

# 2020 Budget



General Fund

# 2020 Budget



# Summary

Village of Cross Plains  
2020 General Fund Operating Budget

**SUMMARY of REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Taxes	1,139,425	1,326,100	1,326,100	1,326,100	1,365,400	2.96%
Taxes (Non Property Taxes)	93,638	93,750	3,111	93,111	113,250	20.80%
Special Assessments	-	-	-	-	-	-----
Intergovernmental Revenue	395,029	407,750	155,661	571,870	456,650	11.99%
Licenses and Permits	124,192	91,250	52,920	93,250	96,250	5.48%
Fines, Forfeits, and Penalties	20,639	25,250	7,984	20,000	20,000	-20.79%
Public Charges for Services	72,354	77,750	77,567	108,350	85,250	9.65%
Intergovernmental Charges for Services	1,359	15,000	-	2,500	2,500	-83.33%
Miscellaneous Revenues	79,420	23,750	53,179	83,478	28,750	21.05%
Other Financing Sources	-	-	-	-	-	-----
<b>Total Budget Revenue</b>	<b>1,926,056</b>	<b>2,060,600</b>	<b>1,676,523</b>	<b>2,298,659</b>	<b>2,168,050</b>	<b>5.21%</b>

**SUMMARY of EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
51100 VILLAGE BOARD	18,803	22,400	8,575	22,006	15,600	-30.36%
51200 MUNICIPAL COURT	22,471	25,250	11,554	25,150	24,950	-1.19%
51410 VILLAGE ADMINISTRATION	138,820	159,700	78,593	166,683	170,050	6.48%
51430 PERSONNEL	55,295	61,000	25,777	57,989	59,950	-1.72%
51440 ELECTIONS	5,393	8,000	1,423	5,923	6,500	-18.75%
51510 FINANCIAL MANAGEMENT	12,024	18,250	14,110	18,000	19,100	4.66%
51530 VILLAGE ASSESSOR	11,770	10,250	4,734	10,153	10,150	-0.98%
51540 INSURANCE AND RISK MANAGEMENT	58,135	64,000	20,919	62,500	64,000	0.00%
51600 GENERAL BUILDINGS AND PLANT	43,451	42,250	17,215	42,150	45,950	8.76%
51900 CONTINGENCY	19,884	20,000	10,352	20,000	20,000	0.00%
52100 POLICE DEPARTMENT	596,117	644,500	320,138	650,988	680,350	5.56%
52200 CROSS PLAINS-BERRY FIRE DISTRICT	94,185	108,500	48,429	108,640	106,500	-1.84%
52300 CROSS PLAINS AREA EMS	61,139	67,250	33,640	67,280	133,000	97.77%
52400 BUILDING INSPECTION	51,781	30,000	17,429	26,750	36,200	20.67%
53300 PUBLIC FACILITIES	408,811	489,250	226,950	504,512	476,650	-2.58%
53420 STREET LIGHTING	81,928	84,000	28,083	76,000	77,500	-7.74%
53620 REFUSE AND GARBAGE COLLECTION	162,551	176,000	81,297	162,594	171,600	-2.50%
56400 COMMUNITY DEVELOPMENT	40,811	30,000	26,383	40,000	50,000	66.67%
59200 TRANSFERS TO OTHER FUNDS	-	-	-	82,000	-	-----
<b>Total Budget Expenditures</b>	<b>1,883,369</b>	<b>2,060,600</b>	<b>975,600</b>	<b>2,149,318</b>	<b>2,168,050</b>	<b>5.21%</b>

Difference in Revenues over Expenditures	42,687	-	700,922	149,341	-
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Village of Cross Plains  
2020 General Fund Operating Budget

**Index Expenditures Summary**

<i>PERSONNEL SERVICES</i>		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
101	Department Head	162,423	167,250	78,284	170,600	164,850	-1.43%
102	First Subordinate	111,218	112,250	50,726	111,676	115,350	2.76%
103	Full-Time Employees	373,021	379,000	187,997	395,700	410,650	8.35%
104-107	Part-Time Employees	29,780	75,750	38,776	77,250	56,050	-26.01%
110	Bonus Pool	11,079	12,750	10,640	10,639	12,750	0.00%
171	Health Insurance	175,077	169,750	76,664	163,750	198,550	16.97%
172	Dental	8,736	7,000	4,584	8,250	8,250	17.86%
173	Retirement	73,668	79,250	41,641	80,000	84,900	7.13%
174	Social Security	40,771	45,750	23,104	45,250	46,600	1.86%
175	Medicare	9,535	10,750	5,403	10,750	11,100	3.26%
176	Life Insurance	1,684	2,250	890	2,250	2,550	13.33%
177	Disability Insurance	-	-	-	-	-	-----
178	Uniform	8,125	8,500	2,451	8,500	11,500	35.29%
179	Flexible Spending	1,095	1,250	325	1,250	1,250	0.00%
<b>Total PERSONNEL SERVICES Expense</b>		<b>1,006,213</b>	<b>1,071,500</b>	<b>521,485</b>	<b>1,085,865</b>	<b>1,124,350</b>	<b>4.93%</b>

<i>CONTRACTUAL SERVICES</i>		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
201	Postage	3,394	4,500	2,328	4,723	3,250	-27.78%
202	Communication	17,819	18,750	8,991	19,300	19,750	5.33%
203	Utilities	31,211	33,000	12,775	31,200	31,250	-5.30%
204	Dues & Subscriptions	18,475	19,700	13,516	19,436	34,750	76.40%
205	Meetings	11,210	20,150	8,835	19,410	14,600	-27.54%
206	Printing	6,619	9,500	4,071	8,967	4,450	-53.16%
207	Support Services	555,523	564,750	275,046	561,464	648,350	14.80%
208	Legal Fees	13,165	31,000	8,069	25,000	28,000	-9.68%
209	Insurance	58,135	64,000	20,919	62,500	64,000	0.00%
<b>Total CONTRACTUAL SERVICES Exp</b>		<b>715,553</b>	<b>765,350</b>	<b>354,550</b>	<b>752,000</b>	<b>848,400</b>	<b>10.85%</b>

<i>SUPPLIES AND EXPENSES</i>		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
301	Equipment	12,534	24,500	11,352	27,633	21,000	-14.29%
302	Technology	12,524	21,250	11,185	20,920	19,750	-7.06%
303	Fuel	28,753	22,000	14,750	28,500	28,500	29.55%
304	Supplies	29,227	42,000	17,551	38,500	36,750	-12.50%
305	Maintenance	53,948	86,000	33,743	88,100	63,300	-26.40%
306	Programs	433	1,000	110	800	2,250	125.00%
399	Miscellaneous	4,300	7,000	523	5,000	3,750	-46.43%
<b>Total SUPPLIES AND EXPENSES</b>		<b>141,719</b>	<b>203,750</b>	<b>89,214</b>	<b>209,453</b>	<b>175,300</b>	<b>-13.96%</b>

<i>OTHER</i>		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
51900	Contingency	19,884	20,000	10,352	20,000	20,000	0.00%
51910	Illegal Taxes, Refunds	-	-	-	-	-	-----
59200	Transfers to Other Funds	-	-	-	82,000	-	-----
<b>Total OTHER Expenses</b>		<b>19,884</b>	<b>20,000</b>	<b>10,352</b>	<b>102,000</b>	<b>20,000</b>	<b>0.00%</b>

1,883,369    2,060,600    975,600    2,149,318    2,168,050    5.21%

# 2020 Budget



# Revenues

**REVENUES  
GENERAL FUND - FUND 110**

**Budget Summary**

<b>Taxes</b>	
	41000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
41110	General Property Taxes	1,139,425	1,326,100	1,326,100	1,326,100	1,365,400	2.96%
41150	Managed Forest Land Taxes	21	250	22	22	-	-100.00%
41310	Water Utility Tax Equivalent	90,578	90,000	-	90,000	110,000	22.22%
41320	Taxes from Other Tax Exempt Entities	3,039	3,500	3,089	3,089	3,250	-7.14%
	<b>Total TAXES Revenue</b>	<b>1,233,063</b>	<b>1,419,850</b>	<b>1,329,211</b>	<b>1,419,211</b>	<b>1,478,650</b>	<b>4.14%</b>

<b>Special Assessments</b>	
	42000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
42300	Spec Assess for Street Improvements	-	-	-	-	-	-----
42400	Special Assess for Street Facilities	-	-	-	-	-	-----
	<b>Total SPECIAL ASSESSMENTS Rev</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-----</b>

<b>Intergovernmental Revenues</b>	
	43000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
43200	Federal Grants	-	-	-	90,000	-	-----
43410	State Shared Revenues	104,836	106,750	-	106,765	106,800	0.05%
43420	Fire Insurance	14,583	14,500	-	15,885	16,000	10.34%
43510	Expenditure Restraint - Computer Aid	5,425	5,500	-	66,401	5,500	0.00%
43520	State - Public Safety Grants	-	-	-	-	-	-----
43530	State - Highway Aid	263,586	274,500	137,158	274,315	315,400	14.90%
43540	State - Recycling Grant	6,599	6,500	6,610	6,610	6,600	1.54%
43550	State - Personal Property Aid	-	-	11,894	11,894	1,200	-----
43560	State - Video Service Provider Aid	-	-	-	-	5,150	-----
43600	Other State Payment	-	-	-	-	-	-----
	<b>Total INTERGOVERNMENTAL Rev</b>	<b>395,029</b>	<b>407,750</b>	<b>155,661</b>	<b>571,870</b>	<b>456,650</b>	<b>11.99%</b>

**REVENUES  
GENERAL FUND - FUND 110**

**Budget Summary**

<b>Licenses and Permits</b>	
	44000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
44100	Liquor and Malt Beverages	8,328	8,500	6,195	9,000	9,000	5.88%
44120	Other Business and Occupational	52,011	49,500	26,151	51,000	46,000	-7.07%
44200	Nonbusiness Licenses	1,455	1,500	1,120	1,500	1,500	0.00%
44300	Building Permits and Inspection Fees	56,654	30,000	18,606	30,000	38,000	26.67%
44400	Zoning Permits and Fees	5,175	1,000	500	1,000	1,000	0.00%
44900	Other Regulator Permits and Fees	570	750	349	750	750	0.00%
	<b>Total LICENSES AND PERMITS Rev</b>	<b>124,192</b>	<b>91,250</b>	<b>52,920</b>	<b>93,250</b>	<b>96,250</b>	<b>5.48%</b>

<b>Fines, Forfeits, &amp; Penalties</b>	
	45000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
45110	Court Penalties and Costs	20,639	25,250	7,984	20,000	20,000	-20.79%
45190	Other Law and Ordinance Violations	-	-	-	-	-	-----
	<b>Total FINES, FORFEITS, &amp; PENALTIES</b>	<b>20,639</b>	<b>25,250</b>	<b>7,984</b>	<b>20,000</b>	<b>20,000</b>	<b>-20.79%</b>

<b>Public Charges for Services</b>	
	46000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
46100	General Government	2,006	2,500	1,062	2,000	2,000	-20.00%
46211	Juvenile Program	10	250	5	100	-	-100.00%
46212	School Officer Reimbursement	21,050	40,000	20,672	40,000	42,000	5.00%
46220	Fire Protection Fees	6,117	6,250	-	6,250	6,250	0.00%
46300	Transportation	-	-	-	-	-	-----
46400	Sanitation and Utilities	7,566	3,750	4,288	5,000	5,000	33.33%
46800	Community Development	35,605	25,000	51,540	55,000	30,000	20.00%
	<b>Total PUBLIC CHARGES Rev</b>	<b>72,354</b>	<b>77,750</b>	<b>77,567</b>	<b>108,350</b>	<b>85,250</b>	<b>9.65%</b>

**REVENUES  
GENERAL FUND - FUND 110**

**Budget Summary**

<b>Intergovernmental Charges for Services</b>	
	47000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
47410	TIF Administration Reimbursement	1,359	15,000	-	2,500	2,500	-83.33%
47420	Water Utility Reimbursement	-	-	-	-	-	-----
47430	Sewer Utility Reimbursement	-	-	-	-	-	-----
	<b>Total INTERGOVERNMENTAL CHARGES</b>	<b>1,359</b>	<b>15,000</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>-83.33%</b>

<b>Miscellaneous Revenues</b>	
	48000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
48000	Miscellaneous Revenue	11,239	5,000	1,941	5,000	5,000	0.00%
48100	Interest	50,011	10,000	44,335	70,000	15,000	50.00%
48200	Rent	3,454	2,750	1,175	2,750	2,750	0.00%
48300	Property Sales	-	-	-	-	-	-----
48400	Insurance Dividend	14,716	6,000	5,728	5,728	6,000	0.00%
	<b>Total MISCELLANEOUS Revenue</b>	<b>79,420</b>	<b>23,750</b>	<b>53,179</b>	<b>83,478</b>	<b>28,750</b>	<b>21.05%</b>

<b>Other Financing Sources</b>	
	49000

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
49100	Proceeds of Long-term Debt	-	-	-	-	-	-----
49200	Transfers from Other Funds	-	-	-	-	-	-----
49300	Fund Balance Applied	-	-	-	-	-	-----
	<b>Total OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-----</b>

<b>Total Budget Revenues</b>	<b>1,926,056</b>	<b>2,060,600</b>	<b>1,676,523</b>	<b>2,298,659</b>	<b>2,168,050</b>	<b>5.21%</b>
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# 2020 Budget



# Expenditures

**VILLAGE BOARD  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide necessary leadership and adopt policies that will result in excellence and efficiency in municipal services.

**PROGRAM DESCRIPTION:**

The Village Board meets on the fourth Monday of each month to take action on the issues that have been referred to them from Committees/Commissions. All meetings are held at the Village Hall in an open format that includes public comment and discussion regarding each meetings agenda. The Village Board is made up of residents who are non-partisan and elected at-large to two year overlapping terms. The election for these positions is held annually on the first Tuesday in April.

**PROGRAM OBJECTIVES:**

Establish the policies, programs, and services of the Village.

Provide improved communication through Village Website, Newsletter, and other formats.

**VILLAGE BOARD BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenues</b>	<b>18,803</b>	<b>22,400</b>	<b>8,575</b>	<b>22,006</b>	<b>15,600</b>	<b>-30.36%</b>

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
51100						
101 Village President	2,400	2,500	600	2,400	2,400	-4.00%
102 Village Trustees	7,200	7,250	600	7,200	7,200	-0.69%
103 Boards/Commission Members	260	500	-	400	400	-20.00%
201 Postage	871	1,500	692	1,500	-	-100.00%
204 Dues & Subscriptions	3,144	3,250	3,186	3,186	3,250	0.00%
205 Meetings	341	400	59	400	400	0.00%
206 Printing	3,979	6,000	3,154	6,250	1,250	-79.17%
207 Support Services	-	250	-	-	-	-100.00%
302 Technology	420	500	175	420	500	0.00%
304 Supplies	189	250	109	250	200	-20.00%
<b>Total VILLAGE BOARD Expense</b>	<b>18,803</b>	<b>22,400</b>	<b>8,575</b>	<b>22,006</b>	<b>15,600</b>	<b>-30.36%</b>

Notes:

- 101** The current salary for the Village President is \$200 per month.
- 102** The current salary for Village Trustees is \$100 per month.
- 103** Resident members appointed to the Plan Commission receive \$10 per meeting attended.
- 204** Includes Village membership in the League of Wisconsin Municipalities, Dane County Cities & Villages Association, and Cross Plains-Berry Historical Society.
- 206** Includes funding for the limited quantity printing of 6 Village Newsletters. Newsletters will no longer be mailed out, but hard copies will be available for pickup.

**MUNICIPAL COURT  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide for the efficient administration of the municipal justice system in the Village of Cross Plains.

**PROGRAM DESCRIPTION:**

The Municipal Court has jurisdiction over actions involving violations of municipal ordinances under which the penalty is a forfeiture.

**PROGRAM OBJECTIVES:**

Continue mandatory judicial and clerk training to keep abreast of new laws and to ensure efficient operation of the court.

Ensure fair and impartial treatment.

**MUNICIPAL COURT BUDGET SUMMARY**

**REVENUES**

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	<b>Allocated Revenues</b>	<b>1,832</b>	<b>-</b>	<b>3,570</b>	<b>5,150</b>	<b>4,950</b>	<b>-----</b>
45110	Court Penalties and Costs	20,639	25,250	7,984	20,000	20,000	-20.79%
	<b>Total MUNICIPAL COURT Revenue</b>	<b>22,471</b>	<b>25,250</b>	<b>11,554</b>	<b>25,150</b>	<b>24,950</b>	<b>-1.19%</b>

**EXPENDITURES**

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	51200						
101	Municipal Judge	3,900	4,000	1,950	3,900	3,900	-2.50%
102	Court Clerk	11,246	11,500	5,488	11,500	11,700	1.74%
201	Postage	111	250	55	250	200	-20.00%
202	Communication	337	500	214	500	500	0.00%
204	Dues and Subscriptions	840	1,000	795	1,000	900	-10.00%
205	Meetings	170	500	-	500	300	-40.00%
207	Support Services	3,156	2,750	1,000	2,750	2,750	0.00%
208	Legal Fees	2,565	4,500	1,695	4,500	4,500	0.00%
304	Supplies	147	250	357	250	200	-20.00%
	<b>Total MUNICIPAL COURT Expense</b>	<b>22,471</b>	<b>25,250</b>	<b>11,554</b>	<b>25,150</b>	<b>24,950</b>	<b>-1.19%</b>

Notes:

- 102** The Court Clerk position is a combined position with the Administrative Assistant position in the Police Department. 25% of the salary for that combined position is charged to the Municipal Court Budget.
- 207** This includes the annual maintenance fee for the Court Management Software and jail boarding costs associated with municipal warrants.

**VILLAGE ADMINISTRATION  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To coordinate the operations of the various departments, consistent with the policies established by the Village Board, in an efficient, responsive, and service oriented manner.

**PROGRAM DESCRIPTION:**

Village Administration provides general staffing for the Village Hall providing a variety of services including but not limited to licensing, permitting, zoning, utility billing, property taxes, records management, general customer service, recreation registration, and other related services. The Village Administrator oversees the day to day operations of the village, assists the boards/commissions, and other special projects as they arise. The Finance Director/Treasurer responsibilities include office management, day to day financial oversight, payroll, water/sewer billing, and other tasks as assigned. The Deputy Clerk-Treasurer assists with election responsibility, bill coding and disbursement, time card entry, general customer service, and other record keeping. The Administrative Assistant is part-time and assists in general daily responsibilities including getting the mail, going to the bank, tracking building permits, general filing, customer service, telephone calls, and other tasks as assigned.

**PROGRAM OBJECTIVES:**

Implement policies, programs, and services established by the Village Board.

Oversee the preparation of information including: newsletters, website, letters, memos, and press releases.

Represent the Village in intergovernmental matters at the federal, state, and county level.

**VILLAGE ADMINISTRATION BUDGET SUMMARY**

**REVENUES**

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	<b>Allocated Revenues</b>	<b>68,904</b>	<b>91,450</b>	<b>44,065</b>	<b>96,933</b>	<b>105,300</b>	<b>15.14%</b>
44100	Liquor and Malt Beverages	8,328	8,500	6,195	9,000	9,000	5.88%
44120	Other Business and Occupational	52,011	49,500	26,151	51,000	46,000	-7.07%
44200	Nonbusiness Licenses	1,455	1,500	1,120	1,500	1,500	0.00%
46100	General Government	2,006	2,500	1,062	2,000	2,000	-20.00%
46220	Fire Protection Fees	6,117	6,250	-	6,250	6,250	0.00%
	<b>Total VILLAGE ADMIN Revenue</b>	<b>138,820</b>	<b>159,700</b>	<b>78,593</b>	<b>166,683</b>	<b>170,050</b>	<b>6.48%</b>

Notes:

**44100** Fees collected for the issuance of Operator's (Bartender's) and Liquor Licenses.

**44120** This line item also includes money collected for Cigarette Licenses for establishments to sell cigarettes, and the Cable TV Franchise fee.

**44200** Revenue collected to license cats, dogs, and other miscellaneous licenses.

**46100** Fees collected for the use of the copy machine or creating duplicate documents as requested.

**46220** Reimbursement from the Cross Plains-Berry Fire District for payment of officer salaries.

**VILLAGE ADMINISTRATION (Continued)**  
**GENERAL FUND - FUND 110**

EXPENDITURES

PERSONNEL SERVICES

		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
51410							
101	Administrator/Clerk	38,371	39,000	17,646	43,000	43,500	11.54%
102	Finance Director/Treasurer	32,980	33,750	16,095	33,750	34,250	1.48%
103	Deputy Clerk-Treasurer	28,391	30,000	14,228	29,800	30,250	0.83%
104	Administrative Assistant (p/t)	3,178	4,250	1,957	4,250	4,500	5.88%
105	Fire Officer Wages	-	-	-	-	6,050	-----
<b>Total PERSONNEL SERVICES Expense</b>		<b>102,921</b>	<b>107,000</b>	<b>49,926</b>	<b>110,800</b>	<b>118,550</b>	<b>10.79%</b>

Notes:

- 101** The annual salary for the position is split between the General Fund (50%), Water Utility (25%), Sewer Fund (25%), and TID (determined at year end).
- 102** The annual salary for the position is split between the General Fund (50%), Water Utility (25%), Sewer Fund (25%), and TID (determined at year end). The 2020 Budget includes a 0% wage increase.
- 103** The annual salary for the position is split between the General Fund (70%), Water Utility (15%), and Sewer Fund (15%). The 2020 Budget includes a 0% wage increase.
- 104** This position is part-time budgeted at 1,200 hours per year maximum. The annual salary for the position is split between the General Fund Administration (30%), General Fund Inspections (10%), Water Utility (30%), and Sewer Fund (30%). The 2019 Budget includes a 2.8% increase.
- 105** Annually the Village does a one-time payment for the Fire District in order to pay the wages for the leadership positions within the Department.

**VILLAGE ADMINISTRATION (Continued)**  
**GENERAL FUND - FUND 110**

<i>CONTRACTUAL SERVICES</i>		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
51410							
201	Postage	2,084	2,000	1,484	2,500	2,500	25.00%
202	Communication	950	1,250	88	750	1,000	-20.00%
204	Dues & Subscriptions	987	1,200	-	1,000	1,000	-16.67%
205	Meetings	4,639	4,500	1,763	4,500	4,500	0.00%
206	Printing	1,626	1,750	308	1,750	1,750	0.00%
207	Support Services	296	500	6,530	6,750	500	0.00%
208	Legal Fees	10,600	25,000	6,374	19,000	22,000	-12.00%
<b>Total CONTRACTUAL SERVICES Exp</b>		<b>21,182</b>	<b>36,200</b>	<b>16,546</b>	<b>36,250</b>	<b>33,250</b>	<b>-8.15%</b>

Notes:

- 202** Provides funding for the Village Administrator/Clerk's payment for cell phone usage.
- 204** Includes membership for the Administrator to ICMA, WCMA, WMCA, WPELRA, ELGL to assist in training, professional development, and other service improvements.
- 205** Includes the attendance at 2 in state conference, ICMA Annual Conference for Administrator out of state, one person to attend the Municipal Clerk-Treasurer's Institute, and payment for other meetings attended out of the Village.
- 208** Funding for the Village Attorney to assist the board and staff with legal related issues (\$20,000). Zoning Code changes (\$2,000).

<i>SUPPLIES AND EXPENSES</i>		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
51410							
301	Equipment	4,778	1,000	4,133	4,133	1,000	0.00%
302	Technology	3,456	10,250	6,365	10,250	12,000	17.07%
304	Supplies	3,163	2,750	1,225	2,750	2,750	0.00%
306	Programs	-	-	-	-	1,250	-----
399	Miscellaneous	3,321	2,500	399	2,500	1,250	-50.00%
<b>Total SUPPLIES AND EXPENSES</b>		<b>14,718</b>	<b>16,500</b>	<b>12,121</b>	<b>19,633</b>	<b>18,250</b>	<b>10.61%</b>

Notes:

- 302** Includes general technology funding. Planned replacement of 2 computers (\$2,000 per machine), move Civic Plus (\$5,000) from CIP, additional training for Civic Plus (\$1,000) and emergency management communication.
- 304** Includes general office supplies, paper, envelopes, and other general supplies.
- 306** Dog license fees paid to Dane County (previously recorded in Account 51410-399 Miscellaneous).

<b>Total VILLAGE ADMIN Expense</b>	<b>138,820</b>	<b>159,700</b>	<b>78,593</b>	<b>166,683</b>	<b>170,050</b>	<b>6.48%</b>
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**PERSONNEL  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide a competitive, yet cost-effective benefit package in order to recruit and retain quality employees.

**PROGRAM DESCRIPTION:**

The Personnel Budget includes all fringe benefit costs associated with the full-time and part-time employment of all employees not contained within the Library, Parks/Rec, Police, and Public Facilities Budgets. The Village provides a package of fringe benefits to all full-time staff including health insurance, dental insurance, retirement, social security, Medicare, life insurance, and income continuation (disability). Non-monetary benefits also include vacation, sick time, employee funded retirement, etc.

**PROGRAM OBJECTIVES:**

Stay current with changing laws regarding benefits related to employer and employee contributions.

Review benefits provided to achieve cost savings where possible.

**PERSONNEL BUDGET SUMMARY**

REVENUES		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
<b>Allocated Revenue</b>		<b>55,295</b>	<b>61,000</b>	<b>25,777</b>	<b>57,989</b>	<b>59,950</b>	<b>-1.72%</b>
EXPENDITURES		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
51430							
110	Bonus Pool	3,456	4,000	1,989	1,989	4,000	0.00%
171	Health Insurance	29,957	32,500	13,790	32,500	30,800	-5.23%
172	Dental	1,098	1,750	438	1,250	1,250	-28.57%
173	Retirement	8,219	8,500	4,186	8,500	9,000	5.88%
174	Social Security	7,967	8,750	4,025	8,250	9,100	4.00%
175	Medicare	1,863	2,000	941	2,000	2,250	12.50%
176	Life Insurance	186	250	84	250	300	20.00%
177	Income Continuation	-	-	-	-	-	-----
178	Flexible Spending	1,095	1,250	325	1,250	1,250	0.00%
207	Support Services	1,454	500	-	500	500	0.00%
208	Legal Fees	-	1,500	-	1,500	1,500	0.00%
<b>Total PERSONNEL Expense</b>		<b>55,295</b>	<b>61,000</b>	<b>25,777</b>	<b>57,989</b>	<b>59,950</b>	<b>-1.72%</b>

**Notes:**

- 171** 2020 budget assumes 4 employees on the family plan, with varying percentages of these employees being charged to the General Fund. Health insurance rates are set by the State. The 2020 fee for family is \$1,615.28 per month and for single is \$659.52 per month. The family rates are approximately 2.1% higher than 2019 and single rates are approximately 2.2% higher than 2019. The employee is responsible for paying 12.0% of that cost.
- 172** Cost for Dental Insurance is budgeted based on an average of claims paid for from the previous year.
- 173** 2020 budget assumes 4.25 General employees enrolled in WRS (3.25 employees in 2019). The employer contribution rate for General employees is 7.35% which represents an approximate 2.8% increase from 2019.
- 174** The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.
- 175** The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177** The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds with no contribution being required in 2020.
- 207** General consulting assistance related to human resources and personnel related issues.
- 208** General legal assistance for labor related issues as needed.

**ELECTIONS  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To efficiently and effectively administer all elections as required and implement all requirements as imposed by Statutes or Wisconsin Elections Commission.

**PROGRAM DESCRIPTION:**

The Village typically conducts 2-4 elections per year depending on the offices up for election and/or the need for recall elections. The Village Administrator/Clerk is responsible for managing the election process for the Village, coordinating chief inspectors and poll workers, and staying current on applicable law and/or rule changes. Each election when held is from 7 am to 8 pm at the Fire Station. All other registration, absentee voting, or other election related issues are handled at the Village Hall.

**PROGRAM OBJECTIVES:**

Continue to improve and simplify the election process for the voter where possible.

Provide annual election administration training to appointed election workers.

**ELECTIONS BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>5,393</b>	<b>8,000</b>	<b>1,423</b>	<b>5,923</b>	<b>6,500</b>	<b>-18.75%</b>

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
51440						
101 Chief Inspectors	540	500	-	-	750	50.00%
102 Election Inspectors	2,792	1,250	726	726	3,000	140.00%
201 Postage	229	250	48	48	250	0.00%
205 Meetings	-	250	107	107	250	0.00%
206 Printing	804	1,000	542	542	1,000	0.00%
207 Support Services	-	250	-	-	250	0.00%
301 Equipment	592	4,000	-	4,000	500	-87.50%
304 Supplies	436	500		500	500	0.00%
<b>Total ELECTIONS Expense</b>	<b>5,393</b>	<b>8,000</b>	<b>1,423</b>	<b>5,923</b>	<b>6,500</b>	<b>-18.75%</b>

Notes:

**101** Four elections are currently scheduled in 2020. There were 2 budgeted in 2019. A single Chief Inspector is used during the day to supervise the election. They are paid \$9.00 per hour.

**102** Four elections are currently scheduled in 2020. There were 2 budgeted in 2019. 7 poll workers are typically used in two shifts throughout the day per election. They are paid \$8.00 per hour.

**FINANCIAL MANAGEMENT  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To ensure the fiscal integrity of the Village through maintenance of all financial records and collection, investment and disbursement of all funds, and to prepare, maintain, and provide custody for all official documents and records of the Village.

**PROGRAM DESCRIPTION:**

The Village Administrator/Clerk oversees and is responsible for the finances of the Village, and the Finance Director/Treasurer manages the day-to-day financial operations as is needed. The Village is also assisted in these efforts through consultants for Auditing and Financial Advising to help assist staff with required reporting and best practices. Additionally, the Village is required and does complete an annual audit through an independent auditing firm.

**PROGRAM OBJECTIVES:**

- Improve the Village's financial management via employee enrichment.
- Provide new communication regarding the Village's finances for the board and public.

**FINANCIAL MANAGEMENT BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>12,024</b>	<b>18,250</b>	<b>14,110</b>	<b>18,000</b>	<b>19,100</b>	<b>4.66%</b>

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
51510						
204 Dues & Subscriptions	275	250	25	250	100	-60.00%
205 Meetings	1,809	2,000	574	2,000	1,500	-25.00%
206 Printing	92	500	-	250	250	-50.00%
207 Support Services	8,717	14,500	13,499	14,500	16,250	12.07%
304 Supplies	1,132	1,000	13	1,000	1,000	0.00%
<b>Total FINANCIAL MANAGEMENT Exp</b>	<b>12,024</b>	<b>18,250</b>	<b>14,110</b>	<b>18,000</b>	<b>19,100</b>	<b>4.66%</b>

Notes:

- 204** Includes membership to the Municipal Treasurer's Association of Wisconsin (MTAW) and Wisconsin Government Finance Officers Association (WGFOA) for the Finance Director/Treasurer.
- 205** Funding provided for job related training and education for Finance Director/Treasurer.
- 206** Printing associated with the annual preparation of the tax bills, tax bill insert, or finance related notice requirements.
- 207** Includes cost for conducting the annual audit with Johnson Block & Co and the annual software support contract with Civic Systems.
- 304** Supplies associated with the preparation of the annual budget and/or as needed for finance related items.

**VILLAGE ASSESSOR  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide all legally required assessment functions through the development and implementation of practices and procedures that are in accordance with Wisconsin Statutes, Wisc. Department of Revenue regulations, and current professional standards.

**PROGRAM DESCRIPTION:**

The responsibilities of the Village Assessor are contracted out with Associated Appraisal. They perform the annual maintenance required each year as is required by Statute for property assessment.

**PROGRAM OBJECTIVES:**

Maintain efficient communication and service between residents and assessor.

**VILLAGE ASSESSOR BUDGET SUMMARY**

**REVENUES**

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	<b>Allocated Revenue</b>	<b>11,770</b>	<b>10,250</b>	<b>4,734</b>	<b>10,153</b>	<b>10,150</b>	<b>-0.98%</b>
49200	Transfers from Other Funds	-	-	-	-	-	-----
	<b>Total VILLAGE ASSESSOR Rev.</b>	<b>11,770</b>	<b>10,250</b>	<b>4,734</b>	<b>10,153</b>	<b>10,150</b>	<b>-0.98%</b>

**EXPENDITURES**

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	51530						
205	Meetings	-	250	-	153	150	-40.00%
207	Support Services	11,770	10,000	4,734	10,000	10,000	0.00%
	<b>Total VILLAGE ASSESSOR Exp.</b>	<b>11,770</b>	<b>10,250</b>	<b>4,734</b>	<b>10,153</b>	<b>10,150</b>	<b>-0.98%</b>

**INSURANCE AND RISK MANAGEMENT  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide adequate insurance coverage to protect the Village officials, employees, infrastructure, and other assets against excessive losses.

**PROGRAM DESCRIPTION:**

The Village currently contracts with the League of Wisconsin Municipalities Mutual Insurance through Baer Insurance as our representative providing liability, auto, public officials errors/omissions coverage, worker's compensations, and boiler. The State Governmental Property Insurance Pool covers property.

**PROGRAM OBJECTIVES:**

Provide satisfactory coverage limits for all Village activities in a cost efficient manner.

Encourage safety and other related best practices to limit the presence of risk.

**INSURANCE AND RISK MANAGEMENT BUDGET SUMMARY**

REVENUES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	<b>Allocated Revenue</b>	<b>43,420</b>	<b>58,000</b>	<b>15,191</b>	<b>56,772</b>	<b>58,000</b>	<b>0.00%</b>
48400	Insurance Dividend	14,716	6,000	5,728	5,728	6,000	0.00%
	<b>Total INSURANCE &amp; RISK MGMT Rev.</b>	<b>58,135</b>	<b>64,000</b>	<b>20,919</b>	<b>62,500</b>	<b>64,000</b>	<b>0.00%</b>

EXPENDITURES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	51540						
209	Insurance	58,135	64,000	20,919	62,500	64,000	0.00%
	<b>Total INSURANCE &amp; RISK MGMT Exp.</b>	<b>58,135</b>	<b>64,000</b>	<b>20,919</b>	<b>62,500</b>	<b>64,000</b>	<b>0.00%</b>

Notes:

**209** The Village currently carries property, errors and omission, auto, general liability, equipment, and workers compensation.

**GENERAL BUILDINGS AND PLANT  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To ensure the upkeep and maintenance of the Village Hall and storage facility including but not limited to the building, HVAC, water, sewer, telephone, data, and other mechanicals.

**PROGRAM DESCRIPTION:**

Facilities currently owned by the Village include the Village Hall, Library, Public Facilities Garage, and adjacent storage units. The expense for maintaining the Library and Public Facilities are included within their budget while the revenue from renting the storage unit and expenses associated with the facility and Village Hall are included within this budget.

**PROGRAM OBJECTIVES:**

Review all applicable utilities for energy efficiency opportunities.

**GENERAL BUILDINGS AND PLANT BUDGET SUMMARY**

**REVENUES**

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	<b>Allocated Revenue</b>	<b>39,997</b>	<b>39,500</b>	<b>16,039</b>	<b>39,400</b>	<b>43,200</b>	<b>9.37%</b>
48200	Rent	3,454	2,750	1,175	2,750	2,750	0.00%
	<b>Total GENERAL BUILD &amp; PLANT Rev</b>	<b>43,451</b>	<b>42,250</b>	<b>17,215</b>	<b>42,150</b>	<b>45,950</b>	<b>8.76%</b>

**EXPENDITURES**

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	51600						
202	Communication	5,321	5,250	2,547	5,400	5,500	4.76%
203	Utilities	16,443	16,000	6,307	16,000	16,000	0.00%
207	Support Services	16,393	14,500	5,900	14,500	12,500	-13.79%
301	Equipment	4,403	4,500	1,862	4,500	4,500	0.00%
302	Technology	113	500	68	250	250	-50.00%
304	Supplies	213	500	250	500	400	-20.00%
305	Maintenance	564	1,000	280	1,000	6,800	580.00%
	<b>Total GENERAL BUILD &amp; PLANT Exp</b>	<b>43,451</b>	<b>42,250</b>	<b>17,215</b>	<b>42,150</b>	<b>45,950</b>	<b>8.76%</b>

**Notes:**

- 202** Includes the Village Hall internet and phone service.
- 203** The Village pays utility costs of electricity, natural gas, water, and sewer as applicable for the Village Hall, storage unit facility, and an emergency siren.
- 207** This line items pays for a weekly cleaning of Village Hall and shares in the cost of the cleaning of the Library, and Village share of DaneCom costs.
- 301** Funding provided for lease of shared copier at Village Hall.
- 304** There are variety of different supplies need from time to time including paper products, signage, cleaning supplies, rugs, and other general materials for the building.
- 305** Includes \$800 for Village Hall building repairs and \$6,000 to inspect commercial properties through a third party inspection service.

**CONTINGENCY  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide funds for unanticipated expenses during the budget year and/or emergency situations.

**PROGRAM DESCRIPTION:**

The Contingency Fund is used to help provide funding for things that are not included within the budget after it has been approved by the Village Board. What ever is not used will lapse into the General Fund surplus to be used in the future for an identified purpose.

**PROGRAM OBJECTIVES:**

To prevent the need to amend the annual budget following its approval by the Village Board.

All expenditures through the Contingency Fund are to be approved by the Village Administrator in accordance with the Purchasing Policy.

**CONTINGENCY BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>19,884</b>	<b>20,000</b>	<b>10,352</b>	<b>20,000</b>	<b>20,000</b>	<b>0.00%</b>

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
51900 Contingency	19,884	20,000	10,352	20,000	20,000	0.00%
51910 Illegal Taxes, Refunds	-	-	-	-	-	-----
<b>Total CONTINGENCY Expense</b>	<b>19,884</b>	<b>20,000</b>	<b>10,352</b>	<b>20,000</b>	<b>20,000</b>	<b>0.00%</b>

**POLICE DEPARTMENT  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

The Mission of the Cross Plains Police Department is to ensure public safety and enhance the quality of life for citizens and visitors through pro-active policing and community involvement. In accomplishing these goals we hold ourselves to the values of integrity, professionalism and courtesy.

**PROGRAM DESCRIPTION:**

The Police Department consists of 5 full-time sworn officers, a full-time Administrative Assistant, and several part-time sworn officers. We have 1 Police Chief, 1 Lieutenant/Detective, and 3 full-time officers. We respond to all calls for service, investigate crimes, investigate traffic crashes, and are proactive in the area of traffic enforcement. We provide services and programs to the villages two public and one parochial school. We are active with our many civic groups in the village such as the Cross Plains Lions club, Optimist, and the Cross Plains Chamber of Commerce. We have officers assigned duties in the areas of School Liaison, Drug officer, and Business Liaison. We work closely with other village departments and offer assistance to other departments when needed.

**PROGRAM OBJECTIVES:**

- Maintain public safety presence in the Community.
- Continue to offer youth and other programs as time allows.

**POLICE DEPARTMENT BUDGET SUMMARY**

REVENUES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>575,057</b>	<b>604,250</b>	<b>299,461</b>	<b>610,888</b>	<b>638,350</b>	<b>5.64%</b>
43520 State - Public Safety Grants	-	-	-	-	-	-----
45190 Other Law and Ordinance Violations	-	-	-	-	-	-----
46211 Juvenile Program	10	250	5	100	-	-100.00%
46212 School Officer Reimbursement	21,050	40,000	20,672	40,000	42,000	5.00%
<b>Total POLICE DEPARTMENT Revenue</b>	<b>596,117</b>	<b>644,500</b>	<b>320,138</b>	<b>650,988</b>	<b>680,350</b>	<b>5.56%</b>

**POLICE DEPARTMENT (Continued)**  
**GENERAL FUND - FUND 110**

EXPENDITURES

PERSONNEL SERVICES		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
	52100						
101	Chief	75,760	77,500	36,982	77,500	76,000	-1.94%
102	Lieutenant/Detective	57,000	58,500	27,816	58,500	59,200	1.20%
103	Officers	193,570	172,000	83,716	178,000	180,000	4.65%
104	Administrative Assistant	33,738	34,500	16,465	34,500	35,000	1.45%
105	Part-Time Officers	-	-	-	-	-	-----
106	School Resource Officer	-	40,000	22,940	41,500	42,000	5.00%
107	Crossing Guard	1,833	2,000	990	2,000	2,000	0.00%
110	Bonus Pool	3,539	3,750	3,638	3,638	2,250	-40.00%
171	Health Insurance	82,321	86,250	43,107	86,250	114,250	32.46%
172	Dental	5,697	3,500	2,790	5,000	5,000	42.86%
173	Retirement	52,440	56,500	29,072	56,500	60,500	7.08%
174	Social Security	21,799	24,750	12,045	24,750	24,500	-1.01%
175	Medicare	5,098	5,750	2,817	5,750	5,750	0.00%
176	Life Insurance	839	1,000	463	1,000	1,250	25.00%
177	Income Continuation	-	-	-	-	-	-----
178	Uniform	4,077	3,500	633	3,500	6,500	85.71%
<b>Total PERSONNEL SERVICES Expense</b>		<b>537,711</b>	<b>569,500</b>	<b>283,474</b>	<b>578,388</b>	<b>614,200</b>	<b>7.85%</b>

Notes:

- 101-102** Both employees in these line items are non-union. 2020 Budget assumes a 0% base pay increase.
- 103** Employees within this line item are members of a union. Estimated wage increase for 2020 is 2.5%.
- 104** This position is split between 75% within Police and 25% within Court. This position is not within a union and assumes a 0% base pay increase.
- 106** This cost will be offset by a reimbursement of \$40,000 a year from the Middleton/Cross Plains Area School District. The reimbursement would be for having a full time SRO in Glacier Creek Middle School. The SRO would also serve Park Elementary.
- 110** Non-represented employees may be provided Merit Pay (i.e. - Bonus) upon successful completion of a Performance Evaluation. Amount of Bonus Pool determined based upon 2% of the total wages for the Department which is the maximum afforded merit pay. 2020 budget reflects merit pay for 2 positions instead of 3 due to retirement.
- 171** 2020 Budget assumes 5 employees on a family plan and 1.75 employees on a single plan. Health insurance rates are set by the State. The 2020 fee for family is \$1,615.28 per month and for single is \$659.52 per month. The family rates are approximately 2.1% higher than 2019 and single rates are approximately 2.2% higher than 2019. The employee is responsible for paying 12.0% of that cost. Also includes \$15,000 sick leave payout.
- 172** Cost for Dental Insurance is budgeted based on an average of claims paid for from the previous year.
- 173** There are 5.75 Police employees currently enrolled in the Wisconsin Retirement System (WRS). The Employer share for Officers is 16.14% and General is 7.35%.
- 174** The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.
- 175** The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177** The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds with no contribution being required in 2020.

**POLICE DEPARTMENT (Continued)  
GENERAL FUND - FUND 110**

EXPENDITURES (Continued)

<i>CONTRACTUAL SERVICES</i>		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	52100						
201	Postage	96	250	42	175	200	-20.00%
202	Communication	6,167	6,750	3,408	6,900	7,000	3.70%
203	Utilities	2,105	3,000	838	2,200	2,250	-25.00%
204	Dues & Subscriptions	11,230	12,000	7,510	12,000	12,500	4.17%
205	Meetings	4,252	11,250	6,331	11,250	7,000	-37.78%
206	Printing	118	250	68	175	200	-20.00%
207	Support Services	8,293	10,000	3,529	9,000	7,500	-25.00%
<b>Total CONTRACTUAL SERVICES Exp</b>		<b>32,261</b>	<b>43,500</b>	<b>21,726</b>	<b>41,700</b>	<b>36,650</b>	<b>-15.75%</b>

Notes:

- 204** Increase due to Net Motion Dane County Support being created.
- 202** Increase due to increased cost of data plan for MDC's
- 205** Line includes \$7,000 for Officer yearly training.

<i>SUPPLIES AND EXPENSES</i>		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	52100						
301	Equipment	1,396	5,000	3,477	5,000	5,000	0.00%
302	Technology	8,422	9,000	4,458	9,000	6,000	-33.33%
303	Fuel	10,058	8,500	5,001	8,500	8,500	0.00%
304	Supplies	809	1,500	217	1,500	1,500	0.00%
305	Maintenance	4,314	5,000	1,663	4,600	6,000	20.00%
306	Programs	433	1,000	110	800	1,000	0.00%
399	Miscellaneous	714	1,500	10	1,500	1,500	0.00%
<b>Total SUPPLIES AND EXPENSES</b>		<b>26,145</b>	<b>31,500</b>	<b>14,937</b>	<b>30,900</b>	<b>29,500</b>	<b>-6.35%</b>

Notes:

<b>Total POLICE DEPARTMENT Expense</b>	<b>596,117</b>	<b>644,500</b>	<b>320,138</b>	<b>650,988</b>	<b>680,350</b>	<b>5.56%</b>
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**CROSS PLAINS-BERRY FIRE DISTRICT  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide for efficient fire protection and emergency response within the Village.

**PROGRAM DESCRIPTION:**

The Village is currently a member of the Cross Plains-Berry Fire District along with the Towns of Berry and Cross Plains. Three members of the Village Board sit as members of the Fire District Board along with the same representation from the Towns. This organization provides fire protection for all of the Village and portions of the towns. The Firefighters that make up the Department are all currently volunteers. The Fire District Board works with the Fire Chief to approve a budget that is split by the member communities based on the property value that is covered by the district within each jurisdiction.

**PROGRAM OBJECTIVES:**

Maintain a consistent level of service for Fire Protection.

Continue to review and discuss opportunities of efficiency gains to achieve cost savings.

**CROSS PLAINS-BERRY FIRE DISTRICT BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>79,601</b>	<b>94,000</b>	<b>48,429</b>	<b>92,755</b>	<b>90,500</b>	<b>-3.72%</b>
43420 Fire Insurance	14,583	14,500	-	15,885	16,000	10.34%
<b>Total CP-BERRY FIRE DISTRICT Rev</b>	<b>94,185</b>	<b>108,500</b>	<b>48,429</b>	<b>108,640</b>	<b>106,500</b>	<b>-1.84%</b>

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
52200						
101 Fire Officer Wages	6,050	6,000	-	6,050	-	-100.00%
204 Dues and Subscriptions	2,000	2,000	2,000	2,000	2,000	0.00%
207 Support Services	80,213	94,500	43,405	94,590	104,500	10.58%
301 Equipment	-	-	-	-	-	-----
305 Maintenance	5,922	6,000	3,024	6,000	-	-100.00%
<b>Total CP-BERRY FIRE DISTRICT Exp</b>	<b>94,185</b>	<b>108,500</b>	<b>48,429</b>	<b>108,640</b>	<b>106,500</b>	<b>-1.84%</b>

Notes:

- 101** Annually the Village does a one-time payment for the Fire District in order to pay the wages for the leadership positions within the Department.
- 204** The Village annually contributed \$2,000 to the Fire Department Association Fund for their use during meetings. This is equal to the contribution made by each of the other member communities.
- 207** This is the annual fee for service as a member of the Fire District for fire protection.

**CROSS PLAINS AREA EMS  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide for efficient emergency medical services and other emergency response within the Village.

**PROGRAM DESCRIPTION:**

The Village is currently a member of the Cross Plains Area EMS along with the Towns of Berry, Cross Plains, and Springfield. One member of the Village Board sits as a member of the EMS District Board along with the same representation from each of the towns. This organization provides Emergency Medical Service (ambulance) for all of the Village and portions of each member township. The Cross Plains EMS consists of 2 full-time EMTs and 2 part-time EMTs along with 40 volunteer members. The EMS District Board works with the EMS Chief to approve a budget that is split by the member communities based on the population that is contained within the district of each jurisdiction.

**PROGRAM OBJECTIVES:**

Maintain a consistent level of service for EMS Response.

Continue to review and discuss opportunities of efficiency gains to achieve cost savings.

**CROSS PLAINS AREA EMS BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>61,139</b>	<b>67,250</b>	<b>33,640</b>	<b>67,280</b>	<b>133,000</b>	<b>97.77%</b>

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
52300						
207 Support Services	61,139	67,250	33,640	67,280	133,000	97.77%
<b>Total CROSS PLAINS AREA EMS Exp</b>	<b>61,139</b>	<b>67,250</b>	<b>33,640</b>	<b>67,280</b>	<b>133,000</b>	<b>97.77%</b>

Notes:

- 207** This organization is setup similar to the Fire District and charges one annual fee that is billed quarterly. Additional capital expenses would have to be considered as part of the Village's annual budget as applicable and requested.

**BUILDING INSPECTION  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

Provide building inspection services that comply with the codes and requirements adopted by the Village Board, State of Wisconsin, and other regulatory agencies.

**PROGRAM DESCRIPTION:**

The Village contracts for inspection services with a State Licensed Building Inspector. The Village retains 10% of the permit fees collected on projects requiring an inspection and 100% of the permit fees collected on projects not requiring an inspection.

**PROGRAM OBJECTIVES:**

Coordinate the review and issuance of building permit requests.

Continue to review and discuss opportunities of efficiency gains to achieve cost savings.

**BUILDING INSPECTION SERVICES BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	-	-	-	-	-	-----
44300 Building Permits and Inspection Fees	56,654	30,000	18,606	30,000	38,000	26.67%
<b>Total BUILDING INSPECTION Revenue</b>	<b>56,654</b>	<b>30,000</b>	<b>18,606</b>	<b>30,000</b>	<b>38,000</b>	<b>26.67%</b>

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
52400						
104 Administrative Assistant (p/t)	1,062	1,500	650	1,500	1,500	0.00%
207 Support Services	50,531	28,250	16,779	25,000	34,500	22.12%
304 Supplies	187	250	-	250	200	-20.00%
<b>Total BUILDING INSPECTION Expense</b>	<b>51,781</b>	<b>30,000</b>	<b>17,429</b>	<b>26,750</b>	<b>36,200</b>	<b>20.67%</b>

Notes:

- 104** 10% of the Administrative Assistant's time is paid for within this budget to account for time spent processing building permits.
- 207** Includes fees paid to Building Inspector.
- 304** Various other supplies needed associated with the Inspection process including State seals.

**PUBLIC FACILITIES  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide a cost effective and efficient public works service that is responsive to the needs of the Village and its residents.

**PROGRAM DESCRIPTION:**

The Public Facilities Department is comprised of a Director and 5 additional staff that specialize in managing Village owned infrastructure. The department is responsible for snow plowing, basic street repair, tree trimming, chipping, street sweeping, mowing of public right of way, water/sewer maintenance, and other tasks as needed.

**PROGRAM OBJECTIVES:**

Respond to citizen complaints and/or inquiries in a timely manner.

Continue to review services and develop cost saving alternatives where possible.

**PUBLIC FACILITIES BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>47,081</b>	<b>121,000</b>	<b>85,504</b>	<b>135,197</b>	<b>46,250</b>	<b>-61.78%</b>
41310 Water Utility Tax Equivalent	90,578	90,000	-	90,000	110,000	22.22%
42300 Spec Assess for Street Improvements	-	-	-	-	-	-----
42400 Special Assess for Street Facilities	-	-	-	-	-	-----
43530 State - Highway Aid	263,586	274,500	137,158	274,315	315,400	14.90%
46400 Sanitation and Utilities	7,566	3,750	4,288	5,000	5,000	33.33%
<b>Total PUBLIC FACILITIES Revenue</b>	<b>408,811</b>	<b>489,250</b>	<b>226,950</b>	<b>504,512</b>	<b>476,650</b>	<b>-2.58%</b>

Notes:

- 41310** Each year the Water Utility reimburses the General Fund for the property that it owns that is not taxed because it is tax exempt. The number is determined by the Village Auditor at the end of each year.
- 43530** Money received from the State to assist with road and highway maintenance.
- 46400** Revenue received for special charges associated with chipping loads, renting out the street sweeper and jet vector truck, and selling replacement recycling bins to residents.

**PUBLIC FACILITIES (Continued)**  
**GENERAL FUND - FUND 110**

EXPENDITURES

PERSONNEL SERVICES

		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
53300							
101	Director	35,402	37,750	21,106	37,750	38,300	1.46%
102	Laborers	117,061	142,000	73,588	153,000	165,000	16.20%
103	Part-Time Staff	23,707	28,000	12,239	28,000	-	-100.00%
110	Bonus Pool	4,084	5,000	5,012	5,012	6,500	30.00%
171	Health Insurance	62,799	51,000	19,767	45,000	53,500	4.90%
172	Dental	1,941	1,750	1,357	2,000	2,000	14.29%
173	Retirement	13,009	14,250	8,383	15,000	15,400	8.07%
174	Social Security	11,005	12,250	7,035	12,250	13,000	6.12%
175	Medicare	2,574	3,000	1,645	3,000	3,100	3.33%
176	Life Insurance	659	1,000	343	1,000	1,000	0.00%
177	Disability Insurance	-	-	-	-	-	-----
178	Uniform	4,048	5,000	1,818	5,000	5,000	0.00%
<b>Total PERSONNEL SERVICES Expense</b>		<b>276,289</b>	<b>301,000</b>	<b>152,294</b>	<b>307,012</b>	<b>302,800</b>	<b>0.60%</b>

Notes:

- 101** The wage/benefits for the Director are split between the General Fund (49%), Water Utility (25%), and Sewer Fund (26%). Percentage distributions are determined based on a 5 year average of actual time spent within each fund. The budgeted increase in salary is set at 0.0% for 2020.
- 102** The wage/benefits for the Laborers are split between the General Fund (71%), Water Utility (15%), & Sewer Fund (14%). Additionally, the WWTP Operator is split between the General Fund (17%), Water Utility (24%), and Sewer Fund (59%). Percentage distributions are determined based on a 5 year average of actual time spent within each fund. The budgeted increase in salary is set at 0.0% for 2020. Includes full-year wages for employee that began in mid-2019.
- 103** Fulfillment of full-time positions in 2019 will allow for elimination of part time labor.
- 110** Employees may be provided Merit Pay upon successful completion of a Performance Evaluation. Amount of Bonus Pool determined based upon 2% of the total wages for the Department which is the maximum afforded merit pay. 2020 budget includes merit pay for 7 employees; 2019 budget was for 5 employees.
- 171** 2020 Budget assumes 5 employees on the family plan and 1 employee on the single plan. Health insurance rates are set by the State. The 2020 fee for family is \$1,615.28 per month and for single is \$659.52 per month. The family rates are approximately 2.1% higher than 2019 and single rates are approximately 2.2% higher than 2019. The employee is responsible for paying 12.0% of that cost.
- 172** Cost for Dental Insurance per employee is budgeted based on a historical average of claims paid.
- 173** Budget assumes 8 Public Facilities employees currently in the Wisconsin Retirement System. The employer contribution rate for General employees is 7.35% which represents a 2.8% increase from 2019.
- 174** The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.
- 175** The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177** The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds with no contribution being required in 2020.
- 178** The Village contracts with Cintas to provide uniform and floor mat service for the Department.

**PUBLIC FACILITIES (Continued)**  
**GENERAL FUND - FUND 110**

EXPENDITURES (Continued)

CONTRACTUAL SERVICES		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
53300							
201	Postage	4	250	7	250	100	-60.00%
202	Communication	5,044	5,000	2,734	5,750	5,750	15.00%
203	Utilities	12,663	14,000	5,629	13,000	13,000	-7.14%
204	Dues & Subscriptions	-	-	-	-	-	-----
205	Meetings	-	1,000	-	500	500	-50.00%
207	Support Services	41,772	41,500	10,269	43,000	44,500	7.23%
<b>Total CONTRACTUAL SERVICES Exp</b>		<b>59,483</b>	<b>61,750</b>	<b>18,639</b>	<b>62,500</b>	<b>63,850</b>	<b>3.40%</b>

Notes:

- 202** Includes funding for internet and TV at the Public Facilities building and cell phones services for staff.
- 207** This line item is primarily used for mowing and rent for the storage of compost as well as equipment rental for processing compost.

SUPPLIES AND EXPENSES		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
53300							
301-000	Equipment	1,366	10,000	1,881	10,000	10,000	0.00%
302-000	Technology	113	1,000	118	1,000	1,000	0.00%
303-000	Fuel	18,695	13,500	9,749	20,000	20,000	48.15%
304-101	Supplies - General	7,951	5,000	5,674	6,500	6,500	30.00%
304-102	Supplies - Snow/Ice Control Material	1,500	20,000	9,705	20,000	21,000	5.00%
305-101	Maintenance - Vehicle	9,492	13,500	9,989	16,000	20,000	48.15%
305-102	Maintenance - Equipment	25,646	20,500	6,139	20,500	20,500	0.00%
305-103	Maintenance - Infrastructure	8,009	40,000	12,648	40,000	10,000	-75.00%
399-000	Miscellaneous	265	3,000	114	1,000	1,000	-66.67%
<b>Total SUPPLIES AND EXPENSES</b>		<b>73,039</b>	<b>126,500</b>	<b>56,018</b>	<b>135,000</b>	<b>110,000</b>	<b>-13.04%</b>

Notes:

- 301** Funding provides for annual equipment leases (\$5,000) and other general equipment (\$5,000) as needed.
- 304-102** Road salt for snow and ice control is purchased under State Contracts.

<b>Total SUPPLIES AND EXPENSES</b>	<b>408,811</b>	<b>489,250</b>	<b>226,950</b>	<b>504,512</b>	<b>476,650</b>	<b>-2.58%</b>
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**STREET LIGHTING  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To manage a street lighting system that is reliable and provides for sufficient public safety needs along the Village streets and parks.

**PROGRAM DESCRIPTION:**

The Village contracts with Madison Gas and Electric (MGE) for its street lighting service. The Village pays for the light as a rental and then the electricity associated with the light. In exchange for this payment, MGE installs the lights and conducts all the maintenance associated with them saving the Village on having to purchase equipment or hire electricians solely for this purpose.

**PROGRAM OBJECTIVES:**

Notify MGE of outages in a timely manner.

Look for new locations that improve or are in need of lighting.

**STREET LIGHTING BUDGET SUMMARY**

REVENUES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>81,928</b>	<b>84,000</b>	<b>28,083</b>	<b>76,000</b>	<b>77,500</b>	<b>-7.74%</b>

EXPENDITURES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
53420						
207 Support Services	68,428	74,000	28,083	71,000	75,000	1.35%
304 Supplies	13,500	10,000	-	5,000	2,500	-75.00%
<b>Total STREET LIGHTING Expense</b>	<b>81,928</b>	<b>84,000</b>	<b>28,083</b>	<b>76,000</b>	<b>77,500</b>	<b>-7.74%</b>

Notes:

**REFUSE AND GARBAGE COLLECTION  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To provide an efficient and effective refuse and recycling collection program.

**PROGRAM DESCRIPTION:**

The Village presently contracts with Town and Country Sanitation for weekly trash and recycling curbside pickup. 2019 was the 5th year of a 5 year contract. 2020 Budget assumes renewal of the contract with Town and Country.

**PROGRAM OBJECTIVES:**

Continue to provide a program that meets the needs of residents.

Continue to implement new ways for the collection of large items, electronics, appliances, and other materials not collected as part of the normal route.

**REFUSE AND GARBAGE COLLECTION BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	<b>155,952</b>	<b>169,500</b>	<b>74,687</b>	<b>155,984</b>	<b>165,000</b>	<b>-2.65%</b>
43540 State - Recycling Grant	6,599	6,500	6,610	6,610	6,600	1.54%
<b>Total Refuse &amp; Garbage Collection Rev</b>	<b>162,551</b>	<b>176,000</b>	<b>81,297</b>	<b>162,594</b>	<b>171,600</b>	<b>-2.50%</b>

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
53620						
207-001 Garbage Collection	113,025	122,000	56,520	113,040	119,000	-2.46%
207-002 Recycling Collection	49,526	54,000	24,777	49,554	52,600	-2.59%
<b>Total REFUSE &amp; GARBAGE COL. Exp.</b>	<b>162,551</b>	<b>176,000</b>	<b>81,297</b>	<b>162,594</b>	<b>171,600</b>	<b>-2.50%</b>

**COMMUNITY DEVELOPMENT  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To ensure proper Village wide planning techniques and accurate interpretation of Village Codes.

**PROGRAM DESCRIPTION:**

The Village Administrator/Clerk currently serves as the appointed Zoning Administrator and there is no on-staff Village Planner. The Village utilizes a consultant to assist with day to day questions within the zoning code, planning related issues, development proposals, and other related issues as they arise.

**PROGRAM OBJECTIVES:**

Plan for the future of the community, guided by the Comprehensive Plan.

Continue to employ best practices for planning and zoning related issues.

**COMMUNITY DEVELOPMENT BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	-	3,250	-	-	18,250	461.54%
44400 Zoning Permits and Fees	5,175	1,000	500	1,000	1,000	0.00%
44900 Other Regulator Permits and Fees	570	750	349	750	750	0.00%
46800 Community Development	35,605	25,000	51,540	55,000	30,000	20.00%
<b>Total COMMUNITY DEVEL. Revenue</b>	<b>41,350</b>	<b>30,000</b>	<b>52,389</b>	<b>56,750</b>	<b>50,000</b>	<b>66.67%</b>

**Notes:**

**44400** Money collected for changes to the Comprehensive Plan, Zoning Changes, and Conditional Use Permits.

**46800** Escrow funds provided by Developers used to offset development review of large subdivision projects.

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
56400						
204 Dues and Subscriptions	-	-	-	-	15,000	-----
207-101 Support Services - General	40,811	30,000	26,383	40,000	35,000	16.67%
207-102 Support Services - Zoning	-	-	-	-	-	-----
<b>Total COMMUNITY DEVEL. Expense</b>	<b>40,811</b>	<b>30,000</b>	<b>26,383</b>	<b>40,000</b>	<b>50,000</b>	<b>66.67%</b>

**Notes:**

**204** Includes Chamber of Commerce funding of \$15,000 (previously in the TID).

**207-101** General consulting assistance for development projects typically offset by escrow funds from Developers. Some additional funding is provided to Village Staff to assist in zoning code review and enforcement.

**TRANSFERS TO OTHER FUNDS  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

To allow for the ability for the General Fund to transfer money to other funds as needed and/or approved by the Village Board.

**PROGRAM DESCRIPTION:**

Occasionally, other funds within the Village require money to be transferred from the General Fund. This line item is included for accounting purposes as the auditor typically identifies when this is necessary according to applicable accounting standards.

**PROGRAM OBJECTIVES:**

Reduces the need to amend the budget if a transfer between funds is needed.

Transfers from the General Fund will be identified in the annual Audit.

**TRANSFERS TO OTHER FUNDS BUDGET SUMMARY**

**REVENUES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
<b>Allocated Revenue</b>	-	-	-	<b>82,000</b>	-	-----

**EXPENDITURES**

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	59200					
000	-	-	-	82,000	-	-----
<b>Total TRANSFERS Expense</b>	-	-	-	<b>82,000</b>	-	-----