	$ 300	$ 80	$ 200	$ 100	$ 300	$ -	
Insurance	$ 400	$ 300	$ 875	$ 100	$ 800	$ 75	$ 800	$ (75)	
Capital Items	$ 25,182	$ 1,121	$ 2,500	$ 139	$ 2,500	$ -	$ 2,500	$ -	
TOTAL EXPENDITURES	$ 2,112,199	$ 2,113,240	$ 2,320,478	$ 1,549,495	$ 2,136,094	$ 184,386	$ 2,313,984	$ (6,494)	-0.28%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $184,386 under budget as indicated above. This is the result of staff turnover and the resulting temporary vacancies of serveral positions at the Health Department, including the Health Director position.
The 2020 Budget reflects a net decrease, mainly due to transferring staff time to grant accounts.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
GENERAL FUND							
Health Department							
100-3001-541.11-01	Salary & Wages	292,385	300,107	406,973	373,404	375,922	418,978

LEVEL TEXT TEXT AMT
DEPT 1 HEALTH COMMISSIONER
1 BUSINESS MANAGER
1 DEPUTY REGISTRAR
3 ADMISTRATIVE SUPPORT ASSISTANT
1 MUNICIPAL JANITOR
---
7 POSITIONS (7 FTE FUNDED BY GEN FUND)

100-3002-541.11-01	Salary & Wages	89,702	94,790	116,457	115,829	101,344	119,870

LEVEL TEXT TEXT AMT
DEPT 1 DENTAL HYGIENIST
1 COMMUNITY HEALTH EDUCATION COORDINATOR
---
2 POSITIONS (1.9 FTE FUNDED BY GEN FUND)

100-3003-541.11-01	Salary & Wages	588,393	616,198	802,233	671,665	738,366	729,303

LEVEL TEXT TEXT AMT
DEPT 1 DIRECTOR OF COMM & ENVIRNMENTAL HEALTH SERVICES
5 PUBLIC HEALTH NURSE COORDINATORS (5 FTE)
3 PUBLIC HEALTH NURSES (3 FTE)
2 COMM HEALTH TECH (1.8 GEN FUND .2 GRANT FUND)
2 PUBLIC HEALTH SPECLST (1.4 GEN FUND .6 GRANT)
1 COMMUNITY HEALTH WORKER (.1 LTE GRANT FUND)
---
14 POSITIONS
FUND 1 PUBLIC HEALTH NURSE THRU GRANTS IN 2020:
PAY-$63,343
HEALTH INS-$15,802
DENTAL INS-$1,264
FICA-$3,927
MED-$918
WRS-$4,276
TOTAL BUDGET BALANCING ADJUSTMENT = $(89,530)

100-3004-541.11-01	Salary & Wages	216,038	247,265	245,336	282,106	231,645	277,484

LEVEL TEXT TEXT AMT
DEPT 3 ENVIRONMENTALIST COORDINATOR
1 ENVIRONMENTALIST
1 PREPAREDNESS COORDINATOR (.5 FTE GRANT FUND)
---
5 POSITIONS - 4.5 FTE (4 FTE GEN FUND)
FUND EMERGENCY PREPAREDNESS COORD-GRANTS IN 2020
PAY-$26,071

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	HEALTH INS-$7,383						
	DENTAL INS-$632						
	FICA-$1,616						
	MED-$378						
	TOTAL BUDGET BALANCING ADJUSTMENT = $(36,080)						
100-3006-541.11-01	Salary & Wages	0	0	0	0	500	0
100-3001-541.11-02	Vacation	25,511	26,308	0	0	0	0
100-3002-541.11-02	Vacation	11,619	11,462	0	0	0	0
100-3003-541.11-02	Vacation	62,873	59,525	0	0	0	0
100-3004-541.11-02	Vacation	14,134	17,751	0	0	0	0
100-3001-541.11-03	Holidays	15,102	16,790	0	0	0	0
100-3002-541.11-03	Holidays	4,747	5,319	0	0	0	0
100-3003-541.11-03	Holidays	34,885	34,600	0	0	0	0
100-3004-541.11-03	Holidays	11,183	12,391	0	0	0	0
100-3001-541.11-04	Sick Leave	7,160	11,254	0	0	0	0
100-3002-541.11-04	Sick Leave	4,615	2,149	0	0	0	0
100-3003-541.11-04	Sick Leave	38,030	14,820	0	0	0	0
100-3004-541.11-04	Sick Leave	3,922	3,954	0	0	0	0
100-3001-541.11-06	Funeral Leave	1,349	0	0	0	0	0
100-3003-541.11-06	Funeral Leave	845	1,159	0	0	0	0
100-3004-541.11-06	Funeral Leave	989	0	0	0	0	0
100-3003-541.11-07	Jury Duty	140	0	0	0	0	0
100-3001-541.11-08	Injury Time-Workers Comp	0	299	0	0	0	0
100-3003-541.11-08	Injury Time-Workers Comp	2,107	450	0	0	0	0
100-3001-541.11-12	Comp Time Used	100	43	0	0	0	0
100-3002-541.11-12	Comp Time Used	198	92	0	0	0	0
100-3003-541.11-12	Comp Time Used	5,089	2,883	0	0	0	0
100-3004-541.11-12	Comp Time Used	944	256	0	0	0	0
**	Regular Employees	1,432,060	1,479,865	1,570,999	1,443,004	1,447,777	1,545,635
100-3003-541.12-01	Prov. Salary & Wages	7,353	1,218	3,000	3,539	3,000	0
100-3004-541.12-01	Prov. Salary & Wages	11,464	0	5,000	9,354	10,000	0
100-3005-552.12-01	Prov. Salary & Wages	11,232	12,215	13,553	7,481	8,553	14,289
**	Provisional Employees-PT	30,049	13,433	21,553	20,374	21,553	14,289
100-3001-541.13-01	Overtime Pay	1,322	426	1,000	1,105	900	1,003
100-3002-541.13-01	Overtime Pay	1,498	502	900	647	500	802
100-3003-541.13-01	Overtime Pay	3,912	891	4,200	899	2,000	2,190

LEVEL	TEXT	TEXT AMT
DEPT	REDUCE OVERTIME:	
	PAY-$1,320	
	FICA-$82	
	MED-$19	
	WRS-$89	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(1,510)	

100-3004-541.13-01	Overtime Pay	3,179	565	1,800	0	1,000	1,504
**	Overtime	9,911	2,384	7,900	2,651	4,400	5,499
100-3002-541.14-01	Out of Class Pay	0	0	0	30-	0	0
100-3001-541.14-10	Car Allowance	125	0	400	152	100	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-3002-541.14-10	Car Allowance	657	535	500	365	500	0
100-3003-541.14-10	Car Allowance	3,116	1,723	3,420	2,587	3,200	3,420
100-3004-541.14-10	Car Allowance	3,175	2,986	3,020	2,969	3,000	3,020
100-3003-541.14-11	Clothing Allowance	1,180	1,247	1,140	471	1,000	1,140
**	Misc Additional Pays	8,253	6,491	8,480	6,514	7,800	7,580
100-3001-541.21-01	Health Insurance	66,250	72,362	99,689	75,015	70,884	101,402
100-3002-541.21-01	Health Insurance	19,774	20,891	22,605	21,280	19,084	23,153
100-3003-541.21-01	Health Insurance	113,606	110,266	142,702	133,193	139,041	170,315
100-3004-541.21-01	Health Insurance	51,608	54,555	38,356	40,658	43,620	31,943
100-3001-541.21-04	Life Insurance	1,678	1,882	2,010	1,714	1,323	1,696
100-3002-541.21-04	Life Insurance	560	616	616	595	356	626
100-3003-541.21-04	Life Insurance	2,729	2,630	2,497	2,017	2,595	2,081
100-3004-541.21-04	Life Insurance	615	728	701	727	814	739
100-3001-541.21-07	Dental Insurance	5,202	5,035	6,267	4,837	5,161	6,081
100-3002-541.21-07	Dental Insurance	2,220	2,234	2,234	2,176	1,390	2,325
100-3003-541.21-07	Dental Insurance	11,922	10,920	13,062	9,938	10,124	12,067
100-3004-541.21-07	Dental Insurance	2,579	2,101	852	2,646	3,176	2,166
**	Insurance	278,743	284,220	331,591	294,796	297,568	354,594
100-3001-541.22-01	Social Secrty-OASDI 6.2%	20,708	21,317	24,547	22,456	22,385	25,170
100-3002-541.22-01	Social Secrty-OASDI 6.2%	6,682	6,833	7,229	6,938	6,000	7,292
100-3003-541.22-01	Social Secrty-OASDI 6.2%	45,655	43,989	49,952	39,785	47,076	44,196
100-3004-541.22-01	Social Secrty-OASDI 6.2%	15,850	17,084	15,537	17,621	13,672	17,062
100-3005-552.22-01	Social Secrty-OASDI 6.2%	696	757	840	464	850	886
100-3001-541.22-02	Social Security-HI 1.45%	4,843	4,985	5,741	5,245	4,737	5,887
100-3002-541.22-02	Social Security-HI 1.45%	1,563	1,598	1,691	1,622	1,570	1,705
100-3003-541.22-02	Social Security-HI 1.45%	10,701	10,288	11,682	9,304	8,086	10,337
100-3004-541.22-02	Social Security-HI 1.45%	3,707	3,995	3,634	4,121	3,634	3,990
100-3005-552.22-02	Social Security-HI 1.45%	163	177	197	109	150	207
**	Payroll Taxes	110,568	111,023	121,050	107,665	108,160	116,732
100-3001-541.23-01	Retirement-General	23,486	23,856	26,722	23,328	23,800	28,349
100-3002-541.23-01	Retirement-General	7,714	7,652	7,687	7,639	6,407	8,145
100-3003-541.23-01	Retirement-General	51,188	48,415	52,822	41,955	46,683	49,376
100-3004-541.23-01	Retirement-General	16,267	18,992	16,187	18,362	14,645	18,832
**	Retirement	98,655	98,915	103,418	91,284	91,535	104,702
100-3001-541.30-02	Consultants	40	2,264	4,000	671	3,000	4,000
100-3003-541.30-02	Consultants	0	494	0	171	200	500
100-3001-541.30-04	Other	60	300-	300	0	300	300
100-3003-541.30-04	Other	0	0	0	285	400	1,000
100-3004-541.30-04	Other	660	139	1,000	0	1,000	1,000
**	Professional Services	760	2,597	5,300	1,127	4,900	6,800
100-3001-541.32-04	Other	2,771	2,357	3,090	2,375	3,000	3,090
100-3003-541.32-04	Other	0	3,515	7,500	4,609	7,200	7,500
**	Maintenance Contracts	2,771	5,872	10,590	6,984	10,200	10,590
100-3001-541.41-01	Water	611	164	650	1,300	1,500	665
100-3005-552.41-01	Water	763	527	800	490	800	800

LEVEL	TEXT	TEXT AMT
DEPT	BUDGET ADD $800 INADVERTANTLY OMITTED FROM ORIG	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
	BUDGET REQUEST						
100-3001-541.41-02	Storm Water	847	218	1,000	1,494	1,500	850
100-3005-552.41-02	Storm Water	3,312	3,381	3,509	3,340	3,500	3,500
LEVEL	TEXT		TEXT AMT				
DEPT	BUDGET ADD $3500-INADVERTANTLY OMITTED FROM ORIG						
	BUDGET REQUEST						
100-3001-541.41-03	Sanitary Sewer	449	109	500	793	1,000	500
100-3005-552.41-03	Sanitary Sewer	364	396	370	309	400	400
LEVEL	TEXT		TEXT AMT				
DEPT	BUDGET ADD $400-INADVERTANTLY OMITTED FROM ORIG						
	BUDGET REQUEST						
100-3001-541.41-04	Electric	12,548	13,830	15,000	13,558	15,800	15,800
100-3005-552.41-04	Electric	2,392	3,589	3,600	4,885	4,100	6,000
LEVEL	TEXT		TEXT AMT				
DEPT	BUDGET ADD $6000-INADVERTANTLY OMITTED FROM ORIG						
	BUDGET REQUEST						
100-3001-541.41-05	Gas	4,113	4,887	5,500	3,866	5,500	5,500
**	Utility Services	25,399	27,101	30,929	30,035	34,100	34,015
100-3001-541.44-01	Office Furniture & Equip	170	0	200	23	200	200
100-3001-541.44-08	Other	1,729	0	100	71	100	100
100-3003-541.44-08	Other	675	570	800	1,131	800	1,200
**	Repair & Maintenance	2,574	570	1,100	1,225	1,100	1,500
100-3001-541.51-01	Postage	5,543	5,498	5,670	4,134	5,000	5,670
100-3001-541.51-02	Office Supplies	3,004	3,178	4,878	2,831	4,878	4,878
100-3001-541.51-04	Food/Provisions	50	89	500	404	500	500
100-3001-541.51-06	Custodial Supplies	3,266	3,176	3,200	3,026	3,200	3,100
100-3004-541.51-06	Custodial Supplies	169	0	0	0	0	0
100-3001-541.51-08	Hand & Shop Tools	72	0	25	0	25	0
100-3001-541.51-09	Other	20-	12	300	26	300	300
100-3002-541.51-09	Other	1,349	162	500	429	400	500
100-3003-541.51-09	Other	410	1,130	0	0	0	0
100-3004-541.51-09	Other	1,496	0	2,000	800	2,000	0
100-3005-552.51-09	Other	1,003	1,901	3,000	591	0	1,375
LEVEL	TEXT		TEXT AMT				
DEPT	BUDGET ADD $1375-INADVERTANTLY OMITTED FROM ORIG						
	BUDGET REQUEST						
**	General Supplies	16,342	15,146	20,073	12,241	16,303	16,323
100-3001-541.52-01	Subscriptions	192	251	300	230	300	300
100-3001-541.52-02	Other	0	0	500	0	500	500
100-3003-541.52-02	Other	0	164	0	0	0	0
**	Books & Periodicals	192	415	800	230	800	800
100-3001-541.53-01	Gasoline	0	0	75	0	0	0
100-3004-541.53-40	Environmental Supplies	2,054	2,125	2,500	1,281	2,500	4,500
100-3002-541.53-41	Medical & Lab Supplies	2,927	2,941	3,000	2,581	558	3,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

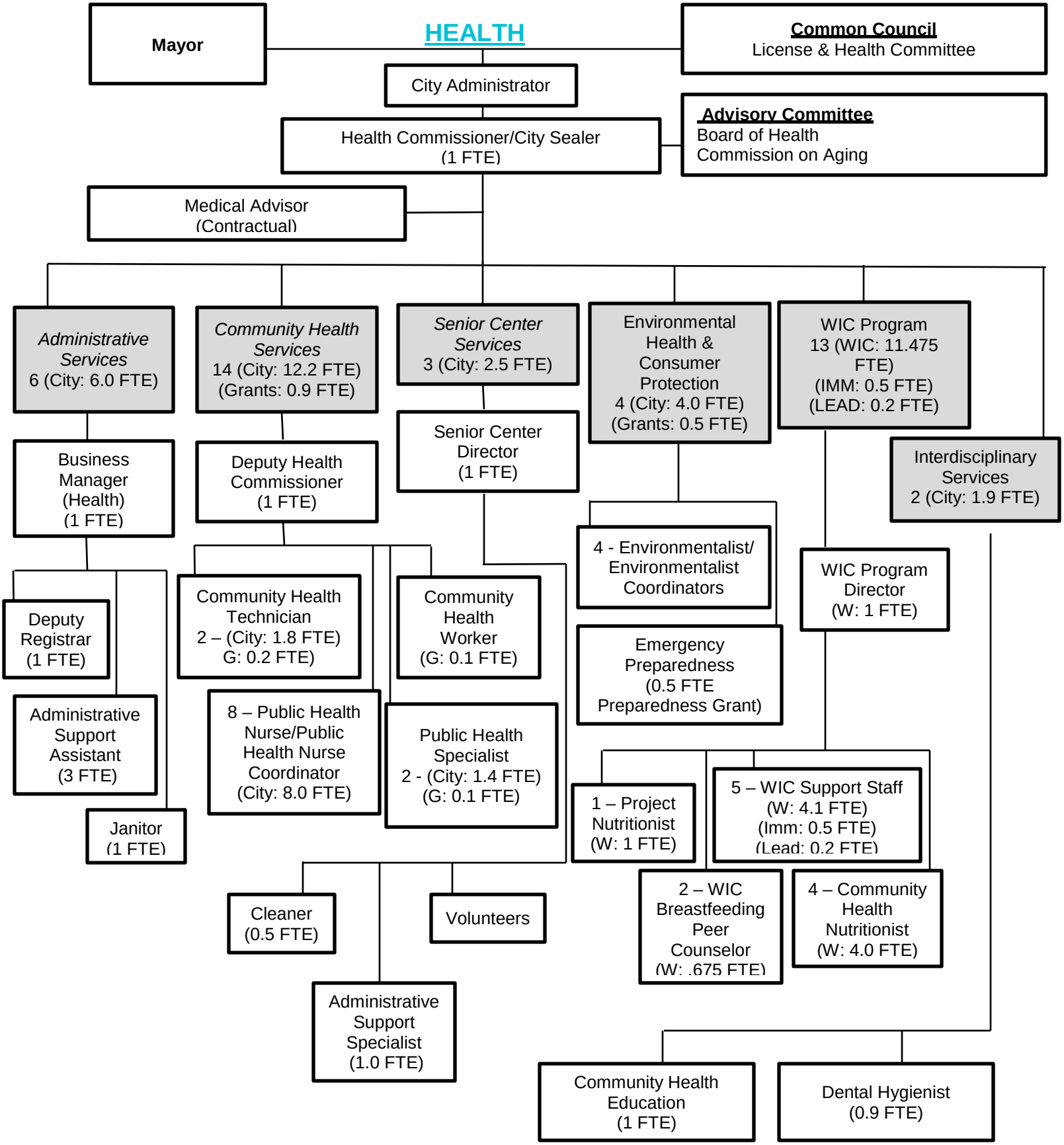
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-3003-541.53-41	Medical & Lab Supplies	51,652	38,280	54,000	38,848	54,000	54,000
**	Operational Supplies	56,633	43,346	59,575	42,710	57,058	61,500
100-3001-541.54-02	Notices	556	0	500	0	200	250
**	Advertising	556	0	500	0	200	250
100-3001-541.55-01	In-house (Print Shop)	63	180	0	34-	0	0
100-3001-541.55-02	Out-sourced	0	0	0	4,035	4,900	5,000

LEVEL	TEXT	TEXT AMT
DEPT	BIRTH/DEATH CERTIFICATES	5,000
		5,000

**	Printing	63	180	0	4,001	4,900	5,000
100-3001-541.56-01	Local Business Meetings	95	213	850	169	300	850
100-3002-541.56-01	Local Business Meetings	121	120	150	0	150	150
100-3003-541.56-01	Local Business Meetings	333	526	500	307	500	500
100-3004-541.56-01	Local Business Meetings	4,497	1,845	1,500	1,262	1,500	1,500
100-3001-541.56-02	Conferences & Seminars	0	250	1,550	165	800	1,550
100-3002-541.56-02	Conferences & Seminars	382	395	400	392	400	400
100-3003-541.56-02	Conferences & Seminars	1,372	595	2,400	1,510	1,000	2,400
100-3004-541.56-02	Conferences & Seminars	2,674	3,203	2,500	887	2,000	2,000
**	Travel	9,474	7,147	9,850	4,692	6,650	9,350
100-3001-541.57-01	Membership Dues	885	9,036	6,500	6,455	6,500	6,500
100-3002-541.57-01	Membership Dues	123	80	165	75	150	125
100-3003-541.57-01	Membership Dues	160	1,151	1,575	155	1,500	1,500
100-3004-541.57-01	Membership Dues	693	810	705	808	700	700
100-3001-541.57-02	Training Schools	0	137	1,200	2,115	2,040	1,200
100-3002-541.57-02	Training Schools	0	0	200	100	200	200
100-3003-541.57-02	Training Schools	860	1,232	2,000	2,913	4,000	2,500

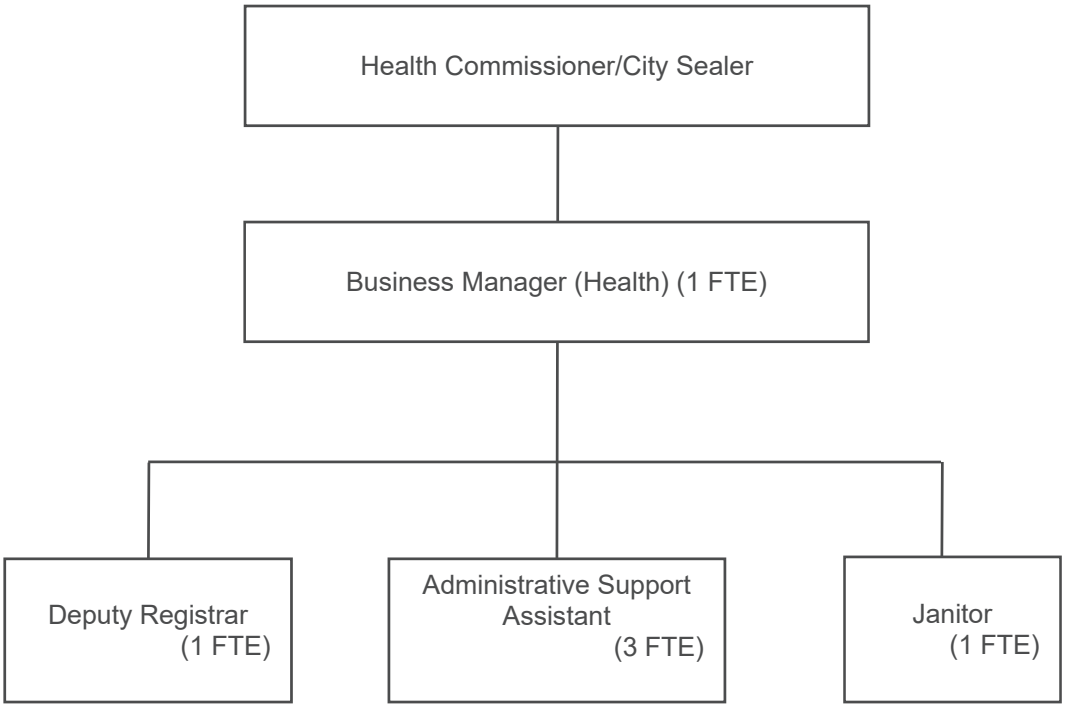
LEVEL	TEXT	TEXT AMT
DEPT	ORIG BUDGET REQUEST	4,000
	BUDGET BALANCING ADJUSTMENT	1,500-
		2,500

100-3004-541.57-02	Training Schools	866	606	750	235	2,500	2,500
**	Education & Training	3,587	13,052	13,095	12,856	17,590	15,225
100-3001-541.59-01	Medical	25	0	100	0	0	0
100-3001-541.59-02	Other	0	0	0	0	0	100
100-3004-541.59-02	Other	0	60	200	110	200	200
**	Testing	25	60	300	110	200	300
100-3003-541.61-01	Liability Ins (premiums)	400	300	875	200	800	800
**	Insurance	400	300	875	200	800	800
100-3001-541.70-01	Furniture & Fixtures	238	526	1,500	104	1,500	1,500
100-3001-541.70-05	Other	24,944	594	1,000	81	1,000	1,000
**	Capital Items	25,182	1,120	2,500	185	2,500	2,500
***	Health Department	2,112,197	2,113,237	2,320,478	2,082,884	2,136,094	2,313,984

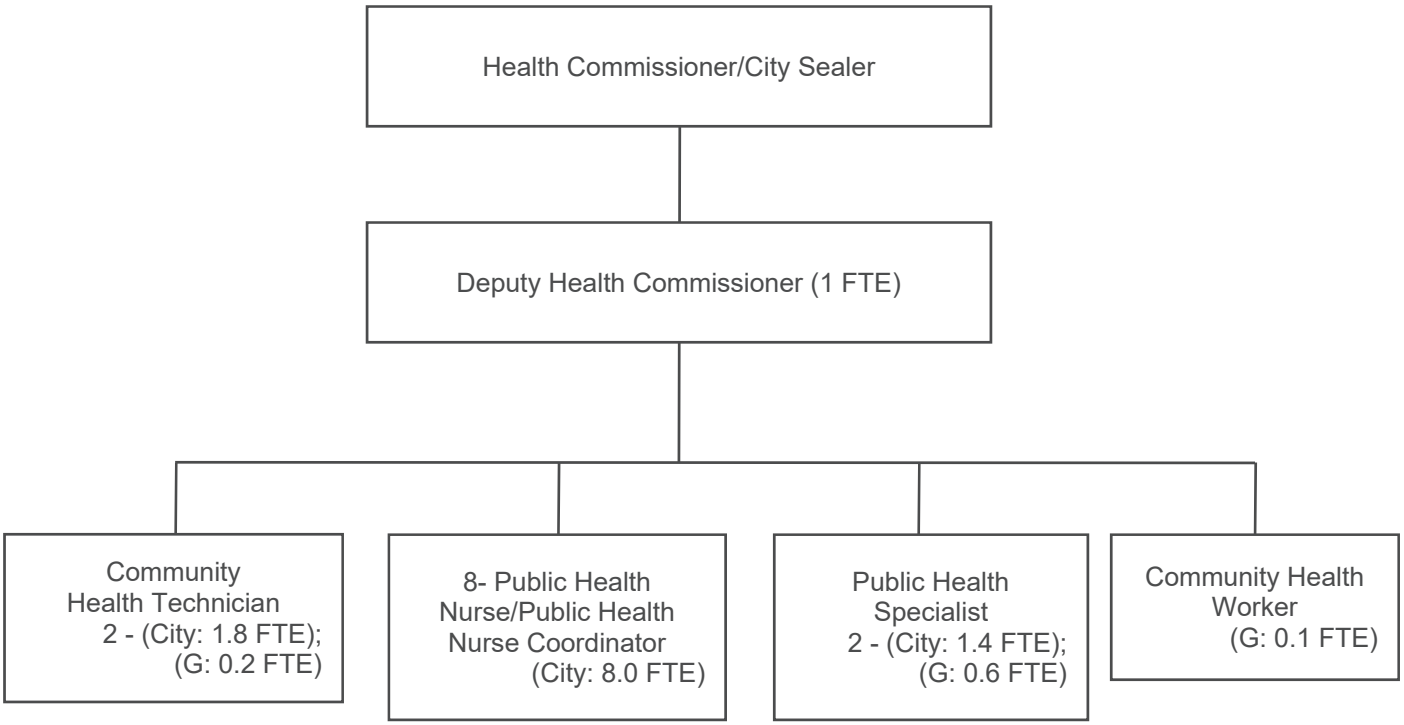


CITY FUNDED FTE: 27.60
OTHER FUNDING SOURCES: 13.575

HEALTH ADMINISTRATIVE SERVICES

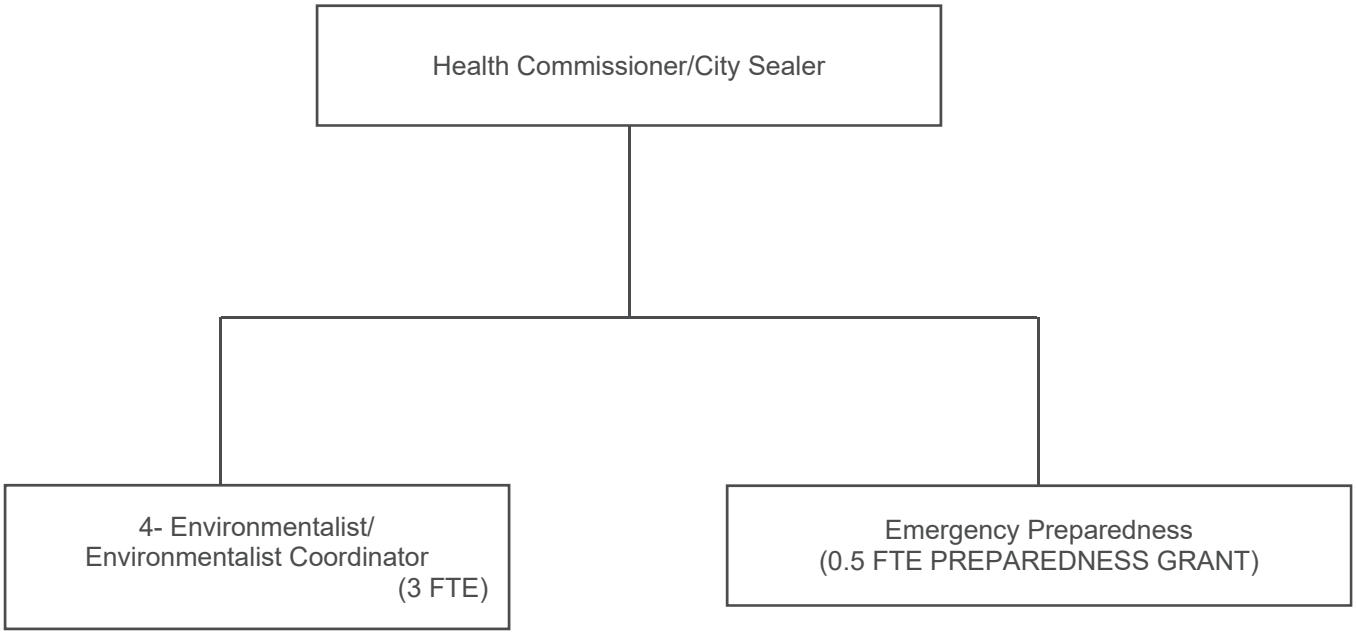


HEALTH
COMMUNITY HEALTH SERVICES

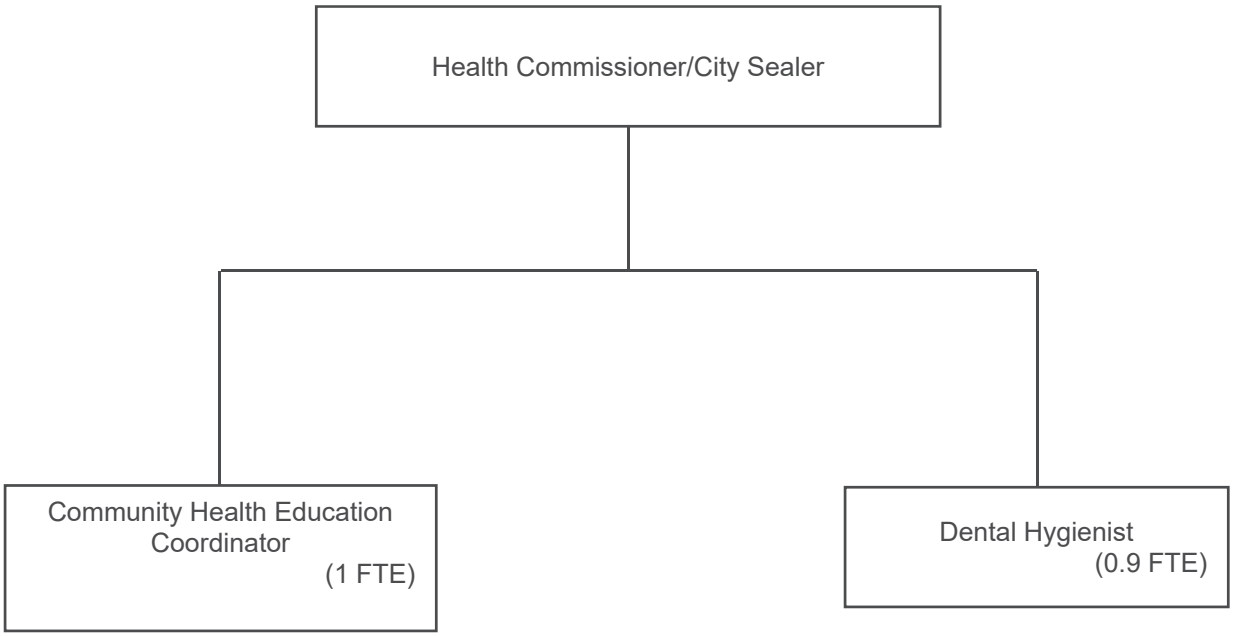


G=Funded by Grants
W=Funded by WIC Grants

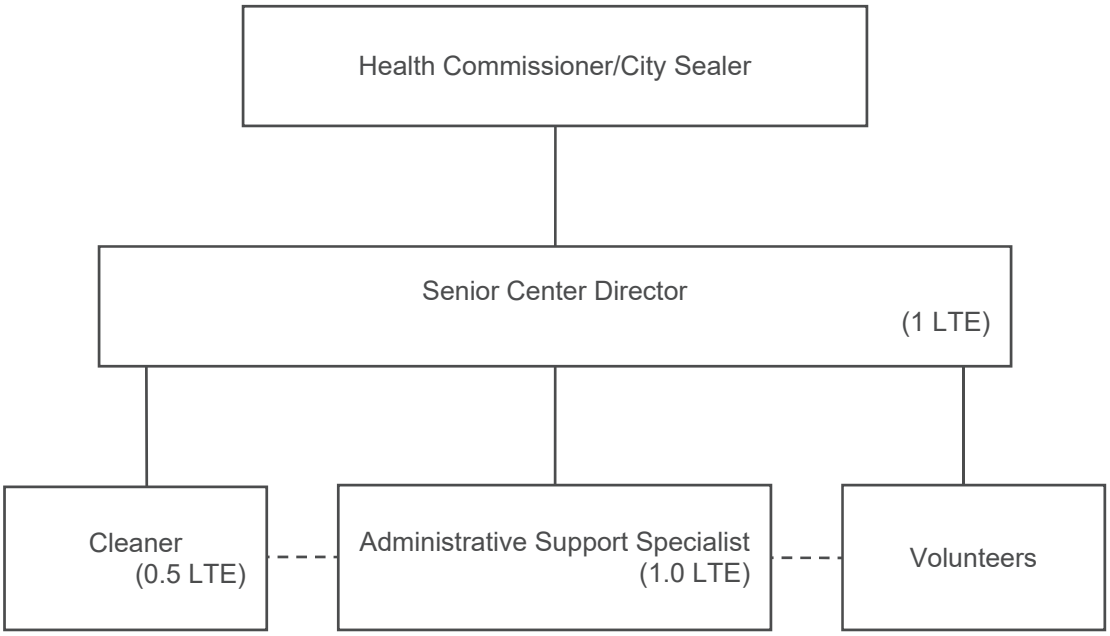
HEALTH
ENVIRONMENTAL HEALTH & CONSUMER PROTECTION



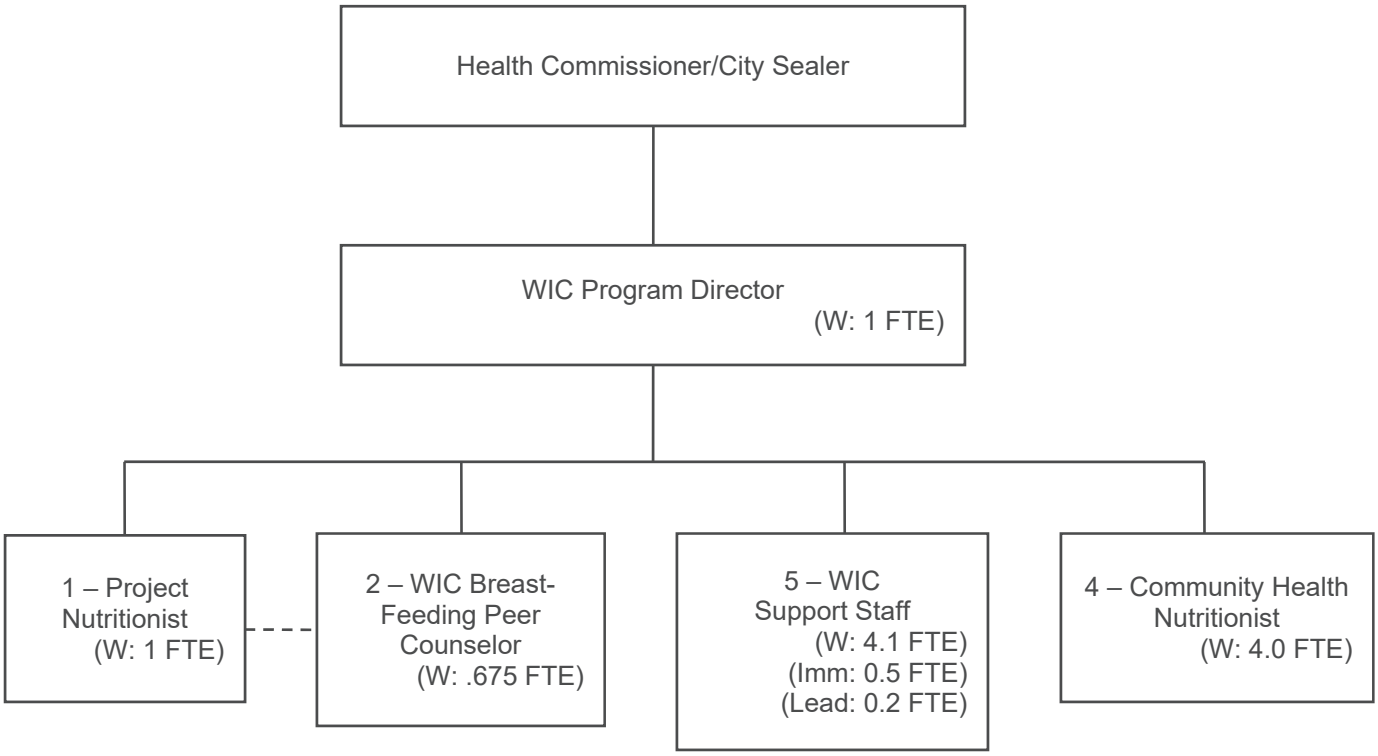
HEALTH
INTERDISCIPLINARY HEALTH SERVICES



HEALTH
SENIOR CENTER



HEALTH
WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM



G=Funded by Grants
Imm=Funded by Immunization Grant
Lead=Funded by Lead Grant
W=Funded by WIC Grants

Department	Director	Fund and Dept. Group
Health	Bob Leischow	100-30

Mission/Overview

Mission: The West Allis Health Department will provide community leadership to protect and promote the health of all people in West Allis.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Percent of staff involved in a completed QI project	CHS	Increase the percent of staff involved in a QI project	20%	50%
2. Percent of WAHD programs that have the Health Equity Lens Analysis Tool completed	ADMIN	By December 31, 2020, the WAHD staff competencies and programs will include Health Equity assessments and interventions.	TBD New Measure	80%
3. Dollar amount of reimbursement for PNCC services	CHS/WIC	Maintain a minimum average of $400 for reimbursement for PNCC services.	$429.89	>$400
4. Percent of WAWM residents reporting overweight or obesity	CHS	Decrease the percent of WAWM residents reporting overweight or obesity	71.0%	66%
5. Percent of WAWM residents meeting the minimum recommended minutes of physical activity (aerobic physical activity of at least moderate intensity for at least 150 minutes/week, or 75 minutes/week of vigorous intensity)	CHS	Increase the % of WAWM residents meeting the minimum recommended minutes of physical activity	46%	48%
6. Percent of School Imm. Waivers	CHS	Decrease the percent of personal conviction waivers for school immunizations	TBD New Measure	TBD
7. Percent of residents with a current STD (Chlamydia, Gonorrhea) with a history of a prior STD in the past five years	CHS	Decrease the percent of repeat STD reports	20%	40%
8. Percent increase of likes on the WAHD Facebook page	INTERDIS.	Improve visibility of WAHD	8500	8527
9. Percent of violations related to HS #21 "Proper date marking and disposition	ENV	Decrease the percent of violations related to HS #21	TBD	5.5%
10. Percent of WAHD WIC ever breastfed infants who are breastfed at 3 months of age	WIC	Increase the percent of breastfed infants at 3 months	53%	60%
11. Percent of West Allis WIC obese 2 to 4 year olds decrease	WIC	Decrease the percent of obese 2-4 year old West Allis WIC children	18.2%	15.60%
12. Percent of audited PNCC (enrolled) charts that are in complete compliance with Medicaid standards (prior year's charts)	CHS/ADMIN	Increase the percent of PNCC charts in overall compliance with Medicaid standards	36.7%	70%

Position Information			
Title	Division	Number	Funding Source
Health Commissioner	Admin	1	City
Business Manager	Admin	1	City
Deputy Registrar	Admin	1	City
Administrative Support Assistant	Admin	3	City
Janitor	Admin	1	City
Environmentalist/ Environmentalist Coordinator	Environmental	4	City
Emergency Preparedness Coordinator	Environmental	1	Grant
Deputy Health Commissioner/Dir CEHS	CEHS	1	City
Public Health Nurse/Public Health Nurse Coordinator	CHS	8	City
Public Health Specialist	CHS	2	City/Grant
Community Health Technician	CHS	2	City/Grant
Community Health Worker	CHS	1	Grant
Community Health Education Coordinator	Interdisciplinary	1	City
Dental Hygienist	Interdisciplinary	1	City
WIC Program Director	WIC	1	Grant
WIC Project Nutritionist	WIC	1	Grant
Community Health Nutritionist	WIC	4	Grant
WIC Support Staff	WIC	5	Grant
WIC Breastfeeding Peer Counselor	WIC	2	Grant

Vacant Positions				
Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
Deputy Health Commissioner	CHS	3 months	Need to recruit	Recruit
WIC Director	CHS/WIC	2 months	Need to recruit	Recruit
Public Health Nurse	CHS	6 months	Need to recruit	Recruit
Public Health Nurse	CHS	3 months	Need to recruit	Recruit
Community Health Worker	CHS	12 months	Contracting	Continue to contract
Emergency Preparedness Coordinator	Envir	12 months	Held	Recruit or reorganize Env. positions
2 WIC Peer Counselor Positions	CHS/WIC	6 months	Need to recruit	Recruit

Services Provided (List Top 5 per Department/Division)		
Service	*Frequency*	*Statutory*
1. Emergency Preparedness – Departmental	Daily	Yes
2. Community Assessment – Departmental	Daily	Yes
3. Immunizations – CHS	2-3 times weekly	Yes
4.Communicable Disease surveillance/follow up – CHS	Daily	Yes
5.Lead Screening – CHS/WIC	Daily	Yes
6. Maternal Child Health Individual & Population Services – CHS	Daily	Need certain # to maintain HD level 3 status
7. Adult Health Programs Individual & Population Services – CHS	Daily	Need certain # to maintain HD level 3 status
13. Vital Records – Admin	Daily	Yes
14. Licensing – Admin	Daily	Yes
15. Medicaid/Medicare Billing – Admin	Daily	Yes
16. Administrative Support – Admin	Daily	No
17. Food Safety, Inspection & Licensing – Environmental	Daily	Yes
18. Human Health Hazard (Hoarding, Lead, Radon) –	Daily	Yes

Environmental		
19. Animal Health (pet Shops, Fancier, Rabies, Pest Nuisance - Environmental	Daily	Yes
20. Recreational Water Inspection & Licensing – Environmental	Daily	Yes
21. Hotel, Motel, Rooming House Inspection and Licensing – Environmental	Daily	Yes
22. Weights & Measures – Environmental	Daily	No
23. Dental Varnishing Program - Interdisciplinary	Daily (Sept-May)	No
24. Dental Screening and Referral – Interdisciplinary	Daily	No
25. Health Education Programs & Outreach – Interdisciplinary	Daily	No
26. Women, Infants and Children (WIC) Program - WIC	Daily	No

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1. By December 31, 2019, update the WAHD branding and communication policies to align with new City Branding policy and procedure	Adopted the WA Branding and Community policy. Process was deferred to 2019 due to the release date of City Branding policy and procedure.	CSP 1-1
2. By December 31, 2019, update the WAHD Marketing Plan	WAHD staff is currently in a quality improvement cycle to update and expand the WAHD Marketing Plan. QI cycle is executed to be completed by end of 2019.	CSP 1-1
3. By December 31, 2019, increase the number of Public Health Facebook "Likes" by 10% (from 8068 to 8874)	As of August 2019, we have 8701 likes of the health department Facebook page.	CSP 1-1
5. By December 31, 2019, develop a Violence Prevention and Policy Plan through membership in Violence Free West Allis Collaborative	Development of VFWAC strategic action plan in progress. Collaborative has identified many potential activities. Currently developing a formalized plan and process for distribution of funds to support activities.	CSP 2-3
6. Through December 31, 2022, staff will participate in call down drills and an annual exercise of the Public Health Emergency Plan	Staff participated in a call down drill, a facility set up drill and a throughput drill as part of October Flu Clinics. Staff also participated in Zone B Table Top exercise in June 2019.	CSP 2-7
7. Through December 31, 2022, the West Allis Health Department will present a minimum of two Stop the Bleed presentations per year to the community	Community Stop the Bleed presentations held January 9th at Nathan Hale, January 16th at Central.	CSP 2-9
8. Through December 31, 2019, annually review Performance Management Plan benchmarks	Performance management plan benchmarks were reviewed and revised in quarter 2 of 2019.	CSP 4-2
9. By December 31, 2019, coordinate with the IT Departments to implement an electronic health record software package.	Expanded Software Expressions to include WEDSS, and WIR download, billing capabilities, user expansion, inventory, time tracking	CSP 4-5
10. By October 31, 2019, the WAHD will utilize core competencies for public health professionals in performance assessments and evaluations and incorporate competencies in Workforce Development Plan	WAHD worked with regional partners to develop a regional public health professional competencies assessment. The tool is complete and was presented at WALHDAB on 8/14/19	CSP 5-1
11. Through December 31, 2022, the West Allis Health Department will annually review the WAHD Performance Management Plan	WAHD Performance Management plan reviewed and revised in second quarter on 2019 using consulting company Gray horse Strategies. The revised plan is live.	CSP 5-1
12. By June 30, 2019, West Allis Health Department staff will participate in the planning process to implement the NeoGov platform.	All 2019 WAHD performance reviews were conducted in NeoGov for 2019.	CSP 5-6

13. By December 31, 2020, the WAHD staff competencies and programs will include Health Equity assessments and interventions.	All new WAHD programs are developed using the health equity lens analysis tool. Health Equity Leadership team in process of developing a plan to assess existing programs.	CSP 5-6
14. By December 31, 2019, maintain status as an accredited health department by completing the PHAB reaccreditation process	Reaccreditation achieved in March 2019.	Additional WAHD Objective

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	Measurement/KPI	Strategic Action #
1. Through December 31, 2020, assume a leadership role to assure achievement of objectives for the priorities identified in the 2016-2020 CHIP	Finalize the 2016-2020 CHIP process and close out current goals and objectives	CSP 2-2
2. By December 31, 2020, the WAHD will complete a 2020 Community Health Assessment (CHA)	Complete a 2020-2015 Community Health Assessment.	CSP 2-2
3. By December 31, 2020, develop a Building Safety Improvement Assessment and Plan for the West Allis Health Department	Complete Safety Assessment. Utilize the Facilities Improvement plan to develop a Building Safety Improvement plan.	CSP 2-7
4. Through December 31,2022, coordinate with IT and Communications to create more online forms and registration capabilities	Continue conversations with the Finance Director and the IT Director on this process.	CSP 3-6
5. By December 31, 2020, develop a succession plan for efficient and effective continuity of services at the West Allis Health Department	Develop a succession plan for continuity of services.	CSP 4-3
6. By December 31, 2020, the WAHD staff competencies and programs will include Health Equity assessments and interventions.	Utilize Health Equity Lens Analysis tool to assess health equity programs through the Health Equity Leadership team.	CSP 5-6

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. Expanded use of EHR system to include Medicaid/Medicare Billing, WEDSS & WIR download, user expansion, inventory and time tracking	5
2. Bike Helmet Program	2
3. Assimilation of PHAB domains into routine work	5
4. Take strides to implement Collective Impact model	2

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Senior Center							
100-3401-544.11-01	Salary & Wages	107,115	97,046	142,792	106,083	146,684	151,079

LEVEL	TEXT	TEXT AMT
DEPT	1 SENIOR CENTER DIRECTOR	
	1 ADMINISTRATIVE SUPPORT SPECIALIST	
	1 CLEANER (.5 FTE)	
	---	
	3 POSITIONS (2.5 FTE GEN FUND)	

100-3401-544.11-02	Vacation	13,865	9,792	0	0	0	0
100-3401-544.11-03	Holidays	6,829	5,017	0	0	0	0
100-3401-544.11-04	Sick Leave	18,955	5,323	0	0	0	0
100-3401-544.11-06	Funeral Leave	85	0	0	0	0	0
100-3401-544.11-12	Comp Time Used	1,490	934	0	0	0	0
**	Regular Employees	148,339	118,112	142,792	106,083	146,684	151,079
100-3401-544.12-01	Salary & Wages	0	193	0	0	0	0
**	Provisional Employees-PT	0	193	0	0	0	0
100-3401-544.13-01	Overtime Pay	2,370	3,152	200	0	0	201
**	Overtime	2,370	3,152	200	0	0	201
100-3401-544.14-10	Car Allowance	125	0	300	0	0	0
**	Misc Additional Pays	125	0	300	0	0	0
100-3401-544.21-01	Health Insurance	19,800	23,081	38,031	30,424	43,024	46,306
100-3401-544.21-04	Life Insurance	504	468	388	453	697	737
100-3401-544.21-07	Dental Insurance	1,589	1,609	2,503	1,773	2,503	2,595
**	Insurance	21,893	25,158	40,922	32,650	46,224	49,638
100-3401-544.22-01	Social Secrty-OASDI 6.2%	9,161	7,256	8,903	6,238	8,903	9,098
100-3401-544.22-02	Social Security-HI 1.45%	2,143	1,697	2,082	1,458	1,943	2,127
**	Payroll Taxes	11,304	8,953	10,985	7,696	10,846	11,225
100-3401-544.23-01	Retirement-General	10,342	8,087	8,344	6,373	8,823	9,167
**	Retirement	10,342	8,087	8,344	6,373	8,823	9,167
100-3401-544.30-04	Other	2,452	2,636	3,500	9,820	9,820	3,800
**	Professional Services	2,452	2,636	3,500	9,820	9,820	3,800
100-3401-544.41-01	Water	748	207	994	1,250	1,500	1,750
100-3401-544.41-02	Storm Water	1,021	374	1,136	1,432	1,750	1,900
100-3401-544.41-03	Sanitary Sewer	420	105	450	739	1,000	1,100
100-3401-544.41-04	Electric	9,827	10,002	11,000	6,705	11,000	11,000
100-3401-544.41-05	Gas	4,218	5,182	6,000	3,537	6,000	6,000
**	Utility Services	16,234	15,870	19,580	13,663	21,250	21,750
100-3401-544.44-01	Office Furniture & Equip	0	1,191	700	119	700	700
**	Repair & Maintenance	0	1,191	700	119	700	700
100-3401-544.51-01	Postage	658	645	900	312	900	700
100-3401-544.51-02	Office Supplies	1,644	1,313	1,825	423	1,825	1,825
100-3401-544.51-06	Custodial Supplies	2,150	2,134	2,100	958	2,100	2,300
**	General Supplies	4,452	4,092	4,825	1,693	4,825	4,825
100-3401-544.56-02	Conferences	0	0	172	0	172	172
**	Travel	0	0	172	0	172	172
100-3401-544.57-01	Membership Dues	0	0	50	50	50	50
100-3401-544.57-02	Training Schools	178	43-	0	0	0	0

PREPARED 10/20/19, 21:24:50 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
**	Education & Training	178	43-	50	50	50	50
100-3401-544.70-01	Furniture & Fixtures	0	0	200	0	200	200
100-3401-544.70-05	Other	0	0	254	0	254	254
**	Capital Items	0	0	454	0	454	454
***	Senior Center	217,689	187,401	232,824	178,147	249,848	253,061

City of West Allis
Senior Center
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 148,338	$ 118,111	$ 142,792	$ 106,084	$ 146,684	$ (3,892)	$ 151,079	$ 8,287	
Provisionals/Part-Time	$ -	$ 193	$ -	$ -	$ -	$ -	$ -	$ -	
Misc Other Pay	$ 125	$ -	$ 300	$ -	$ -	$ 300	$ -	$ (300)	
Overtime	$ 2,370	$ 3,152	$ 200	$ -	$ -	$ 200	$ 201	$ 1	
Payroll Taxes	$ 11,303	$ 8,953	$ 10,985	$ 7,696	$ 10,846	$ 139	$ 11,225	$ 240	
Pension	$ 10,342	$ 8,087	$ 8,344	$ 6,373	$ 8,823	$ (479)	$ 9,167	$ 823	
Health Insurance	$ 19,800	$ 23,081	$ 38,031	$ 30,425	$ 43,024	$ (4,994)	$ 46,306	$ 8,275	
Dental Insurance	$ 1,589	$ 1,609	$ 2,503	$ 1,773	$ 2,503	$ (0)	$ 2,595	$ 92	
Life Insurance	$ 504	$ 468	$ 388	$ 453	$ 697	$ (309)	$ 737	$ 349	
Professional Services	$ 2,452	$ 2,636	$ 3,500	$ 9,820	$ 9,820	$ (6,320)	$ 3,800	$ 300	
Utilities	$ 16,234	$ 15,870	$ 19,580	$ 13,662	$ 21,250	$ (1,670)	$ 21,750	$ 2,170	
Repair & Maintenance	$ -	$ 1,191	$ 700	$ 119	$ 700	$ -	$ 700	$ -	
Supplies	$ 4,451	$ 4,093	$ 4,825	$ 1,692	$ 4,825	$ -	$ 4,825	$ -	
Training & Travel	$ 178	$ (43)	$ 222	$ 50	$ 222	$ -	$ 222	$ -	
Capital Items	$ -	$ -	$ 454	$ -	$ 454	$ -	$ 454	$ -	
TOTAL EXPENDITURES	$ 217,688	$ 187,400	$ 232,824	$ 178,147	$ 249,848	$ (17,026)	$ 253,061	$ 20,237	8.69%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $17,026 over budget as indicated above. This is due to a staffing transition, the purchase of a software solution, and higher than expected utilities.

The 2020 Budget reflects an increase of $20,237, which is mainly due to staffing.

Department	Director	Fund and Dept. Group
Health – Senior Center	Denise Koenig	100-34

Mission/Overview

The West Allis Senior Center's goals are to promote a healthy quality of life for older adults, advocate for vital services, offer lifelong learning activities, and provide opportunities to develop meaningful fellowship.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Increase the number of enrichment, education and wellness opportunities offered	Number of programs and opportunities offered through the Senior Center (myseniorcenter program initiated April 2019)	2019 will be baseline	
2. Increase the number of partnerships and networking with organizations	Number/type of partnerships with organizations	22	20 (+2)
3. Increase membership enrollment at the Senior Center	Increase membership numbers	360 Resident base: 75% West Allis; 95% MKE Cnty;4% Waukesha Cnty; 1% Jefferson, Racine, Washington Counties Gender: Female, 60%; Male, 40% Income level: 51%, low-very low income	400 (↓.09% to date)
4. Increase program participation	Annual attendance programs and annual attendance Senior Dining Program (last year 17,214 prgm. and 9,720 Senior Dining)	Current: 17,205 (represents clients who may attend more than one program /activity); 9,962 Senior Dining	↑ 2%

Position Information

Title	Division	Number	Funding Source
Senior Center Director	Health-Sr Center	1	City
Administrative Support Specialist	Health-Sr Center	1	City
Cleaner (0.5FTE)	Health-Sr Center	1	City
Volunteers	Health-Sr Center	107	N/A Volunteer

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
All positions filled				

Services Provided (List Top 5 per Department/Division)

Service	*Frequency*	*Statutory*
1. Older Adult Classes & Activities	*Daily*	*No*
2.Health & Wellness Programs	*Daily*	*No*
3.Senior Nutrition Program (host)	*Daily*	*No*
4.Stockbox Distribution Site/Food for the Hungry	*Monthly*	*No*
5.Tax preparation Site – Assistance	*Monthly(3 mo.)*	*No*
6.Older Adult Support Groups	*Weekly*	*No*
7.Information and Referral	*Daily*	*No*

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1.Healthy Lifestyles	Daily Senior Nutrition Prgm Site; Monthly Hunger Task Force Stockbox Site; Arthritis Exercise, Chair Yoga, Fitness Program, Social Activities, Group Sessions, etc. Total: 65 programs; 16,459 attendees.	2-2
2.Training Opportunities	Senior Safety prgms, 'Hands Only' CPR, Fire & Tornado Drills, myseniorcenter training, monthly fitness orientations, workshops, etc. Total: 20 programs; 35 sessions; 746 attendees.	3-3
3.Website & Newsletter	Quarterly newsletter & website calendar updates	3-5
4.Citizen Experiences	215 Member Interest Survey results completed	3-7
5.Documentation of Processes/Procedures	Manual (in progress)	4-3
6.Implement Technology/Software	Software solution implemented (myseniorcenter April 2019)	4-5
7.LEAN Training/QI	Training Project	5-1
8.Align Strategic Plan	Completed Senior Center SWOT	5-4, 5-1, 4-5

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	Measurement/KPI	Strategic Action #
1.Healthy Lifestyles	# of Programs and Participants	2-2
2.Training Opportunities	# of Programs	3-3
3.Website & Newsletter	Quarterly newsletter & website calendar updates	3-5
4.Citizen Experiences	Survey results	3-7
5.Documentation of Processes/Procedures	Manual	4-3
6.LEAN Training/QI	Training Project	5-1

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1.Initiate a new Memory Café Program w/Health Dept. & Library	3-7
2.MySeniorCenter – Compiling/Analyzing Statistical Data	4-5

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

City of West Allis
Library
2020 Budget

EXPENDITURES	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2019 Projected Variance to Bdgt	2020 Budget	Change	% Change
Salaries	$ 955,575	$ 1,024,429	$ 1,098,836	$ 769,690	$ 1,031,491	$ 67,346	$ 1,084,692	$ (14,144)	
Provisionals/Part-Time	$ 230,591	$ 184,168	$ 212,678	$ 133,184	$ 189,184	$ 23,494	$ 256,690	$ 44,012	
Misc Other Pay	$ 125	$ -	$ 480	$ -	$ -	$ 480	$ 480	$ -	
Overtime	$ 5,427	$ 6,356	$ -	$ 8,282	$ 10,000	$ (10,000)	$ 5,759	$ 5,759	
Payroll Taxes	$ 89,507	$ 90,829	$ 101,776	$ 67,768	$ 91,568	$ 10,208	$ 100,766	$ (1,010)	
Pension	$ 72,667	$ 70,992	$ 71,171	$ 52,641	$ 70,841	$ 330	$ 70,346	$ (825)	
Health Insurance	$ 181,611	$ 196,277	$ 236,244	$ 147,419	$ 204,118	$ 32,125	$ 245,604	$ 9,360	
Dental Insurance	$ 10,564	$ 12,153	$ 13,398	$ 10,108	$ 14,028	$ (630)	$ 17,678	$ 4,280	
Life Insurance	$ 3,057	$ 3,113	$ 3,037	$ 2,155	$ 3,156	$ (118)	$ 2,819	$ (218)	
Professional Services	$ 9,164	$ 8,924	$ 14,815	$ 6,253	$ 14,815	$ -	$ 14,815	$ -	
Maintenance Contracts	$ 93,940	$ 103,090	$ 111,300	$ 97,566	$ 111,300	$ -	$ 112,000	$ 700	
Utilities	$ 67,617	$ 57,270	$ 77,400	$ 55,959	$ 77,400	$ -	$ 77,300	$ (100)	
Repair & Maintenance	$ 677	$ 843	$ 4,950	$ 1,581	$ 4,950	$ -	$ 4,950	$ -	
Supplies	$ 40,434	$ 44,411	$ 52,728	$ 31,229	$ 52,728	$ -	$ 44,228	$ (8,500)	
Books & Subscriptions	$ 271,102	$ 248,880	$ 278,000	$ 167,861	$ 278,000	$ -	$ 250,000	$ (28,000)	
Training & Travel	$ 899	$ 950	$ 3,000	$ 314	$ 3,000	$ -	$ 3,000	$ -	
Regulatory & Safety	$ -	$ -	$ 350	$ -	$ 350	$ -	$ 50	$ (300)	
Capital Items	$ 3,200	$ 8,413	$ 13,500	$ 6,191	$ 13,500	$ -	$ 13,500	$ -	
TOTAL EXPENDITURES	$ 2,036,157	$ 2,061,100	$ 2,293,663	$ 1,558,202	$ 2,170,429	$ 123,235	$ 2,304,677	$ 11,014	0.48%

2020 BUDGET NOTES:

The current 2019 budget projection indicates the department will finish the year $123,235 under budget due to short term staffing vacancies.
The 2020 Budget reflects a slight increase of $11,014, all due to staffing needs.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
Library							
100-3501-555.11-01	Salary & Wages	167,570	157,753	132,645	134,518	180,333	238,814
100-3502-555.11-01	Salary & Wages	87,539	46,636	55,124	39,751	53,364	184,840
100-3503-555.11-01	Salary & Wages	287,212	385,685	560,618	346,342	464,152	335,550

LEVEL	TEXT	TEXT AMT
DEPT	NO FUNDING FOR 1 LIBRARIAN POSITION IN 2020	
	PAY-$56,794	
	HEALTH INS-$23,153	
	DENTAL INS-$1,264	
	FICA-$3,521	
	MED-$824	
	WRS-$3,834	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(89,390)	

100-3504-555.11-01	Salary & Wages	69,131	54,663	64,366	47,207	63,177	129,665
100-3505-555.11-01	Salary & Wages	125,548	155,648	183,997	131,755	176,523	139,931
100-3507-555.11-01	Salary & Wages	84,579	87,573	102,086	70,118	93,942	105,892
100-3501-555.11-02	Vacation	17,292	14,810	0	0	0	0
100-3502-555.11-02	Vacation	4,409	3,448	0	0	0	0
100-3503-555.11-02	Vacation	20,502	22,861	0	0	0	0
100-3504-555.11-02	Vacation	6,474	5,569	0	0	0	0
100-3505-555.11-02	Vacation	7,145	7,630	0	0	0	0
100-3507-555.11-02	Vacation	5,013	3,842	0	0	0	0
100-3501-555.11-03	Holidays	9,288	8,518	0	0	0	0
100-3502-555.11-03	Holidays	4,775	2,529	0	0	0	0
100-3503-555.11-03	Holidays	16,706	21,092	0	0	0	0
100-3504-555.11-03	Holidays	3,596	2,959	0	0	0	0
100-3505-555.11-03	Holidays	7,492	7,959	0	0	0	0
100-3507-555.11-03	Holidays	4,549	4,628	0	0	0	0
100-3501-555.11-04	Sick Leave	5,278	10,828	0	0	0	0
100-3502-555.11-04	Sick Leave	2,720	1,086	0	0	0	0
100-3503-555.11-04	Sick Leave	6,524	4,885	0	0	0	0
100-3504-555.11-04	Sick Leave	1,120	816	0	0	0	0
100-3505-555.11-04	Sick Leave	3,530	3,298	0	0	0	0
100-3507-555.11-04	Sick Leave	1,048	426	0	0	0	0
100-3501-555.11-06	Funeral Leave	0	1,726	0	0	0	0
100-3502-555.11-06	Funeral Leave	233	64	0	0	0	0
100-3503-555.11-06	Funeral Leave	406	541	0	0	0	0
100-3505-555.11-06	Funeral Leave	0	266	0	0	0	0
100-3507-555.11-06	Funeral Leave	202	0	0	0	0	0
100-3502-555.11-07	Jury Duty	0	162	0	0	0	0
100-3503-555.11-07	Jury Duty	0	598	0	0	0	0
100-3505-555.11-07	Jury Duty	0	109	0	0	0	0
100-3507-555.11-07	Jury Duty	607	0	0	0	0	0
100-3501-555.11-12	Comp Time Used	356	132	0	0	0	0
100-3502-555.11-12	Comp Time Used	464	164	0	0	0	0
100-3503-555.11-12	Comp Time Used	965	543	0	0	0	0
100-3504-555.11-12	Comp Time Used	208	74	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-3505-555.11-12	Comp Time Used	154	637	0	0	0	0
100-3507-555.11-12	Comp Time Used	2,940	4,272	0	0	0	0
**	Regular Employees	955,575	1,024,430	1,098,836	769,691	1,031,491	1,134,692
100-3503-555.12-01	Salary & Wages	97,881	68,615	60,299	51,124	72,628	59,048
100-3504-555.12-01	Salary & Wages	5,695	5,763	0	4,856	6,871	0
100-3505-555.12-01	Salary & Wages	118,591	101,923	143,679	74,467	105,771	139,219
100-3507-555.12-01	Salary & Wages	8,424	7,867	8,700	2,738	3,914	8,423
**	Provisional Employees-PT	230,591	184,168	212,678	133,185	189,184	206,690
100-3501-555.13-01	Overtime Pay	12	0	0	0	0	0
100-3502-555.13-01	Overtime Pay	449	515	0	309	500	0
100-3503-555.13-01	Overtime Pay	923	1,531	0	1,090	1,500	0
100-3504-555.13-01	Overtime Pay	114	0	0	0	0	0
100-3505-555.13-01	Overtime Pay	242	67	0	0	0	0
100-3507-555.13-01	Overtime Pay	3,687	4,243	0	6,883	8,000	5,759

LEVEL	TEXT	TEXT AMT
DEPT	REDUCE OVERTIME:	
	OT-$5,271	
	FICA-$327	
	MED-$76	
	WRS-$356	
	TOTAL BUDGET BALANCING ADJUSTMENT = $(6,030)	

**	Overtime	5,427	6,356	0	8,282	10,000	5,759
100-3501-555.14-10	Car Allowance	125	0	480	0	0	480
**	Misc Additional Pays	125	0	480	0	0	480
100-3501-555.21-01	Health Insurance	38,140	37,859	38,031	25,592	35,458	54,758
100-3502-555.21-01	Health Insurance	27,562	15,200	15,823	10,649	14,731	43,091
100-3503-555.21-01	Health Insurance	72,497	87,185	123,755	70,442	97,545	67,934
100-3504-555.21-01	Health Insurance	11,546	10,919	11,813	7,952	11,014	20,350
100-3505-555.21-01	Health Insurance	18,028	30,556	31,071	23,433	32,449	20,177
100-3507-555.21-01	Health Insurance	13,838	14,558	15,751	9,349	12,921	39,294
100-3501-555.21-04	Life Insurance	626	630	662	445	652	710
100-3502-555.21-04	Life Insurance	163	105	103	70	103	216
100-3503-555.21-04	Life Insurance	864	1,116	1,170	762	1,115	681
100-3504-555.21-04	Life Insurance	486	360	328	260	382	382
100-3505-555.21-04	Life Insurance	649	633	499	432	632	546
100-3507-555.21-04	Life Insurance	269	268	275	186	272	284
100-3501-555.21-07	Dental Insurance	2,914	2,635	2,352	1,666	2,313	3,859
100-3502-555.21-07	Dental Insurance	1,251	1,089	1,089	771	1,069	3,577
100-3503-555.21-07	Dental Insurance	4,064	5,039	6,237	4,860	6,746	5,704
100-3504-555.21-07	Dental Insurance	677	630	630	447	619	1,024
100-3505-555.21-07	Dental Insurance	803	1,909	2,238	1,831	2,540	1,348
100-3507-555.21-07	Dental Insurance	856	852	852	533	741	2,166
**	Insurance	195,233	211,543	252,679	159,680	221,302	266,101
100-3501-555.22-01	Social Secrty-OASDI 6.2%	12,263	11,788	11,140	8,158	11,013	14,393
100-3502-555.22-01	Social Secrty-OASDI 6.2%	5,808	3,105	3,261	2,262	3,048	11,090
100-3503-555.22-01	Social Secrty-OASDI 6.2%	25,996	30,654	37,536	23,909	32,310	23,849
100-3504-555.22-01	Social Secrty-OASDI 6.2%	5,348	4,256	3,883	3,163	4,281	7,853

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-3505-555.22-01	Social Secrty-OASDI 6.2%	16,265	16,888	19,922	12,565	16,968	17,108
100-3507-555.22-01	Social Secrty-OASDI 6.2%	6,863	6,922	6,743	4,867	6,580	7,374
100-3501-555.22-02	Social Security-HI 1.45%	2,868	2,757	2,605	1,908	2,574	3,366
100-3502-555.22-02	Social Security-HI 1.45%	1,358	726	763	529	720	2,593
100-3503-555.22-02	Social Security-HI 1.45%	6,080	7,169	8,779	5,592	7,567	5,577
100-3504-555.22-02	Social Security-HI 1.45%	1,251	995	908	740	1,002	1,837
100-3505-555.22-02	Social Security-HI 1.45%	3,804	3,950	4,659	2,938	3,962	4,001
100-3507-555.22-02	Social Security-HI 1.45%	1,605	1,619	1,577	1,138	1,543	1,725
**	Payroll Taxes	89,509	90,829	101,776	67,769	91,568	100,766
100-3501-555.23-01	Retirement-General	13,449	12,972	11,963	8,811	11,869	16,120
100-3502-555.23-01	Retirement-General	6,725	3,014	2,851	2,064	2,774	11,655
100-3503-555.23-01	Retirement-General	24,866	28,908	33,771	22,786	30,667	17,582
100-3504-555.23-01	Retirement-General	5,939	4,676	4,216	3,410	4,593	8,752
100-3505-555.23-01	Retirement-General	14,306	14,285	11,683	10,655	14,331	9,445
100-3507-555.23-01	Retirement-General	7,382	7,138	6,687	4,914	6,607	6,792
**	Retirement	72,667	70,993	71,171	52,640	70,841	70,346
100-3501-555.30-04	Other	6,471	7,951	12,700	6,254	12,700	12,700
100-3506-555.30-04	Other	2,693	973	2,115	0	2,115	2,115
**	Professional Services	9,164	8,924	14,815	6,254	14,815	14,815
100-3501-555.32-01	Computer Equip/Software	28,159	11,808	27,300	28,931	27,300	28,000
100-3504-555.32-01	Computer Equip/Software	30,891	46,843	33,000	49,665	33,000	53,000

LEVEL DEPT	TEXT MCFLS	TEXT AMT
100-3505-555.32-01	Computer Equip/Software	

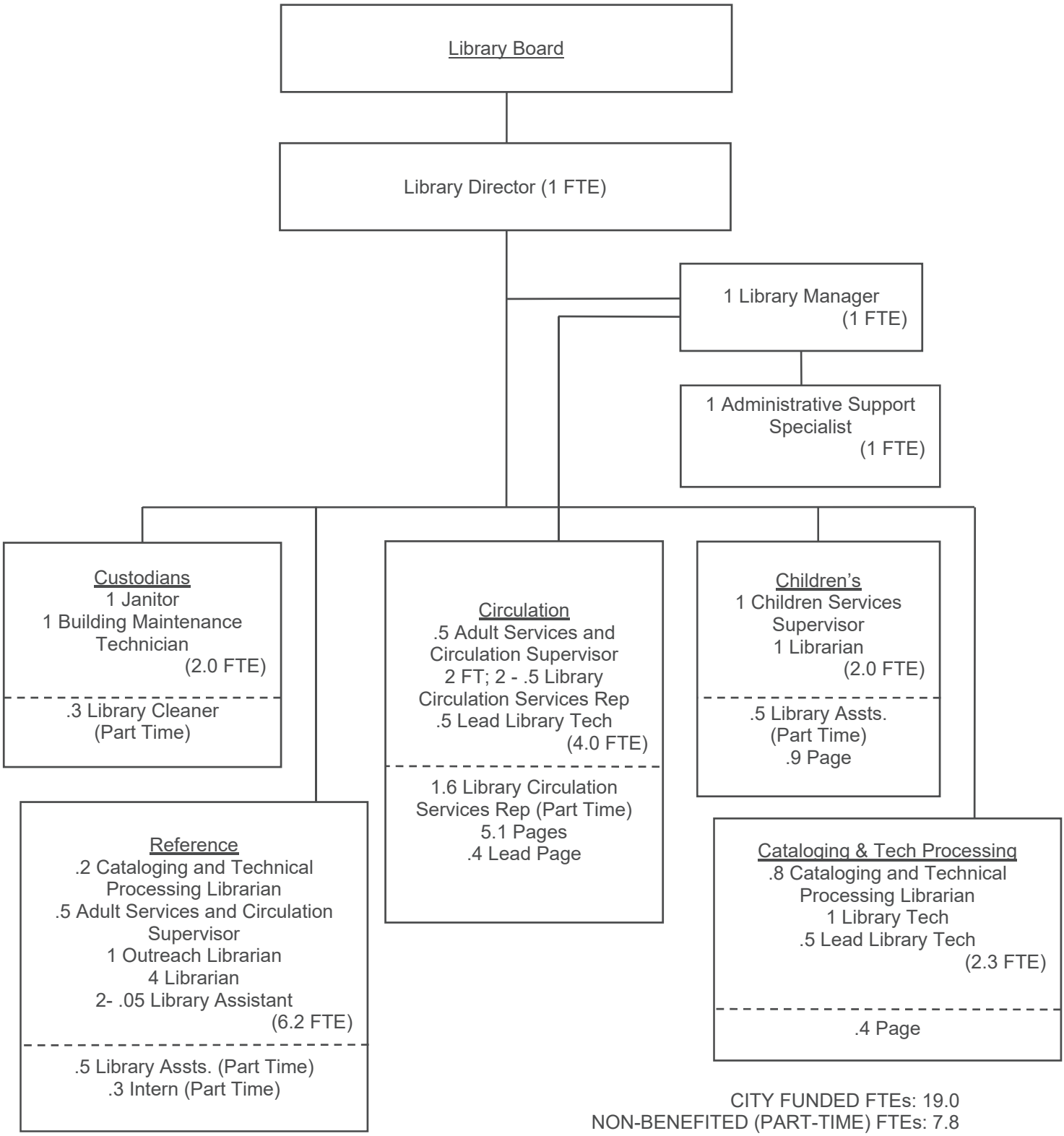
100-3505-555.32-01	Computer Equip/Software	33,732	44,132	49,000	18,610	49,000	29,000
100-3501-555.32-04	Other	442	306	2,000	360	2,000	2,000
100-3507-555.32-04	Other	716	0	0	0	0	0
**	Maintenance Contracts	93,940	103,089	111,300	97,566	111,300	112,000
100-3507-555.41-01	Water	2,745	639	4,000	8,760	4,000	4,000
100-3507-555.41-02	Storm Water	4,107	1,056	4,000	6,211	4,000	4,000
100-3507-555.41-03	Sanitary Sewer	1,435	432	1,300	2,700	1,300	1,300
100-3507-555.41-04	Electric	49,132	43,235	52,000	30,362	52,000	52,000
100-3507-555.41-05	Gas	10,194	11,905	16,000	7,923	16,000	16,000
100-3507-555.41-06	Telephone	4	3	100	1	100	0
**	Utility Services	67,617	57,270	77,400	55,957	77,400	77,300
100-3501-555.44-01	Office Furniture & Equip	0	0	1,000	0	1,000	1,000
100-3507-555.44-02	Misc Machinery & Equip	0	0	250	0	250	250
100-3507-555.44-03	Vehicles	27	0	1,000	25	1,000	1,000
100-3504-555.44-08	Other	650	843	2,500	1,556	2,500	2,500
100-3507-555.44-08	Other	0	0	200	0	200	200
**	Repair & Maintenance	677	843	4,950	1,581	4,950	4,950
100-3501-555.51-01	Postage	200	968	1,000	411	1,000	1,000
100-3505-555.51-01	Postage	836	1,004	2,500	574	2,500	2,500
100-3501-555.51-02	Office Supplies	3,919	7,407	10,000	6,458	10,000	7,500

LEVEL DEPT	TEXT	TEXT AMT
	ORIG BUDGET REQUEST	10,000
	BUDGET BALANCING ADJUSTMENT	2,500-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
				7,500			
100-3502-555.51-02	Office Supplies	0	60	0	0	0	0
100-3504-555.51-02	Office Supplies	12,997	13,160	18,000	4,509	18,000	12,000
LEVEL	TEXT			TEXT AMT			
DEPT	ORIG BUDGET REQUEST			18,000			
	BUDGET BALANCING ADJUSTMENT			6,000-			
				12,000			
100-3505-555.51-02	Office Supplies	3,538	4,107	4,000	2,982	4,000	4,000
100-3506-555.51-02	Office Supplies	3,025	544	0	0	0	0
100-3501-555.51-03	Photo Supplies	0	0	200	0	200	200
100-3504-555.51-06	Custodial Supplies	77	0	0	0	0	0
100-3506-555.51-06	Custodial Supplies	0	11	0	0	0	0
100-3507-555.51-06	Custodial Supplies	7,059	7,893	7,500	3,907	7,500	7,500
100-3507-555.51-07	Cleaning & Laundry Suppl	3,741	3,725	3,800	3,725	3,600	3,800
100-3501-555.51-09	Other	135	163	0	155	200	0
100-3502-555.51-09	Other	0	14	0	0	0	0
100-3505-555.51-09	Other	21	60	0	0	0	0
100-3506-555.51-09	Other	4,618	5,031	4,800	8,250	4,800	4,800
**	General Supplies	40,166	44,147	51,800	30,971	51,800	43,300
100-3504-555.52-01	Subscriptions	1,121	0	0	0	0	0
100-3502-555.52-02	Other	13,804-	16,800-	278,000	15,093-	15,066-	250,000
LEVEL	TEXT			TEXT AMT			
DEPT	ORIGINAL BUDGET REQUEST			278,000			
	BUDGET BALANCING ADJUSTMENT			28,000-			
				250,000			
100-3502-555.52-21	Young Adult	5,248	6,962	0	3,665	5,000	0
100-3502-555.52-22	Adult Cassettes	4,453	7,276	0	3,529	5,000	0
100-3502-555.52-23	Adult CD's	4,585	5,687	0	2,922	5,000	0
100-3502-555.52-27	Adult Large-Type Books	3,679	3,147	0	2,567	2,500	0
100-3502-555.52-28	Adult Non-Fiction	75,934	68,918	0	42,384	50,000	0
100-3502-555.52-30	Adult Paperbacks	5,714	5,570	0	2,679	5,000	0
100-3502-555.52-31	Adult Periodicals	16,935	27,039	0	15,936	22,000	0
100-3502-555.52-33	Adult Reference	9,125	7,998	0	4,790	8,500	0
100-3502-555.52-36	Adult-Online Services	57,925	39,245	0	58,748	60,000	0
100-3502-555.52-38	Adult DVD's	41,921	34,649	0	18,625	37,000	0
100-3502-555.52-39	Film	500	0	0	0	0	0
100-3502-555.52-40	Spanish-Language Collectn	513	608	0	362	1,000	0
100-3502-555.52-42	Children-Online Services	3,920	2,319	0	2,319	4,000	0
100-3502-555.52-45	Youth CD's	1,247	576	0	205	0	0
100-3502-555.52-47	Youth Filmstrips	0	744	0	0	0	0
100-3502-555.52-48	Youth Non-Fiction	44,330	47,609	0	21,187	80,566	0
100-3502-555.52-50	Youth Paperbacks	0	160	0	160-	0	0
100-3502-555.52-51	Youth Periodicals	238	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	2019 ESTIMATE	TOTAL 2020 REQUEST
100-3502-555.52-53	Youth Reference	89	1,008	0	0	0	0
100-3502-555.52-55	Youth Cassettes	1,568	843	0	1,155	2,000	0
100-3502-555.52-57	Childrens DVD's	5,861	5,322	0	2,043	5,500	0
**	Books & Periodicals	271,102	248,880	278,000	167,863	278,000	250,000
100-3507-555.53-01	Gasoline	222	263	650	258	650	650
100-3507-555.53-02	Oils, Fluids, Lubricants	0	0	28	0	28	28
100-3507-555.53-16	Landscaping Materials	47	0	250	0	250	250
**	Operational Supplies	269	263	928	258	928	928
100-3501-555.56-01	Local Business Meetings	70	118	500	59	500	500
100-3501-555.56-02	Conferences & Seminars	0	0	1,000	0	1,000	1,000
**	Travel	70	118	1,500	59	1,500	1,500
100-3501-555.57-01	Membership Dues	305	355	500	255	500	500
100-3501-555.57-02	Training Schools	524	476	1,000	0	1,000	1,000
**	Education & Training	829	831	1,500	255	1,500	1,500
100-3507-555.60-01	Clothing/Uniforms	0	0	350	0	350	50
**	Safety Supplies	0	0	350	0	350	50
100-3501-555.70-01	Furniture & Fixtures	3,088	5,841	13,500	0	7,200	13,500
100-3505-555.70-01	Furniture & Fixtures	112	0	0	0	0	0
100-3507-555.70-01	Furniture & Fixtures	0	2,572	0	6,191	6,300	0
**	Capital Items	3,200	8,413	13,500	6,191	13,500	13,500
***	Library	2,036,161	2,061,097	2,293,663	1,558,202	2,170,429	2,304,677

LIBRARY



CITY FUNDED FTEs: 19.0
NON-BENEFITED (PART-TIME) FTEs: 7.8
TOTAL FTEs: 26.8

Department	Director	Fund and Dept. Group
Library	Michael Koszalka	100-35

Mission/Overview

The West Allis Public Library is committed to providing the community access to materials, quality services and technology that inspire lifelong learning and personal and professional enrichment.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Division	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. A La Carte				
2. Beer Garden (Parks) Pop-up				
3. West Allis Farmer's Market				
4. Children's Free Lunch Sites				
5. 364 total Library programs/events in 2019				
6. High Interest WA-WM partnership events				
7. CAAD Tuesday nights in the Park				

Position Information

Title	Division	Number	Funding Source
Director		1	Operating Budget
Library Manager		1	Operating Budget
Adult & Circulation Services Supervisor (2 - .5)		1	Operating Budget
Cataloging & Technical Processing Librarian 1 - .8; 1 - .2)		1	Operating Budget
Children's Services Supervisor		1	Operating Budget
Librarian		5.0	Operating Budget
Outreach Librarian (see below)		1.0	Operating Budget
Lead Library Technician (2 - .5)		1.0	Operating Budget
Building Maintenance Technician		1.0	Operating Budget
Janitor		1.0	Operating Budget
Library Assistant (2 - .5)		1.0	Operating Budget
Circulation Services Representative (2 – 2.0; 2 - .5)		3.0	Operating Budget
Library Technician		1.0	Operating Budget
Assistant Administrative Specialist		1.0	Operating Budget
Library Page/Lead Page Provisional/not benefited		10,693 hours/ 5.1	Operating Budget
Library Assistant Provisional/not benefited (2 - .5)		2080 hours/ 1.0	Operating Budget
Circ. Services Rep Provisional/not benefited		2200 hours/1.06	Operating Budget
Library Cleaner Provisional/not benefited		600 hours/.3	Operating Budget
Library Intern Provisional/ not benefited		600 hours/.3	Operating Budget

Vacant Positions

Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*
Outreach Librarian		*New position*	*Completing JDQ*	*Not funded for 2020*

Services Provided (List Top 5 per Department/Division)		
1. Provide Access to reference, educational, entertainment & informational materials	*Daily*	*MCFLS/State*
2. Assist patrons in using library resources	*Daily*	*MCFLS/State*
3. Provide free public access to computers and wifi as well as electronic information/databases	*Daily*	*MCFLS/State*
4. Provide literature based programming for school-aged children as well as preschoolers	*Daily*	*MCFLS/State*
5. Provide community room access for public programming and serve as community center/gathering place	*Daily*	*MCFLS/State*

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/ KPI	Strategic Action #
1.Completed successful additions to outreach initiatives including Beer Garden appearances, and expanded outreach at East end of area (Liberty Heights and West Milwaukee), as well as the Senior Center		#2 & #3
2.Successfully redesigned and implemented a new Library webpage		#1 & #3
3.Partnered with the Health Department to organize and carry out a Community Reads Program		#1 & #3
4.HVAC System & Parking lot replaced and newly implemented		#4 & $5
5.Successfully implemented a Bilingual Spanish speaking Children's Storytime program		#2 & #3
6. New interactive Calendar module on web page allows for improved searching for events and users can register online for programs.		#2 & #3
7. Bi-monthly Librarian staff meetings to improve exchange of ideas towards continuous improvement and engagement with staff		#2 & #3
8. Ashley Wagner & Susan Bere using LEAN training to create efficiencies and improve fulfillment of holds by customers		#2 & #3

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	Measurement /KPI	Strategic Action #
1.Partner with the Senior Center and Health Department to plan, implement and actively participate in a Memory Café service for Seniors with memory challenges		#2 & #3
2.Work with City IT services to transition to EnvisionWare as an onsite Time Management computer platform for public computers and utilize printing portion of the software to implement pay for print options		#4 & #5
3.Continue to expand outreach opportunities within the community - i.e. schools and school events, prominent City/County events as a means to improve community engagement		#2 & #3
4.Purchase and install a digital, interactive sign for the Library to be installed on the North (National Ave.) side of the building		#1 & #3
5.Library as the Community Center, meeting place, destination for exchange of ideas and information through improved Marketing program (Both within the City as well as through MCFLS)		#1, #2 & #3

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. Identify additional outreach opportunities for 2019 and emphasize marketing campaign for Library Services. Designate an "Outreach Librarian" to coordinate specific services	#1 and #3
2.Increase awareness of Volunteer opportunities with Friends of the West Allis Public Library	#1 and #3
3. Expand computer classes and "Book a Librarian" programs for customers	#2 and #3
4. Reinvigorate and expand Services/Programs to Teens	#5
5. Review/implement shared Clerical Assistant/Library Technician with another City Department in order to realize efficiencies in staffing	#4
6. Provide improved services targeting millennial demographic #1 & #3	#1 & #3
7. Explore revising the furniture/shelving layout to enhance the look of the building and efficiently utilize space at the Library	#4

REVENUES

Are there any changes which may impact your revenues for 2020? ☒Yes ☐ No

If yes, please note the details here:
Milwaukee County Federated Library System Reciprocal Borrowing amounts decreasing due to contractual stipulations and general decrease in physical circulation of materials. 2018 = $227,321; 2019 = $210,045; 2020 = $206,132 (estimated)

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☒Yes ☐ No

If yes, please note the details here:
1.0 Library Technician position is underutilized because of scarcity of work related to the position becoming less relevant due to technological advances. Work to share the employee with another City Department for 20.0 hours per week as a Clerical Assistant.

ADDITIONAL INFORMATION TO CONSIDER

Library will be working with DPW to power wash the building facades to clean grime/dirt from the building
Additional Cameras will be installed to provide increased security to the facility
Public Computers will be replaced in 2020 to upgrade user experience and respond to customer need for faster and more comprehensive access (fund through Endowment)

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

SPECIAL REVENUE FUNDS

Revenues and Expenditures

Department	Director	Fund and Dept. Group
Special Revenue Funds	Various Departments	240-79XX, 250-80xx, 255-8101, 214, 215, 201, 261, 265, 395, 396, 397

Mission/Overview

Special Revenue Funds are used to account for money collected from specific revenue sources that is restricted to be spent for specified purposes. Most of the City's Special Revenue Funds account for grant revenues awarded from a federal or state agency to be spent on a specific initiative. These funds are managed by the city department that requested the grant funding. Other City Special Revenue Funds account for funds the City receives that are restricted or committed to specific city initiatives.

Services Provided

Communication Fund: See attached Business Plan provided by Communications Department
Tourism Fund: This fund accounts for tourism expenditures funded by Hotel Room Tax collections.
Community Development Block Grant Fund: This fund accounts for expenditures of federal funds awarded to the City from the US Department of Housing and Urban Development Community Development Block Grant program. The Planning/Community Development Department administers this program. Refer to their Business Plan for details.
Housing Assistance Program: This fund accounts for expenditures of federal funds awarded to the City from the US Department of Housing and Urban Development Section 8 Housing Choice Voucher Program and HOME program. The Community Development Department's Housing Division administers these programs. Refer to their department Business Plan for details
Health Grants: The Health Department administers approximately $800,000 of funding annually for the Supplemental Food Program for Women, Infants, and Children (WIC) from the US Department of Agriculture. They also receive grant funding for Maternal Child Health Services (MCH), Immunization, and Emergency Preparedness, as well as several smaller miscellaneous health grants.
Police Grants: The Police Department receives funding from Wisconsin Department of Justice to support additional police personnel for community work ("beat patrols"). The US Department of Transportation also provides funding for highway safety programs (Speed Enforcement, Seatbelt Task Force, Alcohol Enforcement). The City also acts as the fiscal agent for the federal government's Milwaukee area High Intensity Drug Trafficking Area (HIDTA) program.
Police K9 Fund: The Police Department administers a K9 fund which collects contributions to offset the costs of training, veterinary services, and other related costs of the department's K9 dogs.
Police Asset Forfeiture Fund: The Police Department administers an Asset Forfeiture fund through its participation in a US Department of Justice program which allows police departments to receive revenues collected through the seizure and forfeiture of assets used to commit or facilitate federal crimes. The revenues are used to fund police equipment and other department needs.
Fire Grants: The Fire Department receives an annual grant from the Wisconsin Department of Health Services EMS Funding Assistance Program. They may also receive small miscellaneous grants for Fire Prevention and Safety.
Information Technology Joint Ventures Fund: The City collects revenues from several municipalities for hosting their police software, as well as providing IT Services to the Village of West Milwaukee. The revenues are used to fund technology infrastructure (servers, networking, etc.)

Artscape/Public Art Fund: This fund accounts for the expenditure of donations received by the City for public art projects.

TID Area Rehab and Assistance Funds: Recent Tax Increment Districts (TIDs) have included funding to create loan programs that can assist homeowners and potential business owners with property upgrades or economic assistance to start or improve their business. The Community Development department administers these loans.

First-Ring Industrial Redevelopment Enterprise, LLC (FIRE): The City owns and operates this LLC which has applied for and received multiple allocations of New Markets Tax Credits from the federal government to incentivize private investment in distressed communities. This fund accounts for the economic development expenses funded through the revenues related to the sale of the tax credits and the related fees collected.

CITY OF WEST ALLIS
2020 BUDGET
COMMUNICATIONS

	2017 Actual	2018 Actual	2019 Budget	2019 Year-To Date	2019 Estimated	2020 Budget
REVENUES						
Franchise Fees	$578,937	$680,804	$720,000	$352,985	$629,985	$570,896
Video Service Provider Aid	$0	$0	$0	$0	$0	$64,104
Creative Services Revenue	$1,212	$6,652	$5,000	$5,097	$6,000	$5,000
Transfer in from Tourism Fund	$0	$0	$0	$0	$35,000	$40,000
Miscellaneous	$0	$0	$0	$0	0	$0
Total Revenues	***$580,149***	***$687,456***	***$725,000***	***$358,081***	***$670,985***	***$680,000***
COMMUNICATIONS EXPENDITURES						
Wages & Benefits	$328,311	$413,828	$389,273	$307,123	389,273	487,308
Admin Support Charge	$0	$100,000	$50,000	$0	50,000	50,000
Materials / Supplies / Maintenance	$74,645	$90,831	$96,696	$56,111	73,012	98,262
Membership Dues	$430	$1,000	$2,160	$2,865	2,500	3,000
Travel / Auto / Training	$1,692	$3,049	$3,100	$164	3,075	3,600
Advertising & Promotion	$5,791	$8,188	$9,000	$8,822	10,000	10,000
Utilities	$12,303	$2,005	$8,473	$844	2,000	2,000
Equipment	$331	$80,520	$400	$0	0	0
Rentals / Consulting / Other Services	$29,194	$25,719	$45,800	$12,187	24,900	35,450
CREATIVE SERVICES EXPENDITURES						
Wages & Benefits	$117,289	$69,832	$140,629	$111,107	140,629	156,257
Admin Support Charge	$0	$0	$0	$0	0	0
Materials / Supplies / Maintenance	$62,912	$56,149	$69,550	$39,248	68,950	93,200
Membership Dues	$0	$0	$0	$0	0	0
Travel / Auto / Training	$0	$1,000	$1,000	$0	1,000	1,000
Advertising & Promotion	$0	$0	$0	$0	0	0
Utilities	$0	$345	$500	$275	500	500
Equipment	$16,860	$57,598	$51,210	$0	49,860	0
Rentals / Consulting / Other Services	$34,717	$42,063	$52,750	$28,301	50,750	50,000
Capital Budget Items					0	
Total Expenditures	***$684,474***	***$952,129***	***$920,541***	***$567,048***	***$866,449***	***$990,577***
Net Operating Gain(Loss)	***($104,325)***	***($264,674)***	***($195,541)***	***($208,966)***	***($195,464)***	***($310,577)***
Fund Balance:						
Fund Balance Beginning of Year	$928,419	$824,094	$559,420	$559,420	$559,420	$363,956
Fund Balance End of Year	$824,094	$559,420	$363,879	$350,454	$363,956	$53,379

2020 Budget Notes

This fund accounts for the staff and activities of the Communications Department and is supported predominantly by franchise fees paid by subscribers of cable TV. Fees are remitted quarterly from Spectrum and AT&T as the area's cable providers. Recent years have shown a slow decline in fees, yet a significant increase in expenditures and a resulting decline in fund balance reserves which raises concern regarding the long-term sustainability of this fund.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
Communications							
Communications							
260-8201-517.11-01	Salary & Wages	201,680	266,983	248,275	216,327	293,481	45,206
260-8201-517.11-02	Vacation	12,991	10,870	0	0	0	0
260-8201-517.11-03	Holidays	9,780	13,816	0	409-	0	0
260-8201-517.11-04	Sick Leave	10,106	1,404	0	0	0	0
260-8201-517.11-12	Comp Time Used	1,634	4,043	0	0	0	0
260-8201-517.12-01	Prov. Salary & Wages	7,257	12,961	33,856	12,995	68,688	34,832
LEVEL	TEXT		TEXT AMT				
DEPT	INTERNS						
	VIDEO PRODUCER						
260-8201-517.13-01	Overtime Pay	1,819	2,371	0	0	3,008	3,008
260-8201-517.14-10	Car Allowance	750	136	250	0	200	50-
260-8201-517.21-01	Health Insurance	46,711	55,530	60,961	44,781	70,179	9,218
260-8201-517.21-04	Life Insurance	121	132	137	112	183	46
260-8201-517.21-07	Dental Insurance	3,028	3,145	3,495	2,834	4,384	889
260-8201-517.22-01	Social Secrty-OASDI 6.2%	14,068	18,982	19,244	13,787	22,022	2,778
260-8201-517.22-02	Social Security-HI 1.45%	3,290	4,439	4,501	3,224	5,150	649
260-8201-517.23-01	Retirement-General	14,620	19,015	18,554	13,472	20,013	1,459
260-8201-517.24-01	Retirement-General	456	0	0	0	0	0
260-8201-517.30-04	Other	29,194	25,392	35,000	11,957	25,000	10,000-
LEVEL	TEXT		TEXT AMT				
DEPT	MARKETING		15,000				
	TALENT SERVICES		7,500				
	EVENT PROMOTION		2,500				
			25,000				
260-8201-517.32-01	Computer Equip/Software	5,132	8,366	11,000	7,523	11,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	SOCIAL MEDIA ARCHIVING SOFTWARE		5,000				
	SOCIAL MEDIA MANAGEMENT SOFTWARE		6,000				
			11,000				
260-8201-517.41-01	Water	0	0	617	0	0	617-
260-8201-517.41-04	Electric	0	0	4,576	0	0	4,576-
260-8201-517.41-05	Gas	0	0	1,930	0	0	1,930-
260-8201-517.41-06	Telephone/Internet	12,303	2,005	1,350	845	2,000	650
LEVEL	TEXT		TEXT AMT				
DEPT	SMARTPHONES						
260-8201-517.43-01	Buildings/Space Rent Exp	0	0	9,500	0	9,500	0
260-8201-517.43-03	Other	0	240	1,000	0	750	250-
LEVEL	TEXT		TEXT AMT				
DEPT	SPECIALIZED AV EQUIPMENT RENTALS		750				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
				750			
260-8201-517.44-08	Other	417	0	1,000	235	750	250-
LEVEL	TEXT		TEXT AMT				
DEPT	REPAIR OF AV EQUIPMENT			750			
				750			
260-8201-517.51-01	Postage	26,986	33,760	30,000	17,854	35,000	5,000
LEVEL	TEXT		TEXT AMT				
DEPT	CITY NEWSLETTER			25,000			
	MISC DIRECT MAIL			10,000			
				35,000			
260-8201-517.51-02	Office Supplies	10,681	406	684	174	500	184-
260-8201-517.51-04	Food/Provisions	0	0	0	174	0	0
260-8201-517.51-07	Cleaning & Laundry Suppl	1,000	0	0	0	0	0
260-8201-517.51-09	Other	8,276	6,167	9,012	9,574	9,012	0
LEVEL	TEXT		TEXT AMT				
DEPT	CONNECTORS, ADAPTORS, WIRING			200			
	MUSIC LIBRARY LICENSE FEE			3,000			
	DIGITAL MEDIA			2,300			
	PRODUCTION ACCESSORIES			800			
	NATOA LEGAL FUND CONTRIBUTION			1,000			
	ASCAP LICENSE			690			
	BMI LICENSE			690			
	SPECTRUM CABLE BOX RENTALS - QTY 3			332			
				9,012			
260-8201-517.51-11	Computers & Related Equip	0	0	0	0	7,000	7,000
260-8201-517.54-03	Other	795	845	1,000	2,112	2,000	1,000
260-8201-517.54-04	Public Relation Materials	4,996	7,343	8,000	6,710	8,000	0
260-8201-517.55-01	In-house (Print Shop)	22,154	42,132	45,000	13,890	0	45,000-
260-8201-517.55-02	Out-sourced	0	0	0	6,687	35,000	35,000
LEVEL	TEXT		TEXT AMT				
DEPT	CITY NEWSLETTER			25,000			
	MISC DIRECT MAIL			10,000			
				35,000			
260-8201-517.56-01	Local Business Meetings	61	84	100	14	100	0
260-8201-517.56-02	Conferences & Seminars	1,231	2,000	2,000	0	2,500	500
260-8201-517.57-01	Membership Dues	430	1,000	2,160	2,865	3,000	840
260-8201-517.57-02	Registration Fees	400	965	1,000	150	1,000	0
260-8201-517.64-04	Shipping Charges	0	87	300	231	200	100-
260-8201-517.70-01	Furniture & Fixtures	331	0	400	0	0	400-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
260-8201-517.70-03	Equipment	0	80,520	0	0	0	0
260-8201-517.91-00	Operating Transfer Out	0	100,000	50,000	0	50,000	0
*	Communications	452,698	725,139	604,902	388,118	689,620	84,718
260-8202-517.11-01	Salary & Wages	75,298	38,560	101,733	77,744	106,997	5,264
260-8202-517.11-02	Vacation	6,069	1,889	0	0	0	0
260-8202-517.11-03	Holidays	3,672	2,003	0	0	0	0
260-8202-517.11-04	Sick Leave	1,329	1,027	0	0	0	0
260-8202-517.11-07	Jury Duty	204	0	0	0	0	0
260-8202-517.11-12	Comp Time Used	2,354	0	0	0	0	0
260-8202-517.13-01	Overtime Pay	6,117	2,187	0	712	1,003	1,003
260-8202-517.21-01	Health Insurance	7,800	16,874	23,302	20,526	31,224	7,922
260-8202-517.21-04	Life Insurance	222	113	116	79	122	6
260-8202-517.21-07	Dental Insurance	495	1,152	1,596	1,148	1,709	113
260-8202-517.22-01	Social Secrty-OASDI 6.2%	5,869	2,408	5,851	4,667	6,412	561
260-8202-517.22-02	Social Security-HI 1.45%	1,373	563	1,368	1,091	1,500	132
260-8202-517.23-01	Retirement-General	6,178	3,057	6,663	5,139	7,290	627
260-8202-517.24-01	Retirement-General	308	0	0	0	0	0
260-8202-517.30-02	Consultants	1,495	150	2,500	0	0	2,500-
260-8202-517.30-04	Other	0	250	0	0	0	0
260-8202-517.30-13	Leases	33,222	41,663	50,000	28,301	50,000	0

LEVEL	TEXT	TEXT AMT
DEPT	COLOR AND B&W PRODUCTION MACHINE LEASES	22,000
	CLICK CHARGES	28,000
		50,000

260-8202-517.30-42	Rentals	0	0	250	0	0	250-
260-8202-517.32-01	Computer Equip/Software	7,582	9,210	8,300	15,065	33,500	25,200

LEVEL	TEXT	TEXT AMT
DEPT	CITY WEBSITE	
	EMPLOYEE INTRANET	
	EMPLOYEE INTRANET REDESIGN	
	ANCILLARY WEBSITES	
	MISC	

260-8202-517.32-02	Office Equipment	2,051	1,086	2,700	0	1,700	1,000-
260-8202-517.32-04	Other	7,199	6,216	9,550	2,036	8,000	1,550-

LEVEL	TEXT	TEXT AMT
DEPT	POSTAGE MACHINE	
	MISC EQUIPMENT	

260-8202-517.41-06	Telephone/Internet	0	345	500	276	500	0

LEVEL	TEXT	TEXT AMT
DEPT	SMARTPHONE	

260-8202-517.44-02	Misc Machinery & Equip	0	0	0	295	1,000	1,000
260-8202-517.51-02	Office Supplies	41,551	34,485	43,000	19,758	43,000	0
260-8202-517.51-09	Other	4,494	5,152	6,000	2,095	6,000	0

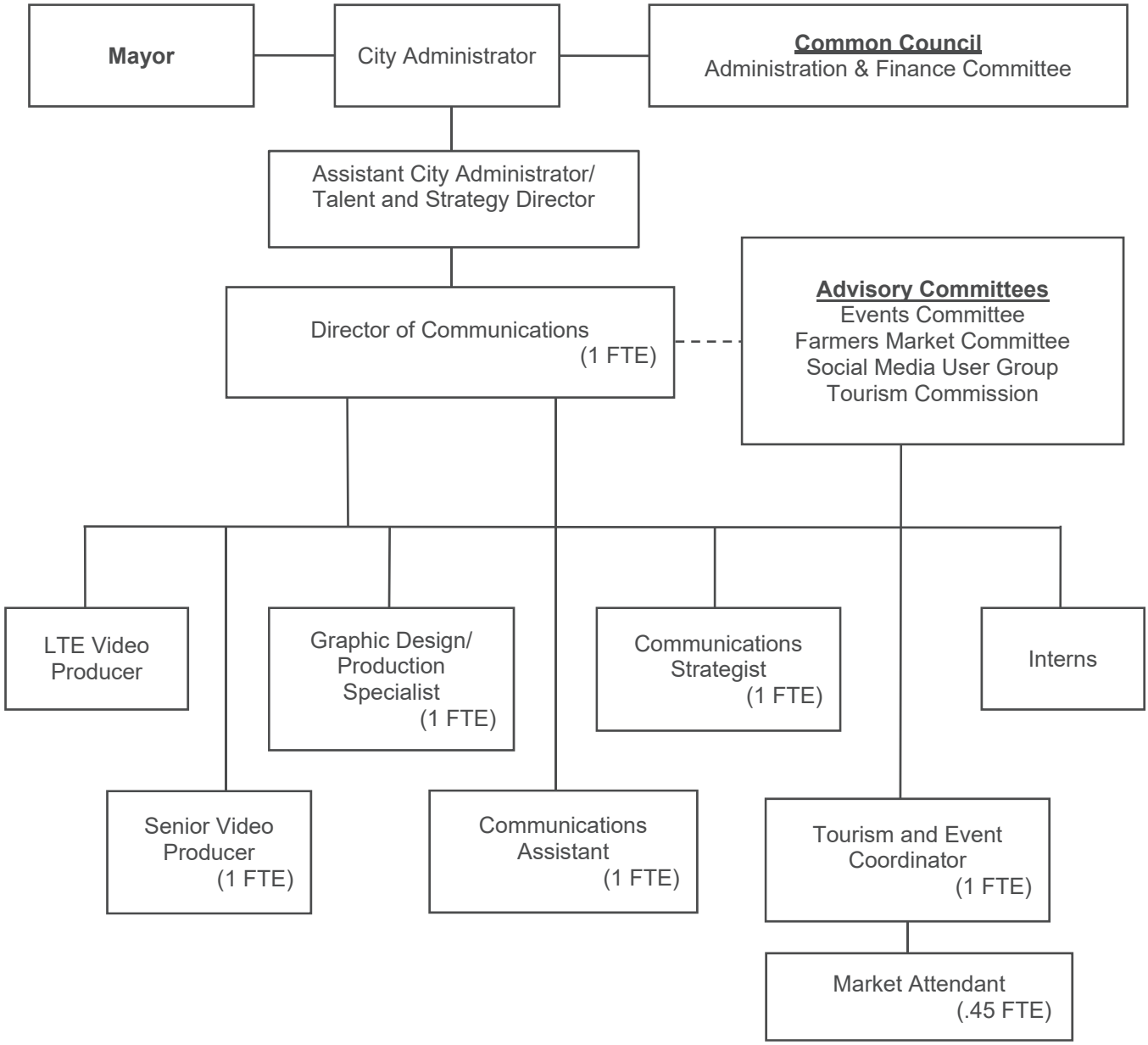
PREPARED 10/16/19, 09:56:18 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
260-8202-517.55-02	Out-sourced	35	0	0	0	0	0
260-8202-517.57-02	Registration Fees	0	1,000	1,000	0	1,000	0
260-8202-517.70-03	Equipment	0	15,694	10,000	0	0	10,000-
260-8202-517.70-08	Computers/Hardware	0	3,548	16,350	0	0	16,350-
260-8202-517.70-09	Software	16,860	38,357	24,860	0	0	24,860-
*	Creative Services	231,777	226,989	315,639	178,932	300,957	14,682-
**	Communications	684,475	952,128	920,541	567,050	990,577	70,036
***	Communications	684,475	952,128	920,541	567,050	990,577	70,036

PREPARED 10/16/19, 09:56:18 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		684,475	952,128	920,541	567,050	990,577	70,036

COMMUNICATIONS



CITY FUNDED FTEs: 0.45
OTHER FUNDING SOURCES FTEs: 6

Department	Director	Fund and Dept. Group
Communications	Jonathan Matte	260-8201/8202

Mission/Overview

To clearly and accurately communicate information of key City services, programs, messages and values; to foster an engaged and informed citizenry; to provide leadership in further strengthening and promoting West Allis' brand as a benchmark for superior municipal government service through all City communication tools including publications, websites, municipal television, video production, media relations, social media, event management, and community outreach; to serve as a resource to City departments for delivery of their specific communication needs; and to provide a comprehensive, unified delivery of information – look, feel, content and messaging.

Performance Measures (list from 2019 budget and current status)

Responsibilities/Services	Measurement/Key Performance Indicator (KPI)	Current State	Goal
1. Marketing - Graphic Design - Branding	Digital and print collateral pieces updated with new branding; City signage, equipment and hardware	70%	100% digital and print collateral updates by Q1 2020; misc. hardware and equipment by Q2 2020
2. Social media and website administration	Social media metrics and website analytics including visit rate, content consumption, clickthroughs, emails opened, reach, engagement, sentiment, and number of comments; set benchmarks for all web/social platforms; growth rate of notify me channels.	eNews subscribers: 642 (as of 8/8/19). Goal of 20% growth in 2019 exceeded with 34% growth	Increase by additional 25% in 2020
		- As of 8/8/19, overall City social networks follower growth is at 11%. 8.4 million impressions (vs. 8.8m 2018), 183.6k engagements (vs 138.8k 2018).	Reset 2020 goals to align with international follower growth on specific platforms as some are stagnant or declining and others are growing: Facebook: 10% growth in 2020 Instagram: 20% growth in 2020 Twitter: 8% growth in 2020
		Website visits up 47% in 2019 vs. 18	Increase by 35% in 2020
		Visits to /letushelp up 63%	Set goal with BINS – increase by 75% in 2020?
		19% growth in NotifyMe subscriptions (on track for 20% growth in 2019)	20% growth in 2020
3. Media and Public Relations	Increase the frequency of positive or neutral earned media coverage and placement – including digital reporting – about City programs, community initiatives and achievements	Track through social media mentions, social media listening, google alerts and digital/print media	25% increase in positive media coverage; decline in use of negative city slang

4. Internal and Emergency Communications	AskAllis login rates	AskAllis visit rates down 14%; visitor duration over 30 minutes	Redesign website with improved navigation and document clean up; increase visit rates by 20%
	Employee eNews open rates, and	Average employee email open rate is 23%	30% average open rate
	CivicReady subscribers	CivicReady: 600 new subscribers year 1 (on track for 1000 subscribers year 1)	CivicReady subscribers; 35% growth year 2
5. Event Management and Coordination	Number of events per year; repeat events survey in fall 2019 to gauge visitor satisfaction	2018 survey: 20% of respondents "extremely satisfied" with City events; 27 city run events for 2019	Reach 25% "extremely satisfied" in 2020 survey (pending 2019 survey); budget compliance Add 2-3 new events
6. Municipal Television and Video Production	Produce 1-2 new in-house videos per month; produce and edit a monthly recap of 4-6 stories, 5-7 minutes in length; produce additional 1-3 promos or public service announcements per month; provide end of year report on hours of video content produced with a benchmark of 50 projects and 2000 hours annually; provide KPIs for videos including viewer counts and comments	YouTube Views Increased 6%; Watch time increased 62%; Average viewer duration increased by 53%	50 projects/2000 hours of content annually
		Subscribers increased by 40% (meeting 2019 goal)	Increase YouTube subscribers by 40%
		FB video views as of 8/15/19: 3.6k minutes, exceeding 2019 goal of doubling views from 2018 (1.1k minutes views as of 8/14/18)	Double the 3 .6k minutes of video viewed on Facebook

Position Information

Title	Division	Number	Funding Source
Communications Director	260-8201	1	Special Revenue
Communications Strategist	260-8201	1	Special Revenue
Senior Video Producer	260-8201	1	Special Revenue
Graphic Design/Production Specialist	260-8202	1	Special Revenue
Tourism and Event Coordinator	260-8201 / 201-5101	1	Special Revenue / Tourism
Communications Assistant	260-8202	1	Special Revenue
Interns	260-8201	3	Special Revenue
Farmers Market Attendant	260-8201	1	Special Revenue

Vacant Positions				
Title	*Division*	*Length of Vacancy*	*Current Status*	*Plan for 2020*

Services Provided (List Top 5 per Department/Division)		
Service	*Frequency*	*Statutory*
1. Media/Public Relations, Community Engagement and Public Information	*Daily*	*No*
2. Marketing – Branding – Graphic Design	*Daily*	*No*
3. Social Media and Website Administration of 6 websites (AskAllis, City website, Eat West Allis, Historical Society, Farmers Market, and WACIF)and 20 City-wide social media profiles	*Daily*	*No*
4. Event Management and Coordination including Farmers Market Operations	*Daily*	*No*
5. Municipal Television and Video Production	*Daily*	*No*

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1. City website redesign	• Site visits up 45%, Jan. – May 2018 vs. 2019 • Downloads up 382% - this suggests that users are finding forms/documents/etc. much more easily and leveraging them • Site visit durations down by 12 seconds – suggesting users are finding what they're looking for more quickly • Repeat site visits have increased 8%, while actions per visit have decreased by 3%	Create Virtual City Hall (SA 3-6)
2. Farmers Market rebranding and brand launch including market operations	• Department assumed ownership of Farmers Market Facebook page; increased followers by 35% • Increased user visits to westallisfarmersmarket.com by 44% • Redesign Farmers Market website • Completed surveys of vendors/visitors to gauge Market challenges/opportunities • Launched Farmers Market Instagram account • Communications staff responsible for market operations and management • Held Farmers Market 100th Anniversary Celebration	Create a Farmers Market marketing plan that expands the market's role as a City-wide and regional destination (SA 1-5)
3. Conduct public surveys regarding City events, website experience, and customer service (collaborations with Water, Health, and Development)	2019 Surveys: • Farmers Market – vendor and visitor surveys • Plan Commission customer surveys • Water Meter Replacement customer surveys • In home public health nurse visit customer surveys • Citizen Survey	Query and track citizens opinions and experiences regarding City services through Citizen Satisfaction Surveys; review and improve processes based on

	• Internal Services, Onboarding Survey	responses (SA 3-7)
4. Partnered with Engineering on National Avenue, Hwy 100, and other construction communications to include flyers, brochures, signage, social/web messaging and direct mail	Resident and visitor awareness of project; understanding of detours and awareness of businesses remaining open during construction; positive vs. negative social media comments	Expand access to City information through citizen focused communications and social media activities (SA 3-5)
5.Increased collaboration with BINS and DPW to revise and strategize effective communications pieces, including door hangers, postcards, and social media messaging; created bilingual pieces to engage diverse groups of residents	Resident awareness of ordinances; number of complaints received/citations issued	Expand access to City information through citizen focused communications and social media activities (SA 3-5)
6. Assumed design/layout of Senior Center newsletter and collaborated with Senior Center to update and enhance website content; began sending Senior Center e-newsletter via Notify Me	Increased reach to Senior Center members; number of positive comments received from Senior Center members regarding new newsletter format	Expand opportunities for Seniors through external collaborations (SA 1- 10)
7. Team members/intern served on Mental Health and Substance Abuse Task Force to collaborate/host first-annual Community Read and Mental Health Awareness month; Developed communications plan, media kit, and all promotional materials including buttons, book marks, posters, flyers, stickers, etc. Led social media promotions of events	• Social media reach: 11k • Visits to www.westalliswi.gov/communityread: 371 • Visits to www.westalliswi.gov/stopthestigma: 105 (vs. 0 views during same period prior year) • 76% of event attendees reported being "extremely satisfied" with events held • 100% of event attendees agree with statement "There are mental health resources in my community for those who need help." • 49% of respondents "strongly agree" "I am more confident seeking help for myself or a loved who may have a mental health issue" after attending events	Support/leverage Health Department's partnerships and Community Health Improvement Plan 2016-2020 across additional City departments, agencies and key groups to focus on healthy lifestyles, substance abuse and addiction, and mental health issues. (SA 2-2)
8. Creation of Citizen 101 and West Allis CARES program; launching fall 2019	Number of attendees and survey responses from participants	Create "City 101 Academy" to deepen citizen and stakeholder knowledge regarding City services and budget/plans/priorities, and strategic goals and outcomes/progresses of City-wide plan alignment (SA 3-1)
9. Oversaw creation of ThatsWhyWestAllis.com and corresponding marketing campaign promoting City businesses and small business opportunities in West Allis; Social media/website/promotions for Eat West Allis; Collaborate with Savage Solutions to source CRM, business marketing collateral, and define	Number of desirable businesses relocating/opening in City	Actively engage citizens and community stakeholders to identify the areas/facilities/assets to market the City of West Allis as a leading place to start a business or relocate a business or public organization; develop and implement

business marketing strategy.		plan based on results (SA 4-4)
10. Launched weekly employee e-newsletter and continued publication of Bathroom Biweekly. Received National Association of Government Communicators First Place Award for Internal Communications for Bathroom Biweekly Continued collaboration with Mayor, City Administrator, and HR to enhance internal communications via print and electronic communications strategies	• Employee email open rate at 23% but growing • SCORE Corps nominations	Increase City-wide department and agency employee knowledge of organizational operations, processes, goals and plans where employees demonstrate active and successful implementation of policies and programs adopted by the Mayor and Common Council.(SA 5-2)
11. Business Reply Mailing	Business Reply Mail is a service provided by the United States Postal Service® that enables the City (a permit holder) to provide a recipient with a convenient, prepaid method for replying to a mailing; Providing a prepaid reply envelope or postcard may increase the chances of receiving a reply from customers or potential customers; Reply mail solution implemented to distribute citizen survey resulting in cost savings of $7500. Further implementation on-going with other City Departments including Housing, Assessor and Water	Create a culture of innovation and continuous improvement among City Departments. (SA 5-1)
12. Rebranding of City Events	• Summer Jam Concert Series - We have been trying to improve the Thursday evening concerts at Vet's Park. This year we changed the name to Summer Jam Concert Series, and added food vendors as well. The Peanut Butter & Jelly Deli has been a fixture in the "Jam Series" and ideally we have a second rotating vendor at each concert as well. In 2020, the goal is to involve the Events Committee to improve upon the concert series. • Food Truck Fridays - The City took over this event from the Milwaukee Food Truck Series. We have started out with four events throughout the Summer, but we would like to increase this number in 2020. • Art on the Plaza - This is a new event in partnership with Inspiration Studios. Together, we hope to utilize the Art Gallery and Centennial Plaza to bring more art centered events to the community. • Farmers Market - The Farmers Market went through a rebranding this year and we hosted a 100th Anniversary event to honor and celebrate	Align City marketing activities with businesses and stakeholders activities; invest in collaborative partnerships with businesses and community organizations (SA 1-2)

	this major milestone and to unveil the new logo. This has brought new energy in to the vendors and attendees of the Farmers Market.	
13. Expanded recording and live streaming of City meetings including Common Council and Council recess meetings	Implemented conference room AV technology to be able to record City meetings simultaneously allowing for complete recording coverage of Common Council and Council recess meetings. Utilize YouTube live streaming platform to provide free streaming services	Expand access to City information through citizen focused communications and social media activities (SA 3-5)
14. Developed Volunteer Policy	Connect residents with City departments through active volunteer participation	Optimize strong partnerships with stakeholders to create new volunteer, employment and training opportunities (SA 3-3)
15. Implemented Farmers Market Committee	The Farmers Market Committee monitors the operation of the West Allis Farmers Market by making decisions and recommendations that support the long-term success of the Farmers Market. The Committee will review the criteria for vendor eligibility, determine market rules, and advertise the market through promotions and outreach planning. The Committee will work with the Tourism Commission and Communications Department to coordinate new events and marketing efforts	Expand access to City information through citizen focused communications and social media activities (SA 3-5)
16. Implemented Events Committee	The Events Committee is responsible for annually planning and implementing community programs and events in the City of West Allis	Expand access to City information (SA 3-5)
17. Created online application process for Farmers Market and Marketplace stall rentals	Reduced phone calls; faster application and approval process	Create Virtual City Hall (SA 3-6)

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	Measurement/KPI	Strategic Action #
1. Leverage software to enhance project management and event planning. Fast-track implementation of Office 365 to use included tools to improve digital collaboration and monitor workflows and timelines	Team adoption of tools; move towards 100% digital team project management; team project completion rate; 0 missed deadlines in 2020	Continue to develop City-wide technology opportunities and utilization of software to ensure efficient and effective use of government resources (SA 4-5)
2. Repeat 2018 website experience survey and events survey	• Increase event survey responses from 280 in 2018 to 350 in 2019 and 400 in 2020 • Increase website survey responses from 257 in 2018 to 320 in 2019 and 375 in 2020	Query and track citizens opinions and experiences regarding City services through citizen satisfaction surveys (SA 3-7)
3. Increase use of direct mail to reach underserved members of community; increase bilingual communications	• Number of direct mail pieces and corresponding responses based on CTA contained in piece (site visits, event attendees, etc.)	Expand access to City information (SA 3-5)

4. Create print and digital resident guide, containing common ordinance information, City contacts, housing information, health and public safety information, arts/recreation information, partner contacts, etc.; Provide in English and Spanish to engage diverse audiences; Publish/mail annually	• Conduct survey for feedback relating to guide when published	Coordinate communication of housing development and improvement goals (SA 1-4) Expand access to City information (SA 3-5)
5. Continue collaboration with other departments to leverage CivicPlus electronic form and activities module to replace PDFs; Encourage departments to transfer PDF content to HTML webpages	• Decreased number of PDFs on site • Increased number of subpages	Create Virtual City Hall where citizens (SA 3-6)
6. Collaborate with Development and City marketing firm to improve business development process	• Usage of selected CRM • Setting baseline for number of leads monthly/annually • Citizen survey data relating to desired businesses in City	Actively engage citizens and community stakeholders (SA 4-4)
7. Collaborate with Human Resources to improve recruitment and marketing strategies including improved website presence	• Number of job notification subscribers • Number of applicants for hard-to-fill positions (set goal for each and work to exceed) • Reduce duration of recruitments to fill positions (what is it now; what would we like it to be?)	Revise and streamline hiring, retention, performance recognition and rewards programs/processes to focus on abilities and adherence to core values and competencies (pay for performance)□(SA 5-6)
8. Collaborate with Mayor and Clerks Office on 2020 Census Communications Plan	• % of residents who participate in Census	Grow City-wide citizen-centered programs and services (SA 3-4)
9. Collaborate with Assessor's Office on 2020 Residential Revaluation	• Positive social media sentiment vs. negative during revaluation process • Create communications plan with Assessor to proactively educate residents about process	Expand access to City information through citizen focused City-wide communications and social media activities (SA 3-5)
10. Collaborate with Clerk's Office to create bi-weekly Council Rewind video series	Recap major issues of the most recent Common Council meeting; provide insight into legislative process; increase council video views by 25%	Expand access to City information through citizen focused communications and social media activities (SA 3-5)
11. AskAllis Redesign	Rebuild AskAllis intranet site with new branding and navigation; Increase logins and site views in 2020 by 30%	Increase City-wide department and agency employee knowledge of organizational operations...(SA 5-2)
12. Department succession planning and documentation/streamlining of operational procedures	• Is success planning in place • Percentage of roles covered • Retention of high-potential employees • Rate of external vs internal hires	Develop City-Wide human resource succession plans and documentation of processes and procedures (SA 4-3)

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1.Reposition City Newsletter from a quarterly to triannual publication – this will save over $8000 in mailing expenses and $7000 in printing expenses vs four issues; will also allow for longer issues with more information vs. 20 page/quarterly issues of 2018	$15,000; SA 3-5
2. Create Farmers Market improvements including permanent seating area that would be utilized during the Farmers Market days and special events at the Market structure. This would allow the City to provide seating during events without having to request tables/chairs from DPW for each special event. The Farmers Market has a lot of potential to be rented out, and with the addition of permanent seating, new lighting, sound system, etc. It would be more appealing to organizations event space opportunities	Continue to expand Farmers Market as a city and regional destination; SA 1-5; generate revenue through facility reservation to increase use and fund improvements
3. Mobile City Hall/City Facility Open Houses/Develop City Building Tour Plan: Leverage “brand wagon” trailer to provide opportunities at events and in the Community for residents to engage with elected officials and City staff. Organize “Doors Open West Allis”-style event for City buildings to introduce residents to equipment, facilities and services provided. Develop City building tour plan and promote to the public including schools, senior living facilities, and service groups.	Create “City 101 Academy” to deepen citizen and stakeholder knowledge regarding City services and budget/plans/priorities, and strategic goals and outcomes/progresses of city-wide plan alignment (SA 3-1)

REVENUES

Are there any changes which may impact your revenues for 2020? ☐Yes ☒ No

If yes, please note the details here:

SALARY ACCOUNT ADJUSTMENTS

Are there any vacancies or adjustments to positions which can be used to fund new initiatives or requests for additional resources listed above or in other areas of the city? ☐Yes ☒ No

If yes, please note the details here:

ADDITIONAL INFORMATION TO CONSIDER

Tourism Commission 2020 Budget

CITY OF West Allis EST. 1906

Background

Formed in 2016, the West Allis Tourism Commission is responsible for using the room tax revenue that it receives from the municipality for tourism promotion and tourism development in the municipality. Wisconsin law requires that certain percentages of room tax revenues, as discussed below, must be spent on tourism promotion and tourism development. For municipalities that adopted a room tax after May 13, 1994, the room tax rate may be no higher than 8%, and at least 70% of the room tax collections must be dedicated to expenditures related to tourism promotion and development. Therefore, up to 30% of room tax collections may be directed to general municipal expenditures.[1]

The Tourism Commission's efforts are intended to not only utilize the room tax revenues to promote tourism in the City of West Allis, but to help the City achieve goal number 1 "Brand/Image/Destination" in the City's 2017 – 2021 Strategic Plan, which states: "The City of West Allis will become the "preferred municipality in the Milwaukee Metropolitan area, the state, and the country for visitors, residents and businesses through focused rebranding, marketing and promotion actions." Under this goal, strategic action 1-1 states the City will "Formalize a clear image through marketing and brand development process."

In addition, the Tourism Commission is specifically tasked with promoting the West Allis Farmers Market as a community destination.

2019 Accomplishments

To support its goals, the Tourism Commission issued an RFP for a marketing agency in late 2016, and in January 2018, began working with Savage Solutions, LLC, a Milwaukee-based marketing firm, to rebrand the City. Brand concepts, including a logo, color scheme, and fonts, were proposed in June 2018. The brand was approved by the Common Council in July, and the requested budget to launch the brand was approved by the Tourism Commission shortly thereafter.

The new brand launched in October 2018 with "West Allis Day" at West Allis Farmers Market. Thousands of visitors attended this event, which was well covered by major media outlets including WISN-12, TMJ4, and Fox 6. A corresponding three-year marketing plan was also unveiled in fall of 2018. It debuted with billboards, radio, print ads, and social media advertising to promote the brand and thatswhywestallis.com website.

In 2019, implementation of the marketing plan progressed. The city's greatest challenge this year was updating all collateral, vehicles, and other assets with the new logo and branding to promote brand consistency. Much of this work was done in-house by the city's Communications Department and Department of Public Works. Collaboration with vendors moved forward the rebranding of all city vehicles and development of new gateway signage at key entry points into and out of the city.

2019 activities supporting the marketing plan utilized studio, digital, and brand teams to continue to drive the That's Why West Allis campaign to new audiences comprised of business owners, community members, and millennial movers regionally. Print placements included Milwaukee Magazine; radio included Radio Milwaukee, WUWM Radio, and Brewers Radio Network; billboards; and YouTube ads, all with impressions as of June 2019 at over 89 million. Additional ads on social media earned nearly 3 million impressions.

The city also launched its new Events Committee and Farmers Market Committee in 2019, both overseen by the Tourism Commission. The Events Committee is responsible for annually planning and implementing community programs and events in the City of West Allis. The Farmers Market Committee monitors the operation of the West Allis Farmers Market by making decisions and recommendations that support the long-term success of the market. Both of these subcommittees of the Tourism Commission support efforts that promote tourism in the city.

Rebranding West Allis Farmers Market

The City of West Allis Five Year Strategic Plan requires a Farmers Market marketing plan that "expands the market's role as a city wide and regional destination" (Goal 1, Strategic Action 1-5). The West Allis Farmers Market was identified in Savage's 2018 marketing research as a key point of pride for West Allis residents and a destination for visitors. In recent years, the Farmers Market has increasingly become an in-demand event venue for public events such as Curds & Kegs and the Christkindlmarkt (both hosted by Eat West Allis) as well as City events such as National Night Out and Food Truck Fridays. There is tremendous potential to not only expand attractions at the Farmers Market regular market days, but also to promote and leverage the market as a public event venue.

Farmers Market 100th Anniversary

Recognizing this, the City partnered with Savage Solutions to create a companion brand to the city's new brand that would support the Farmers Market. 2019 marked the 100th anniversary of the market, and the new brand launched on July 13 in connection with the anniversary. Savage also crafted a marketing plan for the new brand that included launching a unique Instagram channel for the market, and revamping the existing FarmersMarket.com website with the market's new brand.

2020 Opportunities

The city will continue to collaborate with Savage Solutions to further the execution of the city's three year marketing plan and Farmers Market marketing plan. Funds will be needed to support the creative and strategic guidance provided by Savage Solutions and to continue to update city assets with appropriate branding. Recognizing the strength of the Farmers Market, funds may also be requested to enhance Market amenities, such as additional seating and lighting for the comfort and safety of guests.

CITY OF WEST ALLIS
2020 BUDGET
Tourism

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Hotel/Motel Room Tax Revenue	$202,605	$207,661	$200,000	$143,150	$265,918	$350,000
Other Revenue		$100,915	$100,000	$105,248	$106,000	$105,000
Total Revenues	**$202,605**	**$308,576**	**$300,000**	**$248,398**	**$371,918**	**$455,000**
EXPENDITURES						
Tourism Promotion	$412	$0	$0	$0		
Tourism Promotion & Marketing	30,369	232,716	429,500	200,001	254,986	$455,000
Total Expenditures	**$30,781**	**$232,716**	**$429,500**	**$200,001**	**$254,986**	**$455,000**
Net Operating Gain(Loss)	**$171,824**	**$75,860**	**($129,500)**	**$48,397**	**$116,932**	**$0**
Fund Balance						
Fund Balance Beginning of Year	$0	$171,824	$247,684	$247,684	$247,684	$364,616
Fund Balance End of Year	$171,824	$247,684	$118,184	$296,081	$364,616	$364,616

2020 Budget Notes

The Tourism Fund accounts for the collection of Hotel Room Tax and the expenditure of such funds in accordance with State Statute. The 2020 Budget includes revenues from the City's two current hotels, and anticipates the opening of one additional hotel during 2020.

PREPARED 10/16/19, 10:02:56 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
Tourism Fund							
Tourism/Promotion							
201-5101-517.30-04	Other	0	0	0	0	210,000	210,000
201-5101-517.32-01	Computer Equip/Software	0	0	0	1,811	2,000	2,000
201-5101-517.43-03	Other	0	0	0	720	2,000	2,000
201-5101-517.51-09	Other	412	0	0	1,121	126,000	126,000
201-5101-517.51-12	Promotional Items	0	0	0	9,324	45,000	45,000
201-5101-517.54-03	Other	30,369	232,716	429,500	187,025	30,000	399,500-
201-5101-517.91-00	Operating Transfer Out	0	0	0	0	40,000	40,000
*	Gen Tourism/Promotion	30,781	232,716	429,500	200,001	455,000	25,500
**	Tourism/Promotion	30,781	232,716	429,500	200,001	455,000	25,500
***	Tourism Fund	30,781	232,716	429,500	200,001	455,000	25,500

PREPARED 10/16/19, 10:02:56 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		30,781	232,716	429,500	200,001	455,000	25,500

CITY OF WEST ALLIS
2020 BUDGET
COMMUNITY DEVELOPMENT PROGRAMS

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Community Development Block Grant	$1,051,575	$751,605	$1,164,422	$861,856	$1,195,392	$1,235,751
C.D. Program Income	$223,721	$224,089	$200,000	$253,968	268,968	229,091
CDBG Income	$1,275,296	$975,694	$1,364,422	$1,115,824	$1,464,360	$1,464,842
Rental Rehabilitation Program						
Federal Grant	$0	$0	$0	$0	$0	$0
Program Income	$0	$900	$0	$0	0	0
Owner Contributions	$0	$0	$0	$0	0	0
Rental Rehabilitation Income	$0	$900	$0	$0	$0	$0
Total Revenues	***$1,275,296***	***$976,594***	***$1,364,422***	***$1,115,824***	***$1,464,360***	***$1,464,842***
EXPENDITURES						
CDBG Planning	$111,768	$69,849	$0	$0	$0	$0
Comm Dev - General	$103,750	$107,250	$637,406	$89,727	$105,000	$259,829
Comm Dev - Projects	$746,330	$357,437	$186,609	$743,695	$850,000	$678,160
Econ Dev - General	$10,572	$3,116	$29,194	$593	$3,000	$30,184
Econ Dev - Projects	$185,231	$263,007	$345,000	$114,938	$345,000	$330,000
Fair Housing - General	$1,867	$1,738	$7,391	$1,518	$2,000	$8,057
Hsg Rehab - General	$19,380	$39,048	$43,822	$20,304	$43,822	$43,612
Home Security/Hsg Rehab Proj	$106,496	$134,800	$115,000	$145,050	$115,000	115,000
Redevelopment - General	$0	$0	$0	$0	$0	$0
Redevelopment - Projects	$0	$0	$0	$0	$0	$0
CDBG Expenditures	$1,285,394	$976,245	$1,364,422	$1,115,824	$1,463,822	$1,464,842
Rental Rehabilitation	149,290	0	0	0	0	0
Total Expenditures	***$1,434,684***	***$976,245***	***$1,364,422***	***$1,115,824***	***$1,463,822***	***$1,464,842***
Fund Balance:						
CDBG	13	(538)	(538)	(538)	(0)	(0)
Rental Rehabilitation	$181,967	$182,867	$182,867	$182,867	$182,867	$182,867
	$181,967	$182,867	$182,867	$182,867	$182,867	$182,867

2020 Budget Notes

The Community Development Block Grant (CDBG) Program is a federal grant program from the US Department of Housing & Urban Development (HUD) and is administered on a reimbursement basis as indicated by budgeted revenues and expenses above. The goal of the fund is to use grant funds promptly on allowed programs and expenditures, resulting in $0 fund balance at the end of each year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
Comm Dev Block Grant							
CDBG							
220-7520-563.11-01	Salary & Wages	67,621	48,211	0	8,100-	2,743	2,743
220-7520-563.11-02	Vacation	2,316	743	0	0	0	0
220-7520-563.11-03	Holidays	2,035	628	0	0	0	0
220-7520-563.11-04	Sick Leave	3,597	0	0	0	0	0
220-7520-563.11-06	Funeral Leave	95	10	0	0	0	0
220-7520-563.11-12	Comp Time Used	1,123	92	0	0	0	0
220-7520-563.13-01	Overtime Pay	250	151	0	0	0	0
220-7520-563.14-10	Car Allowance	38	0	0	0	0	0
220-7520-563.21-01	Health Insurance	15,583	11,859	0	0	695	695
220-7520-563.21-04	Life Insurance	88	79	0	0	4	4
220-7520-563.21-07	Dental Insurance	1,003	706	0	0	38	38
220-7520-563.22-01	Social Secrty-OASDI 6.2%	4,645	3,020	0	0	164	164
220-7520-563.22-02	Social Security-HI 4.5%	1,147	714	0	0	38	38
220-7520-563.23-01	Retirement-General	5,243	3,382	0	0	185	185
220-7520-563.24-01	Retirement-General	293	0	0	0	0	0
220-7520-563.30-04	Other	1,420	254	0	0	0	0
220-7520-563.31-01	Contractors	272	0	0	0	0	0
220-7520-563.43-01	Buildings/Space Rent Exp	4,999	0	0	0	0	0
*	CDBG Planning	111,768	69,849	0	8,100-	3,867	3,867
220-7521-563.11-01	Salary & Wages	54,102	59,259	80,011	62,623	106,703	26,692
220-7521-563.11-02	Vacation	5,113	3,518	0	0	0	0
220-7521-563.11-03	Holidays	3,177	1,547	0	0	0	0
220-7521-563.11-04	Sick Leave	3,229	325	0	0	0	0
220-7521-563.11-06	Funeral Leave	25	25	0	0	0	0
220-7521-563.11-12	Comp Time Used	882	407	0	0	0	0
220-7521-563.12-01	Prov. Salary & Wages	0	0	3,000	0	3,008	8
220-7521-563.13-01	Overtime Pay	727	2,038	726	780	1,690	964
220-7521-563.14-01	Out of Class Pay	0	0	285	0	0	285-
220-7521-563.14-09	Performance Allowance	0	0	618	0	0	618-
220-7521-563.14-10	Car Allowance	45	0	150	0	0	150-
220-7521-563.21-01	Health Insurance	12,450	11,181	16,871	12,596	27,430	10,559
220-7521-563.21-04	Life Insurance	158	152	180	94	157	23-
220-7521-563.21-07	Dental Insurance	779	607	907	734	1,746	839
220-7521-563.22-01	Social Secrty-OASDI 6.2%	4,198	3,866	5,120	3,307	6,662	1,542
220-7521-563.22-02	Social Security-HI 4.5%	978	844	1,197	773	1,558	361
220-7521-563.23-01	Retirement-General	4,710	4,163	5,347	3,613	7,316	1,969
220-7521-563.24-01	Retirement-General	176	0	0	0	0	0
220-7521-563.30-01	Audit	3,750	4,500	4,600	4,600	4,700	100

LEVEL	TEXT	TEXT AMT
DEPT	PRO-RATED AUDIT FEES	4,700
		4,700

220-7521-563.30-02	Consultants	630	0	59,928	0	62,200	2,272

LEVEL	TEXT	TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
DEPT	PLANNING/DEVELOPMENT CONSULTANTS			62,000			
	TECHNICAL/APPRAISAL SERVICES ED LOANS			200			
				62,200			
220-7521-563.30-04	Other	882	773	0	373	0	0
220-7521-563.30-05	Legal/Litigation	0	0	3,000	0	3,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	LEGAL SERVICES			3,000			
				3,000			
220-7521-563.31-01	Contractors	30	0	0	29	0	0
220-7521-563.31-02	Other	295	523	420,179	29	520,104	99,925
LEVEL	TEXT		TEXT AMT				
DEPT	CDBG PROJECTS			678,160			
				678,160			
220-7521-563.32-04	Other	1,993	0	4,000	0	4,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	SOFTWARE LICENSES			1,000			
	CDM SOFTWARE			3,000			
				4,000			
220-7521-563.41-06	Telephone/Internet	134	420	825	280	825	0
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS (OFFICE, CELLULAR, WIRELESS)			825			
				825			
220-7521-563.43-01	Buildings/Space Rent Exp	1,793	5,589	2,741	0	3,078	337
LEVEL	TEXT		TEXT AMT				
DEPT	CDBG ADMINISTRATION			2,482			
	ECONOMIC DEVELOPMENT			596			
				3,078			
220-7521-563.44-01	Office Furniture & Equip	0	0	236	0	250	14
LEVEL	TEXT		TEXT AMT				
DEPT	MISC			250			
				250			
220-7521-563.51-01	Postage	1,576	555	2,000	420	1,500	500-
LEVEL	TEXT		TEXT AMT				
DEPT	REDEVELOPMENT			300			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
	COMMITTEES / PUBLIC			100			
	BUSINESS / DEVELOPERS			100			
	GENERAL PUBLIC			1,000			
				1,500			
220-7521-563.51-02	Office Supplies	0	200	1,825	9	1,825	0
LEVEL	TEXT		TEXT AMT				
DEPT	PRINTING CARTRIDGES, INK ETC.			600			
	PENS, PENCILS, PAPER			350			
	GENERAL OFFICE SUPPLIES			350			
	PRINTER SUPPLIES AND PAPER			225			
	COMPUTER SUPPLIES			300			
				1,825			
220-7521-563.51-04	Food/Provisions	31	7	60	0	60	0
LEVEL	TEXT		TEXT AMT				
DEPT	HUD TRAINING			60			
				60			
220-7521-563.52-01	Subscriptions	42	29	0	0	0	0
220-7521-563.52-03	Subscriptions-Software	50	547	2,950	553	2,950	0
LEVEL	TEXT		TEXT AMT				
DEPT	TRI-CITY BANK LOAN SERVICE FEES			2,950			
	HOUSING SOFTWARE						
				2,950			
220-7521-563.54-01	Classified Ads	36	0	225	0	225	0
LEVEL	TEXT		TEXT AMT				
DEPT	MILWAUKEE JOURNAL			225			
				225			
220-7521-563.54-02	Notices	669	1,274	0	904	1,200	1,200
LEVEL	TEXT		TEXT AMT				
DEPT	LEGAL NOTICES			1,200			
				1,200			
220-7521-563.54-03	Other	0	0	700	0	0	700-
220-7521-563.55-01	In-house (Print Shop)	19	0	850	0	850	0
LEVEL	TEXT		TEXT AMT				
DEPT	SALE/ENVIRONMENTAL REPORTS			200			
	STAFF REPORTS			100			
	ECONOMIC DEVELOPMENT PROSPECTS			125			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
	MISCELLANEOUS PRINTING			225			
	GENERAL REPORTS			200			
				850			
220-7521-563.55-02	Out-sourced	0	0	125	0	125	0
LEVEL	TEXT		TEXT AMT				
DEPT	ENVELOPES - LETTERHEADS			125			
				125			
220-7521-563.56-01	Local Business Meetings	131	676	2,100	31	2,100	0
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS BUSINESS MEETING			400			
	ECONOMIC DEVELOPMENT BUSINESS			1,000			
	WISCONSIN ECONOMIC DEVELOPMENT ASSOCIATION			700			
				2,100			
220-7521-563.56-02	Conferences & Seminars	0	914	4,500	0	4,500	0
LEVEL	TEXT		TEXT AMT				
DEPT	URBAN LAND INSTITUTE/CUED			1,100			
	APA NATIONAL CONFERENCE			500			
	HUD TRAINING			1,000			
	NCDA			1,100			
	NATIONAL DEVELOPMENT ECONOMIC MEETING			800			
				4,500			
220-7521-563.57-01	Membership Dues	940	1,210	1,150	1,095	1,645	495
LEVEL	TEXT		TEXT AMT				
DEPT	NCDA (NATIONAL COMMUNITY DEV ASSOC)-PATRICK			1,200			
	WEDA - PATRICK			175			
	ICSC			270			
				1,645			
220-7521-563.57-02	Registration Fees	0	278	3,400	5,472	3,400	0
LEVEL	TEXT		TEXT AMT				
DEPT	NATIONAL DEVELOPMENT COUNCIL/EDC			1,000			
	ECONOMIC BUSINESS WEBINAR			500			
	WISCONSIN NAHRO			400			
	URBAN LAND INSTITUTE			400			
	SOFTWARE TRAINING			400			
	BUSINESS/JOB TRAINING			400			
	MICROSOFT COMPUTER TRAINING			300			
				3,400			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
220-7521-563.61-01	Liability Ins (premiums)	0	0	6,600	0	6,600	0
LEVEL	TEXT		TEXT AMT				
DEPT	PRO-RATED PREMIUMS		6,600				
			6,600				
220-7521-563.70-01	Furniture & Fixtures	0	1,821	0	0	0	0
220-7521-563.70-03	Equipment	0	0	600	0	600	0
LEVEL	TEXT		TEXT AMT				
DEPT	HP DESK JET 1600		200				
	FILE CABINET/SHELVING		400				
			600				
220-7521-563.70-05	Other	0	0	400	0	400	0
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS		400				
			400				
*	Comm Dev-General	103,750	107,248	637,406	98,315	782,407	145,001
220-7522-563.11-01	Salary & Wages	200,210	116,496	115,710	134,229	103,572	12,138-
220-7522-563.11-02	Vacation	3,065	2,994	0	0	0	0
220-7522-563.11-03	Holidays	4,295	2,651	0	0	0	0
220-7522-563.11-04	Sick Leave	2,534	2,383	0	0	0	0
220-7522-563.11-06	Funeral Leave	67	333	0	0	0	0
220-7522-563.11-12	Comp Time Used	1,104	93	0	0	0	0
220-7522-563.12-01	Prov. Salary & Wages	6,154	6,394	9,000	7,316	0	9,000-
220-7522-563.13-01	Overtime Pay	410	84	0	13	0	0
220-7522-563.14-07	Certification Pay	392	0	0	0	0	0
220-7522-563.14-10	Car Allowance	2,151	577	0	39	0	0
220-7522-563.21-01	Health Insurance	34,860	37,307	42,314	26,191	37,445	4,869-
220-7522-563.21-04	Life Insurance	217	175	85	142	89	4
220-7522-563.21-07	Dental Insurance	2,217	2,408	2,770	1,652	2,444	326-
220-7522-563.22-01	Social Secrty-OASDI 6.2%	13,571	7,988	7,416	11,645	6,091	1,325-
220-7522-563.22-02	Social Security-HI 4.5%	2,320	1,695	1,735	1,530	1,424	311-
220-7522-563.23-01	Retirement-General	7,489	6,058	7,579	3,821	6,991	588-
220-7522-563.23-03	Retirement-Police	5,051	4,208	0	4,732	0	0
220-7522-563.24-01	Retirement-General	231	0	0	0	0	0
220-7522-563.24-03	Retirement-Police	224	0	0	0	0	0
220-7522-563.30-01	Audit	0	0	0	682	0	0
220-7522-563.30-04	Other	7,441	1,194	0	0	0	0
220-7522-563.31-01	Contractors	284,278	118,977	0	1,075	0	0
220-7522-563.31-02	Other	135,623	19,181	0	521,196	0	0
220-7522-563.41-06	Telephone/Internet	1,710	0	0	1,942	0	0
220-7522-563.44-01	Office Furniture & Equip	936	0	0	0	0	0
220-7522-563.51-01	Postage	890	0	0	682	0	0
220-7522-563.51-02	Office Supplies	1,599	640	0	1,159	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
220-7522-563.51-04	Food/Provisions	0	0	0	128	0	0
220-7522-563.51-09	Other	370	536	0	2,056	0	0
220-7522-563.52-02	Other	0	30	0	0	0	0
220-7522-563.53-16	Landscaping Materials	22,052	24,994	0	22,679	0	0
220-7522-563.55-01	In-house (Print Shop)	368	41	0	43	0	0
220-7522-563.55-02	Out-sourced	1,224	0	0	488	0	0
220-7522-563.56-01	Local Business Meetings	758	0	0	0	0	0
220-7522-563.56-02	Conferences & Seminars	1,139	0	0	0	0	0
220-7522-563.61-01	Liability Ins (premiums)	227	0	0	240	0	0
220-7522-563.70-01	Furniture & Fixtures	1,153	0	0	0	0	0
*	Comm Dev-Projects	746,330	357,437	186,609	743,680	158,056	28,553-
220-7525-565.11-01	Salary & Wages	7,083	1,340	18,035	304	16,813	1,222-
220-7525-565.13-01	Overtime Pay	120	98	0	26	0	0
220-7525-565.21-01	Health Insurance	1,218	1,117	4,678	56	4,399	279-
220-7525-565.21-04	Life Insurance	20	6	21	0	23	2
220-7525-565.21-07	Dental Insurance	81	49	244	3	240	4-
220-7525-565.22-01	Social Secrty-OASDI 6.2%	433	354	1,094	29	1,004	90-
220-7525-565.22-02	Social Security-HI 1.45%	101	63	256	7	235	21-
220-7525-565.23-01	Retirement-General	485	373	1,181	31	1,135	46-
220-7525-565.24-01	Retirement-General	28	0	0	0	0	0
220-7525-565.30-01	Audit	0	0	750	0	750	0

LEVEL	TEXT	TEXT AMT
DEPT	PRO-RATED AUDIT FEES	750
		750

220-7525-565.30-02	Consultants	0	0	1,000	0	1,000	0

LEVEL	TEXT	TEXT AMT
DEPT	TECHNICAL/APPRAISAL SERVICES FOR ED LOAN PACKAGES	500
	ARCHITECTURAL SERVICES FOR COMMERCIAL FACADES	500
		1,000

220-7525-565.30-05	Legal/Litigation	0	0	250	0	250	0

LEVEL	TEXT	TEXT AMT
DEPT	LEGAL REVIEWS OF E.D. LOAN CLOSING DOCUMENTS	250
		250

220-7525-565.31-02	Other	1,003	283-	345,000	0	330,000	15,000-

LEVEL	TEXT	TEXT AMT
DEPT	2020 NEW APPROPRIATION - ED LOANS	200,000
	2020 COMMERCIAL FACADES	70,000
	2020 MICRO ENTERPRISE TECHNICAL ASSISTANCE	60,000
		330,000

220-7525-565.51-01	Postage	0	0	50	0	50	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
LEVEL	TEXT		TEXT AMT				
DEPT	BUSINESS / DEVELOPERS			50			
				50			
220-7525-565.55-02	Out-sourced	0	0	145	0	145	0
LEVEL	TEXT		TEXT AMT				
DEPT	SALE / ENVIRONMENAL REPORTS			70			
	ECONOMIC DEVELOPMENT PROSPECTS			75			
				145			
220-7525-565.56-01	Local Business Meetings	0	0	100	0	165	65
LEVEL	TEXT		TEXT AMT				
DEPT	PUBLIC POLICY FORUM			165			
				165			
220-7525-565.56-02	Conferences & Seminars	0	0	500	0	1,500	1,000
LEVEL	TEXT		TEXT AMT				
DEPT	FINANCE/BUSINESS LENDING CONFERENCE			1,500			
				1,500			
220-7525-565.57-02	Registration Fees	0	0	750	0	750	0
LEVEL	TEXT		TEXT AMT				
DEPT	LENDING PRACTICES/FINANCIAL STRUCTURING/SBA			250			
	NATIONAL DEVELOPMENT & ECONOMIC CONFERENCE			250			
	ECONOMIC DEVELOPMENT BUSINESS			250			
				750			
220-7525-565.70-05	Other	0	0	140	0	140	0
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS			140			
				140			
*	Econ Dev-General	10,572	3,117	374,194	456	358,599	15,595-
220-7526-565.11-01	Salary & Wages	38,528	318	0	38,035	0	0
220-7526-565.13-01	Overtime Pay	0	104	0	0	0	0
220-7526-565.21-01	Health Insurance	0	71	0	63	0	0
220-7526-565.21-04	Life Insurance	0	1	0	1	0	0
220-7526-565.21-07	Dental Insurance	0	4	0	4	0	0
220-7526-565.22-01	Social Secrty-OASDI 6.2%	0	26	0	9	0	0
220-7526-565.22-02	Social Security-HI 1.45%	0	6	0	2	0	0
220-7526-565.23-01	Retirement-General	0	28	0	9	0	0
220-7526-565.31-02	Other	146,703	262,449	0	76,389	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
*	Econ Dev-Projects	185,231	263,007	0	114,512	0	0
220-7529-563.11-01	Salary & Wages	998	985	3,451	599	3,604	153
220-7529-563.11-02	Vacation	70	0	0	0	0	0
220-7529-563.11-03	Holidays	73	0	0	0	0	0
220-7529-563.11-04	Sick Leave	43	0	0	0	0	0
220-7529-563.11-12	Comp Time Used	17	0	0	0	0	0
220-7529-563.13-01	Overtime Pay	0	20	0	0	0	0
220-7529-563.14-10	Car Allowance	1	0	25	0	25	0

LEVEL	TEXT	TEXT AMT
DEPT	CAR ALLOWANCE	25
		25

220-7529-563.21-01	Health Insurance	53	88	1,582	315	1,621	39
220-7529-563.21-04	Life Insurance	2	2	3	1	3	0
220-7529-563.21-07	Dental Insurance	30	12	12	19	93	81
220-7529-563.22-01	Social Secrty-OASDI 6.2%	76	51	200	34	209	9
220-7529-563.22-02	Social Security-HI 4.5%	18	12	47	8	49	2
220-7529-563.23-01	Retirement-General	84	56	226	39	243	17
220-7529-563.24-01	Retirement-General	1	0	0	0	0	0
220-7529-563.43-01	Buildings/Space Rent Exp	0	0	685	0	685	0
220-7529-563.51-01	Postage	58	0	50	0	50	0

LEVEL	TEXT	TEXT AMT
DEPT	GENERAL PUBLIC	50
		50

220-7529-563.51-02	Office Supplies	33	251	85	249	350	265

LEVEL	TEXT	TEXT AMT
DEPT	GENERAL OFFICE SUPPLIES	350
		350

220-7529-563.51-09	Other	0	0	200	254	300	100
220-7529-563.55-01	In-house (Print Shop)	0	63	125	0	125	0

LEVEL	TEXT	TEXT AMT
DEPT	MISCELLANEOUS PRINTING	125
		125

220-7529-563.56-01	Local Business Meetings	0	0	100	0	100	0

LEVEL	TEXT	TEXT AMT
DEPT	LOCAL FAIR HOUSING MEETING	100
		100

220-7529-563.56-02	Conferences & Seminars	310	198	150	0	150	0

LEVEL	TEXT	TEXT AMT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
DEPT	FAIR HOUSING CONFERENCE			150			
				150			
220-7529-563.57-01	Membership Dues	0	0	50	0	50	0
LEVEL	TEXT		TEXT AMT				
DEPT	FAIR HOUSING NETWORK			50			
				50			
220-7529-563.57-02	Registration Fees	0	0	400	0	400	0
LEVEL	TEXT		TEXT AMT				
DEPT	FAIR HOUSING TRAINING/FURTHER FAIR HOUSING			400			
				400			
*	Fair Housing-General	1,867	1,738	7,391	1,518	8,057	666
220-7533-563.11-01	Salary & Wages	10,868	11,811	16,995	8,257	14,000	2,995-
220-7533-563.11-02	Vacation	710	311	0	0	0	0
220-7533-563.11-03	Holidays	407	142	0	0	0	0
220-7533-563.11-04	Sick Leave	395	36	0	0	0	0
220-7533-563.11-12	Comp Time Used	21	21	0	0	0	0
220-7533-563.13-01	Overtime Pay	0	28	0	0	0	0
220-7533-563.14-09	Performance Allowance	0	0	83	0	0	83-
220-7533-563.14-10	Car Allowance	53	0	90	0	40	50-
LEVEL	TEXT		TEXT AMT				
DEPT	CAR ALLOWANCE			40			
				40			
220-7533-563.21-01	Health Insurance	3,309	4,362	5,898	2,941	5,557	341-
220-7533-563.21-04	Life Insurance	16	19	29	12	19	10-
220-7533-563.21-07	Dental Insurance	255	244	285	161	305	20
220-7533-563.22-01	Social Secrty-OASDI 6.2%	743	740	1,010	488	818	192-
220-7533-563.22-02	Social Security-HI 4.5%	183	168	236	114	191	45-
220-7533-563.23-01	Retirement-General	808	822	1,118	541	945	173-
220-7533-563.24-01	Retirement-General	44	0	0	0	0	0
220-7533-563.30-04	Other	1,044	239	0	0	0	0
220-7533-563.31-01	Contractors	191	17,827	0	217	0	0
220-7533-563.31-02	Other	333	1,428	115,000	7,602	115,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	CDBG PROJECTS:						
	HOUSING REHABILITATION - SINGLE FAMILY			115,000			
	HOUSING REHABILITATION - MULTI FAMILY						
				115,000			
220-7533-563.32-04	Other	0	0	1,100	0	1,100	0
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
DEPT	CDM SOFTWARE			1,100			
				1,100			
220-7533-563.41-06	Telephone/Internet	0	0	85	0	45	40-
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS			45			
				45			
220-7533-563.43-01	Buildings/Space Rent Exp	0	0	829	0	828	1-
LEVEL	TEXT		TEXT AMT				
DEPT	PRO-RATED			828			
				828			
220-7533-563.51-01	Postage	0	0	80	0	50	30-
LEVEL	TEXT		TEXT AMT				
DEPT	OWNERS / CONTRACTORS			30			
	GENERAL PUBLIC			20			
				50			
220-7533-563.51-02	Office Supplies	0	0	172	0	125	47-
LEVEL	TEXT		TEXT AMT				
DEPT	PENS, PENCILS, PAPER			25			
	GENERAL OFFICE SUPPLIES			25			
	PRINTER SUPPLIES AND PAPER			25			
	COMPUTER SUPPLIES			50			
				125			
220-7533-563.52-01	Subscriptions	0	0	20	0	20	0
LEVEL	TEXT		TEXT AMT				
DEPT	THIS OLD HOUSE MAGAZINE			20			
				20			
220-7533-563.54-02	Notices	0	0	70	0	50	20-
LEVEL	TEXT		TEXT AMT				
DEPT	PROFESSIONAL PUBLICATIONS			50			
				50			
220-7533-563.55-01	In-house (Print Shop)	0	0	75	0	37	38-
LEVEL	TEXT		TEXT AMT				
DEPT	GENERAL REPORTS			37			
				37			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
220-7533-563.56-02	Conferences & Seminars	0	0	531	0	530	1-
LEVEL	TEXT			TEXT AMT			
DEPT	REHABILITATION/ENERGY EFFICIENCY CONFERENCE			530			
				530			
220-7533-563.70-01	Furniture & Fixtures	0	0	50	0	0	50-
220-7533-563.70-03	Equipment	0	852	0	0	0	0
*	Hsg Rehab-General	19,380	39,050	143,756	20,333	139,660	4,096-
220-7534-563.11-01	Salary & Wages	1,372	0	3,097	0	3,801	704
220-7534-563.11-02	Vacation	121	0	0	0	0	0
220-7534-563.11-03	Holidays	63	0	0	0	0	0
220-7534-563.11-04	Sick Leave	12	0	0	0	0	0
220-7534-563.11-12	Comp Time Used	1	0	0	0	0	0
220-7534-563.12-01	Prov. Salary & Wages	53	0	0	0	0	0
220-7534-563.14-10	Car Allowance	3	0	0	0	0	0
220-7534-563.21-01	Health Insurance	179	0	1,356	0	1,621	265
220-7534-563.21-04	Life Insurance	0	0	3	0	4	1
220-7534-563.21-07	Dental Insurance	14	0	35	0	90	55
220-7534-563.22-01	Social Secrty-OASDI 6.2%	102	0	180	0	221	41
220-7534-563.22-02	Social Security-HI 4.5%	24	0	42	0	52	10
220-7534-563.23-01	Retirement-General	52	0	203	0	257	54
220-7534-563.24-01	Retirement-General	2	0	0	0	0	0
220-7534-563.31-01	Contractors	104,083	134,800	10,000	145,110	8,000	2,000-
220-7534-563.31-02	Other	415	0	0	0	0	0
220-7534-563.55-01	In-house (Print Shop)	0	0	150	0	150	0
*	Hsg Rehab-Projects	106,496	134,800	15,066	145,110	14,196	870-
**	CDBG	1,285,394	976,246	1,364,422	1,115,824	1,464,842	100,420
***	Comm Dev Block Grant	1,285,394	976,246	1,364,422	1,115,824	1,464,842	100,420

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		1,285,394	976,246	1,364,422	1,115,824	1,464,842	100,420

CITY OF WEST ALLIS
2020 BUDGET
HOUSING ASSISTANCE PROGRAMS

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Certificate/Voucher Program						
Intergovernmental Revenues	$3,401,902	$3,317,807	$3,325,586	$2,800,801	$3,320,735	$3,293,030
Interest/Other	4,468	14,725	0		0	0
Total Certificate Income						
Total Revenues	$3,406,369	$3,332,532	$3,325,586	$2,800,801	$3,320,735	$3,293,030
EXPENDITURES						
Certificate/Voucher Program	$3,356,457	$3,252,007	$3,325,586	$2,595,226	$3,205,226	$3,293,030
Total Expenditures	$3,356,457	$3,252,007	$3,325,586	$2,595,226	$3,205,226	$3,293,030
Net Certificate/Voucher Program	$49,912	$80,526	$0	$205,575	$115,509	$0
Fund Balance: Certificate/Voucher Program						
Fund Balance Beginning of the Year	$474,742	$524,654	$605,180	$605,180	$720,689	$720,689
Fund Balance End of Year	524,654	605,180	605,180	810,755	836,199	720,689

2020 Budget Notes

This fund accounts for expenditures of federal grant funds awarded from the US Department of Housing & Urban Development (HUD) for the Section 8 Housing Choice Voucher program which provides rent assistance to low-income individuals and veterans. The Community Development Department-Housing Division manages this program in accordance with funding provided by HUD.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
Voucher/Sec 8 Rent Assist							
222-7601-563.11-01	Salary & Wages	150,582	113,149	162,506	98,830	174,695	12,189
222-7601-563.11-02	Vacation	12,399	9,574	0	0	0	0
222-7601-563.11-03	Holidays	8,245	7,162	0	0	0	0
222-7601-563.11-04	Sick Leave	6,098	1,536	0	0	0	0
222-7601-563.11-07	Jury Duty	0	82	0	0	0	0
222-7601-563.11-12	Comp Time Used	248	680	0	0	0	0
222-7601-563.12-01	Prov. Salary & Wages	0	0	1,500	0	1,504	4
222-7601-563.13-01	Overtime Pay	281	147	500	0	551	51
222-7601-563.14-01	Out of Class Pay	0	0	100	0	0	100-
222-7601-563.14-10	Car Allowance	1,214	76	950	529	1,000	50

LEVEL	TEXT	TEXT AMT
DEPT	CAR ALLOWANCE	1,000
		1,000

222-7601-563.21-01	Health Insurance	38,336	34,083	39,349	25,361	48,022	8,673
222-7601-563.21-04	Life Insurance	345	179	291	130	249	42-
222-7601-563.21-07	Dental Insurance	3,065	2,454	2,809	2,229	4,100	1,291
222-7601-563.22-01	Social Secrty-OASDI 6.2%	10,944	7,955	9,893	5,906	10,526	633
222-7601-563.22-02	Social Security-HI 4.5%	2,559	1,831	2,313	1,381	2,462	149
222-7601-563.23-01	Retirement-General	11,976	8,630	10,684	6,451	11,829	1,145
222-7601-563.24-01	Retirement-General	506	0	0	0	0	0
222-7601-563.25-01	Tuition Reimbursement	0	0	400	0	400	0

LEVEL	TEXT	TEXT AMT
DEPT	TUITION REIMBURSEMENT	400
		400

222-7601-563.29-03	Accrued Vacation	0	2,717-	0	0	0	0
222-7601-563.29-04	Accrued Overtime	0	1,167-	0	0	0	0
222-7601-563.30-01	Audit	1,400	1,400	1,400	1,400	1,450	50

LEVEL	TEXT	TEXT AMT
DEPT	PRO-RATED AUDIT FEES	1,450
		1,450

222-7601-563.30-02	Consultants	630	0	10,000	0	10,000	0

LEVEL	TEXT	TEXT AMT
DEPT	CONSULTING SERVICES (FSS)	10,000
		10,000

222-7601-563.30-04	Other	5,488	2,692	8,000	2,329	7,000	1,000-

LEVEL	TEXT	TEXT AMT
DEPT	POLICE BACKGROUND CHECKS	7,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
				7,000			
222-7601-563.30-05	Legal/Litigation	0	0	500	0	500	0
LEVEL	TEXT		TEXT AMT				
DEPT	LITIGATION			500			
				500			
222-7601-563.31-02	Other	31	0	0	0	2,969,093	2,969,093
LEVEL	TEXT		TEXT AMT				
DEPT	RENT ASSISTANCE PAYMENTS			2,969,093			
				2,969,093			
222-7601-563.32-04	Other	19,543	17,374	18,300	0	18,800	500
LEVEL	TEXT		TEXT AMT				
DEPT	NETWORK MAINTENANCE			700			
	HARDWARE MAINTENANCE			600			
	HAPPY SOFTWARE INC.			17,500			
				18,800			
222-7601-563.41-06	Telephone/Internet	2,045	2,056	2,000	2,121	3,000	1,000
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS			3,000			
				3,000			
222-7601-563.43-01	Buildings/Space Rent Exp	11,939	0	11,043	0	11,549	506
LEVEL	TEXT		TEXT AMT				
DEPT	RENT			11,549			
				11,549			
222-7601-563.43-06	Port-Ins	9,470	10,991	0	1,330	0	0
222-7601-563.44-01	Office Furniture & Equip	0	0	200	0	200	0
LEVEL	TEXT		TEXT AMT				
DEPT	MISC.			200			
				200			
222-7601-563.51-01	Postage	67	171	350	236	300	50-
LEVEL	TEXT		TEXT AMT				
DEPT	GENERAL PUBLIC OWNERS / TENANTS			300			
				300			
222-7601-563.51-02	Office Supplies	246	1,159	1,575	294	1,400	175-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
LEVEL	TEXT		TEXT AMT				
DEPT	PENS, PENCILS, PAPER		400				
	GENERAL OFFICE SUPPLIES		450				
	PRINTER SUPPLIES AND PAPER		250				
	COMPUTER SUPPLIES		300				
			1,400				
222-7601-563.51-09	Other	0	0	0	527	0	0
222-7601-563.52-01	Subscriptions	36	0	245	0	300	55
LEVEL	TEXT		TEXT AMT				
DEPT	NAN MCKAY		300				
			300				
222-7601-563.52-03	Subscriptions-Software	747	55	0	120	0	0
222-7601-563.54-02	Notices	88	0	0	0	0	0
222-7601-563.55-01	In-house (Print Shop)	0	0	1,000	0	900	100-
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS PRINTING		900				
			900				
222-7601-563.56-01	Local Business Meetings	91	0	1,850	164	1,850	0
LEVEL	TEXT		TEXT AMT				
DEPT	WISCONSIN HOUSING ASSOC.		1,250				
	MISC. TRAINING		600				
			1,850				
222-7601-563.56-02	Conferences & Seminars	2,951	6,648	1,400	1,930	1,400	0
LEVEL	TEXT		TEXT AMT				
DEPT	HOUSING VOUCHER WORKSHOP		1,400				
			1,400				
222-7601-563.57-01	Membership Dues	1,720	995	1,700	775	1,800	100
LEVEL	TEXT		TEXT AMT				
DEPT	NAHRO (JOHN, PATRICK, LUKE & MEL)		700				
	WI COALITION AGAINST HOMELESSNESS		850				
	INSTITUTE FOR COMMUNITY ALLIANCE		100				
	WAHA		150				
			1,800				
222-7601-563.57-02	Registration Fees	75	1,100	1,150	0	1,150	0
LEVEL	TEXT		TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
DEPT	HOUSING VOUCHER TRAINING			750			
	VOUCHER UPDATES			300			
	TECHNOLOGY TRAINING			100			
				1,150			
222-7601-563.61-01	Liability Ins (premiums)	2,000	2,000	5,900	0	5,900	0
LEVEL	TEXT		TEXT AMT				
DEPT	PRO-RATED PREMIUMS			5,900			
				5,900			
222-7601-563.70-01	Furniture & Fixtures	0	852	900	0	900	0
LEVEL	TEXT		TEXT AMT				
DEPT	DESK, OFFICE FURNITURE			700			
	MISCELLANEOUS			200			
				900			
222-7601-563.70-05	Other	0	0	200	0	200	0
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS			200			
				200			
*	Voucher/Sec 8 Rent Assist	305,365	231,147	299,008	152,043	3,293,030	2,994,022
**		305,365	231,147	299,008	152,043	3,293,030	2,994,022
***	Voucher/Sec 8 Rent Assist	305,365	231,147	299,008	152,043	3,293,030	2,994,022

Note: For federal reporting purposes, actual expenses are accounted for in funds 222, 223, and 225 for the Housing Assistance Programs. Prior year actuals are only shown for fund 222 above, however the summary page reflects total prior year actuals and 2019 year-to-date amounts.

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PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		305,365	231,147	299,008	152,043	3,293,030	2,994,022

CITY OF WEST ALLIS
2020 BUDGET
H.O.M.E. PROGRAM

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
1st Time Home Program (HOME)						
Intergovernmental Revenues	$587,905	$46,059	$183,818	$501,016	$521,016	$331,812
Interest/Repayments	160,774	289,450	80,000	57,766	$80,000	80,000
Investment Return	1,317	10,222		6,073	10,000	
Total Revenues	$749,996	$345,731	$263,818	$564,854	$611,016	$411,812
EXPENDITURES						
1st Time Home Program (HOME)	372,032	561,324	263,818	101,403	121,403	411,812
Total Expenditures	$372,032	$561,324	$263,818	$101,403	$121,403	$411,812
Net 1st Time Home Program (HOME)	377,964	(215,593)	0	463,451	489,613	0
Fund Balance: (HOME)						
Fund Balance Beginning of Year	26,674	404,638	189,045	189,045	189,045	678,658
Fund Balance End of Year	$404,638	$189,045	$189,045	$652,496	$678,658	678,658

2020 Budget Notes

The HOME Program is a federal grant program funded from the US Department of Housing & Urban Development (HUD) and is administered on a reimbursement basis via a consortium with Milwaukee County. Funds are used to improve housing in eligible areas, including the purchase, demo, and rebuild of several single family homes in recent years. Variations in revenues in recent years result from the sale of these homes to eligible individuals.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
HOME PROGRAM FUND							
Home Program							
224-7701-563.11-01	Salary & Wages	19,698	13,299	8,148	6,476	13,877	5,729
224-7701-563.11-02	Vacation	1,018	311	0	0	0	0
224-7701-563.11-03	Holidays	503	131	0	0	0	0
224-7701-563.11-04	Sick Leave	418	36	0	0	0	0
224-7701-563.11-12	Comp Time Used	26	21	0	0	0	0
224-7701-563.13-01	Overtime Pay	26	35	0	0	0	0
224-7701-563.14-09	Performance Allowance	0	0	58	0	0	58-
224-7701-563.14-10	Car Allowance	35	120	125	0	110	15-
LEVEL	TEXT		TEXT AMT				
DEPT	CAR ALLOWANCE			110			
				110			
224-7701-563.21-01	Health Insurance	5,408	3,894	2,723	2,250	5,421	2,698
224-7701-563.21-04	Life Insurance	39	24	13	9	15	2
224-7701-563.21-07	Dental Insurance	350	218	131	123	321	190
224-7701-563.22-01	Social Secrty-OASDI 6.2%	1,263	842	487	383	811	324
224-7701-563.22-02	Social Security-HI 4.5%	295	182	114	90	190	76
224-7701-563.23-01	Retirement-General	1,424	919	538	424	937	399
224-7701-563.24-01	Retirement-General	54	0	0	0	0	0
224-7701-563.30-01	Audit	1,250	1,250	1,250	1,250	1,250	0
LEVEL	TEXT		TEXT AMT				
DEPT	PRO-RATED AUDIT FEES			1,250			
				1,250			
224-7701-563.30-04	Other	848	640	1,400	246	1,259	141-
LEVEL	TEXT		TEXT AMT				
DEPT	TRI-CITY LOAN SERVICES CHARGES			1,259			
				1,259			
224-7701-563.30-05	Legal/Litigation	309	525	1,155	0	1,294	139
224-7701-563.31-01	Contractors	335,184	539,427	0	85,492	0	0
224-7701-563.31-02	Other	2,911	818-	243,996	4,628	382,399	138,403
LEVEL	TEXT		TEXT AMT				
DEPT	HOME FUNDING			382,399			
				382,399			
224-7701-563.41-06	Telephone/Internet	0	0	40	0	40	0
LEVEL	TEXT		TEXT AMT				
DEPT	MISCELLANEOUS			40			
				40			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
224-7701-563.43-01	Buildings/Space Rent Exp	713	0	604	0	748	144
224-7701-563.51-01	Postage	134	92	20	0	100	80
LEVEL	TEXT		TEXT AMT				
DEPT	OWNERS/CONTRACTORS/PUBLIC		100				
			100				
224-7701-563.51-02	Office Supplies	84	176	40	32	40	0
LEVEL	TEXT		TEXT AMT				
DEPT	GENERAL OFFICE SUPPLIES		40				
			40				
224-7701-563.51-09	Other	0	0	40	0	30	10-
224-7701-563.52-01	Subscriptions	42	0	0	0	0	0
224-7701-563.52-03	Subscriptions-Software	0	0	1,500	0	1,500	0
LEVEL	TEXT		TEXT AMT				
DEPT	CDM SOFTWARE		1,500				
			1,500				
224-7701-563.54-02	Notices	0	0	80	0	80	0
LEVEL	TEXT		TEXT AMT				
DEPT	MISC. METHODS		80				
			80				
224-7701-563.56-01	Local Business Meetings	2	0	75	0	100	25
LEVEL	TEXT		TEXT AMT				
DEPT	LOCAL MEETING		100				
			100				
224-7701-563.56-02	Conferences & Seminars	0	0	550	0	550	0
LEVEL	TEXT		TEXT AMT				
DEPT	LEAD TRAINING		250				
	HOME/REHAB SEMINAR		300				
			550				
224-7701-563.57-02	Registration Fees	0	0	290	0	290	0
LEVEL	TEXT		TEXT AMT				
DEPT	HOME/REHAB SEMINAR		290				
			290				
224-7701-563.70-01	Furniture & Fixtures	0	0	441	0	450	9
LEVEL	TEXT		TEXT AMT				

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PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
DEPT	MISCELLANEOUS			450 450			
*	Gen Home Program	372,034	561,324	263,818	101,403	411,812	147,994
**	Home Program	372,034	561,324	263,818	101,403	411,812	147,994
***	HOME PROGRAM FUND	372,034	561,324	263,818	101,403	411,812	147,994

PREPARED 10/16/19, 10:50:57 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		372,034	561,324	263,818	101,403	411,812	147,994

CITY OF WEST ALLIS
2020 BUDGET
EPA REVOLVING LOAN FUND

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Federal Grant Revenue	$42,277	$298,553	$204,707	$0	$0	$204,707
Interest/Repayments (Prog Income)	23,159	23,837	40,000	16,047	$21,400	25,000
Total Revenues	65,436	322,390	244,707	16,047	21,400	229,707
EXPENDITURES						
Administrative	832	1,041	521	8	500	500
Environmental	41,445	297,513	204,707	1,878	2,500	200,000
Total Expenditures	$42,277	$298,553	$204,707	$1,878	$2,500	$200,500
Fund Balance Beginning of Year	$19,369	$42,528	$66,365	$66,365	$66,365	$85,265
Fund Balance End of Year	$42,528	$66,365	$106,365	$80,534	$85,265	$114,472

2020 Budget Notes

This fund accounts for expenditures of federal grant funds awarded from the US Environmental Protection Agency (EPA). Funding is provided for eligible expenditures on a project basis. The Community Development Department applies for these funds as eligible opportunities arise during redevelopment initiatives throughout the City. Recent uses include environmental remediation within The Market redevelopment (TID 15) area.

CITY OF WEST ALLIS
2020 BUDGET
HEALTH GRANTS

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Intergovernmental/other	$955,598	$1,048,367	$967,400	$726,455	$1,034,647	$1,112,302
Transfer In	0	0	0		0	0
Total Revenues	***$955,598***	***$1,048,367***	***$967,400***	***$726,455***	***$1,034,647***	***$1,112,302***
EXPENDITURES						
Health Grants						
Women, Infants, Children (WIC)	$814,310	$837,423	$810,806	$580,064	$886,940	$889,107
Maternal Child Health (MCH) & Medical Assist.	31,740	32,203	28,775	16,159		26,420
IAP Immunization	18,346	16,427	17,070	18,181	17,070	17,018
Preventive Health Services Block Grant	8,148	13,836	9,862	15,262	9,862	15,311
Lead Testing Grants	16,236	12,986	10,567	7,699	10,567	10,567
Misc Comm Grants	20,021	39,625	41,128	5,130		13,000
Women Wellness- WWP GPR & Expansion	3,425	8,180		82		
Cons Contracts CHHD						
PHP Pandemic Influenza		626				
Biot Focus A Planning/ CRI (Preparedness)	43,373	73,796	30,692	58,722	82,963	68,379
FDA-Food Safety Grants				6,656	9,000	29,000
Public Health Crisis Repsonse Grant			18,500	18,500	18,500	18,500
Cardiff Model Grant		13,010				$25,000
Total Expenditures	***$955,598***	***$1,048,112***	***$967,400***	***$726,455***	***$1,034,902***	***$1,112,302***
Beginning Fund Balance	0	0	255	255	255	0
Ending Fund Balance	0	255	255	255	0	0

2020 Budget Notes

This fund accounts for expenditures of federal and state grant funds awarded to the City's Health Department; the largest being the Supplemental Food Program for Women, Infants, and Children (WIC) which the Health Department administers for West Allis, as well as Greenfield and Cudahy. These grants are administered on a reimbursement basis. Staff time, and other materials, supplies, and services are charged against this account, and recorded accordingly.

CITY OF WEST ALLIS
2020 BUDGET
POLICE GRANTS FUND

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
US Dept of Justice HIDTA	$1,515,200	$1,984,746	$1,450,000	$1,344,210	$1,724,554	$2,405,200
US Dept of Justice-HIDTA Drug Task Force		$32,136	$29,677	$27,692	$29,677	$27,217
US Dept. of Transportation	48,247	49,948	44,250	33,613	44,250	40,010
US-DEA		4,785	18,344	50,690	55,000	18,649
WI Dept of Administration (Beat Patrol Grant)	121,434	211,083	121,434	101,489	121,434	121,434
US Dept of Justice (Justice Assistance Grant)	93,497	0	22,457	24,117	24,117	22,723
Metro Drug Unit Grants	0	52,153	58,971	50,444	58,971	40,000
US Departement of Homeland Security & FEMA	$0	$0	0		0	0
Total Revenues	***$1,778,378***	***$2,334,851***	***$1,745,133***	***$1,632,255***	***$2,058,003***	***$2,675,233***
EXPENDITURES						
HIDTA (US Dept. of Justice)	1,515,200	1,984,452	1,450,000	1,344,504	1,724,848	2,405,200
HIDTA Drug Task Force		32,136	29,677	27,692	29,677	27,217
Juvenile Justice (US Dept. of Justice)-Byrne Memorial Justice Assist. Grant	93,497	0	0	0	0	0
Justice Assistance Grant			22,457	24,117	24,117	22,723
Beat Patrol Grant	121,434	211,083	121,434	101,489	121,434	121,434
Metro Drug Unit		52,153	58,971	50,444	58,971	40,000
DEA Task Force		4,785	18,344	50,690	55,000	18,649
Police Highway Safety (US Dept. of Transportation)	48,247	49,948	44,250	33,613	44,250	40,010
Misc Community Grant Funding	0		0	0	0	0
Total Police Grants	***$1,778,378***	***$2,334,557***	***$1,745,133***	***$1,632,549***	***$2,058,297***	***$2,675,233***
Net Operating Gain (Loss)	($0)	$294	$0	($294)	($294)	$0
Fund Balance (250)						
Fund Balance Beginning of Year	$0	$0	$0	$0	$0	$0
Fund Balance End of Year	$0	$0	$0	$0	$0	$0
Fund Balance (255)						
Fund Balance Beginning of Year	$0	($0)	$0	$294	$294	($0)
Fund Balance End of Year	($0)	$294	$0	($0)	($0)	($0)

2020 Budget Notes

This fund accounts for the expenditure of grant funds received by the Police Department, including funding from the Wisconsin Department of Justice to support additional police personnel for community work ("beat patrols") and funding from the US Department of Transportation for highway safety programs (Speed Enforcement, Seatbelt Task Force, Alcohol Enforcement). The City also acts as the fiscal agent for the federal government's Milwaukee High Intensity Drug Trafficking Area (HIDTA) program. Payroll related costs are moved to this fund, when applicable, to properly account for grant expenditures which are then offset by the grant revenue received. As a result, this fund should generally have a fund balance of $0.

CITY OF WEST ALLIS
2020 BUDGET
Asset Forfeiture Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Federal Grant	$430,306	$115,563	$300,000	$18,878	$50,000	$100,000
State Grant	$608	$1,210	$50,000	$72,046	$72,046	$10,000
Total Revenues	**$430,914**	**$116,774**	**$350,000**	**$90,924**	**$122,046**	**$110,000**
EXPENDITURES						
Federal Expenses	$38,726	$131,313	$300,000	$61,710	$100,000	$100,000
State Expenses	$960	$55,260	$50,000	$1,273	$5,000	$10,000
Total Expenditures	**$39,686**	**$186,572**	**$350,000**	**$62,983**	**$105,000**	**$110,000**
Net Operating Gain(Loss)	**$391,228**	**($69,799)**	**$0**	**$27,941**	**$17,046**	**$0**
Fund Balance (Total)						
Fund Balance Beginning of Year	$396,154	$787,735	$771,986	$771,986	$771,986	$771,986
Fund Balance End of Year	$787,735	$771,986	$771,986	$729,154	$771,986	$771,986
Fund Balance (State)						
Fund Balance Beginning of Year	$72,874	$72,521	$18,472	$18,472	$18,472	$85,518
Fund Balance End of Year	$72,521	$18,472	$18,472	$89,244	$85,518	$85,518
Total Fund Balance-Beginning of Year	$469,028	$860,256	$790,457	$790,457	$790,457	$857,503
Total Fund Balance-End of Year	$860,256	$790,457	$790,457	$818,398	$857,503	$857,503

2020 Budget Notes

This fund accounts for the Police Department's Asset Forfeiture Fund which is administered through WAPD's participation in a US Department of Justice program, as well as the state program, which allows police departments to receive revenues collected through the seizure and forfeiture of assets used to commit or facilitate crimes. The revenues are used to fund police related needs, as determined by the Police Department, and subject to the approval of the Police and Fire Commission.

CITY OF WEST ALLIS
2020 BUDGET
Police Misc Funds

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Donations/Contributions	72,357	80,470	83,500	76,810	78,157	73,500
Total Revenues	**$72,357**	**$80,470**	**$83,500**	**$76,810**	**$78,157**	**$73,500**
EXPENDITURES						
Expenses	$81,569	$51,995	$79,500	$65,421	$66,695	$69,500
Total Expenditures	**$81,569**	**$51,995**	**$79,500**	**$65,421**	**$66,695**	**$69,500**
Net Operating Gain(Loss)	**($9,212)**	**$28,475**	**$4,000**	**$11,389**	**$11,462**	**$4,000**
Fund Balance						
Fund Balance Beginning of Year	$0	$78,531	$107,006	$107,006	$107,006	$118,468
Fund Balance End of Year	$78,531	$107,006	$111,006	$118,395	$118,468	$122,468

This Fund accounts for the Police Department WISH program, Crime Prevention program, 2nd Chance Program, and K9 program

CITY OF WEST ALLIS
2020 BUDGET
FIRE GRANTS FUND

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated Expenditures	2020 Budget
REVENUES						
WI Act 102 EMS Grant/Other Fire Grants	$10,762	$9,424	$10,000	$11,480	$11,480	$11,000
US Department of Homeland Sec and FEMA	0	0	0	0	0	0
E-911 (WI Public Service Commission)	0	0	0	0	0	0
Tactical Emergency Med Services Grant	0	0	0	0	0	0
Total Revenues	***$10,762***	***$9,424***	***$10,000***	***$11,480***	***$11,480***	***$11,000***
EXPENDITURES						
FIRE DEPARTMENT GRANTS						
Wisconsin Act 102 EMS Grant/Other Fire Grants	$8,504	$62,952	$10,000	$8,151	$9,051	$11,000
Tactical Emergency Med Services Grant	$0	$0	$0	$0	$0	$0
FEMA Fire Prevention & Safety Grant	$0	$0	$0	$0	$0	$0
US Department of Homeland Sec and FEMA	$0	$0	$0	$0	$0	$0
Total Fire Grant Expenditures	***$8,504***	***$62,952***	***$10,000***	***$8,151***	***$9,051***	***$11,000***
Fire Grants-Net Operating Gain (Loss)	***$2,258***	***($53,529)***	***$0***	***$3,329***	***$2,429***	***$0***
Fund Balance						
Fund Balance Beginning of Year	$61,528	$63,786	$10,258	$10,258	$10,258	$12,686
Fund Balance End of Year	$63,786	$10,258	$10,258	$13,586	$12,686	$12,686

2020 Budget Notes

This fund accounts for the expenditure of grant funds received by the Fire Department, including an annual EMS Funding Assistance Program (FAP) Grant from the Wisconsin Department of Health Services. These funds are required to be used for a specified purpose. The Fire Department ensures expenditures made to the fund are appropriate and allowable by the program.

CITY OF WEST ALLIS
2020 BUDGET
Fire Misc Funds

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Donations/Contributions	28,598	28,265	25,000	32,985	39,985	26,000
Total Revenues	**$28,598**	**$28,265**	**$25,000**	**$32,985**	**$39,985**	**$26,000**
EXPENDITURES						
Expenses	$35,125	$15,688	$25,000	$16,645	$25,000	$26,000
Total Expenditures	**$35,125**	**$15,688**	**$25,000**	**$16,645**	**$25,000**	**$26,000**
Net Operating Gain(Loss)	**($6,527)**	**$12,577**	**$0**	**$16,340**	**$14,985**	**$0**
Fund Balance						
Fund Balance Beginning of Year	$30,433	$23,906	$36,483	$36,483	$36,483	$51,468
Fund Balance End of Year	$23,906	$36,483	$36,483	$52,823	$51,468	$51,468

This Fund includes special purpose funding for Fire Department Training and Paramedic Equipment

CITY OF WEST ALLIS
2020 BUDGET
INFORMATION TECHNOLOGY JOINT VENTURE FUND

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
R E V E N U E S						
Information Technology Joint Venture	17,420	17,000	17,000	11,250	11,250	11,250
Total Revenues	***$17,420***	***$17,000***	***$17,000***	***$11,250***	***$11,250***	***$11,250***
E X P E N D I T U R E S						
Total Expenditures	***$0***	***$32,393***	***$50,000***	***$5,000***	***$5,000***	***$50,000***
Information Tech. Joint Ventures-Net Gain (Loss)	***$17,420***	***($15,393)***	***($33,000)***	***$6,250***	***$6,250***	***($38,750)***
Information Technology Joint Venture						
Fund Balance Beginning of Year	$84,318	$101,738	$86,345	$86,345	$86,345	$92,595
Fund Balance End of Year	$101,738	$86,345	$53,345	$92,595	$92,595	$53,845

2020 Budget Notes
This fund accounts for revenues collected from several municipalities for hosting their police software, as well as fees collected from the Village of West Milwaukee for IT support services. These revenues help fund technology infrastructure (servers, networking, etc), as needed, to supplement the City's Information Technology Department.

CITY OF WEST ALLIS
2020 BUDGET
Artscape/Public Art Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Contributions & Donations	$141,797	$3,000	$10,000	$0	$0	$10,000
Total Revenues	**$141,797**	**$3,000**	**$10,000**	**$0**	**$0**	**$10,000**
EXPENDITURES						
Public Art Projects	$6,997	$0	$100,000	$9,738	$20,000	$100,000
Total Expenditures	**$6,997**	**$0**	**$100,000**	**$9,738**	**$20,000**	**$100,000**
Net Operating Gain(Loss)	**$134,800**	**$3,000**	**($90,000)**	**($9,738)**	**($20,000)**	**($90,000)**
Fund Balance						
Fund Balance Beginning of Year	$0	$134,800	$137,800	$137,800	$137,800	$117,800
Fund Balance End of Year	$134,800	$137,800	$47,800	$128,062	$117,800	$27,800

2020 Budget Notes

This fund accounts for the expenditure of donations received by the City for public art projects.

CITY OF WEST ALLIS
2020 BUDGET
Christmas Parade Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Donations/Contributions	3,500	22,407	10,000	26,871	31,871	20,000
Total Revenues	**$3,500**	**$22,407**	**$10,000**	**$26,871**	**$31,871**	**$20,000**
EXPENDITURES						
Expenses	$0	$14,169	$10,000	$2,740	$15,000	$20,000
Total Expenditures	**$0**	**$14,169**	**$10,000**	**$2,740**	**$15,000**	**$20,000**
Net Operating Gain(Loss)	**$3,500**	**$8,238**	**$0**	**$24,132**	**$16,871**	**$0**
Fund Balance						
Fund Balance Beginning of Year	$0	$3,500	$11,738	$11,738	$11,738	$28,609
Fund Balance End of Year	$3,500	$11,738	$11,738	$35,870	$28,609	$28,609

2020 Budget Notes

This fund accounts for the expenditure of donations received to fund the City's annual Christmas Parade.
The use of these funds is determined by the Christmas Parade Committee.

CITY OF WEST ALLIS
2020 BUDGET
Senior Center Misc Funds

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Donations/Contributions	2,369	6,607	6,000	5,533	6,200	6,000
Total Revenues	**$2,369**	**$6,607**	**$6,000**	**$5,533**	**$6,200**	**$6,000**
EXPENDITURES						
Expenses	$2,251	$3,097	$6,000	$5,281	$5,600	$6,000
Total Expenditures	**$2,251**	**$3,097**	**$6,000**	**$5,281**	**$5,600**	**$6,000**
Net Operating Gain(Loss)	**$118**	**$3,509**	**$0**	**$252**	**$600**	**$0**
Fund Balance						
Fund Balance Beginning of Year	$0	$156,488	$159,997	$159,997	$159,997	$159,997
Fund Balance End of Year	$156,488	$159,997	$159,997	$160,249	$159,997	$159,997

This Fund accounts for Senior Center programming by various groups sponsored at the West Allis Senior Center.

CITY OF WEST ALLIS
2020 BUDGET
Library Misc Funds

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Donations/Contributions	$4,507	$4,240	$1,500	$1,338	$1,788	$3,700
Total Revenues	**$4,507**	**$4,240**	**$1,500**	**$1,338**	**$1,788**	**$3,700**
EXPENDITURES						
Expenses	$1,666	$6,267	$1,500	$416	$500	$41,200
Total Expenditures	**$1,666**	**$6,267**	**$1,500**	**$416**	**$500**	**$41,200**
Net Operating Gain(Loss)	**$2,841**	**($2,027)**	**$0**	**$922**	**$1,288**	**($37,500)**
Fund Balance						
Fund Balance Beginning of Year	$0	$97,599	$95,572	$95,572	$95,572	$96,860
Fund Balance End of Year	$97,599	$95,572	$95,572	$96,494	$96,860	$59,360

This Fund accounts for multiple restricted donations made to the Library.
Plans for 2020 include the purchase of new public use computers, upgrades to the Children's area, and the purchase of additional titles, and collection materials in accordance with donation restrictions.

CITY OF WEST ALLIS
2020 BUDGET
LIBRARY ENDOWMENT FUND

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Distributions from Endowment	$292,309	$31,024	$200,000	$23,132	$46,132	$50,000
Total Revenues	292,309	31,024	200,000	23,132	46,132	50,000
EXPENDITURES						
Expenses	54,125	61,076	70,000	16,580	20,000	50,000
Total Expenditures	$54,125	$61,076	$70,000	$16,580	$20,000	$50,000
Fund Balance Beginning of Year	$1,271,595	$1,509,778	$1,479,726	$1,479,726	$1,479,726	$1,505,858
Fund Balance End of Year	$1,509,778	$1,479,726	$1,609,726	$1,486,278	$1,505,858	$1,505,858

2020 Budget Notes

This fund accounts for the expenditure of restricted donations received by the City of West Allis Library. The endowment fund is administered through the Greater Milwaukee Foundation and annual distributions are made to the Library as indicated above.

The Library Board oversees these funds, and ensures expenditures are appropriate when made.

CITY OF WEST ALLIS
2020 BUDGET
Water-Lead Service Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Intergovernmental Revenue-DNR Grant	$590,404	$0	$842,821	$790,204	$861,204	$380,000
Special Assessment Revenue	$246,400	$0	$10,000	$478,400	$478,400	$120,000
Total Revenues	**$836,804**	**$0**	**$852,821**	**$1,268,604**	**$1,339,604**	**$500,000**
EXPENDITURES						
Capital Outlay-Lead Service Replacement	$836,804	$3,171	$852,821	$1,265,433	$1,336,433	$500,000
Total Expenditures	**$836,804**	**$3,171**	**$852,821**	**$1,265,433**	**$1,336,433**	**$500,000**
Net Operating Gain(Loss)	**$0**	**($3,171)**	**$0**	**$3,171**	**$3,171**	**$0**
Fund Balance						
Fund Balance Beginning of Year		$0	($3,171)	($3,171)	($3,171)	$0
Fund Balance End of Year		($3,171)	($3,171)	$0	$0	$0

2020 Budget Notes

This fund accounts for the expenditure of grant funds from Wisconsin Department of Natural Resources (DNR) for the replacement of lead water services. This fund is administered by the Engineering Department in coordination with street & water system construction projects and as grant funding is available. The DNR grants are administered on a reimbursement basis. Spending in this fund should not exceed the revenues, and when the grant is closed out, by the end of 2020, all funds will be accounted for.

CITY OF WEST ALLIS
2020 BUDGET
TID 7 Area Rehab and Assistance Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Interest Revenue	$3,647	$4,770	$3,000	$120	$150	$3,000
Misc Revenue	$0	$600	$0	$0		$0
Operating Transfers In	$250,000	$0	$0	$0		$0
Total Revenues	**$253,647**	**$5,370**	**$3,000**	**$120**	**$150**	**$3,000**
EXPENDITURES						
Loan Administration	$201	$356	$1,000	$119	$150	$1,000
Forgiveable Loan Expense	$0	$0	$0	$0	$0	$0
Grants Awarded	$0	$0	$0	$0	$0	$0
Bad Debt Expense	$0	$0	$0	$0	$0	$0
Misc Expenses	$0	$0	$0	$0	$0	$0
Total Expenditures	**$201**	**$356**	**$1,000**	**$119**	**$150**	**$1,000**
Net Operating Gain(Loss)	**$253,446**	**$5,015**	**$2,000**	**$1**	**$0**	**$2,000**
Fund Balance:						
Fund Balance Beginning of Year	$501,375	$754,821	$759,836	$759,836	$759,836	$759,836
Fund Balance End of Year	$754,821	$759,836	$761,836	$759,837	$759,836	$761,836
Fund Balance Detail:						
Fund Balance-Assigned for Outstanding Loans	**$207,087**	**$244,040**	**$250,000**	**$319,487**	**$369,487**	**$450,000**
Fund Balance-Unassigned	$547,735	$515,796	$511,836	$440,350	$390,349	$311,836

*Provides financial assistance in the form of loans or grants for improvements within 1/2 mile of TID 7 (Summit Place) boundary
Note: Refer to the "Fund Balance-Assigned for Outstanding Loans" line item above as an indicator of activity in this revolving loan fund.
As of 10/1/2019, loans totaling $319,487 have been made in the TID 7 area, with $440,350 remaining available to provide assistance.

CITY OF WEST ALLIS
2020 BUDGET
TID 11 Area Rehab and Assistance Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Interest Revenue	$0	$0	$1,000	$0	$0	$500
Misc Revenue	50	0	0	25	25	$250
Operating Transfers In	0	0	0	0	0	0
Total Revenues	**$50**	**$0**	**$1,000**	**$25**	**$25**	**$750**
EXPENDITURES						
Loan Administration	$0	$42	$20,000	$37	$50	$10,000
Forgiveable Loan Expense	$0	$0	$0	$0	$0	$0
Grants Awarded	$0	$19,907	$0	$0	$0	$0
Bad Debt Expense	$0	$0	$0	$0	$0	$0
Misc Expenses	$3	$0	$5,000	$0	$0	$5,000
Total Expenditures	**$3**	**$19,949**	**$25,000**	**$37**	**$50**	**$15,000**
Net Operating Gain(Loss)	**$47**	**($19,949)**	**($24,000)**	**($12)**	**($25)**	**($14,250)**
Fund Balance:						
Fund Balance Beginning of Year	$500,000	$500,047	$480,098	$480,098	$480,098	$480,073
Fund Balance End of Year	$500,047	$480,098	$456,098	$480,086	$480,073	$465,823
Fund Balance Detail:						
Fund Balance-Assigned for Outstanding Loans	$34,584	$70,923	$127,041	$151,946	$151,946	$201,946
Fund Balance-Unassigned	$465,463	$409,175	$329,057	$328,140	$328,127	$263,877

*Provides financial assistance in the form of loans or grants for improvements within 1/2 mile of TID 11 (84th & Greenfield) boundary
Note: Refer to the "Fund Balance-Assigned for Outstanding Loans" line item above as an indicator of activity in this revolving loan fund.
As of 10/1/2019, loans totaling $151,946 have been made in the TID 11 area, with $328,140 of funds remaining to provide assistance.

CITY OF WEST ALLIS
2020 BUDGET
TID 14 Area Rehab and Assistance Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Interest Revenue	$0	$0	$1,000	$0	$0	$500
Misc Revenue	0	25	500	75	75	$500
Operating Transfers In	0	0	0	0	0	0
Total Revenues	**$0**	**$25**	**$1,500**	**$75**	**$75**	**$1,000**
EXPENDITURES						
Loan Administration	$0	$0	$10,000	$0	$500	$5,000
Forgiveable Loan Expense	$0	$0	$30,000	$8,500	$8,500	$20,000
Grants Awarded	$36,416	$40,103	$30,000	$0	$0	$0
Bad Debt Expense	$0	$0	$0	$0	$0	$0
Misc Expenses	$0	$0	$0	$0	$0	$0
Total Expenditures	**$36,416**	**$40,103**	**$40,000**	**$8,500**	**$9,000**	**$25,000**
Net Operating Gain(Loss)	**($36,416)**	**($40,078)**	**($38,500)**	**($8,425)**	**($8,925)**	**($24,000)**
Fund Balance:						
Fund Balance Beginning of Year	$500,000	$463,584	$423,507	$423,507	$423,507	$414,582
Fund Balance End of Year	$463,584	$423,507	$385,007	$415,082	$414,582	$390,582
Fund Balance Detail:						
Fund Balance-Assigned for Outstanding Loans	$0	$0	$0	$0	$60,000	$0
Fund Balance-Unassigned	$463,584	$423,507	$385,007	$415,082	$354,582	$390,582

*Provides financial assistance in the form of loans or grants for improvements within 1/2 mile of TID 14 (68th & Mitchell) boundary
This fund has made more forgivable loans and grants (shown as expenses above) over the last two years.
As of 10/1/2019, funds of $415,082 remain available to provide assistance in the TID 14 area.

CITY OF WEST ALLIS
2020 BUDGET
FIRE - FIRST RING INDUSTRIAL REDEVELOPMENT ENTERPRISE

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Fees	$3,214,475	$3,984,324	$1,500,000	$902,056	$1,312,056	$1,200,000
Interest	330,819	409,092	0		400,000	400,000
Total Revenues	**$3,545,294**	**$4,393,416**	**$1,500,000**	**$902,056**	**$1,712,056**	**$1,600,000**
EXPENDITURES						
Accounting/Development Projects	$3,763,664	$2,240,971	$500,000	$4,022,690	$5,978,700	$1,500,000
Other Charges			1,000,000		0	250,000
Total Expenditures	**$3,763,664**	**$2,240,971**	**$1,500,000**	**$4,022,690**	**$5,978,700**	**$1,750,000**
Net Operating Gain(Loss)	**($218,370)**	**$2,152,445**	**$0**	**($3,120,634)**	**($4,266,644)**	**($150,000)**
Fund Balance						
Fund Balance Beginning of Year	$11,376,649	$11,158,279	$13,310,724	$13,310,724	$13,310,724	$9,044,080
Fund Balance End of Year	$11,158,279	$13,310,724	$13,310,724	$10,190,090	$9,044,080	$8,894,080

NOTE: This information is presented for information only. FIRE is a component unit of the City so these amounts are not included in the total city budget.

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

CAPITAL IMPROVEMENTS

Revenues and Expenditures

CITY OF WEST ALLIS

Final Draft
CAPITAL IMPROVEMENT PROGRAM

2020 - 2024

Presented to the Common Council by the Capital Improvement Committee on November 5, 2019

Updated/Presented/Approved by Common Council November 19, 2019

2020 PROJECT SUMMARY AND FUNDING DETAILS

Project Summary

Streets	$3,623,000
Storm Water Utility	$1,923,760
Water Utility	$1,958,500
Sewer Utility	$2,837,000
Solid Waste Utility	$408,000
Sidewalks	$169,000
Parks	$0
Property Improvements	$3,310,887
Major Equipment / Vehicles	$880,720
TIF Districts	$0
Financial / Legal / Issuance Costs	$0
	$15,110,867

Projects included in the 2020 Budget/Borrowing Plan:

Included in the 2020 Operating/Capital Budget	$155,000
Included in the 2019 Carryover Funds	$728,359
Included in Reserves	$0
Included in Other Funds	$340,000
Included in Capital Projects Funds	$6,399,248
Included in CDBG Funds	$361,000
Included in TIF Funds	$0
Included in the Water Utility Fund	$1,958,500
Included in the Sewer Utility Fund	$2,837,000
Included in the Storm Water Utility Fund	$1,923,760
Included in the Solid Waste Fund	$408,000
	$15,110,867

Funding Sources:

2020 Operations Budget (Revenues) - General Fund	$155,000
2020 Operations Budget (Revenues) - Other Funds	$1,429,359
2020 General Borrowing Plan	$6,399,248
Grants	$0
Donations	$0
2020 Utilities Budgets/Borrowing	$7,127,260
	$15,110,867

CITY OF WEST ALLIS

Final Draft
CAPITAL IMPROVEMENT PROGRAM

2020

2020 CIP - Requests as of 11/13/2019

	Department	Project Total	Assessments	Other Funding	City Cost	2020 Operating Budget	2019 Carryover (If Available)/ Prev. Year CO	Reserves/Capital Accumulation/Other Funds	Ordinance Authorized Streets	Other Bonding	Utility Funds/Utility Bonding	CDBG	Refer to Committee of the Whole	On Hold/Refer to Subcommittee	Exhibit Reference
Public Infrastructure Streets															
W. Grant St.: S. 60 St. to W. Beloit Rd. (Street Work-$523,000 / Streetlighting-$174,000)	Engineering	$697,000	$83,000	$0	$614,000				$614,000						**A-1-1**
W. Cleveland Ave.; S. 72 St. to 76 St.	Engineering	$268,000	$151,000	$0	$117,000				$117,000						**A-1-1**
W. Euclid Ave.: S. Villa Ct. to S. 119 St.	Engineering	$79,000	$31,000	$0	$48,000				$48,000						**A-1-1**
W. Lakefield Ave.: S. 122 St. to E/O S. 119 St.	Engineering	$349,000	$138,000	$0	$211,000				$211,000						**A-1-1**
S. 58 St.: W. Beloit Rd. to W. Mobile St. (Street Work-$396,000 / Streetlighting-$132,000)	Engineering	$528,000	$156,000	$118,500	$253,500				$253,500						**A-1-1**
S. 86 St.: W. Cleveland Ave. to Osage Ave. (Street Work-$317,000 / Streetlighting-$106,000)	Engineering	$423,000	$209,000	$0	$214,000				$214,000						**A-1-1**
S. Dakota Ave.: S. Osage Ave.to S. Orleans Ave. (Street Work-$206,000 / Streetlighting- $69,000)	$9,960	$275,000	$135,000	$0	$140,000				$140,000						**A-1-1**
S. 90 St.: W. Greenfield Ave. to W. Lapham St. (Street Work-$383,000 / Streetlighting-$128,000)	3,399,172	$511,000	$151,000	$0	$360,000				$360,000						**A-1-1**
S. 94 St.: W. Greenfield Ave. to W. Orchard Ave.	Engineering	$38,000	$30,000	$0	$8,000				$8,000						**A-1-1**
S. 96 St.: W. Greenfield Ave. to W. Lapham St.	Engineering	$125,000	$98,000	$0	$27,000				$27,000						**A-1-1**
S. 97th St.: W. Orchard Pl. to W. Lapham St.	Engineering	$104,000	$82,000	$0	$22,000				$22,000						**A-1-1**
S. Wollmer Rd.: W. National Ave. to W. Oklahoma Ave.	Engineering	$119,000	$49,000	$0	$70,000				$70,000						**A-1-1**
Greenfield Let: S. 116 St.: W. Morgan Ave. to W. Howard Ave.	Engineering	$68,000	$0	$0	$68,000				$68,000						**A-1-1**
WisDOT Let: W. National Ave.: S. 62 St. to S. 65 St. (**Engineering Only)**	Engineering	$150,000	$0	$85,000	$65,000				$65,000						**A-1-1**
WisDOT Let: W. Lincoln Ave.: 71 St. to 84 St. Traffic Signals (**Engineering Only**)	Engineering	$198,000	$0	$87,000	$111,000				$111,000						**A-1-1**
WisDOT Let: W. Lincoln Ave.: 91 St. to 93 St. Traffic Signals (**Engineering Only**)	Engineering	$74,000	$0	$66,000	$8,000				$8,000						**A-1-1**
WisDOT Let: S. 76 St. at W. Becher St. Traffic Signals (**Engineering Only**)	Engineering	$37,000	$0	$33,000	$4,000				$4,000						**A-1-1**
WisDOT Let: S. 60 St. at W. Greenfield Ave. Traffic Signals (**Engineering Only**)	Engineering	$33,000	$0	$30,000	$3,000				$3,000						**A-1-1**
WisDOT Let: W. Beloit Road: S 60 St. to Lincoln Ave. (**Engineering Only**)	Engineering	$250,000	$0	$175,000	$75,000				$75,000						**A-1-1**
WisDOT Let: W. National Ave.: S. 76 St. to S. 82 St. **(Construction Only)**	Engineering	$2,061,000	$196,000	$1,649,000	$216,000				$216,000						**A-1-1**
WisDOT Let: W. National Ave.: S. 76 St. to S. 82 St. **(Streetscaping Only)** (Streetlighting-$157,000)	Engineering	$696,000	$0	$213,000	$483,000				$483,000						**A-1-1**
Pavement Patching and Repair	Engineering	$342,226	$0	$0	$342,226				$342,226						**A-1-1**
(Street Work-$6,567,000 / Streetlighting-$766,000) Section Total-Streets		**$7,425,226**	**$1,509,000**	**$2,456,500**	**$3,459,726**	**$0**	**$0**	**$0**	**$3,459,726**	**$0**	**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Streets Related															
ALLEYS															
S. Buchanan Pl. to S. 69 St.: W. Beloit Rd. to W. Arthur Ave.	Engineering	$13,000	$7,000	$0	$6,000				**$6,000**						**A-1-1**
Section Total-Streets Related		**$13,000**	**$7,000**	**$0**	**$6,000**	**$0**	**$0**	**$0**	**$6,000**	**$0**	**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Other															
Bike and Pedestrian Infrastructure	Development	$25,000	$0	$0	$25,000							$25,000			**A-2**
84th & National Contamination - DNR Closure	Engineering	$17,000	$0	$0	$17,000		$17,000								**A-6**
Traffic Engineering - Traffic Signals	Engineering	$80,000	$0	$0	$80,000				$80,000						**A-1**
Traffic Controls	PW/Electrical	$35,274	$0	$0	$35,274				$35,274						**A-3/A-3-1**
Section Total-Other		**$157,274**	**$0**	**$0**	**$157,274**	**$0**	**$17,000**	**$0**	**$115,274**	**$0**	**$0**	**$25,000**	**$0**	**$0**	
Public Infrastructure Improvements - Storm Water Utility															
W. Grant St.: S. 60 St. to W. Beloit Rd.	Engineering	$220,000	$0	$0	$220,000						$220,000				**A-1-1**
W. Cleveland Ave.; S. 72 St. to 76 St.	Engineering	$20,000	$0	$0	$20,000						$20,000				**A-1-1**
W. Euclid Ave.: S. Villa Ct. to S. 119 St.	Engineering	$10,000	$0	$0	$10,000						$10,000				**A-1-1**
W. Lakefield Ave.: S. 122 St. to E/O S. 119 St.	Engineering	$136,000	$0	$0	$136,000						$136,000				**A-1-1**
S. 58 St.: W. Beloit Rd. to W. Mobile St.	Engineering	$231,000	$0	$0	$231,000						$231,000				**A-1-1**
S. 86 St.: W. Cleveland Ave. to Osage Ave.	Engineering	$185,000	$0	$0	$185,000						$185,000				**A-1-1**
S. Dakota Ave.: S. Osage Ave.to S. Orleans Ave.	Engineering	$121,000	$0	$0	$121,000						$121,000				**A-1-1**
S. 90 St.: W. Greenfield Ave. to W. Lapham St.	Engineering	$224,000	$0	$0	$224,000						$224,000				**A-1-1**
S. 94 St.: W. Greenfield Ave. to W. Orchard Ave.	Engineering	$16,000	$0	$0	$16,000						$16,000				**A-1-1**
S. 96 St.: W. Greenfield Ave. to W. Lapham St.	Engineering	$50,000	$0	$0	$50,000						$50,000				**A-1-1**
S. 97th St.: W. Orchard Pl. to W. Lapham St.	Engineering	$42,000	$0	$0	$42,000						$42,000				**A-1-1**
S. Wollmer Rd.: W. National Ave. to W. Oklahoma Ave.	Engineering	$32,000	$0	$0	$32,000						$32,000				**A-1-1**
S. Buchanan Pl. to S. 69 St.: W. Beloit Rd. to W. Arthur Ave.	Engineering	$7,000	$0	$0	$7,000						$7,000				**A-1-1**
WisDOT Let: W. National Ave.: S. 76 St. to S. 82 St. **(Construction Only)**	Engineering	$426,000	$0	$340,000	$86,000						$86,000				**A-1-1**
Illicit Discharge and Elimination (IDDE) Program for DNR WPDES Permit	Engineering	$15,000	$0	$0	$15,000						$15,000				**A-1-1**
Stormwater Management Plan for DNR WPDES Permit	Engineering	$117,520	$0	$58,760	$58,760						$58,760				**A-1-1**
Sewer Televising	Engineering	$25,000		$0	$25,000						$25,000				**A-1-1**
Private Property Inflow/Infiltration (PPI/I) Reduction Program €	Engineering	$1,190,000	$0	$1,190,000	$0						$0				
Storm Water Relay	Engineering	$50,000	$0	$0	$50,000						$50,000				**A-1-1**
Pavement Patching and Repair	Engineering	$10,000	$0	$0	$10,000						$10,000				**A-1-1**
Storm Sewer/Catch Basin Repair / Replacement	Public Works/SS	$110,000	$0	$0	$110,000						$110,000				**A-4**
Section Total-Storm Water		**$3,237,520**	**$0**	**$1,588,760**	**$1,648,760**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,648,760**		**$0**	**$0**	
Public Infrastructure Improvements - Water Utility															
W. Grant St.: S. 60 St. to W. Beloit Rd.	Engineering	$125,000	$0	$0	$125,000						$125,000				**A-1-1**
W. Cleveland Ave.; S. 72 St. to 76 St.	Engineering	$5,000	$0	$0	$5,000						$5,000				**A-1-1**
W. Euclid Ave.: S. Villa Ct. to S. 119 St.	Engineering	$1,000	$0	$0	$1,000						$1,000				**A-1-1**
W. Lakefield Ave.: S. 122 St. to E/O S. 119 St.	Engineering	$3,000	$0	$0	$3,000						$3,000				**A-1-1**
S. 58 St.: W. Beloit Rd. to W. Mobile St.	Engineering	$324,000	$0	$0	$324,000						$324,000				**A-1-1**
S. 86 St.: W. Cleveland Ave. to Osage Ave.	Engineering	$2,000	$0	$0	$2,000						$2,000				**A-1-1**
S. Dakota Ave.: S. Osage Ave.to S. Orleans Ave.	Engineering	$1,000	$0	$0	$1,000						$1,000				**A-1-1**
S. 90 St.: W. Greenfield Ave. to W. Lapham St.	Engineering	$314,000	$0	$0	$314,000						$314,000				**A-1-1**
S. 94 St.: W. Greenfield Ave. to W. Orchard Ave.	Engineering	$2,000	$0	$0	$2,000						$2,000				**A-1-1**
S. 96 St.: W. Greenfield Ave. to W. Lapham St.	Engineering	$104,000	$0	$0	$104,000						$104,000				**A-1-1**
S. 97th St.: W. Orchard Pl. to W. Lapham St.	Engineering	$109,000	$0	$0	$109,000						$109,000				**A-1-1**
S. Wollmer Rd.: W. National Ave. to W. Oklahoma Ave.	Engineering	$2,000	$0	$0	$2,000						$2,000				**A-1-1**
WisDOT Let: W. National Ave.: S. 76 St. to S. 82 St. **(Construction Only)**	Engineering	$410,000	$0	$0	$410,000						$410,000				**A-1-1**
Private Lead Service Work	Engineering	$695,000		$695,000	$0						$0				
Pavement Patching and Repair	Engineering	$2,500	$0	$0	$2,500						$2,500				**A-1-1**
Water Main Relay	Engineering	$324,000	$0	$0	$324,000						$324,000				**A-1-1**
Section Total-Water		**$2,423,500**	**$0**	**$695,000**	**$1,728,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,728,500**		**$0**	**$0**	

2020 CIP - Requests as of 11/13/2019

	Department	Project Total	Assessments	Other Funding	City Cost	2020 Operating Budget	2019 Carryover (If Available)/ Prev. Year CO	Reserves/Capital Accumulation/Other Funds		Ordinance Authorized Streets	Other Bonding	Utility Funds/Utility Bonding	CDBG	Refer to Committee of the Whole	On Hold/Refer to Subcommittee	Exhibit Reference
Public Infrastructure Improvements - Sewer Utility																
W. Grant St.: S. 60 St. to W. Beloit Rd.	Engineering	$49,000	$0	$0	$49,000							$49,000				**A-1-1**
W. Cleveland Ave.; S. 72 St. to 76 St.	Engineering	$9,000	$0	$0	$9,000							$9,000				**A-1-1**
W. Euclid Ave.: S. Villa Ct. to S. 119 St.	Engineering	$50,000	$0	$0	$50,000							$50,000				**A-1-1**
W. Lakefield Ave.: S. 122 St. to E/O S. 119 St.	Engineering	$116,000	$0	$0	$116,000							$116,000				**A-1-1**
S. 58 St.: W. Beloit Rd. to W. Mobile St.	Engineering	$317,000	$0	$0	$317,000							$317,000				**A-1-1**
S. 86 St.: W. Cleveland Ave. to Osage Ave.	Engineering	$205,000	$0	$0	$205,000							$205,000				**A-1-1**
S. Dakota Ave.: S. Osage Ave.to S. Orleans Ave.	Engineering	$165,000	$0	$0	$165,000							$165,000				**A-1-1**
S. 90 St.: W. Greenfield Ave. to W. Lapham St.	Engineering	$307,000	$0	$0	$307,000							$307,000				**A-1-1**
S. 94 St.: W. Greenfield Ave. to W. Orchard Ave.	Engineering	$49,000	$0	$0	$49,000							$49,000				**A-1-1**
S. 96 St.: W. Greenfield Ave. to W. Lapham St.	Engineering	$19,000	$0	$0	$19,000							$19,000				**A-1-1**
S. 97th St.: W. Orchard Pl. to W. Lapham St.	Engineering	$62,000	$0	$0	$62,000							$62,000				**A-1-1**
S. Wollmer Rd.: W. National Ave. to W. Oklahoma Ave.	Engineering	$12,000	$0	$0	$12,000							$12,000				**A-1-1**
WisDOT Let: W. National Ave.: S. 76 St. to S. 82 St. **(Construction Only)**	Engineering	$372,000	$0	$0	$372,000							$372,000				**A-1-1**
Sewer Televising	Engineering	$75,000	$0	$0	$75,000							$75,000				**A-1-1**
Sanitary Relay	Engineering	$1,000,000	$0	$0	$1,000,000							$1,000,000				**A-1-1**
Pavement Patching and Repair	Engineering	$5,000	$0	$0	$5,000							$5,000				**A-1-1**
Sanitary Manhole Repair/Replacement	Public Works/SS	$25,000	$0	$0	$25,000							$25,000				**A-5**
Section Total-Sewer		**$2,837,000**	**$0**	**$0**	**$2,837,000**	**$0**	**$0**	**$0**		**$0**	**$0**	**$2,837,000**		**$0**	**$0**	
Public Infrastructure Improvements - Sidewalks																
10 Year Sidewalk Program	Engineering	$219,000	$50,000	$0	$169,000					$169,000						**A-1-1**
Section Total - Sidewalks		**$219,000**	**$50,000**	**$0**	**$169,000**	**$0**	**$0**	**$0**		**$169,000**	**$0**	**$0**		**$0**	**$0**	
Park Improvements																
Reservoir Park Maintenance/Improvements	Public Works	$9,960	$0	$0	$9,960										$9,960	**A-122**
Railroad Park	Development	$30,000	$0	$0	$30,000										$30,000	**B-1**
Section Total-Parks		**$39,960**	**$0**	**$0**	**$39,960**	**$0**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**	**$39,960**	
Public Property Improvements - Non-Utility																
Public Works																
Low Pressure Sodium Bulb Replacements for Street Lights / Streetlighting Replacement Program	PW/Electrical	$1,600,000	$0	$0	$1,600,000						$1,600,000					**A-8**
Municipal Yard Maintenance	PW/Facilities	$280,529	$0	$0	$280,529										$280,529	**A-109**
Municipal Yard Overhead Door	Public Works	$9,000	$0	$0	$9,000		$9,000									**A-12**
Municipal Yard Yanka Building Maintenance	PW/Facilities	$161,705	$0	$0	$161,705										$161,705	**A-110**
Municipal Yard North Garage Maintenance	PW/Facilities	$5,500	$0	$0	$5,500		$5,500									**A-111**
Transfer Station	PW/Facilities	$212,318	$0	$0	$212,318										$212,318	**A-112**
Streets and Sanitation Office Remodel	Public Works	$10,000	$0	$0	$10,000										$10,000	**B-100**
Emerald Ash Borer Pre-Emptive Removal Street Tree Replacement Planting	PW/Forestry	$18,750	$0	$0	$18,750						$18,750					**A-29**
Boulevard Landscape Bed Consolidation	PW/Forestry	$13,700	$0	$0	$13,700						$13,700					**A-30**
Playground Improvements / From Playground Inspection	PW	$20,000	$0	$0	$20,000						$10,000				$10,000	
Police																
Police Facility Chiller Failure Cost Reduced	PW/Facilities	$190,000	$0	$0	$190,000		$190,000									
Police Facility Maintenance/Improvements	PW/Facilities	$153,308	$0	$0	$153,308										$153,308	**A-113**
Evidence Vehicle Storage	Police	TBD	$0	$0	TBD										TBD	**A-13**
Fire																
Fire Adm Maintenance/Improvements	PW/Facilities	$79,064	$0	$0	$79,064										$79,064	**A-114**
Fire Station #2 Maintenance/Improvements	PW/Facilities	$38,200	$0	$0	$38,200										$38,200	**A-116**
Fire Station #3 Maintenance/Improvements	PW/Facilities	$32,148	$0	$0	$32,148										$32,148	**A-117**
Fire Station #3 HVAC	Fire	$150,000	$0	$0	$150,000						$150,000					**A-17**
Development																
Wayfinding Signage	Development	$300,000	$0	$0	$300,000			$300,000	(1)							**B-3**
Beloit Road Senior Housing (Funded by Beloit Road, LLC)	Development	$40,000	$0	$0	$40,000			$40,000	(2)							**A-24**
Burnham Point Streetscape	Development	$150,000	$0	$0	$150,000								$150,000			**A-22**
Health																
Health Department Facility Maintenance	PW/Facilities	$42,066	$0	$0	$42,066						$42,066					**A-118**
Senior Center																
Senior Center Facility Maintenance/Improvements	PW/Facilities	$49,500	$0	$0	$49,500										$49,500	**A-119**
Library																
Library Facility Maintenance/Improvements	PW/Facilities	$89,012	$0	$0	$89,012						$89,012					**A-120**
General																
Historical SocietyTuckpointing	PW/Facilities	$128,285	$0	$0	$128,285								$50,000		$78,285	**A-123**
Liberty Heights Substation	PW/Facilities	$6,859	$0	$0	$6,859		$6,859									**A-125**
City Hall/Public Works Building Construction	PW/Facilities	$11,000,000	$0	$0	$11,000,000									$11,000,000		**A-126**
City Hall Remodel (2019)	PW/Facilities	$100,000	$0	$0	$100,000										$100,000	**A-128**
City Hall Maintenance	PW/Facilities	$1,795,916	$0	$0	$1,795,916										$1,795,916	**A-108**
Farmer's Market Improvements	PW/Facilities	$136,000	$0	$0	$136,000								$136,000			
Citywide Contigency - For 2020 Unexpected Failures - or whatever amount is available	PW/Facilities	$500,000	$0	$0	$500,000		$500,000									
Section Total-Property Improvement		**$17,311,860**	**$0**	**$0**	**$17,311,860**	**$0**	**$711,359**	**$340,000**		**$0**	**$1,923,528**	**$0**	**$336,000**	**$11,000,000**	**$3,000,973**	

2020 CIP - Requests as of 11/13/2019

	Department	Project Total	Assessments	Other Funding	City Cost	2020 Operating Budget	2019 Carryover (If Available)/ Prev. Year CO	Reserves/Capital Accumulation/Other Funds	Ordinance Authorized Streets	Other Bonding	Utility Funds/Utility Bonding	CDBG	Refer to Committee of the Whole	On Hold/Refer to Subcommittee	Exhibit Reference
Public Property Improvements - Utility															
WATER															
Pumping Station Update (2019)	PW/Water Utility	$100,000	$0	$0	$100,000						$100,000				**A-26**
Master Metering Pits on 104/Greenfield	PW/Water Utility	$60,000	$0	$0	$60,000						$60,000				**A-127**
SEWER															
		$0	$0	$0	$0										
STORM															
		$0	$0	$0	$0										
Section Total - Property Improvements-Utility		**$160,000**	**$0**	**$0**	**$160,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$160,000**	**$0**	**$0**	**$0**	
Major Equipment/Vehicles - Non-Utility															
Public Works															
Asset Management / Work Order System (2018 - 2023 Total = $750,000)	Public Works	$55,000	$0	$0	$55,000	$55,000									**A-27**
1997 CAT Backhoe - #1263	PW/Fleet	$184,500	$0	$0	$184,500					$184,500					**B-4/B-106**
2007 (4) 11' Poly Plows	PW/Fleet	$52,000	$0	$0	$52,000					$52,000					**B-4/B-102**
Jersey Barricades	PW/SS	$4,000	$0	$0	$4,000					$4,000					**B-101**
Concrete Saw	PW/Fleet	$36,000	$0	$0	$36,000					$36,000					**B-105**
Refuse Packer Plow #815	PW/Fleet	$264,500	$0	$0	$264,500					$264,500					**B-107**
Police															
Investigative Squads (replace 2 per year)	Police	$50,000	$0	$0	$50,000									$50,000	**A-32**
Marked Squads (replace 6 per year) Reduced to $80K	Police	$240,000	$0	$0	$240,000	$80,000								$160,000	**A-33**
Squad Camera Replacement/Maintenance	Police	$114,888	$0	$0	$114,888									$114,888	**A-105**
Electronic Parking Citations	Police	$39,720	$0	$0	$39,720					$39,720					**A-106**
Communications															
Information Technology															
Security Camera Replacement - Citywide	IT	$25,000	$0	$0	$25,000					$25,000					**A-38**
Office 365 Expansion	IT	$20,000	$0	$0	$20,000					$20,000					**A-102**
IT PC Replacement Reduced to $20K	IT	$70,000	$0	$0	$70,000	$20,000								$50,000	**A-104**
Clerk															
Electronic Poll Books	City Clerk	$100,000	$0	$0	$100,000					$100,000					**B-115**
City Hall															
Virtual City Hall Software Solution	General	$300,000	$0	$0	$300,000									$300,000	**A-129**
Section Total-Equipment/Vehicles-Non-Utility		**$1,555,608**	**$0**	**$0**	**$1,555,608**	**$155,000**	**$0**	**$0**	**$0**	**$725,720**	**$0**	**$0**	**$0**	**$674,888**	
Major Equipment/Vehicles - Utility															
WATER UTILITY															
2005 Vacuum Trailer - #2122	PW/Fleet	$70,000	$0	$0	$70,000						$70,000				**B-7/B-7-1**
Meter Reading Truck #72	PW/Water Utility	$31,200	$0	$0	$31,200									$31,200	**B-7/B-111**
Truck for Drill Rig (replacing unit purchased in 2004) #214	PW/Water Utility	$47,000	$0	$0	$47,000									$47,000	**B-112**
Drill Rig (replacing unit purchased in 2004) #1667	PW/Water Utility	$95,000	$0	$0	$95,000									$95,000	**B-113**
SEWER UTILITY															
		$0	$0	$0	$0										
STORM WATER UTILITY															
2007 Vacuum Sweeper #2832	PW/Fleet	$275,000	$0	$0	$275,000						$275,000				**B-9/B-9-1**
SOLID WASTE UTILITY															
2005 25 Yd. Recycling Truck - #854	PW/Fleet	$285,000	$0	$0	$285,000						$285,000				**B-10/B-10-1**
Recycling Truck Body #857	PW/Fleet	$123,000	$0	$0	$123,000						$123,000				**B-114**
Section Total-Equipment/Vehicles-Utility		**$926,200**	**$0**	**$0**	**$926,200**	**$0**	**$0**	**$0**	**$0**	**$0**	**$753,000**	**$0**	**$0**	**$173,200**	
Tax Increment Financing (TIF) Districts Improvements															
TIF Improvements - TBD		$0	$0	$0	$0										
Section Total-TIF Improvements		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	
2020 CIP Total		**$36,306,148**	**$1,566,000**	**$4,740,260**	**$29,999,888**	**$155,000**	**$728,359**	**$340,000**	**$3,750,000**	**$2,649,248**	**$7,127,260**	**$361,000**	**$11,000,000**	**$3,889,021**	

Notes:
(1) Funding from the Tourism Fund
(2) Funding by Beloit Road LLC

CITY OF WEST ALLIS

DRAFT
CAPITAL IMPROVEMENT PROGRAM

2021

2021 CIP - Requests as of 11/13/2019						
	Department	**Project Total**	**Assessments**	**Other Funding**	**City Cost**	**Exhibit Reference**
Public Infrastructure Streets						
W. Washington St.: S 108 St. to S. 124 St.	Engineering	$920,000	$166,000	$0	$754,000	**A-1-2**
S. 75 St.: W. National Ave. to Dead End South	Engineering	$111,000	$31,000	$0	$80,000	**A-1-2**
S. 99 St.: W. Lincoln Ave. to W. National Ave.	Engineering	$122,000	$19,000	$0	$103,000	**A-1-2**
S,. 82 St.: W. Rogers St. to W. Burnham St.	Engineering	$275,000	$81,000	$0	$194,000	**A-1-2**
S. 90 St.: W. Arthur Pl. to S. 89 St.	Engineering	$158,000	$83,000	$0	$75,000	**A-1-2**
S. 82nd St.: W. Greenfield Ave. to W. National Ave.	Engineering	$887,000	$263,000	$0	$624,000	**A-1-2**
W. Orchard St.: S. 60 St. to S. 63 St.	Engineering	$401,000	$119,000	$0	$282,000	**A-1-2**
S. 62 St.: W. Mineral St. to W. Greenfield Ave.	9,960	$719,000	$213,000	$0	$506,000	**A-1-2**
S. 56 St.: W. Beloit Rd. to W. Rogers St.	3,399,172	$465,000	$138,000	$0	$327,000	**A-1-2**
WisDOT Let: W. Lincoln Avenue: S. 71 St. to S. 84 St. Traffic Signals **(Engineering Only)** (B)	Engineering	$198,000	$0	$87,000	$111,000	**A-1-2**
WisDOT Let: W. Lincoln Avenue: S. 91 St. to S. 93 St. Traffic Signals **(Engineering Only)** (B)	Engineering	$74,000	$0	$66,000	$8,000	**A-1-2**
WisDOT Let: S. 76 Street at W. Becher St. Traffic Signals **(Engineering Only)** (B)	Engineering	$37,000	$0	$33,000	$4,000	**A-1-2**
WisDOT Let: S. 60 Street at W. Greenfield Ave. Traffic Signals **(Engineering Only)** (B)	Engineering	$33,000	$0	$30,000	$3,000	**A-1-2**
WisDOT Let: W. National Ave.: S. 62 St. to S. 65 St. **(Engineering Only)** (A)	Engineering	$150,000	$0	$85,000	$65,000	**A-1-2**
WisDOT Let: W. Beloit Road: S. 60 St. to W. Lincoln Ave. **(Engineering Only)** (A)	Engineering	$250,000	$0	$175,000	$75,000	**A-1-2**
Section Total-Streets		**$4,800,000**	**$1,113,000**	**$476,000**	**$3,211,000**	
Public Infrastructure Improvements - Streets Related						
Paving and Patching Repair Program	Engineering	$250,000	$0	$0	$250,000	**A-1-2**
Section Total-Streets Related		**$250,000**	**$0**	**$0**	**$250,000**	
Public Infrastructure Improvements - Other						
Bike and Pedestrian Infrastructure	Development	$25,000	$0	$0	$25,000	**A-2**
Traffic Controls	PW/Electrical	$25,274	$0	$0	$25,274	**A-3**
Section Total-Other		**$50,274**	**$0**	**$0**	**$50,274**	
Public Infrastructure Improvements - Storm Water Utility						
Storm Sewer/Catch Basin Repair/Replacement		$95,000	$0	$0	$95,000	**A-4-1**
Section Total-Storm Water		**$95,000**	**$0**	**$0**	**$95,000**	
Public Infrastructure Improvements - Water Utility						
		$0	$0	$0	$0	
Section Total-Water		**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Sewer Utility						
Sanitary Manhole Repair/Replacement	Public Works/SS	$25,000	$0	$0	$25,000	**A-5-1**
Section Total-Sewer		**$25,000**	**$0**	**$0**	**$25,000**	
Public Infrastructure Improvements - Sidewalks						
10 Year Sidewalk Program	Engineering	$115,000	$40,000	$0	$75,000	**A-1-2**
Section Total - Sidewalks		**$115,000**	**$40,000**	**$0**	**$75,000**	
Park Improvements						
Liberty Heights Park Maintenance/Improvements	PW/Facilities	$1,000	$0	$0	$1,000	**A-121**
Liberty Heights Park New Pavilion and Splash Pad Conversion	Development	$350,000	$0	$0	$1,520,000	**A-121a**
Park @ 76th Str. And Hicks St.	Development	$25,000	$0	$0	$25,000	**C-1**
Reservoir Park Maintenance/Improvements	Public Works	$1,200	$0	$0	$1,200	**A-122**
Section Total-Parks		**$377,200**	**$0**	**$0**	**$1,547,200**	

2021 CIP - Requests as of 11/13/2019						
	Department	**Project Total**	**Assessments**	**Other Funding**	**City Cost**	**Exhibit Reference**
Public Property Improvements - Non-Utility						
Public Works						
Municipal Yard Maintenance	PW/Facilities	$524,104	$0	$0	$524,104	**A-109**
Municipal Yard North Garage	PW/Facilities	$0	$0	$0	$0	**A-111**
Transfer Station	PW/Facilities	$0	$0	$0	$0	**A-112**
Parking Lot Improvements (S. 71 St. - S. 72 St.; W. Greenfield Ave. to W. Orchard St. Lot)	Engineering	$200,000	$0	$0	$200,000	**A-1-2**
Low Pressure Sodium Bulb Replacements for Street Lights	PW/Electrical	$200,000	$0	$0	$200,000	**A-8**
Emerald Ash Borer Pre-Emptive Removal Street Tree Replacement Planting	PW/Forestry	$18,750	$0	$0	$18,750	**A-29**
Boulevard Landscape Bed Consolidation	PW/Forestry	$13,700	$0	$0	$13,700	**A-30**
Police						
Police Facility Maintenance/Improvements / Sallyport Roof	PW/Facilities	$94,850	$0	$0	$94,850	**A-113**
Fire						
Apparatus Floor Refinishing-Fire Station #1	Fire	$27,000	$0	$0	$27,000	**A-16**
Apparatus Floor Refinishing-Fire Station #2	Fire	$30,000	$0	$0	$30,000	**B-2**
Carpet Replacement - All 3 Stations and Adm	Fire	$48,940	$0	$0	$48,940	**A-18**
Fire Adm Maintenance/Improvements	PW/Facitilies	$0	$0	$0	$0	**A-114**
Fire Station #1 Maintenance/Improvements	PW/Facitilies	$0	$0	$0	$0	**A-115**
Fire Station #2 Maintenance/Improvements	PW/Facitilies	$173,100	$0	$0	$173,100	**A-116**
Fire Station #3 Maintenance/Improvements	PW/Facitilies	$0	$0	$0	$0	**A-117**
Health Department						
Health Department Facility Maintenance	PW/Facilities	$66,731	$0	$0	$66,731	**A-118**
Senior Center						
Senior Center Maintenance/Improvements	PW/Facilities	$2,200	$0	$0	$2,200	**A-119**
Senior Center Parking Lot	Engineering	$120,000	$0	$0	$120,000	**A-1-1**
Library						
Library Facility Maintenance/Improvements	PW/Facilities	$7,500	$0	$0	$7,500	**A-120**
General						
Historical Society	PW/Facilities	$78,285	$0	$0	$78,285	**A-123**
City Hall Remodel (2019)	General	$1,900,000	$0	$0	$1,900,000	**A-128**
City Hall Maintenance	PW/Facilities	$443,050	$0	$0	$443,050	**A-108**
Historical Society	PW/Facilities	$30,000	$0	$0	$30,000	**A-123**
Jefferson School Substation	PW/Facilities	$49,541	$0	$0	$49,541	**A-124**
Liberty Heights Substation	PW/Facilities	$0	$0	$0	$0	**A-125**
City Hall/Public Works Building Construction	General	$45,000,000	$0	$0	$45,000,000	**A-126**
Development						
Boulevard & Gateway Improvements	Development	$50,000	$0	$0	$50,000	**A-23**
Beloit Road Senior Housing (Funded by Beloit Road, LLC)	Development	$40,000	$0	$0	$40,000	**A-24**
Section Total-Property Improvement		**$49,117,751**	**$0**	**$0**	**$49,117,751**	
Public Property Improvements - Utility						
WATER						
Pumping Station Update	PW/Water Utility	$100,000	$0	$0	$100,000	**A-26**
SEWER						
		$0	$0	$0	$0	
STORM						
		$0	$0	$0	$0	
Section Total - Property Improvements-Utility		**$100,000**	**$0**	**$0**	**$100,000**	

2021 CIP - Requests as of 11/13/2019											
		Department		**Project Total**		**Assessments**		**Other Funding**		**City Cost**	**Exhibit Reference**
Major Equipment/Vehicles - Non-Utility											
Public Works											
Asset Management / Work Order System (2018 - 2023 Total = $750,000)		Public Works		$60,000		$0		$0		$60,000	**A-27**
1997 cat Buster #1819 (Concrete Removal Tool/Backhoe Attachment		PW/Fleet		$32,400		$0		$0		$32,400	**B-4/B-103**
Supervisor Vehicle #184		PW/Fleet		$29,400		$0		$0		$29,400	**B-104**
1999 (2) 11' Heavy Truck Plows		PW/Fleet		$26,900		$0		$0		$26,900	**C-3**
2006 Tandem Plow Truck - #1008		PW/Fleet		$275,000		$0		$0		$275,000	**C-3**
2007 Tandem Plow Truck - #1009		PW/Fleet		$275,000		$0		$0		$275,000	**C-3**
2007 20 Yd. Refuse Packer #816		PW/Fleet	#	$278,000	#	$0	#	$0	#	$278,000	B-4
Police											
Investigative Squads (replace 2 per year)		Police		$50,000		$0		$0		$50,000	**A-32**
Marked Squads (replace 6 per year)		Police		$240,000		$0		$0		$240,000	**A-33**
Squad Camera Replacement/Maintenance		Police		$49,188		$0		$0		$49,188	**A-105**
Electronic Parking Citations		Police		$12,587		$0		$0		$12,587	**A-106**
Interview Room Camera Replacement		Police		$95,670		$0		$0		$95,670	**A-107**
Information Technology											
Security Camera Replacement - Citywide		IT		$20,000		$0		$0		$20,000	**A-38**
Additional Hardware for Backup		IT		$50,000		$0		$0		$50,000	**B-116**
Fire											
Pick Up Truck		Fire		$42,436		$0		$0		$42,436	**B-5**
Fire Engine		Fire		$675,000		$0		$0		$675,000	**B-108**
Staff Car		Fire		$39,338		$0		$0		$39,338	**C-4**
Section Total-Equipment/Vehicles-Non-Utility				**$2,250,919**		**$0**		**$0**		**$2,250,919**	
Major Equipment/Vehicles - Utility											
WATER UTILITY											
2011 Backhoe - #1267		PW/Water		$189,500		$0		$0		$189,500	**B-7**
2009 Pick-Up Truck - #76		PW/Water		$31,900		$0		$0		$31,900	**B-7**
2010 Pick-Up Truck - #77		PW/Water		$31,900		$0		$0		$31,900	**B-7**
2011 Buster - #1814		PW/Water		$38,000		$0		$0		$38,000	**B-7**
SEWER UTILITY											
2010 Jet Truck - #1498		PW/Fleet		$395,000		$0		$0		$395,000	**B-8**
NEW Camera Sewer Truck		PW/Fleet		$270,000		$0		$0		$270,000	**B-8**
STORM WATER UTILITY											
2010 Catch Basin Vacuum #2120		PW/Fleet		$395,000		$0		$0		$395,000	**B-9**
SOLID WASTE UTILITY											
				$0		$0		$0		$0	
Section Total-Equipment/Vehicles-Utility				**$1,351,300**		**$0**		**$0**		**$1,351,300**	
Tax Increment Financing (TIF) Districts Improvements											
TIF Improvements - TBD				$0		$0		$0		$0	
Section Total-TIF Improvements				**$0**		**$0**		**$0**		**$0**	
2021 CIP Total				**$58,532,444**		**$1,153,000**		**$476,000**		**$58,073,444**	

CITY OF WEST ALLIS

DRAFT
CAPITAL IMPROVEMENT PROGRAM

2022

2022 CIP - Requests as of 11/13/2019							
		Department	Project Total	Assessments	Other Funding	City Cost	Exhibit Reference
Public Infrastructure Streets							
W. Scott St.: S. 57 St. to S. 60 St.		Engineering	$528,000	$156,000	$0	$372,000	**A-1-2**
S. 66 St.: W. Lapham St. to W. Burnham St.		Engineering	$206,000	$170,000	$0	$36,000	**A-1-2**
S. 57 St.: W. Burnham St. to W. Mobile St.		Engineering	$592,000	$175,000	$0	$417,000	**A-1-2**
S. 77 St.: W. Hicks St. to W. Grant St.		Engineering	$739,000	$219,000	$0	$520,000	**A-1-2**
W. Vigo Terr.: S. 99 St. to E/O S. 99 St.		Engineering	$71,000	$38,000	$0	$33,000	**A-1-2**
S. 91 St.: W. Arthur Pl. to W. Harrison Ave.		Engineering	$166,000	$88,000	$0	$78,000	**A-1-2**
S. 65 St.: W. Greenfield Ave. to W. National Ave.	#	Engineering	$211,000	$78,000	$0	$133,000	**A-1-2**
W. Becher St.: S. 92 St. to S. 99 St.	#	Engineering	$437,000	$239,000	$0	$198,000	**A-1-2**
W. Madison St.: S. 58 St. to S. 60 St.		Engineering	$211,000	$63,000	$0	$148,000	**A-1-2**
W. Orchard St.: S. 93 St. to S. 95 St.		Engineering	$131,000	$27,000	$0	$104,000	**A-1-2**
W. Hayes Ave.: W. Greenlinks Dr. to East End		Engineering	$139,000	$71,000	$0	$68,000	**A-1-2**
S. Greenlinks Dr.: W. Lincoln Ave. to W. Arthur Ave.		Engineering	$221,000	$113,000	$0	$108,000	**A-1-2**
W. Washington St.: S. 84 St. to S. 86 St.		Engineering	$275,000	$33,000	$0	$242,000	**A-1-2**
WisDOT Let: W. Beloit Road: S. 60 St. to W. Lincoln Ave. **(Engineering Only)** (A)		Engineering	$250,000	$0	$175,000	$75,000	**A-1-2**
WisDOT Let: W. National Ave.: S. 62 St. to S. 65 St. **(Engineering Only)** (A)		Engineering	$150,000	$0	$85,000	$65,000	**A-1-2**
WisDOT Let: W. Lincoln Avenue: S. 71 St. to S. 84 St. Traffic Signals **(Construction Only)** (B)		Engineering	$1,357,000	$0	$1,221,000	$136,000	**A-1-2**
WisDOT Let: W. Lincoln Avenue: S. 91 St. to S. 93 St. Traffic Signals **(Construction Only)** (B)		Engineering	$1,136,000	$59,000	$1,022,000	$55,000	**A-1-2**
WisDOT Let: S. 76 Street at W. Becher St. Traffic Signals **(Construction Only)** (B)		Engineering	$568,000	$0	$511,000	$57,000	**A-1-2**
WisDOT Let: S. 60 Street at W. Greenfield Ave. Traffic Signals **(Construction Only)** (B)		Engineering	$503,000	$0	$453,000	$50,000	**A-1-2**
Section Total-Streets			**$7,891,000**	**$1,529,000**	**$3,467,000**	**$2,895,000**	
Public Infrastructure Improvements - Streets Related							
Pavement Patching and Repair		Engineering	$250,000	$0	$0	$250,000	**A-1-2**
Section Total-Streets Related			**$250,000**	**$0**	**$0**	**$250,000**	
Public Infrastructure Improvements - Other							
Bridge Inspection		Engineering	$10,000	$0	$0	$10,000	**A-1-2**
Bike and Pedestrian Infrastructure		Comm Dev	$25,000	$0	$0	$25,000	**A-2**
Traffic Controls		PW/Electrical	$25,274	$0	$0	$25,274	**A-3**
Section Total-Other			**$60,274**	**$0**	**$0**	**$60,274**	
Public Infrastructure Improvements - Storm Water Utility							
			$0	$0	$0	$0	
Section Total-Storm Water			**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Water Utility							
			$0	$0	$0	$0	
Section Total-Water			**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Sewer Utility							
			$0	$0	$0	$0	
Section Total-Sewer			**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Sidewalks							
10 Year Sidewalk Program		Engineering	$117,000	$40,000	$0	$77,000	**A-1-2**
Section Total - Sidewalks			**$117,000**	**$40,000**	**$0**	**$77,000**	

2022 CIP - Requests as of 11/13/2019	Department	Project Total	Assessments	Other Funding	City Cost	Exhibit Reference
Park Improvements						
Liberty Heights Park Maintenance/Improvements	PW/Facilities	$9,900	$0	$0	$9,900	**A-121**
Park @ 76th St. and Hicks St.	Development	$450,000	$0	$0	$450,000	**C-1**
Section Total-Parks		**$459,900**	**$0**	**$0**	**$459,900**	
Public Property Improvements - Non-Utility						
Public Works						
Municipal Yard Maintenance	PW/Facilities	$357,375	$0	$0	$357,375	**A-109**
Municipal Yard North Garage Maintenance	PW/Facilities	$314,175	$0	$0	$314,175	**A-111**
Transfer Station	PW/Facilities	$39,105	$0	$0	$39,105	**A-112**
Parking Lot Improvements (S. 73 St. - S. 74 St.; W. Greenfield Ave. to W. Orchard St. Lot)	Engineering	$200,000	$0	$0	$200,000	**A-1-2**
Low Pressure Sodium Bulb Replacements for Street Lights	PW/Electrical	$200,000	$0	$0	$200,000	**A-8**
Emerald Ash Borer Pre-Emptive Removal Street Tree Replacement Planting	PW/Forestry	$18,750	$0	$0	$18,750	**A-29**
Boulevard Landscape Bed Consolidation	PW/Forestry	$13,700	$0	$0	$13,700	**A-30**
Police						
Police Facility Maintenance/Improvements	PW/Facilities	$35,000	$0	$0	$35,000	**A-113**
Fire						
Apparatus Floor Refinishing-Fire Station #3	Fire	$30,000	$0	$0	$30,000	**C-2**
Fire Adm Maintenance/Improvements	PW/Facilities	$29,550	$0	$0	$29,550	**A-114**
Fire Station #1 Maintenance/Improvements	PW/Facilities	$500	$0	$0	$500	**A-115**
Fire Station #2 Maintenance/Improvements	PW/Facilities	$4,700	$0	$0	$4,700	**A-116**
Fire Station #3 Maintenance/Improvements	PW/Facilities	$32,153	$0	$0	$32,153	**A-117**
Health Department						
Health Department Facility Maintenance	PW/Facilities	$120,698	$0	$0	$120,698	**A-118**
Senior Center						
Senior Center Maintenance/Improvements	PW/Facilities	$98,800	$0	$0	$98,800	**A-119**
Library						
Library Facility Maintenance/Improvements	PW/Facilities	$0	$0	$0	$0	**A-120**
General						
City Hall Maintenance	PW/Facilities	$276,323	$0	$0	$276,323	**A-108**
Historical Society	PW/Facilities	$22,200	$0	$0	$22,200	**A-123**
Jefferson School Substation	PW/Facilities	$126,200	$0	$0	$126,200	**A-124**
Liberty Heights Substation	PW/Facilities	$152,000	$0	$0	$152,000	**A-125**
City Hall/Public Works Building Construction	General	$0	$0	$0	$0	**A-126**
Development						
Beloit Road Senior Housing (Funded by Beloit Road, LLC)	Development	$20,000	$0	$20,000	$0	**A-24**
Section Total-Property Improvement		**$2,091,229**	**$0**	**$20,000**	**$2,071,229**	
Public Property Improvements - Utility						
WATER						
Pumping Station Update	PW/Water Utility	$100,000	$0	$0	$100,000	**A-26**
SEWER						
		$0	$0	$0	$0	
STORM						
		$0	$0	$0	$0	
Section Total - Property Improvements-Utility		**$100,000**	**$0**	**$0**	**$100,000**	

2022 CIP - Requests as of 11/13/2019						
	Department	Project Total	Assessments	Other Funding	City Cost	Exhibit Reference
Major Equipment/Vehicles - Non-Utility						
Public Works						
Asset Management / Work Order System (2018 - 2023 Total = $750,000)	Public Works	$70,000	$0	$0	$70,000	**A-27**
2008 20 Yd. Refuse Packer - #817	PW/Fleet	$295,000	$0	$0	$295,000	**D-1**
2007 Tandem Plow Dump Scraper - #1011	PW/Fleet	$294,000	$0	$0	$294,000	**D-1**
Police						
Investigative Squads (replace 2 per year)	Police	$50,000	$0	$0	$50,000	**A-32**
Marked Squads (replace 6 per year)	Police	$240,000	$0	$0	$240,000	**A-33**
Squad Camera Replacement/Maintenance	Police	$49,188	$0	$0	$49,188	**A-105**
Electronic Parking Citations	Police	$12,587	$0	$0	$12,587	**A-106**
Interview Room Camera Replacement	Police	$13,228	$0	$0	$13,228	**A-107**
Communications						
		$0	$0	$0	$0	
Information Technology						
Security Camera Replacement - Citywide	IT	$20,000	$0	$0	$20,000	**A-38**
Scale Replacement	IT	$90,000	$0	$0	$90,000	**B-117**
Fire						
Pick-Up Truck	Fire	$45,020	$0	$0	$45,020	**D-2**
Ambulances (1)	Fire	$284,754	$0	$0	$284,754	**D-3**
Section Total-Equipment/Vehicles-Non-Utility		**$1,463,777**	**$0**	**$0**	**$1,463,777**	
Major Equipment/Vehicles - Utility						
WATER UTILITY						
2008 Van - #91	PW/Fleet	$34,500	$0	$0	$34,500	**B-7**
SEWER UTILITY						
2011 Lead Sewer Truck - #120	PW/Fleet	$76,900	$0	$0	$76,900	**B-8**
STORM WATER UTILITY						
		$0	$0	$0	$0	
SOLID WASTE UTILITY						
		$0	$0	$0	$0	
Section Total-Equipment/Vehicles-Utility		**$111,400**	**$0**	**$0**	**$111,400**	
Tax Increment Financing (TIF) Districts Improvements						
TIF Improvements - TBD		$0	$0	$0	$0	
Section Total-TIF Improvements		**$0**	**$0**	**$0**	**$0**	
2022 CIP Total		**$12,544,580**	**$1,569,000**	**$3,487,000**	**$7,488,580**	

CITY OF WEST ALLIS

DRAFT
CAPITAL IMPROVEMENT PROGRAM

2023

2023 CIP - Requests as of 11/13/2019							
		Department	Project Total	Assessments	Other Funding	City Cost	Exhibit Reference
Public Infrastructure Streets							
S. 86th St.: W. Washington St. to W. Greenfield Ave.		Engineering	$455,000	$94,000	$0	$361,000	**A-1-2**
W. Arthur Ave.: S. 76 St. to S. 84 St.		Engineering	$388,000	$143,000	$0	$245,000	**A-1-2**
W. Arthur Ave.: S. 60 St. to S. 68 St.		Engineering	$387,000	$143,000	$0	$244,000	**A-1-2**
W. Washington St.: East of S. 56 St. to S. 60 St.		Engineering	$401,000	$48,000	$0	$353,000	**A-1-2**
S. 59 St.: W. Beloit Rd. to W. Mobile St.		Engineering	$444,000	$131,000	$0	$313,000	**A-1-2**
S. 61 St.: North of W. Mineral St. to W. National Ave.		Engineering	$633,000	$188,000	$0	$445,000	**A-1-2**
W. Boone Ave.: S. 86 St. to S. 88 St.	#	Engineering	$296,000	$146,000	$0	$150,000	**A-1-2**
S. 88th St.: W. Montana Ave. to S. Osage St.	#	Engineering	$279,000	$137,000	$0	$142,000	**A-1-2**
WisDOT Let: W. Beloit Road: S. 60 St. to W. Lincoln Ave. **(Construction Only)** (A)		Engineering	$4,456,000	$377,000	$3,565,000	$514,000	**A-1-2**
WisDOT Let: W. National Ave.: S. 62 St. to S. 65 St. **(ConstructionOnly)** (A)		Engineering	$2,045,000	$136,000	$1,636,000	$273,000	**A-1-2**
Section Total-Streets			**$9,784,000**	**$1,543,000**	**$5,201,000**	**$3,040,000**	
Public Infrastructure Improvements - Streets Related							
Pavement Patching and Repair		Engineering	$250,000	$0	$0	$250,000	**A-1-2**
Section Total-Streets Related			**$250,000**	**$0**	**$0**	**$250,000**	
Public Infrastructure Improvements - Other							
Bridge Inspection		Engineering	$10,000	$0	$0	$10,000	**A-1-2**
Bike and Pedestrian Infrastructure		Development	$25,000	$0	$0	$25,000	**A-2**
Traffic Controls		PW/Electrical	$25,274	$0	$0	$25,274	**A-3**
Section Total-Other			**$60,274**	**$0**	**$0**	**$60,274**	
Public Infrastructure Improvements - Storm Water Utility							
			$0	$0	$0	$0	
Section Total-Storm Water			**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Water Utility							
			$0	$0	$0	$0	
Section Total-Water			**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Sewer Utility							
			$0	$0	$0	$0	
Section Total-Sewer			**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Sidewalks							
10 Year Sidewalk Program		Engineering	$117,000	$40,000	$0	$77,000	**A-1-2**
Section Total - Sidewalks			**$117,000**	**$40,000**	**$0**	**$77,000**	
Park Improvements							
Reservoir Park Splash Pad		Development	$550,000	$0	$0	$550,000	**E-1**
Liberty Heights Park Maintenance/Improvements		Public Works	$49,820	$0	$0	$49,820	**A-121**
Section Total-Parks			**$599,820**	**$0**	**$0**	**$599,820**	

2023 CIP - Requests as of 11/13/2019	Department	Project Total	Assessments	Other Funding	City Cost	Exhibit Reference
Public Property Improvements - Non-Utility						
Public Works						
Municipal Yard Maintenance	PW/Facilities	$325,600	$0	$0	$325,600	**A-109**
Municial Yard North Garage Maintenance	PW/Facilities	$9,600	$0	$0	$9,600	**A-111**
Transfer Station	PW/Facilities	$0	$0	$0	$0	**A-112**
Low Pressure Sodium Bulb Replacements for Street Lights	PW/Electrical	$200,000	$0	$0	$200,000	**A-8**
Emerald Ash Borer Pre-Emptive Removal Street Tree Replacement Planting	PW/Forestry	$18,750	$0	$0	$18,750	**A-29**
Boulevard Landscape Bed Consolidation	PW/Forestry	$13,700	$0	$0	$13,700	**A-30**
Police						
Police Facility Maintenance/Improvements	PW/Facilities	$3,800	$0	$0	$3,800	**A-113**
Fire						
Fire Adm Maintenance/Improvements	PW/Facilities	$0	$0	$0	$0	**A-114**
Fire Station #1 Maintenance/Improvements	PW/Facilities	$140,040	$0	$0	$140,040	**A-115**
Fire Station #2 Maintenance/Improvements	PW/Facilities	$1,800	$0	$0	$1,800	**A-116**
Fire Station #3 Maintenance/Improvements	PW/Facilities	$35,074	$0	$0	$35,074	**A-117**
Health Department						
Health Department Facility Maintenance	PW/Facilities	$200,333	$0	$0	$200,333	**A-118**
Senior Center						
Senior Center Maitenance/Improvements	PW/Facilities	$0	$0	$0	$0	**A-119**
Library						
Library Facility Maintenance/Improvements	PW/Facilities	$233,360	$0	$0	$233,360	**A-120**
General						
City Hall Maintenance	PW/Facilities	$393,500	$0	$0	$393,500	**A-108**
Historical Society	PW/Facilities	$60,000	$0	$0	$60,000	**A-123**
Jefferson School Substation	PW/Facilities	$0	$0	$0	$0	**A-124**
Liberty Heights Substation	PW/Facilities	$0	$0	$0	$0	**A-125**
Development						
Boulevard & Gateway Improvements	Development	$50,000	$0	$0	$50,000	**A-23**
Section Total-Property Improvement		**$1,685,557**	**$0**	**$0**	**$1,685,557**	
Public Property Improvements - Utility						
WATER						
Pumping Station Update	PW/Water Utility	$100,000	$0	$0	$100,000	**A-26**
SEWER						
		$0	$0	$0	$0	
STORM						
		$0	$0	$0	$0	
Section Total - Property Improvements-Utility		**$100,000**	**$0**	**$0**	**$100,000**	

2023 CIP - Requests as of 11/13/2019	Department	Project Total	Assessments	Other Funding	City Cost	Exhibit Reference
Major Equipment/Vehicles - Non-Utility						
Public Works						
Asset Management / Work Order System (2018 - 2023 Total = $750,000)	Public Works	$65,000	$0	$0	$65,000	**A-27**
2011 41K Single Axle Dump Truck #717	PW/Fleet	$268,000	$0	$0	$268,000	**E-2**
2012 20 Yd. Refuse Packer - #818	PW/Fleet	$290,000	$0	$0	$290,000	**E-2**
Police						
Investigative Squads (replace 2 per year)	Police	$50,000	$0	$0	$50,000	**A-32**
Marked Squads (replace 6 per year)	Police	$240,000	$0	$0	$240,000	**A-33**
Squad Camera Replacement/Maintenance	Police	$49,188	$0	$0	$49,188	**A-105**
Electronic Parking Citations	Police	$12,587	$0	$0	$12,587	**A-106**
Interview Room Camera Replacement	Police	$13,228	$0	$0	$13,228	**A-107**
Communications						
		$0	$0	$0	$0	
Information Technology						
Security Camera Replacement - Citywide	IT	$20,000	$0	$0	$20,000	**A-38**
Fire						
Command SUV	Fire	$42,893	$0	$0	$42,893	**E-3**
Staff Car	Fire	$41,734	$0	$0	$41,734	**E-4**
Ambulances (2)	Fire	$569,507	$0	$0	$569,507	**D-3**
Section Total-Equipment/Vehicles-Non-Utility		**$1,662,137**	**$0**	**$0**	**$1,662,137**	
Major Equipment/Vehicles - Utility						
WATER UTILITY						
2013 Pick-Up Truck - #32	PW/Fleet	$33,200	$0	$0	$33,200	**B-7**
2013 Pick-Up Truck - #36	PW/Fleet	$33,200	$0	$0	$33,200	**B-7**
2003 Dump Truck - #211	PW/Fleet	$57,200	$0	$0	$57,200	**B-7**
2013 Pick-Up Truck - #31	PW/Fleet	$33,200	$0	$0	$33,200	**B-7**
2009 Tandem Dump Truck / Plow - #1001	PW/Fleet	$238,000	$0	$0	$238,000	**B-7**
SEWER UTILITY						
#2117 Pump House Generator	PW/Fleet	$55,000	$0	$0	$55,000	**B-8**
STORM WATER UTILITY						
2011 Vacuum Sweeper - #2833	PW/Fleet	$294,250	$0	$0	$294,250	**B-9**
SOLID WASTE UTILITY						
		$0	$0	$0	$0	
Section Total-Equipment/Vehicles-Utility		**$744,050**	**$0**	**$0**	**$744,050**	
Tax Increment Financing (TIF) Districts Improvements						
TIF Improvements - TBD		$0	$0	$0	$0	
Section Total-TIF Improvements		**$0**	**$0**	**$0**	**$0**	
2023 CIP Total		**$15,002,838**	**$1,583,000**	**$5,201,000**	**$8,218,838**	

CITY OF WEST ALLIS

DRAFT
CAPITAL IMPROVEMENT PROGRAM

2024

2024 CIP - Requests as of 11/13/2019							
		Department	Project Total	Assessments	Other Funding	City Cost	Exhibit Reference
Public Infrastructure Streets							
S. 118th St.: W. Washington Ave. to W. Rainbow Ave.		Engineering	$315,000	$93,000	$0	$222,000	**A-1-2**
W. Walker St.: S. 60 St. to East of S. 56 St.		Engineering	$507,000	$60,000	$0	$447,000	**A-1-2**
W. Rogers St.: S. 76 St. to S. 84 St.		Engineering	$1,056,000	$125,000	$0	$931,000	**A-1-2**
S. 72 St.: North of W. Walker St. to W. Washington St.		Engineering	$528,000	$156,000	$0	$372,000	**A-1-2**
S. 53 St.: W. Burnham St. to W. Rogers St.		Engineering	$275,000	$102,000	$0	$173,000	**A-1-2**
S. 77 St.: W. Pierce St. to W. Walker St.		Engineering	$253,000	$19,000	$0	$234,000	**A-1-2**
W. Pierce St.: S. 76 St. to S. 77 St.	#	Engineering	$64,000	$0	$0	$64,000	**A-1-2**
W. Mitchell St.: S. 60 St. to S. 66 St.	#	Engineering	$775,000	$224,000	$0	$551,000	**A-1-2**
Section Total-Streets			**$3,773,000**	**$779,000**	**$0**	**$2,994,000**	
Public Infrastructure Improvements - Streets Related							
Pavement Patching and Repair		Engineering	$250,000	$0	$0	$250,000	**A-1-2**
Section Total-Streets Related			**$250,000**	**$0**	**$0**	**$250,000**	
Public Infrastructure Improvements - Other							
Bridge Inspection		Engineering	$10,000	$0	$0	$10,000	**A-1-2**
Traffic Controls Cabinet/Software		PW/Electrical	$25,274	$0	$0	$25,274	**A-3**
Section Total-Other			**$35,274**	**$0**	**$0**	**$35,274**	
Public Infrastructure Improvements - Storm Water Utility							
Storm Sewer/Catch Basin Repair/Replacement			$140,000	$0	$0	$140,000	**A-4-2**
Section Total-Storm Water			**$140,000**	**$0**	**$0**	**$140,000**	
Public Infrastructure Improvements - Water Utility							
			$0	$0	$0	$0	
Section Total-Water			**$0**	**$0**	**$0**	**$0**	
Public Infrastructure Improvements - Sewer Utility							
Sanitary Manhole/Repair/Replacement			$45,000	$0	$0	$45,000	**A-5-2**
Section Total-Sewer			**$45,000**	**$0**	**$0**	**$45,000**	
Public Infrastructure Improvements - Sidewalks							
10 Year Sidewalk Program		Engineering	$117,000	$40,000	$0	$77,000	**A-1-2**
Section Total - Sidewalks			**$117,000**	**$40,000**	**$0**	**$77,000**	
Park Improvements							
Liberty Heights Park Maintenance/Improvements		Public Works	$21,050	$0	$0	$21,050	**A-121**
Section Total-Parks			**$21,050**	**$0**	**$0**	**$21,050**	

2024 CIP - Requests as of 11/13/2019						
	Department	**Project Total**	**Assessments**	**Other Funding**	**City Cost**	**Exhibit Reference**
Public Property Improvements - Non-Utility						
Public Works						
Parking Lot Improvements (S. 73 St. - S. 74 St.; W. Greenfield Ave. to W. Orchard St. Lot)	Engineering	$75,000	$0	$0	$75,000	**A-1**
Municipal Yard Maintenance	PW/Facilities	$328,845	$0	$0	$328,845	**A-109**
Municipal Yard North Garage Maintenance	PW/Facilities	$0	$0	$0	$0	**A-111**
Transfer Station	PW/Facilities	$0	$0	$0	$0	**A-112**
Emerald Ash Borer Pre-Emptive Removal Street Tree Replacement Planting (2024-29 annual cost)	PW/Forestry	$19,000	$0	$0	$19,000	**A-29-2**
Boulevard Landscape Bed Consolidation (2024-26 annual cost)	PW/Forestry	$14,500.00	$0	$0	$14,500	**A-30-3**
Police						
Police Facility Maintenance/Improvements	PW/Facilities	$343,632	$0	$0	$343,632	**A-113**
Fire						
Fire Adm Maintenance/Improvements	PW/Facilities	$0	$0	$0	$0	**A-114**
Fire Station #1 Maintenance/Improvements	PW/Facilities	$0	$0	$0	$0	**A-115**
Fire Station #2 Maintenance/Improvements	PW/Facilities	$0	$0	$0	$0	**A-116**
Fire Station #3 Maintenance/Improvements	PW/Facilities	$8,661	$0	$0	$8,661	**A-117**
Health Department						
Health Department Facility Maintenance	PW/Factilities	$51,549	$0	$0	$51,549	**A-118**
Senior Center						
Senior Center Maintenance/Improvements	PW/Facilities	$13,250	$0	$0	$13,250	**A-119**
Library						
Library Facility Maintenance/Improvements	PW/Facilities	$40,000	$0	$0	$40,000	**A-120**
General						
City Hall Maintenance	PW/Facilities	$39,300	$0	$0	$39,300	**A-108**
Historical Society	PW/Facilities	$72,000	$0	$0	$72,000	**A-123**
Development						
		$0	$0	$0	$0	
Section Total-Property Improvement		**$1,005,737**	**$0**	**$0**	**$1,005,737**	
Public Property Improvements - Utility						
WATER						
		$0	$0	$0	$0	
SEWER						
		$0	$0	$0	$0	
STORM						
		$0	$0	$0	$0	
Section Total - Property Improvements-Utility		**$0**	**$0**	**$0**	**$0**	

2024 CIP - Requests as of 11/13/2019	Department	Project Total	Assessments	Other Funding	City Cost	Exhibit Reference
Major Equipment/Vehicles - Non-Utility						
Public Works						
Refuse Packer #819	PW/Fleet	$288,610	$0	$0	$288,610	**F-100**
Dump Truck #1014	PW/Fleet	$274,200	$0	$0	$274,200	**F-101**
Police						
Investigative Squads (replace 2 per year)	Police	$50,000	$0	$0	$50,000	**A-32**
Marked Squads (replace 6 per year)	Police	$240,000	$0	$0	$240,000	**A-33**
Squad Camera Replacement/Maintenance	Police	$49,188	$0	$0	$49,188	**A-105**
Electronic Parking Citations	Police	$12,587	$0	$0	$12,587	**A-106**
Interview Room Camera Replacement	Police	$13,228	$0	$0	$13,228	**A-107**
Communications						
		$0	$0	$0	$0	
Information Technology						
Security Camera Replacement - Citywide	IT	$20,000	$0	$0	$20,000	**A-38**
Fire						
	Fire	$0	$0	$0	$0	
Section Total-Equipment/Vehicles-Non-Utility		**$947,813**	**$0**	**$0**	**$947,813**	
Major Equipment/Vehicles - Utility						
WATER UTILITY						
#2835 vac sweeper	PW/Fleet	$303,250	$0	$0	$303,250	**F-102**
SUV #185	PW/Fleet	$32,500	$0	$0	$32,500	**F-103**
#2834 vac sweeper	PW/Fleet	$298,500	$0	$0	$298,500	**F-104**
SEWER UTILITY						
	PW/Fleet	$0	$0	$0	$0	
STORM WATER UTILITY						
	PW/Fleet	$0	$0	$0	$0	
SOLID WASTE UTILITY						
		$0	$0	$0	$0	
Section Total-Equipment/Vehicles-Utility		**$634,250**	**$0**	**$0**	**$634,250**	
Tax Increment Financing (TIF) Districts Improvements						
TIF Improvements - TBD		$0	$0	$0	$0	
Section Total-TIF Improvements		**$0**	**$0**	**$0**	**$0**	
2024 CIP Total		**$6,969,124**	**$819,000**	**$0**	**$6,150,124**	

CITY OF WEST ALLIS
2020 BUDGET
CAPITAL PROJECTS FUND-TID'S

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUES					
Sale of Land/Property Taxes					
- TID #5 (6 Points)	$664,548	$673,624	$699,900	$666,848	$839,414
- TID #6 (Juneau Highlands)	$17	$18	$131,320	$123,501	$568,606
- TID #7 (Summit Place)	$1,989,321	$2,045,716	$2,039,800	$1,983,567	$2,684,129
- TID #9 (Pioneer)	$273,231	$282,318	$294,650	$279,915	$305,908
- TID #10 (Yellow Freight)	$168,353	$243,334	$243,900	$233,618	$286,371
- TID #11 (84th Street)	$254,281	$119,152	$192,300	$182,318	$357,248
- TID #12 (Teledyne)	$0	$0	$0	$0	$0
- TID #13 (Home Juice)	$0	$0	$0	$0	$7,902
- TID #14 (68TH & Mitchell)	$0	$0	$0	$0	$0
- TID #15 (The Market)	$0	$0	$21,700	$20,412	$218,404
- TID #16 (West Quarter-70th St Corridor)	$0	$0	$0	$0	$27,034
Proceeds of Bonds					
- TID #5 (6 Points)	$0	$0	$0	$0	$0
- TID #6 (Juneau Highlands)	$0	$0	$0	$0	$0
- TID #7 (Summit Place)	$0	$0	$0	$0	$0
- TID #9 (Pioneer)	$0	$0	$0	$0	$0
- TID #10 (Yellow Freight)	$0	$0	$0	$0	$0
- TID #11 (84th Street)	$0	$0	$0	$0	$0
- TID #12 (Teledyne)	$0	$0	$0	$0	$0
- TID #13 (Home Juice)	$0	$0	$0	$0	$0
- TID #14 (68TH & Mitchell)	$0	$0	$2,600,000	$587,105	$2,000,000
- TID #15 (The Market)	$0	$0	$0	$4,000,000	$1,500,000
- TID #16 (West Quarter-70th St Corridor)	$0	$0	$1,500,000	$6,500,000	$0
Miscellaneous Revenue					
- TID #2 (VETS)	$0	$0	$0	$0	$0
- TID #2 (QUAD)	$0	$0	$0	$0	$0
- TID #5 (6 Points)	$2,858,775	$881,376	$1,000,000	$1,000,000	$1,000,000
- TID #6 (Juneau Highlands)	$11,983	($18)	$0	$0	$0
- TID #7 (Summit Place)	$647,145	$928,767	$336,976	$336,976	$336,976
- TID #9 (Pioneer)	($268,280)	($264,999)	$0	$0	$0
- TID #10 (Yellow Freight)	($118,420)	($116,881)	$0	$0	$0
- TID #11 (84th Street)	($38,073)	$4,939,189	$0	$10,000	$10,000
- TID #12 (Teledyne)	$0	$0	$0	$0	$0
- TID #13 (Home Juice)	$3,661	$0	$0	$0	$0
- TID #14 (68TH & Mitchell)	$0	$0	$0	$0	$0
- TID #15 (The Market)	$0	$0	$0	$2,700,000	$0
- TID #16 (West Quarter-70th St Corridor)	$0	$0	$0	$0	$0
Total Revenues	**$6,446,542**	**$9,731,596**	**$9,060,546**	**$18,624,260**	**$10,141,992**

CITY OF WEST ALLIS
2020 BUDGET
CAPITAL PROJECTS FUND-TID'S

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
EXPENDITURES					
Capital Outlay - TID #2 (VETS)	$0	$0	$0	$0	$0
Capital Outlay - TID #3 (QUAD)	$0	$0	$0	$0	$0
Capital Outlay - TIF #4 (113th)	$0	$0	$0	$0	$0
Capital Outlay - TID #5 (6 PTS)	$44,174	$16,320	$65,000	$65,000	$65,000
Capital Outlay - TID #6 (Juneau Highlands)	$33,008	$1,732	$30,000	$30,000	$5,000
Capital Outlay - TID #7 (Summit)	$168,711	$332,615	$500,150	$500,150	$500,150
Capital Outlay - TID #9 (Pioneer)	$444	$157	$750	$750	$750
Capital Outlay - TID #10 (Yellow Freight)	$1,260	$497	$1,500	$1,500	$1,500
Capital Outlay - TID #11 (84th Street)	$39,476	$5,047,634	$50,000	$50,000	$50,000
Capital Outlay - TID #12 (Teledyne)	$4,200	$3,634	$5,000	$5,000	$100,000
Capital Outlay - TID #13 (Home Juice)	$1,363	$9,181	$25,000	$25,000	$5,000
Capital Outlay - TID #14 (68TH & Mitchell)	$127,507	$133,042	$100,000	$662,105	$2,000,000
Capital Outlay - TID #15 (The Market)	$180,029	$2,754,586	$500,000	$6,985,000	$1,500,000
Capital Outlay - TID #16 (West Quarter-70th S	$0	$85,510	$1,650,000	$5,150,000	$150,000
Operating Outlay net Transfers TID #1	$0	$0	$0	$0	$0
Operating Outlay net Transfers TID #2	$0	$0	$0	$0	$0
Operating Outlay net Transfers TID #3	$0	$0	$0	$0	$0
Operating Outlay net Transfers TIF #4	$0	$0	$0	$0	$0
Operating Outlay net Transfers TID #5	$1,250,359	$1,358,475	$2,031,014	$2,031,014	$1,933,603
Operating Outlay net Transfers TID #6	$143,067	$139,767	$137,456	$137,456	$151,043
Operating Outlay net Transfers TID #7	$3,773,323	$0	$278,880	$278,880	$179,153
Operating Outlay net Transfers TID #9	$0	$0	$69,893	$69,893	$68,449
Operating Outlay net Transfers TID #10	$0	$0	$114,980	$114,980	$117,811
Operating Outlay net Transfers TID #11	$0	$0	$278,946	$254,045	$286,759
Operating Outlay net Transfers TID #12	$0	$0	$0	$0	$0
Operating Outlay net Transfers TID #13	$0	$0	$0	$0	$0
Operating Outlay net Transfers TID #14	$0	$0	$0	$0	$46,766
Operating Outlay net Transfers TID #15	$0	$0	$0	$0	$0
Operating Outlay net Transfers TID #16	$0	$0	$0	$0	$517,766
Total Expenditures	**$5,766,921**	**$9,883,150**	**$5,838,569**	**$16,360,773**	**$7,678,750**
Net Operating Gain(Loss)	**$679,621**	**($151,554)**	**$3,221,977**	**$2,263,487**	**$2,463,242**
FUND BALANCES (DEFICIT)	**($6,758,008)**	**($6,909,562)**	**($3,687,585)**	**($4,646,075)**	**($2,182,833)**
TID #1 (AC)	0	0	0	0	0
TID #2 (VETS)	0	0	0	0	0
TID #3 (QUAD)	0	0	0	0	0
TIF #4 (113th)	0	0	0	0	0
TID #5 (6 Points)	(1,073,780)	(893,575)	(1,289,689)	(1,322,741)	(1,481,930)
TID #6 (Juneau Highlands)	(861,042)	(1,002,541)	(1,038,677)	(1,046,496)	(633,933)
TID #7 (Summit)	345,332	2,987,200	4,584,946	4,528,713	6,870,515
TID #9 (Pioneer)	61,900	79,062	303,069	288,334	525,043
TID #10 (Yellow Freight)	(968,946)	(842,990)	(715,570)	(725,852)	(558,792)
TID #11 (84th Street)	(1,115,789)	(1,105,082)	(1,241,728)	(1,216,809)	(1,186,320)
TID #12 (Teledyne)	(43,333)	(46,967)	(51,967)	(51,967)	(151,967)
TID #13 (Home Juice)	(284,911)	(294,092)	(319,092)	(319,092)	(316,190)
TID #14 (68th & Mitchell)	(2,596,008)	(2,729,050)	(229,050)	(2,804,050)	(2,850,816)
TID #15 (The Market)	(221,431)	(2,976,017)	(3,454,317)	(3,240,605)	(3,022,201)
TID #16 (West Quarter-70th St Corridor)	0	(85,510)	(235,510)	1,114,490	473,758
FUND BALANCES (DEFICIT)	**($6,758,008)**	**($6,909,562)**	**($3,687,585)**	**($4,796,075)**	**($2,332,833)**

CAPITAL IMPROVEMENTS BUSINESS PLAN

Department	Director	Fund and Dept. Group
Capital Improvement Program	Capital Improvement Committee, Pete Daniels, Dave Wepking, Peggy Steeno, Rebecca Grill	350-60

Mission/Overview
Special Revenue Funds are used to account for money collected from specific revenue sources that is restricted to be spent for specified purposes. Most of the City's Special Revenue Funds account for grant revenues awarded from a federal or state agency to be spent on a specific initiative. These funds are managed by the city department that requested the grant funding. Other City Special Revenue Funds account for funds the City receives that are restricted or committed to specific city initiatives.

Services Provided
Develop and recommend an annual plan based on capital budget requests submitted by City departments by prioritizing based in part on project ability to achieve Strategic Plan Goals, relationship with other capital project, relationship to other Common Council adopted plan, and the ability of the project funding to fit within the City's funding and debt service limitations per the fiscal policies.

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

DEBT SERVICE FUND

CITY OF WEST ALLIS
2020 BUDGET
DEBT SERVICE FUND

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget	Change
REVENUES							
Tax Levy - General	$3,999,194	$3,920,432	$4,095,747	$4,095,747	$4,095,747	$4,084,240	($11,507)
Unfunded Pension Payment (other)	36,300	0	0		0	0	$0
TID Revenue - Tax/Other							$0
TID #5 (6 Points - taxes)	661,286	670,314	696,600	655,102	655,102	831,249	$134,649
(6 Points - computer)	3,262	3,309	3,300	3,390	3,390	3,390	$90
(6 Points - Pers Prop Aid)	0	0	0	8,356	8,356	4,775	$4,775
(6 PTS transfer in from TID)	1,250,359	1,358,475	1,331,114	1,364,167	1,364,167	1,094,189	($236,925)
(6 Points - Debt)	0	0	0	0	0	0	$0
TID #6 (Juneau Highlands - taxes)	0	0	131,300	123,483	123,483	568,588	$437,288
(Juneau Highlds - computer)	17	18	20	18	18	18	($2)
(Juneau Highlds trsfr in from TID)	143,067	139,767	6,136	13,955	13,955	0	($6,136)
TID #7 (Summit - taxes)	1,422,639	1,470,704	1,464,800	1,377,594	1,377,594	2,088,261	$623,461
(Summit - computer)	566,682	575,012	575,000	588,927	588,927	588,927	$13,927
(Summit - Pers Prop Aid)				17,046	17,046	6,941	$6,941
(Summit - other)	0	0	0		0	0	$0
TID #9 (Pioneer - taxes)	272,886	281,969	294,300	276,774	276,774	305,550	$11,250
(Pioneer - computer)	345	350	350	358	358	358	$8
(Pioneer - Pers Prop Aid)				2,783	2,783	0	$0
(Pioneer - transfer in from TID)	0	0	0	0	0	0	$0
TID #10 (Yellow Freight - taxes)	164,196	239,116	239,700	225,401	225,401	277,830	$38,130
(Yellow Freight- computer)	4,157	4,218	4,200	4,320	4,320	4,320	$120
(Yellow Freight- Pers Prop Aid)				3,898	3,898	4,220	$4,220
(Yellow Freight - trsfr from TID)	0	0	0		0	0	$0
TID #11 (84th Street - taxes)	250,339	115,152	188,300	177,058	177,058	353,079	$164,779
(84th Street - computer)	3,942	4,000	4,000	4,097	4,097	4,097	$97
(84th Street - Pers Prop Aid)				1,163	1,163	72	$72
(84th Street - transfer in from TID)	0	0	61,745	71,727	71,727	0	($61,745)
TID #12 (Teldyne - taxes)	0	0	0		0	0	$0
(Teledyne - transfer from TID)	0	0	0		0	0	$0
TID #13 (Home Juice - taxes)	0	0	0		0	7,902	$7,902
(Home Juice - transfer from TID)	0	0	0		0	0	$0
TID #14 (Milw Ductile - taxes)	0	0	0		0	0	$0
(Milw Ductile - transfer from TID)	0	0	0		0	46,766	$46,766
TID #15 (The Market - taxes)	0	0	0	20,412	20,412	218,404	$218,404
(The Market - transfer from TID)	0	0	0		0	0	$0
TID #16 (70th St Corridor - taxes)	0	0	21,700		0	27,034	$5,334
(70th St Corridor - trsfer from TID)	0	0	0		0	490,732	$490,732
Total TID Revenue	$4,743,177	$4,862,404	$5,022,565	$4,940,028	$4,940,028	$6,926,702	$1,904,137
Issue Refunding Debt	730,000	0	0		0	0	$0
Issue TIF Debt	0	5,000,000	0	7,087,105	7,087,105	0	$0
Interest Income/other/Premium on Debt	234,483	95,507	0		0	0	$0
Transfer In-Gen Fund (Fire)	0	0	0		175,000		$0
Other Income In	0	0	0		0	0	$0
Total Revenues	***$9,743,153***	***$13,878,343***	***$9,118,312***	***$16,122,880***	***$16,297,880***	***$11,010,942***	***$1,892,630***

CITY OF WEST ALLIS
2020 BUDGET
DEBT SERVICE FUND

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget	Change
EXPENDITURES							
MADACC Society Debt Service	$0	$0	$0	$0	0	$0	0
General Principal Payments	2,940,000	3,125,000	2,984,000	3,060,000	3,060,000	2,880,000	(104,000)
General Interest Payments	342,919	388,301	413,063	391,623	391,623	412,641	(421)
Retirement - Principal Payments	580,000	620,000	660,000	660,000	660,000	695,000	35,000
Retirement - Interest Payments	91,278	70,230	55,085	55,085	55,085	46,599	(8,486)
City Purposes	$3,954,196	$4,203,531	$4,112,148	$4,166,708	$4,166,708	$4,034,240	-$77,908
Refunding	$755,000	$0	$0	$0	$0	$0	0
Refunding - General	0	0	0	0	0	0	0
Refunding - Pension	0	0	0	0	0	0	0
Refunding - TID #5	0	0	0	0	0	0	0
Refunding - TID#7	0	0	0	0	0	0	0
Refunding - TID#9	0	0	0	0	0	0	0
Refunding - TID#9	0	0	0	0	0	0	0
Refunding - Hospital	0	0		0	0		0
Discount on Debt	0	0	0	0	0	0	0
Debt Service Fees - General	54,268	47,653	50,000	0	50,000	50,000	0
Debt Service Fees - Refunding	0	0	0	0	0	0	0
Debt Service Fees - Pension	0	0	0	0	0	0	0
TID Principal Payments							0
TID #2 (Vets)	0	0	0	0	0	0	0
TID #2 Transfer to TID	0	0	0	0	0	0	0
TID #5 (6 Pts)	1,544,597	1,729,597	1,784,597	1,784,597	1,784,597	1,724,597	(60,000)
TID #5 (6 Pts)(refunding)	0	0	0	0	0	0	0
TID #6 (Juneau Highlands)	105,000	105,000	105,000	105,000	105,000	120,000	15,000
TID #6 Transfer to TID				0		417,564	
TID #7 (Summit)	546,820	547,802	243,842	243,842	243,842	150,000	(93,842)
TID #7 Transfer to TID	1,377,487	1,450,482	1,760,920	1,704,687	1,704,687	2,504,977	744,056
TID #9 (Pioneer)	240,000	245,000	55,000	55,000	55,000	55,000	0
TID #9 (Pioneer)(refunding)	0	0	0	0	0	0	0
TID #9 Transfer to TID	4,951	17,320	224,758	210,023	210,023	237,459	12,702
TID #10 (Yellow Freight)	80,000	80,000	80,000	80,000	80,000	85,000	5,000
TID #10 Transfer to TID	49,933	126,454	128,920	118,638	118,638	168,559	
TID #11 (84th Street)	60,000	65,000	67,500	67,500	67,500	67,500	0
TID #11 Transfer to TID	171,009	32,091	0	0	0	70,489	70,489
TID #11 Transfer to TID-debt proceeds		5,000,000		0	0	0	
TID #12 Teledyne	0	0	0	0	0	0	
TID #13 (Home Juice)	0	0	0	0	0	0	0
TID #13 Home Juice-Transfer to TID	0	0	0	0		7,902	
TID #14 (Milw Ductile)	0	0	0	0	0	18,537	18,537
TID #14 (Milw Ductile)-Trsfr to TID	0	0	0	587,105	587,105	0	
TID #15 (The Market)	0	0	0	0	0	0	0
TID #15 The Market-Transfer to TID	0	0	0	20,412	20,412	218,404	
TID #16 70th St Corridor	0	0	0	0	0	205,232	205,232
TID #16 70th St Corridor-Trsfr to TID	0	0	21,700	6,500,000	6,500,000	0	
Total TID Principal	$4,179,797	$9,398,745	$4,472,237	$11,476,805	$11,476,805	$6,051,219	$693,405
EXPENDITURES (cont.)							
TID Interest Payments							
TID #2 (Vets)	$0	$0	$0	$0	0	$0	0
TID #5 (6 Pts)	372,107	302,501	246,417	246,417	246,417	209,006	(37,411)
TID #6 (Juneau Highlands)	38,084	34,785	32,456	32,456	32,456	31,043	(1,414)
TID #7 (Summit)	65,013	47,433	35,038	35,038	35,038	29,153	(5,885)
TID #9 (Pioneer)	28,280	19,999	14,893	14,893	14,893	13,449	(1,444)
TID #10 (Yellow Freight)	38,420	36,880	34,980	34,980	34,980	32,811	(2,169)
TID #11 (84th Street)	23,273	22,061	186,545	186,545	186,545	219,259	32,714
TID #12 (Teledyne)	0	0	0	0	0	0	0
TID #13 (Home Juice)	0	0	0	0	0	0	0
TID #14 (Milw Ductile)	0	0	0	0	0	28,229	28,229
TID #15 (The Market)	0	0	0	0	0	0	0
TID #16 (70th St Corridor)	0	0	0	0	0	312,534	312,534
Total TID Interest	$565,177	$463,659	$550,328	$550,329	$550,329	$875,483	$325,155
TID Purposes	$4,744,974	$9,862,404	$5,022,565	$12,027,133	$12,027,133	$6,926,702	$1,018,560
Total Expenditures	***$9,508,438***	***$14,113,587***	***$9,184,712***	***$16,193,841***	***$16,243,841***	***$11,010,942***	***$940,653***
Net Operating Gain(Loss)	***$234,715***	***($235,245)***	***($66,401)***	***($70,961)***	***$54,039***	***$0***	***$951,978***
Beginning Fund Balance	$2,469	$237,184	$1,939	$1,939	$1,939	$55,979	
Ending Fund Balance	$237,184	$1,939	($64,461)	($69,021)	$55,979	$55,979	
Detail of Fund Balance							
Designated General	$237,184	$1,939	($64,461)	($69,021)	$55,979	$55,979	
Fund Balance	***$237,184***	***$1,939***	***($64,461)***	***$55,979***	***$55,979***	***$55,979***	

Department	Director	Fund and Dept. Group
Debt Service Fund	Peggy Steeno	401

Mission/Overview

The mission of the Debt Service Fund is to:
(1) Prudently manage the outstanding debt of the City,
(2) Maintain a strong debt rating, to the extent possible, which enables the City to borrow funds at a favorable rate,
(3) Maintain a record of all individual outstanding City debt issues, including recording all new debt offerings, annual debt service payments, debt retirements and debt re-financings,
(4) Ensure that all required debt payments are made timely,
(5) Collect resources from all applicable City funds, including the annual tax levy, to enable the debt service fund to make required payments on behalf of each fund that holds outstanding debt obligations,
(6) Minimize the interest paid on debt, to the extent possible, through matching the timing of borrowings to needed spending, monitoring market conditions, executing re-financings when favorable, and retiring debt promptly when applicable.

Services Provided

Services provided include the following:
(1) Active management of all exiting City debt, including debt issuance and debt payment,
(2) Completion of all regulatory required communications,
(3) Assist all departments that are contemplating debt issuance for specific projects,
(4) Calculate and communicate debt projections for contemplated debt,
(5) Monitor rules and regulations with regard to debt limitations, debt issuance, spenddown timing, and debt recording,
(6) Maintain, adhere to, and recommend changes to City policies related to debt, and
(7) Work closely with the City's financial advisor on overall short and long term debt planning.

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

ENTERPRISE FUNDS

Department	Director	Fund and Dept. Group
Enterprise Funds	Dave Wepking/Pete Daniels	Funds 501, 510, 520, 530, 540, 550

Mission/Overview

Enterprise Funds are used to account for services provided by the City where the primary revenue source is a fee charged to external users.

Services Provided

Water Utility: The Public Works Department-Water Division maintains the City's water system, meter reading and the billing of water, sewer, storm, and solid waste charges, in accordance with Wisconsin Public Service Commission requirements. The Engineering Department plans for capital replacement and repair of the water system. Primary operational costs include the purchase of water from Milwaukee Water Works and its distribution to West Allis customers; maintenance and repair of the city's water mains, hydrants, valves, services, and meters; meter reading; and billing.

Sanitary Sewer Utility: The Public Works Department-Sanitation and Streets Division maintains the City's sanitary sewer system. The Engineering Department plans for capital replacement and repair of the sanitary sewer system. Primary operational costs include maintenance, repair, and cleaning of the city's sanitary sewer lines.

Storm Water Utility: The Public Works Department-Sanitation and Streets Division maintains the City's storm sewer system. The Engineering Department plans for capital replacement and repair of the sanitary sewer system. Primary operational costs include maintenance, repair, and cleaning of the city's storm sewers and catch basins, as well as street sweeping, and leaf collection.

Solid Waste Fund: The Public Works Department-Sanitation and Streets Division is responsible for the City's Solid Waste Fund. Primary operational costs include the collection of recyclables, and the dumping fees for garbage collection.

Parking Utility: The Public Works Department-Sanitation and Streets Division and Forestry Division are responsible for the City's Parking Utility. Primary operational costs include the maintenance and snow plowing of the downtown area parking lots.

Beloit Road Senior Housing: The City remains a minority owner of the Beloit Road housing complex, and has a contract with the ownership group to manage and operate the facility. The Community Development Division oversees the management contract.

CITY OF WEST ALLIS
2020 BUDGET
WATER UTILITY

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Request	Mayoral Additions/ Deletions	2020 Budget
REVENUES							
Metered Sales	$6,468,163	$6,817,856	$6,591,900	6,652,000	6,675,000		$6,675,000
Fire Protection - Public & Private	$1,315,308	$1,382,743	$1,379,000	1,369,000	1,379,000		$1,379,000
Penalties-Delinquent Accts	$105,274	$68,916	$105,000	100,000	105,000		$105,000
Hydrant Service Charge	$16,778	($1,703)	$17,000	33,000	18,500		$18,500
Miscellaneous Meter Charges	$11,258	$7,727	$10,000	9,000	11,000		$11,000
Sewer Utility Meter Cost Allocation	$73,423	$87,894	$60,000	$80,000	85,000		$85,000
Revenues from Merch	$14,510	$15,199	$19,200	8,800.00	12,750		$12,750
Sale of Fixed Assets/Materials/Scrap/CIAC	$27,464	$18,715	$13,000	$8,000	8,500		$8,500
Space Rental on Water Towers	$136,988	$138,761	$150,000	140,000	142,000		$142,000
Customer Contributions	$1,800	$9,300	$0	$0	$0		$0
Miscellaneous Revenue	$3,284	$352	$1,000	500	650		$650
Estimated Revenue From Rate Case					$801,000		$801,000
TOTAL REVENUES	***$8,174,250***	***$8,545,760***	***$8,346,100***	***$8,400,300***	***$9,238,400***	***$0***	***$9,238,400***
EXPENDITURES							
Salaries	$1,010,833	$1,237,410	$1,514,232	$1,259,500	$1,265,495		$1,265,495
Fringe Benefits	$608,292	$1,551,174	$710,016	$772,960	$614,363		$614,363
Repair & Maintenance	$191,859	$336,531	$360,000	$308,000	$373,500		$373,500
Materials & Supplies	$106,479	$186,817	$147,615	$152,900	$176,125		$176,125
Rentals	$22,083	$135,100	$84,900	$87,900	$121,500		$121,500
Purchased Water	$2,447,221	$2,925,284	$2,900,000	$3,000,000	$3,100,000		$3,100,000
Taxes	$978,536	$959,332	$975,000	$975,000	$980,000		$980,000
General & Administrative	$277,764	$225,708	$641,760	$532,450	$471,190		$471,190
Depreciation	$809,211	$838,878	$850,000	$848,000	$880,000		$880,000
Debt Interest	$274,435	$280,026	$408,000	$300,000	$305,000		$305,000
Amortization of Debt Discount	($1,100)	$2,941	$0	$2,000	$4,000		$4,000
TOTAL EXPENDITURES	***$6,725,614***	***$8,679,202***	***$8,591,523***	***$8,238,710***	***$8,291,173***	***$0***	***$8,291,173***
NET OPERATING GAIN (LOSS)-BUDGETARY BASIS	***$1,448,637***	***($133,441)***	***($245,423)***	***$161,590***	***$947,227***	***$0***	***$947,227***
Conversion to cash basis							
add back non-cash depreciation	$809,211	$838,878	$850,000	$848,000	$880,000		$880,000
less additional cash outflow for capital projects	($1,500,000)	($869,656)	($1,500,000)	($1,500,000)	($1,728,500)		($1,728,500)
cash inflow from bond sales/debt financing	$1,750,000	$1,495,000	$1,868,100	$1,707,600	$1,898,500		$1,898,500
cash outflow for additional capital projects/asset additions	($905,169)	($175,681)	($337,500)	($207,600)	($170,000)		($170,000)
cash outflow for principal payment	($1,140,000)	($1,230,000)	($1,460,000)	($1,315,000)	($1,405,000)		($1,405,000)
less dollar spent on or banked for future equip.	($277,000)	($277,000)	($350,000)	$0	$0		$0
NET OPERATING GAIN (LOSS)-CASH BASIS	***$1,090,848***	***($176,219)***	***($837,323)***	***($97,810)***	***$422,227***	***$0***	***$592,227***
FUND BALANCE							
RETAINED EARNINGS - BEGINNING OF YEAR	$15,420,958	$14,812,320	$14,678,883	$14,678,883	$14,840,473		$14,840,473
Cummulative Effect of change in accounting principle	($2,057,275)	$0					
RETAINED EARNINGS - END OF YEAR	$14,812,320	$14,678,883	$14,433,460	$14,840,473	$15,262,700		$15,262,700
Net Assets (comprising Fund Balance)							
Cash and Investments	$0	$0	$0	$0	$0		$0
Net receivables	$590,404	$631,386	$960,000	$675,000	$705,000		$705,000
Inventories and Prepaid Items	$815,432	$705,484	$1,200,000	$650,000	$625,000		$625,000
Land	$57,990	$57,990	$57,990	$57,990	$57,990		$57,990
Net Buildings	$31,554	$28,223	$24,000	$24,892	$21,561		$21,561
Infrastructure net of depreciation and related debt	$28,771,391	$29,252,526	$22,500,000	$30,100,000	$31,000,500		$31,000,500
Net Machinery and Equipment	$409,217	$506,736	$365,000	$636,000	$727,000		$727,000
Net Furniture & Fixtures	$0	$0	$0	$0	$0		$0
Total Net Assets	**$30,675,988**	**$31,182,345**	**$25,106,990**	**$32,143,882**	**$33,137,051**	**$0**	**$33,137,051**

**Staff in process of completing Water Rate Case and estimated revenue based on 12% increase*

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
WATER UTILITY							
Source of Supply & Pumpng							
501-2601-537.34-01	Purchased Water	2,547,221	2,925,284	2,900,000	2,197,435	3,100,000	200,000
501-2601-537.41-01	Water	42	56	0	0	0	0
501-2601-537.41-04	Electric	94,830	98,466	105,000	80,696	106,000	1,000
501-2601-537.41-05	Gas	2,679	3,633	2,700	2,245	2,800	100
501-2601-537.51-01	Postage	4,810	4,809	4,500	1,666	4,500	0
501-2601-537.51-07	Cleaning & Laundry Suppl	2,139	1,547	1,800	1,617	2,000	200
501-2601-537.53-22	Welding Supplies	220	283	200	159	200	0
501-2601-537.53-41	Medical & Lab Supplies	1,140	52	640	0	600	40-
501-2601-537.60-02	Safety Equipment	195	132	500	37	500	0
501-2601-537.80-03	Amortization of Prem/Disc	17,480-	20,026-	18,000-	0	21,000-	3,000-
*	Water Supply Expenses	2,635,796	3,014,236	2,997,340	2,283,855	3,195,600	198,260
501-2602-537.11-01	Salary & Wages	534	120	102,253	15,044	53,092	49,161-
501-2602-537.11-02	Vacation	8,167	3,922	0	0	0	0
501-2602-537.11-03	Holidays	2,877	2,306	0	0	0	0
501-2602-537.11-04	Sick Leave	772	919	0	0	0	0
501-2602-537.11-06	Funeral Leave	0	1,114	0	0	0	0
501-2602-537.11-07	Jury Duty	194	0	0	0	0	0
501-2602-537.13-01	Overtime Pay	3,263	5,996	0	3,124	0	0
501-2602-537.14-04	Watch Duty	0	100	0	0	0	0
501-2602-537.14-10	Car Allowance	3,340	0	0	0	0	0
501-2602-537.21-01	Health Insurance	2,674	3,209	30,852	2,885	15,802	15,050-
501-2602-537.21-04	Life Insurance	81	68	342	15	105	237-
501-2602-537.21-07	Dental Insurance	220	265	2,352	233	1,264	1,088-
501-2602-537.22-01	Social Secrty-OASDI 6.2%	1,048	911	6,265	1,089	3,222	3,043-
501-2602-537.22-02	Social Security-HI 1.45%	245	213	1,465	255	754	711-
501-2602-537.23-01	Retirement-General	1,147	1,003	6,698	629	3,584	3,114-
501-2602-537.24-01	Retirement-General	1,019,655-	0	0	0	0	0
501-2602-537.30-02	Consultants	0	7,604	0	0	0	0
501-2602-537.32-01	Computer Equip/Software	0	93	0	0	0	0
501-2602-537.44-08	Other	0	1,254	0	327	0	0
501-2602-537.44-51	Pump Equip Maintenance	0	5,716	27,000	495	5,000	22,000-
501-2602-537.51-01	Postage	1,130	883	600	541	700	100
*	Pumping Expenses	993,963-	35,696	177,827	24,637	83,523	94,304-
501-2603-537.11-01	Salary & Wages	2,795	0	0	0	0	0
501-2603-537.21-01	Health Insurance	855	0	0	0	0	0
501-2603-537.21-04	Life Insurance	5	0	0	0	0	0
501-2603-537.21-07	Dental Insurance	55	0	0	0	0	0
501-2603-537.22-01	Social Secrty-OASDI 6.2%	168	0	0	0	0	0
501-2603-537.22-02	Social Security-HI 1.45%	39	0	0	0	0	0
501-2603-537.23-01	Retirement-General	190	0	0	0	0	0
501-2603-537.24-01	Retirement-General	21	0	0	0	0	0
501-2603-537.53-05	Chemicals	0	0	5,000	0	5,000	0
501-2603-537.59-02	Other	1,910	0	10,000	2,538	15,000	5,000
*	Water Treatment Expenses	6,038	0	15,000	2,538	20,000	5,000
**	Source of Supply & Pumpng	1,647,871	3,049,932	3,190,167	2,311,030	3,299,123	108,956

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
Transmission/Distrib Exp							
501-2701-537.11-01	Salary & Wages	66,043	29,132	314,783	3,061	64,007	250,776-
501-2701-537.11-02	Vacation	13,364	2,515	0	0	0	0
501-2701-537.11-03	Holidays	5,500	1,105	0	0	0	0
501-2701-537.11-04	Sick Leave	908	10	0	0	0	0
501-2701-537.11-06	Funeral Leave	99	294	0	0	0	0
501-2701-537.11-12	Comp Time Used	2,660	247	0	0	0	0
501-2701-537.13-01	Overtime Pay	1,343	262	0	69	0	0
501-2701-537.14-04	Watch Duty	9	0	0	0	0	0
501-2701-537.14-10	Car Allowance	18	0	0	0	0	0
501-2701-537.21-01	Health Insurance	19,787	6,878	85,106	1,065	23,983	61,123-
501-2701-537.21-04	Life Insurance	227	90	297	14	186	111-
501-2701-537.21-07	Dental Insurance	1,438	535	3,869	60	1,330	2,539-
501-2701-537.22-01	Social Secrty-OASDI 6.2%	5,609	2,177	19,195	185	3,760	15,435-
501-2701-537.22-02	Social Security-HI 1.45%	1,311	509	4,489	44	879	3,610-
501-2701-537.23-01	Retirement-General	6,207	2,190	20,618	205	4,321	16,297-
501-2701-537.24-01	Retirement-General	265	0	0	0	0	0
501-2701-537.51-02	Office Supplies	58	0	0	0	0	0
*	Supervision & Engineering	124,846	45,944	448,357	4,703	98,466	349,891-
501-2702-537.11-01	Salary & Wages	69,309-	56,412-	152,027	28,018	15,084	136,943-
501-2702-537.11-02	Vacation	3,415	8,914	0	0	0	0
501-2702-537.11-03	Holidays	2,098	5,713	0	0	0	0
501-2702-537.11-04	Sick Leave	1,252-	1,978	0	0	0	0
501-2702-537.11-06	Funeral Leave	992	564	0	0	0	0
501-2702-537.11-08	Injury Time-Workers Comp	3,624	0	0	0	0	0
501-2702-537.11-12	Comp Time Used	960	1,642	0	0	0	0
501-2702-537.11-23	transfer journal payroll	0	14,662	0	0	0	0
501-2702-537.13-01	Overtime Pay	919	6,743	0	3,922	0	0
501-2702-537.14-04	Watch Duty	645	1,535	0	1,245	0	0
501-2702-537.21-01	Health Insurance	705-	10,271	60,636	12,005	5,476	55,160-
501-2702-537.21-04	Life Insurance	52	62	262	56	43	219-
501-2702-537.21-07	Dental Insurance	176-	305	3,831	826	386	3,445-
501-2702-537.22-01	Social Secrty-OASDI 6.2%	2,971-	1,284-	9,027	1,963	901	8,126-
501-2702-537.22-02	Social Security-HI 1.45%	695-	300-	2,111	459	211	1,900-
501-2702-537.23-01	Retirement-General	2,339-	842-	9,958	2,174	1,018	8,940-
501-2702-537.24-01	Retirement-General	47	0	0	0	0	0
*	Meter Expense/Meter Shop	64,695-	6,449-	237,852	50,668	23,119	214,733-
501-2705-537.11-01	Salary & Wages	0	0	588,858	53,296	0	588,858-
501-2705-537.11-07	Jury Duty	2,335-	3,925-	0	0	0	0
501-2705-537.13-01	Overtime Pay	0	0	50,000	2,662	72,804	22,804
501-2705-537.14-02	Task Rate	0	0	1,000	0	0	1,000-
501-2705-537.14-04	Watch Duty	2,335	3,925	11,559	2,780	0	11,559-
501-2705-537.21-01	Health Insurance	0	0	179,444	17,541	0	179,444-
501-2705-537.21-04	Life Insurance	0	0	1,320	151	0	1,320-
501-2705-537.21-07	Dental Insurance	0	0	12,783	1,246	0	12,783-
501-2705-537.22-01	Social Secrty-OASDI 6.2%	0	0	39,458	3,485	4,514	34,944-
501-2705-537.22-02	Social Security-HI 1.45%	0	0	9,228	815	1,056	8,172-
501-2705-537.23-01	Retirement-General	0	0	42,668	3,720	2,455	40,213-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
501-2705-537.30-04	Other	0	1,882	0	5,474	0	0
501-2705-537.44-53	Struct/Improv Maintenance	134,581	38,435	0	3,577	0	0
501-2705-537.53-06	Painting Supplies	190	0	0	347	0	0
501-2705-537.71-01	Reservoir & Standpipes	0	0	0	4,409	0	0
*	Maintnc-Structures & Imp	134,771	40,317	936,318	99,503	80,829	855,489-
501-2706-537.11-01	Salary & Wages	96,047	105,526	0	64,475	53,092	53,092
501-2706-537.11-02	Vacation	1,483	1,759	0	0	0	0
501-2706-537.11-03	Holidays	1,966	1,331	0	0	0	0
501-2706-537.11-04	Sick Leave	0	446	0	0	0	0
501-2706-537.11-12	Comp Time Used	0	217	0	0	0	0
501-2706-537.12-01	Prov. Salary & Wages	2,470	2,135	0	1,878	0	0
501-2706-537.13-01	Overtime Pay	18,025	12,131	0	9,294	0	0
501-2706-537.21-01	Health Insurance	21,951	26,613	0	16,468	15,802	15,802
501-2706-537.21-04	Life Insurance	418	368	0	125	105	105
501-2706-537.21-07	Dental Insurance	1,847	2,202	0	1,273	1,264	1,264
501-2706-537.22-01	Social Secrty-OASDI 6.2%	7,307	7,486	0	4,556	3,222	3,222
501-2706-537.22-02	Social Security-HI 1.45%	1,709	1,751	0	1,066	754	754
501-2706-537.23-01	Retirement-General	7,987	8,129	0	4,832	3,584	3,584
501-2706-537.24-01	Retirement-General	303	0	0	0	0	0
501-2706-537.30-02	Consultants	25,225	40,630	0	27,873	44,000	44,000
501-2706-537.44-54	Distr Resv/Standpipe Mnt	131,040	134,303	145,000	3,857	140,000	5,000-
501-2706-537.44-56	Distribution Main Maint	0	117	0	0	0	0
501-2706-537.51-09	Other	0	525	0	153	0	0
501-2706-537.53-41	Medical & Lab Supplies	5,478	5,282	5,000	1,638	5,000	0
501-2706-537.58-01	Certification-Permits-Lic	0	645	640	545	640	0
*	Maint-Reservoir-Standpipe	323,256	351,596	150,640	138,033	267,463	116,823
501-2707-537.11-01	Salary & Wages	205,306	215,912	0	196,308	199,300	199,300
501-2707-537.11-02	Vacation	13,328	18,654	0	0	0	0
501-2707-537.11-03	Holidays	12,329	12,955	0	0	0	0
501-2707-537.11-04	Sick Leave	3,827	16,157	0	0	0	0
501-2707-537.11-06	Funeral Leave	495	0	0	0	0	0
501-2707-537.11-07	Jury Duty	1,178	2,310	0	0	0	0
501-2707-537.11-08	Injury Time-Workers Comp	367	0	0	0	0	0
501-2707-537.12-01	Prov. Salary & Wages	1,029	522	0	277	0	0
501-2707-537.13-01	Overtime Pay	19,656	32,059	0	4,939	0	0
501-2707-537.21-01	Health Insurance	61,198	71,865	0	59,813	59,490	59,490
501-2707-537.21-04	Life Insurance	618	750	0	468	480	480
501-2707-537.21-07	Dental Insurance	4,154	5,218	0	3,947	4,440	4,440
501-2707-537.22-01	Social Secrty-OASDI 6.2%	15,669	16,643	0	12,008	11,990	11,990
501-2707-537.22-02	Social Security-HI 1.45%	3,665	3,892	0	2,809	2,804	2,804
501-2707-537.23-01	Retirement-General	17,341	18,438	0	13,185	13,453	13,453
501-2707-537.24-01	Retirement-General	850	0	0	0	0	0
501-2707-537.30-04	Other	0	0	0	15,200	0	0
501-2707-537.43-02	Equipment Rental from PW	12,757-	70,040	50,000	0	65,000	15,000
501-2707-537.43-03	Other	0	0	0	216-	0	0
501-2707-537.44-56	Distribution Main Maint	35,582	31,161	55,000	3,932	55,000	0
501-2707-537.51-08	Hand & Shop Tools	0	502	2,000	740	2,000	0
501-2707-537.51-09	Other	0	27	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
501-2707-537.53-08	Concrete & Cement	73,144	76,962	71,000	81,898	75,000	4,000
501-2707-537.53-09	Asphalt & Road Oils	911	171	1,000	30	1,000	0
501-2707-537.53-10	Sand, Stone, & Gravel	0	0	5,000	261	15,000	10,000
501-2707-537.53-12	Lumber & Bldg Supplies	0	1,312	0	1,447	2,000	2,000
501-2707-537.53-52	Valves & Wtr Main Parts	0	10,275	0	9,007	0	0
501-2707-537.71-02	Transmission Mains	0	0	0	1,381	0	0
501-2707-537.71-03	Distribution Mains	0	0	0	20,766	0	0
*	Maintenance of Wtr Mains	457,890	605,825	184,000	428,200	506,957	322,957
501-2708-537.11-01	Salary & Wages	130,932	107,135	0	61,785	222,262	222,262
501-2708-537.11-02	Vacation	8,028	9,462	0	0	0	0
501-2708-537.11-03	Holidays	6,576	6,382	0	0	0	0
501-2708-537.11-04	Sick Leave	2,441	8,087	0	0	0	0
501-2708-537.11-06	Funeral Leave	316	0	0	0	0	0
501-2708-537.11-07	Jury Duty	751	1,160	0	0	0	0
501-2708-537.11-08	Injury Time-Workers Comp	234	0	0	0	0	0
501-2708-537.13-01	Overtime Pay	9,112	12,708	0	28	0	0
501-2708-537.21-01	Health Insurance	38,650	37,065	0	17,754	61,307	61,307
501-2708-537.21-04	Life Insurance	313	356	0	152	583	583
501-2708-537.21-07	Dental Insurance	2,114	2,667	0	1,333	4,550	4,550
501-2708-537.22-01	Social Secrty-OASDI 6.2%	9,631	8,824	0	3,690	13,381	13,381
501-2708-537.22-02	Social Security-HI 1.45%	2,253	2,064	0	863	3,129	3,129
501-2708-537.23-01	Retirement-General	10,708	9,785	0	4,049	15,003	15,003
501-2708-537.24-01	Retirement-General	314	0	0	0	0	0
501-2708-537.43-02	Equipment Rental from PW	5,953	38,000	7,000	0	29,000	22,000
501-2708-537.44-57	Services Maintenance	70,106	32,786	50,000	9,727	50,000	0
501-2708-537.44-63	Maint-Diggers Hotline	2,844	2,864	3,000	2,225	3,500	500
501-2708-537.51-08	Hand & Shop Tools	0	257	0	49	0	0
501-2708-537.51-09	Other	0	172	500	173	500	0
501-2708-537.53-05	Chemicals	0	0	100	0	100	0
501-2708-537.53-06	Painting Supplies	0	191	500	246	500	0
501-2708-537.53-08	Concrete & Cement	0	0	0	5	0	0
501-2708-537.53-10	Sand, Stone, & Gravel	0	18,638	0	27,873	0	0
501-2708-537.71-04	Services	0	311-	0	1,786	0	0
*	Maintenance of Services	301,276	298,292	61,100	131,738	403,815	342,715
501-2709-537.11-01	Salary & Wages	124,350	100,182	0	53,108	120,671	120,671
501-2709-537.11-02	Vacation	1,003	88	0	0	0	0
501-2709-537.11-03	Holidays	2,048	0	0	0	0	0
501-2709-537.11-04	Sick Leave	46	0	0	0	0	0
501-2709-537.11-08	Injury Time-Workers Comp	39	0	0	0	0	0
501-2709-537.11-20	Transferred Labor In	63,079-	50,271-	0	0	0	0
501-2709-537.13-01	Overtime Pay	1,807	359	0	195	0	0
501-2709-537.21-01	Health Insurance	30,406	25,128	0	15,330	43,806	43,806
501-2709-537.21-04	Life Insurance	327	278	0	127	343	343
501-2709-537.21-07	Dental Insurance	1,838	1,704	0	982	3,087	3,087
501-2709-537.21-99	Transfers	25,650-	20,681-	0	0	0	0
501-2709-537.22-01	Social Secrty-OASDI 6.2%	7,828	6,089	0	3,182	7,206	7,206
501-2709-537.22-02	Social Security-HI 1.45%	1,831	1,424	0	745	1,685	1,685
501-2709-537.23-01	Retirement-General	8,789	6,741	0	3,491	8,145	8,145

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
501-2709-537.24-01	Retirement-General	282	0	0	0	0	0
501-2709-537.30-02	Consultants	0	5,284	0	0	0	0
501-2709-537.30-04	Other	510	0	1,000	0	1,000	0
501-2709-537.43-02	Equipment Rental from PW	603	0	0	0	0	0
501-2709-537.43-03	Other	0	3	0	0	0	0
501-2709-537.44-59	Water Meter Maint	62,758	3,715	25,000	3,676	25,000	0
501-2709-537.51-08	Hand & Shop Tools	5	3	0	215	0	0
501-2709-537.51-09	Other	0	139	0	0	0	0
501-2709-537.53-50	Meters & Meter Supplies	0	261	0	7,525	6,000	6,000
501-2709-537.59-02	Other	1,800	22,888	0	9,696	10,000	10,000
501-2709-537.60-02	Safety Equipment	25	0	0	0	0	0
501-2709-537.70-05	Other	0	0	200,000	0	0	200,000-
501-2709-537.71-05	Water Meters	0	688-	0	170,464	0	0
*	Maintenance of Meters	157,566	102,646	226,000	268,736	226,943	943
501-2710-537.11-01	Salary & Wages	70,808	42,510	0	24,877	162,373	162,373
501-2710-537.11-02	Vacation	4,341	3,670	0	0	0	0
501-2710-537.11-03	Holidays	3,556	2,502	0	0	0	0
501-2710-537.11-04	Sick Leave	1,320	3,171	0	0	0	0
501-2710-537.11-06	Funeral Leave	171	0	0	0	0	0
501-2710-537.11-07	Jury Duty	406	455	0	0	0	0
501-2710-537.11-08	Injury Time-Workers Comp	127	0	0	0	0	0
501-2710-537.12-01	Prov. Salary & Wages	143	18	0	0	0	0
501-2710-537.13-01	Overtime Pay	4,135	4,666	0	50	0	0
501-2710-537.21-01	Health Insurance	22,719	16,493	0	9,462	51,589	51,589
501-2710-537.21-04	Life Insurance	179	146	0	56	420	420
501-2710-537.21-07	Dental Insurance	1,371	1,205	0	670	3,808	3,808
501-2710-537.22-01	Social Secrty-OASDI 6.2%	5,152	3,426	0	1,469	9,701	9,701
501-2710-537.22-02	Social Security-HI 1.45%	1,206	801	0	344	2,269	2,269
501-2710-537.23-01	Retirement-General	5,739	3,811	0	1,633	10,960	10,960
501-2710-537.24-01	Retirement-General	160	0	0	0	0	0
501-2710-537.43-02	Equipment Rental from PW	351	0	0	0	0	0
501-2710-537.44-60	Hydrant Maintenance	30,285	20,758	30,000	5,702	30,000	0
501-2710-537.51-08	Hand & Shop Tools	0	28	0	0	0	0
501-2710-537.51-09	Other	1,401	389	500	1,699	500	0
501-2710-537.53-51	Hydrants & Hydrant Parts	0	2,217	0	8,118	0	0
501-2710-537.59-02	Other	0	2,102	0	3,542	0	0
501-2710-537.71-06	Hydrants	0	0	110,000	4,331	0	110,000-
*	Maintenance of Hydrants	153,570	108,368	140,500	61,953	271,620	131,120
501-2711-537.11-01	Salary & Wages	14,344	0	0	0	37,599	37,599
501-2711-537.13-01	Overtime Pay	49	0	0	0	0	0
501-2711-537.21-01	Health Insurance	2,760	0	0	0	14,074	14,074
501-2711-537.21-04	Life Insurance	23	0	0	0	94	94
501-2711-537.21-07	Dental Insurance	187	0	0	0	957	957
501-2711-537.22-01	Social Secrty-OASDI 6.2%	875	0	0	0	2,235	2,235
501-2711-537.22-02	Social Security-HI 1.45%	205	0	0	0	523	523
501-2711-537.23-01	Retirement-General	979	0	0	0	2,538	2,538
501-2711-537.24-01	Retirement-General	79	0	0	0	0	0
501-2711-537.43-02	Equipment Rental from PW	824	0	900	0	500	400-

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PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
*	Maintenance of Misc Plant	20,325	0	900	0	58,520	57,620
501-2720-537.11-01	Salary & Wages	0	0	95,000	0	0	95,000-
501-2720-537.21-01	Health Insurance	0	0	26,700	0	0	26,700-
501-2720-537.21-04	Life Insurance	0	0	330	0	0	330-
501-2720-537.21-07	Dental Insurance	0	0	1,950	0	0	1,950-
501-2720-537.22-01	Social Secrty-OASDI 6.2%	0	0	5,890	0	0	5,890-
501-2720-537.22-02	Social Security-HI 1.45%	0	0	1,377	0	0	1,377-
501-2720-537.23-01	Retirement-General	0	0	6,225	0	0	6,225-
*	Maintenance Crews	0	0	137,472	0	0	137,472-
**	Transmission/Distrib Exp	1,608,805	1,546,539	2,523,139	1,183,534	1,937,732	585,407-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
	Customer Accounts Exp						
501-2801-537.11-01	Salary & Wages	14,507	11,228	0	19,742	52,683	52,683
501-2801-537.13-01	Overtime Pay	214	0	0	0	0	0
501-2801-537.21-01	Health Insurance	3,162	1,095	0	5,246	19,550	19,550
501-2801-537.21-04	Life Insurance	18	26	0	38	137	137
501-2801-537.21-07	Dental Insurance	204	494	0	387	1,343	1,343
501-2801-537.22-01	Social Secrty-OASDI 6.2%	886	1,354	0	1,182	3,136	3,136
501-2801-537.22-02	Social Security-HI 1.45%	207	317	0	277	733	733
501-2801-537.23-01	Retirement-General	993	1,502	0	1,293	3,556	3,556
501-2801-537.24-01	Retirement-General	42	0	0	0	0	0
501-2801-537.30-04	Other	719	0	0	0	0	0
501-2801-537.32-01	Computer Equip/Software	0	0	0	40	0	0
501-2801-537.32-04	Other	0	0	32,500	0	32,000	500-
501-2801-537.43-02	Equipment Rental from PW	51	0	0	0	0	0
*	Meter Reading	21,003	16,016	32,500	28,205	113,138	80,638
501-2802-537.11-01	Salary & Wages	160,450	127,543	123,994	100,128	53,227	70,767-
501-2802-537.11-02	Vacation	7,216	8,559	0	0	0	0
501-2802-537.11-03	Holidays	4,748	4,341	0	0	0	0
501-2802-537.11-04	Sick Leave	6,164	3,704	0	0	0	0
501-2802-537.11-06	Funeral Leave	0	846	0	0	0	0
501-2802-537.11-12	Comp Time Used	0	37	0	0	0	0
501-2802-537.13-01	Overtime Pay	19	75	0	0	0	0
501-2802-537.21-01	Health Insurance	37,267	30,286	29,039	22,905	8,071	20,968-
501-2802-537.21-04	Life Insurance	555	364	399	263	250	149-
501-2802-537.21-07	Dental Insurance	2,526	1,498	2,127	1,404	445	1,682-
501-2802-537.22-01	Social Secrty-OASDI 6.2%	10,825	8,586	7,476	5,908	3,228	4,248-
501-2802-537.22-02	Social Security-HI 1.45%	2,532	2,008	1,748	1,382	755	993-
501-2802-537.23-01	Retirement-General	12,208	9,751	8,121	6,559	3,593	4,528-
501-2802-537.24-01	Retirement-General	257	0	0	0	0	0
501-2802-537.30-04	Other	643	91	800	0	1,000	200
501-2802-537.32-01	Computer Equip/Software	900	1,650	0	1,500	0	0
501-2802-537.51-01	Postage	8,456	8,000	8,500	6,875	9,000	500
501-2802-537.55-02	Out-sourced	0	878	0	957	0	0
*	Customer Records & Collct	254,766	208,217	182,204	147,881	79,569	102,635-
501-2803-537.11-01	Salary & Wages	0	0	0	0	19,637	19,637
501-2803-537.21-01	Health Insurance	0	0	0	0	5,788	5,788
501-2803-537.21-04	Life Insurance	0	0	0	0	28	28
501-2803-537.21-07	Dental Insurance	0	0	0	0	333	333
501-2803-537.22-01	Social Secrty-OASDI 6.2%	0	0	0	0	1,169	1,169
501-2803-537.22-02	Social Security-HI 1.45%	0	0	0	0	273	273
501-2803-537.23-01	Retirement-General	0	0	0	0	1,325	1,325
*	Supervision	0	0	0	0	28,553	28,553
**	Customer Accounts Exp	275,769	224,233	214,704	176,086	221,260	6,556

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
Administrative & General							
501-2901-537.11-01	Salary & Wages	264,746	336,944	74,758	219,863	123,996	49,238
501-2901-537.11-02	Vacation	4,546	3,330	0	0	0	0
501-2901-537.11-03	Holidays	4,658	4,090	0	0	0	0
501-2901-537.11-04	Sick Leave	1,278	347	0	0	0	0
501-2901-537.11-06	Funeral Leave	0	191	0	0	0	0
501-2901-537.11-08	Injury Time-Workers Comp	434	0	0	0	0	0
501-2901-537.11-12	Comp Time Used	185	253	0	0	0	0
501-2901-537.12-01	Prov. Salary & Wages	3,857	3,383	0	238-	0	0
501-2901-537.13-01	Overtime Pay	4,022	3,512	0	2,738	0	0
501-2901-537.14-04	Watch Duty	2,635	0	0	0	0	0
501-2901-537.14-10	Car Allowance	2	0	0	0	0	0
501-2901-537.21-01	Health Insurance	214,805	243,553	12,953	58,006	38,955	26,002
501-2901-537.21-04	Life Insurance	1,277-	5,875	28	401	337	309
501-2901-537.21-07	Dental Insurance	4,699	6,074	825	3,726	2,528	1,703
501-2901-537.22-01	Social Secrty-OASDI 6.2%	17,866	20,980	4,585	13,278	7,336	2,751
501-2901-537.22-02	Social Security-HI 1.45%	3,407	4,945	1,073	3,106	1,715	642
501-2901-537.23-01	Retirement-General	145,198	75,260	4,896	14,645	8,370	3,474
501-2901-537.24-01	Retirement-General	443-	802,716	0	0	0	0
501-2901-537.29-01	Workers Compensation	86,364	17,497	42,000	10,134	40,000	2,000-
501-2901-537.29-02	Unemployement Compensatn	0	0	0	476	0	0
501-2901-537.29-03	Accrued Vacation	6,833-	7,133	0	0	0	0
501-2901-537.29-04	Accrued Overtime	3,425	4,153	0	0	0	0
501-2901-537.30-01	Audit	4,750	4,750	4,750	4,750	4,750	0
501-2901-537.30-02	Consultants	7,660	18,193	17,250	8,386	42,000	24,750
501-2901-537.30-04	Other	0	0	0	84	0	0
501-2901-537.30-05	Legal/Litigation	0	0	0	1,899	2,500	2,500
501-2901-537.31-01	Contractors	30,418	80,217-	30,000	1,809,643	30,000	0
501-2901-537.31-02	Other	8,009	0	500	12,959	0	500-
501-2901-537.32-01	Computer Equip/Software	0	780	0	900	1,000	1,000
501-2901-537.32-04	Other	32,035	32,035	32,000	0	32,000	0
501-2901-537.41-01	Water	494	4,073	500	5,072	6,000	5,500
501-2901-537.41-02	Storm Water	187	190	200	141	200	0
501-2901-537.41-03	Sanitary Sewer	284	242	300	126	300	0
501-2901-537.41-06	Telephone/Internet	5,803	4,057	4,500	2,536	5,500	1,000
501-2901-537.42-01	Property Taxes	978,536	959,332	975,000	0	980,000	5,000
501-2901-537.43-01	Buildings/Space Rent Exp	22,558	22,558	22,500	0	22,500	0
501-2901-537.43-03	Other	4,500	4,500	4,500	0	4,500	0
501-2901-537.44-02	Misc Machinery & Equip	5,083	0	5,000	518	5,000	0
501-2901-537.44-03	Vehicles	19,580	62,974	20,000	15,521	60,000	40,000
501-2901-537.44-08	Other	0	21	0	0	0	0
501-2901-537.44-51	Pump Equip Maintenance	0	2,428	0	0	0	0
501-2901-537.51-01	Postage	0	0	0	12	0	0
501-2901-537.51-02	Office Supplies	9,134	2,885	3,000	2,005	3,500	500
501-2901-537.51-03	Photo Supplies	0	28	0	0	0	0
501-2901-537.51-06	Custodial Supplies	3,771	984	3,000	801	3,000	0
501-2901-537.51-07	Cleaning & Laundry Suppl	861	1,216	800	90	800	0
501-2901-537.51-08	Hand & Shop Tools	2,843	12,518	2,500	1,309	3,500	1,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
501-2901-537.51-09	Other	4,335	2,059	3,000	349	3,000	0
501-2901-537.52-02	Other	20	0	0	0	200	200
501-2901-537.52-03	Subscriptions-Software	0	0	0	80	0	0
501-2901-537.53-01	Gasoline	21,905	27,713	22,000	17,859	23,000	1,000
501-2901-537.53-02	Oils, Fluids, Lubricants	252	419	300	92	350	50
501-2901-537.53-04	Propane	139	0	75	141	175	100
501-2901-537.53-05	Chemicals	132	18	50	14	0	50-
501-2901-537.53-06	Painting Supplies	4,776	323	2,500	197	500	2,000-
501-2901-537.53-08	Concrete & Cement	384	121	0	2,235	2,000	2,000
501-2901-537.53-18	Plumbing Parts	0	0	0	0	1,500	1,500
501-2901-537.53-21	Electrical Supplies	11	0	0	0	250	250
501-2901-537.53-41	Medical & Lab Supplies	2	0	50	0	50	0
501-2901-537.53-50	Meters & Meter Supplies	60	0	0	0	0	0
501-2901-537.53-51	Hydrants & Hydrant Parts	1,276	0	0	0	0	0
501-2901-537.53-52	Valves & Wtr Main Parts	442	0	0	0	0	0
501-2901-537.54-01	Classified Ads	233	0	0	0	0	0
501-2901-537.55-01	In-house (Print Shop)	0	0	0	1,820	0	0
501-2901-537.55-02	Out-sourced	14,822	12,616	10,000	8,231	14,000	4,000
501-2901-537.56-01	Local Business Meetings	0	0	0	15	0	0
501-2901-537.56-02	Conferences & Seminars	402	881	500	1,764	8,000	7,500
501-2901-537.56-03	Other	104	0	0	25	0	0
501-2901-537.57-01	Membership Dues	4,368	6,551	570	2,685	1,000	430
501-2901-537.57-02	Registration Fees	1,774	1,318	5,500	1,967	5,500	0
501-2901-537.58-01	Certification-Permits-Lic	10,935	8,584	9,050	9,262	9,000	50-
501-2901-537.59-02	Other	0	67	0	0	0	0
501-2901-537.60-01	Clothing/Uniforms	1,556	1,087	1,000	1,210	1,200	200
501-2901-537.60-02	Safety Equipment	5,278	4,388	2,000	1,250	3,000	1,000
501-2901-537.61-01	Liability Ins (premiums)	20,837	22,954	21,000	140	23,000	2,000
501-2901-537.61-02	Claims	0	0	10,000	0	0	10,000-
501-2901-537.63-01	Bad Debt Expense	2,522	3,731	5,000	5,490-	4,000	1,000-
501-2901-537.64-07	Inv Adjustments-Pcard	46,444	0	0	0	0	0
501-2901-537.66-01	Depreciation Expense	809,211	838,878	850,000	0	880,000	30,000
501-2901-537.70-02	Vehicles	0	0	27,500	10	70,000	42,500
501-2901-537.70-03	Equipment	0	0	0	582	0	0
501-2901-537.71-04	Services	0	0	0	484-	0	0
501-2901-537.71-05	Water Meters	0	0	0	43,444	0	0
501-2901-537.75-01	Work in Progress (equiv)	6,426	0	0	29,110	0	0
501-2901-537.80-02	Interest	274,434	280,026	408,000	226,258	305,000	103,000-
501-2901-537.80-04	Debt Fees	16,381	22,967	18,000	1,084	25,000	7,000
*	Admin & General Expenses	3,139,541	3,828,484	2,663,513	2,536,737	2,810,012	146,499
501-2902-537.11-01	Salary & Wages	24,338	18,963	0	1,190	15,668	15,668
501-2902-537.11-02	Vacation	547	1,302	0	0	0	0
501-2902-537.11-03	Holidays	700	677	0	0	0	0
501-2902-537.11-04	Sick Leave	78	77	0	0	0	0
501-2902-537.13-01	Overtime Pay	2	225	0	22	0	0
501-2902-537.21-01	Health Insurance	6,959	5,217	0	382	4,741	4,741
501-2902-537.21-04	Life Insurance	95	85	0	9	78	78
501-2902-537.21-07	Dental Insurance	539	417	0	28	379	379

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PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
501-2902-537.22-01	Social Secrty-OASDI 6.2%	1,571	1,304	0	70	909	909
501-2902-537.22-02	Social Security-HI 1.45%	367	305	0	17	213	213
501-2902-537.23-01	Retirement-General	1,756	1,442	0	80	1,058	1,058
501-2902-537.24-01	Retirement-General	40	0	0	0	0	0
501-2902-537.49-01	Write off/Obsolete	19,415	0	0	0	0	0
*	Inventory Exp-allocation	56,407	30,014	0	1,798	23,046	23,046
**	Administrative & General	3,195,948	3,858,498	2,663,513	2,538,535	2,833,058	169,545

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PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
501-9898-511.49-99	INVENTORY	2,779-	0	0	2,817-	0	0
*	NON-DEPARTMENTAL	2,779-	0	0	2,817-	0	0
**		2,779-	0	0	2,817-	0	0
***	WATER UTILITY	6,725,614	8,679,202	8,591,523	6,206,368	8,291,173	300,350-

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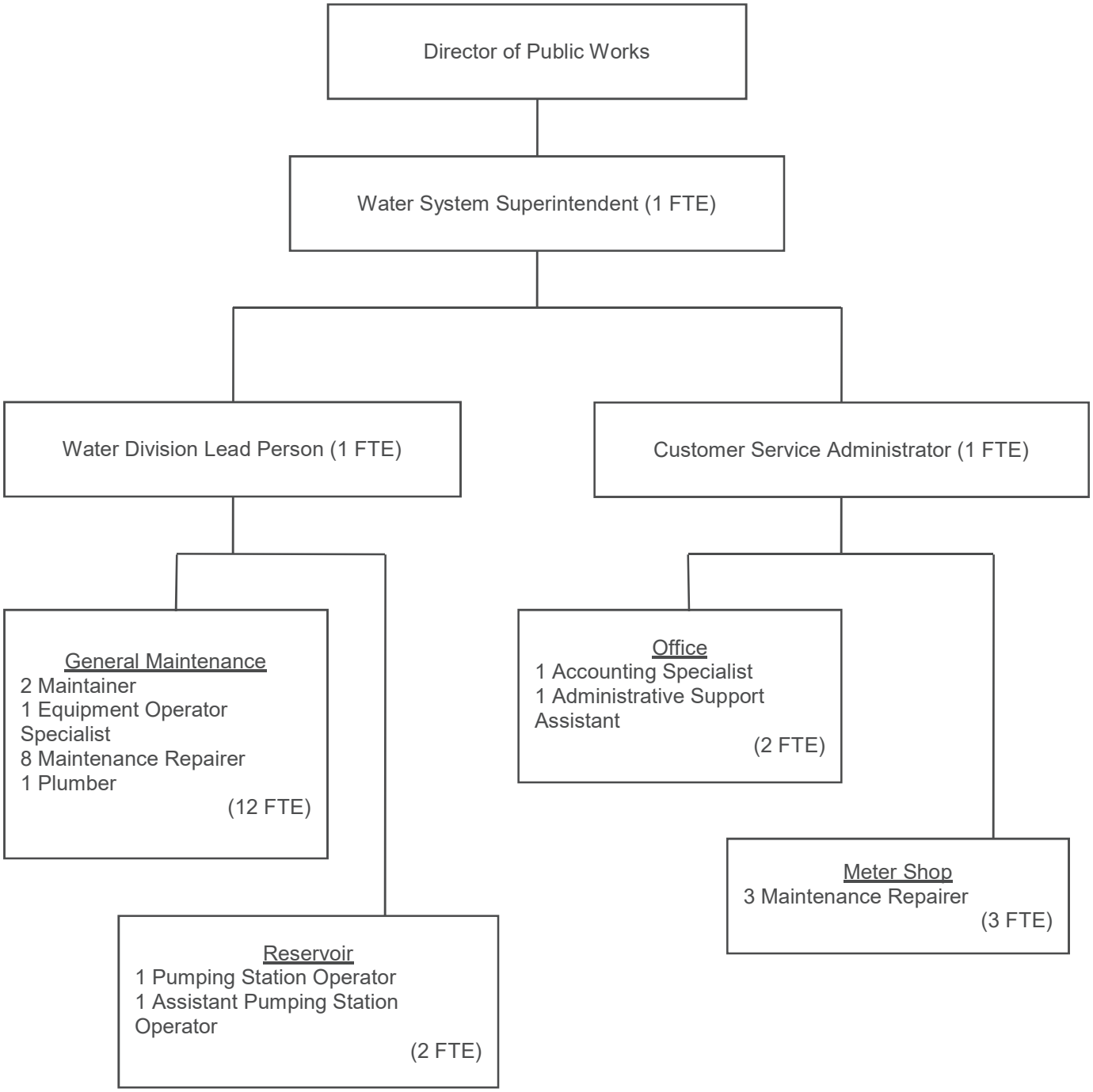
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		6,725,614	8,679,202	8,591,523	6,206,368	8,291,173	300,350-

PUBLIC WORKS
WATER



NOTE: Other personnel working in support of the Water Utility (A&F, Treasurer, PW, IT) are also funded by the Water Utility, but are not included on this chart. Further, some of the positions reflected above on this chart also perform work funded by other Utility Budgets (Sanitary, Storm, etc.).

CITY OF WEST ALLIS
2020 BUDGET
STORM WATER PROGRAM

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Request	Mayoral Additions/ Deletions	2020 Budget
REVENUES							
Storm Water Service Charges	$3,947,505	$3,952,551	$4,378,439	$3,964,000	*$4,038,560*		$4,038,560
Penalties	27,300	$28,270	$29,000	$28,750	$29,000		$29,000
Equipment Rental	0	$0	$0	$0	$0		$0
Assessment Revenues	67,604	$80,028	$0	$0	$0		$0
Misc.	118,535	$5,964	$6,000	$20,000	$8,500		$8,500
TOTAL REVENUES	***$4,160,943***	***$4,066,813***	***$4,413,439***	***$4,012,750***	***$4,076,060***		***$4,076,060***
EXPENDITURES							
Salary	$616,774	$610,609	$568,838	$496,000	$53,310		$53,310
Benefits	$285,836	$232,324	$246,658	$198,200	$21,671		$21,671
General Administration	$30,829	$33,385	$34,115	$35,152	$35,453		$35,453
Consulting Services	$79,841	$24,189	$31,000	$38,000	$27,000		$27,000
Rentals	$17,035	$17,035	$17,500	$17,035	$17,035		$17,035
Dumping Fees	$96,980	$110,313	$194,285	$179,000	$182,000		$182,000
Project Activities	$73,802	$94,122	$275,000	$282,000	$282,000		$282,000
Building Materials	$110,860	$100,993	$85,000	$126,300	$82,000		$82,000
Equipment Maint/Supplies	$16,987	$20,045	$33,425	$132,900	$166,300		$166,300
Equipment Rental /PW	$97,500	$100,940	$100,940	$100,940	$100,940		$100,940
Depreciation	$683,807	$697,653	$640,000	$695,000	$700,000		$700,000
Debt/Interest	$35,143	$33,656	$33,000	$33,150	$31,600		$31,600
Equipment	$111,595	$148,562	$158,300	$128,400	$204,809		$204,809
Transfer Out	$300,000	$1,200,000	$300,000	$300,000	$300,000		$300,000
Admin Support Charge	$24,573	$24,501	$27,000	$25,500	$25,000		$25,000
TOTAL EXPENDITURES	***$2,581,559***	***$3,448,326***	***$2,745,061***	***$2,787,577***	***$2,229,118***		***$2,229,118***
NET OPERATING GAIN (LOSS)- Budgetary Basis	***$1,579,384***	***$618,486***	***$1,668,378***	***$1,225,173***	***$1,846,942***		***$1,846,942***
Conversion to cash basis							
add back non cash depreciation	$653,069	$683,807	$640,000	$695,000	$700,000		$700,000
less additional cash outflow for capital projects	($1,150,000)	($1,120,000)	($1,837,500)	($2,033,000)	($1,805,760)		($1,805,760)
Cash outflow for additional capital projects	($1,256,451)	($2,086,848)	($120,000)	$0	($275,000)		
cash outflow for principal payment	($70,000)	($75,000)	($80,000)	($80,000)	($80,000)		($80,000)
less dollars spent on or banked for future equipment	$0	$0	$0	$0	$0		$0
Net Operating Gain (Loss)- Cash Basis	***($243,998)***	***($1,979,555)***	***$270,878***	***($192,827)***	***$386,182***		***$386,182***
FUND BALANCE							
RETAINED EARNINGS - BEGINNING OF YEAR	$37,815,520	$39,394,904	$40,013,390	$40,013,390	$41,238,563		$41,238,563
Cummulative effect of change in accounting principle	$0	$0					
RETAINED EARNINGS - END OF YEAR	**$39,394,904**	**$40,013,390**	**$41,681,768**	**$41,238,563**	**$43,085,505**		**$43,085,505**
Net Assets (comprising Fund Balance)							
Cash and Investments	$1,817,455	$2,522,324	$1,631,885	$2,329,497	$2,715,679		$2,715,679
Net Pension asset	$0	$0					
Net Receivables	$22,293	$328,356	$200,874	$243,500	$351,760		$351,760
Deferred charges	$256,923	$217,223	$95,000	$190,000	$170,000		$170,000
Infrastructure, net of depreciation and related debt	$36,705,132	$36,465,066	$39,477,712	$37,905,066	$39,298,066		$39,298,066
Machinery and Equipment net of depreciation	$593,101	$480,421	$550,000	$570,500	$550,000		$550,000
Total Net Assets	**$39,394,904**	**$40,013,390**	**$41,955,471**	**$41,238,563**	**$43,085,505**		**$43,085,505**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
STORM WATER FUND							
Storm Water Program							
540-1801-538.11-01	Salary & Wages	375,348	411,662	375,000	175,449	33,673	341,327-
540-1801-538.11-02	Vacation	1,583	131	0	0	0	0
540-1801-538.11-03	Holidays	1,273	244	0	0	0	0
540-1801-538.11-04	Sick Leave	313	9	0	0	0	0
540-1801-538.11-06	Funeral Leave	99	0	0	0	0	0
540-1801-538.11-12	Comp Time Used	172	0	0	0	0	0
540-1801-538.11-20	Transferred Labor	71,882	0	0	0	0	0
540-1801-538.12-01	Salary & Wages	8,164	10,254	0	12,167	0	0
540-1801-538.13-01	Overtime Pay	772	1,176	0	964	0	0
540-1801-538.14-10	Car Allowance	29	0	0	0	0	0
540-1801-538.21-01	Health Insurance	105,082	93,175	112,500	51,528	7,353	105,147-
540-1801-538.21-04	Life Insurance	1,178	3,443	1,000	576	133	867-
540-1801-538.21-07	Dental Insurance	7,383	6,015	8,000	3,190	486	7,514-
540-1801-538.22-01	Social Secrty-OASDI 6.2%	23,284	20,627	23,250	11,287	2,034	21,216-
540-1801-538.22-02	Social Security-HI 1.45%	5,446	4,824	5,440	2,640	476	4,964-
540-1801-538.23-01	Retirement-General	25,812	22,224	24,560	11,558	2,273	22,287-
540-1801-538.24-01	Retirement-General	663	0	0	0	0	0
540-1801-538.30-02	Consultants	6,079	0	0	0	0	0
540-1801-538.30-04	Other	4,501	500	12,000	2,103	8,000	4,000-
LEVEL	TEXT		TEXT AMT				
DEPT	ENGINEERING "SWEET WATERS" (DNR PUBLIC SERVICE ANNOUNCEMENT)						
540-1801-538.31-01	Contractors	9,249	0	0	0	0	0
540-1801-538.41-01	Water	0	0	2,310	0	2,300	10-
LEVEL	TEXT		TEXT AMT				
DEPT	INCREASE WATER USAGE IN 2020 FULLY STAFFED						
540-1801-538.41-04	Electric	3,200	3,509	3,605	2,556	3,541	64-
540-1801-538.41-05	Gas	1,771	2,548	2,000	1,570	2,060	60
540-1801-538.41-06	Telephone	1,429	1,475	0	1,027	1,452	1,452
540-1801-538.41-09	Dumping Fees	11,347	7,976	194,285	8,649	150,000	44,285-
LEVEL	TEXT		TEXT AMT				
DEPT	YARD WASTE		80,000				
	CB/SWEEPING		70,000				
			150,000				
540-1801-538.43-02	Equipment Rental from PW	36,100	100,940	100,940	0	100,940	0
540-1801-538.44-02	Misc Machinery & Equip	0	0	15,000	0	0	15,000-
540-1801-538.44-03	Vehicles	2,469	19,024	50,000	767	2,000	48,000-
540-1801-538.44-08	Other	2,844	2,864	2,300	2,225	72,809	70,509
LEVEL	TEXT		TEXT AMT				
DEPT	LARVICIDE		17,500				
	OTHER INCLUDING FABRICATION WORK FOR EQUIPMENT						

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
				17,500			
540-1801-538.51-08	Hand & Shop Tools	0	431	2,000	0	0	2,000-
540-1801-538.51-09	Other	0	164	700	0	28,800	28,100
LEVEL	TEXT		TEXT AMT				
DEPT	INCLUDES BACKFILL CB SOIL			3,800			
	TREE REMOVAL IN CREEK ROW (ORCHARD HILLS)			25,000			
				28,800			
540-1801-538.53-01	Gasoline	0	0	28,525	0	30,800	2,275
540-1801-538.53-02	Oils, Fluids, Lubricants	0	0	1,700	0	87,200	85,500
540-1801-538.53-03	Tires/Tubes	0	0	400	0	0	400-
540-1801-538.53-04	Propane	0	0	100	0	0	100-
540-1801-538.53-08	Concrete & Cement	22,885	21,662	15,000	67,742	22,000	7,000
540-1801-538.53-09	Asphalt & Road Oils	24,768	41,888	8,000	179	30,000	22,000
540-1801-538.53-10	Sand, Stone, & Gravel	0	0	500	0	0	500-
540-1801-538.53-11	Brick & Block	43,241	6,602	35,000	751	10,000	25,000-
540-1801-538.53-13	Manhole Castings	0	0	1,000	0	0	1,000-
540-1801-538.53-14	Catch Basin Castings	0	0	6,000	0	0	6,000-
540-1801-538.53-15	Sewer Materials	0	0	700	0	0	700-
540-1801-538.53-18	Plumbing Parts	0	0	500	0	0	500-
540-1801-538.53-19	Air Conditioner Parts	0	0	400	0	0	400-
540-1801-538.53-20	Heating Parts	0	0	200	0	0	200-
540-1801-538.53-21	Electrical Supplies	0	0	200	0	0	200-
540-1801-538.53-40	Environmental Supplies	19,860	30,841	17,500	8,083	20,000	2,500
540-1801-538.60-02	Safety Equipment	0	0	1,000	0	1,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	FOOT AND HAND WARMERS, MASKS, PPE, FIRST AID EQUIPMENT						
*	Maintenance of Storm Swrs	818,226	814,208	1,051,615	365,011	619,330	432,285-
540-1802-538.44-03	Vehicles	1,891	18,501	0	17,986	20,000	20,000
540-1802-538.53-01	Gasoline	4,046	2,160	0	2,341	2,500	2,500
*	Cleaning Storm Sewers	5,937	20,661	0	20,327	22,500	22,500
540-1803-538.11-01	Salary & Wages	724	0	0	0	0	0
540-1803-538.21-01	Health Insurance	242	0	0	0	0	0
540-1803-538.21-04	Life Insurance	3	0	0	0	0	0
540-1803-538.21-07	Dental Insurance	18	0	0	0	0	0
540-1803-538.22-01	Social Secrty-OASDI 6.2%	43	0	0	0	0	0
540-1803-538.22-02	Social Security-HI 1.45%	10	0	0	0	0	0
540-1803-538.23-01	Retirement-General	49	0	0	0	0	0
540-1803-538.24-01	Retirement-General	12	0	0	0	0	0
*	Ditches & Culverts	1,101	0	0	0	0	0
540-1804-538.11-01	Salary & Wages	28,244	0	0	0	0	0
540-1804-538.13-01	Overtime Pay	1,034	0	0	0	0	0
540-1804-538.21-01	Health Insurance	9,338	0	0	0	0	0
540-1804-538.21-04	Life Insurance	136	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
540-1804-538.21-07	Dental Insurance	606	0	0	0	0	0
540-1804-538.22-01	Social Secrty-OASDI 6.2%	1,762	0	0	0	0	0
540-1804-538.22-02	Social Security-HI 1.45%	412	0	0	0	0	0
540-1804-538.23-01	Retirement-General	1,996	0	0	0	0	0
540-1804-538.24-01	Retirement-General	97	0	0	0	0	0
540-1804-538.41-09	Dumping Fees	32,470	32,504	0	20,597	32,000	32,000
540-1804-538.44-03	Vehicles	14,391	18,172	0	20,067	19,000	19,000
540-1804-538.53-01	Gasoline	12,941	17,289	0	13,595	17,000	17,000
540-1804-538.53-09	Asphalt & Road Oils	106	0	0	0	0	0
*	Street Cleaning	103,533	67,965	0	54,259	68,000	68,000
540-1805-538.11-01	Salary & Wages	16,132	0	0	0	0	0
540-1805-538.12-01	Salary & Wages	432	0	0	0	0	0
540-1805-538.21-01	Health Insurance	4,523	0	0	0	0	0
540-1805-538.21-04	Life Insurance	59	0	0	0	0	0
540-1805-538.21-07	Dental Insurance	329	0	0	0	0	0
540-1805-538.22-01	Social Secrty-OASDI 6.2%	997	0	0	0	0	0
540-1805-538.22-02	Social Security-HI 1.45%	233	0	0	0	0	0
540-1805-538.23-01	Retirement-General	1,097	0	0	0	0	0
540-1805-538.24-01	Retirement-General	30	0	0	0	0	0
540-1805-538.30-04	Other	0	2,000	0	2,000	0	0
540-1805-538.41-09	Dumping Fees	53,163	69,833	0	4,220	0	0
540-1805-538.43-02	Equipment Rental from PW	61,400	0	0	0	0	0
*	Leaf Collect/Procs/Dispos	138,395	71,833	0	6,220	0	0
540-1807-538.11-01	Salary & Wages	105,924	180,925	193,838	70,867	19,637	174,201-
540-1807-538.11-02	Vacation	1,006	517	0	0	0	0
540-1807-538.11-03	Holidays	744	738	0	0	0	0
540-1807-538.11-04	Sick Leave	620	0	0	0	0	0
540-1807-538.11-12	Comp Time Used	106	28	0	0	0	0
540-1807-538.12-01	Salary & Wages	2,173	4,757	0	0	0	0
540-1807-538.13-01	Overtime Pay	0	168	0	431	0	0
540-1807-538.14-10	Car Allowance	2	0	0	0	0	0
540-1807-538.21-01	Health Insurance	22,690	35,275	42,810	13,676	5,788	37,022-
540-1807-538.21-04	Life Insurance	357	513	145	98	28	117-
540-1807-538.21-07	Dental Insurance	1,629	2,517	1,526	830	333	1,193-
540-1807-538.22-01	Social Secrty-OASDI 6.2%	6,789	11,464	11,938	4,294	1,169	10,769-
540-1807-538.22-02	Social Security-HI 1.45%	1,588	2,681	2,792	1,004	273	2,519-
540-1807-538.23-01	Retirement-General	61,739	29,520	12,697	4,670	1,325	11,372-
540-1807-538.24-01	Retirement-General	203	46	0	0	0	0
540-1807-538.30-01	Audit	2,400	2,400	2,400	2,400	2,400	0
540-1807-538.30-02	Consultants	15,040	13,598	11,000	22,772	11,000	0
540-1807-538.30-04	Other	8,643	8,091	8,000	8,000	8,000	0
540-1807-538.31-01	Contractors	53,028	25,781	275,000	1,471,714	275,000	0
540-1807-538.31-02	Other	475	0	0	66	0	0
540-1807-538.31-06	Rain Barrel Program	6,840	8,360	0	6,600	7,000	7,000
540-1807-538.31-50	MMSD Funded Projects	0	4,000	0	0	0	0
540-1807-538.32-04	Other	8,183	8,183	7,000	0	8,200	1,200
540-1807-538.43-01	Buildings/Space Rent Exp	17,035	17,035	17,500	0	17,035	465-
540-1807-538.51-01	Postage	8,000	8,000	8,000	6,875	8,000	0

PREPARED 10/16/19, 12:18:34 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
540-1807-538.55-02	Out-sourced	747	0	2,000	0	500	1,500-
540-1807-538.61-01	Liability Ins (premiums)	5,000	5,000	5,000	0	5,000	0
540-1807-538.63-01	Bad Debt Expense	99	2,271	1,800	0	2,000	200
540-1807-538.65-01	Admin Support Charges	24,573	24,501	27,000	0	25,000	2,000-
540-1807-538.66-01	Depreciation Expense	683,807	697,653	640,000	0	700,000	60,000
540-1807-538.70-02	Vehicles	90,000	90,000	90,000	0	90,000	0
540-1807-538.75-01	Work in Progress (equiv)	4,210	1,881	0	6,030	0	0
540-1807-538.80-02	Interest	35,808	34,308	33,000	24,650	31,600	1,400-
540-1807-538.80-03	Amortization of Prem/Disc	736-	736-	0	0	0	0
540-1807-538.80-04	Debt Fees	71	85	0	96	0	0
540-1807-538.91-00	Operating Transfer Out	300,000	1,200,000	300,000	0	300,000	0
*	Administrative	1,468,793	2,419,560	1,693,446	1,645,073	1,519,288	174,158-
**	Storm Water Program	2,535,985	3,394,227	2,745,061	2,090,890	2,229,118	515,943-
***	STORM WATER FUND	2,535,985	3,394,227	2,745,061	2,090,890	2,229,118	515,943-

PREPARED 10/16/19, 12:18:34 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		2,535,985	3,394,227	2,745,061	2,090,890	2,229,118	515,943-

CITY OF WEST ALLIS
2020 BUDGET
SANITARY SEWER UTILITY

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Request	Mayoral Additions/ Deletions	2020 Budget
REVENUES							
City Sewer Service Charges	$3,567,803	$3,972,938	$4,150,000	$3,950,000	$3,980,000		3,980,000
Metro Sewer Service Charges	$4,061,495	$4,285,531	$3,869,000	$4,180,133	$4,150,000		4,150,000
Penalties	$76,465	$76,625	$79,000	$79,000	$79,500		79,500
Service Charge - Cleaning San. Sew.	$0	$0	$0	$0	$0		0
MMSD Grant	$29,866	$9,000	$0	$16,000	$10,000		10,000
Equipment Rental Revenue	$0	$0	$0	$0	$0		0
Contributed Capital	$0	$0	$0	$0	$0		0
Other - Miscellaneous Revenues	$1,274	$958	$0	$500	$0		0
Sale of Scrap	$0	$0	$0	$0	$0		0
TOTAL REVENUES	***$7,736,904***	***$8,345,052***	***$8,098,000***	***$8,225,633***	***$8,219,500***		***8,219,500***
EXPENDITURES							
Sanitary Mains & Manholes	$326,467	$200,773	$340,925	$383,459	$127,527		127,527
Sewage Admin. & Service Charge	$6,117,729	$6,251,773	$5,733,403	$5,786,938	$6,282,313		6,282,313
TOTAL EXPENDITURES	***$6,444,196***	***$6,452,547***	***$6,074,328***	***$6,170,397***	***$6,409,840***		***6,409,840***
NET OPERATING GAIN (LOSS)- Budgetary Basis	***$1,292,707***	***$1,892,505***	***$2,023,672***	***$2,055,236***	***$1,809,660***		***1,809,660***
Conversion to cash basis							
add back depreciation (non-cash)	510,184	529,563	420,000	535,000	550,000		550,000
less additional cash outflow for capital projects	(2,872,443)	(663,608)	(2,542,600)	(2,480,000)	(2,837,000)		(2,837,000)
cash inflow from bond sales/debt financing	1,750,000	2,585,000	2,542,600	1,500,000	1,500,000		1,500,000
cash outflow for additional capital projects	(1,101,888)	0	(30,000)	0	0		0
less cash out debt repayment-principal	(1,735,000)	(1,891,037)	(2,094,720)	(1,988,720)	(2,236,495)		(2,236,495)
less cash for reduction in debt	0	0	0	0	0		0
less dollars spent on or banked for future equipment	0	0	0	0	0		0
Net Operating Gain (Loss)- Cash basis	***($2,156,440)***	***$2,452,423***	***$318,952***	***($378,484)***	***($1,213,835)***		***(1,213,835)***
Fund Balance							
Retained earnings-beginning of year	21,591,827	22,884,534	24,765,672	24,765,672	26,820,907		26,820,907
Cummulative effect of change in accounting principle		(11,368)	0	0			
Retained earnings-end of year	**22,884,534**	**24,765,672**	**26,789,344**	**26,820,907**	**28,630,567**		**28,630,567**
Net Assets (comprising Fund Balance)							
Cash and Investments	1,938,139	4,098,921	2,397,719	3,720,437	2,506,602		2,506,602
Net Receivables	(16,039,177)	(16,205,599)	(11,487,055)	(13,203,879)	(9,612,384)		(9,612,384)
Infrastructure, net of depreciation and related debt	36,578,680	36,533,619	35,578,680	36,033,619	35,533,619		35,533,619
Machinery and Equipment, net of depreciation	406,892	338,731	300,000	270,731	202,731		202,731
Total Net Assets	**22,884,534**	**24,765,672**	**26,789,344**	**26,820,907**	**28,630,567**		**28,630,567**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
SANITARY SEWER UTILITY							
Sanitary Sewer							
510-3801-536.11-01	Salary & Wages	168,455	89,684	120,000	68,333	4,083	115,917-
510-3801-536.11-02	Vacation	723	0	0	0	0	0
510-3801-536.11-03	Holidays	885	556	0	0	0	0
510-3801-536.11-04	Sick Leave	39	0	0	0	0	0
510-3801-536.11-06	Funeral Leave	99	0	0	0	0	0
510-3801-536.12-01	Salary & Wages	1,427	0	0	0	0	0
510-3801-536.13-01	Overtime Pay	745	747	0	1,087	0	0
510-3801-536.14-10	Car Allowance	6	0	0	0	0	0
510-3801-536.21-01	Health Insurance	44,414	27,935	36,000	16,299	790	35,210-
510-3801-536.21-04	Life Insurance	557	1,538	400	92	20	380-
510-3801-536.21-07	Dental Insurance	3,141	1,910	2,600	939	63	2,537-
510-3801-536.22-01	Social Secrty-OASDI 6.2%	9,703	5,381	7,440	4,169	247	7,193-
510-3801-536.22-02	Social Security-HI 1.45%	2,269	1,258	1,740	975	58	1,682-
510-3801-536.23-01	Retirement-General	10,986	6,081	7,860	4,549	276	7,584-
510-3801-536.24-01	Retirement-General	744	0	0	0	0	0
510-3801-536.30-04	Other	0	0	3,000	0	3,000	0
LEVEL	TEXT		TEXT AMT				
DEPT	VISU SEWER, EMERGENCY WORK						
510-3801-536.41-01	Water	0	0	10,000	0	4,500	5,500-
510-3801-536.41-04	Electric	262	322	400	302	412	12
510-3801-536.41-06	Telephone	923	805	0	465	824	824
510-3801-536.41-09	Dumping Fees	0	0	2,760	0	0	2,760-
510-3801-536.43-01	Buildings/Space Rent Exp	7,271	7,271	10,300	0	7,500	2,800-
510-3801-536.43-02	Equipment Rental from PW	0	31,500	31,500	0	31,500	0
510-3801-536.44-02	Misc Machinery & Equip	0	0	2,000	0	0	2,000-
510-3801-536.44-03	Vehicles	34,666	8,368	33,510	12,894	15,000	18,510-
510-3801-536.44-08	Other	0	0	3,500	0	18,500	15,000
LEVEL	TEXT		TEXT AMT				
DEPT	INCLUDE OUTSIDE FABRICATION WORK						
510-3801-536.51-08	Hand & Shop Tools	63	0	2,000	7	2,000	0
510-3801-536.51-09	Other	0	0	1,500	0	1,500	0
510-3801-536.53-01	Gasoline	10,116	11,211	12,365	9,084	12,464	99
510-3801-536.53-02	Operational Supplies	0	0	2,100	0	0	2,100-
510-3801-536.53-03	Tires/Tubes	0	0	1,500	0	0	1,500-
510-3801-536.53-08	Concrete & Cement	17,953	3,565	4,000	10,258	7,000	3,000
510-3801-536.53-09	Asphalt & Road Oils	9,604	1,900	2,000	0	2,000	0
510-3801-536.53-10	Sand, Stone, & Gravel	0	0	200	0	200	0
510-3801-536.53-11	Brick & Block	0	0	5,000	0	0	5,000-
510-3801-536.53-13	Manhole Castings	0	0	1,000	0	0	1,000-
510-3801-536.53-15	Sewer Materials	0	741	3,000	0	3,000	0
510-3801-536.53-18	Plumbing Parts	0	0	250	0	0	250-
510-3801-536.57-02	Registration Fees	0	0	2,000	2,436	1,090	910-
LEVEL	TEXT		TEXT AMT				

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PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
DEPT	NASCO RECERT AND MATERIALS			1,090 1,090			
510-3801-536.60-02	Safety Equipment	0	0	1,000	0	11,500	10,500
LEVEL	TEXT			TEXT AMT			
DEPT	NEW AIRSHORE EQUIPMENT			11,200			
	OTHER			300			
				11,500			
510-3801-536.70-02	Vehicles	1,416	0	0	0	0	0
510-3801-536.70-03	Equipment	0	0	30,000	0	0	30,000-
*	Maintenance-Mains/Manhole	326,467	200,773	340,925	131,889	127,527	213,398-
510-3803-536.11-01	Salary & Wages	158,358	240,912	245,664	120,809	56,168	189,496-
510-3803-536.11-02	Vacation	2,276	648	0	0	0	0
510-3803-536.11-03	Holidays	1,766	860	0	0	0	0
510-3803-536.11-04	Sick Leave	917	158	0	0	0	0
510-3803-536.11-12	Comp Time Used	229	28	0	0	0	0
510-3803-536.11-20	Transferred Labor	26,365	0	0	0	0	0
510-3803-536.12-01	Salary & Wages	4,758	4,327	0	0	0	0
510-3803-536.13-01	Overtime Pay	293	382	0	2,330	0	0
510-3803-536.14-10	Car Allowance	24	0	0	0	0	0
510-3803-536.21-01	Health Insurance	32,781	40,027	54,758	22,042	14,061	40,697-
510-3803-536.21-04	Life Insurance	510	524	161	166	166	5
510-3803-536.21-07	Dental Insurance	2,545	2,814	1,632	1,275	866	766-
510-3803-536.22-01	Social Secrty-OASDI 6.2%	10,914	13,723	11,911	7,431	3,372	8,539-
510-3803-536.22-02	Social Security-HI 1.45%	2,577	3,237	2,786	1,738	789	1,997-
510-3803-536.23-01	Retirement-General	37,082	24,410	16,091	8,066	3,791	12,300-
510-3803-536.24-01	Retirement-General	311	0	0	0	0	0
510-3803-536.30-01	Audit	4,000	4,000	4,000	4,000	4,000	0
510-3803-536.30-04	Other	439	91	0	0	0	0
510-3803-536.30-05	Legal/Litigation	0	0	500	0	500	0
510-3803-536.31-01	Contractors	303,198	133,115	120,000	3,676,008	120,000	0
510-3803-536.31-02	Other	174	0	500	19,460	500	0
510-3803-536.31-50	MMSD Funded Projects	19,000	9,000	0	18,000	0	0
510-3803-536.32-01	Computer Equip/Software	0	0	5,000	0	5,000	0
510-3803-536.32-03	Misc Equipment	16,164	16,164	10,000	0	16,000	6,000
510-3803-536.33-01	Residential	2,123,658	2,325,779	2,124,000	1,386,323	2,500,000	376,000
510-3803-536.33-02	Commercial	1,258,794	1,332,198	1,200,000	780,013	1,400,000	200,000
510-3803-536.33-03	Industrial	590,009	572,507	450,000	304,829	575,000	125,000
510-3803-536.33-04	Household Haz Waste	92,644	89,672	95,000	0	90,000	5,000-
510-3803-536.41-01	Water	284,646	350,817	305,000	0	320,000	15,000
510-3803-536.44-03	Vehicles	0	13,831	0	0	0	0
510-3803-536.51-01	Postage	8,000	8,000	8,000	6,875	8,000	0
510-3803-536.55-02	Out-sourced	747	0	3,100	0	3,100	0
510-3803-536.58-01	Certification-Permits-Lic	0	0	500	0	500	0
510-3803-536.61-01	Liability Insurance	5,000	5,000	5,000	0	5,000	0
510-3803-536.61-02	Claims	35,724	712	50,000	2,430	10,000	40,000-

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PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
510-3803-536.63-01	Bad Debt Expense	510	4,729	5,000	0	5,000	0
510-3803-536.65-01	Admin Support Charges	63,555	63,792	0	0	63,500	63,500
510-3803-536.66-01	Depreciation Expense	510,184	529,563	420,000	0	550,000	130,000
510-3803-536.66-03	Loss on Asset Retirement	596	347	0	0	0	0
510-3803-536.75-01	Work in Progress (equiv)	299-	4,822-	0	28,427	0	0
510-3803-536.80-02	Interest	415,506	398,669	515,000	306,909	461,000	54,000-
510-3803-536.80-03	Amortization of Prem/Disc	19,177-	22,782-	10,200-	0	24,000-	13,800-
510-3803-536.80-04	Debt Fees	16,621	39,341	40,000	1,537	40,000	0
510-3803-536.91-00	Operating Transfer Out	106,321	50,000	50,000	0	50,000	0
*	San Sewer Administration	6,117,720	6,251,773	5,733,403	6,698,668	6,282,313	548,910
**	Sanitary Sewer	6,444,187	6,452,546	6,074,328	6,830,557	6,409,840	335,512
***	SANITARY SEWER UTILITY	6,444,187	6,452,546	6,074,328	6,830,557	6,409,840	335,512

PREPARED 10/16/19, 12:20:31
PROGRAM GM601L

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		6,444,187	6,452,546	6,074,328	6,830,557	6,409,840	335,512

CITY OF WEST ALLIS
2020 BUDGET
SOLID WASTE FUND

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Mayoral Additions/ Deletions	2020 Budget
REVENUES							
Recycling	$1,905,026	$1,904,763	$1,900,000	$1,903,000	$1,879,000		$1,879,000
Sale of Recyclables	$26,552	$4,591	$15,000	$0	$0		$0
Operating Transfer	$0	$0		$0	$0		$0
Recycling Grant	$253,227	$253,214	$254,000	$253,289	$254,000		$254,000
Miscellaneous	$8,836	$0	$0	$0	$0		$0
Total Revenues	***$2,193,641***	***$2,162,567***	***$2,169,000***	***$2,156,289***	***$2,133,000***		***$2,133,000***
EXPENDITURES							
Salaries	$431,492	$440,820	$421,221	$437,000	$100,071		$100,071
Benefits	$178,512	$178,774	$205,169	$163,200	$39,283		$39,283
Equipment Rental PW	$111,700	$91,000	$91,000	$91,000	$91,000		$91,000
Dumping Fees	$834,241	$867,359	$908,630	$908,630	$1,057,000		$1,057,000
Materials/Supplies	$16,756	$18,648	$29,156	$20,400	$23,800		$23,800
Recycling Carts	$38,084	$0	$0	$0	$0		
Membership Dues	$0	$0	$0	$0	$0		$0
General/Administrative	$1,101,724	$32,532	$85,700	$28,409	$60,409		$60,409
Depreciation	$50,151	$50,151	$45,000	$50,000	$50,000		$50,000
Advertising & Promotion	$20,000	$0	$0	$0	$0		$0
Transfer to General Fund	$100,000	$100,000	$100,000	$100,000	$100,000		$100,000
Admin. Support Charges	$28,446	$17,637	$20,000	$20,000	$20,000		$20,000
Total Expenditures	***$2,911,106***	***$1,796,920***	***$1,905,876***	***$1,818,639***	***$1,541,563***	***0***	***$1,541,563***
Net Operating Gain(Loss)-Budgetary basis	***-$717,465***	***$365,647***	***$263,124***	***$337,650***	***$591,437***		***$591,437***
Conversion to cash basis							
add back non-cash depreciation	$50,151	$50,151	$45,000	$50,500	$50,000		$50,000
Less dollars spent on Infrastructure	$0	$0	$0	$0	$0		$0
less dollars spent on or banked for future equipmen	($100,000)	($100,000)	($100,000)	($100,000)	($100,000)		($100,000)
Net Operating Gain(Loss)- Cash basis	***($767,314)***	***$315,798***	***$208,124***	***$288,150***	***$541,437***		***$541,437***
Fund Balance							
Retained Earnings-beg of year	$4,674,420	$3,956,955	$4,322,602	$4,322,602	$4,660,252		$4,660,252
Restricted for Pension Benefits	$0	$0					
Ending Retained Earnings	**$3,956,955**	**$4,322,602**	**$4,585,726**	**$4,660,252**	**$5,251,689**		**$5,251,689**
Net Assets (comprising Fund Balance)							$0
Cash	$2,971,275	$3,287,073	$3,478,613	$3,575,223	$4,116,660		$4,116,660
Net receivables	$508,756	$608,757	$588,680	$708,757	$809,257		$809,257
Machinery and Equipment, net of depreciation	$476,924	$426,772	$510,000	$376,272	$325,772		$325,772
Total Net Assets	**$3,956,955**	**$4,322,602**	**$4,577,293**	**$4,660,252**	**$5,251,689**		**$5,251,689**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
Solid Waste Fund							
Sanitation & Streets							
550-4233-535.11-01	Salary & Wages	340,565	420,621	421,221	191,210	100,071	321,150-
550-4233-535.11-02	Vacation	3,973	581	0	0	0	0
550-4233-535.11-03	Holidays	3,074	1,681	0	0	0	0
550-4233-535.11-04	Sick Leave	765	8	0	0	0	0
550-4233-535.11-06	Funeral Leave	99	0	0	0	0	0
550-4233-535.11-08	Injury Time-Workers Comp	0	19	0	0	0	0
550-4233-535.11-12	Comp Time Used	289	266	0	0	0	0
550-4233-535.11-20	Est hourly labor - budget	48,754	0	0	0	0	0
550-4233-535.12-01	Prov. Salary & Wages	533	0	0	0	0	0
550-4233-535.13-01	Overtime Pay	9,480	10,934	0	5,859	0	0
550-4233-535.14-02	Task Rate	6,045	6,710	0	4,738	0	0
550-4233-535.14-10	Car Allowance	19	0	0	0	0	0
550-4233-535.21-01	Health Insurance	110,235	104,674	137,196	50,736	23,016	114,180-
550-4233-535.21-04	Life Insurance	1,087	867	1,044	300	382	662-
550-4233-535.21-07	Dental Insurance	7,225	5,857	7,151	3,078	1,634	5,517-
550-4233-535.22-01	Social Secrty-OASDI 6.2%	21,888	22,118	26,087	11,972	6,075	20,012-
550-4233-535.22-02	Social Security-HI 1.45%	5,119	5,173	6,101	2,799	1,421	4,680-
550-4233-535.23-01	Retirement-General	62,800	24,487	27,590	13,125	6,755	20,835-
550-4233-535.24-01	Retirement-General	828	0	0	0	0	0
550-4233-535.30-01	Audit	2,400	2,400	0	2,400	2,400	2,400
550-4233-535.30-04	Other	643	91	0	0	0	0
550-4233-535.32-03	Misc Equipment	0	0	0	0	10,000	10,000

LEVEL	TEXT	TEXT AMT
DEPT	TRANSFER STATION - PAINT, ROOF REPAIR	10,000
		10,000

550-4233-535.41-09	Dumping Fees	782,179	805,638	908,630	377,793	1,057,000	148,370

LEVEL	TEXT	TEXT AMT
DEPT	OIL (OSI)	1,000
	BRUSH (BLUE RIBBON)$28/TON	58,000
	GARBAGE (ADV DISP) $48.02/TON	816,000
	RECYCLING (JOHNS)	150,000
	ECYCLE (LEGACY)	32,000
		1,057,000

550-4233-535.43-01	Buildings/Space Rent Exp	5,009	5,009	5,000	0	5,009	9
550-4233-535.43-02	Equipment Rental from PW	86,300	91,000	91,000	0	91,000	0
550-4233-535.44-03	Vehicles	22,702	12,969	55,000	9,134	0	55,000-
550-4233-535.44-08	Other	0	0	0	0	30,000	30,000

LEVEL	TEXT	TEXT AMT
DEPT	INCLUDES OUTSIDE FABRICATION WORK	

550-4233-535.51-01	Postage	8,000	8,000	8,000	6,875	8,000	0
550-4233-535.51-02	Office Supplies	161	74	600	7	400	200-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
LEVEL	TEXT		TEXT AMT				
DEPT	MAP LAMINATOR						
550-4233-535.51-07	Cleaning & Laundry Suppl	6	6	0	0	0	0
550-4233-535.51-08	Hand & Shop Tools	0	0	500	0	0	500-
550-4233-535.51-09	Other	1,112	0	1,100	0	3,400	2,300
LEVEL	TEXT		TEXT AMT				
DEPT	2 CAMERAS @$1100 PER IT		2,200				
	OTHER		1,200				
			3,400				
550-4233-535.53-01	Gasoline	7,477	10,568	18,956	9,253	12,000	6,956-
550-4233-535.54-03	Other	20,000	0	0	0	0	0
550-4233-535.55-01	In-house (Print Shop)	0	0	700	0	0	700-
550-4233-535.55-02	Out-sourced	4,897	4,503	3,000	0	4,500	1,500
LEVEL	TEXT		TEXT AMT				
DEPT	MAIL AND PRINT 21,000 REFUSE AND RECYCLING		4,500				
	BOOKLETS, SPLIT WITH SANITATION (GARBAGE)						
			4,500				
550-4233-535.56-02	Conferences & Seminars	1,000	0	0	500	1,500	1,500
LEVEL	TEXT		TEXT AMT				
DEPT	APWA NATL FOR DIRECTOR AND SAN/ST SUPT		1,500				
			1,500				
550-4233-535.61-01	Liability Insurance	5,000	5,000	5,000	0	5,000	0
550-4233-535.63-01	Bad Debt Expense	31	2,559	2,000	0	2,000	0
550-4233-535.65-01	Admin Support Charges	28,446	17,637	20,000	0	20,000	0
550-4233-535.66-01	Depreciation Expense	50,151	50,151	45,000	0	50,000	5,000
550-4233-535.70-03	Equipment	1,060,041	0	15,000	0	0	15,000-
*	Recycling Admin Costs	2,708,333	1,619,601	1,805,876	689,779	1,441,563	364,313-
550-4235-535.11-01	Salary & Wages	17,250	0	0	0	0	0
550-4235-535.13-01	Overtime Pay	648	0	0	0	0	0
550-4235-535.21-01	Health Insurance	4,542	0	0	0	0	0
550-4235-535.21-04	Life Insurance	40	1,485	0	0	0	0
550-4235-535.21-07	Dental Insurance	256	0	0	0	0	0
550-4235-535.22-01	Social Secrty-OASDI 6.2%	1,080	0	0	0	0	0
550-4235-535.22-02	Social Security-HI 1.45%	253	0	0	0	0	0
550-4235-535.23-01	Retirement-General	1,220	14,113	0	0	0	0
550-4235-535.24-01	Retirement-General	24	0	0	0	0	0
550-4235-535.41-09	Dumping Fees	52,062	61,721	0	23,864	0	0
550-4235-535.43-02	Equipment Rental from PW	25,400	0	0	0	0	0
*	Brush Collection&Process	102,775	77,319	0	23,864	0	0
550-4238-535.91-00	Operating Transfer Out	100,000	100,000	100,000	0	100,000	0
*	Recyclables Collect/Disp	100,000	100,000	100,000	0	100,000	0

PREPARED 10/16/19, 12:58:05
PROGRAM GM601L

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
**	Sanitation & Streets	2,911,108	1,796,920	1,905,876	713,643	1,541,563	364,313-
***	Solid Waste Fund	2,911,108	1,796,920	1,905,876	713,643	1,541,563	364,313-

PREPARED 10/16/19, 12:58:05 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		2,911,108	1,796,920	1,905,876	713,643	1,541,563	364,313-

CITY OF WEST ALLIS
2020 BUDGET
BELOIT ROAD SENIOR HOUSING

	2017 Actual	2018 Actual	2019 Budget	2019 Year-to-Date	2019 Estimated	2020 Budget
REVENUES						
Rentals	$0	$0	$0	$0	$0	$0
Charges for Service-DPW Maint, etc.	$98,040	$100,507	$140,525	$103,467	$140,525	$0
Management Fee (7% of gross rents)	$61,315	$56,771	$61,000	$56,708	$60,000	$15,000
Developer Fee	$0	$0	$0	$0	$0	$0
Interest Revenue	$162,324	$160,059	$165,000	$118,456	$165,000	$160,000
Miscellaneous	$0	$21	$0	$0	$0	$0
Operating Revenue Subtotal	*$321,679*	*$317,358*	*$366,525*	*$278,632*	*$365,525*	*$175,000*
Gain on Sale of Property	$0					
TOTAL REVENUES	***$321,679***	***$317,358***	***$366,525***	***$278,632***	***$365,525***	***$175,000***
EXPENDITURES						
Salaries/Benefits	$115,745	$151,279	$120,525	$96,680	$120,525	$0
Admin Support Charges	$480	$0	$44,728	$0	$44,728	$0
Materials & Supplies	$12,220	$16,829	$20,000	$8,991	$20,000	$0
Equipment Services	$0	$0	$0	$0	$0	$0
Other Services	$10,491	$0	$500	$0	$500	$0
Utilities	$0	$0	$0	$0	$0	$0
Tax Equivalent	$0	$0	$0	$0	$0	$0
Debt Fees/Interest	$0	$0	$0	$0	$0	$0
Depreciation Expense	$0	$0	$0	$0	$0	$0
TOTAL EXPENDITURES	***$138,936***	***$168,109***	***$185,753***	***$105,671***	***$185,753***	***$0***
Operating Gain (Loss)	*$182,743*	*$149,251*	*$180,772*	*$172,960*	*$179,772*	*$175,000*
Transfer to General Fund	$120,000	$120,000	$120,000	$0	$120,000	$120,000
NET OPERATING GAIN (LOSS)	***$62,743***	***$29,250***	***$60,772***	***$172,960***	***$59,772***	***$55,000***
Fund Balance						
Retained earnings-beginning of year	$7,090,427	$7,153,170	$7,182,420	$7,182,420	$7,182,420	$7,242,192
Retained earnings-end of year	**$7,153,170**	**$7,182,420**	**$7,243,192**	**$7,355,380**	**$7,242,192**	**$7,297,192**
Net Assets (comprising Fund Balance)						
Cash and Investments	$1,918,723	$1,948,270	$1,979,495	$2,142,547	$2,142,547	$2,003,270
Loans Receviable	$5,681,190	$5,645,418	$5,681,190	$5,619,471	$5,619,471	$5,645,418
Buildings net of depreciation	$0	$0	$0	$0	$0	$0
Liabilities	($446,743)	($411,268)	($417,493)	($406,637)	($519,826)	($351,496)
Total Net Assets	**$7,153,170**	**$7,182,420**	**$7,243,192**	**$7,355,380**	**$7,242,192**	**$7,297,192**

In December 2011, the Beloit Road Senior Housing Complex was sold to an investor group and is now owned and operated by a separate LLC. The City, through the Community Development Authority, is the Managing Member of the LLC and remains involved with the day-to-day operations of the complex. In Fall 2019, the City is contracting with a management company to handle day-to-day maintenance and operation of the facility, but will still remain the Managing Member of the LLC.

CITY OF WEST ALLIS
2020 BUDGET
PARKING UTILITY

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Mayoral Additions/ Deletions	2020 Budget
REVENUES							
Tax Levy	43,000	43,000	43,000	43,000	43,000		43,000
Lease of Lots	18,284	18,741	19,000	18,500	18,500		18,500
Individual Permits	4,384	2,791	4,500	2,480	2,500		2,500
Total Revenues	***$65,668***	***$64,532***	***$66,500***	***$63,980***	***$64,000***		***$64,000***
EXPENDITURES							
Salaries/benefits	22,024	18,701	34,222	20,250	15,900		15,900
Equipment Services	34,793	18,525	30,300	27,825	29,325		29,325
Materials/Supplies	2,512	114	2,000	1,200	1,250		1,250
Utilities	15,906	13,411	10,000	12,900	13,500		13,500
Depreciation Expense	0	0	0	0	0		0
Admin Support Charge	1,042	496	765	600	600		600
Gain on Asset Disposal	0	0	0	0	0		0
Total Expenditures	***$76,277***	***$51,248***	***$77,287***	***$62,775***	***$60,575***		***$60,575***
Net Operating Gain(Loss)	***($10,609)***	***$13,285***	***($10,787)***	***$1,205***	***$3,425***		***$3,425***
FUND BALANCE							
Retained Earnings-beg of year	$1,067,786	$1,057,177	$1,070,461	$1,070,461	$1,071,666		$1,071,666
Cummulative Effect of change in accounting Prinicple	$0	$0					
Ending Retained Earnings	**$1,057,177**	**$1,070,461**	**$1,059,674**	**$1,071,666**	**$1,075,091**		**$1,075,091**
Net Assets (comprising Fund Balance)							
Cash and net investments	$151,451	$164,735	$153,948	$165,940	$169,365		$169,365
Land	$905,726	$905,726	$905,726	$905,726	$905,726		$905,726
Total Net Assets	**$1,057,177**	**$1,070,461**	**$1,059,674**	**$1,071,666**	**$1,075,091**		**$1,075,091**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
Parking Utility							
Parking Utility							
520-1601-537.30-01	Audit	525	525	0	525	525	525
520-1601-539.11-01	Salary & Wages	12,141	11,165	25,965	11,638	11,644	14,321-
520-1601-539.11-02	Vacation	392	9	0	0	0	0
520-1601-539.11-03	Holidays	171	51	0	0	0	0
520-1601-539.11-04	Sick Leave	14	6	0	0	0	0
520-1601-539.11-06	Funeral Leave	20	0	0	0	0	0
520-1601-539.11-12	Comp Time Used	32	0	0	0	0	0
520-1601-539.12-01	Prov. Salary & Wages	1,758	1,810	0	1,089	0	0
520-1601-539.13-01	Overtime Pay	128	77	0	324	0	0
520-1601-539.14-10	Car Allowance	1	0	0	0	0	0
520-1601-539.21-01	Health Insurance	2,549	2,753	4,373	4,157	2,357	2,016-
520-1601-539.21-04	Life Insurance	31	96	50	18	58	8
520-1601-539.21-07	Dental Insurance	178	183	160	303	169	9
520-1601-539.22-01	Social Secrty-OASDI 6.2%	897	665	1,616	773	718	898-
520-1601-539.22-02	Social Security-HI 1.45%	210	156	360	181	168	192-
520-1601-539.23-01	Retirement-General	3,475	1,732	1,698	783	786	912-
520-1601-539.24-01	Retirement-General	27	0	0	0	0	0
520-1601-539.41-02	Storm Water	7,481	7,403	6,000	5,503	7,500	1,500
520-1601-539.41-03	Sanitary Sewer	2	6	0	0	0	0
520-1601-539.41-04	Electric	5,457	5,988	4,000	7,311	6,000	2,000
520-1601-539.43-02	Equipment Rental from PW	35,000	18,000	30,000	0	28,500	1,500-
520-1601-539.51-09	Other	664	0	0	0	0	0
520-1601-539.53-21	Electrical Supplies	633	114	1,000	24	750	250-
520-1601-539.53-24	Signs & Supplies	1,215	0	1,000	0	500	500-
520-1601-539.61-01	Liability Ins (premiums)	0	0	300	0	300	0
520-1601-539.65-01	Admin Support Charges	704	496	765	0	600	165-
*	Parking Operations	73,705	51,235	77,287	32,629	60,575	16,712-
**	Parking Utility	73,705	51,235	77,287	32,629	60,575	16,712-
***	Parking Utility	73,705	51,235	77,287	32,629	60,575	16,712-

PREPARED 10/16/19, 12:17:02 BUDGET PREPARATION WORKSHEET
PROGRAM GM601L FOR FISCAL YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 YTD ACTUAL	TOTAL 2020 REQUEST	2020 Request Change
		73,705	51,235	77,287	32,629	60,575	16,712-

2020 BUDGET & ACTION PLAN

CITY OF West Allis EST. 1906

INTERNAL SERVICE FUND

Revenues and Expenditures

CITY OF WEST ALLIS
2020 BUDGET
INTERNAL SERVICE FUND-HEALTH INSURANCE

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	$ Change	% Change
REVENUES							
Tax Levy	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ -	0.00%
Premiums - Active Employees	$ 7,275,173	$ 7,574,440	$ 8,000,000	$ 7,950,000	$ 8,500,000	$ 500,000	6.25%
Premiums-Retirees	$ 2,251,197	$ 2,229,064	$ 1,600,000	$ 2,300,000	$ 2,400,000	$ 800,000	50.00%
Premiums - Grants/Enterprise Funds	$ 144,611	$ 151,047	$ 160,000	$ 150,000	$ 160,000	$ -	0.00%
Premiums - Employees	$ 826,506	$ 905,421	$ 900,000	$ 1,050,000	$ 1,123,500	$ 223,500	24.83%
Medicare Retiree Drug Subsidy	$ 300,641	$ 343,343	$ 100,000	$ 100,000	$ -	$ (100,000)	0.00%
General Fund Contrib-Retiree Insurance Prem	$ 900,000	$ 1,150,000	$ 1,150,000	$ 1,150,000	$ 1,150,000	$ -	
Other Income	$ 105,435	$ 1,809,207	$ 750,000	$ 946,660	$ 945,000	$ 195,000	
Total Revenues	***$ 13,803,563***	***$ 16,162,522***	***$ 14,660,000***	***$ 15,646,660***	***$ 16,278,500***	***$ 1,618,500***	***11.04%***
EXPENDITURES							
Health Insurance Charges:							
Health Care Reform Fees	**$ 13,926**	**$ 4,235**	$ 70,000	$ 4,235	$ 5,000	$ (65,000)	
Over-65 Fully Insured Plan		$ 1,109,729	$ 2,246,400	$ 2,245,000	$ 2,350,000	$ 103,600	100.00%
H.S.A. contributions	**$ 9,083**	**$ 10,439**	$ 15,000	$ 6,000	$ 10,000	$ (5,000)	
Medical Claims	**$ 8,776,179**	**$ 11,574,445**	$ 8,000,000	$ 9,400,000	$ 9,400,000	$ 1,400,000	17.50%
IBNR	**$ (207,671)**	**$ 227,687**	$ -	$ 250,000	$ 250,000	$ 250,000	
Pharmacy Costs	**$ 4,947,320**	**$ 3,741,026**	$ 2,600,000	$ 2,050,000	$ 2,200,000	$ (400,000)	-15.38%
Insurance Payments	$ 13,538,837	$ 16,667,562	$ 12,931,400	$ 13,955,235	$ 14,215,000	$ 1,283,600	9.93%
Administration Charges:						$ -	
Wellness	**$ 88,056**	**$ 8,165**	$ 143,000	$ 130,000	$ 210,000	$ 67,000	46.85%
Health Risk Assessments	**$ 51,350**	**$ -**	$ -	$ 20,000	$ 20,000	$ 20,000	
Medical Supplies	**$ 429**	**$ 208**	$ 2,000	$ 2,000	$ 2,000	$ -	
Stop Loss	**$ 555,270**	**$ 888,099**	$ 907,600	$ 880,000	$ 1,019,200	$ 111,600	12.30%
Other Expenses	**$ 15,498**	**$ 1,246**	$ 30,000	$ 20,000	$ 20,000	$ (10,000)	-33.33%
Outside Consultant	**$ 87,000**	**$ 97,109**	$ 60,000	$ 102,000	$ 75,000	$ 15,000	25.00%
PPO/Standard - Admin Fee	**$ 545,942**	**$ 730,523**	$ 586,000	$ 645,000	$ 645,000	$ 59,000	10.07%
Total Admin. Charges	$ 1,343,544	$ 1,725,350	$ 1,728,600	$ 1,799,000	$ 1,991,200	$ 262,600	15.19%
TOTAL EXPENDITURES	***$ 14,882,381***	***$ 18,392,912***	***$ 14,660,000***	***$ 15,754,235***	***$ 16,206,200***	***$ 1,546,200***	***10.55%***
Net Operating Gain(Loss)	***$ (1,078,819)***	***$ (2,230,390)***	***$ -***	***$ (107,575)***	***$ 72,300***	***$ 72,300***	
Fund Balance							
Fund Balance -Beginning of Year	$ 7,735,843	$ 6,657,024	$ 4,425,023	$ 4,425,023	$ 4,317,448		
Fund Balance -Ending of Year	$ 6,657,024	$ 4,425,023	$ 4,425,023	$ 4,317,448	$ 4,389,748		

Department	Director	Fund and Dept. Group
Health Insurance	Rebecca Grill, Peggy Steeno	602-5601, 602-9101

Mission/Overview

The mission of the City's Self-Funded Health Insurance Program is to promote, maintain, and improve the health and well-being of those covered by the plan in a fiscally responsible manner.
Our goals are to carry out the Common Council's established objectives, which include consideration of the following:

a. Fiduciary Responsibility to the Taxpayer,
b. Cost Control,
c. Reduction of the OPEB (Other Post-Employment Benefits) Liability,
d. Optimal Member Health,
e. Positive Customer Service Experience,
f. Recruitment and Retention,
g. Uniformity of Benefits Amongst Employee Groups, and
h. Offerings Provided by Similar Organizations.

Specific Action Items:

(1) Offer prudent, cost-effective health plans, including accessible services, provided in a profession and caring manner, which allow the City to be competitive, and attract and maintain high quality employees;
(2) Utilize the City's Employee Benefit Committee, which will, in partnership with the City's Insurance Consultant, explore, review, develop and recommend, for Common Council action, best practices approaches, policies and procedures relating to employee benefits, including both short and long term planning initiatives;
(3) Work closely with the City's insurance consultant to find plan options which meet the needs of the employees/retires and their families, while remaining fiscally responsible to the tax payers;
(4) Explore alternative offerings which become available in the marketplace;
(5) Engage the employees and retirees in the health insurance discussion by providing information and soliciting feedback with the goal of making them better insurance consumers and self-advocates;
(6) Make wellness an integral part of the overall plan, working to increase employee wellness and reduce health risks, understanding that this plays a critical role in the well-being of employees, the costs of the plan, and the outlook for the future;
(7) Manage, monitor, report, and reconcile the Health Insurance Fund to maintain a sustainable program into the future; and
(8) Ensure that the selected plan offerings are made in conjunction with the objectives of the City's Strategic Plan and goals of managing the City's OPEB Liability.

Services Provided

Services include the following:
(1) Offer annual plans to employees and retirees, including an open enrollment period each year for employees to review and select appropriate plans;
(2) Maintain all of the ancillary services which are part of the City's plan;
(3) Create a short and long term strategic plan with regard to health and wellness;
(4) Provide ongoing wellness opportunities which complement the plan offerings;
(5) Assist plan members with questions, changes, concerns with regard to the plans; and
(6) Budget, manage, reconcile, and report operations of the fund.

Strategic Plan Progress		
2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Implementation of Total Benefit Package	Employee recruitment and retention	5-6
2. Roll out of Go365 Program	Number of people who participate in the assessment and the rewards program, healthier employees and families	5-6, 2-2, 4-5
3. Reduction of Opeb Liability	Reduction from ~$147 million to ~$119 million	4
4. Transfer of Medicare-Eligible Retirees Off the City's Self-Insured Plan to a Medicare Advantage Plan and renew program for 2 more years	Lower Medical and Prescription costs for City's Self-funded health plan	4
5. Creation of 3-5 Wellness Plan (in progress)	Increased focus on employee wellness and wellbeing	5
2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)		
Activity	**Measurement/KPI**	**Strategic Action #**
1. Move to HRIS which provides needed digitizing and streamlining of recording benefit information	Completed; employee self-service; simplification of processes and reduction of staff time spent on duplicative and manual activities	5-5; 4.5
2. Expand Go365 Program to Eligible Spouses	Number of people who participate in the assessment and the rewards program, healthier employees and families	5-6, 2-2, 4-5
3. Implement Health Joy App* for Benefit Eligible Employees, Spouses, and all eligible dependents	Number of employees who utilize telemedicine and reduction of benefit related questions to HR	5
4. Adjustments to health benefit plan to assist to help partially mitigate cost increases	Limit Budgetary Impact of Health Plan	4
5.		

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES	
Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.	
Description	Related to which Strategic Plan Action and Costs/Savings
1. *Implement Health Joy app which is provides guidance and direction to employees through live assistants during business hours and virtual assistants outside of business hours. The app helps employees make more cost effective health care decisions and provide direct access to telemedicine options.	Reduces the number of benefit questions to HR, increased benefits satisfaction and lower healthcare costs. 4, 5
2. Expand Go365 to eligible spouses	4, 5

Department	Director	Fund and Dept. Group
Wellness Program (HR)	Daily Supervision: HR Staff Overall Program Oversight: Employee Benefit Committee/Employee Benefit Advisory & Wellness Committee under the direction of the City Administrator	602.5601 (Health Fund)

Mission/Overview

In order to provide fiscally responsible administration of benefits and provide opportunity for employee input, the Employee Benefit Committee and Employee Benefit Advisory and Wellness Committee were established in 2017.

Both Committees operate cooperatively and under the direction of the City Administrator to ensure benefit and wellness planning maintains congruence with overall City operational and strategic plans and effective and efficient use of City resources.

The City's Benefit/Wellness Coordinator, HR Department, administers the Wellness Program under the guidelines established for these Committees as outlined in Policy 1413 Health/Dental Insurance:

Employee Benefit Committee (EBC). The City will establish an Employee Benefit Committee which will, in partnership with the City's Insurance Consultant, explore, review, develop and recommend (for Common Council action) best practice approaches, policies and procedures relating to employee benefits. The Committee will develop, execute and update a long term strategic plan for benefit and wellness programs.

> EBC Members. Membership of the Employee Benefit Committee will include: 1) Alderperson appointed by the Common Council President, 2) Member of the Administration and Finance Committee appointed by the Chair, 3) City Administrator, 4) Assistant City Administrator, and 5) Finance Director. The City Attorney or designee, Deputy Finance Director, and HR Staff will serve as resource staff for the Committee.

Employee Benefit Advisory and Wellness Committee (EBAWC). The City will establish an Employee Benefit Advisory and Wellness Committee which will: 1) function in an advisory capacity for the Employee Benefit Committee; and 2) strive to increase employee wellness and reduce health risks through awareness, education, support and outcomes- based wellness activities. The Committee will convene to provide input and feedback relating to employee benefit plans, offerings, long term planning and other assistance as may be requested from the Employee Benefit Committee. The Committee will serve as a sounding board for initiatives and efforts underway and facilitate communication as requested among City employees. The Committee will develop goals and objectives consistent with the long term strategic plan for benefit and wellness programs and deliver programs which effectuate the goals and objectives. The Committee shall establish short and long term wellness plans (for Common Council action).

> EBAWC Members. Membership of the Employee Benefit Advisory and Wellness Committee will include: 1) City Administrator or designee, 2) Assistant City Administrator, 3) HR Generalist (chairperson), 4) Finance Director or designee, 5) Communications Director or designee, 6) Safety and Training Coordinator, 7) Health Department Employee*, 8) Public Works Employee*, 9) Library Employee*, 10) Fire Department Employee*, and 11) Police Department Employee*.

**Appointed by respective Department Head and will serve two year terms.*

Criteria for EBC and EBAWC Activities. Consideration of the following will guide the Committees' activities (listed by order of importance): 1) Fiduciary responsibility to the taxpayer, 2) Cost control, 3) Reduction of OPEB liability (other postemployment benefits), 4) Optimal member health, 5) Positive customer service experience, 6) Recruitment, retention, and uniformity of benefits amongst employee groups, 7) Offerings provided by similar organizations.

EBC and EBAWC Members' Roles and Responsibilities. Committee members' roles and responsibilities shall include, but not be limited to: 1) Actively participate in Committee activities including meetings, 2) Ensure adherence to the criteria listed herein, 3) Respect the sensitivity and maintain confidentiality of information provided, 4) Act as a liaison between the Committee and employees, 5) Provide constructive feedback, 6) Support and implement (as applicable) Committee agreed upon recommendations and recommendations approved by the Common Council. Failure to adhere to membership roles and responsibilities will result in removal from the Committee.

Services Provided

Services include the following:
(1) Offer annual plans to employees and retirees, including an open enrollment period each year for employees to review and select appropriate plans;
(2) Maintain all of the ancillary services which are part of the City's plan;
(3) Create a short and long term strategic plan with regard to health and wellness;
(4) Provide ongoing wellness opportunities which complement the plan offerings;
(5) Assist plan members with questions, changes, concerns with regard to the plans; and
(6) Budget, manage, reconcile, and report operations of the fund.

Strategic Plan Progress

2019 Activities towards completion of Strategic Actions in Strategic Plan (if different from Performance Measures)

Activity	Measurement/KPI	Strategic Action #
1. Monitor participation and assist employees in use of electronic solution for outcomes based wellness program	Number of people utilizing and attaining various levels of incentives	5
2. Canvass free resources for program offerings and continue to utilize Aurora's services.	Customer satisfaction; attendance at programs; cost savings to City	4, 5
3. Collaborate with the Safety and Training Coordinator to provide training and educations programs which focus on improving employee health as it relates to workers' compensation injuries	Number of participants; reduction of injuries	4
4. Analyze utilization data from health plan to determine cost drivers; implement measures that will mitigate such	Identification of top 5 health concerns that warrant improvement	4, 5
5.		

2020 Planned Activities towards completion of Strategic Actions in the Strategic Plan (if different from performance measures)

Activity	Measurement/KPI	Strategic Action #
1. Expand Go365 Program to Eligible Spouses	Number of people who participate in the assessment and the rewards program, healthier employees and families	5
2. Implement Health Joy App* for Benefit Eligible Employees, Spouses, and all eligible dependents	Number of employees who utilize telemedicine and reduction of benefit related questions to HR	5
3.		
4.		

SERVICE DELIVERY CHANGES, NEW INITIATIVES, OR ADDITIONAL RESOURCES

Describe any service delivery changes, new initiatives or requests for additional resources in 2020, include description, need for the initiative, how it relates to the strategic plan, and what additional costs it may include or cost savings.

Description	Related to which Strategic Plan Action and Costs/Savings
1. *Implement Health Joy app to provide guidance and direction to employees through live assistants during business hours and virtual assistants outside of business hours. The app helps employees make more cost effective health care decisions and provide direct access to telemedicine options.	Reduces the number of benefit questions to HR, increased benefits satisfaction and lower healthcare costs. 4, 5
2. Expand Go365 to eligible spouses	4, 5

CITY OF WEST ALLIS
2020 BUDGET
INTERNAL SERVICE FUND-LIABILITY INSURANCE

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	$ Change	% Change
REVENUES							
Interest Income	$92,030	$96,999	$90,000	$52,287	$52,300	-$37,700	-41.89%
Total Revenues	***$92,030***	***$96,999***	***$90,000***	***$52,287***	***$52,300***	***-$37,700***	***-41.89%***
EXPENDITURES							
Interest Expense	$0	$0	$0	$0	$0	$0	0.00%
Transfer to General Fund	$0	$284,195	$90,000	$52,287	$52,300	-$37,700	-41.89%
Total Expenditures	***$0***	***$284,195***	***$90,000***	***$52,287***	***$52,300***	***-$37,700***	***-41.89%***
Net Operating Gain(Loss)	***$92,030***	***-$187,196***	***$0***	***$0***	***$0***	***$0***	***0.00%***
Fund Balance							
Fund Balance -Beginning of Year	$3,339,465	$3,431,495	$3,244,299	$3,244,299	$3,244,299	$0	0.00%
Fund Balance -Ending of Year	$3,431,495	$3,244,299	$3,244,299	$3,244,299	$3,244,299	$0	0.00%

Mission Statement

The City of West Allis is a municipal corporation operating under the constitution and statutes of the State of Wisconsin, and the ordinances, policies, and procedures of the City in order to:

- Provide cost effective municipal services consistent with the needs and desires of the citizens of the West Allis community (residences and businesses, as well as other community stakeholders);
- Provide for the health, safety, and welfare of the community ;
- Provide a quality living and working environment; and
- Provide a positive, progressive, and creative approach to the budget, management and operations of the City.

Vision Statement

The City of West Allis will provide a living and working environment throughout the community that is focused on providing its citizens and businesses a coordinated, efficient, effective, and responsive level of service. The City of West Allis will become the preferred municipality in the Milwaukee Metropolitan Area, the state, and the country for visitors, residents and businesses through focused rebranding, marketing and promotion actions.

Non Discrimination Statement

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Americans With Disabilities Act Notice

Upon reasonable notice the City will furnish appropriate auxiliary aids (including assistive listening devices) and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

Limited English Proficiency Statement

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services or benefits.