CITY OF WHITEWATER
COMMON COUNCIL AGENDA
Common Council Meeting
Thursday, April 3, 2014 – 6:30 p.m.
City of Whitewater Municipal Building Community Room
312 W. Whitewater Street, Whitewater, Wisconsin

NOTE CHANGE IN DATE (DUE TO ELECTION)

AMENDED AGENDA AS OF 3:48 PM 4/2/2014- The following item has been added:

Staff Reports:

Downtown Whitewater	Tami Brodnicki Report on Jack Hanna's visit.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE.

CONSENT AGENDA

CA-A	Approval of Payment of Invoices Processed through 3/26/14.
CA-B	Acknowledgment of Receipt and Filing of the Following: N/A
CA-C	Expedited approval of the following items, per City Staff Recommendation: C-9

STAFF REPORTS:

Cable Coordinator	Report on Charter Cable's intention to provide only digital programming.
Downtown Whitewater	Tami Brodnicki Report on Jack Hanna's visit.

HEARING OF CITIZEN COMMENTS. No formal Common Council Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

RESOLUTIONS:

R-1	Authorizing grant submission for planning, design, and construction of streambank stabilization measures along Whitewater Creek; planning, design, and construction of a stormwater detention facility location south of Ann Street; and development of a total maximum daily load compliance plan and adoption of Resolution authorizing submission of Grant Application for Urban and Nonpoint Source Stormwater Management AND authorization for City to pursue entering into Intergovernmental Agreement with UW-W to incorporate University in Grant application for the TMDL compliance plan. (City Manager Request).
R-2	Authorizing the submittal of a State Grant Application on behalf of the Rock River Stormwater Group and subsequent appropriation of Rock River Stormwater Group Funds for a Planning Grant Application. (Neighborhood Services Request).

ORDINANCES – First Reading – None.

ORDINANCES – Second Reading – None.

CONSIDERATIONS:

C-1	Discussion and request for direction regarding removal of on-street parking on Wisconsin Street, from Milwaukee Street to the Trippe Lake Park entrance. (Parks and Recreation Director request).
C-2	Presentation regarding before and after school programming. (Parks and Recreation Director request).
C-3	Report on Lakes Management. (Parks and Recreation Director request).
C-4	Discussion regarding Neighborhood Services position and recruitment process. (City Manager request).
C-5	Discussion and possible direction regarding Weights and Measures ordinance, and enforcement of weights and measures fee chargeback. (City Manager Request)
C-6	Action on request for purchase of Solocom 9-1-1 software and accompanying equipment. (Police Chief request).
C-7	Action on request for purchase of Pro-PhoenixRecords Management Software ("RMS") for Police Department. (Police Chief request).
C-8	Discussion of 2015 Budget Presentation and Document.
*C-9	Action on application for Class "A" Beer License (sale of packaged goods) for Campus Quick Shop, Inc., Jason Michael McCardle, Agent, 804 Walworth Ave. (Replaces license currently issued to C.A. Pope – Five Points BP) (City Clerk Request)
C-10	Councilmember Requests for Future Agenda Items.
C-11	**EXECUTIVE SESSION**. Adjournment to Closed Session, **TO RECONVENE APPROXIMATELY 30 MINUTES AFTER ADJOURNMENT TO CLOSED SESSION** per Wisconsin Statutes 19.85(1)(e): "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." And Wisconsin Statutes 19.85(1)(g): "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" and 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Items to be Discussed: **Settlement Agreements and strategy discussions concerning acquisition of property interests in the following property for the East Gateway Transportation Project:**

Plat #.	Tax Key No.	Address	Owner
5	/WUP 00257A	108 W. Main St.	Donna J. Henry
7	/BIRW 00001	116 East Main Street	Frawley Enterprises
8	/TRA 00001	202 East Main St.	Ruth Walton Rentals, LLC
	/TRA 00002	210 East Main St.	Ruth Walton Rentals, LLC
11	/WUP 00266	227 East Main St.	Donna J. Henry
12	/ES 0007	230 East Milwaukee St.	D&R Partnership, LLC
13	/A 70900001	203 East Milwaukee St.	FCCU

	15 /TRA 00003	212 East Main St.	Donna J. Henry
	17 /TRA 00032, /TRA 00033	211 East Main St.	Dean L. Zweifel
	18 /TRA 00036	113 East Main St.	EA Investments, Inc.
	AND		
	Discussion of status of Elkhorn Road Ventures, LLC tax foreclosure for property located at intersection of Elkhorn Road and Bluff Road; and		
	Discussion regarding possible acquisition of properties located at 330 & 336 N. Fremont Street.		
C-12	RECONVENE INTO OPEN SESSION.		
C-13	Action on agreements between City and property owners affected by East Gateway project. (City Attorney request).		

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk at least 72 hours prior to the meeting.

***Items denoted with asterisks will be approved on the Consent Agenda unless any council member requests that it be removed for individual discussion.**

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
ABENDROTH WATER COND						
502	ABENDROTH WATER COND	502-040414	WASTEWATER/LAB SUPPLIES	04/04/2014	136.00	620-62870-340
502	ABENDROTH WATER COND	502-040414	WASTEWATER/OPERATING SU	04/04/2014	53.75	620-62840-340
	Total ABENDROTH WATER COND:				189.75	
ALL PEST CONTROL						
4613	ALL PEST CONTROL	2014-1193	COMMUNITY BLDG/ PEST CON	04/04/2014	120.00	100-51600-355
	Total ALL PEST CONTROL:				120.00	
ASSOCIATED TRUST COMPANY						
5770	ASSOCIATED TRUST COMPAN	917	TAXABLE GO/2-9-10 BAB	04/04/2014	463.00	300-58000-900
	Total ASSOCIATED TRUST COMPANY:				463.00	
AT&T LONG DISTANCE						
4746	AT&T LONG DISTANCE	4746-040414	GEN BLDG/LONG DISTANCE	04/04/2014	1,042.03	100-51450-225
4746	AT&T LONG DISTANCE	4746-040414	CABLE/LONG DISTANCE	04/04/2014	4.03	200-55110-225
	Total AT&T LONG DISTANCE:				1,046.06	
BALL, RICHARD						
1033	BALL, RICHARD	32614	INNOVATION CTR/MATS	04/04/2014	489.00	920-56500-250
1033	BALL, RICHARD	32645	STREET/MATS & TOWELS	04/04/2014	117.16	100-53230-340
	Total BALL, RICHARD:				606.16	
CGC INC						
2005	CGC INC	37965	JAMES ST/OCT - FEB SVC	04/04/2014	3,992.75	630-63440-882
	Total CGC INC:				3,992.75	
CHILDS PHD SC, CRAIG D						
6517	CHILDS PHD SC, CRAIG D	1006	POLICE/PATROL HIRING	04/04/2014	80.00	100-52100-219
	Total CHILDS PHD SC, CRAIG D:				80.00	
CITIES & VILLAGES MUTUAL INSURANCE CO						
6478	CITIES & VILLAGES MUTUAL IN	WC-14-1079	WORKERS COMP/2ND QUARTE	04/04/2014	33,115.00	100-21532
	Total CITIES & VILLAGES MUTUAL INSURANCE CO:				33,115.00	
DEPT OF SAFETY & PROFESSIONAL SVC						
7148	DEPT OF SAFETY & PROFESSI	341046	GEN BLDG/BOILER PERMITS	04/04/2014	200.00	100-51600-355
	Total DEPT OF SAFETY & PROFESSIONAL SVC:				200.00	
DIVERSIFIED BENEFIT SVC INC						
4192	DIVERSIFIED BENEFIT SVC INC	180509	FINANCE/MARCH FLEX SVC	04/04/2014	366.96	100-51500-217
	Total DIVERSIFIED BENEFIT SVC INC:				366.96	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
DONOHUE & ASSOCIATES INC						
7077	DONOHUE & ASSOCIATES INC	12600-03	STORMWATER/FACILITY PLAN	04/04/2014	8,630.00	620-62820-219
	Total DONOHUE & ASSOCIATES INC:				8,630.00	
EGNOSKI, THOMAS						
5029	EGNOSKI, THOMAS	904	INNOVATION CTR/SNOW REMO	04/04/2014	700.00	920-56500-294
	Total EGNOSKI, THOMAS:				700.00	
FASTENAL COMPANY						
1255	FASTENAL COMPANY	WIWHT15757	FRIE/VEHICLE MAINTENANCE	04/04/2014	9.00	100-52200-241
1255	FASTENAL COMPANY	WIWHT15772	FIRE/VEHICLE MAINTENANCE	04/04/2014	9.00	100-52200-241
	Total FASTENAL COMPANY:				18.00	
GABBEY, ROBERT						
1945	GABBEY, ROBERT	APRIL REIMB	FIRE/CELL PHONE REIMBURSE	04/04/2014	20.00	100-52200-225
	Total GABBEY, ROBERT:				20.00	
GRAEF						
6383	GRAEF	0080093	PLANNING/ZONING	04/04/2014	2,805.00	100-56300-219
	Total GRAEF:				2,805.00	
GUS PIZZA PALACE LLC						
601	GUS PIZZA PALACE LLC	6105	CRASH CREW/OPERATING SU	04/04/2014	103.86	100-52210-340
	Total GUS PIZZA PALACE LLC:				103.86	
JEFFERSON CO LAND INFORMATION OFFICE						
105	JEFFERSON CO LAND INFORM	4664	GEN ADMN/MAPS	04/04/2014	15.00	100-51400-310
	Total JEFFERSON CO LAND INFORMATION OFFICE:				15.00	
JOHN DEERE FINANCIAL						
6276	JOHN DEERE FINANCIAL	64573	STREET/#22 TIRE REPAIRS	04/04/2014	485.40	100-53230-354
	Total JOHN DEERE FINANCIAL:				485.40	
JOHNSON BLOCK & CO INC						
4258	JOHNSON BLOCK & CO INC	412813	FINANCE/AUDIT THRU 2-28-14	04/04/2014	11,600.00	100-51500-214
4258	JOHNSON BLOCK & CO INC	412813	WATER/AUDIT THRU 2-28-14	04/04/2014	3,000.00	610-61923-210
4258	JOHNSON BLOCK & CO INC	412813	WASTEWATER/AUDIT THRU 2-2	04/04/2014	3,000.00	620-62810-219
4258	JOHNSON BLOCK & CO INC	412813	STORMWATER/AUDIT THRU 2-2	04/04/2014	1,200.00	630-63300-214
4258	JOHNSON BLOCK & CO INC	412813	TID 4/AUDIT THRU 2-28-14	04/04/2014	5,200.00	440-57663-219
	Total JOHNSON BLOCK & CO INC:				24,000.00	
K.A.S. CUSTOM CLEANING						
6868	K.A.S. CUSTOM CLEANING	15640	INNOVATION CTR/FEB SVC	04/04/2014	750.00	920-56500-246
6868	K.A.S. CUSTOM CLEANING	15640	LIBRARY/FEB SVC	04/04/2014	1,375.00	100-55111-246
6868	K.A.S. CUSTOM CLEANING	15640	CITY HALL/FEB SVC	04/04/2014	3,280.00	100-51600-246
6868	K.A.S. CUSTOM CLEANING	15640	COMM BLDG/FEB SVC	04/04/2014	1,175.00	100-51600-246
6868	K.A.S. CUSTOM CLEANING	15640	ARMORY/FEB SVC	04/04/2014	840.00	100-51600-246
6868	K.A.S. CUSTOM CLEANING	15640	CRAVATH LAKEFRONT/FEB SV	04/04/2014	1,047.00	100-51600-246

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
	Total K.A.S. CUSTOM CLEANING:				8,467.00	
KAESTNER AUTO ELECTRIC CO						
2836	KAESTNER AUTO ELECTRIC C	214856	STREET/LEDS	04/04/2014	128.56	100-53320-353
2836	KAESTNER AUTO ELECTRIC C	22814	STREET/CHARGES	04/04/2014	.57	100-53230-354
	Total KAESTNER AUTO ELECTRIC CO:				129.13	
KB SHARPENING SERVICES INC						
110	KB SHARPENING SERVICES IN	79370	RECYCLE/MOWER BLADES & C	04/04/2014	88.00	630-63600-352
	Total KB SHARPENING SERVICES INC:				88.00	
KLEMENT TOWING & RECOVERY						
7146	KLEMENT TOWING & RECOVE	13950	WASTEWATER/TOW #26 TO JA	04/04/2014	140.00	620-62840-351
	Total KLEMENT TOWING & RECOVERY:				140.00	
LAKESIDE INTERNATIONAL TRUCKS						
3670	LAKESIDE INTERNATIONAL TR	5035761PX1	STREET/#7 REPAIRS	04/04/2014	11.09	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5035811P	STREET/SNOW VEHICLE REPAI	04/04/2014	6.50	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5035819P	STREET/#7 REPAIRS	04/04/2014	73.00	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5035944P	STREET/CREDIT	04/04/2014	92.05-	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5036122P	STREET/#7 REPAIRS	04/04/2014	235.99	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5036166P	STREET/#7 REPAIRS	04/04/2014	28.86	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5036166PZ1	STREET/#7 REPAIRS	04/04/2014	37.50	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5036194P	STREET/#2 REPAIRS	04/04/2014	578.45	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5036648P	STREET/SNOW VEHICLE REPAI	04/04/2014	43.74	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	5036648PX1	STREET/SNOW VEHICLE REPAI	04/04/2014	19.01	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	CM30554SPX1	STREET/CREDIT	04/04/2014	465.50-	100-53320-353
3670	LAKESIDE INTERNATIONAL TR	CM50303379-2	STREET/REVERSE CREDIT TAK	04/04/2014	332.50	100-53320-353
	Total LAKESIDE INTERNATIONAL TRUCKS:				809.09	
MADISON SPRING CO INC						
1005	MADISON SPRING CO INC	S90796	STREET/#4 REPAIRS	04/04/2014	1,648.34	100-53320-353
	Total MADISON SPRING CO INC:				1,648.34	
MADISON TRUCK EQUIPMENT INC						
1461	MADISON TRUCK EQUIPMENT I	15615	EQUIPMENT REPLACEMENT/D	04/04/2014	9,450.00	215-53560-820
	Total MADISON TRUCK EQUIPMENT INC:				9,450.00	
MENARD INC						
494	MENARD INC	59121	STREET/TIE BAG	04/04/2014	119.82	100-53300-405
	Total MENARD INC:				119.82	
MKOT INC						
5628	MKOT INC	SENIORS IN P	SENIORS/HIDDEN GEMS TOUR	04/04/2014	100.00	100-46733-55
	Total MKOT INC:				100.00	
MUNICIPAL CODE CORPORATION						
5550	MUNICIPAL CODE CORPORATI	00239695	LEGISLATIVE/SUPPLEMNT TO	04/04/2014	385.89	100-51100-295

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
	Total MUNICIPAL CODE CORPORATION:				385.89	
PONTEL GARAGE DOOR & ANTENNA						
1872	PONTEL GARAGE DOOR & ANT	6720	STREET/OVERHEAD DOOR RE	04/04/2014	550.00	100-53230-340
	Total PONTEL GARAGE DOOR & ANTENNA:				550.00	
RADICOM BUSINESS COMMUNICATION						
795	RADICOM BUSINESS COMMUNI	100066	STREET/ROOF MOUNT	04/04/2014	209.96	100-53320-353
	Total RADICOM BUSINESS COMMUNICATION:				209.96	
SCHAEFFER MFG CO						
1063	SCHAEFFER MFG CO	BA2493-INV1	STREET/TUBE CASE	04/04/2014	434.40	100-53230-340
	Total SCHAEFFER MFG CO:				434.40	
SCOTT CONSTRUCTION INC						
6233	SCOTT CONSTRUCTION INC	9386OMB	STREET/COLT PATCH	04/04/2014	4,796.31	100-53300-405
	Total SCOTT CONSTRUCTION INC:				4,796.31	
SOUTHERN LAKES NEWSPAPERS LLC						
1844	SOUTHERN LAKES NEWSPAPE	RENEWAL	GEN ADMN/SUBSCRIPTION	04/04/2014	31.00	100-51400-320
	Total SOUTHERN LAKES NEWSPAPERS LLC:				31.00	
SPECIAL OLYMPICS WISCONSIN						
7147	SPECIAL OLYMPICS WISCONSI	2014 PROCEE	SENIORS/CHILI COOK OFF PR	04/04/2014	271.00	100-23102
	Total SPECIAL OLYMPICS WISCONSIN:				271.00	
STATE BAR OF WISCONSIN						
129	STATE BAR OF WISCONSIN	497836	COURT/CHILDREN & JUVENILE	04/04/2014	72.35	100-51200-320
	Total STATE BAR OF WISCONSIN:				72.35	
STRAND ASSOCIATES INC						
358	STRAND ASSOCIATES INC	0103314	E GATEWAY/FEB SVC	04/04/2014	35,757.10	450-57500-873
358	STRAND ASSOCIATES INC	102523	STORMWATER/WHITEWATER	04/04/2014	396.80	630-63440-821
358	STRAND ASSOCIATES INC	102524	STORMWATER/JAMES ST DET	04/04/2014	449.81	630-63440-882
358	STRAND ASSOCIATES INC	102770	FIELD OF DREAMS/JAN SVC	04/04/2014	114.76	450-57500-863
358	STRAND ASSOCIATES INC	103150	NEWCOMB ST/RW ACQUISITIO	04/04/2014	1,800.00	450-57500-865
358	STRAND ASSOCIATES INC	103315	PLANNING/MINI STORAGE	04/04/2014	156.43	100-56300-219
358	STRAND ASSOCIATES INC	103315	PLANNING/DLK PRINCE ST APT	04/04/2014	1,001.23	100-56300-219
358	STRAND ASSOCIATES INC	103315	PLANNING/DLK FLORENCE ST	04/04/2014	228.25	100-56300-219
358	STRAND ASSOCIATES INC	103315	STORMWATER/ORDINANCE &	04/04/2014	637.21	630-63440-295
358	STRAND ASSOCIATES INC	103315	WASTEWATER/UTILITY REVIE	04/04/2014	637.21	620-62820-219
358	STRAND ASSOCIATES INC	103315	PLANNING/PMT MTG	04/04/2014	354.50	100-56300-219
358	STRAND ASSOCIATES INC	103315	TID/5 6 & 7 ASSISTANCE	04/04/2014	177.25	446-57663-219
	Total STRAND ASSOCIATES INC:				41,710.55	
TRI COUNTY COOLING & HEATING LLC						
5283	TRI COUNTY COOLING & HEATI	1882	GEN BLDG/REPAIR DAMAGED	04/04/2014	102.00	100-51600-244
5283	TRI COUNTY COOLING & HEATI	1889	LIBRARY/REPAIR PVC	04/04/2014	250.00	100-55111-244
5283	TRI COUNTY COOLING & HEATI	1896	GEN BLDG/BOILER PRESSURE	04/04/2014	605.72	100-51600-244

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total TRI COUNTY COOLING & HEATING LLC:					957.72	
UW WHITEWATER						
8	UW WHITEWATER	20116	GEN BLDG/JANITORIAL SUPPLI	04/04/2014	121.81	100-51600-340
8	UW WHITEWATER	20116	LIBRARY/JANITORIAL SUPPLIE	04/04/2014	45.94	100-55111-355
8	UW WHITEWATER	20116	STREET/ELECTRICAL SUPPLIE	04/04/2014	10.29	100-53420-340
8	UW WHITEWATER	20191	LIBRARY/JANITORIAL SUPPLIE	04/04/2014	50.35	100-55111-355
8	UW WHITEWATER	20191	GEN BLDG/JANITORIAL SUPPLI	04/04/2014	96.16	100-51600-340
8	UW WHITEWATER	20191	STREET/FUSE HOLDER	04/04/2014	72.66	100-53420-340
Total UW WHITEWATER:					397.21	
WAL CO-SHERIFF'S DEPT						
125	WAL CO-SHERIFF'S DEPT	FEBRUARY 20	COURT/CONFINEMENT	04/04/2014	15.00	100-51200-293
125	WAL CO-SHERIFF'S DEPT	JANUARY 201	COURT/CONFINEMENT	04/04/2014	15.00	100-51200-293
Total WAL CO-SHERIFF'S DEPT:					30.00	
WALWORTH CO PUBLIC WORKS DEPT						
2484	WALWORTH CO PUBLIC WORK	1241	STREET/BRIDGE INSPECTIONS	04/04/2014	980.95	100-53300-821
Total WALWORTH CO PUBLIC WORKS DEPT:					980.95	
WALWORTH COUNTY						
336	WALWORTH COUNTY	2-18-14 PRIMA	GEN ADMN/ELECTION REIMBU	04/04/2014	447.18	100-51400-340
Total WALWORTH COUNTY:					447.18	
WHITEWATER FIRE DEPT						
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/JIMMY JOHNS	04/04/2014	34.44	100-52200-340
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/WI STATE FIREFIGHTERS	04/04/2014	210.00	100-52200-211
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/WALMART VEHICLE MAIN	04/04/2014	11.49	100-52200-241
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/GMA PRINTING	04/04/2014	136.89	100-52200-310
284	WHITEWATER FIRE DEPT	APRIL 2014 R	CRASH CREW/EAST LAND FAB	04/04/2014	1,800.00	100-52210-211
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/WALMART VEHICLE MAIN	04/04/2014	25.43	100-52200-310
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/OFFICE DEPOT	04/04/2014	158.20	100-52200-310
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/FDIC FIRE ENGINEER	04/04/2014	1,100.00	100-52200-211
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/SUMMIT EQUIPMENT	04/04/2014	51.83	100-52200-242
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/SPEEDTECH LIGHTS	04/04/2014	402.01	100-52200-241
284	WHITEWATER FIRE DEPT	APRIL 2014 R	FIRE/AMAZON	04/04/2014	73.93	100-52200-340
Total WHITEWATER FIRE DEPT:					4,004.22	
WHOLESALE DIRECT INC						
6716	WHOLESALE DIRECT INC	000205655	STREET/STAINLESS STEEL	04/04/2014	58.22	100-53320-353
Total WHOLESALE DIRECT INC:					58.22	
WISCONSIN OVEN CORP						
7163	WISCONSIN OVEN CORP	038533	STREET/STEEL FABRICATED	04/04/2014	75.00	100-53320-353
Total WISCONSIN OVEN CORP:					75.00	
YOUNGS						
2653	YOUNGS	593380	GEN BLDG/SCREW REMOVER	04/04/2014	27.29	100-51600-355

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total YOUNGS:					27.29	
Grand Totals:					153,347.57	

Dated: 04/26/2014

Finance Director: DOUG SAUBERT

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

SR

Charter

March 19, 2014

Ms. Michele Smith
City of Whitewater
P.O. Box 178
312 W. Whitewater St.
Whitewater, WI 53190

Dear Michele Smith,

This is to inform you that Charter is making some exciting changes for our customers in the Whitewater area. We're going "all-digital", and we're adding **more than 90 new high definition (HD) channels to our lineup**.

On or after April 22, 2014, Charter will begin removing the analog format of every channel from our lineup and delivering only high-quality digital signals to each television outlet in the home. Many channels will move as fully detailed in the attached customer notification.

Over time, television technology has transitioned from low-tech analog to the high-quality digital format. As we move to all digital, we will be significantly increasing our HD lineup, up to 190 channels. We are enhancing our Video On Demand (VOD) offering with 2,500 additional titles, providing more than 10,000 VOD options. There is no additional fee for the new HD channels for customers already subscribing to Charter HD services.

Over 90 percent of Charter's customers are already using digital equipment from Charter to view their favorite channels. For customers without a Charter issued set top box or a CableCard device connected to their televisions, this change will require each TV to be installed with Charter Digital equipment to continue viewing favorite programming.

To ensure a smooth transition for non-digital households, Charter is providing free digital equipment to customers for a specified period of time depending on eligibility. These offers will vary based on a customer's current level of service and are described in greater detail in the attached customer notification. Applicable standard equipment rate card pricing will apply upon expiration of those offers.

SR

Concurrent with the move to all digital, we will be encrypting our basic tier of service. For customers without digital equipment, free equipment offers are being made available based on a customer's eligibility and the tier of service to which they currently subscribe. Encryption of the basic tier will ultimately result in a more secure network and free up necessary bandwidth for increased Internet speeds and other advanced services.

In the coming weeks, Charter will actively communicate with customers about how to make the move to all digital. Customer notification efforts will include first class letters, phone calls, telemarketing efforts and an informational website (www.charter.com/digitalnow).

Please contact me with any questions or comments you may have at 715-831-8940 ext 201 or mike.hill@charter.com If any of your residents require assistance please direct them to our customer care group at 1-888-GET CHARTER (1-888-438-2427)

Sincerely,

Mike Hill

Mike Hill
Sr. Government Affairs Manager
Charter Communications

Attachment: Customer Notification

SR

Charter

Charter TV* is going 100% digital!

Have your set-top boxes shipped directly to your home.

Dear Charter Customer,

Charter is committed to provide you with the very best products, at the very best value. We have invested over two billion dollars in our fiber rich network to enable us to bring you the highest level of performance and innovation. To deliver even more value to you, we are implementing Charter TV* in a 100% All-Digital format.

Once this conversion is complete you will have the opportunity to enjoy over 200 channels of high definition TV. This is more than any other provider can deliver. We will also be significantly raising our internet data speeds. Combined with our reliable, full featured voice service, Charter will have upgraded your area to our highest level of service, Charter Spectrum.

In order to take advantage of all this, **you will be required to have a Charter-issued set-top box on each TV in your home by April 22, 2014. To help with this transition, we will supply you with 2 digital set-top boxes or 2 HD set-top boxes or 2 CableCARDS at no cost for 12 months.***

By adding a Charter set-top box to every TV in your home, you will have access to Charter On Demand, where you can choose from a library of over 10,000 movies and shows, 1,800 in HD, to watch instantly on your schedule. Charter TV* in HD features breathtaking clarity with up to 6x sharper resolution than standard TV. And with Charter DVR* you can pause and rewind live TV, even create your own instant replays.

What should I do?
To get your set-top box and self-installation kit, call 1-866-960-1723. We'll ship directly to your home at no additional cost, so you can install it on your schedule. You don't even have to leave the house. Or if you'd prefer, you can also pick one up from a nearby Charter Store. You'll find all the equipment your TVs need to be 100% digital ready, plus simple step-by-step instructions...no technician necessary.

What about my TV channels?
Some of your current channels will be moving to a new location and some of your channels will be removed. These changes will allow us to offer you a more expansive channel offering and exciting new products and services that we are sure you will enjoy. For your convenience, please find your new channel lineup on the following pages. It outlines the changes and will serve as a handy reference guide so you can easily find all of your new channels.

What will it cost to upgrade?
We will supply you with **2 digital set-top boxes or 2 HD set-top boxes or 2 CableCARDS at no cost for 12 months.***

Questions?
Visit **charter.com/digitalnow** or call 1-866-960-1723 for more detailed instructions and answers to frequently asked questions. Or **turn to channel 95** for a helpful video that explains it all.

Call 1-866-960-1723 to order your set-top box and self-installation kit. We'll ship directly to your home at no additional cost.

IMPORTANT NOTICE

To get your set-top box and self-installation kit, call 1-866-960-1723. We'll ship directly to your home at no additional cost, so you can install it on your schedule. You don't even have to leave the house. Or if you'd prefer, you can also pick one up from a nearby Charter Store.

Charter Store
510 Beloit St., Walworth, WI 53184
Monday thru Friday 9:00am - 6:00pm
Saturday 9:00am - 1:00pm
Expanded Store Hours: March 3-May 31
Monday thru Friday 8:00am - 6:00pm
Saturday 9:00am - 1:00pm

Temporary Store: Open March 17 - June 14
Charter Store
1600 S Church St., Suite 166B, Watertown, WI 53094
Monday thru Friday 8:00am - 6:00pm
Saturday 10:00am - 2:00pm
Expanded Store Hours: March 17 - June 14
Monday thru Friday 8:00am - 6:00pm
Saturday 10:00am - 2:00pm
Digital equipment distribution only

Sincerely,

Peter Cirelli
Vice President of Marketing

P.S. The sooner you order your digital set-top box, the sooner you can enjoy all the benefits digital TV has to offer!

Coming soon!
Stay tuned for more information.

Charter Spectrum
TV | INTERNET | VOICE

©2013 Charter Communications, Inc. Offer expires August 20, 2014. Offer valid to qualified residential customers who have no outstanding obligation to Charter. *Standard rates apply after promotional period ends. Standard rates will apply for installation, taxes, fees, surcharges and additional equipment. On Demand programming varies by level of service; pricing, ratings and scheduling are subject to change. Charter HD set-top box required to receive HD programming; TV must be HD capable; HD programming may vary. Additional Charter DVR service rates may apply. Service is subject to all applicable service terms and conditions, which are subject to change. Services not available in all areas. Restrictions may apply. Call for full details.

SR

Your new HD channel lineup. Effective April 22, 2014.

Basic HD
600 WMVS - PBS HD
601 HSN HD New!
604 WTMJ - NBC HD
605 WDJT - CBS HD
606 WITI - FOX HD
607 QVC HD New!
608 WMLW - IND HD
612 WISN - ABC HD
613 ShopHQ HD New!
614 WCGV - MyTV HD
615 WPXE - ION HD
618 WVTV - The CW HD
712 EWTN HD New!
726 Jewelry TV HD New!
728 WGN America HD New!
730 TV Guide Network HD New!
740 C-SPAN HD New!
742 C-SPAN2 HD New!
743 C-SPAN3 HD New!
747 Univision HD New!

Expanded Basic HD
620 A&E HD
621 HISTORY HD
622 Discovery Channel HD
623 TLC HD
624 TNT HD
625 Animal Planet HD
626 TBS HD
627 National Geographic HD
628 USA Network HD
629 HGTV HD
630 Food Network HD
632 Bravo HD
633 Comedy Central HD
634 Syfy HD
635 Lifetime HD
636 Hallmark Channel HD
637 AMC HD
638 LMN HD
639 Oxygen HD
640 Investigation Discovery HD
642 Esquire Network HD
643 E! HD
644 Travel Channel HD
648 FX HD
649 SPIKE HD
651 truTV HD
653 VH1 HD
654 MTV HD
655 CMT HD
656 BET HD
657 MTV2 HD
660 ESPN HD
661 ESPN2 HD
662 NBC Sports Network HD
663 FOX Sports North HD
664 BTN HD
665 Golf Channel HD
666 MLB Network HD
672 FOX Sports 1 HD
674 Regional Sports Extra Games HD New!
682 FOX Sports North Plus HD New!
688 Disney Channel HD
691 Nickelodeon HD
692 ABC Family HD
702 FXX HD New!
706 Velocity HD
720 TCM HD
721 TV Land HD
722 GSN HD
725 OWN HD
731 The Weather Channel HD New!
732 CNN HD
733 FOX News Channel HD
734 CNBC HD
735 HLN HD
736 msnbc HD
737 FOX Business Network HD

Expanded Basic HD, Latino View HD
690 Disney XD HD
693 Cartoon Network HD

Charter TV Select HD
556 IndiePlex HD New!
557 RetroPlex HD New!
558 MoviePlex HD New!
689 Disney Junior HD

Digi Tier 1 HD, Latino View HD
752 Univision Deportes HD New!

Digi Tier 2 HD
738 BBC World News HD New!

Digital View/Charter TV Select HD
716 Hallmark Movie Channel HD New!
739 Bloomberg Television HD New!

Digital View/Digi Tier 1 HD
619 American Heroes Channel HD New!
641 Destination America HD
646 DIY Network HD
650 Science Channel HD
659 GAC HD New!
686 Nicktoons Network HD New!
687 Nick Jr. HD New!
694 The Hub Network HD
695 Sprout HD New!
707 Nat Geo Wild HD New!
715 ReelzChannel HD New!
724 WE tv HD
750 Fusion HD New!

Digital View/Digi Tier 1 HD, Faith & Values View HD
709 TBN - Trinity Broadcasting HD New!
710 FamilyNet HD New!
711 Daystar HD New!
729 INSP HD New!

Digital View/Digi Tier 1 HD, HD Ultra View/Digi Tier 2 HD
704 AXS TV HD

Digital View/Digi Tier 1 HD, Sports View/Digi Tier 2 HD
668 ESPNU HD New!
673 FOX Sports 2 HD New!

Digital View Plus/Digi Tier 1 HD
645 bio HD
647 Cooking Channel HD
652 Fuse HD
717 IFC HD New!
718 Sundance Channel HD New!
719 FX Movie Channel HD New!
723 H2 HD
727 BBC America HD

Digital View Plus/Digi Tier 1 HD, Sports View/Digi Tier 2 HD
669 NFL Network HD

Digital View Plus/Digi Tier 2 HD
741 RFD-TV HD New!

Digital View Plus/Digi Tier 2 HD, Faith & Values View HD
631 Pivot HD New!
658 UP HD

HD Ultra View/Digi Tier 2 HD
700 Universal HD
701 Smithsonian HD
703 Palladia HD
705 HDNet Movies

Latino View HD
748 UniMás HD New!
749 Galavisión HD New!
751 FOX Deportes HD New!
753 ESPN Deportes HD New!
754 EWTN en Español HD New!
756 TeleFórmula HD New!

Latino View HD, TV Japan HD
758 ONE World Sports HD New!

Sports View/Digi Tier 1 HD
675 CBS Sports Network HD

Sports View/Digi Tier 2 HD
667 ESPNews HD
670 NFL RedZone HD
671 Tennis Channel HD
676 ESPN Goal Line/Buzzer Beater HD
677 NHL Network HD New!
678 Outdoor Channel HD New!
679 Sportsman Channel HD New!
680 WFN HD New!
681 Mav TV HD New!

HD Premium
401 HBO HD - East
402 HBO HD - West New!
403 HBO 2 HD - East
404 HBO 2 HD - West New!
405 HBO Signature HD - East
406 HBO Signature HD - West New!
407 HBO Family HD - East
408 HBO Family HD - West New!
409 HBO Comedy HD - East New!
410 HBO Comedy HD - West New!
411 HBO Zone HD - East New!
412 HBO Zone HD - West New!
413 HBO Latino HD - East New!
414 HBO Latino HD - West New!
431 Cinemax HD - East
432 Cinemax HD - West New!
433 MoreMAX HD - East
434 MoreMAX HD - West New!
435 ActionMAX HD - East
436 ActionMAX HD - West New!
437 ThrillerMAX HD - East New!
438 ThrillerMAX HD - West New!
439 5 StarMAX HD New!
441 MovieMAX HD New!
443 OuterMAX HD New!
445 MAX Latino HD New!
461 Showtime HD - East
462 Showtime HD - West New!
463 Showtime 2 HD - East
464 Showtime 2 HD - West New!
465 Showtime Showcase HD - East
466 Showtime Showcase HD - West New!
467 Showtime Beyond HD New!
469 Showtime Extreme HD - East
470 Showtime Extreme HD - West New!
471 Showtime Women HD New!
491 The Movie Channel HD - East
492 The Movie Channel HD - West New!
493 The Movie Channel Xtra HD - East
494 The Movie Channel Xtra HD - West New!
506 Starz HD - East
507 Starz HD - West New!
508 Starz in Black HD
510 Starz Comedy HD New!
512 Starz Cinema HD
514 Starz Kids & Family HD
516 Starz Edge HD New!
531 Encore HD - East
532 Encore HD - West New!
533 Encore Action HD New!
535 Encore Classic HD New!
537 Encore Suspense HD New!
539 Encore Black HD New!
571 EPIX HD - East
572 EPIX HD - West New!
896 Playboy TV HD New!

TV Japan HD
770 TV Japan HD New!

HD Pay-Per-View
799 HD Pay-Per-View

Charter

©2013 Charter Communications, Inc. Programming may vary. Channels, Tiers and Packaging subject to change. Services not available in all areas. Charter issued digital set-top box or CableCARD required to view programming channels. Charter issued digital set-top box required to view PPV and On Demand programming (where available). HD capable equipment required to view HD programming (where available). All programming may not be available to CableCARD customers. All service levels may contain channels with some R-rated programming, which can be blocked using the Parental Control feature on your on-screen program guide.
BGS-3794-JC 3/2014 P-1

523633 - DM #1 - RESI ENG, EBASIC - WAD OUT 7 WATERTOWN_FT ATKINSON

SR

Charter

New channel lineup.

Effective April 22, 2014.

Programming Service	Current Channel Number & Tier		New Channel Number & Tier	
3ABN	129	Digital View/Digi Tier 1, Faith & Values View	129	Digital View/Digi Tier 1, Faith & Values View
5StarMAX	New!		454	Digital Premium
5StarMAX HD	New!		439	HD Premium
70s	930	Digital Music	930	Digital Music
80s	929	Digital Music	929	Digital Music
90s	928	Digital Music	928	Digital Music
A&E	37	Expanded Basic	37	Expanded Basic A/Digital
A&E HD	620	Expanded Basic HD	620	Expanded Basic HD
ABC Family	53	Expanded Basic	53	Expanded Basic A/Digital
ABC Family HD	692	Expanded Basic HD	692	Expanded Basic HD
ActionMAX	520	Digital Premium	452	Digital Premium
ActionMAX HD East	562	HD Premium	435	HD Premium
ActionMAX HD West	New!		436	HD Premium
Adult Alternative	918	Digital Music	918	Digital Music
Alternative	917	Digital Music	917	Digital Music
AMC	41	Expanded Basic	6	Expanded Basic A/Digital
AMC HD	637	Expanded Basic HD	637	Expanded Basic HD
American Heroes Channel	149	Digital View/Digi Tier 1	72, 149	Digital View/Digi Tier 1
American Heroes Channel HD	New!		619	Digital View/Digi Tier 1 HD
Animal Planet	47	Expanded Basic	47	Expanded Basic A/Digital
Animal Planet HD	625	Expanded Basic HD	625	Expanded Basic HD
Autos On Demand	889	Video On Demand	889	Video On Demand
AXS TV HD	704	Digital View/Digi Tier 1 HD, HD Ultra View/Digi Tier 2 HD	704	Digital View/Digi Tier 1 HD, HD Ultra View/Digi Tier 2 HD
Bandamax	254	Latino View	254	Latino View
BBC America	106	Digital View Plus/Digi Tier 1	106	Digital View Plus/Digi Tier 1
BBC America HD	727	Digital View Plus/Digi Tier 1 HD	727	Digital View Plus/Digi Tier 1 HD
BBC World News	New!		111	Digi Tier 2
BBC World News HD	New!		738	Digi Tier 2 HD
BET	30	Expanded Basic	30	Expanded Basic A/Digital
BET HD	656	Expanded Basic HD	656	Expanded Basic HD
bio	185	Digital View Plus/Digi Tier 1	185	Digital View Plus/Digi Tier 1
bio HD	645	Digital View Plus/Digi Tier 1 HD	645	Digital View Plus/Digi Tier 1 HD
Bloomberg Television	110	Digital View/Charter TV Select	69, 110	Digital View/Charter TV Select
Bloomberg Television HD	New!		739	Digital View/Charter TV Select HD
Blues	945	Digital Music	945	Digital Music
Boomerang	140	Digital View Plus/Digi Tier 2	140	Digital View Plus/Digi Tier 2
Bravo	63	Expanded Basic Digital	63	Expanded Basic A/Digital
Bravo HD	632	Expanded Basic HD	632	Expanded Basic HD
BTN	50	Expanded Basic Digital	50, 325	Expanded Basic A/Digital
BTN Extra 1	321	Sports View/Digi Tier 2	321	Sports View/Digi Tier 2
BTN Extra 2	322	Sports View/Digi Tier 2	322	Sports View/Digi Tier 2
BTN HD	664	Expanded Basic HD	664	Expanded Basic HD
BYUtv	130	Digital View/Digi Tier 1, Faith & Values View	130	Digital View/Digi Tier 1, Faith & Values View
Canal Sur	252	Latino View	252	Latino View
Cartoon Network	52, 222	Expanded Basic, Latino View	52, 222	Expanded Basic A/Digital, Latino View
Cartoon Network HD	693	Expanded Basic HD, Latino View HD	693	Expanded Basic HD, Latino View HD
CBS Sports Network	306	Sports View/Digi Tier 1	306	Sports View/Digi Tier 1
CBS Sports Network HD	672	Sports View/Digi Tier 1 HD	675	Sports View/Digi Tier 1 HD
Centric	188	Digital View/Digi Tier 1	74	Digital View/Digi Tier 1
Centroamerica TV	236	Latino View	236	Latino View
Charter Extra	87	Basic Digital	184	Basic A/Digital
Charter Main Street	20	Basic Digital	185	Basic A/Digital
Charter On Demand	1	Video On Demand		Video On Demand
Cine Mexicano	240	Latino View	240	Latino View
Cinelatino	238	Latino View	238	Latino View
Cinemax East	516	Digital Premium	449	Digital Premium
Cinemax West	517	Digital Premium	450	Digital Premium
Cinemax HD East	560	HD Premium	431	HD Premium
Cinemax HD West	New!		432	HD Premium
Cinemax HD On Demand	559	Video On Demand	430	Video On Demand
Cinemax On Demand	515	Video On Demand	448	Video On Demand
Classic Country	935	Digital Music	935	Digital Music
Classic Rock	920	Digital Music	920	Digital Music
CLOO	166	Digi Tier 2	166	Digi Tier 2
CMT	37	Expanded Basic Digital	32	Expanded Basic A/Digital
CMT HD	655	Expanded Basic HD	655	Expanded Basic HD
CMT Pure Country	186	Digital View/Digi Tier 1	172	Digital View/Digi Tier 1
CNBC	67	Expanded Basic Digital	67	Expanded Basic A/Digital
CNBC HD	682	Expanded Basic HD	734	Expanded Basic HD
CNN	64	Expanded Basic	64	Expanded Basic A/Digital
CNN en Español	220	Latino View	220	Latino View
CNN HD	680	Expanded Basic HD	732	Expanded Basic HD
CNN International	108	Digital View/Digi Tier 1	108	Digital View/Digi Tier 1
Comedy Central	57	Expanded Basic	57	Expanded Basic A/Digital
Comedy Central HD	633	Expanded Basic HD	633	Expanded Basic HD
Contemporary Christian	936	Digital Music	936	Digital Music
Cooking Channel	159	Digital View Plus/Digi Tier 1	159	Digital View Plus/Digi Tier 1
Cooking Channel HD	647	Digital View Plus/Digi Tier 1 HD	647	Digital View Plus/Digi Tier 1 HD
Country Hits	934	Digital Music	934	Digital Music
C-SPAN	15	Basic Digital	4	Basic A/Digital
C-SPAN HD	New!		340	Basic HD
C-SPAN2	997	Basic Digital	75, 997	Basic A/Digital
C-SPAN2 HD	New!		342	Basic HD
C-SPAN3	996	Basic Digital	74, 996	Basic A/Digital
C-SPAN3 HD	New!		343	Basic HD
Dance/EDM	905	Digital Music	905	Digital Music
Daystar	127	Digital View/Digi Tier 1, Faith & Values View	127	Digital View/Digi Tier 1, Faith & Values View
Daystar HD	New!		711	Digital View/Digi Tier 1 HD, Faith & Values View HD
De Película	256	Latino View	256	Latino View
De Película Clásico	258	Latino View	258	Latino View
Destination America	157	Digital View/Digi Tier 1	73, 157	Digital View/Digi Tier 1
Destination America HD	641	Digital View/Digi Tier 1 HD	641	Digital View/Digi Tier 1 HD
Discovery Channel	44	Expanded Basic	44	Expanded Basic A/Digital
Discovery Channel HD	622	Expanded Basic HD	622	Expanded Basic HD
Discovery en Español	218	Latino View	218	Latino View
Discovery Familia	260	Latino View	260	Latino View
Discovery Fit & Health	308	Digital View/Digi Tier 1, Sports View/Digi Tier 2	308	Digital View/Digi Tier 1, Sports View/Digi Tier 2
Disney Channel	49	Expanded Basic	49	Expanded Basic A/Digital
Disney Channel HD	631	Expanded Basic HD	688	Expanded Basic HD
Disney Junior	134	Charter TV Select	92, 134	Charter TV Select
Disney Junior HD	689	Charter TV Select HD	689	Charter TV Select HD
Disney XD	83, 224	Expanded Basic Digital, Latino View	83, 224	Expanded Basic A/Digital, Latino View
Disney XD HD	690	Expanded Basic HD	690	Expanded Basic HD, Latino View HD
DIY Network	158	Digital View/Digi Tier 1	158	Digital View/Digi Tier 1
DIY Network HD	646	Digital View/Digi Tier 1 HD	646	Digital View/Digi Tier 1 HD
E!	58	Expanded Basic Digital	58	Expanded Basic A/Digital
E! HD	643	Expanded Basic HD	643	Expanded Basic HD
Easy Listening	947	Digital Music	947	Digital Music
Encore East	540	Digital Premium	544	Digital Premium
Encore West	New!		545	Digital Premium
Encore Action	541	Digital Premium	546	Digital Premium
Encore Action HD	New!		533	HD Premium
Encore Black	544	Digital Premium	550	Digital Premium
Encore Black HD	New!		539	HD Premium
Encore Classic	542	Digital Premium	547	Digital Premium
Encore Classic HD	New!		535	HD Premium
Encore Español	New!		552	Digital Premium
Encore Family	New!		551	Digital Premium
Encore HD East	575	HD Premium	531	HD Premium
Encore HD West	New!		532	HD Premium
Encore Suspense	543	Digital Premium	549	Digital Premium
Encore Suspense HD	New!		537	HD Premium
Encore Westerns	545	Digital Premium	548	Digital Premium
EPIX East	490	Digital Premium	576	Digital Premium
EPIX West	New!		577	Digital Premium
EPIX HD East	491	HD Premium	571	HD Premium
EPIX HD West	New!		572	HD Premium
EPIX HD On Demand	New!		570	Video On Demand
EPIX On Demand	489	Video On Demand	575	Video On Demand
ESPN	27	Expanded Basic	27, 303	Expanded Basic A/Digital
ESPN Classic	312	Sports View/Digi Tier 2	312	Sports View/Digi Tier 2
ESPN Deportes	214	Latino View	214	Latino View
ESPN Deportes HD	New!		753	Latino View HD
ESPN Goal Line/Buzzer Beater	319	Sports View/Digi Tier 2	319	Sports View/Digi Tier 2
ESPN Goal Line/Buzzer Beater HD	659	Sports View/Digi Tier 2 HD	676	Sports View/Digi Tier 2 HD
ESPN HD	660	Expanded Basic HD	660	Expanded Basic HD
ESPN2	26	Expanded Basic	26, 302	Expanded Basic A/Digital
ESPN2 HD	661	Expanded Basic HD	661	Expanded Basic HD
ESPNews	304	Sports View/Digi Tier 2	304	Sports View/Digi Tier 2
ESPNews HD	667	Sports View/Digi Tier 2 HD	667	Sports View/Digi Tier 2 HD
ESPNU	310	Digital View/Digi Tier 1, Sports View/Digi Tier 2	310	Digital View/Digi Tier 1, Sports View/Digi Tier 2
ESPNU HD	New!		668	Digital View/Digi Tier 1 HD, Sports View/Digi Tier 2 HD
Esquire Network	4[illegible]	Expanded Basic Digital	4[illegible]	Expanded Basic A/Digital
Esquire Network HD	642	Expanded Basic HD	642	Expanded Basic HD
Estrella TV	205	Digital View Plus/Digi Tier 1, Latino View	205	Digital View Plus/Digi Tier 1, Latino View
EWTN	23, 125	Basic, Digital View/Digi Tier 1, Faith & Values View	99, 120	Basic A/Digital
EWTN en Español	New!		207	Latino View
EWTN en Español HD	New!		754	Latino View HD
EWTN HD	New!		772	Basic HD
FamilyNet	128	Digital View/Digi Tier 1, Faith & Values View	128	Digital View/Digi Tier 1, Faith & Values View
FamilyNet HD	New!		710	Digital View/Digi Tier 1 HD, Faith & Values View HD
FCS Atlantic	300	Sports View/Digi Tier 2	330	Sports View/Digi Tier 2
FCS Central	302	Sports View/Digi Tier 2	331	Sports View/Digi Tier 2
FCS Pacific	303	Sports View/Digi Tier 2	332	Sports View/Digi Tier 2
FLIX East	414	Expanded Basic Digital, Digital Premium	81, 502	Digital View/Charter TV Select, Digital Premium
Food Network	42	Expanded Basic	42	Expanded Basic A/Digital
Food Network HD	630	Expanded Basic HD	630	Expanded Basic HD
FOX Business Network	[illegible]	Expanded Basic Digital	[illegible]	Expanded Basic A/Digital
FOX Business Network HD	685	Expanded Basic HD	737	Expanded Basic HD
FOX Deportes	242	Latino View	242	Latino View
FOX Deportes HD	New!		751	Latino View HD
FOX News Channel	66	Expanded Basic	66	Expanded Basic A/Digital
FOX News Channel HD	681	Expanded Basic HD	733	Expanded Basic HD
FOX Sports 1	88	Expanded Basic Digital	87, 328	Expanded Basic A/Digital
FOX Sports 1 HD	668	Expanded Basic HD	672	Expanded Basic HD
FOX Sports 2	105	Digital View/Digi Tier 1, Sports View/Digi Tier 2	305	Digital View/Digi Tier 1, Sports View/Digi Tier 2
FOX Sports 2 HD	New!		673	Digital View/Digi Tier 1 HD, Sports View/Digi Tier 2 HD
FOX Sports North	29	Expanded Basic	29, 320	Expanded Basic A/Digital
FOX Sports North HD	663	Expanded Basic HD	663	Expanded Basic HD
FOX Sports North Plus	91, 317	Expanded Basic Digital	91, 317	Expanded Basic A/Digital
FOX Sports North Plus HD	New!		682	Expanded Basic HD
fuse	189	Digital View Plus/Digi Tier 1	175	Digital View Plus/Digi Tier 1
fuse HD	652	Digital View Plus/Digi Tier 1 HD	652	Digital View Plus/Digi Tier 1 HD
fusion	265	Digital View/Digi Tier 1	265	Digital View/Digi Tier 1
fusion HD	New!		750	Digital View/Digi Tier 1 HD
FX	59	Expanded Basic	59	Expanded Basic A/Digital
FX HD	648	Expanded Basic HD	648	Expanded Basic HD
FX Movie Channel	171	Digital View Plus/Digi Tier 1	175	Digital View Plus/Digi Tier 1
FX Movie Channel HD	New!		719	Digital View Plus/Digi Tier 1 HD
FXX	300	Expanded Basic Digital	77	Expanded Basic A/Digital
FXX HD	New!		703	Expanded Basic HD
GAC	180	Digital View/Digi Tier 1	168	Digital View/Digi Tier 1
GAC HD	New!		659	Digital View/Digi Tier 1 HD
Galavisión	202	Latino View	202	Latino View
Galavisión HD	New!		749	Latino View HD
GOL TV	216	Latino View	216	Latino View
Golf Channel	86	Expanded Basic Digital	90, 325	Expanded Basic A/Digital
Golf Channel HD	665	Expanded Basic HD	665	Expanded Basic HD
Gospel	913	Digital Music	913	Digital Music
GSN	80	Expanded Basic Digital	80	Expanded Basic A/Digital
GSN HD	722	Expanded Basic HD	722	Expanded Basic HD
H2	104	Digital View Plus/Digi Tier 1	40, 104	Digital View Plus/Digi Tier 1
H2 HD	726	Digital View Plus/Digi Tier 1 HD	723	Digital View Plus/Digi Tier 1 HD
Hallmark Channel	78	Expanded Basic Digital	78	Expanded Basic A/Digital
Hallmark Channel HD	636	Expanded Basic HD	636	Expanded Basic HD
Hallmark Movie Channel	161	Digital View/Charter TV Select	88, 161	Digital View/Charter TV Select
Hallmark Movie Channel HD	New!		716	Digital View/Charter TV Select HD
HBO East	500	Digital Premium	418	Digital Premium
HBO West	501	Digital Premium	419	Digital Premium
HBO 2	502	Digital Premium	420	Digital Premium
HBO 2 HD East	551	HD Premium	403	HD Premium
HBO 2 HD West	New!		404	HD Premium
HBO Comedy	508	Digital Premium	423	Digital Premium
HBO Comedy HD East	New!		409	HD Premium
HBO Comedy HD West	New!		410	HD Premium
HBO Family	506	Digital Premium	422	Digital Premium
HBO Family HD East	552	HD Premium	407	HD Premium
HBO Family HD West	New!		408	HD Premium
HBO HD East	550	HD Premium	401	HD Premium
HBO HD West	New!		402	HD Premium
HBO HD On Demand	New!		400	Video On Demand
HBO Latino	512	Digital Premium	425	Digital Premium
HBO Latino HD East	New!		413	HD Premium
HBO Latino HD West	New!		414	HD Premium
HBO On Demand	499	Video On Demand	417	Video On Demand
HBO Signature	504	Digital Premium	421	Digital Premium
HBO Signature HD East	553	HD Premium	405	HD Premium
HBO Signature HD West	New!		406	HD Premium
HBO Zone	510	Digital Premium	424	Digital Premium
HBO Zone HD East	New!		411	HD Premium
HBO Zone HD West	New!		412	HD Premium
HD Movies On Demand	699	Video On Demand	699	Video On Demand
HD Pay Per View	799	HD Pay Per View	799	HD Pay Per View
HDNet Movies	705	HD Ultra View/Digi Tier 2 HD	705	HD Ultra View/Digi Tier 2 HD
HGTV	43	Expanded Basic	43	Expanded Basic A/Digital
HGTV HD	629	Expanded Basic HD	629	Expanded Basic HD
Hip Hop and R&B	907	Digital Music	907	Digital Music
Hip Hop Classics	909	Digital Music	909	Digital Music
HISTORY	48	Expanded Basic	48	Expanded Basic A/Digital
HISTORY en Español	244	Latino View	244	Latino View
HISTORY HD	621	Expanded Basic HD	621	Expanded Basic HD
Hit List	903	Digital Music	903	Digital Music
HLN	65	Expanded Basic Digital	65	Expanded Basic A/Digital
HLN HD	683	Expanded Basic HD	735	Expanded Basic HD
HSN	21	Basic Digital	21	Basic A/Digital
HSN HD	New!		601	Basic HD
IFC	172	Digital View Plus/Digi Tier 1	82, 176	Digital View Plus/Digi Tier 1
IFC HD	New!		717	Digital View Plus/Digi Tier 1 HD
IN DEMAND Pay Per View Events	801-803	Digital Pay Per View	801-803	Digital Pay Per View
IndiePlex	New!		96, 561	Charter TV Select
IndiePlex HD	New!		556	Charter TV Select HD
INSP	121	Digital View/Digi Tier 1, Faith & Values View	121	Digital View/Digi Tier 1, Faith & Values View
INSP HD	New!		729	Digital View/Digi Tier 1 HD, Faith & Values View HD
Investigation Discovery	146	Expanded Basic Digital	20, 146	Expanded Basic A/Digital
Investigation Discovery HD	640	Expanded Basic HD	640	Expanded Basic HD
Jazz	944	Digital Music	944	Digital Music
JCTV	125	Digital View/Digi Tier 1, Faith & Values View	125	Digital View/Digi Tier 1, Faith & Values View
Jewelry TV	77	Basic Digital	77	Basic A/Digital
Jewelry TV HD	New!		726	Basic HD
[illegible]	893	Digital Adult Pay Per View	893	Digital Adult Pay Per View
Kids Only!	925	Digital Music	925	Digital Music
La Familia Cosmovision	208	Latino View	208	Latino View
Lifetime	25	Expanded Basic	25	Expanded Basic A/Digital
Lifetime HD	635	Expanded Basic HD	635	Expanded Basic HD
Light Classical	948	Digital Music	948	Digital Music
LMN	79, 178	Expanded Basic Digital, Digital View/Digi Tier 1	79, 178	Expanded Basic A/Digital
LMN HD	638	Expanded Basic HD, Digital View/Digi Tier 1 HD	638	Expanded Basic HD
LOGO	430	Digital View Plus/Digi Tier 1	163	Digital View Plus/Digi Tier 1
MavTV	307	Sports View/Digi Tier 2	307	Sports View/Digi Tier 2
MavTV HD	New!		681	Sports View/Digi Tier 2 HD
MAX Latino	New!		457	Digital Premium

Charter

SR

New channel lineup.

Effective April 22, 2014.

Programming Service	Current Channel Number & Tier		New Channel Number & Tier	
MAX Latino HD	New!		445	HD Premium
MCU	906	Digital Music	906	Digital Music
Metal	916	Digital Music	916	Digital Music
Mexicana	234, 939	Digital Music	939	Digital Music
Mexico 22	228	Latino View	228	Latino View
MLB Network	84	Expanded Basic Digital	84, 329	Expanded Basic A: Digital
MLB Network HD	666	Expanded Basic HD	666	Expanded Basic HD
MoreMAX	518	Digital Premium	45	Digital Premium
MoreMAX HD - East	581	HD Premium	433	HD Premium
MoreMAX HD - West	New!		434	HD Premium
MovieMAX	New!		435	Digital Premium
MovieMAX HD	New!		441	HD Premium
MoviePlex	New!		98, 562	Charter TV Select
MoviePlex HD	New!		558	Charter TV Select HD
msnbc	68	Expanded Basic Digital	68	Expanded Basic A: Digital
msnbc HD	684	Expanded Basic HD	736	Expanded Basic HD
MTV	28	Expanded Basic	38	Expanded Basic A: Digital
MTV HD	654	Expanded Basic HD	654	Expanded Basic HD
MTV Hits	15	Digital View/Dig Tier 1	167	Digital View/Dig Tier 1
MTV Jams	164	Digital View/Dig Tier 1	170	Digital View/Dig Tier 1
MTV2	183	Expanded Basic Digital	70, 169	Expanded Basic A: Digital
MTV2 HD	657	Expanded Basic HD	657	Expanded Basic HD
mtvU	190	Digital View/Dig Tier 1	176	Digital View/Dig Tier 1
mun2	217	Latino View	210	Latino View
Musica Urbana	232, 938	Digital Music	938	Digital Music
Nat Geo Wild	150	Digital View/Dig Tier 1	147	Digital View/Dig Tier 1
Nat Geo Wild HD	New!		707	Digital View/Dig Tier 1 HD
National Geographic	56	Expanded Basic	56	Expanded Basic A: Digital
National Geographic HD	627	Expanded Basic HD	627	Expanded Basic HD
NBC Sports Network	31	Expanded Basic Digital	31, 331	Expanded Basic A: Digital
NBC Sports Network HD	662	Expanded Basic HD	662	Expanded Basic HD
NFL Network	315	Digital View Plus/Dig Tier 1, Sports View/Dig Tier 2	21, 315	Digital View Plus/Dig Tier 1, Sports View/Dig Tier 2
NFL Network HD	669	Digital View Plus/Dig Tier 1 HD, Sports View/Dig Tier 2 HD	669	Digital View Plus/Dig Tier 1 HD, Sports View/Dig Tier 2 HD
NFL RedZone	316	Sports View/Dig Tier 2	316	Sports View/Dig Tier 2
NFL RedZone HD	670	Sports View/Dig Tier 2 HD	670	Sports View/Dig Tier 2 HD
NHL Center Ice/MLB Extra Innings	360-373	Digital Pay Per View	360-373	Digital Pay Per View
NHL Network	325	Sports View/Dig Tier 2	326	Sports View/Dig Tier 2
NHL Network HD	New!		677	Sports View/Dig Tier 2 HD
Nick 2	138	Digital View/Dig Tier 1	138	Digital View/Dig Tier 1
Nick Jr.	136	Digital View/Dig Tier 1	95, 136	Digital View/Dig Tier 1
Nick Jr. HD	New!		687	Digital View/Dig Tier 1 HD
Nickelodeon	5	Expanded Basic	5	Expanded Basic A: Digital
Nickelodeon HD	691	Expanded Basic HD	691	Expanded Basic HD
Nicktoons	139	Digital View/Dig Tier 1	139	Digital View/Dig Tier 1
Nicktoons Network HD	New!		686	Digital View/Dig Tier 1 HD
Once Mexico	226	Latino View	226	Latino View
One World Sports	New!		298	Latino View, TV Japan
One World Sports HD	New!		758	Latino View HD, TV Japan HD
Outdoor Channel	311	Sports View/Dig Tier 2	311	Sports View/Dig Tier 2
Outdoor Channel HD	New!		678	Sports View/Dig Tier 2 HD
OuterMAX	New!		436	Digital Premium
OuterMAX HD	New!		443	HD Premium
OWN	167	Expanded Basic Digital	88, 162	Expanded Basic A: Digital
OWN HD	725	Expanded Basic HD	725	Expanded Basic HD
Oxygen	85	Expanded Basic Digital	85	Expanded Basic A: Digital
Oxygen HD	639	Expanded Basic HD	639	Expanded Basic HD
Palladia HD	703	HD Ultra View/Dig Tier 2 HD	703	HD Ultra View/Dig Tier 2 HD
Party Favorites	923	Digital Music	923	Digital Music
Penthouse TV	892	Digital Adult Pay Per View	892	Digital Adult Pay Per View
Pivot	122	Digital View Plus/Dig Tier 2, Faith & Values View	122	Digital View Plus/Dig Tier 2, Faith & Values View
Pivot HD	New!		631	Digital View Plus/Dig Tier 2 HD, Faith & Values View HD
Playboy Premium On Demand	890	Video On Demand	890	Video On Demand
Playboy TV	891	Digital Adult Pay Per View, Digital Adult Premium	891	Digital Adult Pay Per View, Digital Adult Premium
Playboy TV HD	New!		896	HD Premium
Pop Country	932	Digital Music	932	Digital Music
Pop Hits	922	Digital Music	922	Digital Music
Pop Latino	232, 937	Digital Music	937	Digital Music
Pop Rhythmic	904	Digital Music	904	Digital Music
Public Affairs	96, 98, 99	Basic	980-994	Basic A: Digital
Public Affairs	980-994	Basic Digital	980-994	Basic A: Digital
QVC	4, 607	Basic Digital	19	Basic A: Digital
QVC HD	New!		607	Basic HD
R&B Classics	911	Digital Music	911	Digital Music
R&B Soul	912	Digital Music	912	Digital Music
Rap	908	Digital Music	908	Digital Music
Real	894	Digital Adult Pay Per View	894	Digital Adult Pay Per View
ReelzChannel	170	Digital View/Dig Tier 1, Digital Premium	114	Digital View/Dig Tier 1
ReelzChannel HD	New!		715	Digital View/Dig Tier 1 HD
Reggae	914	Digital Music	914	Digital Music
Regional Sports Extra Games	323	Expanded Basic Digital	323	Expanded Basic A: Digital
Regional Sports Extra Games HD	New!		674	Expanded Basic HD
RetroPlex	New!		97, 562	Charter TV Select
RetroPlex HD	New!		557	Charter TV Select HD
RFD TV	155	Digital View Plus/Dig Tier 2	155	Digital View Plus/Dig Tier 2
RFD TV HD	New!		741	Digital View Plus/Dig Tier 2 HD
Rock	915	Digital Music	915	Digital Music
Rock Hits	919	Digital Music	919	Digital Music
Science Channel	148	Digital View/Dig Tier 1	77, 148	Digital View/Dig Tier 1
Science Channel HD	650	Digital View/Dig Tier 1 HD	650	Digital View/Dig Tier 1 HD
Semillitas	246	Latino View	246	Latino View
ShopHQ	New!		24	Basic A: Digital
ShopHQ HD	New!		613	Basic HD
Showtime - East	400	Digital Premium	478	Digital Premium
Showtime - West	New!		479	Digital Premium
Showtime 2	402	Digital Premium	480	Digital Premium
Showtime 2 HD - East	582	HD Premium	463	HD Premium
Showtime 2 HD - West	New!		464	HD Premium
Showtime Beyond	408	Digital Premium	482	Digital Premium
Showtime Beyond HD	New!		467	HD Premium
Showtime Extreme	406	Digital Premium	483	Digital Premium
Showtime Extreme HD - East	583	HD Premium	469	HD Premium
Showtime Extreme HD - West	New!		470	HD Premium
Showtime HD - East	580	HD Premium	461	HD Premium
Showtime HD - West	New!		462	HD Premium
Showtime HD On Demand	579	Video On Demand	460	Video On Demand
Showtime Next	New!		485	Digital Premium
Showtime On Demand	399	Video On Demand	477	Video On Demand
Showtime Showcase	404	Digital Premium	481	Digital Premium
Showtime Showcase HD - East	581	HD Premium	465	HD Premium
Showtime Showcase HD - West	New!		466	HD Premium
Showtime Women	New!		484	Digital Premium
Showtime Women HD	New!		471	HD Premium
Singers & Swing	946	Digital Music	946	Digital Music
Smile of a Child	126	Digital View/Dig Tier 1, Faith & Values View	126	Digital View/Dig Tier 1, Faith & Values View
Smithsonian	105	Dig Tier 2	105	Dig Tier 2
Smithsonian HD	701	HD Ultra View/Dig Tier 2 HD	701	HD Ultra View/Dig Tier 2 HD
Smooth Jazz	943	Digital Music	943	Digital Music
Soft Rock	921	Digital Music	921	Digital Music
Solid Gold Oldies	931	Digital Music	931	Digital Music
Sorpresa	262	Latino View	262	Latino View
Sounds of the Seasons	941	Digital Music	941	Digital Music
Soundscapes	942	Digital Music	942	Digital Music
SPIKE	34	Expanded Basic Digital	34	Expanded Basic A: Digital
SPIKE HD	649	Expanded Basic HD	649	Expanded Basic HD
Sportsman Channel	309	Sports View/Dig Tier 2	309	Sports View/Dig Tier 2
Sportsman Channel HD	New!		679	Sports View/Dig Tier 2 HD
Sprout	141	Digital View/Dig Tier 1	93, 141	Digital View/Dig Tier 1
Sprout HD	New!		695	Digital View/Dig Tier 1 HD
Starz - East	530	Digital Premium	521	Digital Premium
Starz - West	New!		522	Digital Premium
Starz Cinema	536	Digital Premium	525	Digital Premium
Starz Cinema HD	[illegible]	HD Premium	512	HD Premium
Starz Comedy	New!		524	Digital Premium
Starz Comedy HD	New!		[illegible]	HD Premium
Starz Edge	New!		527	Digital Premium
Starz Edge HD	New!		516	HD Premium
Starz HD - East	570	HD Premium	506	HD Premium
Starz HD - West	New!		507	HD Premium
Starz HD On Demand	569	Video On Demand	501	Video On Demand
Starz in Black	532	Digital Premium	523	Digital Premium
Starz in Black HD	572	HD Premium	510	HD Premium
Starz Kids & Family	534	Digital Premium	526	Digital Premium
Starz Kids & Family HD	573	HD Premium	514	HD Premium
Starz On Demand	529	Video On Demand	520	Video On Demand
Sundance Channel	173	Digital View Plus/Dig Tier 1	[illegible]	Digital View Plus/Dig Tier 1
Sundance Channel HD	New!		718	Digital View Plus/Dig Tier 1 HD
Syfy	55	Expanded Basic	55	Expanded Basic A: Digital
Syfy HD	634	Expanded Basic HD	634	Expanded Basic HD
TBN - Trinity Broadcasting	123	Digital View/Dig Tier 1, Faith & Values View	123	Digital View/Dig Tier 1, Faith & Values View
TBN - Trinity Broadcasting HD	New!		709	Digital View/Dig Tier 1 HD, Faith & Values View HD
TBS	35	Expanded Basic	35	Expanded Basic A: Digital
TBS HD	626	Expanded Basic HD	626	Expanded Basic HD
TCM	42	Expanded Basic	42	Expanded Basic A: Digital
TCM HD	720	Expanded Basic HD	720	Expanded Basic HD
Teen MC	924	Digital Music	924	Digital Music
TeenNick	137	Digital View/Dig Tier 1	137	Digital View/Dig Tier 1
Telefórmula	New!		[illegible]	Latino View
Telefórmula HD	New!		756	Latino View HD
TEN	875	Digital Adult Pay Per View	895	Digital Adult Pay Per View
Tennis Channel	313	Sports View/Dig Tier 2	313	Sports View/Dig Tier 2
Tennis Channel HD	[illegible]	Sports View/Dig Tier 2 HD	[illegible]	Sports View/Dig Tier 2 HD
The Church Channel	124	Digital View/Dig Tier 1, Faith & Values View	124	Digital View/Dig Tier 1, Faith & Values View
The Hub Network	135	Digital View/Dig Tier 1	94, 135	Digital View/Dig Tier 1
The Hub Network HD	694	Digital View/Dig Tier 1 HD	694	Digital View/Dig Tier 1 HD
The Movie Channel - East	410	Digital Premium	498	Digital Premium
The Movie Channel - West	New!		499	Digital Premium
The Movie Channel HD - East	590	HD Premium	491	HD Premium
The Movie Channel HD - West	New!		492	HD Premium
The Movie Channel HD On Demand	589	Video On Demand		No Longer Available
The Movie Channel On Demand	409	Video On Demand	497	Video On Demand
The Movie Channel Xtra	412	Digital Premium	500	Digital Premium
The Movie Channel Xtra HD - East	591	HD Premium	493	HD Premium
The Movie Channel Xtra HD - West	New!		494	HD Premium
The Weather Channel	28	Expanded Basic	28	Expanded Basic A: Digital
The Weather Channel HD	New!		731	Expanded Basic HD
ThrillerMAX	522	Digital Premium	453	Digital Premium
ThrillerMAX HD - East	New!		437	HD Premium
ThrillerMAX HD - West	New!		438	HD Premium
Throwback Jamz	910	Digital Music	910	Digital Music
TLC	45	Expanded Basic	45	Expanded Basic A: Digital
TLC HD	623	Expanded Basic HD	623	Expanded Basic HD
TNT	36	Expanded Basic	36	Expanded Basic A: Digital
TNT HD	624	Expanded Basic HD	624	Expanded Basic HD
Today's Country	933	Digital Music	933	Digital Music
Toddler Tunes	926	Digital Music	926	Digital Music
Tr3s	182, 212	Digital View/Dig Tier 1, Latino View	212	Digital View/Dig Tier 1, Latino View
Travel Channel	46	Expanded Basic Digital	46	Expanded Basic A: Digital
Travel Channel HD	644	Expanded Basic HD	644	Expanded Basic HD
Tropicales	232, 940	Digital Music	940	Digital Music
truTV	60	Expanded Basic	60	Expanded Basic A: Digital
truTV HD	651	Expanded Basic HD	651	Expanded Basic HD
TV Guide Network	89	Basic Digital	89	Basic A: Digital
TV Guide Network HD	New!		730	Basic HD
TV Japan	New!		299	TV Japan
TV Japan HD	New!		[illegible]	TV Japan HD
TV Land	54	Expanded Basic	54	Expanded Basic A: Digital
TV Land HD	727	Expanded Basic HD	721	Expanded Basic HD
Uni Más	204	Latino View	204	Latino View
Uni Más HD	New!		748	Latino View HD
Universal HD	700	HD Ultra View/Dig Tier 2 HD	700	HD Ultra View/Dig Tier 2 HD
Univision	13, 200	Basic, Latino View	200	Basic A: Digital
Univision Deportes	215	Digital View/Dig Tier 1, Latino View	215	Dig Tier 1, Latino View
Univision Deportes HD	New!		752	Dig Tier 1 HD, Latino View HD
Univision HD	New!		747	Basic HD
UP	131	Digital View Plus/Dig Tier 2, Faith & Values View	131	Digital View Plus/Dig Tier 2, Faith & Values View
UP HD	658	Digital View Plus/Dig Tier 2 HD, Faith & Values View HD	658	Digital View Plus/Dig Tier 2 HD, Faith & Values View HD
USA Network	33	Expanded Basic	33	Expanded Basic A: Digital
USA Network HD	628	Expanded Basic HD	628	Expanded Basic HD
Velocity HD	706	Expanded Basic HD	706	Expanded Basic HD
VH1	39	Expanded Basic Digital	39	Expanded Basic A: Digital
VH1 Classic	185	Digital View/Dig Tier 1	[illegible]	Digital View/Dig Tier 1
VH1 HD	653	Expanded Basic HD	653	Expanded Basic HD
VH1 Soul	187	Digital View/Dig Tier 1	[illegible]	Digital View/Dig Tier 1
Video Rola	250	Latino View	250	Latino View
Viendo Movies	248	Latino View	248	Latino View
WBME - Me TV	19	Basic	192	Basic A: Digital
WBUW - The CW	2	Basic	2	Basic A: Digital
WCGV - MyTV	14	Basic	14	Basic A: Digital
WCGV - MyTV HD	614	Basic HD	614	Basic HD
WCGV - ZUUS Country	968	Basic Digital	188	Basic A: Digital
WDJT - CBS	9	Basic	9	Basic A: Digital
WDJT - CBS HD	605	Basic HD	605	Basic HD
WDJT - Estrella TV	970	Basic Digital	191	Basic A: Digital
WDJT - TouchVision	966	Basic Digital	190	Basic A: Digital
WE tv	156	Digital View/Dig Tier 1	76, 156	Digital View/Dig Tier 1
WE tv HD	724	Digital View/Dig Tier 1 HD	724	Digital View/Dig Tier 1 HD
WFN	314	Sports View/Dig Tier 2	314	Sports View/Dig Tier 2
WFN HD	New!		680	Sports View/Dig Tier 2 HD
WGN America	17	Basic	17	Basic A: Digital
WGN America HD	New!		728	Basic HD
WHA - PBS	11	Basic Digital	11	Basic A: Digital
WISC - CBS	12	Basic	13	Basic A: Digital
Wisconsin Eye	995	Basic Digital	995	Basic A: Digital
WISN - ABC	10	Basic	12	Basic A: Digital
WISN - ABC HD	612	Basic HD	612	Basic HD
WITI - Antenna TV	967	Basic Digital	189	Basic A: Digital
WITI - FOX	3	Basic	3	Basic A: Digital
WITI - FOX HD	606	Basic HD	606	Basic HD
W-WN - WeatherNation	82	Basic Digital	22	Basic A: Digital
WKOW - ABC	7	Basic	7	Basic A: Digital
WMLW - Bounce TV	963	Basic Digital	198	Basic A: Digital
WMLW - IND	[illegible]	Basic Digital	[illegible]	Basic A: Digital
WMLW - IND HD	608	Basic HD	608	Basic HD
WMLW - Movies!	976	Basic Digital	199	Basic A: Digital
WMLW - Telemundo	206	Basic Digital, Latino View	206	Basic A: Digital
WMSN - FOX	8	Basic	8	Basic A: Digital
WMTV - NBC	5	Basic	5	Basic A: Digital
WMVS - PBS	22	Basic	10	Basic A: Digital
WMVS - PBS HD	600	Basic HD	600	Basic HD
WMVS - V-Me	972	Basic Digital	194	Basic A: Digital
WMVS - Weather	974	Basic Digital	196	Basic A: Digital
WMVS - World	973	Basic Digital	195	Basic A: Digital
WMVT - Create	975	Basic Digital	197	Basic A: Digital
WMVT - PBS	971	Basic Digital	193	Basic A: Digital
WPXE - ION	16	Basic Digital	16	Basic A: Digital
WPXE - ION HD	615	Basic HD	615	Basic HD
WTMJ - NBC	6	Basic	6	Basic A: Digital
WTMJ - NBC HD	604	Basic HD	604	Basic HD
WVCY - IND	24	Basic Digital	15	Basic A: Digital
WVTV - The CW	18	Basic	18	Basic A: Digital
WVTV - The CW HD	618	Basic HD	618	Basic HD
Y2K	927	Digital Music	927	Digital Music

To view your new channel lineup numerically, visit charter.com/digitalnow.

R-1

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **04/03/2014** ITEM: **Urban Nonpoint Source Grant Program**

PRESENTER: **Assistant City Manager**

PREVIOUS ACTION, IF ANY: **None**

SUMMARY OF ITEM BEING PRESENTED:
In 2012, the City applied for this funding which was awarded to construct the James Street detention basin and restoration work along Whitewater Creek from Main St. to Starin Rd. In 2013, the City again successfully applied for grants to construct detention basins at Meadowsweet Park and the Clay Street Nature preserve. In 2014, the City is working to submit grants in this funding program for construction of a detention basin on Ann Street, a second phase of shoreline restoration of Whitewater Creek north of Starin Road, and a TMDL study.

In order to comply with the Rock River Total Maximum Daily Load (TMDL), both the City of Whitewater and UW-Whitewater will be required to develop a detailed compliance plan for their respective jurisdictional area by 2018. The plan will provide details of the actions needed to achieve pollutant load reductions, outlines a schedule of those actions, and specifies monitoring needed to document actions and progress toward meeting water quality standards.

Currently, the Wisconsin Department of Natural Resources (WDNR) offers funding assistance in the form an Urban Nonpoint Source (UNPS) stormwater planning grant for municipalities that will cover up to 70 percent of the cost for development of the TMDL Compliance Plan (30 percent local share). The grant program, as currently structured, does not allow state universities to be the sole applicant for grant funds for TMDL compliance plans. However, the grant program does allow state universities to partner with municipalities in order to receive grant funding for the university's TMDL compliance plan, which would be prepared concurrently with the City's TMDL compliance plan. In this case, the municipality is the sole grant applicant for both the City's and University's TMDL Compliance Plan and would be responsible for grant administration. The municipality and university would need to enter into an inter-governmental agreement (IGA) to spell out appropriate cost-sharing amounts for the municipality and university, and to demonstrate that each entity is a willing participant. The WDNR does not require an executed IGA with the grant application, but does require that a draft IGA be included with the application. Once an IGA is drafted, it will be brought before the Common Council for consideration.

BUDGET IMPACT, IF ANY:
If awarded, the detention basin and shoreline restoration grants would require a 50% match, and the TMDL study would require a 70% match from the City. The work on these current grants is being funded through a borrowing paid for through the stormwater utility.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **None**

STAFF RECOMMENDATION:
Staff recommendation is for approval. The detention basin construction continues the City's efforts to improve storm water management and would gain a 1.8% reduction in Total Suspended Solids. The restoration work along the shores of Whitewater Creek is needed to maintain shoreline and

improve water quality. The development of a TMDL compliance plan is a requirement that the City will need to complete by 2018.

RECOMMENDED MOTION:
To approve resolution authorizing submission of grant applications to Wisconsin DNR for Non-point source water pollution grants;

And,

To approve pursing the development of an intergovernmental agreement with the University of Wisconsin-Whitewater for grant administration for the development of TMDL compliance plans.

ATTACHMENT(S) INCLUDED:
Urban nonpoint source grant program resolution

FOR MORE INFORMATION CONTACT:
Chris McDonell, cmcdonell@whitewater-wi.gov, 262.473.0139.

URBAN NONPOINT SOURCE GRANT PROGRAM

RESOLUTION NO:

A RESOLUTION authorizing the submittal of a state grant application by the City of Whitewater and the subsequent appropriation of City funds for Urban Nonpoint Source projects for planning, design, and construction of streambank stabilization measures along Whitewater Creek and a stormwater detention facility located south of Ann Street and for development of a Total Maximum Daily Load (TMDL) Compliance Plan.

WHEREAS, the City of Whitewater is qualified, willing and able to carry out all activities described in the state grant application; and

WHEREAS, in this action the Whitewater City Council has declared its intent to conduct the Stormwater Management projects described in the application; and,

WHEREAS, the City of Whitewater will maintain records documenting all expenditures made during the Urban Nonpoint Source Grant project; and,

WHEREAS, the City of Whitewater will submit a final report to the Department which describes all Urban Nonpoint Source project activities, achievements and data collected, and documentation of the project costs.

IT IS THEREFORE RESOLVED THAT:

The Whitewater City Council requests the funds and assistance available from the Wisconsin Department of Natural Resources under the Urban Nonpoint Source Grant Program will comply with state rules for the program, and,

BE IT FURTHER RESOLVED THAT the City of Whitewater will meet the obligations of the planning, design, and construction projects including timely publication of the results and meet the financial obligations under this grant including the prompt payment of our commitment to planning, design, and construction project costs.

Adopted this day_____ of _____,2014

By a vote of:_____in favor, _____ against, and _____abstain

BY: _____, Clerk of the City of Whitewater

City of Whitewater Council Agenda Item Information Sheet

Meeting Date: 4/3/14

ITEM: Resolution – Urban & Nonpoint Source Stormwater Management Grant application for Rock River Stormwater Group (RRSG)

PRESENTER: Scott Weberpal

PREVIOUS ACTION AND SUMMARY:

A resolution was approved by council last year for the same DNR grant. The Rock River Stormwater Group was formed by municipalities within the Rock River Watershed to meet education and outreach requirements for DNR permitting. The City of Whitewater joined the RRSG in November of 2008, and being the signatory member of the group, is responsible for approving a resolution regarding the grant application and appropriating matching funds from the RRSG account. The RRSG account in not a part of the city budget and is an entirely separate fund. The grant will cover planning and execution of the RRSG 2014 & 2015 work plan, and will be $37,500 plus $25,000 matching from the group for a total of $62,500.

BUDGET IMPACT, IF ANY: (state none if there is no impact).
NONE – Match will come from RRSG membership dues.

STAFF RECOMMENDATION:
Approval

ATTACHMENT(S) INCLUDED: (state none if there are no attachments)
Rock River Stormwater Group Outreach and Education
Campaign plan.

FOR MORE INFORMATION CONTACT:
Scott Weberpal – 262-473-0142, sweberpal@whitewater-wi.gov

RESOLUTION AUTHORIZING THE SUBMITTAL OF A STATE GRANT APPLICATION BY THE CITY OF WHITEWATER ON BEHALF OF THE ROCK RIVER STORMWATER GROUP AND THE SUBSEQUENT APPROPRIATION OF ROCK RIVER STORMWATER GROUP FUNDS FOR A PLANNING GRANT APPLICATION FOR EDUCATION AND OUTREACH PROGRAMS PURSUANT TO DNR REQUIREMENTS

WHEREAS, the City of Whitewater on behalf of the Rock River Stormwater Group desires to receive grant funding from the Wisconsin Department of Natural Resources (WDNR) pursuant to ss. 281.65 or 281.66, of the Wisconsin State Statutes, and Chapters NR 151, 153, and 155, of the Wisconsin Administrative Code, for the purpose of implementing educational and outreach programs; and

WHEREAS, the City of Whitewater on behalf of the Rock River Stormwater Group agrees to contribute the local share (also called 'match'), from the Rock River Stormwater Group account, needed for projects that are ultimately grant-funded by the WDNR; and

WHEREAS, the Rock River Stormwater Group will submit a final report to the Department which describes all education and outreach activities, achievements, and data collected, and documentation of the project costs.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Wisconsin, Walworth and Jefferson Counties, on behalf of the Rock River Stormwater Group authorizes the City Manager to submit a signed grant application to the WDNR.

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES: NOES: ABSENT: ADOPTED:

_____
Cameron L. Clapper, City Manager

_____
Michele R. Smith, City Clerk

2014 UNPS Grant Application March 26, 2014

Rock River Stormwater Group Outreach and Education Campaign

Project Activities

Rock River Stormwater Group is seeking funding to expand two specific programs in member communities across the Rock River Basin. The first is a program to improve awareness of and compliance with construction site erosion control requirements through the use of yard signs. The second is a program to provide stormwater education to middle school students in member communities.

Erosion Control Yard Signs Program

Background

In 2013 RRSG evaluated potential programs to encourage better erosion control practices on construction sites. Voluntary programs were considered, but determined to have limited impact because the likely voluntary participants are generally complying with standards already. Also during 2013, RRSG polled residents throughout the member communities regarding their awareness of stormwater pollution issues. A notable survey finding was uncertainty about who to contact if aware of a stormwater pollution problem. While about 1/3 of respondents answered "Municipal Government", others weren't sure or answered with other options, including DNR, water utility, or environmental organizations.

RRSG has concluded that a program that requires participation by all builders/contractors will have the greatest education impact. Also, the program should enhance general public awareness about the importance of erosion control and empower residents to help monitor construction sites.

The Program

The Erosion Control Yard Sign Program will provide two types of sign to each member community. For sites that require an erosion control permit, permitees will be provided a 2'x3' yard sign. The communities will require erosion control permitees to post their permit on the sign, and to mount the sign on posts near the site entrance, in full public view. The signs will feature a brief message: "Doing our part to keep soil on our site and out of the Rock River. If you see any dirt or muddy water in the street please call the City of _____ at XXX-XXX-XXXX." Each community will have a unique sign design, and calls will be directed to the person or department responsible for monitoring permit compliance. The signs will be high quality Aluminaire construction, and they will be returned to the City when the site is closed.

The second sign type to be created is a smaller, disposable sign for use on site that do not require an erosion control permit. These signs will be 18" by 24", constructed of corrugated PVC and supported by wire stakes. This version will have a similar message, and these signs will be provided to anyone getting a building permit that is likely to disturb the site, typically single family new construction.

RRSG is running a pilot program for the 2014 construction season, providing five of the larger signs to each of five member communities. Grant support is requested to expand the program in 2015 to all member communities, and with enough signs to have a sign on every active construction site with significant soil disturbance.

Costs

Based on quotes from sign manufacturers, the larger signs will cost about $75 per sign and the smaller signs about $12.50 per sign. A total of 60 large signs are desired, of which RRSG will be purchasing 25 in 2014. A total of 400 small signs are desired, a supply that is expected to last about three years. The 35 large signs and 400 small signs are estimated to cost about $7,700. Consultant time for sign design, manufacturing coordination, delivery and staff training will cost about $3,800.

Total estimated cost: $11,500

<u>School Outreach Program</u>

Background

For several years RRSG has been seeking ways to effectively reach school children across the region with lessons on nonpoint source pollution. In 2013 RRSG began working with the Science Outreach Coordinator at UW-Whitewater to design a classroom curriculum for middle school students, to be taught by UW-W students as a one-time classroom visit. This program is still in development and the first classroom visits are anticipated in November 2014, utilizing an Enviroscapes stormwater pollution demonstration model.

An alternative approach to delivering nonpoint source pollution lessons is to work with teachers to help them incorporate the lessons into their curriculum. RRSG has been working with the Madison area Municipal Stormwater Partnership (MAMSWaP) and the Earth Partnership for Schools on plans to enhance and consolidate existing teacher resources into a set of activities that fits into the core standards curriculum, initially for delivery in City of Madison schools. It is anticipated that the lessons and activities will focus on water stewardship and a rain garden activity.

The Program

Building on preliminary work in 2014, RRSG would like to expand the school outreach program significantly in 2015. We have tentatively selected seventh graders as the target audience – there are approximately 2,600 seventh grade students in 103 classrooms across our nine districts. It is our goal to

reach 70% of area classrooms during the 2015-2016 school year, or about 1,800 students, with lessons on stormwater runoff and the prevention of nonpoint source pollution.

To reach this goal we anticipate the need to employ multiple outreach methods, including both direct classroom visits by UW-W students and teacher-led activities. While it is generally easier to set up and complete the one-time classroom visits, this method is limited by the availability of UW-W student volunteers to make the visits, and by the high cost to expand this method by having consultants make the visits. We intend to implement this method without grant assistance and expect to reach about 6-8 classrooms per year.

We are requesting grant funding for the refinement and delivery of curricula for use by teachers.

The following activities and costs are anticipated:

1) Contact and coordination with teachers and administrators in nine school districts (seven in CESA 2, two in CESA 6)
   Estimated Cost: 24 hours consultant coordination per district, $26,000
2) Curriculum refinement in collaboration with Earth Partnership for Schools (EPS) and Madison Area Municipal Stormwater Partnership (MAMSWaP)
   Estimated Cost: 40 hours RRSG consultant assistance, plus direct financial support for EPS, $10,000 total
3) Teacher Training Session on the curriculum and activities, including promotion and coordination for the training session
   Estimated Cost: $10,000
4) Design and production of printed materials for use by teachers
   Estimated Cost: $5,000

Total estimated cost: $51,000

Total cost of proposed activities: $62,500

Total grant requested: $37,500 (60%)

Total match provided: $25,000 (40%)

About the Matching Funds
Municipal and university members of the Rock River Stormwater Group (the MS4 permitees) contribute dues each year, specifically for the purpose of outreach and education activities. Dues range from $1,000 to $5,000 per member and total $37,000 in 2014. These funds are used for consultant fees and direct expenses, including printing costs.

City of WHITEWATER

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **4/03/2014**

ITEM: C-1 Discussion and request for direction regarding removal of on-street parking on Wisconsin Street, from Milwaukee Street to the Trippe Lake Park entrance.

PRESENTER: **Parks & Recreation Director**

PREVIOUS ACTION, IF ANY: N/A

SUMMARY OF ITEM BEING PRESENTED: During staff discussion of the East Gate project it was determined that the City should explore the elimination of parking on Wisconsin Street from Milwaukee Street to the entrance of Trippe Lake Park. By eliminating parking, it would create a critical connection from the trail system north of Main Street to the trail that originates in Trippe Lake Park and continues through the Waters Edge subdivision (see map). Alternatives that included parking were explored; however, Strand & Associates has determined that the street is too narrow for both bike lanes and parking. The street width is 37 feet back of curb to back of curb. Curb and gutter width is 2 feet, with a 1.5 foot gutter. Unfortunately, this is about 4 feet too narrow to provide a southbound bike lane and a shared northbound bike lane/parking lane. There is ample space to provide 4 or 5 foot wide dedicated bike lanes on each side.

BUDGET IMPACT, IF ANY: This additional street painting can be added as an additional quantity in the East Gate project

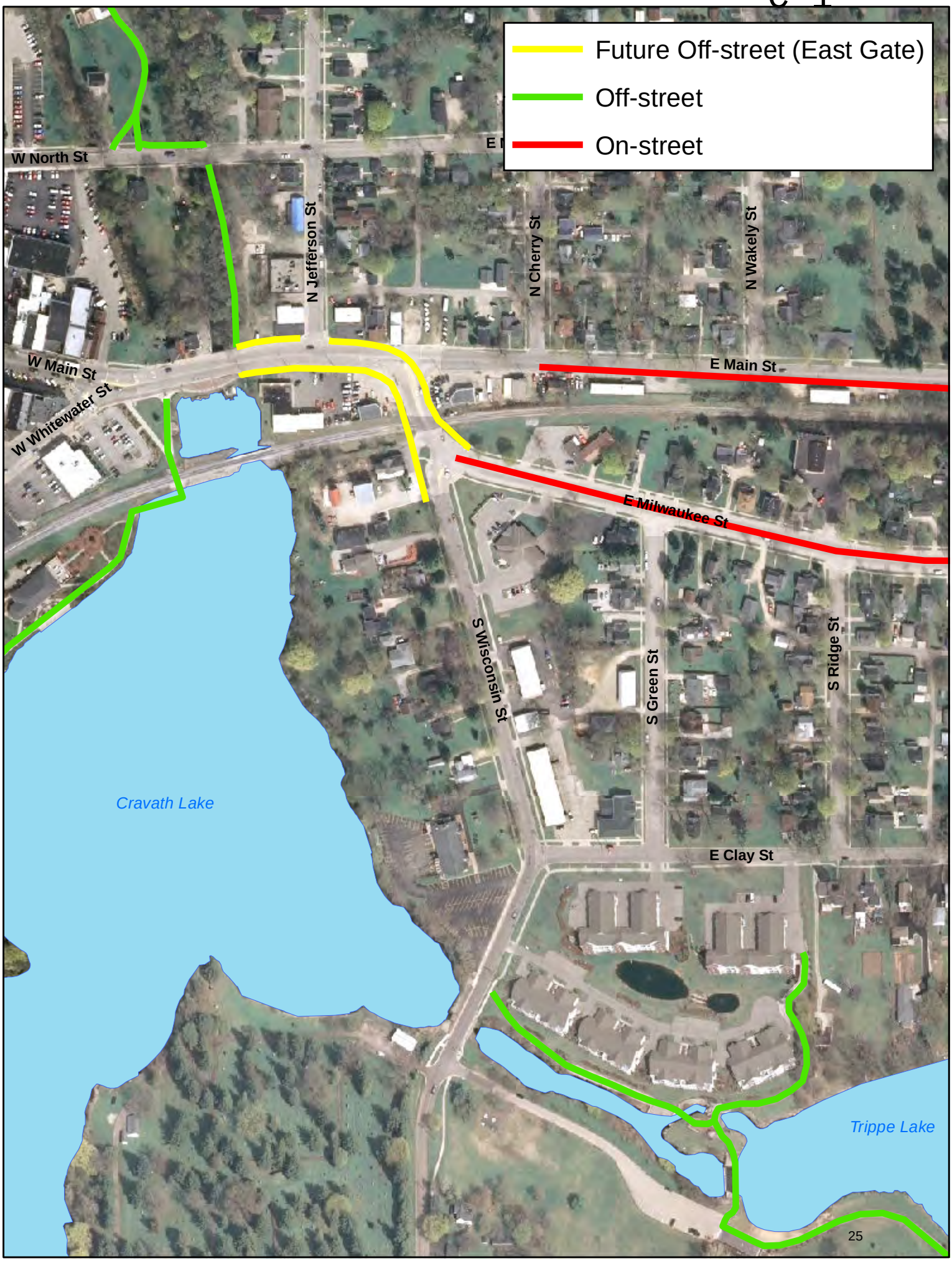
BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: N/A

STAFF RECOMMENDATION: This connection is a critical link in our bicycle and pedestrian network and was indicated as such in the Bicycle and Pedestrian Plan.

RECOMMENDED MOTION: Direct staff to bring to Council at a future meeting an ordinance that eliminates parking on Wisconsin Street from Milwaukee to the Trippe Lake Park entrance.

ATTACHMENT(S) INCLUDED (If none, please state that): Map

FOR MORE INFORMATION CONTACT:
Matt Amundson
262-473-0122
mamundson@whitewater-wi.gov


Future Off-street (East Gate)
Off-street
On-street
W North St
N Jefferson St
N Cherry St
N Wakely St
W Main St
W Whitewater St
E Main St
E Milwaukee St
S Wisconsin St
S Green St
S Ridge St
E Clay St
Cravath Lake
Trippe Lake

City of WHITEWATER

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **4/03/2014**

ITEM: C-2 Presentation regarding before and after school programming.

PRESENTER: **Parks & Recreation Director**

PREVIOUS ACTION, IF ANY: N/A

SUMMARY OF ITEM BEING PRESENTED: On April 28th the Parks and Recreation Department will be making a presentation to the Whitewater Unified School District Board to offer Before & After School programming in the 3 elementary schools. Parks & Recreation Staff has met with Eric Runez (District Administrator), David Brokopp (Lakeview Principal), Jo Bernhardt (Lincs Principal), and Tom Grosinske (Washington Principal) to discuss program goals and cooperation with the School District. As staff, we feel that this type of programming will strengthen our connection with the School District and provide opportunities to promote our existing programs to this population. Parks and Recreation staff has met with Dean Katy Henning and her staff with the UW-Whitewater College of Education and feels that a strong connection with UW-W can aid the Parks and Recreation Department in the delivery of Before & After School programming. Once established, the Parks and Recreation Department will explore grant funding to provide Before & After School programming to those who cannot afford the program.

BUDGET IMPACT, IF ANY: The program is designed to generate revenue to offset direct expenses and achieve the Parks and Recreation Department's fee recovery policy of 110%.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: Parks and Recreation Board has supported the exploration of this additional programming.

STAFF RECOMMENDATION: The information is being provided to the Council in an effort to inform and ask for feedback.

RECOMMENDED MOTION: N/A

ATTACHMENT(S) INCLUDED (If none, please state that): PowerPoint Presentation, Article

FOR MORE INFORMATION CONTACT:
Matt Amundson
262-473-0122
mamundson@whitewater-wi.gov

C-2

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Program in city schools stresses healthy lifestyles

By Deneesha Edwards
The Dispatch
Published: Monday, March 24, 2014 at 4:08 p.m.

Donnie Roberts/The Dispatch
Charles England Elementary School students do jumping jacks to warm up before running Thursday during the 'Jogging Jackets' after-school youth wellness program put on by the City of Lexington Parks and Recreation Department.

Lexington Parks and Recreation employees are committed to helping youths lead healthy lifestyles through a prevention and wellness programs at four of the schools in the Lexington City system.

The partnership created three activities after school where more than 100 students are involved for four to seven weeks. The overall goal is to promote exercise, teach the children about nutritional facts to develop healthy diet habits and improve classroom focus.

"I like it because I'm not in the house, and I have fun," said Charles England Elementary School fifth-grader Eimy Ortiz. "I get to exercise. It's really fun to play and meet new kids and make new friends. It's important to be active."

This marked the first year the department brought the Jogging Jackets program to Pickett and Charles England elementary and South Lexington schools. For the second year, "Fitness 4 Fun" has been offered at Southwest Elementary School, and "Fitness Pals" has taken place at Pickett.

Sarah and Mary Evan Thornhill, Charles England second-graders and twin sisters, are two of 50 students who participate in the "Jogging Jackets" every Wednesday. They said they stretch at the beginning of class and do a lot of running activities. If the weather allows, the students are able to go outside.

"It's important to exercise," Sarah said.

Mary Evan followed with, "I like it because we're jogging, exercising and getting our energy out."

Tammy Curry, program coordinator for Lexington Parks and Recreation, travels to each of the schools Monday through Thursday. In conjunction with the school's physical education teachers, students from all grades participate in the hour-long program once a week. Parents signed their children up free of charge.

Curry said the programs were started to encourage students to be actively fit. Lexington Parks and Recreation has a lot of get-fit and shape-up programs for members of the community in the afternoons, but Curry wanted something for youths. She said they talk about nutrition and different ways to exercise. The students jog, run, walk and participate in several activities to prepare them to run in the Multicultural Festival's "5K Run/Walk for Wellness" on April 5.

Jada McMillan, a third-grader at Charles England, said her favorite part is having fun and running. She said it's a great idea for the students to have something to participate in after school instead of just going home.

C-2

"It's important to be healthy and get fit," she said. "On a normal day, I would just go home and play inside the house. This gets me out of the house, and I get to go outside. I like it."

Deneesha Edwards can be reached at 249-3981, ext. 213, or at deneesha.edwards@the-dispatch.com. Follow Deneesha on Twitter: @LexDispatchDE

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Before & After School Program

Whitewater Parks & Recreation

April 3, 2014

C-2

"Before and afterschool programs allow a unique opportunity for educators to encourage recreation and healthy, fun activities for their participants."

- National Recreation & Park Association

C-2

Program Structure

- Offer program at all 3 elementary schools (Lakeview, Lincs, Washington)
- Before School
  - 6:30 – 8:00 am
  - Quiet time, reading, board games, & snack
- After School
  - End of School – 6:00 pm
  - Homework Support (enhancement/tutoring)
  - Physical Activity
  - Snack
- Support discipline and character programs in place at the schools.

Staffing

- Program will be supervised by Michelle Dujardin. Michelle previously ran a Before & After School program in Colorado.
- Staff ratio will be 10 students to 1 staff member, with a minimum of 2 staff.
- Staff recruitment will focus on education, social work, and health and human performance majors from UW-W while also considering other candidates with background in childcare.
- Exploring possibility of adding a graduate assistant position from UW-Whitewater.

C-2

Benefits

- Increase existing partnership with Whitewater Unified School District to better reach and serve school district residents
- Ability to offer previews of existing programs to BASP participants
- Partnership with UW-Whitewater College of Education to provide clinical experience for students

Budget

C-2

City of Whitewater						
Before & After School Program Budget						
Before School Fee	**Cost**	**Participants**	**Days**		**Revenue**	
Lakeview	$4.00	5	176		3,520	$80/month
Lincs	$4.00	5	176		3,520	
Washington	$4.00	5	176		3,520	
After School Fee						
Lakeview	$6.00	10	176		10,560	$120/month
Lincs	$6.00	20	176		21,120	
Washington	$6.00	15	176		15,840	
Both Before and After Fee						
Lakeview	$8.00	5	176		7,040	$160/month
Lincs	$8.00	10	176		14,080	
Washington	$8.00	5	176		7,040	
No School Day Fees	$35.00	20	15		10,500	
Early Release Day Fees	$20.00	30	3		1,800	
Annual Application Fee	$25.00	80	1		2,000	
Total Revenue					**100,540**	
Snacks	**Cost**	**Participants**	**Days**		**Expense**	
Before School	$0.50	35	180		3,150	
After School	$0.75	65	180		8,775	
Field Trips (No School Days)						
Local Field Trips	$5.00	30	5		750	
Out of Town Field Trips	$5.00	30	2		300	
Travel (Busing)					1,500	
Crafts and Games						
Activity	$0.50	45	72		1,620	
Games					200	
Supplies - markers, crayons, paper					200	
Materials - books, magazines, balls					300	
Paper - copies (white & colored)					150	
MPLC License					60	
Miscellaneous Supplies						
Staff Shirts (Fall & Spring)					500	
Bulk Food Items					300	
Medical Supplies					150	
Staffing	**Staff**	**Hours**	**Days**	**Wage**		
Before School	6	2.25	176	$9.25	21,978	
After School	7	3.25	176	$9.25	37,037	
No School Days	3	12.25	15	$9.25	5,099	
Early Release Days	7	6.25	3	$9.25	1,214	
Staff Meetings	10	1	9	$9.25	833	
Training	10	12	1	$9.25	1,110	
Total Expense					**85,226**	
Assumptions					**15,314**	
Lincs: 15 before, 30 after						
Lakeview: 10 before, 15 after						
Washington: 10 before, 20 after						

Future

- Program Growth – having real data to project forward
- 2015 Budget
  - Enterprise Fund

City of WHITEWATER

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **4/03/2014**

ITEM: C-3 Report on Lakes Management.

PRESENTER: **Parks & Recreation Director**

PREVIOUS ACTION, IF ANY: N/A

SUMMARY OF ITEM BEING PRESENTED: In 2014 the City will be harvesting aquatic plans on both Cravath and Trippe Lakes. The contract has been awarded to Midwest Aquatics of Germantown, WI. The contractor will harvest the weeds, truck them to a nearby disposal site, provide a certificate of insurance, all equipment, and a log of hours on each harvester and loads of weeds removed. The equipment provided will be a H6-300 Aquarius Harvester and a H6-600 Aquarius Harvester, a shore conveyor, and a dump truck. The harvesting limits are determined by the WI DNR and in 2014 will include navigational channels on the lakes along with clearing the area at Cravath used by the ski team during the 4th of July celebration. Harvesting will take 2-3 days and be completed in late June and once more at the City's discretion.

The City will be applying for grant funding in 2015 from the Wisconsin DNR to complete a feasibility study related to dredging of the lakes. When completed, the study will provide needed data for the City to determine if dredging the lakes is a reasonable and fiscal reality. City Staff will continue to manually harvest the shorelines of both lakes when appropriate and assist volunteers in other lake management efforts including water testing, geese egg depredation, etc.

BUDGET IMPACT, IF ANY: Stormwater Utility includes needed funds for Lakes Management

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: Parks and Recreation Board approved use of mechanical harvesting of both lakes on 10-21-2013. Parks and Recreation Board approved use of Midwest Aquatics as contractual harvester for 2014 on 03-11-2014.

STAFF RECOMMENDATION: The information is being provided to the Council in an effort to provide information and ask for feedback.

RECOMMENDED MOTION: N/A

ATTACHMENT(S) INCLUDED (If none, please state that): N/A

FOR MORE INFORMATION CONTACT:
Matt Amundson
262-473-0122
mamundson@whitewater-wi.gov

City of WHITEWATER

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **04/03/2014** ITEM: **Neighborhood Services Director Position**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **None.**

SUMMARY OF ITEM BEING PRESENTED:
With the resignation of Neighborhood Services Director, Latisha Birkeland, there is a need to:

1. **Establish a process for providing planning, zoning, and code enforcement services until the position can be refilled.**
2. **Evaluate the duties and responsibilities of the position to identify any needed changes to the position and/or the organizational structure of the City to continue providing these services.**
3. **Initiate the recruitment process.**

Throughout the last two weeks, staff has been working on a plan for interim service provision and evaluating position duties and responsibilities. Staff will outline how services are being provided in the absence of a neighborhood services director report on next steps for the recruitment process. Included with this cover sheet is a very draft contract for additional services from our building inspector. An agreement for planning services will be formally presented on April 15.

ATTACHMENT(S) INCLUDED (If none, please state that)
Draft Agreement for Inspection Services
Neighborhood Services Director Position Description

FOR MORE INFORMATION CONTACT:
Cameron Clapper, cclapper@whitewater-wi.gov, 262.473.0100.

PROPOSED CONTRACT

This contract executed, effective the day of March, 2014, by and between the City of Whitewater, a Municipal Corporation, hereinafter referred to as "City" and KAHUBE, LLC d.b.a. as MUNICIPAL ZONING and INSPECTION SERVICES hereinafter referred to as " Noll"

1. The City agrees to exclusively contract with Noll as the Building Inspector. Noll agrees to carry out the administration and enforcement of the Municipal code of the City of Whitewater as well as any applicable State codes, and to assist the City in any legal aspects of enforcement such as appearing as expert witness, etc.. Noll agrees to conduct the necessary plan examination and inspections necessary for the City of Whitewater. Noll also agrees to additionally provide consulting in the matters of zoning and zoning code enforcement. Noll will provide the necessary time and expertise to city officials or 3rd party planners.

2. Noll, or his authorized representative shall be Certified by the State of Wisconsin in UDC-Building, Electrical, HVAC, Plumbing, as well as Commercial Building, Plumbing Electric, and HVAC.

3. To perform his obligations under this contract, Noll agrees to perform inspections in the following areas, per the administrative procedures described in the Municipal Code of the City of Whitewater and appropriate State rules and regulations.

A. Construction

B. Energy

C. Heating, Ventilating, and Air Conditioning

D. Electrical

E. Plumbing

F. Incidental duties required of the Building Inspector of the City of Whitewater

G. Zoning Administration

4. Noll agrees to maintain the appropriate municipal records, pursuant to Wisconsin State Statutes, including inspection and financial records. Noll may keep a duplicate set of records generated.

5. Noll agrees to maintain current Wisconsin Licenses for Building Inspections, the fees of which shall be borne by Noll.

6. Noll agrees to be available to meet with the public and City staff as necessary for the successful completion of work related to an established contract. In addition, the Inspector shall have the ability to respond to telephone and e-mail inquiries from City staff and the public on a daily basis.

7. Noll shall assist the City in ensuring compliance by issuing noncompliance orders, and appearing as a witness during legal proceedings. Noll shall issue all permits after the proper fees have been paid and codes complied with.

8. Noll shall provide a vehicle for inspections along with fuel, and auto insurance, evidenced by submission of current certificate of insurance.

COMPENSATION

1. The City agrees to pay Noll 75% of the building, electrical, plumbing and HVAC permit revenue generated for all inspection services. In addition to this a $2,000 per month retainer will be paid for zoning administration duties. Monthly payments will be made by the City to Noll based on the zoning retainer and revenue generated during the month. This contracted amount includes but is not limited to the following:

Agreed upon office hours
Required inspections
Matters of zoning code enforcement
Consultation of zoning plan reviews
Administrative duties (record keeping, file compliance etc.)
Travel
Continuing education
Insurance

In the event of a moratorium or other method of discounting permit fees during the term of this contract, the City agrees to pay Noll 75% of any fees not collected by the City as a result of the discounted permit fee.

2. The relationship of Greg Noll and the City of Whitewater shall be that Noll and his service company shall be an independent contractor providing inspection services to the City of Whitewater Withholding and Wisconsin Retirement Fund, he shall not be considered and employee of the City of Whitewater, but an independent contractor.

3. Provide systems support and Administrative coordination at a minimum which shall include office hours Monday and Wednesday from 9:00 a.m. To 11:00 a.m. and Tuesday, Thursday by appointment.

4. Provide availability for inspections and administrative duties Monday through Friday during normal business hours and Saturday by appointment.

5. Noll shall be entitled to the services of the City Attorney pursuant to Wisconsin Statutes 62.115.

TERM OF CONTRACT

The initial term of the proposed contract shall be for a period of one (1) year commencing on or around March , 2014 and shall automatically renew for successive one (1) year terms unless either party gives the other not less than sixty (60) days prior written notice before the expiration of the then current term that it does not want the contract to renew further. In addition, the City will be allowed to terminate if the consultant does not perform services in a satisfactory manner, loses its license to perform any of the services, becomes insolvent and other similar reasons.

AUTHORIZED REPRESENTATIVE. For the purpose of administration of this contract, Noll may designate authorized persons to act in his behalf providing they are properly qualified.

Dated this_____day_____2014,

By:_____

Title

_____

Title

_____

Greg Noll

MUNICIPAL ZONING and INSPECTION SERVICES

City of WHITEWATER

JOB DESCRIPTION

Title:	Neighborhood Services Director	**Department(s)**:	Neighborhood Services
Reports to:	City Manager	**Location:**	Municipal Building
FLSA:	Exempt	**Pay Grade:**	Schedule II, H
Shift:	Days	**Status**:	Full-Time
Bargaining Unit:	None	**Date:**	July 2011

JOB SUMMARY

This position is responsible for administering zoning and code enforcement, geographical information systems (GIS) development and maintenance and contractual city planning and building inspection services for the City of Whitewater.

Directs and oversees department operations; supervises departmental personnel including contractual building Inspection personnel, and contract City Planner. Plans, coordinates, schedules, assigns, and reviews work activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Oversees inspection of new and existing buildings, construction, HVAC and electrical systems to ensure code compliance. Enforces property maintenance codes.
- Prepares and monitors department budgets for zoning and code enforcement, planning and GIS.
- Oversees Planning and Zoning Enforcement. Coordinates all activities of Plan & Architectural Review Board and Board of Zoning Appeals. Assists in preparing short and long range plans for department operations, programs and projects as well as City Comprehensive Plan and Quadrant Plans.
- Responds to inquiries and complaints from the public. Investigates problems and provides solutions or makes appropriate referrals. Assists the public with permits.
- Assists the Parks & Recreation Director with the implementation of City's energy efficiency/independence initiatives.
- Assists the Parks & Recreation Director in researching building and facility improvement projects as it relates to energy efficiency and cost reductions.
- Serves as a "coordinator" or "Point of Contact" (POC) for gathering, updating of official City Map, base map, and other maps; coordinates department activities with other departments and affected agencies as needed.
- Manages, updates, and edits spatial data, tables, and reports for planning projects.
- Performs analysis of vector and raster data using GIS and database tools.
- Works with other GIS professionals, planners and engineers.
- Obtains GIS data from multiple public and private sources.
- Instructs City Staff and other professionals in GIS techniques.
- Researches GIS technology and makes recommendations for improvements.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Serves as an ex-officio member of the Planning and Architectural Review Commission and Zoning Board of Appeals. Serves as a member of the City Project Management Team.
- Attends Plan and Architectural Review Commission, Zoning Board of Appeals City Council Meetings and other meetings as might be assigned.

SUPERVISION RECEIVED AND/OR EXERCISED

- Reports to the City Manager.
- Exercises general supervision over all Neighborhood Services Department employees and contract service providers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Graduation from an accredited four-year college or university with a degree in Land-use Planning, Urban Planning, Landscape Architecture, Geographic Information Systems, Business or Public Administration, or a closely related field.
- Three (3) years of progressively responsible municipal experience in zoning, code enforcement geographical information systems and/or planning
- Any equivalent combination of education and experience that provides the requisite knowledge, skills and abilities for the position.
- Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes, personal computers, and GIS applications.

Language Skills

- Requires the ability to effectively communicate both orally and in writing with the City Manager, City Departments, City Council, Plan and Architectural Review Commission, Zoning Board of Appeals, the City Attorney, Architects, Contractors, Developers, Property Owners, and the General Public.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information such as state building codes and statutes, city codes, master plans, budgets, contracts and non-routine correspondence.
- Ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Ability to communicate technical data and sensitive information to citizens in a clear and persuasive manner.
- Ability to persuade, convince, and or/train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Prepares and administers the annual operating budget of the Neighborhood Services Department.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administration services.

Other Qualifications

- Residency within the City of Whitewater, or the ability to obtain residency within one (1) year of hire.
- Proficiency in word processing, 10 key calculator, personal computers and electronic data processing.
- Working knowledge of modern office practices and procedures and Microsoft Office.
- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Valid state driver's license or ability to obtain one within four (4) months.
- Strong technical skills including advanced knowledge of ESRI products, Microsoft Word and Excel, and Adobe and/or graphic design software.
- Working knowledge of Global Positioning Units, software and applications.
- Ability to use GIS to perform complex analysis and data editing tasks; and proven problem-solving skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet except for areas where hearing protection is required.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboards use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Work is performed in both an office and field setting. The employee is required to work outside during adverse weather conditions to include dust, heat, rain, snow and wind.
- During investigations, the employee may occasionally be exposed to hazardous conditions and is required to observe and undertake proper safety precautions.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

_____		_____	
Supervisor	Date	Department Head	Date
_____		_____	
Human Resources	Date	City Manager	Date

State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

March 5, 2014

CAMERON CLAPPER MANAGER
CITY OF WHITEWATER
312 W WHITEWATER ST
PO BOX 690
WHITEWATER WI 53190

Dear Mr. Clapper:

Your municipality contracts with the State of Wisconsin to provide weights and measures inspection services. We are updating our records for **July 1, 2014 through June 30, 2015** and need to know if you will be recovering your costs by assessing fees to businesses who receive services under the weights and measures program.

Check the applicable box below, sign and date:

☐ **No**, we will not recover weights and measures costs from businesses within our municipality.

☐ **Yes**, we will recover weights and measures costs from businesses within our municipality. Send a copy of your weights and measures ordinance back with your response.

Signature _____ Title _____ Date _____

Please provide your email address for future correspondence.

Email _____

Return this letter, and a copy of your weights and measures ordinance if applicable, by March 21, 2014 to: Holly Wing, WDATCP, Bureau of Weights and Measures, P.O. Box 8911, Madison, WI 53708-8911

If you have any questions, please contact me at 608-224-4952 or email holly.wing@wi.gov

Sincerely,

Holly Wing

Holly Wing
Operations Program Associate
Bureau of Weights and Measure

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Chapter 5.34 WEIGHTS AND MEASURES

Sections:

5.34.010 Purpose.
5.34.020 Application of state codes.
5.34.030 State contract—Appointment of inspectors—Compliance required.
5.34.040 Definitions.
5.34.050 Weights and measures license required.
5.34.060 Types of licenses.
5.34.070 Application for license.
5.34.080 Issuance of licenses and fees.
5.34.090 License term.
5.34.095 Enforcement for non-renewal.
5.34.100 Fees assessment.
5.34.110 Violations.

5.34.010 Purpose.

This section adopts the State of Wisconsin weights and measures regulations and establishes a weights and measures program wherein any person or entity subject to said regulations must obtain a license in order for the city to comply with and recoup the costs of enforcing said regulations. This section is adopted pursuant to the provisions of Chapter 98, Wisconsin Statutes.

(Ord. 1660 § 1(part), 2007)

5.34.020 Application of state codes.

Except as otherwise specifically provided in this section, the provisions of Chapter 98, Wisconsin Statutes, Weights and Measures and Chapters ATCP 90, 91 and 92 of the Wisconsin Administrative Code are adopted and by reference made a part of this section as though fully set forth herein. Any act required to be performed or prohibited by any statute or code incorporated herein by reference is required or prohibited by this section. Any future amendments, revisions or modifications of the statutes and codes incorporated herein are intended to be made a part of this section.

(Ord. 1660 § 1(part), 2007)

5.34.030 State contract—Appointment of inspectors—Compliance required.

(a) State Contract. In order to assure compliance with the requirements of the State of Wisconsin related to the inspection and certification of weights and measures, the city shall contract with the State of Wisconsin Department of Agriculture, Trade and Consumer

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Protection, pursuant to Section 98.04(2), Wisconsin Statutes, in lieu of the establishment of a department of weights and measures.

(b) Appointment of Inspectors. The provisions of the contract set forth in subsection (a) shall provide for the enforcement of the statutes and regulations set forth herein, and the city grants the authority and duties of sealers and inspectors required by this section to the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.

(c) Compliance Required. All persons and entities required to be licensed hereunder shall comply with the enforcement of the statutes and regulations set forth herein, shall comply with the orders and inspections of the inspectors appointed herein, and shall comply with the licensing requirements set forth herein.

(Ord. 1660 § 1(part), 2007)

5.34.040 Definitions.

As used in this chapter:

"Weights and measures" means weights and measures of every kind, instruments and devices for weighing and measuring, and any appliances and accessories used with any or all such instruments and devices, except meters for the measurement of electricity, gas (natural and manufactured) or water when the same are operated in a public utility system. Weights and measures include devices used or employed in establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for sale, hire or award, or in computing any basic charge or payment for services rendered on the basis of weight or measure, and includes, but is not limited to, commodities, liquid measuring devices, scales, weighing, measuring, price verification systems, timing devices and linear measuring devices.

"Weights and measures program" means the program that includes administration and enforcement of this section, Chapter 98, Wisconsin Statutes, applicable Wisconsin Administrative Code provisions, and any related actions.

(Ord. 1660 § 1(part), 2007)

5.34.050 Weights and measures license required.

(a) License Requirements. Except as provided in subsection (b), no person or entity shall use, operate or maintain any commercial weights and measures as defined in this section unless the person or entity is licensed by a weights and measures license issued pursuant to the provisions of this section.

(b) Exemptions. Sales by a person registered as a direct seller, or by a holder of a farmer's market, vendor vehicle or special event permit are exempt from licensing under this section, but if any person exempted herein is required by the state to hold a state certificate of examination by the sealer of weights and measures; a copy of said certificate shall be provided to the city with his or her application for vendor registration or special events permit.

(Ord. 1660 § 1(part), 2007)

5.34.060 Types of licenses.

(a) There shall be five classes of licenses that shall correspond to the type of the business regulated by the weights and measures program and the amount of time necessary for inspection of the weights and measures of that business. The fee for the license shall be

uniform for all classes of licenses, in an amount set by the common council, and shall not exceed the cost of administering the weights and measures license program.

(b) The classes of licenses shall be:

(1) Class 1, which shall cover large grocers (more than two check-out points);

(2) Class 2, which shall cover large gas stations (more than twelve fuel meters) and large retailers (more than two check-out points);

(3) Class 3, which shall cover businesses that operate vehicle scales, LPG meters and vehicle tank meters, small gas stations (twelve or fewer fuel meters), and small grocers (two or fewer check-out points);

(4) Class 4, which shall cover small retailers (two or fewer check-out points); and

(5) Class 5, which shall cover laundromats and small businesses not elsewhere classified.

(c) If a person or entity falls into more than one category, the person or entity shall be required to obtain the higher (lower numbered) classification of license.

(Ord. 1660 § 1(part), 2007)

5.34.070 Application for license.

An application for a weights and measures license shall be made in writing on a form provided by the city clerk and shall be signed by the owner of the commercial business or by its authorized agent. Such application shall state the type of the business, the type and number of weighing, measuring and scanning devices used by the business, the location of the devices, the number of check-out lanes present on the premises, the applicant's full name, post office address and telephone, and whether such applicant is an individual, partnership, limited liability company, corporation or other entity. If the applicant is a partnership, the application shall state the names and addresses of each partner. If the applicant is a corporation or limited liability company, the application shall state the names and addresses of all officers and agents of the applicant, including the registered agent thereof.

(Ord. 1660 § 1(part), 2007)

5.34.080 Issuance of licenses and fees.

Upon compliance with this section, the city clerk shall determine the class of license to be issued, and shall issue a license to the applicant upon payment of the annual license fee set by the common council. Each store or other business shall require a separate license.

(Ord. 1660 § 1(part), 2007).

5.34.090 License term.

(a) A license issued under this section shall expire on June 30th of each year. Except as provided in subsection (b), the license fee shall not be prorated for a partial year.

(b) The initial license issued to businesses existing on the effective date of this section shall be for the balance of the year 2006, and the license fee shall be one-half of the cost of a full year's license.

(Ord. 1660 § 1(part), 2007)

5.34.095 Enforcement for non-renewal.

It shall be the duty of the city clerk to notify appropriate city officials and to order the immediate enforcement of the provisions of this section in cases involving a failure to renew a weights and measures license. A licensee shall be prohibited from engaging in any business involved in weights and measures until such time as a valid license has been obtained under the provisions of this section.

(Ord. 1660 § 1(part), 2007)

5.34.100 Fees assessment.

(a) Annual Assessment. In addition to the cost of the license, the common council shall annually assess fees to each licensee based on the class of license it holds. The total of the fees assessed and collected under this subsection shall not exceed the actual costs of the weights and measures contract between the city and the state.

(b) Clerk to Prepare Assessment Schedule. The city clerk shall at least annually prepare a proposed schedule of assessments for each class of license, which shall be based upon the state contract changes, to be submitted to the common council. A copy of the proposed schedule together with notice of the date and time at which the common council will consider the assessments shall be mailed to each licensee. If the clerk fails to prepare the annual schedule or notify the participant, the assessment shall not increase over the prior year's assessment.

(c) Common Council to Determine Assessment. At least ten days after the mailing set forth in subsection (b), the common council shall consider the clerk's proposed schedule of assessments and determine the schedule of assessments on a reasonable basis. The city clerk shall mail to each licensee an invoice for the amount of the fee assessment to the licensee as determined by the common council and each licensee shall pay the fee assessed within thirty days after the date the notice was mailed.

(d) Failure to Pay Assessment. If the assessed fee is not paid within thirty days of the date of the mailing of the invoice, an additional administrative collection charge of twenty dollars shall be added to the amount due, plus interest shall accrue on the assessment at the rate of one and one-half percent per month or fraction thereof until paid. To the extent permitted by law, if the licensee is the owner of the real estate where the licensed business is located, any delinquent assessment shall be extended upon the current or the next tax bill as a special charge against the real estate premises for current services. No license shall be issued or renewed under this section if the licensee is delinquent in the payment of a fee assessed under this section.

(e) Mailing of Notices. Schedules, notices and invoices shall be considered mailed to a licensee when mailed by first class mail, postage prepaid, to the licensee at the licensee's address as shown on the application form.

(f) Change of Ownership. If the ownership of a commercial business licensed under this section is transferred during a license year, the owner of the business as of July 1st of the license year shall be liable and responsible for the payment of the fees assessed under this section.

(Ord. 1660 § 1(part), 2007)

5.34.110 Violations.

In addition to any other remedy, any person who fails to comply with the provisions of this section shall, upon conviction thereof, forfeit not less than one hundred dollars nor more than two hundred fifty dollars. Each day a violation exists or continues shall constitute a separate offense.

(Ord. 1860 § 1(part), 2006)

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City of WHITEWATER

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: April 3, 2014 ITEM: Consideration

PRESENTER: Chief Otterbacher

PREVIOUS ACTION, IF ANY: None

SUMMARY OF ITEM BEING PRESENTED:

The Whitewater Police Department is seeking permission to move forward in purchasing the new 911 software and equipment through Solocom Company. This was approved in the 2014 Capital Improvement Plan portion of the budget because the existing 911 software is no longer supported. We intend to purchase the software, which is the same 911 software that is used by the Walworth County Communications Center, to continue to support the ongoing partnership between the two communication centers.

BUDGET IMPACT, IF ANY:

The Solocom 911 Software System was approved in the 2014 Capital Improvement Plan portion of the budget

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Staff recommends purchasing the Solocom 911 Software System.

RECOMMENDED MOTION:

ATTACHMENT(S) INCLUDED (If none, please state that):

FOR MORE INFORMATION CONTACT: Chief Otterbacher 473-1370

City of WHITEWATER

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: April 3, 2014 ITEM: Consideration

PRESENTER: Chief Otterbacher

PREVIOUS ACTION, IF ANY: None

SUMMARY OF ITEM BEING PRESENTED:

The police department would like to pursue the purchase of a new records management system (RMS). The new RMS, Pro Phoenix would be purchased at a discounted rate due to the Walworth County Sheriff's Office purchase of multiple licenses for municipalities in Walworth County. The computer aided dispatch (CAD) portion of the software would provide shared access for the Whitewater Police Department, Walworth County Sheriff Office, as well as the UW Police Services. This shared software would help eliminate redundancies in data entry as well as populate the officer's mobile data computers (MDC) with calls for service data, would provide the ability to share sensitive call information and allow officers to clear calls and provide dispositions. The software purchase would include incident and arrests modules, which would allow other agencies connected to the county system to view these records. This purchase would support the ongoing partnership between the two communication centers.

BUDGET IMPACT, IF ANY:

The quote for Pro Phoenix is attached. This quote is specific to police department RMS and does not include a fire department component. The purchase price is quoted at $104,135.00, with an annual maintenance of $9,775.00, which is slightly more than the annual maintenance costs we incur with our existing RMS.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY:

STAFF RECOMMENDATION: Staff recommends purchasing the Pro Phoenix RMS

RECOMMENDED MOTION:

ATTACHMENT(S) INCLUDED (If none, please state that): Pro Phoenix quote

FOR MORE INFORMATION CONTACT: Chief Otterbacher 473-1370

City of WHITEWATER

City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **04/03/2014** ITEM: **Discussion of 2015 Budget Presentation**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **None.**

SUMMARY OF ITEM BEING PRESENTED:
The budget is the most important document the City adopts each year. There are established best practices benchmarks available on how to prepare a high quality budget document. The most commonly followed benchmarks are provided by the Government Finance Officers Association of the United States and Canada (GFOA).

The GFOA's Distinguished Budget Presentation Awards Program was established to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal.

In order to receive the distinguished budget award, the City must satisfy nationally recognized guidelines for effective budget presentaton. These guidelines are designed to assess how well an entity's budget serves as:

•A policy document
•A financial plan
•An operations guide
•A communications device

While staff does not anticipate applying for the award this year, staff will be implementing award requirements this year where practical. The two main additions would be

1. **A detailed table of contents for the budget document (#C1 in the awards criteria).**
2. **A budget summary section that outlines budget priorities for the year, major factors influencing the budget, and the major changes from the previous year (#P2, #P3, #C2 in the awards criteria).**

Staff is seeking feedback from the Common Council on desired components of the budget document. No Action will be taken.

ATTACHMENT(S) INCLUDED (If none, please state that)
Distinguished Budget Presentation Awards Program Criteria
Excerpts from Waunakee, WI Municipal Budget (Budget Summary/Overview)
Excerpts from River Falls, WI Municipal Budget (Budget Summary/Overview)

FOR MORE INFORMATION CONTACT:
Cameron Clapper, cclapper@whitewater-wi.gov, 262.473.0100.

Distinguished Budget Presentation Awards Program
Government Finance Officers Association

Awards Criteria
(and explanations of the Criteria)

#C1. *Mandatory:* The document shall include a table of contents that makes it easier to locate information in the document.

Criteria Location Guide Questions

Table of Contents

1. Is a comprehensive table of contents provided to help the reader locate information in the document?
2. Are all pages in the document numbered or otherwise identified?
3. Do the page number references in the budget or electronic table of contents agree with the related page numbers in the budget or electronic submission?

Explanation

Make sure every page in the budget document is sequentially numbered.

Detailed indices preceding individual sections can be helpful, but they are not a substitute for a single comprehensive table of contents. Care should be taken in developing budget or electronic page number references in the table of contents, so they agree with the related page numbers in the budget document or electronic submission. The use of whole numbers as page numbers is easier to follow.

#P1: The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues.

Criteria Location Guide Questions

Strategic Goals and Strategies

1. Are non-financial policies/goals included?
2. Are these policies/goals included together in the Budget Message or in another section that is separate from the departmental sections?
3. Are other planning processes discussed?

Look at GFOA best practice on Establishment of Strategic Plans.

Explanation

This criterion relates to the long-term, entity-wide, strategic goals that provide the context for decisions within the annual budget. Consider including action plans or strategies on how the goals will be achieved.

Refer to GFOA's best practice on Establishment of Strategic Plans.

#P2: The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year.

Criteria Location Guide Questions

Short-term organization - wide factors

1. Are short-term factors addressed?
2. Does the document discuss how the short-term factors guided the development of the annual budget?
3. Is a summary of service level changes presented?

Factors should include a mix of operational and financial items.

Explanation

This criterion requires a discussion of the key factors that guide the development of the upcoming year's budget. Factors that might be included relate to: salary and benefit guidelines, fees, capital improvements, program enhancements or reductions, tax levels, use of reserves, service level assumptions, unfunded mandates, economic development strategies, inflation assumptions, and demographic assumptions.

#P3. *Mandatory*: The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms *(e.g., transmittal letter, budget summary section)*.

Criteria Location Guide Questions

Priorities and Issues

1. Does the message highlight the principal issues facing the governing body in developing the budget *(e.g., policy issues, economic factors, regulatory, and legislative challenges)*?
2. Does the message describe the action to be taken to address these issues?
3. Does the message explain how the priorities for the budget year differ from the priorities of the current year?
4. Is the message comprehensive enough to address the entire entity?

Explanation

Discuss issues and offer solutions.

This criterion requires a summary explanation of key issues and decisions made during the budget process. The budget message also should address the ramifications of these decisions. It is recommended that the total amount of the budget be included in the budget message.

#C2. *Mandatory*: The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section *(e.g., executive summary)* or integrated within the transmittal letter or as a separate budget-in-brief document.

Criteria Location Guide Questions

Budget Overview

1. Is an overview contained in the budget message/transmittal letter, executive summary, or in a separate budget-in-brief document?
2. Is summary information on significant budgetary items conveyed in an easy to read format?
3. Is summary information on budgetary trends provided?

Explanation

Present the budget overview in a concise manner.

The intent of this criterion is to help readers quickly understand major budgetary items and trends (revenues, expenditures, and capital). Highlighting, indentation, bullet points, outlines, tables, or graphs may help in communicating this information. If a budget-in-brief is published as a separate document, inclusion of easy to read summary financial information in the main budget document is encouraged.

Refer to GFOA's best practice on Providing a Concise Summary of the Budget.

#O1. *Mandatory:* The document shall include an organization chart(s) for the entire entity.

Criteria Location Guide Question

Organization Chart

1. Is an organization chart provided which shows the entire entity?

Explanation

Make sure the organization chart is legible.

This criterion requires that an organizational chart be presented only for the overall entity. Organizational charts for individual units are not required. When organizational charts are provided for individual units within the entity, those charts should be presented in such a way as to underscore the link between the individual unit and the overall entity.

#F1: The document should include and describe all funds that are subject to appropriation.

Criteria Location Guide Questions

Fund Descriptions and Fund Structure

1. Is a narrative or graphic overview of the entity's budgetary fund structure included in the document?
2. Does the document indicate which funds are appropriated? (Other funds for which financial plans are prepared also may be included in the document.)
3. Does the document include a description of each individual major fund included within the document?
4. If additional or fewer funds are included in the audited financial statements, does the document indicate this fact?

Explanation

An'organization chart' of the government's funds is useful.

Showing an entity's budgetary fund structure is essential for understanding its financial configuration. An overview of the budgeted funds should be included in the document. This overview should include each major fund's name and either (1) an indication of whether the fund is a governmental, proprietary, or fiduciary fund OR (2) an indication of the fund type of each fund *(e.g., general, special revenue, enterprise fund).* Any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget should be considered a major fund for this purpose. The entity needs to identify its major funds.

#O2: The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate.

Criteria Location Guide Questions

Department/ Fund Relationship

1. Is the relationship between the entity's functional units, major funds, and nonmajor funds in the aggregate explained or illustrated?

Explanation

The department/fund relationship can be shown through the use of a matrix.

Since most entities use more than one way of classifying financial and operational information, this criterion requires an explanation or illustration of the relationship between functional units, major funds, and nonmajor funds in the aggregate. A matrix is one way to show this relationship.

#F2*:* The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis.

Criteria Location Guide Questions

Basis of Budgeting

1. Is the basis of budgeting defined (*eg., modified accrual, cash, or accrual)* for all funds included in the document?
2. If the basis of budgeting is the same as the basis of accounting used in the entity's audited financial statements, is that fact clearly stated?
3. If the basis of budgeting is not the same as the basis of accounting used in the entity's audited financial statements, are the differences described?

Make sure exceptions between basis of budgeting and basis of accounting are noted.

Explanation

The document should clearly identify the basis of budgeting (*e.g., modified accrual, cash, accrual)* employed by the entity for each category of funds represented (governmental, proprietary, and fiduciary). If the basis of budgeting is identical to the basis of accounting used in the audited fund financial statements in the basic financial statements for some or all categories of funds, that fact should be clearly stated. Differences between the basis of budgeting and the basis of accounting should be identified.

For examples of differences between the basis of budgeting and the basis of accounting, refer to GFOA's best practice, **Relationship Between Budgetary and Financial Statement Information.**

#P4. *Mandatory:* The document should include a coherent statement of entity-wide long-term financial policies.

Criteria Location Guide Questions

Financial Policies

1. Is there a summary of financial policies and goals?
2. Do the financial policies include the entity's definition of a balanced budget?
3. Are all financial policies presented in one place?

Look at GFOA best practice on Adoption of Financial Polices.

Explanation

This criterion requires a discussion of the long-term financial policies. Financial policies that should be included (but not limited to) and formally adopted relate to: (1) financial planning policies, (2) revenue policies, and (3) expenditure policies. The entity should adopt a policy(s) that defines a balanced operating budget, and indicate whether the budget presented is balanced. The entity should adopt a policy(s) that supports a financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, and cash management and

investment policies. The entity should adopt a policy(s) to inventory and assess the condition of all major capital assets. Revenue policies should consist of diversification, fees and charges, and use of one-time and unpredictable revenues. Expenditure policies should consist of debt capacity, issuance, and management, fund balance reserves, and operating/capital budget versus actual monitoring.

Refer to GFOA's best practices on (1) Adoption of Financial Policies, (2) Long-Term Financial Planning, (3) Multi-Year Capital Planning, (4) Establishing Government Charges and Fees, (5) Debt Management, (6) Appropriate Level of Unrestricted Fund Balance in the General Fund, (7) Creating a Comprehensive Risk Management Program, and (8) Revenue Control and Management.

#P5. *Mandatory*: The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption.

Criteria Location Guide Questions

Budget Process

1. Is a description of the process used to develop, review, and adopt the budget included in the document?
2. Is a budget calendar provided to supplement (not replace) the narrative information on the budget process?
3. Is a discussion of how the budget is amended provided in the budget document available to the public (including the budgetary level of control)?

Explanation

Include the public in your budget process.

This criterion requires a concise narrative description of the budget process, including an explanation of relevant legal or policy requirements. This description should include the internal process to prepare the budget, the opportunities for public input, and the actual adoption of the budget. A budget calendar should be included (noting both key operating and capital dates), although its format may vary. Inclusion of dates in the narrative description of the budget process will not satisfy this criterion. The process for amending the budget after adoption should be covered. The description of the amendment process should identify the level at which the governing body must approve changes.

Refer to GFOA's best practice on Public Participation in Planning, Budgeting, and Performance Management as a guide on public involvement in the budget process.

#F3. *Mandatory:* The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization.

Criteria Location Guide Questions

Consolidated Financial Schedule

1. Does the document include an overview of revenues and other financing sources and expenditures and other financing uses of all appropriated funds?
2. Are revenues and other financing sources and expenditures and other financing uses presented either (1) together in a single schedule OR (2) in separate but adjacent/sequential schedules OR (3) in a matrix?
3. Are revenues presented by major type in this schedule *(e.g., property taxes, intergovernmental, sales taxes, fees and charges)?*

4. Are expenditures presented by function, organizational unit, or object in this schedule? (For funds other than the main operating fund of the entity, a presentation by fund normally would satisfy this requirement.)

Break out revenues by type and expenditures by function, organizational unit, or object.

Explanation

This criterion requires a **summary** of the revenues and other financing sources and expenditures and other financing uses of all appropriated funds in one place in the budget document. Other funds *may* be included in this schedule, but appropriated funds *must* be included. Both revenues and other financing sources and expenditures and other financing uses must be presented either (1) together in a single schedule OR (2) in separate but adjacent/sequential schedules OR (3) in a matrix. Merely showing fund totals in a summary schedule is not proficient.

Revenues should be presented by type *(e.g., property tax, sales tax, fees and charges, intergovernmental)* for all appropriated funds in total. A more detailed presentation that also shows revenues by major fund is encouraged, but not required. Expenditures should be presented either by function, organizational unit or object.

#F4. *Mandatory:* The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year.

Criteria Location Guide Questions

Three (Four) Year Consolidated and Fund Financial Schedules

1. For annual budgets, are revenues and other financing sources and expenditures and other financing uses for the prior year, the current year, and the budget year presented together on the same schedule(s) or on schedules presented on adjacent/sequential pages?
2. Is this information presented for the appropriated funds in total (or for the entity as a whole if no appropriated funds are included)?
3. Is this information also presented at a minimum for each major fund and for other (i.e. nonmajor) funds in the aggregate (or for each significant fund and other funds in the aggregate if no appropriated funds are included)?
4. For biennial budgets, are revenues and other financing sources and expenditures and other financing uses for the prior year, the current year, and both budget years presented together on the same schedule(s) or on separate schedules presented on adjacent/sequential pages?

Break out revenues by type and expenditures by function, organizational unit, or object for the all funds total and individual funds.

Explanation

This criterion requires a schedule(s) that includes both revenues and other financing sources and expenditures and other financing uses for at least three budget periods (prior year actual, current year, and budget year). The data for the prior year should be the actual revenues and expenditures. However, the entity may choose whether to use current year budget and/or estimated figures. Alternately, the document may include both the current year budget and the current year estimated amounts. Also, the document may include a discussion of any changes to the budget for the current year. However, such a discussion is not required. Any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget should be considered a major fund. Of course,

information for other funds also may be presented. Information for individual major funds, nonmajor funds in the aggregate, and the entity as a whole may be presented on a single schedule OR on separate schedules. Regardless of the format selected, the information for both revenues and expenditures must be included (1) on the same schedule(s) OR (2) on schedule(s) presented on adjacent/ sequential pages. As in the prior criterion, revenues should be presented by type *(e.g., property tax, sales tax, fees and charges, intergovernmental)* and expenditures should be presented either by function, organizational unit or object.

Entities with biennial budgets should present data for four years - one prior year actual, current year budget and/or estimated amount, and budget for both years of the biennium.

#F5. *Mandatory:* The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document).

Criteria Location Guide Questions

Fund Balance

1. Does the document include the entity's definition of "fund balance" (or of "fund equity" if no governmental funds are included in the entity - frequently the noncapital portion of net assets)?
2. Is the fund balance (equity) information presented for the budget year?
3. Is there a schedule showing (1) beginning fund balances, (2) increases and decreases in total fund balances (reported separately), and (3) ending fund balances for appropriated governmental funds?
4. Is this information presented at a minimum for each major fund and for nonmajor governmental funds in the aggregate?
5. If fund balances of any major fund or the nonmajor funds in the aggregate are anticipated to increase or decline by more than 10%, does the document include a discussion of the causes and/or consequences of these changes in fund balance?
6. If an entity has no governmental funds, is the change in the fund equity presented for (1) the entity as a whole, (2) the main operating fund, and (3) each significant fund?
7. If an entity has no governmental funds and the fund equity of any significant fund or other funds in the aggregate is anticipated to change by more than 10%, does the document include a discussion of the causes and/or consequences of any change in fund equity that is greater than 10% in either a significant fund or other funds in the aggregate?
8. For biennial budgets is the change in fund equity presented separately for both years of the biennium?

Explanation

Discuss fund balance changes over 10%.

This criterion requires that beginning and ending fund balances, as defined by the entity in the budget document, be shown for the budget year, as well as revenues, expenditures, and other financing sources/uses. This information must be provided for each major fund and for the nonmajor governmental funds in the aggregate. The information may be included on the schedule(s) with the three-year data or may be presented on a separate schedule(s). Both the beginning and ending fund balances must be clearly labeled. If the entity budgets on a cash basis, the schedule may show beginning and ending cash rather

than fund balance. If the fund balances of any major fund or the nonmajor funds in the aggregate are expected to change by more than 10%, the changes should be discussed in the budget message/transmittal letter or at the bottom of the schedules identifying the change. If the ending fund balances are greater than the amount or percentage that the financial policies require to be set aside, the entity is encouraged to state that fact. Changes in fund equities for entities with no governmental funds should be reported.

Refer to GFOA's best practice on Appropriate Level of Unrestricted Fund Balance in the General Fund.

#F6. *Mandatory:* The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends.

Criteria Location Guide Questions

Revenues

1. Are individual revenue sources described?
2. Do the revenue sources that are described represent at least 75 percent of the total revenues of all appropriated funds?
3. Are the methods used to estimate revenues for the budget year described *(e.g., trend analysis, estimates from another government or consulting firm)?*
4. If revenues are projected based on trend information, are both those trends and the underlying assumptions adequately described?

Explanation

Trend graphs can be useful in revenue analysis.

This criterion requires that the major revenues of the appropriated funds in the aggregate be identified and described. If an outside source *(e.g., another government or consulting firm)* provides an estimate of the revenue for the budget year, that fact must be clearly stated. If the entity uses trend analysis to project particular revenue, a discussion of the revenue trend is required in addition to any schedules or graphs depicting the revenue trend. If the projections are based on trend analysis, the discussion must identify factors that effect the trend, such as changes in the local economy, a new housing development, or fee increases. Do not just focus on General Fund revenues.

Refer to GFOA's best practice on (1) Financial Forecasting in the Budget Preparation Process and (2) The Use of Trend Data and Comparative Data for Financial Analysis.

#F7: The document should explain long-range financial plans and its effect upon the budget and the budget process.

Criteria Location Guide Questions

Long-range Financial Plans

1. Are long-range financial plans identified?
2. Do your long-range financial plans extend out at least two years beyond the budget year?
3. Is there a concise explanation or illustration of the linkage between the entity's long-range financial plans and strategic goals?

Explanation

Include long-range financial plans that extend beyond the budget year.

This criterion requires the identification of long-range financial plans that extend beyond the budget year. The impacts of the long-range financial plan upon the current budget and future years should be noted.

Refer to GFOA best practices on (1) Long-Term Financial Planning, (2) Establishment of Strategic Plans, (3) Budgeting for Results and Outcomes, and (4) Multi-Year Capital Planning.

#F8. *Mandatory*: The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget.

Criteria Location Guide Questions

Capital Expenditures

1. Does the document define "capital expenditures"?
2. Does the document indicate the total dollar amount of capital expenditures for the budget year (both budget years for biennial budgets)?
3. Are significant nonrecurring capital expenditures described along with dollar amounts? (Information in a separate CIP document does not satisfy this criterion.)
4. If the entity has no significant nonrecurring capital expenditures, is that fact clearly stated in the document?

Include discussion on major capital projects.

Explanation

This criterion does not mandate any particular definition of "capital expenditures," only that whatever definition is being used by the entity be disclosed.

After defining *capital expenditures*, the entity should indicate the total dollar amount of such expenditures for the budget year. The entity is encouraged, but not required, to provide a summary of capital expenditures by major project, type, fund, or user.

Recurring capital expenditures are those that 1) are included in almost every budget and 2) will have no significant impact on the operating budget. For example, the construction of a new school building, because of its significant impact, would almost always be considered nonrecurring, even if such construction is a frequent occurrence. If the entity has only insignificant recurring capital expenditures, the document should clearly state that fact.

If the entity has any significant, nonrecurring capital expenditures, the document should describe these items (i.e. indicate the project's purpose and funding sources) and indicate the amount appropriated for the project during the budget year(s). Also, the document should include the amount appropriated for significant, nonrecurring capital expenditures in the budget year.

Refer to GFOA recommended practices on (1) Establishing Appropriate Capitalization Thresholds for Tangible Capital Assets, (2) Establishing the Estimated Useful Lives of Capital Assets, (3) Incorporating Capital Project Budget in the Budget Process, and (4) Presentation of the Capital Budget in Operating Budget Document.

#F9: The document should describe if and to what extent significant nonrecurring capital expenditures will effect the entity's current and future operating budget and the services that the entity provides.

Criteria Location Guide Questions

Impact of Capital Improvements on Operating Budget

1. Are anticipated operating costs associated with significant nonrecurring capital expenditures described and quantified *(e.g., additional personnel costs, additional maintenance costs, or additional utility costs)?* (Information in a separate CIP document does not satisfy this criterion.)
2. Are anticipated savings or revenues expected to result from significant nonrecurring capital expenditures described and quantified *(e.g., reduced utility costs, lower maintenance costs)?*

Explanation

Quantify and discuss operating impacts.

This criterion asks for the identification of specific significant financial impacts upon current and future years that are likely to result from significant nonrecurring capital expenditures (other than the cost of the improvements themselves). The entity may make its own determination of what is "significant." However, some examples of significant costs are those that (1) would require an increase in the tax rate OR (2) would result in a reduction in spending elsewhere in the budget OR (3) would require additional staff. Additional anticipated revenues and expenditure reductions also should be briefly described and quantified. Concepts like net present value, return on investment, or payback period may be used.

Identification of the anticipated non-financial impact of significant nonrecurring capital expenditures on services is encouraged. Examples include a cleaner environment, improved response time by public safety employees, smaller class sizes in schools, and access to public buildings and public transportation by all citizens.

#F10. *Mandatory:* The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations.

Criteria Location Guide Questions

Debt

1. If the entity has legal debt limits:
    - Are debt limits described?
    - Are the amounts of debt limits expressed in terms of total dollars, millage rates or percentages of assessed value?
    - Are the amounts of debt subject to debt limits identified in the same terms used to describe the debt limits themselves?
2. If the entity has no legal debt limits, is that fact clearly stated within the budget document?
3. If the entity does not have and does not intend to issue debt, is that fact clearly stated?
4. Is the amount of principal and interest payments for the budget year (two years for biennial budgets) shown for each major fund (for appropriated funds), for each significant unappropriated fund and for other funds in the aggregate?

Explanation

Debt to maturity schedules breaking out principal and interest can be useful.

Entities should describe their legal debt limits. The legal debt limits may be expressed in terms of total dollars, millage rates, or percentages of assessed value. A graph may supplement the calculation, but may not be a substitute for the calculation. If an entity has no legal debt limits, that fact should be clearly stated within the budget document. The budget document may omit the debt limits requirements only if the entity (1) has no debt, (2) has no intention of issuing debt, and (3) states this fact in the budget document.

The document should indicate the impact of debt on the current budget by indicating the total amount of principal and interest payments to be paid during the year for each major appropriated fund and for each significant unappropriated and for other funds in the aggregate (two years for biennial budgets). If the entity has variable rate debt or a balloon payment that could significantly alter debt levels in the future, the entity is encouraged to disclose that fact. A repayment schedule may be presented, but is not required. The entity is encouraged to discuss coverage requirements and actual coverage for revenue backed debt. An entity may wish to discuss debt that it anticipates issuing separately from its discussion of outstanding debt. An entity should consider concisely describing the purpose and type of individual debt obligations.

#O3. *Mandatory:* A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided.

Criteria Location Guide Questions

Position Summary Schedule

1. Is a summary table of position counts provided for the entire entity?
2. Does the table include the prior year, the current year, and budget year position counts?
3. Are changes in staffing levels for the budget year explained?
4. If there are no changes in staffing levels, is that item noted?

Explanation

Position counts are frequently presented showing individual department totals summing to a grand total.

This criterion requires a presentation of position counts or full time equivalents (FTEs) within the entity. Presentation may be by position and/or by summaries of positions. Position summaries within individual departments may supplement, but not be a substitute for, the position counts on the consolidated schedule. If presented, position counts on the departmental summaries should tie to the consolidated position count schedule for the entity as a whole. Staffing level changes must be explained. If there are no staffing level changes, then that fact must be noted.

#O4. *(Mandatory)*: The document shall describe activities, services or functions carried out by organizational units.

Criteria Location Guide Questions

Department Descriptions

1. Does the document clearly present the organizational units *(e.g., divisions, departments, offices, agencies, or programs)*?
2. Does the document provide descriptions of each organizational unit?

Explanation

Discuss major financial or program changes occurring in the different departments.

This criterion requires a clear presentation of the organizational units within the budget document. A narrative description of the assigned services, functions, and activities of organizational units should be included. The presentation of relevant additional information should be included *(e.g., shift in emphasis or responsibilities or major changes in costs).*

Refer to GFOA's best practice on Presentation of the Department Section in the Operating Budget Document.

#O5: The document should include clearly stated goals and objectives of organizational units *(e.g., departments, divisions, offices or programs).*

Criteria Location Guide Questions

Unit Goals and Objectives

1. Are unit goals and objectives identified?
2. Are unit goals clearly linked to the overall goals of the entity?
3. Are objectives quantifiable?
4. Are timeframes on objectives noted?

Consider a matrix linking department goals to overall entity goals.

Explanation

This criterion requires that unit goals and objectives be clearly identified. The relationship of unit goals to the overall goals of the entity should be apparent (perhaps, in the form of a matrix). For purposes of this criterion, goals are long-term and general in nature, while objectives are more short-term oriented and specific. Note when goals and objectives are expected to be accomplished.

#O6: The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs.

Criteria Location Guide Questions

Performance Measures

1. Are performance data for individual departments included in the document?
2. Are performance data directly related to the stated goals and objectives of the unit?
3. Do performance measures focus on results and accomplishments *(e.g., output measures, efficiency and effectiveness measures)* rather than inputs *(e.g., dollars spent)?*

Link performance measures to unit goals and objectives and include efficiency and effectiveness measures.

Explanation

Performance measures should include the outputs of individual units and provide a meaningful way to assess the effectiveness and efficiency of those units. The measures should be related to the mission, goals, and objectives of each unit. Include information for at least three years (the prior year actual, current year estimate or budget, and budget year).

Refer to GFOA's best practice on **Performance Management: Using Performance Measurement for Decision Making - Updated Performance Measures**.

#C3: The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided.

Criteria Location Guide Questions

Statistical/ Supplemental Section

1. Is statistical information that defines the community included in the document (*e.g., population, composition of population, land area, and average household income*)?
2. Is supplemental information on the local economy included in the document *(e.g., major industries, top taxpayers, employment levels, and comparisons to other local communities*)?
3. Is other pertinent information on the community *(e.g., local history, location, public safety, education, culture, recreation, transportation, healthcare, utilities, and governmental structure)* included in the document?

Do not just copy the CAFR statistical/supplemental section into the budget document.

Explanation

Background information should be included in the budget in the form of statistical and supplementary data, either in a separate section or throughout the document. The goal is to provide a context for understanding the decisions incorporated into the budget document. The presentation should include factors that will effect current or future levels of service *(e.g., population growth, economic strength in the region, or a change in the size of the school age population).*

Refer to GFOA's best practice on Statistical/Supplemental Section of the Budget Document for information that should be included as part of this discussion.

#C4: A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader.

Criteria Location Guide Questions

Glossary

1. Is a glossary that defines technical terms related to finance and accounting, as well as non-financial terms related to the entity, included in the document?
2. Are acronyms or abbreviations used in the document defined in the glossary?
3. Is the glossary written in non-technical language?

Make sure acronyms and non-financial terms are also included.

Explanation

The use of technical terms and acronyms ought to be kept to a minimum, to enhance the value of the document to the majority of stakeholders. When technical terms and acronyms are used, they should be clearly and concisely described in the glossary.

#C5: Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident.

Criteria Location Guide Questions

Charts and Graphs

1. Are charts and graphs used in the document to convey essential information (*e.g., key policies, trends, choices and impacts*)?
2. Do the graphics supplement the information contained in the narratives?

Explanation

Including captions with graphs can be helpful.

This criterion requires that graphics be used to communicate key information in the budget document. Graphics should enhance the budget presentation, and clarify significant information. The entity determines the most effective format to present graphic information. Graphics may be consolidated or included throughout the document. Normally, narratives should accompany the graphs. Graphs can be used for such topics as revenues, expenditures, fund balances, staffing, economic trends, capital expenditures, service levels, performance measures, or general statistical information. Originality is encouraged, but not at the expense of clarity and consistency. Consider using captions to explain the significance of graphs.

#C6: The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs.

Criteria Location Guide Questions

Understand-ability and Usability

1. Is page formatting consistent?
2. Are the main sections of the document easily identifiable?
3. Is the level of detail appropriate?
4. Are text, tables, and graphs legible?
5. Are budget numbers in the document accurate and consistent throughout the document?

Explanation

Make sure the document is easy to read.

The goal of this criterion is to make sure that the document itself contributes to the effectiveness of the communication to readers. Sequential page numbering throughout the document is encouraged. Budget numbers (both financial and operational) should be accurate and consistent throughout the document. Put similar topics in the same section.

For electronic submissions, refer to GFOA's best practice on Web Site Presentation of Official Financial Documents.

the village of Waunakee

WISCONSIN

2013 ANNUAL BUDGET, PERFORMANCE AND STRATEGIC PLANNING DOCUMENT

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December 17, 2012

To the Village Board and Citizens of the Village of Waunakee

I. INTRODUCTION

Enclosed is the 2013 approved village budget as prepared by village staff under the guidance of the Village Board. The Village Board traditionally articulates the following as a means to understanding the annual budget and the goals and policies of the village:

What is the Annual Budget?

- The Annual Budget is a statement of planned village expenditures that match with expected village revenues for a one-year period.

What is the annual budget used for?

- The budget is a ***policy document*** in that it makes decisions about allocating resources between different needs. It is one method in which the desires of policy makers are carried out.
- The budget is also an ***operational tool*** in that it reflects how village departments will operate in the coming year.
- The budget is a ***performance tool*** in that it establishes levels of service along with providing information on the performance of Village departments.
- Finally, the budget is a ***strategic (long-range) planning tool*** for the effective use of municipal fiscal resources over several years.

What is a fund and how are funds used in the budget?

- The village budget is made up of a series of funds. Funds are separate accounting entities of the village, designed to better account for the legal restrictions placed upon the use of certain revenues. Many village revenues can only be used for certain purposes. Funds are created for those purposes. For example, money collected for park impact fees may only be used for park development in a specific subdivision. Legal restrictions are placed upon these collections; therefore the Park Impact Fund was created.

- There are essentially two fund types used by the village, Governmental and Enterprise Funds. ***Governmental Funds*** are funded with resources that are either imposed by the village or received from outside sources such as the State and Federal Government. These resources are used to for the payment of expenditures relating to the basic operating needs of the village, as well as expenditures resulting from growth. ***Enterprise Funds*** are set-up similar to those of private businesses. Revenues are generated from user charges paid by customers.

Explanation of Budget Presentation

The 2013 Village of Waunakee Budget is organized to provide pertinent information regarding the village's administrative structure, processes, programs and related financial policies and goals. The budget presents the financial information in three parts.

- The Financial Structure, Policy and Process explains the structure of the village's financial reporting and budgeting, explains the village's budget process and exhibits the village's budget and financial policies.

- The Financial Summaries section of the budget demonstrates entity wide summary financial information, fund balance information, major revenue and expenditure explanations as well as individual fund budgets.

- The Forecast, Capital and Debt section is an excellent document for all village board members, management team members and residents as it provides a tool for insight into forecasted affects of economics, hiring and capital improvements. The document provides history and processes used by the village to forecast the next five years.

I. INTRODUCTION (cont.)

Explanation of Budget Presentation (cont.)

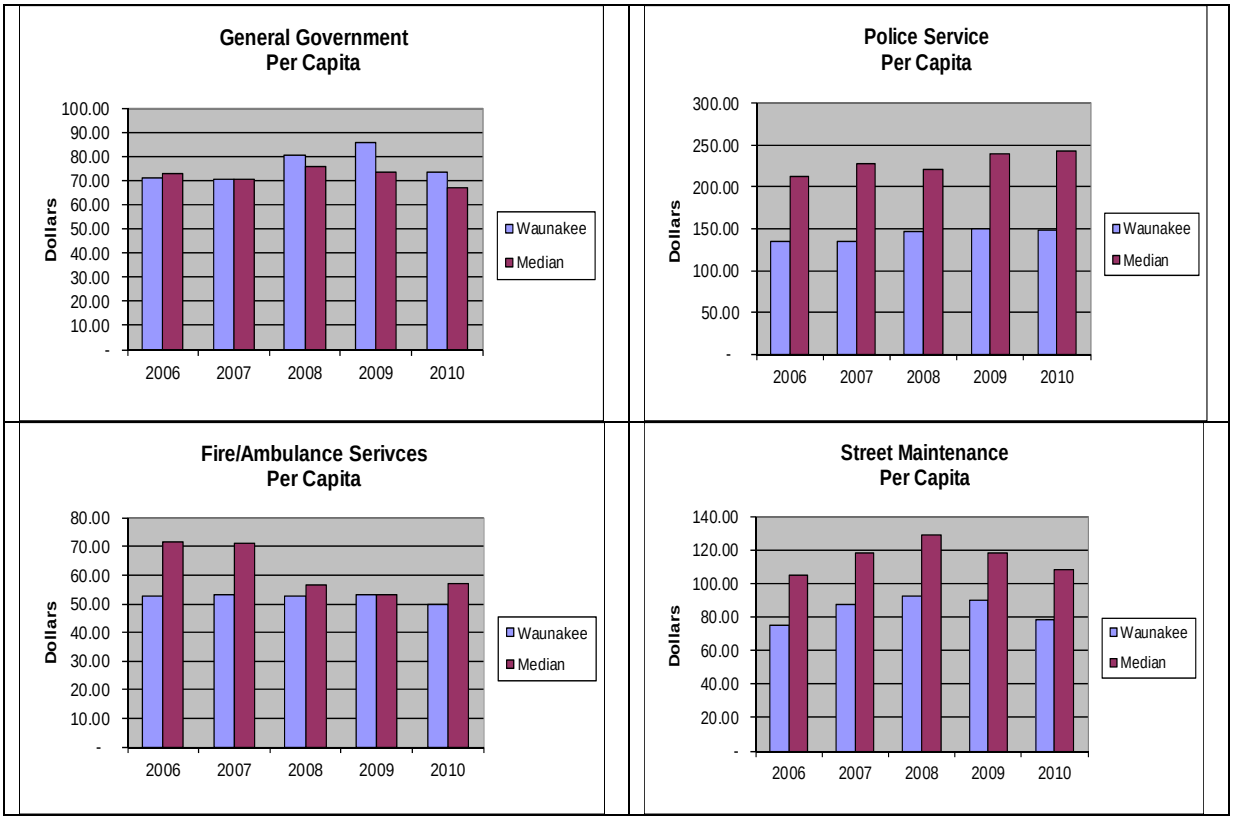
- The Department Information section concentrates mostly on departments and related information and benchmarks of those departments. The village feels that these department presentations are key and tie in nicely with the overall goals presented in the Financial Structure, Policy and Process section of the budget document. Each budget contains explanatory information that function as an overview explaining the program, services, financial information, accomplishments and objectives.

The village does not budget for its operations based upon major and nonmajor funds as presented in the village's annual financial statement. The village feels that the budget would become unnecessarily difficult for its major users if information was presented summarizing the budget in terms of major and nonmajor funds.

II. PERFORMANCE OUTCOMES

There is a tendency in municipal budgeting to focus on the numbers and neglect what the numbers are intended to accomplish. A budget is designed to supply sufficient resources for the provision of a certain level of service for each function of the village. Annually, the Wisconsin Taxpayer's Alliance puts out performance measurements that track costs of certain government services broken out by the size of the municipality. The following graphs, with the most recent information, demonstrate the village's ability to efficiently provide services to its residents compared to other Wisconsin municipalities with a population between 10,000 and 12,500.

In most cases the Village of Waunakee is below the median among the comparables, however, the general government comparison warrants some discussion. In 2008, the village hired one full time equivalent split between the Administrator and Clerk's office and an Administrator for only 8 months. In 2009, the village had an Administrator for only 10 months and paid current staff to step in and take on the Administrator role. In addition, the Municipal Court experienced increased legal costs due three lengthy appeal trials and a significant illegal tax charge.



III. BUDGET OVERVIEW

The current budget is being prepared after one most controversial state budget changes related to public employee benefits and treatment of organized labor. The changes included stripping public employee unions of most bargaining issues except wages, mandating a 50% retirement contribution and changing the employee contribution percentage for health insurance to 88% of the average Dane County health plan offered by the Department of Employee Trust Funds. The law also prohibits the employer from collecting union dues on behalf of the union members. The changes have had a significant impact on public employees while creating significant savings to the government employers.

The offset to the changes to the public employee retirement and health savings to the government employers was a reduction in transportation aids, shared revenues and recycling aid. The reduction of these state aids basically matched the savings to the Village of Waunakee. In other words, the impact of the new budget law has had mostly a neutral effect on the village.

The Village of Waunakee currently enjoys a favorable economic environment compared to the State. With the village's proximity to Madison, which has a stable employment environment, the village has still maintained some growth, albeit at an unusually slower pace from the past 10 years. Local economic indicators point to continued slow but stable growth; even in the face of some difficult times facing State and County government.

Unemployment has been low in the Madison metropolitan area in the past several years. A highly diversified economy in Waunakee and the surrounding area has contributed to the low unemployment rate. Dane County's 2012 unemployment rate at the time of writing this summary is 4.4% percent in comparison to the Wisconsin and Federal unemployment rates of 7.3 and 7.8 percent, respectively. Dane County's labor force is approximately 350,000.

Revenues, excluding property taxes, for the General Fund are projected to increase 7.28%. The Utility Payment in Lieu of Tax and the General Transportation Aids account for much of this revenue increase. Other than these two revenues, most revenues are expected to remain similar to the 2012 budget.

For the past five years, the Village has dealt with levy limit restrictions imposed by the State Legislature and endorsed by the Governor. These restrictions link a municipality's ability to raise levy limits directly to its increase in overall value with a fixed percentage factor and as a result of new construction. While other communities in Wisconsin have struggled under these restrictions, the Village of Waunakee's budgeting practices have not been significantly affected.

The 2011-2012 State budget bill, 2011 Wisconsin Act 10, imposes property tax levy limits on municipalities for 2012 that do not sunset. For 2013, a municipality is allowed to increase its levy over the amount it levied in 2012 by 0% or the percentage increase in equalized value due to net new construction (2.17% for the village in 2013), whichever is greater.

Exceptions:

Debt Service Levy Exempt. As in the past, the levy limit does not apply to a municipality's debt service on general obligation debt authorized on or after July 1, 2005. For general obligation debt authorized before July 1, 2005, if the amount of debt service in the preceding year is less than the amount of debt service needed in the current year, the levy limit is increased by the difference between the two amounts. In 2011, Act 10 also included language that if the village chose to use any of its unused carryforward levy limit from the 2011 budget, the village would have to reduce its levy limit by any reduction of debt service costs related to the pre July 1, 2005 authorized debt. The village has elected not to use any of the carryforward levy limit and thus eliminating the requirement that the limit be reduced for any pre July 1, 2005 debt service requirements reductions.

TIF Increment. As in the past, in determining its levy for 2013, a municipality must subtract any TIF district tax increments.

III. BUDGET OVERVIEW (cont.)

The village's collective bargaining contract with the American Federation of State, County and Municipal Employees (AFSCME) expired on 12/31/11. On 9/14/2012, Dane County Circuit Court struck down certain parts of Act 10. As of the writing of this message, the State of Wisconsin is asking for a stay on the decision so that an appeal can be made. It is unknown how this decision will affect future negotiations with the AFSCME union. Act 10 also exempted all law enforcement personnel from the new requirements of Act 10. The village and Police Union renegotiated the union contract in November 2011 that covers 2011 - 2013.

As in prior years, the Village's Finance Committee directed staff to attempt to keep non-salary and benefit costs at or below 2012 levels. This has been achieved to the greatest extent possible. In the General Fund, expenditures are budgeted to increase 1.96%. This percentage is well below the allowable percentage set by the state to qualify for the expenditure restraint program of 3.7%

The following are the more significant changes to the general fund proposed budget compared to the 2013 budget:

- Elections: In an effort to smooth out the cost of elections and levy, a set amount was established to budget on annual basis, the village will budget for three elections on an annual basis. On years where there are two elections, the excess amount will be carried forward to the following year to cover years when there are four elections. The village believes that this method will help stabilize the tax rate.
- Insurance: At the time of the approval of the 2012 budget, the village was involved in bidding out the property and liability insurance. The bids came in higher than what was budgeted in the 2012 budget. The Village Board elected to defer the cost increase to the 2013 budget. The increase in the insurance line item is approximately $60,000 over 2012.
- Assessor: As part of the revaluation bid, the annual maintenance bid was also received. The result of this bid increased annual maintenance costs of the village's assessment role by approximately $9,500.
- Police: The following changes are included in the 2013 Police Department budget:
    - Due mainly to the new radio interoperability initiative, the police service line item will go up approximately $12,000.
    - New software requires the purchase of air cards for the squad laptops. The cost added to the communication line is $1,500.
- Other Public Works includes the following items:
    - The street lighting utilities line item was increased $8,000 due to increased usage and lighting.
    - Recycling and refuse pickup accounts were increased mainly for the contract pickup. The village's contractor, Pelliteri, is providing the village with much better information and due to this there is a reallocation of budget necessary. Growth in these line items is due mainly to population growth.
- Senior Center budget increases relate mainly to employee step increases.
- Village Center budget changes relate mainly to employee step increases.
- Debt service requirements have reached a peak in 2013. Past decisions of the Village Board related to construction of the Village Center, renovations of the EMS, Fire and Police buildings and reconstruction of various major transportation routes contributed to this peak. The increase in the debt service requirements is approximately $240,000. The village has formulated a solution to address this one time blip. The solution entails using increases in the Utility Payment in Lieu of Tax and the General Transportation Aids first with the remaining amount to come from a one-time budgeted transfer from the Equipment Replacement Fund to cover the remaining short fall.

III. BUDGET OVERVIEW (cont.)

Levy Rate Changes

The change in the levy rate is affected by more factors than just the budget increase. The equalized value levy rate for 2013 will increase 5.65% due mainly to a 3.51% drop in the village's equalized value. The assessed value levy rate for 2013 will increase 1.80%. The percentage increase in the levy dollars is caused mainly by the debt service requirements described above.

Changes in Level of Service

Providing the funds necessary to support the services needed in a growing community is challenging. Each department faces increasing demands for service as a result of an ever expanding community. In spite of these increasing demands, departments have been able to maintain a high level of quality in service delivery at a relatively low cost. For that reason, the village has been able to keep budget increases to a minimum. Each department along with the services provided is explained in more detail in another part of this budget. No additional FTE positions are included in the 2013 budget. The village remains committed to providing excellent services while maintaining existing facilities.

Capital Improvements

The budget contains a capital improvement plan for 2013. Capital improvements are generally defined as large, one-time construction projects as opposed to routine annual maintenance expenses. The plan includes many different construction projects related to new and existing infrastructure. The funding of the 2013 and future capital projects is demonstrated in the capital plan and includes carried forward borrowing proceeds and pay-as-you-go tax levies.

The village uses a "Smart Growth" comprehensive plan that was mandated by the State of Wisconsin in 1999 and required municipalities to meet certain standards. The intent is to manage growth more carefully in a way that achieves several objectives; a few of which include protecting natural areas, redeveloping lands with existing infrastructure, making more efficient use of land, promoting community identity, and providing an adequate supply of affordable housing. The plan was amended in 2008 to reflect changes in land use policies resulting from consistent, well-managed growth over the prior four years. Since its completion in 2003, the plan has been an invaluable tool in guiding Village growth and development. Several accomplishments have resulted from its use including:

A. Amendments to the Zoning Code (big box, wetlands, landscaping)
B. Construction of Trails
C. Phasing Plan for New Development
D. Business Park Expansion
E. Pedestrian/ Bicycle Plan

In 2010 the village completed an Economic Visioning Project. For more than a decade, Waunakee has been on a very solid residential growth path, driven by a close proximity to Madison, an excellent school system, quality residential developers, and good village infrastructure. Today, Waunakee has some of the highest quality and most desirable residential neighborhoods in Dane County. Economic development, including job creation, has been more limited, however. The Economic Development Vision Study and the Implementation Plan will establish a foundation for sound economic growth and greater economic stability for the Village over the next several years.

The budget also includes a five-year capital improvement plan (CIP). The plan projects needed capital improvements for the village for 2013 and the next four years. The CIP provides the village with a long-range plan for addressing capital improvements in a systematic fashion. It is important to note that the CIP does not commit the village to future capital projects beyond 2013. The CIP is primarily a planning tool.

The village continues to be aggressive in its efforts to maintain its infrastructure. Two pay-as-you-go funds have been established to ensure adequate funds are available each year for necessary repairs, these funds allow the village stay up-to-date with maintenance of its infrastructure using annually budgeted operating funds and thereby avoiding the additional debt that would result from borrowing for such projects.

III. BUDGET OVERVIEW (cont.)

Capital Improvements (cont.)

Capital improvements planned for 2013 that will be completed in 2013 include construction of three new local roads and reconstruction of four local roads. The chart below notes capital projects planned for 2013 that will be completed in 2013.

The proposed 2013 budget includes capital improvement projects that total $3,155,843:

Project		Amount
Transportation / Street Improvements:		
Peaceful Valley Parkway construction	$	1,103,053
Quinn Drive extension/signage		754,790
Fifth Street reconstruction		570,000
Seventh Street (East) reconstructrion		185,000
Cross Street extension		250,000
Public Works Facility fencing		25,000
Meadow Brook crosswalk		25,000
Woodland Drive crosswalk		25,000
Various Street maintenance projects		100,000
Parks:		
Miscellaneous park improvements		100,000
Village Center:		
Upper Level Flooring – Fitness Area		15,000
Roofline Heat Tape		3,000

Fund Balance Trends

The Village Board had adopted a policy that states that the village's general fund undesignated fund balance will carry a balance of between 20% and 25% of the subsequent year's operating expenditure budget. This year's budget projection for the undesignated fund balance will be approximately 25% as of December 31, 2013.

CONCLUSION

The 2013 budget includes the necessary resources for infrastructure repair and maintenance along with providing improved facilities required in a growing community. The 2013 budget contains limited increases in operating expenditures. Most of the increases are due to cost of living increases necessary to fund the services that a growing community demands, as well as debt service increases caused by capital projects approved over the past years. This budget ensures the tax levy rate in Waunakee for village services will continue to be one of the lowest of municipalities in Dane County and provides performance information to assure taxpayers that they are getting good value for their money. Also, the long-range approach of this budget will enable the village to make progress toward accomplishing several long-term objectives. Last of all, this budget provides funding to insure that village residents will continue to have excellent facilities and services delivered by a capable staff.

Respectfully Submitted,

David Ferris, CPA
Finance Director

Governmental Funds Subject to Financial Planning and Appropriation

General Fund -The General fund is the primary operating fund of the village. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - Special revenue funds are used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for specified purposes.

Debt Service Funds - Debt service funds are used to account for the accumulation of resources for, and the payment of general long-term debt principal, interest, and related costs.

Capital Projects Funds - Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds.

Other Funds Subject to Financial Planning but not Subject to Appropriation (Enterprise Funds)

Enterprise Funds - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. With these, the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The village has three (3) Enterprise Funds: Water Utility, Electric Utility and the Sewer Utility. These funds are not a part of this document as they are governed by a legally separate Utility Commission.

Basis of Accounting

The modified accrual basis of accounting is followed by the governmental funds and agency funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The village defines this period to be one year. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred revenues. They are recognized as revenues in the succeeding year when services financed by the levy are being provided. In addition to property taxes for the village, taxes are collected for and remitted to the state and county governments as well as the local school district and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as deferred revenues and due to other taxing units on the accompanying balance sheet. Taxes are levied in December on the assessed value as of the prior January 1.

Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the village is entitled to the aids.

Special assessments are recorded as revenues when collected. Annual installments due in future years are reflected as receivables and deferred revenues.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services and interest.

Other general revenues such as fines and forfeitures, inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Introduction

The village maintains a number of major and non-major funds for recording the fiscal transactions and to meet legal accounting requirements. The village does not budget on a basis of major funds on individual funds. All funds of the village, which are listed below, are legally adopted on an annual basis.

Below are general descriptions of the fund-types and a brief description of each fund within each type.

Fund Type: General Fund
Fund Number: 100

Description: The General Fund provides for accounting of general governmental functions related to the village's statutory obligations. Those functions include, public works, fire services, police services, Village Board, village administration, finance, insurance and legal. The General Fund is a major fund.

Fund Type: Special Revenue
Description: Funds in which revenues are collected for specific purposes and expenditures for those specific purposes are recorded.

Fund Name: Park Impact
Fund Number: 210

Description: The Park Impact Fund is used to account for the receipt and disbursement of park impact fees collected from property owners for development of community and neighborhood parks in the property owner's neighborhood. The impact fee is based upon a study prepared by outside consultants. The expenditures in this fund are made to develop new parks up to the village's standard. Fees in excess of this standard can be spent on development of other new parks within the village by approval of the Parks Committee. The Park Impact Fund is a non-major fund.

Fund Name: Library Special Funds
Fund Number: 220

Description: The Library Special Funds Fund is used to account for the collection fines, fees and other miscellaneous public charges collections from patrons on a daily basis. The library board approves all expenditures from the Library Special Funds and makes decisions on how the funds will be disbursed. The funds are used for additional operating supplies, training, mileage, equipment or for major capital improvements for the Library. The Library Special Fund is a non-major fund.

Fund Name: Senior Center
Fund Number: 230

Description: The Senior Center Fund is used to account for all activities and services provided by senior services department. The Senior Center Fund is a non-major fund.

Fund Name: Senior Center Fundraising
Fund Number: 235

Description: The Senior Center Fundraising Fund is used to account for the receipt of donations, fundraising and raffle monies and pays for fundraising costs and makes transfers to the Senior Center fund for necessary items that may not have been included in normal operations of the Senior Center budget. The Senior Center Fundraising Fund is a non-major fund.

Fund Name: Village Center
Fund Number: 236

Description: The Village Center Fund is used to account for all activities and services provided by the Village Center including building maintenance. This building houses Village Center and recreation programming activities of the village. The Village Center Fund is a non-major fund.

Fund Type: **Special Revenue (cont.)**

Fund Name: **Park Reservation**
Fund Number: **240**

Description: The Park Reservation Fund is used to account for the receipt and disbursement of park fees collected from developers in lieu of parkland dedication. No revenues for fees in lieu of land dedication are budgeted for the Park Reservation Fund, as such revenues are dependent upon creation of residential subdivisions, which cannot be reasonably predicted on an annual basis. The expenditures in this fund are made for parkland purchases in the subdivisions in which the fees were collected from. The Park Reservation Fund is a non-major fund.

Fund Name: **Community Development/Betterment**
Fund Number: **245**

Description: The Community Development/Betterment Fund is used to account for the receipt of the village's room tax. The room tax ordinance states that 70% of the funds collected must be used for tourism and promotion of the village and the remaining 30% can be used for long-lived improvements by the village. Area organizations can apply for these funds to be used for items that fit the above definition. The Community Development/Betterment Fund is a non-major fund.

Fund Type: **Debt Service**
Fund Number: **300**

Description: The debt service fund of the village is used to account for the payment of debt on all general obligation debt, with the exception of debt issued for Tax Incremental Financing Districts, which act as both capital projects and debt service funds throughout the life of the district. Payments on general obligation debt issued for general government purposes are funded primarily by the property tax levy. The Debt Service Fund is a major fund.

Fund Type: **Capital Projects**

Description: Funds in which revenues are collected for the construction and replacement of village facilities, equipment and infrastructure.

Fund Name: **Tax Incremental District No. 2**
Fund Number: **402**

Description: Tax Incremental Financing District (TID) No. 2 is used to account for all project costs related to the Arboretum Office Park. The village has committed $1,765,000 in infrastructure costs to the project. It is the developer's responsibility to market and sell the improved lots in the TID so that the district will generate enough incremental value to pay the village back for the up front commitment of infrastructure costs. Tax Incremental District No. 2 Fund is a non-major fund.

Fund Name: **Tax Incremental District No. 3**
Fund Number: **403**

Description: Tax Incremental Financing District (TID) No. 3 is used to account for all project costs related to the Waunakee Business Park. The village has committed approximately $9,800,000 in infrastructure costs to the project. It is the developer's responsibility to market and sell the improved lots in the TID so that the district will generate enough incremental value to pay the village back for the up front commitment of infrastructure costs. Tax Incremental District No. 3 Fund is a non-major fund.

Fund Type: **Capital Projects (cont.)**

Fund Name: **Tax Incremental District No. 4**
Fund Number: **404**

Description: Tax Incremental Financing District (TID) No. 4 is used as a financing method for the Stokely Redevelopment project. The village has committed a contribution of $750,000 towards the infrastructure costs of the Stokely Redevelopment project. The developer was responsibility for construction of a senior housing complex to generate the increment to help fund part of the redevelopment project. Tax Incremental District No. 4 Fund is a non-major fund.

Fund Name: **Tax Incremental District No. 5**
Fund Number: **405**

Description: Tax Incremental Financing District (TID) No. 5 is to be used as a financing method for redeveloping the downtown as determined by the downtown redevelopment master plan passed by the Village Board in 2003. The village plans on committing $1,788,000 in infrastructure costs to the projects. It will be the developer's responsibility to market and sell the improved lots in the TID so that the district will generate enough incremental value to pay the village back for the up front commitment of infrastructure costs. Tax Incremental District No. 5 Fund is a major fund.

Fund Name: **Capital Improvements**
Fund Number: **426**

Description: The Capital Improvements Fund accounts for the activity that relates to the village's capital asset construction. Funding sources for these projects could include property taxes, intergovernmental grants and contributions from other local governments. The Capital Improvements Fund is a major fund.

Fund Name: **Equipment Replacement**
Fund Number: **430**

Description: The Equipment Replacement Fund is used to account for all equipment purchases for general operating purposes considered to be capital in nature by the village. The village defines any software or piece of equipment with a useful life of 3 years or more and a value of $1,000 or more individually to be an equipment replacement/purchase capital item. The Equipment Replacement Fund is a non-major fund.

The village adopts an annual budget for the General, Special Revenue, Debt Service and Capital Project funds that are prepared on the modified accrual basis of accounting. The adopted budget indicates the amount that can be expended by each fund based on detailed budget estimates for individual expenditure accounts.

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BUDGET TRANSMITTAL

C-8

November 4, 2013

Dear Mayor Toland and Council Members

The City Administration is pleased to present the proposed 2014 budget transmittal letter. You have previously been presented with a copy of the Budget in Brief.

The proposed 2014 budget of $41,562,732 includes a property tax levy of $4,910,158, which is an increase of 6.5% over the current year levy. This increase is $378,447 less than the maximum amount allowed under state levy limits. The actual increase including state credits and levies from other taxing jurisdictions will be available for review and discussion when the Council votes on the budget at their November 12th meeting.

The proposed budget has been prepared using the five year fiscal plan that was adopted by the Council in 2011, and the 2014-2020 plan which was recently discussed during budget workshop meetings. Differences from the previous plan include the following levy changes:

	Per 2011 Plan	Proposed
General Fund Levy	$2,658,897	$2,728,869
Library Levy	$ 781,872	$ 788,603
Debt Levy	$1,037,042	$ 873,881
Capital Projects	$ 193,500	$ 518,805
Totals	$4,671,311	$4,910,158

The proposed Budget includes additional operating support and a more aggressive debt reduction approach than was included in the 2011 fiscal plan for 2014 budget year. This is consistent with the overall fiscal plan goal of reducing long-term obligations and emphasizing the payment of current expenses (including many capital items) with current revenues. This explains the increase (from the original plan) in levy support for both General Fund and Capital Projects.

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Assessment – The final assessed values show an increase of $7.4 million in assessed values, with the majority of the growth, nearly 1%, in Pierce County. The increase in next year's levy falls more heavily on the Pierce County side, due to the increase in assessed values. The proposed levy (City only), not including tax increment districts, is estimated as follows:

	2012/2013 Gross Rate	2013/2014 Gross Rate	Increase/Decrease	Increase on $200,000 home
Pierce Co. Property	.004955142	.005401627	+ 9%	+$89
St. Croix Co. Property	.00520656	.004896334	-6%	-$62
Citywide Average	.00495	.00523	+5.7%	+$56

When the other taxing jurisdictions are included, and the estimated tax increment adjustments, the total estimated gross property tax bill

	2012/2013 Gross Rate	2013/2014 Gross Rate	Est. Tax Credits	Increase/Decrease
Pierce Co. Property	.021332	.021129	.0014	+$41 $200,000 home
St. Croix Co. Property	.0197529	.019765	.0013	+2 $200,000 home

This will be reduced by tax credits as well as the lottery credit for primary residences.

	2012/2013 Gross Rate	2013/2014 Gross Rate	Increase/Decrease	Increase on $200,000 home
Citywide Average	.00495	.00523	+5.7%	+$56

Overall, the City's equalized value (market value) is down by 0.6%, or $5,070,600 for a total value of $803,507,800. This reduction is correlated to the loss in market value in residential properties, which lost 3% in St. Croix County and 4% in Pierce County and offset by a significant increase in commercial values in the past year, with a 5% increase in existing properties, and an additional 2% in new construction.

The area has seen an increase in net new construction for both counties, with Pierce and St. Croix Counties realizing 1.29% and 0.22% growth, respectively.

State Revenues - In 2011, state shared revenues were reduced by $147,000, and transportation aids were reduced by $42,000. Although the 2013-2015 State budget included funding at the 2013 level of $1,989,000, the proposed budget includes an additional reduction of $20,000. However, 2014 includes $40,000 from the expenditure restraint program.

Proposed Revenue Changes - Allocations from other funds is expected to increase in 2014 to recover the costs of technology improvements. The overall increase of $190,000 in allocations to the General fund comes from the electric, water, sewer, tax increment #5, tax increment #6 and the library funds.

The stormwater fund includes a proposed increase of 3% in rates to fund the 2014 budget. The rates have not been increased since 2007.

Fund Reserves - The proposed 2014 budget for the General fund **does not** include the use of fund reserves. The General fund balance as of December 31, 2012 was $ 6.7 million. This budget emphasizes the use of current revenues for current expenses.

Compensation, Benefits and Staffing

Compensation and Benefits - With the passage of Wisconsin Act 10 in 2011, non-represented employees increased their contribution toward retirement benefits. All employees are now paying a portion of the required Wisconsin Retirement System contribution. The 2014 contribution rate for general employees is 14.0%, with employees paying 7% and the City pays 7% of this amount; for protective service, the total contribution is 17.1% with employees hired before June 29, 2011 making a 4% contribution, and employees hired after June 29, 2011 paying 7% and the City paying 10.1%.

Health insurance premiums are budgeted at the actual projected costs, which are substantially the same as 2013, with employees continuing to pay a portion of the premium. The City currently participates in the WPPI Health Insurance Trust, which will no longer be providing insurance services after 2013. We expect to purchase health insurance from Health Partners in 2014.

Staffing - The 2014 budget includes two additional full time paramedic positions, four part time paramedic positions with a start date of January 1, 2014. Additionally, a grant funded police officer is estimated to start on July 1, 2014. 2014 budgeted full time equivalent (FTE) is 119.44 compared to budgeted FTE of 120.9 in 2010.

Capital Improvement Program

The City has two capital improvement funds, one for equipment and vehicle expenditures and the other for infrastructure improvements. The following major projects have been funded in the 2014 proposed budget:

- Radio Road interchange project completion $ 1,900,000
- Fire Hall roof replacement $ 74,000
- White Pathway extension $ 150,000
- SCBA equipment (Fire department) $ 250,000
- Replacement of engine #6 (Fire department) $ 500,000
- Continue weather siren replacement program $ 20,000
- Replacement of public works equipment $ 154,000

Funding sources include property tax levy of $518,805, along with grants, long term borrowing and alternative (non-tax) revenues.

Stabilization Planning

Consistent with the findings of our fiscal plan process, two "sinking funds" were established in 2012 and are continued in the 2014 budget. Sinking funds are essentially pools of money set aside to pay for large expenses in the future. In this instance, the City's sinking funds are going towards the replacement of multiple Self-contained Breathing Apparatus (SCBAs) and Library building needs.

Community Partners

The City connects with other organizations to provide services to the community. The 2014 budget includes proposed revenue of $275,000 from the River Falls Rural Fire Association to help with the annual operating and capital costs related to fire services. The River Falls Public Library is estimated to receive $350,000 from Pierce and St. Croix counties for operating costs from taxpayers outside of the City of River Falls. The River Falls Ambulance Service is partially funded by a $9.00 per capita assessment to the area towns included in the ambulance service area. The River Falls Shared Ride Taxi service receives funding from federal, state and county partners that make hosting a rural transit system feasible. Other partners include the Business Improvement District, River Falls Chamber of Commerce, River Falls School District, Trout Unlimited, University of Wisconsin-River Falls and the State of Wisconsin.

Tax Increment Districts

The City has recovered all the initial project costs related to the construction of the River Falls Industrial Park (Tax Increment District #4). The current increment value of TID #4 is $ 10.6 million. The 2014 budget includes a $200,000 transfer from TID #4 to the General fund for interest on the initial loan to the TID.

Tax Increment District #5 (Whitetail Ridge Corporate Park) The current increment value (current equalized value less base value) is $ 21.8 million. The expenditure period for this district ends in 2016, the district is scheduled to terminate in 2021. The district was amended in 2013 to extend the boundaries north along Paulson Road, and to incorporate additional project costs. In 2014, a transfer of $20,000 is budgeted from tax increment district #4 to this fund as a donor district.

The City approved Tax Increment District #6 (Spruce Street) in 2005. The current increment value is $ 7.7 million for projected increment revenues of $ 198,368. Debt service costs associated with the district in excess of available increment revenues are paid by advances from the General fund.

Tax Increment District #7 was created in 2009 for the area near Clark and Maple Streets. The current increment value is negative, due to the City's purchase of the apartment building at 300 River Street, and reacquiring the property at 302 North Clark Street. These properties will not generate increment revenue in 2014, but the area was cleared in 2013 for future development.

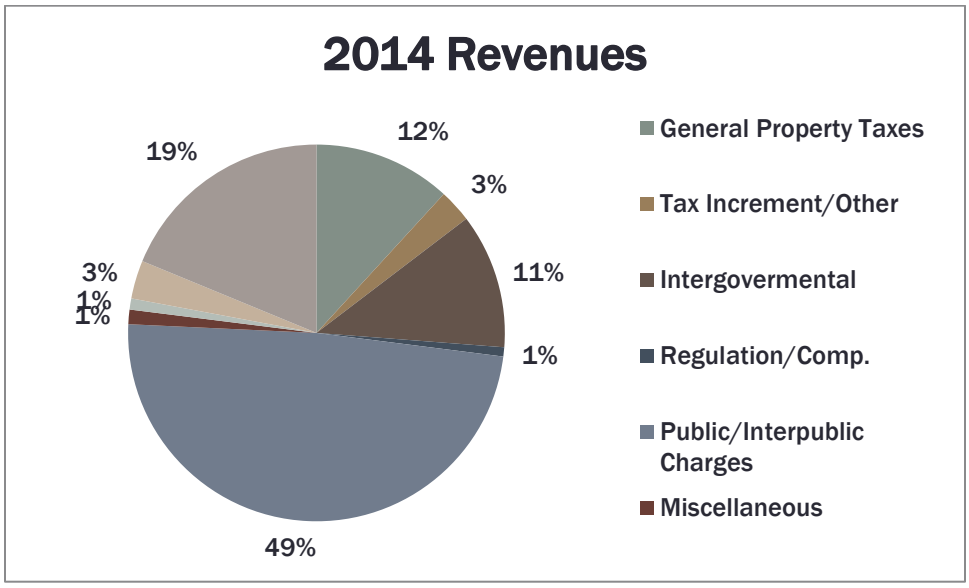
In 2010, Tax Increment District #8 was created for the area north of Cascade Avenue and west of Main Street. The current increment value is $2.4 million and recent development in the district will generate an estimated increment of $35,936 in 2014. The district was created with pay-as-you-go financing, with the developer being reimbursed for upfront costs as increments become available. The current development agreement provides reimbursement up to $486,000 over a 20 year period.

In 2011, development in the commercial downtown district prompted the establishment of a new tax increment district (TID #9). This district borders Walnut Street, Main Street, ½ block south of Cascade Avenue and along Lake George. The district will use future tax increments for the purchase of trail property along Lake George, the signal light at the intersection of Main and Walnut Streets, and possible upgrade to utilities and storm water in the area. The development agreement is a pay-as-you-go arrangement with a maximum increment of $686,000 returned to the developer. The district has an increment of $2.3 million with estimated revenue of $70,000, which is the minimum guaranteed payment from the developer.

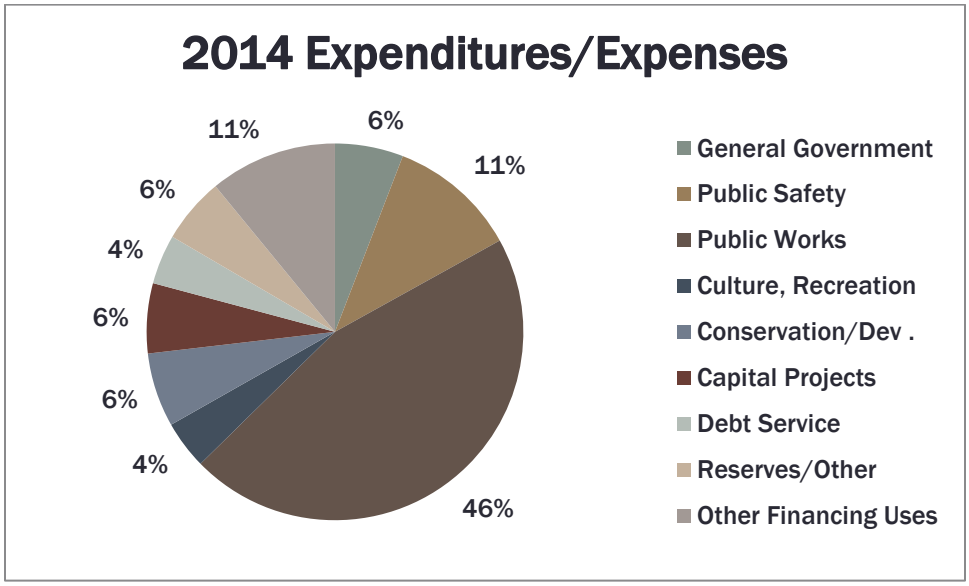
In 2014, an additional tax increment district is planned to include the Sterling Ponds Corporate Park area and to fund the costs related to infrastructure improvements within the proposed park. The budget includes estimated capital financing costs of $3,000,000 following the establishment of the district in the spring of 2014.

Supplemental Information

The following graph represents all revenues projected to fund the 2014 budget.



The following graph illustrates the uses of funds included in the 2014 budget.



Most funds have transfers into or from other funds for allocated overhead costs, consolidation of project costs, payment in lieu of taxes and other similar items. The following chart illustrates a selection of transfers in addition to allocations that are used to support operations. These are highlighted as future operations may be affected by the ability of the City to retain these funding sources.

Selected Fund Transfers

	2014 Budget	Description
General Fund to:		
Technology	$ 138,174	Allocated costs
Ambulance	135,360	$9 per capita assessment
City Hall	120,641	Allocated costs
Taxi	45,000	$7,000 for capital, $38,000 operating
Motor Pool	22,589	Allocated costs
Media Services	20,000	Operating transfer for services
Total from General Fund	*$ 481,764*	
Tax Increment #4 to:		
General Fund	$ 175,000	Interest on advances
Tax Increment #5	20,000	Donor district transfer
Business/Tourism	13,000	Marketing
Total from Tax Increment #4	*$ 208,000*	
Tax Increment #5 to:		
General Fund	$ 324,443	Repayment of advance
Business/Tourism	13,000	Marketing
Total from Tax Increment #5	*$ 337,443*	
Ambulance to:		
General Fund	$ 66,026	Allocated costs
Total from Ambulance	*$ 66,026*	
Electric Fund to:		
General Fund	$ 402,800	Payment in lieu of taxes
Total from Electric Fund	*$ 402,800*	
Water Fund to:		
General Fund	$ 330,000	Payment in lieu of taxes
Total from Water Fund	*$ 330,000*	

This budget is scheduled for a first reading of the budget ordinance on October 22nd, with a public hearing and final disposition scheduled for November 12th.

The draft budget will be available in the City Clerk's office, the River Falls Public Library, and the City's website. Please do not hesitate to contact me if you have any questions regarding this information.

Staff is pleased to present a budget that follows our long-range fiscal strategy, considers current economic climate, maintains investment in our existing infrastructure, and provides a similar level of municipal service as in previous years.

Sincerely,

Julie Bergstrom
Finance Director/Assistant City Administrator

Community Profile

The City is in two counties, St. Croix and Pierce, and is home to more than 15,000 residents. Around half of River Falls' residents commute to the Minneapolis-St. Paul region to work, as the City is located 25-30 miles east of the Twin Cities.

The City of River Falls is also home to the University of Wisconsin River Falls (UWRF), an NCAA Division III institution that has been a staple for the River Falls community since 1874. Enrollment at the University is approximately 6,800 students. In addition to UWRF, River Falls is also home to Chippewa Valley Technical College and the River Falls Public School District that consists of eight schools serving approximately 3,050 students.

St. Paul-Minneapolis Region

In 2012, the population for the City of River Falls was 15,040, an increase of 0.3 percent over the prior year. According to the 2010 U.S. Census, gender is distributed fairly evenly, with 7,014 (46.8 percent) male and 7,986 (53.2 percent) female. The racial makeup of River Falls is approximately 94.8 percent White/Caucasians, 1.8 percent Hispanic or Latino, 1.5 percent Asian, and 1.2 percent African American. The majority of the housing in River Falls is made up of single-family dwellings (42.2%). The second largest sector of the housing mix is made up of apartment housing (23.2%), which serves students from UWRF and other residents of the City.

Activities are endless in the City beginning with a Class I trout stream, the Kinnickinnic River; six golf courses; 20 local parks; and a community swimming pool. The local library, as well as the UWRF library, provides the community with an abundance of cultural and educational opportunities. Other services, such as garbage collection and recycling, as well as the local taxi service, are provided by private companies under contract with the city.

Government

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The City of River Falls is a Municipal Corporation with authority vested in the City Council and the Mayor, who is the Chief Executive Officer (CEO) of the City. River Falls, like many other cities under the Home-Rule Charter of Wisconsin, has the power to govern itself regarding local matters except where the State has specifically prohibited that power.

The Mayor has the authority to perform executive responsibilities by monitoring the Administrator and various departments of the city government. As the City's policy leader, the Mayor also holds veto power over Council actions. Along with the City Administrator, the Mayor represents the City with media relations, meetings and presentations to other governmental units. The Mayor is also responsible for appointing certain committee and commission positions within the city.

River Falls City Hall

The Council (Alderpersons) has all the powers of the City that have not been specifically given to another body or officer. The City Council is responsible for the management and control of city property, finances, highways, streets, utilities, and public service. The Council may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, imposition of forfeiture and other necessary or convenient means. There are seven alderpersons elected to the city council, one member from each of the four aldermanic districts and three members elected at large.

The City Administrator serves as the Chief Administrative Officer (CAO) of the City. In order to provide a more efficient and effective government, the CAO is responsible for the direction and coordination of all City employees and reports directly to the Mayor and Council. The Administrator provides assistance to City Council regarding policies and future planning, manages labor negotiations and employee relations, provides overall management and direction of City departments, and is the public information officer for the City. In addition, the City Administrator is the Executive Director of the River Falls Economic Development Corporation, and works with area Economic Development organizations to bring industries to the City.

Community Vision & Goals

Successful organizations have a clear vision of where they are going and how they intend to achieve their mission. The City Council envisions the future of River Falls as a community that is attractive, clean, environmentally sound, and fiscally responsible. The City of River Falls promises a high quality of life for its residents, businesses, and visitors, both today and tomorrow.

Administrator's Work Plan

Every other May, the City of River Falls engages in a planning process that results in the City of River Falls Work Plan. This year a list of more than 100 projects, plans, studies, and items was compiled. The Plan is a vision for the City from 2013 through 2015 that combines physical and economic planning with the social goals of the community. The Plan will continue to provide a framework for decision-making and guidance to the City Council and community.

Organizational Goals & Strategies

The City Council believes that by establishing a set of organizational goals to direct the Administrator's Work Plan the City will reach this ideal future. The City's Organizational Goals & Strategies direct the implementation of the Administrator's Work Plan. Each task on the Work Plan conforms to one of the following Organizational Goals & Strategies:

- Deliver Quality, Cost Effective Municipal Services
- Develop a High Performance Workforce
- Promote Economic Vitality
- Promote a Positive Image

To fulfill the intent of the City's goals, several key strategies were developed that will help City staff in their work: (a) Communicate effectively to a broad audience; (b) Engage the community in City Staff's work; (c) Seek partnerships; (d) Commit to Sustainability; and (e) Consider the City's history and culture. The City of River Falls looks forward to working with citizens to develop future plans and identify new goals and strategies to keep River Falls moving forward.

Performance Measurement

The City of River Falls incorporates performance measurement as a supplement to the budget process. *Performance measurement* is the process of collecting and reporting information about individual department performance and, thereby, the organization as a whole. Performance measurement identifies what a department is accomplishing and whether those results have achieved the organization's goals. Specific departmental programs are studied, as *performance measures*, and used to gauge the departments' progress towards achieving the organizational goals.

The statistics collected are linked directly to at least one of the *Organizational Goals and Strategies*. These figures serve as measurable indicators of a department's work toward achieving an organizational goal. It is important to note that, for the City of River Falls, performance measurement is not the ultimate decision-making factor. It is meant to be a tool in helping the City recognize its achievements and pinpoint the areas where improvement is needed. Under the City Council's guidance, staff incorporates performance measurement, Council priorities, and community desires to draft an effective budget.

Budget Overview

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The five-year fiscal plan and established fiscal policies serve as the foundation for the City's financial planning and control. The annual budget is the presentation of the projected revenues and expenses for the fiscal year beginning January 1st and ending December 31st. All City departments are required to submit departmental budget requests in June. These requests are the starting point for developing the proposed budget. The Finance Director/Assistant City Administrator prepares a draft and works with the City Administrator to develop a balanced budget for the Council's consideration.

The proposed budget is presented to the City Council in September. The operating budget includes the proposed expenditures and the means for financing them. The City publishes a summary of the proposed budget on the City's website and makes copies available to the residents of the City. Workshops with the Council and public are held during the month of September, with the formal budget adoption in November.

BUDGET CALENDAR		
Date	**Budget Activity**	**Lead**
January-March	Update projected Five Year Financial Plan	Finance Department
April-May	Council workshop for updated five year CIP (even years)	Administrator, Department Heads, Finance Director
April-May	Update personnel budgets	Finance Department Human Resources Department
May	Distribute departmental worksheets, update financial plan from trends report	Finance Department
Mid-June	Submit proposed budgets	Department Heads
June-July	Draft budget prepared for internal review	Finance Department
August	Finalize proposed budget, prepare debt service schedules	Finance Department
September	Meet with Rural Fire Association/Fire Department budget committee	Fire Chief, Fire Department budget members
September	Council workshop on budget	Council, Administrator, Finance Director
October	Set public hearing date and publish notice	Finance Department
November	Public hearing and final budget approval	Finance Department
November-December	Update financial plan with final budget numbers	Finance Department

Fiscal Management Overview

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The City of River Falls' financial policies set forth the framework for the fiscal management of the City.

General Financial Policies and Procedures

1. The City will comply with Generally Accepted Accounting Principles (GAAP) in its accounting and financial reporting.
2. Monthly financial data will be made available electronically to all City department heads allowing them to review financial activity and compare actual revenues and expenditures with budgeted amounts.
3. A comprehensive financial audit, including an audit of federal grants if necessary, according to the U.S. Office of Management and Budget Circular A-133 will be performed annually by an independent public accounting firm. The independent public accounting firm will express an opinion on the City's financial statements.
4. A system of internal accounting controls will be maintained to adequately safeguard assets and provide reasonable assurance of property recording of financial transactions of the City. Internal controls will be reviewed at least annually.

Operating Budget Policies and Procedures

1. The City will prepare an annual budget for all operating funds.
2. The City will maintain a budgetary control system to ensure adherence to the budget, including periodic reports.
3. The City will integrate performance standards into the operating budget.
4. A contingency account will be maintained in the annual operating budget to provide for unanticipated expenditures of a non-recurring nature. Transfers from the contingency account will require City Council approval.
5. Operating budgets are established at the function and fund level. Transfers within functions in the same fund may be approved by the City Administrator; transfers between functions or between funds require City Council approval. A budget adjustment between function or fund requires a Class 1 Notice within 10 days of approval per WI Stats. 65.90(5)(a).

Long-Range Financial Plan

The financial projections included are based on a number of factors and assumptions. Revenues are based on actual receipts as well as current knowledge of future payments. Expenditures are based on management's estimated costs. These assumptions can strongly influence the outcome of the projections, and must be closely analyzed to ensure accuracy.

The following assumptions are included in the study:

Revenues

- Property tax levy for operations (excluding debt and capital costs) of the General Fund will increase by an average of six percent from 2015 through 2020.
- The levy for the Library Fund will increase by an average of four percent over the same period. Increased revenues from county library reimbursements have supplemented the property tax levy to provide the necessary funding for library building maintenance projects scheduled in 2014 and 2016.
- Beginning in 2014, State shared revenues will likely decrease by one percent for each year. Expenditure restraint funding is included in 2014, but not in future years, as the funding is uncertain and may depend on the proposed budget increase or state funding for the program.
- Transportation aids will remain constant using the 2014 funding projections.
- Charges for service will increase one percent per year.
- Transfers from other funds will increase by one percent per year.
- Payment in lieu of property tax from electric and water funds will remain constant using 2014 rates and values.

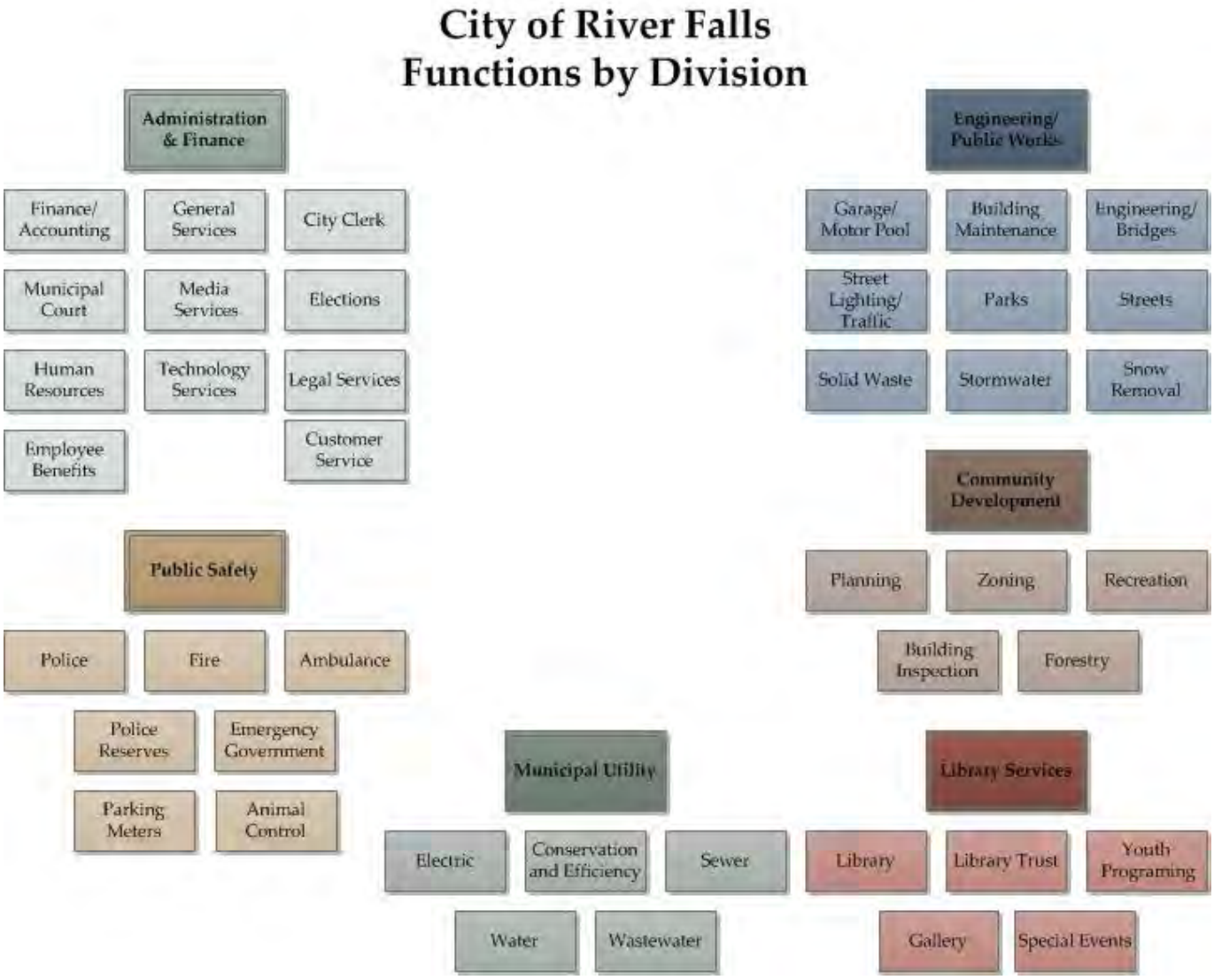
Expenditures

- Staffing changes – There is no increase in staffing levels for included funds through 2020 over what is included in the 2014 budget.
- Budgeted totals for employee wages will increase two percent per year.
- Employees will continue to contribute 50 percent of pension costs; public safety employees will contribute at least four percent toward retirement contributions.
- Health insurance costs will increase by ten percent per year.
- General operating costs will increase by one percent per year.

CITY DIVISIONS

For the 2014 Budget, the City plans on employing 119.94 full-time equivalent positions, in addition to several volunteer, seasonal, and contract positions.

The following pages highlight each division's functions and accomplishments from the past year. More information on the budget can be found on the City's website at www.rfcity.org.



Below is a breakdown of the budgeted full-time equivalent (FTE) positions for the City of River Falls by department. An FTE is equal to a standard work year or 2,080 hours. Part-time positions are converted to the decimal equivalent position based on the total number of hours budgeted per year.

Full Time Equivalents (FTE) by Division	2011	2012	2013	2014 Budgeted
Administration & Finance				
Administration	2.00	2.00	3.00	3.00
City Clerk	1.34	1.34	1.50	1.00
Municipal Court	1.47	1.47	1.43	1.65
Human Resources	0.00	2.20	2.20	2.20
Finance	4.47	4.67	4.30	4.80
Media Services	2.03	2.03	2.03	2.03
Community Development				
Community Development	6.68	5.18	5.18	5.18
Recreation	2.46	2.46	2.63	2.63
Swimming Pool	1.61	1.60	1.59	1.59
Engineering/Public Works				
City Hall/Building Maintenance	2.00	2.00	1.00	1.00
Engineering/Bridges	3.27	3.57	2.78	2.28
Garage	2.30	2.20	2.20	2.20
Parks	2.80	2.80	2.80	2.80
Streets	5.20	5.20	5.20	5.20
Stormwater Utility	1.90	2.00	2.00	2.00
Library Services				
Library Fund	12.25	12.25	12.25	12.25
Municipal Utilities				
Electric	18.36	13.25	13.04	13.04
Water	5.71	5.71	6.50	6.50
Sewer	10.66	10.66	10.66	11.66
Public Safety				
Ambulance	4.00	4.00	5.00	9.50
Fire	1.00	1.00	1.00	1.00
Police – Civilian	4.55	4.55	3.93	3.93
Police – Sworn	22.00	22.00	22.00	22.50
Parking Meter Fund	0.93	0.93	0.50	0.00
Total	**118.99**	**115.07**	**114.71**	**119.94**

**Includes seasonal and part-time personnel*

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning APRIL 1 20 14 ;
ending JUNE 30 20 14

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☒ City of WHITEWATER

County of WALWORTH Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's Wisconsin Seller's Permit Number: 456-0002393388-02
Federal Employer Identification Number (FEIN): 35 2262416

LICENSE REQUESTED ▶	
TYPE	FEE
☒ Class A beer	$
☐ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☐ Class B liquor	$
☐ Reserve Class B liquor	$
Publication fee	$
TOTAL FEE	$

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LIMITED LIABILITY COMPANY ☒ CORPORATION/NONPROFIT ORGANIZATION hereby makes application for the alcohol beverage license(s) checked above.
2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶ CAMPUS QUICK SHOP INC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

	Title	Name	Home Address	Post Office & Zip Code
President/Member	PRESIDENT	MICHAEL WILLIAM McARDLE	453 FARNHAM	MARSHALL WIS 53559
Vice President/Member	VICE PRESIDENT	JASON MICHAEL McARDLE		MILTON WIS 53563
Secretary/Member	SECRETARY	JOHN PATRICK McARDLE		JANESVILLE WIS 53546
Treasurer/Member	TREASURER	JOHN PATRICK McARDLE		JANESVILLE WIS 53546
Agent ▶	AGENT	JASON MICHAEL McARDLE		MILTON WIS 53563
Directors/Managers				

3. Trade Name ▶ CAMPUS QUICK SHOP INC DBA FIVE POINTS BP Business Phone Number 262-472-9900
4. Address of Premises ▶ 804 WALWORTH AVE Post Office & Zip Code ▶ 53190
5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
   (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
   (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No

   (NOTE. All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.) CAMPUS QUICK SHOP 1134 W MAIN ST WHITEWATER
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) SINGLE STORY CONCRETE BLOCK BUILDING
10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
    (b) If yes, under what name was license issued? C A POPE INC
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
this 10th day of March, 2014

(Clerk/Notary Public)

My commission expires 4-15-17

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 3-13-14	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

OFFICIAL SEAL
PATRICIA J LEWIS
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 4-15-17

Wisconsin Department of Revenue