

Shorewood Hills Police Department

2017 Budget Narrative



A Duty to Serve

An Honor to Protect

Mission Statement: The Shorewood Hills Police Department is a professional police department dedicated to enhancing the quality of life in the Village of Shorewood Hills by working in partnership with the community to preserve peace, order, and safety while upholding constitutional rights through the enforcement of laws and Village ordinances.

We shall accomplish this mission through:

Solidarity: We will stand together to uphold the United States and Wisconsin Constitutions and all the rights, responsibilities and laws therein.

Honor: We will stand by our sworn oath and model the code of ethics for all to follow; integrity is our touchstone.

Perseverance: We will do our job, no matter the circumstances.

Development: We will work to improve our service and adapt to the changing needs of the community and the diverse people we serve.

Personnel: Our Police Department, like others, is organized on a military model with six full-time staff members including the Chief, a Lieutenant and a Detective-Sergeant, three Patrol Officers and 9 part-time Officers. Additionally, our department employs two full-time non-sworn personnel, one Administrative Assistant, one full-time (CSO) Community Service Officer/Police Clerk, one half-time CSO for the summer months and one part-time clerical person as needed.

Sworn:

- Chief of Police
- Patrol Lieutenant (1)
- Patrol Detective-Sergeant (1)
- Police Officers (3)
- Part-time officers currently (9)

Non-Sworn:

- Administrative Assistant (1 – shared with Court)
- Community Service Officer/ Police Clerk (1)
- Summertime only CSO May-Sept. (1)
- Part-time Police Clerk/Assistant as needed (1)

As the Chief, I believe in an open door policy not only with the employees who work for the Police Department but the residents as well. I invite regular participation from all of my staff members with issues that affect the department and the community. All the staff members are encouraged to be creative and promote ideas to make our department operate more efficiently.

Department Training for 2016: All full-time and part-time officers must receive a minimum of 24 hours of training per year to maintain their certifications. Training with the University of Wisconsin Police Department gives our department great opportunities and some of the best training available. Examples of some of the training we receive on a yearly basis include handgun qualifications (state-mandated course), active shooter/officer survival tourniquet training, Emergency Vehicle Operation Course (EVOC), training on dealing with mentally ill individuals, Defensive and Arrest Tactics (DAAT), Bullying in the Workplace and CCR/CPR, just to name a few.

We also had the opportunity this year to send some officers to specialized training which not only benefits the department but also benefits the officer. Some of those trainings consisted of Evidence Technician Training, Drug Task Force, Legal Updates, the Attorney General Summit on Public Safety, and Public Information Officer Training.

Administrative Assistant/Court Clerk: As you know, the Administrative Assistant to the Police Department and the Court Clerk is a shared position. Having the same person doing both jobs inside the police department has caused conflict in past years. On a daily basis, this employee may receive phone calls for court dates, opens court mail and assist people coming to the window who want to pay a citation. It is my opinion that officers should not accept court payments. This is a Court issue and not a police issue. Once the officer has issued the citation(s), it becomes a Court issue. Mixing the two positions has made it difficult for the Court Clerk. Because of the Clerk's need for separation he/she is not able to say anything to officers about pending or adjudicated cases. The officer must wait until the Village Attorney has been notified in writing and the Village Attorney notifies the officer of the case results. As you know, this is a small department and the officers are interested in the outcome of their cases. I believe to overcome these conflicts there should be a separation between the Court and Police.

Services Provided: The Shorewood Hills Police Department is a full-service department operating 24 hours per day and 365 days a year. The office hours are 7:00 a.m. to 5:00 p.m., Monday through Friday (excluding Village holidays). The police department officers work a six-day rotation or six days on and three days off. Our shifts times are 7:00 a.m. to 3:00 p.m., 3:00 p.m. to 11:00 p.m. and 11:00 p.m. to 7:00 a.m.

The Police Chief works Monday through Friday 7:00 a.m. to 4:00 p.m. This allows the Chief to back up the day officer on calls and arrests. It also allows the Chief to see every officer at shift change. The week day officers are also Court Officers. They are responsible for filing complaints with the District Attorney's office and Dane County Court System.

Patrol and other duties: The Shorewood Hills officers uphold the state laws and Village ordinances. They respond to all emergencies and non-emergency calls. They are also tasked with backing up surrounding departments, conducting traffic investigations, traffic control and providing crime prevention tips to the Village residents. The police department assists outside agencies when requested. We provide services on a daily/nightly basis to include; conducting

security checks of homes/businesses, securing homes/businesses and vehicles left unlocked or open. We assist motorists with lockouts and assist Madison Fire/Paramedics on calls within the Village. The police department also does all the Village Hall postings and delivers all board packets to Village Board and other committee members.

People we serve: The Shorewood Hills Police Department is a proactive department and responds to all resident calls for service and complaints. The majority of people we come in contact with live or work outside the Village. Most of our contacts are from officers contacting individuals through self-initiated calls, such as traffic stops, underage complaints, accidents, assisting other Departments. Other Departments we assist include: VA Police Department, University Police Department, Middleton Police Department, Madison Police Department, and Madison Fire Department/Paramedics.

Future Issues and Goals:

- Handgun qualification and costs (unfunded State mandate)
- “RMS” (Record Management System) through the City of Madison is expecting increases in costs*
- TraCS through the City RMS*
- Police IT Support costs*
- Hiring Power shift officer 2017 **
- Replace antiquated phone system
- School parking issues continue*
- Village Ordinances reorganized*
- Resigning Village streets/parking
- Going to a map system to replace old ordinances related to parking and signage*
- DaneCom radio system*
- Further training for officers on dealing with mental health patients*
- Separation of Court Clerk from the Police Department
- Work closer with the Village residents and businesses on bettering Community Policing issues**

Police Department Vehicles and Equipment: The Police Department has two marked squad cars and one unmarked squad. Each one of the squads is equipped with APX dual band radios, “MDC” Mobile Data Computers and printers, L-3 squad camera systems and emergency lighting equipment.

Short and Long Term Budgeted Equipment Needs:

- Copier in 2018 \$ 5,000.00
- Squad Computers in 2017/2018 \$ 7,500.00
- L-3 Body Cameras for officers 2017/2018 \$ 500.00 each
- When built, in 2017/2018 a secure garage and entry door at new storage building*

Short Term Needs for 2017

- Protective gear
- Equip new squad: Light Bar, Push Bar and Cages

Vehicle replacement:

- Replace 2010 Squad (order fall 2016 include in 2017 budget) \$ **28,960.00**

Major Accomplishments in 2016:

- Two officers attended 24 hours Global Material Security Alarm Response Training Program funded by the University Police Department
- Suicide Prevention Gatekeeper Program
- OWI Task Force (May and September 2016) - We partnered with 17 other departments
- Bike safety program shared with the University Police Department
- Drug Task force
- “Click it or Ticket” mobilization funded by D.O.T.
- Evidence Tech Training funded by State of Wisconsin Crime Lab
- Identity Theft Training
- “Cruise for a Cure” charity car ride benefiting UW Children’s Hospital

Summary: I would like to summarize the budget process and police department’s duties. First, I have maintained the police department’s budget for the last several years, including this year by only purchasing the necessary equipment. I was able to complete this task with little or no increase in funds. Still, all department heads are being asked to try and find additional places to cut our budgets. All this is in order to help meet the Village’s shortfalls and demands of the economic concerns which exist in our state. With the increase of two new apartments on Marshall Court in 2015-16 and possibly two more apartments coming to Marshall Court in 2017/2018 and the three additional apartments that Flad Development is building within the Village, I anticipate that the Village will again be “rated the most growth in Dane County” for 2016. With an increase of housing comes more calls for service. This will eventually catch up with us and put more stress on existing services we currently provide. As we witnessed in the past few weeks, this department will need to take the necessary steps to grow with the projected increase in residents and new apartment buildings within the Village. Current staffing levels only allow for one officer on nightly. That officer then must rely on outside agencies for backup creating a delay in response time. This then attributes to a cause and effect by our department depleting the responding department’s resources.

Parking: Parking on the east side of the Village still remains a problem during the work week. We have proposed changing the signage on those streets. This should help considerably and lessen the complaints we currently receive.

Traffic: The police department deals with a large number of traffic complaints throughout the year. We take a proactive approach in dealing with all traffic problems such as conducting speed studies and monitoring traffic. Officers will be assigned to run radar on those streets where we receive complaints and try to educate drivers that drive within the Village. We will place a radar reader board on those streets to monitor the time of day and the speeds that vehicles are traveling through our village.

Calls for Service 2016:

- Parking: 693 citations written from January 1 to August 25, 2016
- Calls for service: 1,940 as of the end of July 2016

See below for the calls for service during the same time period:

Monthly Incident Summary 2016

Call Type / Month	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
911 Abandoned Call	1	2	1	1	2	2	2	11
911 Disconnect		2	2	2	2	2	6	16
Accident Hit and Run	1	1	4		2	1		9
Accident Private Property	1	2		2	1	3	3	12
Accident Property Damage	4	3	5	6	11	6	6	41
Accident Unknown Injury	2		1	2	1	1		7
Accident w/Injuries		1			1		1	3
Adult Arrested Person	1						1	2
Alarm	7	6	5	5	8	3	2	36
Alarm Broadcast and File							1	1
Animal - Found								0
Animal - Lost					1	1		2
Animal Complaint								0
Animal Complaint-Bite								0
Animal Complaint-Disturbance				2	1	2	2	7
Animal Complaint-Stray					1		3	4
Annoying/Obscene Phone Calls			1				1	2
Arrested Juvenile							1	
Assist Court		1						1
Assist Citizen	15	13	10	17	12	13		80
Assist Citizen-Lake			1				1	2
Assist Fire/Police	18	13	12	17	21	25	28	134
Assist Follow Up	3	4	4	1	1	3	9	25
Attempt to Locate Person	1		1	3		1	1	7
Battery								0
Bomb Threat								0
Burglary-Residential						1		1
Check Parking Postings								0
Check Person	3	2	1	5	5	9	12	37
Check Person - Weapon								0
Check Property	19	36	17	14	12	30	32	160
Civil Dispute							1	
Child Abuse								0

Call Type / Month	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
Child Neglect								0
Conveyance-Protective Custody		1						1
Damage to Property	1		1	1	1		3	7
Death Investigation								0
Disturbance			1	1	3	2	4	11
Domestic Disturbance			1	1		1		3
Drug Incident								0
EMS Assist	10	7	6	4	11	7	17	62
Enticement/Kidnapping								0
Escort Conveyance								0
Fight Call				1				1
Fire Investigation		1	1			2		4
Foot Patrol			2	2	1	5	3	13
Forgery		1	2			2		5
Found Person								0
Found Property	3	1		1	1	1	5	12
Fraud	8	3	2	3	2	2	1	21
Fraud/Identity Theft								0
Graffiti Complaint						1		
Information	13	16	6	22	13		27	97
Intoxicated Person				2		1		3
Juvenile Complaint						1		1
Liquor Law Bar Checks			3					3
Lost Property								0
Misdialed 911 Call	2		1	2	2	2	2	11
Missing Adult	1		1			1		3
Missing Juvenile		1	1		3	1		6
Multiple/Nuisance 911 Calls								0
Neighborhood Trouble								0
Noise Complaint			1		5	4	5	15
Non-Residential Burglary							1	1
OMVWI Arrest/Intoxicated Driver	5	7	10		4	4	2	32
On St Parking Complaint	12	12	21	46	58	18	22	189
Overdose								0
Person with Gun				1				1
PC Conveyance/Commitment		1						1
Playing w/Telephone 911 Call		1						1
PNB/AED Response				1				1
Preserve the Peace	1		1		1			3
Problem-Solving – Property	4	4	6	10	10	2	4	40

Call Type / Month	Jan	Feb	Mar	Apr	May	Jun	Jul	YTD
Pvt Prop Parking Complaint	4	4	6	10	10	2	4	40
Question 911 Call		1	2	1			2	6
Repo	1							1
Retail Theft	1			1		1	1	4
Road Rage			1		1			2
Robbery - Armed						1		1
Safety Hazard	6		6	3	4	6	14	39
Serving Legal Papers			1	1		2	3	7
Silent 911 Call	3	5	2		7	4		21
Silent Case Number								0
Solicitors Complaint					1			1
Special Event								0
Stalking Complaint								0
Stolen Auto								0
Stolen Bicycle				1				1
Stolen Other Vehicle-Cycle				1				1
Suspicious Person				1	2	3	3	9
Suspicious Vehicle	6	3	4	10	4	4	8	39
Test 911 Call	2						1	3
Theft		2	1		2	1	3	9
Theft from Auto		1		2				3
Threats Complaint					2			2
Traffic Arrest	15	13	27	17	20	14	6	112
Traffic Complaint/Investigation	1	4	5	6	6	7	6	35
Traffic Incident			1		1			2
Traffic Stop	58	54	87	65	45	85	68	462
Traffic/Road Rage								0
Trespass				2			1	3
Unintentional 911 Call	2	4	1	1	2	8	4	22
Unwanted Person	1					2	1	4
Violation of Court Order								0
Weapons Violations		1		2				3
Total Number of Incidents	232	230	270	289	294	298	330	1940

Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

All Segments Tested for Total Breaks

Account.Account Number = 100515120110-100515120322,100525210110-100525210380,100575752811-100575752817

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
GENERAL FUND						
VILLAGE BOARD						
100-51-5120-110	JUDICIAL: SALARY & ALLOWANCES	2,975	2,965	2,548	2,965	2,965
100-51-5120-120	JUDICIAL: COURT CLERK WAGES	21,590	21,266	17,367	21,266	21,822
100-51-5120-150	JUDICIAL: BENEFITS	5,965	6,158	5,081	6,158	6,237
100-51-5120-310	JUDICIAL: OFFC. SUP & EXPENSE	1,661	1,500	1,274	1,500	1,700
100-51-5120-321	JUDICIAL: DUES	100	100	140	140	140
100-51-5120-322	JUDICIAL: SEMINARS & TRAINING	1,300	1,465	1,675	1,600	1,665
PUBLIC SERVICES						
100-52-5210-110	POLICE: SALARIES & ALLOWANCES	86,145	88,448	68,252	88,448	90,282
100-52-5210-120	POLICE: CLERICAL WAGES	67,525	68,304	38,084	54,000	71,238
100-52-5210-121	POLICE: OFFICER WAGE & HOLIDAY	295,996	296,436	218,245	296,436	312,868
100-52-5210-122	POLICE: OVERTIME WAGES	11,606	9,000	8,830	9,731	8,500
100-52-5210-124	POLICE: PART-TIME DUTY WAGES	53,114	40,500	68,809	70,000	48,000
100-52-5210-125	POLICE: DIFFERENTIAL	1,522	2,000	907	1,100	2,000
100-52-5210-128	POLICE: COM SERVICE OFFICERS	3,982	4,250	4,275	4,275	4,400
100-52-5210-129	POLICE: CROSSING GUARD WAG	7,205	5,500	3,743	4,800	5,500
100-52-5210-130	POLICE: EMPLOYMENT BONUS	.00	.00	.00	.00	.00
100-52-5210-150	POLICE: BENEFITS	177,412	188,027	143,969	188,027	189,482
100-52-5210-170	POLICE: EDUCATION REIMB	.00	500	.00	500	.00
100-52-5210-210	POLICE: CONTRACTUAL SERVICES	7,712	10,500	7,210	7,486	11,000
100-52-5210-310	POLICE: OFFICE SUPPLIES & EXP	2,535	2,900	1,338	2,000	2,900
100-52-5210-321	POLICE: DUES & SEMINARS	443	1,500	877	1,257	1,500

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
100-52-5210-322	POLICE: TRAINING EXPENSES	3,320	8,000	637	6,000	8,000
100-52-5210-340	POLICE: OPERATING EXPENSE	13,548	14,400	7,759	10,740	14,200
100-52-5210-341	POLICE: UNIFORM EXPENSE	3,012	4,500	3,675	4,441	4,500
100-52-5210-345	POLICE: PROMOTION	.00	.00	.00	.00	.00
100-52-5210-350	POLICE: VEHICLE REPAIR & MAINT	1,961	5,000	1,838	3,064	4,000
100-52-5210-370	POLICE: FUEL & OIL	8,260	9,000	5,255	7,293	7,000
100-52-5210-380	POLICE: DRUG PREVENTION	.00	200	.00	200	200
CAPITAL OUTLAY: GENERAL						
100-57-5752-811	CAP OUTLAY: PD COMMNCTNS EQPT	4,007	6,000	.00	4,000	.00
100-57-5752-813	CAP OUTLAY: PD VEHICLE REPL	31,173	.00	.00	.00	.00
100-57-5752-815	CAP OUTLAY: PD SAFETY EQPT	1,153	3,000	737	2,600	.00
100-57-5752-817	CAP OUTLAY: PD EQUIPMENT	7,266	19,500	16,578	17,000	.00
GENERAL FUND Revenue Total:		.00	.00	.00	.00	.00
GENERAL FUND Expenditure Total:		822,489	820,919	629,104	817,027	820,099
Net Total GENERAL FUND:		822,489-	820,919-	629,104-	817,027-	820,099-

Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

All Segments Tested for Total Breaks

Account.Account Number = 100515120110-100515120322,100525210110-100525210380,100575752811-100575752817

Fire Department/Emergency Medical Service 2017 Budget Narrative

General Department Description: The Village contract with the City of Madison to provide fire and ambulance services has been in place since October 1, 2013. The call volume has remained consistent with prior years. Services have been routine with one notable exception. Madison Fire responded to a structure fire in February at an unoccupied home. The fire caused significant damage but the fire response was excellent, stopping the fire before it spread to the entire home. Staff has met with the Madison Fire Department's Operations Chief periodically to review the emergency responses and discuss any concerns. Communications regarding street closures and water system repairs are handled by the Public Works Chief. There have been no reports of problems with commercial fire inspections.

Mission statement: The Village's goal is to maintain fire and ambulance emergency services to its residents at a reasonable cost.

Personnel: The City of Madison Fire Department (MFD) has four fire stations within 3-7 minutes of Shorewood Hills. Emergency responses consist of command staff, firefighters and paramedics. The primary ambulance responding to Shorewood Hills has moved from Station 9 (Midvale Blvd) to Station 4 (Monroe St). This has not changed the response time of the first in emergency unit.

Services Provided, People Served: MFD provides emergency response for medical calls, smoke, fires and other hazards. Civilian inspectors and public educator specialists provide commercial fire inspections, community education on fire safety and specialized services to residents (i.e. home inspections, installation of smoke detectors). They serve Village residents, businesses and visitors to the community.

Vehicles and Major Equipment: The Village no longer has any emergency vehicles or major equipment related to the fire department or emergency medical service.

Any Other Related Information: The Shorewood Hills EMS & Fire Association (SHEFA) remains active in the community and is instrumental in the Village's Fourth of July celebration, and annual computer/small electronics recycling event.

Short term and long term capital needs: Maintain the contract with MFD for fire and ambulance services.

Program and Service Changes: None anticipated.

Major Accomplishments in 2016:

- Maintained relationship between the Village and Madison Fire Department.

Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

All Segments Tested for Total Breaks

Account.Account Number = 100525220000-100525230999,100525250000-100525260999,100575752820-100575752835

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
GENERAL FUND						
PUBLIC SERVICES						
100-52-5220-210	FIRE: CONTRACTUAL EXPENSE	476,620	494,411	494,412	494,411	506,252
100-52-5220-215	FIRE: 2% DUES TO MAD FIRE DEPT	35,505	18,000	19,576	19,576	19,576
100-52-5220-590	FIRE: HYDRANT RENTAL	118,231	118,281	118,231	118,281	168,281
100-52-5260-290	DANE COUNTY RADIO CONTRACT	3,019	3,500	2,883	2,883	2,600
CAPITAL OUTLAY: GENERAL						
100-57-5752-821	CAP OUTLAY: FD COMMNCTNS EQPT	.00	.00	.00	.00	.00
100-57-5752-822	CAP OUTLAY: FD OPERATING EQUIP	.00	.00	.00	.00	.00
100-57-5752-825	CAP OUTLAY: FD SAFETY EQPT	.00	.00	.00	.00	.00
100-57-5752-826	CAP OUTLAY: FD HOSE & APPLNCS	.00	.00	.00	.00	.00
100-57-5752-828	CAP OUTLAY: FD VEHICLE REPLACE	.00	.00	.00	.00	.00
100-57-5752-831	CAP OUTLAY: EMS COMMNCTN EQPT	.00	.00	.00	.00	.00
100-57-5752-832	CAP OUTLAY: EMS OPERATING EQPT	.00	.00	.00	.00	.00
GENERAL FUND Revenue Total:		.00	.00	.00	.00	.00
GENERAL FUND Expenditure Total:		633,375	634,192	635,102	635,151	696,709
Net Total GENERAL FUND:		633,375-	634,192-	635,102-	635,151-	696,709-

Department of Public Works

2017 Budget Narrative

Mission Statement: The Department of Public Works' mission is to maintain in good condition the Village streets, storm drains, sanitary sewers, water system, Village buildings, pool, marina, beach, bike paths, and parks so that everyone can enjoy the Village. We go above and beyond the standard of service.

Personnel: The department normally has five full-time workers, including the Crew Chief. This summer and fall we are at four (one member is off with short term disability). The Crew Chief and two of the workers are certified water operators.

Services Provided: We serve the people of the Village equally and with pride. We provide the following services:

- Weekly brush and leaf/greens collection
- Water meter changes
- Water sampling as required by DNR
- Water main repair
- Cross connection inspections
- Mow and trim parks and Village lawns
- Locates for Diggers Hotline
- Clean sewers
- Clean storm drains
- Remove downed Village trees
- Sweep streets
- Empty park trash and recycling
- Replace street signs as needed
- Do asphalt street repair and cold mix pot hole repair
- Service and repair equipment
- Fabricate changes on equipment to better fit our needs
- Service and monitor water pump station and sewer lift station
- Flood ice rink and put up hockey boards
- Clean off snow and maintain ice rink
- Take hockey boards down
- Plow, sand and salt Village streets, parking lots, bike paths, and many sidewalks as needed
- Open pool for summer and close and winterize pool for winter
- Service pool as needed
- Coordinate marina and beach installation of pier and moorings
- Repair pier as needed
- Coordinate pier and mooring removal in fall
- Clean and service Four Corners Park, beach marina, Heiden Haus, community center, Village Hall and public works/fire station buildings

Vehicles and Major Equipment: The Crew shares the operation of the following equipment as needed: loader, backhoe, skid steer, dump trucks, plow trucks, mowers, street sweeper, and sewer machine.

Vehicles and Major Equipment List:

1.	Small pickup	1 fuel truck
2.	Large pickup	1
3.	One-ton dump trucks	4 - one with chipper box, one forester, one plow and salt
4.	Large dump trucks	2 - snow/plowing, hauling-street sweeping, brush,logs,dirt
5.	Leaf truck	1 - dedicated for leaves, also one large dump trucks in fall
6.	Skid steer	1
7.	Backhoe loader	1
8.	Loader tractor	1
9.	Sewer cleaner & camera	1
10.	Street Sweeper	1
11.	Riding Mower	1
12.	Polar trac dozer	1
13.	RTV utility vehicle	1
14.	Leaf vacuum	2
15.	Asphalt roller	1
16.	Tool Cat	1

Short-Term and Long-Term Capital Needs:

- Four corners play structure needs replacement.
- The main air handler at 810 Shorewood Blvd is reaching its life expectancy of 20 years and should be replaced in the near future.
- We are getting close to having all our sewer manholes with sealed lids. Madison sewer and the DNR would like this completed. Keeping stormwater out of the sanitary sewer can help prevent sewer over flows.
- TV forced main from lift station to Wood Lane. The condition of this pipe has not been checked for as long as the Crew Chief has been working for the Village.
- Tally Ho booster station rust removal and painting of pipes. Rebuild of pump 3.
- In 2018 we will be losing our cold storage building that we currently have been renting for many years. We have plans for construction of a new storage building next to the salt shed on Old Middleton Road. This building will help Police with some of their storage needs as well as the EMS & Fire Association's storage needs. Having this storage within the Village of Shorewood Hills will be a benefit to all using it.
- It would be beneficial to have a second UTV. The forester's summer help uses the UTV we have now and on many days is tracking it down from one of the other departments. Using a lighter vehicle in the parks than the dump truck they also use would be beneficial. Police use the one we have now for moving speed board, picking up bikes, and on the July 4th for to post no parking signs around the Village. DPW uses the UTV for park trash, moving the big grill, hauling mowers and trimmers, and other miscellaneous tasks.

- Equipment scheduled to be replaced next is the chipper (being replaced in 2017). The leaf picker is scheduled for replacement in 2018. Our equipment is in good condition and with repairs and maintenance should last until the scheduled replacement time.

Major accomplishments of 2016:

- Plans for storage building near salt shed
- Resurfacing of many of the streets
- Lining of sewer pipe along Lake Mendota Drive
- Major clean up from storms
- Storm run off in Big Foot Park
- Implementation of the new parking ordinance

Future Issues and Goals:

- Consideration of more milling and paving of streets, seal coating and crack filling
- The DPW takes all sorts of phone calls and questions about Village issues.
- DPW provides services to residents to make living in the Village of Shorewood Hills the best possible experience. We strive to keep this service level high and make this one of the best places to live.

Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

Exclude DEPARTMENTS: 5352

All Segments Tested for Total Breaks

Account.Account Number = 100535362290-100555500999,100535300121-1005353544350,100515160220-100515160530,100535362290-100555514220

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
GENERAL FUND						
VILLAGE BOARD						
100-51-5160-220	BLDGS & PLANT: GAS & ELECTRIC	44,260	40,250	30,851	40,250	41,000
100-51-5160-221	BLDGS & PLANT: WATER	4,418	5,000	3,563	5,000	8,000
100-51-5160-222	BLDGS & PLANT: TELEPHONE	5,196	5,000	4,693	5,500	5,000
100-51-5160-223	BLDGS & PLANT:STORMWATER CHR	8,795	5,500	4,527	5,500	5,500
100-51-5160-240	BLDGS & PLANT: CONTRACTUAL	6,908	6,600	5,527	6,600	3,410
100-51-5160-530	BLDGS & PLANT: RENTAL EXPENSE	24,827	26,200	23,364	26,200	17,290
PUBLIC WORKS						
100-53-5300-121	AIDABLE WORK: LABOR	65,109	73,550	52,989	62,000	72,828
100-53-5300-150	AIDABLE WORK: BENEFITS	12,721	12,462	13,383	13,000	16,265
100-53-5300-340	AIDABLE WORK: OPERATING EXP.	19,756	20,000	15,890	20,709	19,000
100-53-5300-450	SCHOOL SAFE ZONE	.00	.00	.00	.00	.00
100-53-5300-600	AIDABLE: INSURANCE REPAIRS	.00	.00	.00	.00	.00
100-53-5320-350	GARAGE: VEHICLE REPAIR & MAINT	12,194	18,000	14,741	18,000	18,000
100-53-5320-370	GARAGE: FUEL & OIL	9,242	13,750	5,798	8,000	9,000
100-53-5330-210	STR MAINT/REPAIR: ENGINEERING	.00	.00	.00	.00	.00
100-53-5330-230	STR MAINT/REPAIR: ANNUAL CNTCT	8,500	10,000	6,667	10,000	10,000
100-53-5342-220	STREET LIGHTING: POWER	15,946	18,000	13,904	15,984	16,000
100-53-5342-340	STREET LIGHTING: CONTRACTUAL	6,476	9,000	15,325	15,325	20,000
100-53-5344-350	STORM SEWERS: DISCHARGE PERMI	34	.00	329	329	33
100-53-5362-290	REFUSE COLL: CONTRACTUAL SERV	94,094	96,000	71,958	96,000	94,000

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
100-53-5363-290	METRO LANDFILL EXPENSE	5,370	8,160	8,160	8,160	12,460
100-53-5365-121	RECYCLING/YARDWASTE:LABOR	39,308	36,563	44,806	53,000	43,968
100-53-5365-150	RECYCLING/YARDWASTE:BENEFITS	6,008	6,195	7,559	8,000	9,820
100-53-5365-340	RECYCLING/YARDWASTE: SUP EXP	3,503	4,120	5,066	5,066	4,120
100-53-5365-370	RECYCLING/YARDWASTE:FUEL & OIL	4,498	3,900	2,583	3,000	2,800
VILLAGE HALL						
100-54-5400-130	VILLAGE HALL: CLEANING	6,634	11,949	4,602	6,000	7,421
100-54-5400-150	VILLAGE HALL: BENEFITS	959	2,025	656	800	1,657
NON-AIDABLE EXPENSES						
100-55-5500-121	NON-AIDABLE WORK: LABOR	95,175	99,518	80,429	27,000	106,458
100-55-5500-150	NON-AIDABLE WORK: BENEFITS	15,902	16,863	16,225	16,863	23,776
100-55-5500-340	NON-AIDABLE: OPERATING EXPENSE	28,117	25,000	26,719	25,000	24,000
100-55-5500-600	NON-AIDABLE: INSURANCE COSTS	.00	.00	.00	.00	.00
100-55-5500-700	COMMUNITY GARDENS	450	.00	470	470	500
100-55-5514-121	COMMUNITY CTR: WAGES	430	3,944	372	800	481
100-55-5514-150	COMMUNITY CTR: WAGE BENEFITS	56	668	51	100	107
100-55-5514-220	COMMUNITY CTR: GAS & ELECTRIC	8,879	7,600	3,105	6,500	7,000
GENERAL FUND Revenue Total:		.00	.00	.00	.00	.00
GENERAL FUND Expenditure Total:		553,764	585,817	484,310	509,156	599,894
Net Total GENERAL FUND:		553,764-	585,817-	484,310-	509,156-	599,894-

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
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Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

Exclude DEPARTMENTS: 5352

All Segments Tested for Total Breaks

Account.Account Number = 100535362290-100555500999,100535300121-1005353544350,100515160220-100515160530,100535362290-100555514220

Administrator

2017 Budget Narrative

General Department Description: The Administrator is the chief administrative officer of the Village responsible to the Village President and Board of Trustees. The Administrator also serves as zoning administrator and deputy treasurer.

Mission Statement: The Village Administrator's office provides leadership and direction in the formulation and implementation of Village Board policy objectives and management/administration of Village staff, services and programs, ensuring accountability, community responsiveness and customer service excellence.

Personnel: The Village Administrator is responsible for overall management of the Village workforce and utilizes numerous and varied personnel. Direct office support personnel are shared with Village Clerk/Finance Director and consists of the Deputy Clerk, Administrative Assistant/Emergency Services Coordinator and two (2) office assistants (10 hours per week) who primarily serve the Clerk and Deputy Clerk positions. The Clerk/Finance Director, Police Chief, Public Works Crew Chief and Forester report to and are directly supervised by the Administrator.

Services Provided, People Served:

- To manage, supervise and administer Village municipal affairs, and implement Board policies.
- To plan, help set goals, find means, and oversee the achievement of Village projects and Board policy initiatives.
- To recommend hiring, promotion, and level of compensation of Village employees, including recruiting and screening candidates for employment; discipline of employees and recommend termination of employment.
- To supervise department heads and provide general supervision of all employees.
- To provide financial management and planning, prepare and administer the budgets for all Village functions, monitoring revenues and expenditures in close coordination and assistance from the Clerk/Finance Director.
- To staff the Board of Trustees, the Plan Commission, the Zoning Board of Appeals, the Personnel Committee, the Finance Committee, and such other bodies as may be necessary or as the Board may assign including the Public Works, Services, Pool and Recreation committees.
- To facilitate communication and act as a liaison between the various Village committees, boards and commissions and the Board of Trustees in order to develop and administer policy.
- The Village Administrator is responsible for organizing meetings and drafting agendas for the Village and other Boards, committees, commissions, and ad hoc task forces, coordinating work with these committees and the Board of Trustees.
- To act as Zoning Administrator and Deputy Treasurer.
- To represent the Village in outside venues, such as the Joint West Campus Area Committee, and with other municipalities and governmental bodies.

- The Village Administrator also spends considerable time working on planning matters, redevelopment projects and the management of the Village tax increment finance districts.
- The Village contracts for professional and other services including assessing, legal, engineering and planning services. The Administrator works closely with these professionals providing guidance and oversight.
- To listen, providing time and paying attention to residents and others who have concerns about Village issues; to model respect for all points of view.
- To be knowledgeable and to provide reliable and impartial information about Village issues, informally or systematically, such as through *The Village Bulletin* or the Village website; in particular, to provide issue-specific information to all members of the Board of Trustees for Board decisions.

Vehicles and Major Equipment: The administrator utilizes a personal vehicle. The major piece of equipments used by the Administrator is a personal computer, phone, copier, scanner and fax machine.

Short and Long-Term Capital Needs: It is important to continue to have a good computer, software and copying, scanning capabilities. New office chair or chairs.

Major work initiatives:

- Continued work on redevelopment projects underway and proposed for properties on University Avenue and Marshall Court
- Administration and project implementation of Tax Increment Districts 3,4, 5 and potentially 6 including financing needs
- Administer change in assessors as well as revaluation project
- Develop personnel/transition plan due to retirement of Village Clerk
- Oversee bidding, financing and possible construction of new storage facility
- Coordinate possible capital projects and financing needs in Tax Increment Districts
 - Marshall Court reconstruction
 - Streetscape expansion
 - Bike path acquisition and construction
 - Locust Drive street sidewalk bike path improvements
- Update of five-year capital and borrowing plan
- Coordinate possible hire of new crew person
- Assist Village Board and Committees on facilities long range planning initiative
- Continue succession planning due to probable multiple upcoming retirements in Police, Public Works and Administration
- Begin work on local disaster preparedness planning
- Consider enhancement of Village presence and ability to communicate via social media and development of electronic and social media policies

Summary: The Administrator and Clerk prepared separate narratives but share a departmental budget. The work, staff and operations are very interrelated and shared.

Village Clerk-Finance 2017 Budget Narrative

General Department Description: The Village Clerk-Finance staff members comprise a portion of the Administrative Department in Shorewood Hills.

Mission Statement: The Clerk-Finance staff's mission is to provide quality service and assistance to the public, elected officials and Village departments in a courteous, timely and cost effective manner.

Personnel: The Clerk-Finance staff reports to the Village Administrator. It includes the Village Clerk/Finance Director, Deputy Clerk, Administrative Assistant/Emergency Services Coordinator and two office assistants (who work 10 hours per week). The staff also includes 15 part-time election workers.

Services Provided, People Served:

- The Clerk staff is the face of the Village. It directs questions, requests for service, and information to the appropriate Village departments.
- The staff serves as the custodian of public records, including the maintenance of the Village Code of Ordinances, and is responsible for posting meeting notices and preparing minutes for the Village Board and several committees.
- The staff issues numerous permits and licenses, including those for pets, signs, street use, and solicitors, and the building trades—building, HVAC, plumbing and electrical work.
- It implements and enforces the State of Wisconsin's liquor laws.
- The Clerk staff oversees all aspects of the Village's elections—voter registration, the entry of data in the state-wide voter registration system, absentee balloting, and election-day activities.
- The staff administers the Village's insurance programs, including the submittal of claims, the preparation of annual reports, and management of the Workers Comp program.
- The staff serves as the Village's human resources department. It is responsible for the issuance of 26 bi-weekly payrolls, the maintenance of personnel files, and the implementation of the Village's benefit programs. It serves as staff to the Personnel Committee.
- The Clerk-Finance staff manages the Village's finances day to day: the tracking of accounts receivable and payable, and the maintenance of the Village's bank accounts. It serves as staff to the Village's contracted auditors. It ensures that required state and federal financial reports are completed in an accurate and timely manner. Staff assists with the development of Shorewood Hills' annual budgets.
- The staff maintains records of Village assets and tracks their depreciation.
- The Clerk-Finance staff oversees property tax collection in the Village, including working with the Village's contracted assessor, serving as staff to the Board of Review, preparing tax bills, processing tax payments and entering them in Dane County's tax collection system, and paying the appropriate shares of the taxes collected to the other taxing entities.

- In conjunction with the Department of Public Works, the staff administers Shorewood Hills' water, sewer and stormwater utilities. The responsibilities include compliance with Public Service Commission regulations, the monitoring of accounts as residents move in and out, monthly billing and processing of utility payments.
- The staff oversees the Village's contract with its garbage/recycling hauler and prepares the recycling grant annually.
- The staff assists with the implementation of Shorewood Hills' summer recreation programs and provides administrative support to over 200 summer recreation employees.
- The staff provides administrative support for the Shorewood Hills Pool which consists of more than 1,000 members and about 100 seasonal employees.

Vehicles and Major Equipment: When the Clerk-Finance staff members have to travel—typically to meetings, the bank or post office—they use their personal vehicles. Standard office equipment is found in the department. As required by the Dane County Clerk's office, the Village uses a DS-200 voting machine.

Short and Long-term Capital Needs: In 2016 the Board of Trustees authorized the purchase of Clarity, a new accounting system. The vendor agreed to a three-year repayment plan at no interest. The second year of the software purchase cost will be paid in 2017. Eventually the Village phone system will need to be replaced.

Program and Service changes: None.

Major Accomplishments in 2015/2016:

- With four elections in 2016, a good deal of staff time was devoted to election administration. This included learning and implementing the State of Wisconsin's new WisVote system to track election activities online, including voter registrations, absentee ballots, election results, etc. A significant amount of time was invested in keeping abreast of, and complying with, numerous changes in election laws. The implementation of the voter ID law created a large administrative burden for staff and poll workers. Staff reached out to the residents in the apartment buildings to ensure they were aware of their new voting location and need to register in the Village. A voter registration drive was conducted at all three apartment complexes.
- Considerable staff hours were dedicated to learning and implementing the new Clarity accounting system. A switch to a different online payment provider was necessary to take full advantage of the new software's functions—staff researched and selected that new provider.
- Water and sewer rates had not changed for many years. Staff oversaw the analysis of both rates by Village auditors. The Public Service Commission, which regulates municipal water rates, approved Shorewood Hills' water rate case. The Board of Trustees authorized revisions in sewer rates. Both rate changes were implemented in October, 2016. At the same time, the Water Utility switched to monthly billing by mailed letter, rather than postcard. Additionally, an online bill payment system was implemented for the convenience of utility customers.
- The Clerk staff assisted with the handling of the on-going and extensive redevelopment pressures in the Village's commercial district, including the demolition of two commercial buildings and future construction in their place of mixed use/apartment buildings. Tax Increment District (TID) 3 was amended and TID 5 was created.

- Worked on the resurfacing of the remaining unimproved roads in the Village.
- Staff assisted with the selection of an assessment firm to conduct a property reevaluation in 2017.

Future Issues and Goals:

- Maintaining Village services with limited levy capacity and reduced state revenue funds.
- Sorting out the use of Village facilities, notably the Community Center and former Fire Station.
- Dealing with redevelopment pressures in the Village's commercial district and the contiguous University property to ensure that the excellent quality of life in the Shorewood Hills community is maintained.

Summary: The Administrator and Clerk-Finance prepared separate narratives but share a departmental budget. The work, staff and operations are very interrelated and function as an Administrative department. The Administrator and Clerk-Finance provide oversight of all the Village funds and functions.

Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

All Segments Tested for Total Breaks

Account.Account Number = 100515111310-1005151112310,100515130210-100515154512,100525240150-100525240340,100535352300,100535352210-100535352300,100555531121-100555514300,100555531121-100575751825,100595920100-100595920999

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
GENERAL FUND						
VILLAGE BOARD						
100-51-5111-310	VILLAGE BOARD: SUP & EXPENSE	3,247	750	2,592	2,800	1,500
100-51-5111-720	VILLAGE BOARD: DONATIONS	.00	.00	.00	.00	.00
100-51-5112-310	COMMITTEES: SUP & EXPENSE	395	500	5,561	5,561	900
100-51-5130-210	LEGAL: GEN. ADVICE & COUNSEL	56,603	13,000	15,848	17,000	18,000
100-51-5130-211	LEGAL: ORDINANCE PROSECUTIONS	33,932	29,000	21,586	26,000	27,000
100-51-5141-120	ADMIN: WAGES	93,133	86,425	67,986	86,425	86,769
100-51-5141-150	ADMIN: BENEFITS	22,385	21,957	17,315	21,957	19,447
100-51-5141-320	ADMIN: DUES & SEMINARS	1,327	1,600	1,444	1,444	1,700
100-51-5141-340	ADMIN: MONTHLY BULLETIN	225	225	.00	.00	.00
100-51-5141-380	ADMIN: STAFF SUNSHINE FUND	348	100	314	291	300
100-51-5142-120	CLERK: WAGES	80,261	84,839	65,215	84,839	84,014
100-51-5142-130	EXTRA OFFICE HELP	15,592	17,347	14,143	17,347	17,919
100-51-5142-150	CLERK: BENEFITS	17,310	21,382	16,458	21,382	18,862
100-51-5142-310	CLERK: SUP & EXPENSES	3,768	3,900	3,000	3,900	3,900
100-51-5142-322	CLERK: TRAINING/SEMINARS	1,002	800	622	800	800
100-51-5142-340	CLERK: POSTAL EXPENSES	2,934	4,500	1,745	3,500	3,500
100-51-5142-500	CLERK: DANE CTY CALENDARS	918	920	774	774	600
100-51-5142-700	CLERK: LICENSE COSTS	.00	.00	.00	.00	.00
100-51-5143-158	PERSONNEL: UNEMPLOYMENT COM	.00	.00	.00	.00	.00
100-51-5143-160	PERSONNEL: WORKMAN'S COMP INS	42,322	40,000	41,407	41,407	42,547

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
100-51-5143-190	PERSONNEL: PROVIDED FOR EVALS	2,500	6,000	2,500	2,500	.00
100-51-5143-200	PERSONNEL: RECRUITMENT	.00	.00	.00	.00	.00
100-51-5143-210	PERSONNEL: MEDICAL EVALUATION	887	500	793	793	.00
100-51-5143-300	PERSONNEL: RETIREES INS PREM	26,830	26,856	19,072	22,000	9,600
100-51-5144-140	ELECTIONS: PER DIEM WAGES	838	2,500	2,873	3,700	1,100
100-51-5144-340	ELECTIONS: OPERATING SUPPLIES	391	1,400	1,247	1,400	400
100-51-5145-210	D.P.: CONTRACTUAL SERVICES	13,411	17,286	10,366	11,500	19,000
100-51-5145-340	D.P.: OPERATIONS EXPENSE	2,566	2,600	1,760	2,600	2,700
100-51-5145-350	WEBSITE COSTS	568	468	838	838	570
100-51-5151-210	FINANCE: AUDIT SERVICES	19,853	25,917	22,868	25,917	26,000
100-51-5151-290	LIFE QUEST FEES/OTHER PAYMENTS	.00	.00	.00	.00	.00
100-51-5151-300	BOND ISSUE EXPENSES	2,278	.00	2,641	2,641	.00
100-51-5152-340	TREASURY: OPERATIONS	198	.00	96-	96-	.00
100-51-5152-390	TREASURY: WRITE-OFF EXPENSE	.00	.00	.00	.00	.00
100-51-5153-210	ASSESSOR: CONTRACTUAL EXPENS	6,000	6,300	6,100	6,100	32,000
100-51-5154-511	LIABILITY INS (LEAGUE)	43,591	59,000	43,729	43,729	59,000
100-51-5154-512	PROPERTY INS (LGPIF)	9,882	16,000	11,923	11,923	13,350
PUBLIC SERVICES						
100-52-5240-150	INSPECTIONS: BENEFITS	2,198	2,180	2,062	2,260	2,333
100-52-5240-211	INSPECTIONS: BUILDINGS	18,838	16,000	16,170	17,000	18,000
100-52-5240-212	INSPECTIONS: HVAC	4,871	5,000	4,280	5,000	5,000
100-52-5240-213	INSPECTIONS: ELECTRICAL	4,292	5,000	5,170	6,000	5,000
100-52-5240-214	INSPECTIONS: PLUMBING	1,748	2,500	2,206	2,500	2,500
100-52-5240-340	INSPECTIONS: OPERATIONS	736	100	323	323	323
PUBLIC WORKS						
100-53-5352-300	BUS SERVICE	25,000	30,000	.00	30,000	30,000
NON-AIDABLE EXPENSES						
100-55-5531-121	FOUR CORNERS: WAGES	12,239	11,800	14,378	14,378	14,000
100-55-5531-150	FOUR-CORNERS: BENEFITS	936	903	1,100	1,100	1,071
100-55-5531-340	FOUR CORNERS: OPERATING EXPNS	2,480	2,531	1,479	2,577	2,600
100-55-5532-121	LAND RECREATION: WAGES	11,633	11,800	13,686	13,686	13,300
100-55-5532-150	LAND RECREATION: BENEFITS	890	903	1,047	1,047	1,017
100-55-5532-340	LAND RECREATION: OPERATING EXP	4,131	4,815	647	1,995	2,000
100-55-5533-121	TENNIS: WAGES	19,153	18,000	18,415	18,415	18,500

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
100-55-5533-150	TENNIS: BENEFITS	1,465	1,377	1,409	1,409	1,415
100-55-5533-340	TENNIS: OPERATING EXPENSES	6,074	9,647	2,383	3,404	3,500
100-55-5534-140	BASEBALL: UMPIRE PER DIEM EXP	.00	.00	.00	.00	.00
100-55-5534-340	BASEBALL: OPERATING EXPENSES	.00	.00	.00	.00	.00
100-55-5535-121	BASKETBALL: WAGES	503	550	976	976	1,000
100-55-5535-150	BASKETBALL: BENEFITS	38	42	75	75	77
100-55-5535-340	BASKETBALL: OPERATING EXPENSE	563	642	532	753	775
100-55-5536-121	INDOOR SOCCER: WAGES	.00	.00	.00	.00	.00
100-55-5536-150	INDOOR SOCCER: BENEFITS	.00	.00	.00	.00	.00
100-55-5536-340	INDOOR SOCCER: OPERATING EXPE	.00	.00	.00	.00	.00
100-55-5537-340	SPEC EVENTS: JULY 4th EXPENSE	1,340	1,400	1,140	1,140	1,300
100-55-5537-341	SPEC EVENTS: FIREWORKS EXPENS	8,987	9,000	9,356	9,356	9,000
100-55-5537-342	SPEC EVENTS: RECOGNITION NIGHT	4,441	4,200	.00	4,200	4,300
100-55-5538-340	OUTDOOR SOCCER: OPERATING EXP	7,464	7,242	6,116	8,120	8,200
100-55-5540-340	GOLF: OPERATING EXPENSES	5,173	5,229	5,965	5,920	6,000
100-55-5550-390	KAYAK/CANOE RENTAL EXPENSES	480	459	.00	529	550
CONSERVATION & DEVELOPMENT						
100-56-5630-150	PLANNER	310	.00	.00	.00	.00
100-56-5640-210	PROF CONSULTANT:PLAN REVIEW	2,197	1,500	3,858	4,000	.00
CAPITAL OUTLAY: GENERAL						
100-57-5735-775	CAP OUTLAY: CREW MOWER UNIT	.00	.00	.00	.00	.00
100-57-5751-800	CAP OUTLAY: COMPUTERS	4,894	4,500	1,424	4,500	.00
100-57-5751-810	CAP OUTLAY: GEN ADM EQUIPMENT	.00	.00	.00	.00	.00
100-57-5751-825	CAP OUTLAY: ADMIN DP SOFTWARE	.00	1,500	4,908	4,908	1,500
OTHER FINANCING USES						
100-59-5920-900	DUE TO DEBT SERVICE	749,210	730,438	807,047	730,438	772,327
GENERAL FUND Revenue Total:		.00	.00	.00	.00	.00
GENERAL FUND Expenditure Total:		1,407,781	1,381,330	1,328,774	1,366,981	1,417,066
Net Total GENERAL FUND:		1,407,781	1,381,330-	1,328,774-	1,366,981-	1,417,066

Account Number	Account Title	2015-15 Prior Year Actual	2016-16 Current Year Budget	10/16 Current YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
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Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

All Segments Tested for Total Breaks

Account.Account Number = 100515111310-100515112310,100515130210-100515154512,100525240150-100525240340,100535352300,100535352210-100535352300,100555531121-100555514300,100555531121-100575751825,100595920100-100595920999

Forestry and Parks 2017 Budget Narrative

Mission Statement: The mission of the Forestry and Parks Department is to manage, protect, and enhance the parks, gardens, and community forest in Shorewood Hills. These resources contribute greatly to the quality of life in Shorewood Hills by providing the following benefits: increased property values, reduced heating and cooling costs, pollution reduction (air, light, and noise pollution), stormwater retention and improved water quality, increased wildlife diversity and habitat, vast recreational outlets, and beautiful aesthetics. Village residents often comment that these resources are some of Shorewood Hills' greatest assets and we strive to maintain those resources.

Services Provided, People Served: Our services provide significant environmental, economic, and aesthetic value to the Village, its residents and visitors.

Services – Community Forest

- Tree Planting – Grow an extensive and diverse tree canopy
- Tree Pruning – Maintain our public trees (5-year pruning rotation)
- Removals – Promote a healthy and safe community forest
- Forest Health – Monitor and abate disease/insect problems
- Education and Awareness – Provide advice and information to homeowners

Services – Parks and Natural Areas

- Landscape maintenance
- Restoration of native plant communities
- Provide and protect wildlife habitat
- Maintain recreational trails
- Invasive species removal

Services – Public Landscapes and Streetscapes

- Landscape maintenance on public properties
- Stormwater management

Services – Health and Safety

- Reduce risk to people or property through proper tree maintenance
- Environmental quality, physical and psychological well-being

Services – Economic

- Trees increase property values for homeowners
- Trees attract businesses and costumers

Personnel:

(1) Full-Time – Village Forester/Horticulturist
(3-5) Seasonal – Parks and Forestry Interns, Horticultural Assistants
Volunteers – More than 100 volunteers annually

Personnel Needs:

(1) Year-Round, Part-Time

- This position would have more experience than the seasonal interns. He/she would work part-time assisting the Forester in the spring/fall/winter. In the summer he/she would help train and supervise the seasonal staff and volunteers.
- There has been a considerable increase in the work load for the Forestry and Parks Department over the last several years (raingardens, public landscaping, and new bike path).
- The forester currently works alone during most of the spring/fall/winter. This can be difficult and dangerous.

Vehicles and Major Equipment:

Truck (Ford 3500)

Utility Vehicle (Bobcat)

Toolcat 5600 (Bobcat) – Attachments: Stump Grinder, Tree Puller, Forks, Bucket

Other (Shared w/DPW) – Chipper, Skid Steer, Backhoe Loader, Chainsaws, Pole Saw

Short and Long Term Capital Needs:

(2017) Brush Hog Attachment

- This attachment would fit the Toolcat and Bobcat machines and would be used to mow brush in parks and along public right-of-ways.

Program and Service Changes:

Emerald Ash Borer (EAB) Management

- The arrival of EAB to the Madison area has created a sense of urgency to Community Forestry programs in Dane County. The Shorewood Hills Forestry and Parks Department has been preparing for EAB for many years and is ready to handle the problem, but additional funds are needed for the Village to stay on top of normal forestry and parks maintenance.
- EAB Treatments – Ash treatments started in 2014 and were mostly paid for through donations (Adopt-an-Ash program). Treatments should occur every 2 years, but due to budget constraints this year we've postponed treatments until the spring of 2017. Approximately \$12,000 is needed to treat public ash trees in 2017.
- Urban Forestry Utility Fund – The Parks Committee and Forestry Department are looking for ways to fund EAB treatments and the other costs (tree removals and replanting) that come with managing this threat to our community forest. The Parks Committee is recommending the Village create an Urban Forestry Utility to offset these additional costs.

Major Accomplishments in 2016:

- A Natural Playground was constructed at Post Farm Park (between the Pool and Community Garden). This project has been very popular with kids (and parents).

- 135 trees and shrubs were planted on Village property this year. Over 400 native perennials were planted in parks and public gardens. Approximately 60 native trees/shrubs were purchased by residents through our Tree Sale.
- The gardens and natural areas in Post Farm Park are looking better than they have in years. Many thanks to all the volunteers who helped make the park look so wonderful.
- Storm Damage Cleanup - Village Staff withstood a very difficult summer with storm damage and cleanup of trees. Dozens of trees had to be removed from streets, driveways and parks.

Future Issues and Goals:

Loss of Tree Canopy

- Emerald Ash Borer – Trees not being treated (public and private) will be lost to EAB.
- Many old trees are in decline and failing – Large, overmature trees make up a high percentage of the Village’s tree canopy (public and private). Over the next 5-10 years, many of these trees will need to be removed.
- Replanting is crucial. Fill as many site vacancies as possible and plant under existing canopy when feasible.
- Species and age diversity is very important.

Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

All Segments Tested for Total Breaks

Account.Account Number = 100555520121-100555523650, 100434358000, 100464672110, 100484833000, 100484855000

Account Number	Account Title	2015-15 Pri Year Actual	2016-16 Cur Year Budget	01/16-10/16 Cur YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
GENERAL FUND						
INTERGOVERNMENTAL REVENUE						
100-43-4358-000	FORESTRY GRANTS	4,929	.00	1,300	1,300	.00
PUBLIC CHARGES FOR SERVICES						
100-46-4672-110	CONTRIBUTIONS: GARDEN CLUB	2,500	2,500	2,500	2,500	2,500
MISCELLANEOUS REVENUE						
100-48-4833-000	VILLAGE TREE SALES	5,436	3,000	5,087	4,700	4,000
100-48-4855-000	SHWD LEAGUE/FOUNDATN RECEIPT	.00	.00	.00	.00	.00
NON-AIDABLE EXPENSES						
100-55-5520-121	FORESTER: WAGES	59,240	60,920	43,746	60,920	60,964
100-55-5520-122	GRANT FUNDED HORT WAGES	.00	.00	.00	.00	.00
100-55-5520-125	HORT ASSISTANT WAGES	13,630	16,000	11,337	16,000	14,500
100-55-5520-150	FORESTER: WAGE BENEFITS	15,945	17,131	12,898	17,131	17,022
100-55-5520-320	PARKS:PROJECTS	8,322	6,300	5,960	6,500	6,500
100-55-5520-340	PARKS:OPERATING EXPENSE	4,124	4,350	3,548	4,350	4,350
100-55-5520-342	VILLAGE TREE SALES COSTS	4,974	3,000	5,370	5,370	4,000
100-55-5520-350	McKENNA PARK	.00	.00	.00	.00	.00
100-55-5520-370	FORESTER: FUEL & OIL	498	800	519	800	.00
100-55-5523-341	HORTICULTURE: CONSULTANT	.00	.00	.00	.00	.00
100-55-5523-343	HORTICULTURE: REFORESTATION	7,551	8,000	10,933	10,933	8,000
100-55-5523-350	HORTICULTURE:PLANTINGS	.00	.00	1,086	1,200	1,700
100-55-5523-550	FORESTRY GRANTS	.00	.00	.00	.00	.00
100-55-5523-600	TREE MAINTENANCE	17,974	30,000	32,782	32,782	32,000

Account Number	Account Title	2015-15 Pri Year Actual	2016-16 Cur Year Budget	01/16-10/16 Cur YTD Actual	2016-16 Cur Year Projected Budget	2017-17 Fut Year Budget
100-55-5523-650	TREE REMOVALS	17,192	10,000	12,545	20,000	20,000
	GENERAL FUND Revenue Total:	12,865	5,500	8,887	8,500	6,500
	GENERAL FUND Expenditure Total:	149,450	156,501	140,723	175,986	169,036
	Net Total GENERAL FUND:	136,585-	151,001-	131,836-	167,486-	162,536-

Report Criteria:

Include FUNDS: 100

Print FUND Titles

Total by FUND

Print SOURCE Titles

Print CATEGORY Titles

All Segments Tested for Total Breaks

Account.Account Number = 100555520121-100555523650, 100434358000, 100464672110, 100484833000, 100484855000