



City of Stoughton
2008
Year End Budget Report

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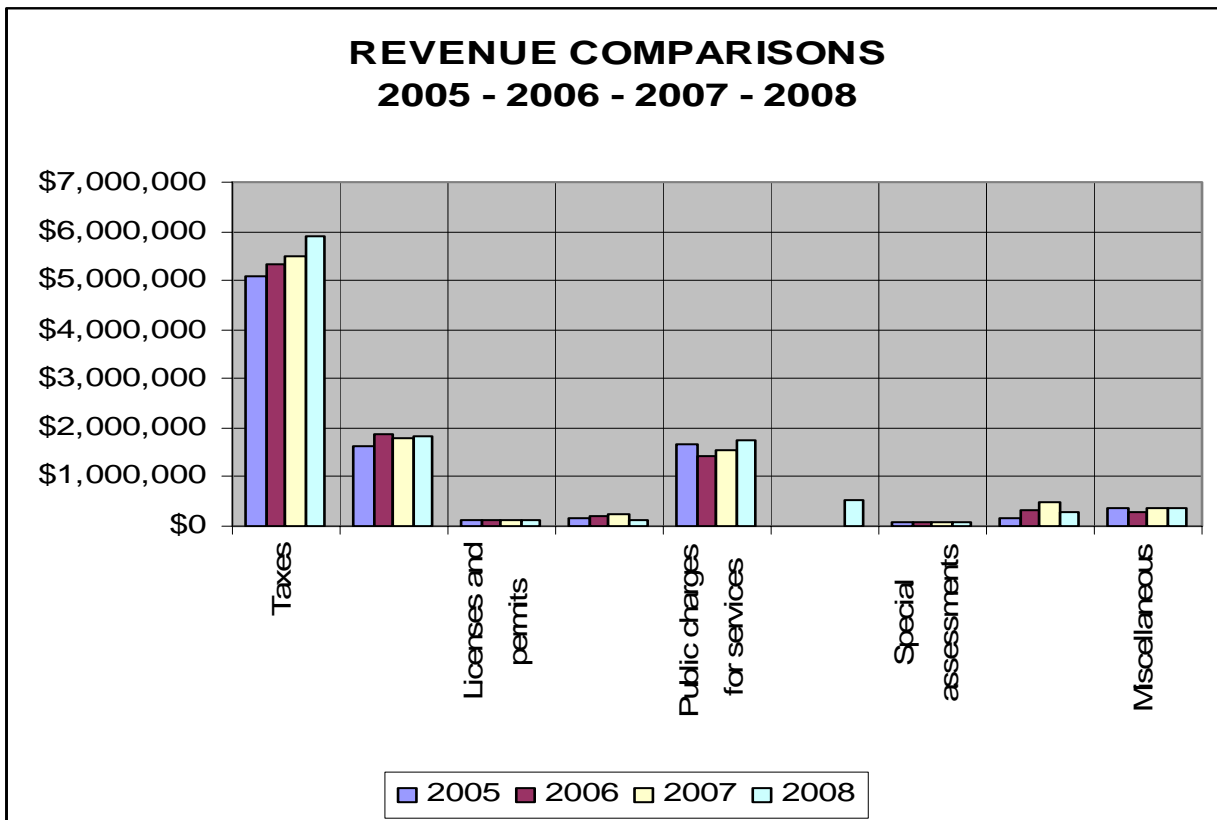
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YEAR END BUDGET SUMMARY COMPARISONS

REVENUES

Year Ended December 31

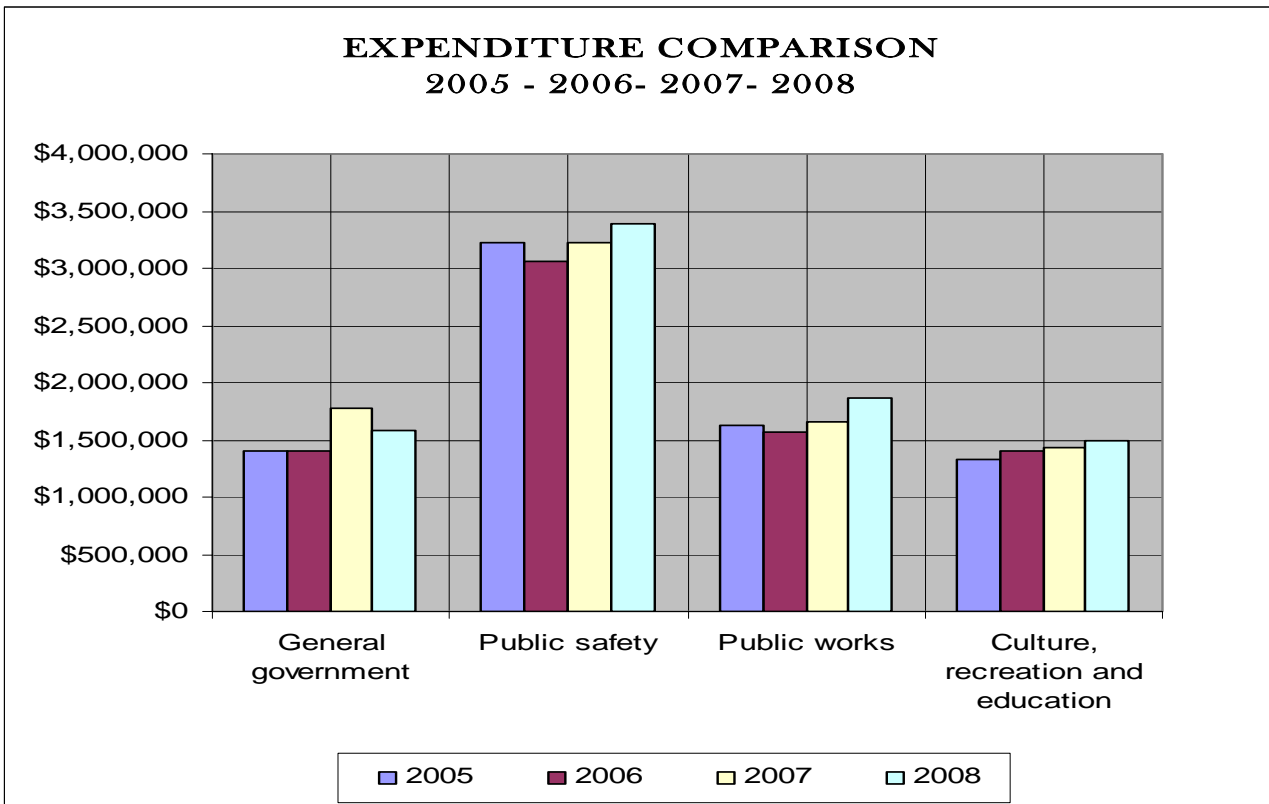
REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Actual
Taxes	\$5,070,606	\$5,322,956	\$ 5,475,398	\$ 5,916,727
Intergovernmental	\$1,641,496	\$1,875,712	\$ 1,808,949	\$ 1,843,957
Licenses and permits	\$127,242	\$ 125,633	\$ 112,536	\$ 120,953
Fines, forfeitures and penalties	\$172,555	\$ 202,154	\$ 241,325	\$ 116,279
Public charges for services	\$1,651,036	\$1,411,430	\$ 1,546,449	\$ 1,741,906
Intergovernmental charges for services	\$0	\$0	\$0	\$ 531,908
Special assessments	\$91,003	\$ 73,549	\$ 68,528	\$ 93,326
Investment Income	\$169,857	\$ 339,278	\$ 470,073	\$ 267,339
Miscellaneous	\$361,188	\$ 299,831	\$ 347,567	\$ 349,903
Total Revenues	\$9,284,983	\$9,650,543	\$ 10,070,825	\$ 10,982,298



EXPENDITURES

Year Ended December 31

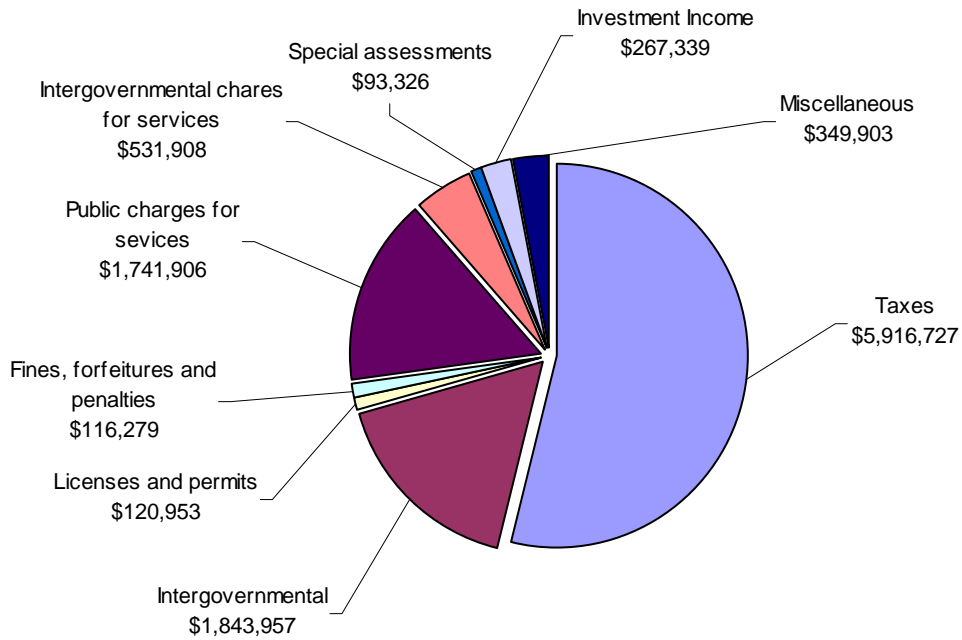
EXPENDITURES	2005 Actual	2006 Actual	2007 Actual	2008 Actual
General government	\$1,407,045	\$1,406,792	\$ 1,769,763	\$ 1,588,026
Public safety	\$3,221,088	\$3,060,572	\$ 3,227,254	\$ 3,387,801
Public works	\$1,623,866	\$1,566,975	\$ 1,657,422	\$ 1,869,375
Culture, recreation and education	\$1,323,259	\$1,399,383	\$ 1,435,572	\$ 1,486,394
Capital Outlay			\$ 60,312	\$ -
Debt Service				
Principal			\$ -	\$ -
Interest and fiscal charges			\$ -	\$ -
Total Expenditures	\$7,575,258	\$7,433,722	\$ 8,150,323	\$ 8,331,596



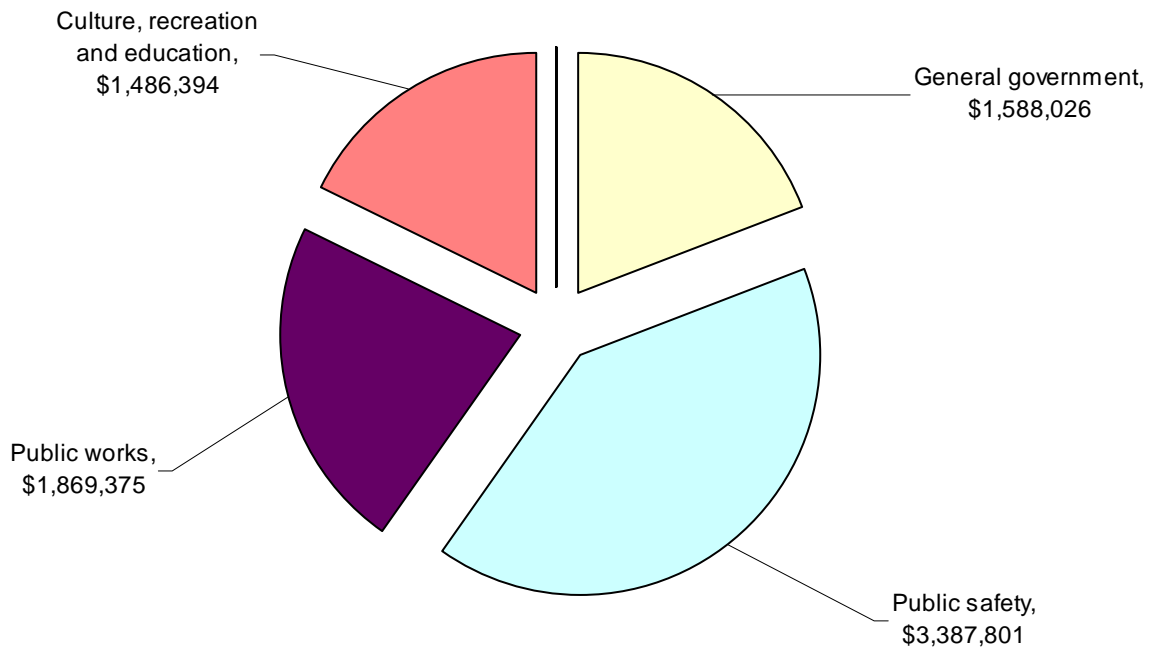
OTHER FINANCING SOURCES
2005 – 2006 – 2007 - 2008

	2005 Actual	2006 Actual	2007 Actual	2008 Actual
Other Financing Sources (Uses)				
General Obligation long-term debt issued	-	-	-	-
Transfers in	\$399,839	\$424,377	\$477,507	\$493,330
Transfers out	(\$1,969,567)	(\$2,007,058)	(\$2,220,355)	(\$2,748,190)
Contribution from other districts	-	-	-	-
Contribution to other districts	-	-	-	-
Total Other Financing Sources (Uses)	(\$1,569,728)	(\$1,582,681)	(\$1,742,848)	(\$2,254,860)
Net Change in Fund Balance	\$139,997	\$634,140	\$177,654	\$395,842
FUND BALANCES - Beginning of Year	\$2,475,044	\$2,615,041	\$3,249,181	\$3,356,811
FUND BALANCES - END OF YEAR	\$2,615,041	\$3,249,181	\$3,426,835	\$3,752,653

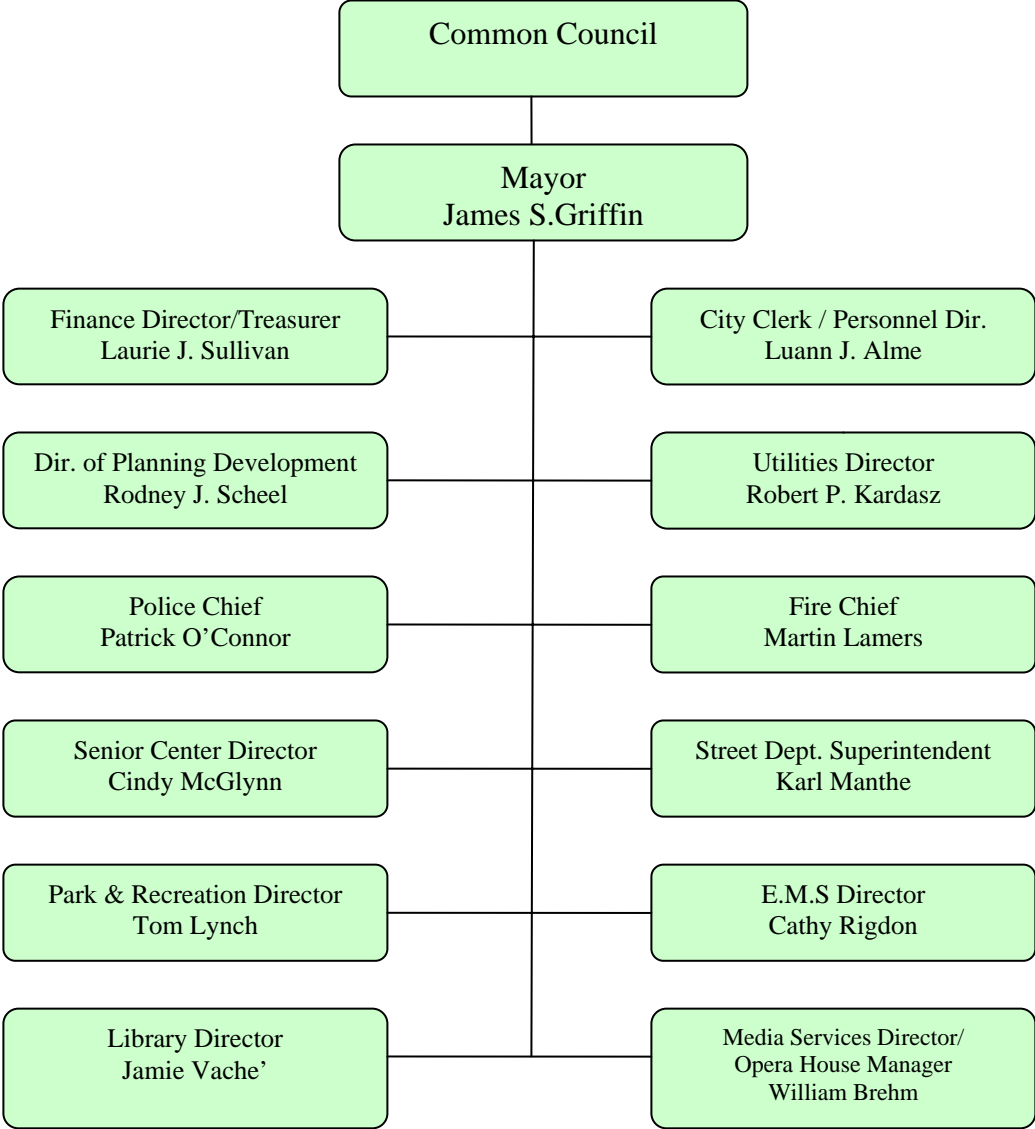
2008 Revenues
\$10,982,298



2008 Expenditures \$8,331,596



City of Stoughton





City of Stoughton Common Council

- District 1** Alderperson Elvin (Sonny) Swangstu (2010)
Alderperson Steve Tone (2011)
Alderperson Larry Weiss (2012)
- District 2** Alderperson Ron Christianson (2010)
Alderperson Paul Lawrence (2011)
Alderperson Dave McKichan (2012)
- District 3** Alderperson Carl Chenoweth (2010)
Alderperson Greg Jenson (2011)
Alderperson Ross Scovotti (2012)
- District 4** Alderperson Tim Carter (2011)
Alderperson Rollie Odland (2010)
Vacancy (2012)

MAYOR

PROGRAM DESCRIPTION

The Mayor serves as the Chief Administrative Officer of the Municipal Corporation; leading, planning, organizing and directing the administration of the City of Stoughton toward fulfillment of goals and policies determined by the City Council. The Mayor assists the Council by facilitating the establishment of goals and proposing alternative strategies for their accomplishment. The Mayor directs the use of human and fiscal resources toward accomplishment of City goals and appraises the Council of Trustees regarding results.

PRODUCTS & SERVICES

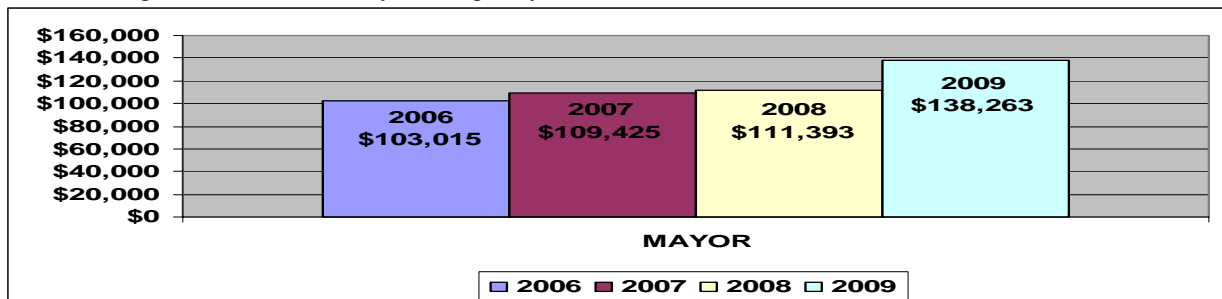
- Oversees the preparation of the annual budget and capital improvement plan.
- Oversees operations of the City; conducts annual evaluation of department heads.
- Carries out policy directives of the City Council.
- Prepares administrative policies and procedures for the conduct of City operations.
- Conducts regular staff meetings and coordinates training opportunities for staff.
- Represents the City in intergovernmental matters at the federal, state and county level.
- Conducts and oversees efforts to promote overall economic development and downtown revitalization.
- Applies for grants to fund various projects within the City.

2008 SIGNIFICANT ACCOMPLISHMENTS

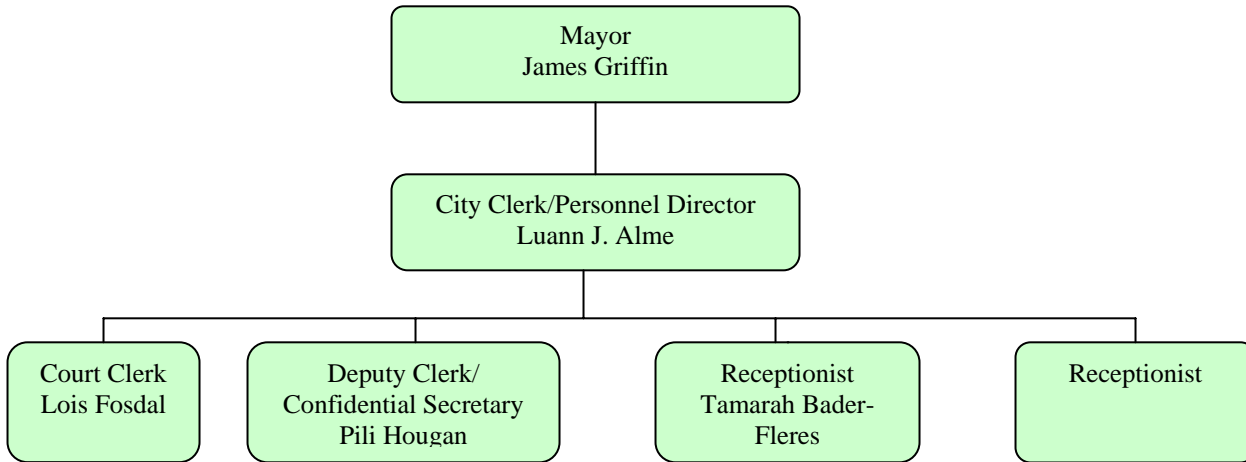
- Made additional improvements to the City Website.
- Worked on Economic Development initiatives.
- Worked with the Finance Director to do five year forecasts, budgeting and borrowing.
- Conducted monthly staff meetings.
- Initiated updating of our Zoning Ordinances
- Worked on issues relating to affordable housing and financial literacy.
- Work on the youth center building in progress.
- Plans and budgeting in place for dam repair
- Redevelopment Authority working on plans for the area.
- Collaborative efforts made with the Wellness Coalition (City, School, Hospital)
- Moody's rating, first time.
- Completion of the new Fire Station.

2009 OBJECTIVES

- Continue work on Economic Development.
- Continue efforts of the RDA.
- Repair the dam.
- Continue the work to update our zoning ordinances.
- Maintain City bond rating.
- Evaluate performance of department heads.
- Plans for EMS expansion
- Continue work to promote affordable/workforce housing.
- Youth Center building restoration.
- Highway Trailer building re-use.
- Land for business/industrial park.
- Internal IT improvements.
- Traffic light/roundabout at Roby and Highway 51



City of Stoughton Clerk/Personnel Department



CITY CLERK

PROGRAM DESCRIPTION

The City Clerk/Personnel Director is the legal custodian of the City's official records, serves as the public information officer and liaison between the city, county, state and federal agencies, and is responsible for the administration of elections, legal notifications to the public, the issuance of licenses and permits, and the preparation of the official minutes. The Clerk's office provides administrative support to the City Council, Mayor, commissions and committees, and responds to informational requests from the general public.

PRODUCTS & SERVICES

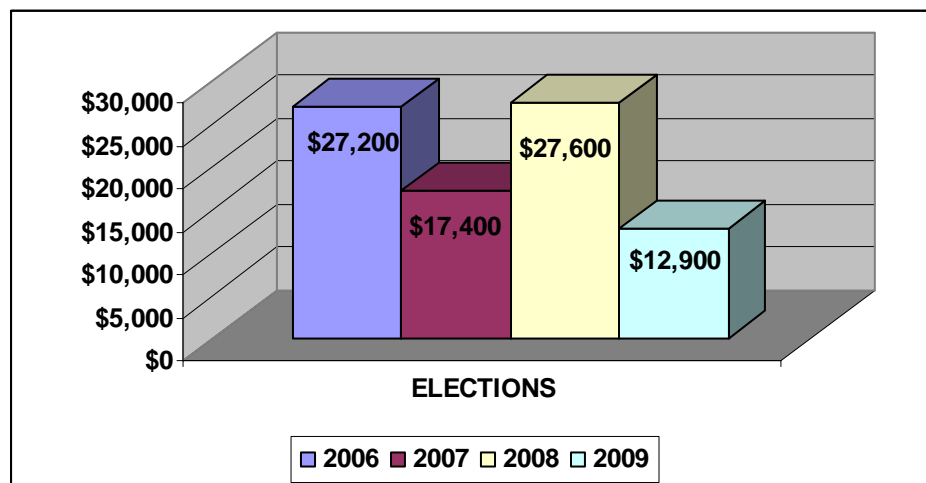
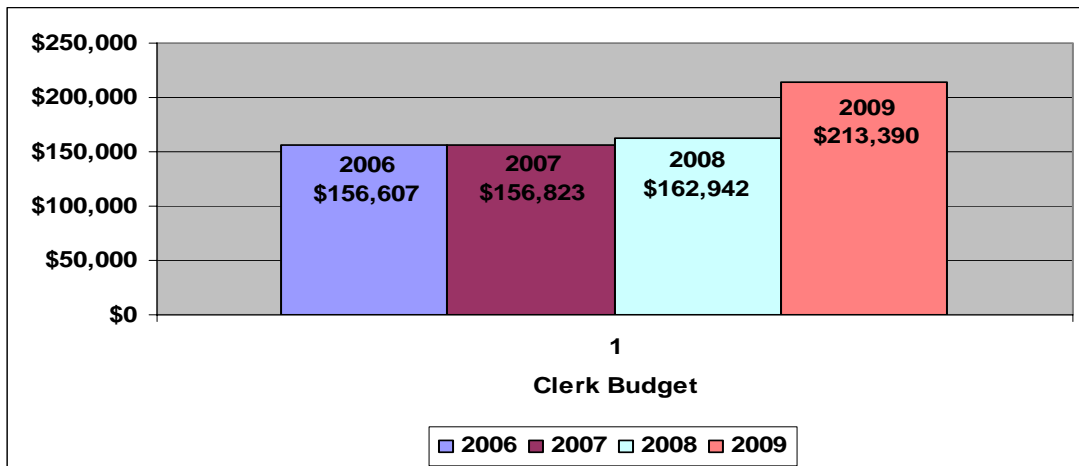
- Maintains custody of the City's official records, providing access to and responding to public records requests.
- Prepares and distributes resolutions, ordinances, proclamations, agendas, and minutes for meetings of the City Council and various City committees.
- Indexes City Council minutes.
- Codifies approved ordinances.
- Provides assistance with and processing of applications for annexation and rezoning, and prepares legal notification for official public hearings.
- Administers oaths of office and certifies official documents.
- Issues permits and licenses, as required by local and state laws.
- Oversees City records management and retention program.
- Administers elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, and election inspector training.
- Coordinates, prepares and distributes City directory, monthly calendar, and City-wide newsletter (4 per year).
- Acts as the City Risk Manager and administers the City's liability, workers' compensation, and property insurance.
- Acts as Personnel Director and maintains all personnel records.
- Administers all employee benefits including health and dental insurance.
- Maintains assessment files, works with assessor, and coordinates the Board of Review.
- Maintains special assessment files.

2008 SIGNIFICANT ACCOMPLISHMENTS

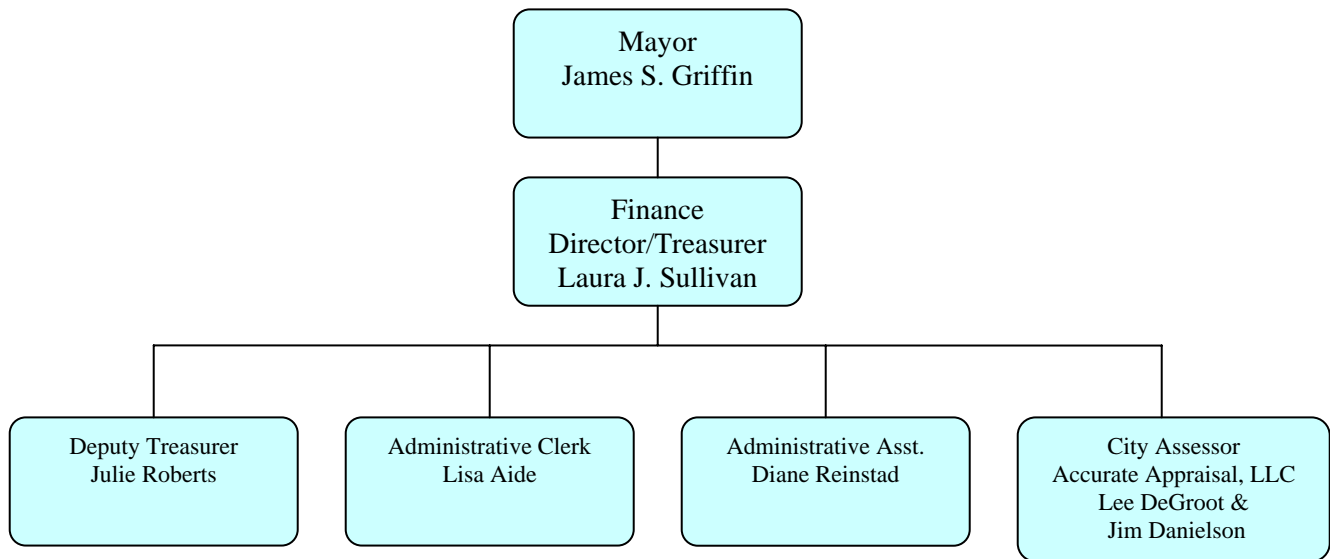
- Administered four elections.
- Provided election staff orientation and training as required by law.
- Prepared and distributed the city’s quarterly newsletters.
- Completed Board of Review and filed all required reports.
- Completed continuing education credits, attended the Wisconsin Municipal Clerk’s Association Annual Conference and the League of Wisconsin Municipalities Annual Conference.
- Was elected to the Board of Directors of Cities and Villages Mutual Insurance Company (CVMIC).
- Updated website with Clerk’s Department information.

2009 OBJECTIVES

- Continue to update the website and automate Clerk Department activities.
- Prepare and distribute the quarterly city newsletter – The Tower Times.
- Administer two elections.
- Issue permits and licenses as required by law.
- Expand training opportunities.
- Continue to work with the Safety Committee to implement city wide safety procedures.
- Continue to implement HAVA and SVRS election requirements.



City of Stoughton Finance Department



FINANCE

PROGRAM DESCRIPTION

The Finance Department is responsible for the accounting and financial reporting of all City operations and is entrusted with collecting, depositing, and investing all City funds. This includes the maintenance of all financial records for the City, billing and collections, accounts payable, payroll for all City governmental fund employees, investment and cash management, and property tax collections for the City. The Finance Department is also responsible for preparation of the annual budget, five-year capital improvement plan and the fixed asset record.

PRODUCTS & SERVICES

- Cash management and investment of City funds to maximize returns.
- Preparation of monthly and annual financial statements, as well as coordination of all related audits.
- Preparation of required State of Wisconsin financial reports and forms.
- Preparation of the City's annual budget document.
- Preparation of the City's annual financial statement.
- Maintenance of the City's five-year capital improvement plan.
- Property tax collection and settlement with other governments.
- Receipting of all monies paid to the City.
- Billing and collection of all services rendered to local governments, developers and residents.
- Disbursing of monies to vendors.
- Payroll processing for all City governmental fund employees.
- Dog licensing.
- Preparation of agenda for the Budget/Finance Committee.

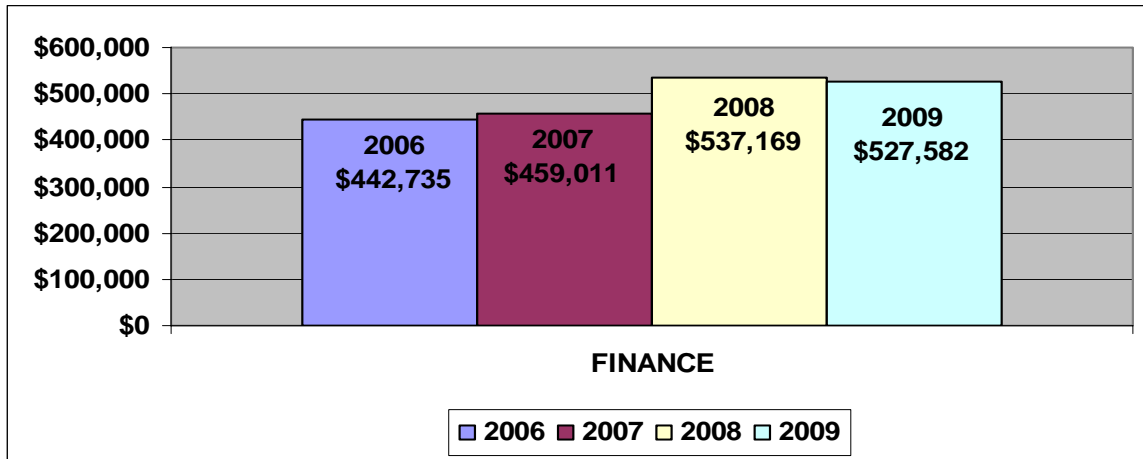
2008 SIGNIFICANT ACCOMPLISHMENTS

- Obtained the City's first bond rating, (Moody's A1).
- Implemented new Accounting Software.
- Completed the 5-year Financial plan process.
- Prepared annual report.
- Worked on Economic Development strategic planning with the new Economic Development Committee.

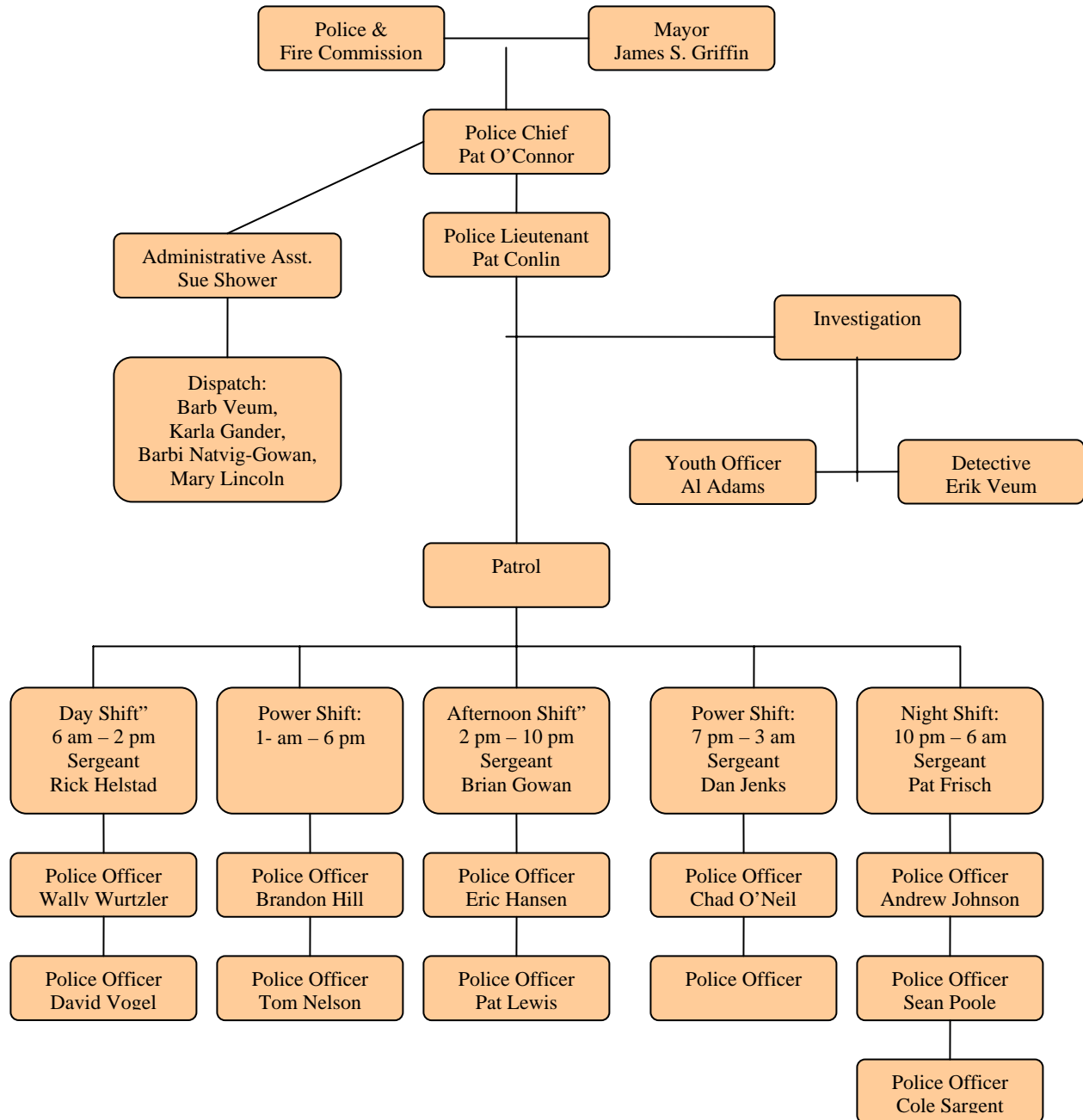
- Continued to improve the Budget as a planning tool and a performance based document.
- Updated the five-year capital plan.

2009 OBJECTIVES

- Continue enhancements to the annual budget to allow for easier public readability.
- Continue to prepare the annual financial statements in a format that complies with the Governmental Finance Officers Association Comprehensive Annual Financial Report and submit for the Excellence in Reporting award.
- Prepare a 2008 ‘Popular Annual Financial Report’ for the public.
- Investigate paperless software.
- Work towards online inquiry Credit Card payments for City Departments.



City of Stoughton Police Department



Police

PROGRAM DESCRIPTION

The Stoughton Police Department employs twenty full time sworn police officers, 5 dispatchers, and one administrative assistant. The Chief heads the Stoughton Police Department. The Chief is responsible for organization, control, and direction of personnel and resources of the police department. The chief is given authority by state statutes and local ordinances in matters of operations, discipline, rules and regulations, and policy and procedures. The lieutenant and administrative assistant is included in the administration of the police department.

The patrol section is comprised of four sergeants and twelve patrol officers. These department members provide twenty-four hour police protection for the City. They patrol the City's streets and businesses while providing protection of life and property, and preservation of peace and order for Stoughton's 12,800 residents and visitors. Officers have

over 12,000 requests for service during the course of the year. The investigative staff consists of two detectives and one juvenile officer. In addition to investigating criminal events the juvenile officer also provides programming to school age children and organizes the Safety Camp program.

The administrative assistant heads the six person non-sworn department staff. Civilian staff primary duty is 24 x 7 dispatching and administrative duties, including preparing and filing reports for courts and social service agencies. Office staff enters data from all police reports and contacts into the police department's database.

PRODUCTS & SERVICES

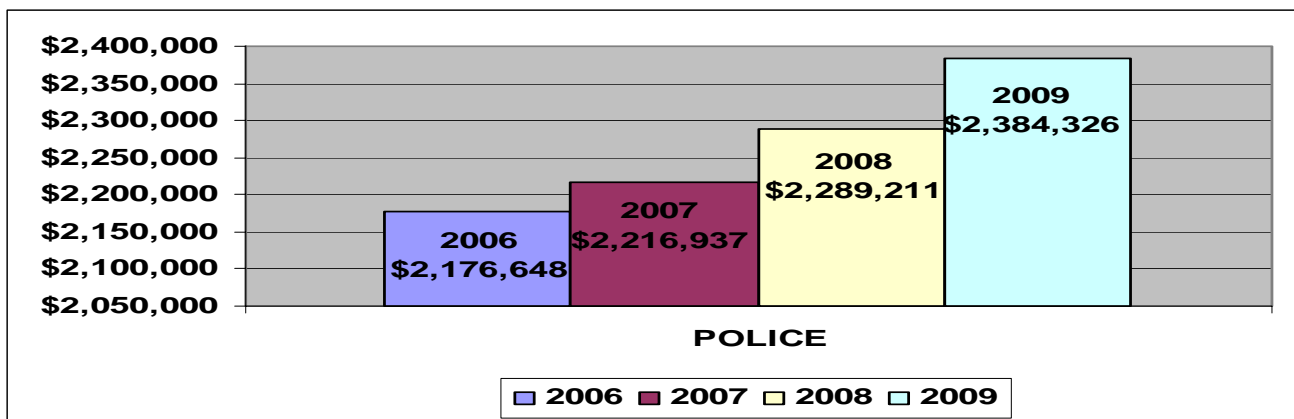
- Twenty-four hour a day police and dispatcher coverage.
- Patrol areas of the City by squad cars and foot.
- Apprehend violators of state and local laws/ordinances and take appropriate action as specified by the rules/regulations and policies/procedures of the Stoughton Police Department.
- Provide assistance and security to those who live, work or visit the City of Stoughton; including lockouts of homes and vehicles, checks of businesses for open doors and windows, vacation checks of residents' homes while they are gone.
- Mediate disputes between family members, neighbors and others.
- Provide security at special events such as Syttende Mai holiday parade, high school graduation etc.
- Investigate accidents and complete reports for the Wisconsin Department of Transportation.
- Maintain a department web site (www.Stoughtonpd.org).
- Provide the schools with a police school liaison officer. The officer provides security, makes educational presentations, works at special events, etc.
- Assist Stoughton Fire and Emergency Medical Services as needed.
- Provide a number of community policing programs, including:
 - Safety Camp
 - Fingerprinting
 - School presentations

2008 SIGNIFICANT ACCOMPLISHMENTS

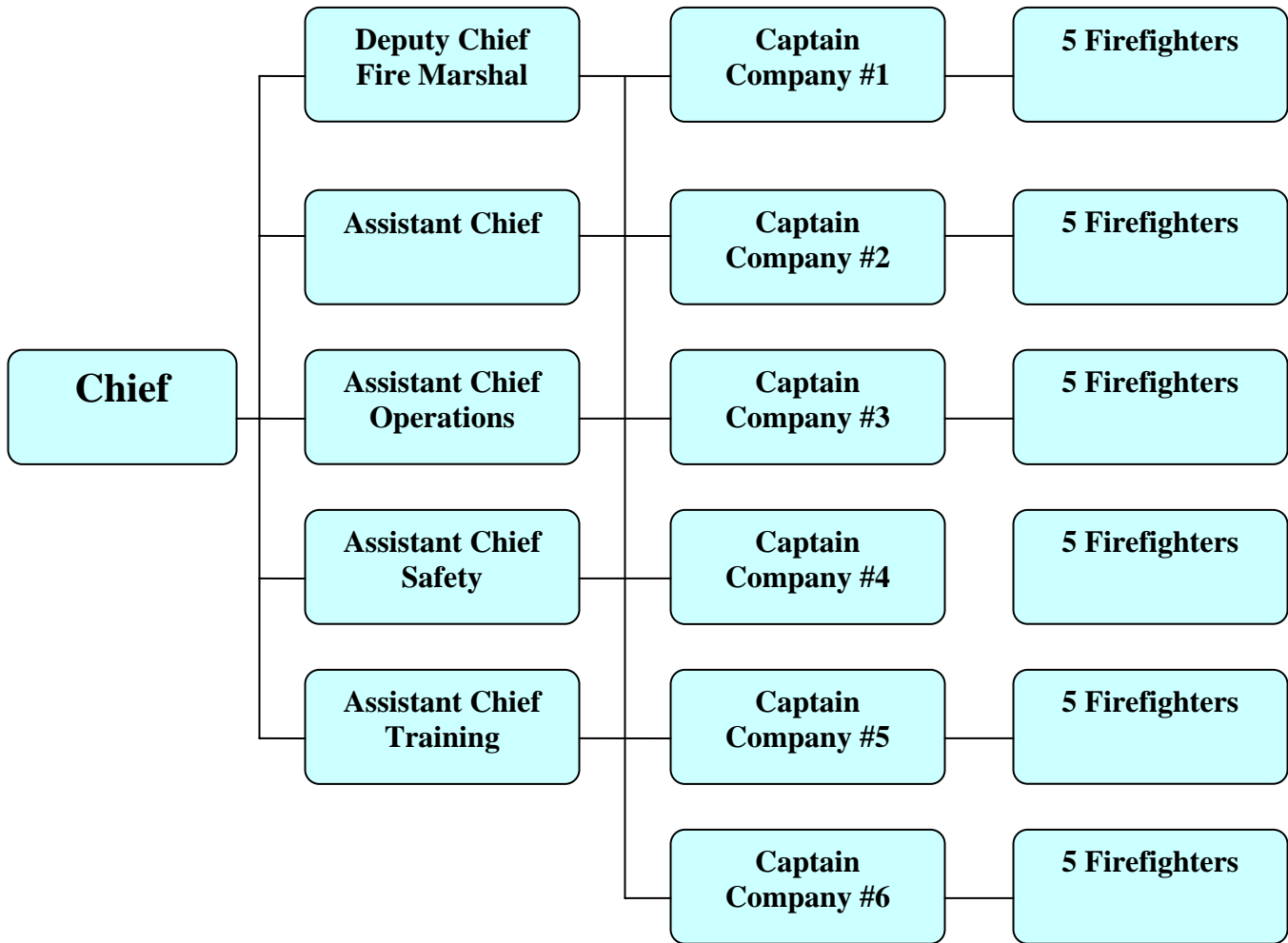
- Held a very successful Safety Camp with over 100 participants. The event is designed to provide safety information to children entering 3rd grade in a fun Day Camp atmosphere.
- Personnel processes to promote one officer to juvenile officer position, and hire 2 police officer positions.
- Speed board placement at east and west entrances to the city in order to slow traffic on Main Street corridor.

2009 OBJECTIVES

- Add one detective to the staff. This will allow the department to continue to provide proactive policing services for a rapidly growing community.
- Complete the recruitment and hiring process for police officer positions that may come available due to promotion or retirement.
- Continue to provide quality law enforcement services while maintaining one of the lowest per capita costs for police services in the state of Wisconsin.



City of Stoughton Fire Department



42 total members

Fire

PROGRAM DESCRIPTION

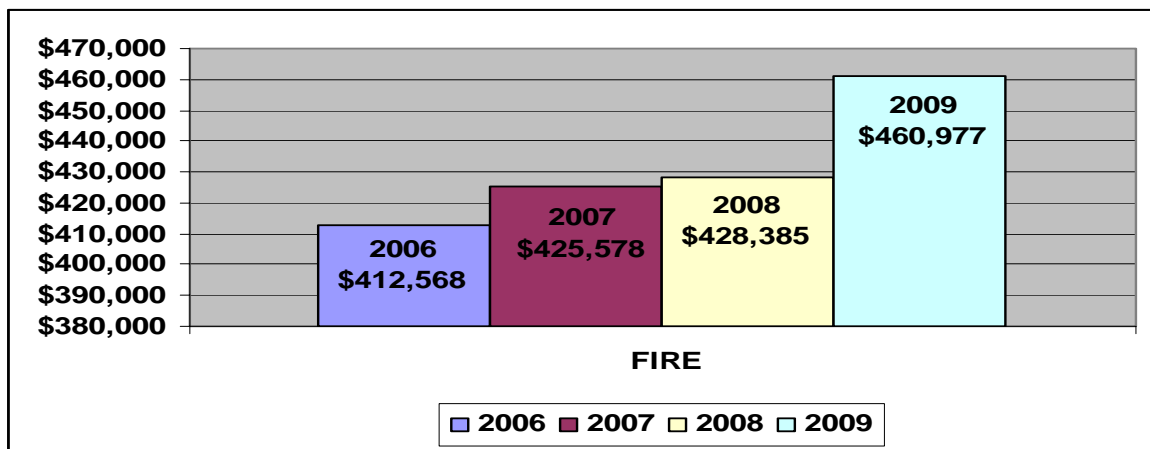
PRODUCTS & SERVICES

2008 SIGNIFICANT ACCOMPLISHMENTS

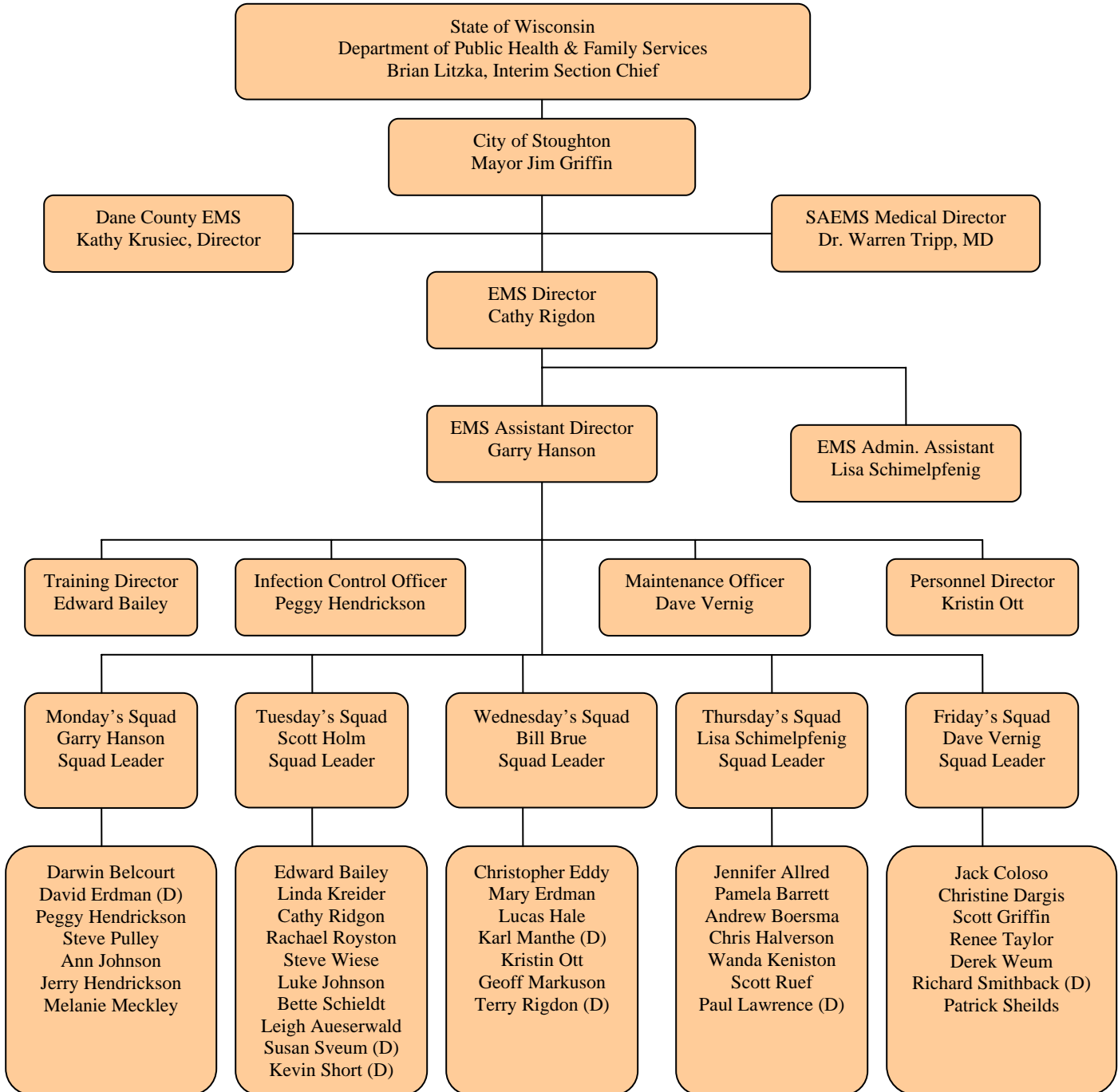
2009 OBJECTIVES

2009 Fund 810 (Non yearly equipment purchases)

1. New Member PPE (Personnel Protective Equipment).
PPE is required for all firefighters, including Turnout Coat, Turnout Pants, Helmet, Boots, Gloves, Nomex Hood, Safety Goggles, SCBA (self contained breathing apparatus) facemask.
2. New Member Pagers.
Radio alert pagers used by all firefighters for notification of alarms
3. New Member Class A Uniforms.
Class A uniforms are being purchased by the members, using donated funds. Only members as of July of 2008 are included in the purchase. This will outfit the 2009 new members.
4. RIT (Rapid Intervention Team) Equipment.
The development of the specialized rescue teams requires some specialized equipment. That equipment includes tarps, ropes, tools, bags, helmets, flashlights, stokes basket and SCBA bag.
5. TVI Tent Heater.
This heater is used for heating our Command and REHAB tents during cold weather incidents.
6. Engine 2 Heat Cover.
This is a pump compartment cover that is installed on the underside of the pump compartment to aid in keeping the pump from freezing during below freezing weather. This should have been included at the time of purchase but was left off to save cost. We have found this apparatus to have freezing problems.
7. Knox Box Equipment.
These are key pad lock boxes for our Knox Box Master Keys to provide better security of the Master Keys.



City of Stoughton Emergency Medical Services



EMS

PROGRAM DESCRIPTION

Stoughton Area Emergency Medical Service (SAEMS) is licensed by the State of Wisconsin Department of Health and Family Services at the Intermediate Technician Level; owned, and operated by the City of Stoughton. Members of SAEMS are considered volunteers; paid on a per-call stipend. There are 39 members; including EMT-Intermediate Technicians (27), Basic Emergency Medical Technicians (7) and ambulance drivers (5). The vehicle fleet consists of three fully equipment ambulances. The primary ambulance is scheduled 24/7 with the other two ambulances staffed by available members at the time of a 911 call. The area served by SAEMS is approximately 105 square miles, serving a population of 19,054, which includes the City of Stoughton (100%), and Town of Dunn (33.3%), Dunkirk (100%), Pleasant Springs (58.9%), Rutland (30%) and a small portion of I-90, which is located in the Township of Christiania. In 2007, SAEMS responded to 1,275 calls continuing to have the highest call volume for a volunteer Intermediate Technician Service in Dane County.

PRODUCTS & SERVICES

- Provide pre-hospital emergency medical services to citizens of, or located within, the SAEMS service district.
- Provide EMS/Rehab support to Stoughton Fire Department, as needed/requested during major fire suppression incidents.
- Provide pre-hospital medical services as described in all contractual agreements between SAEMS and other districts/agencies, such as Mutual Aid Box Alarm System (MABAS), Intergovernmental Agreements and Memorandum of Understanding (MOU).
- Provide communitywide training relative to CPR (Cardiopulmonary Resuscitation), CCR (Cardiocerebral Resuscitation), First Aid, Automatic Defibrillation (AED) and other health related programs, as needed.
- Operate in full compliance with all applicable federal and state statutes, administrative codes and regulations governing ambulance service providers.

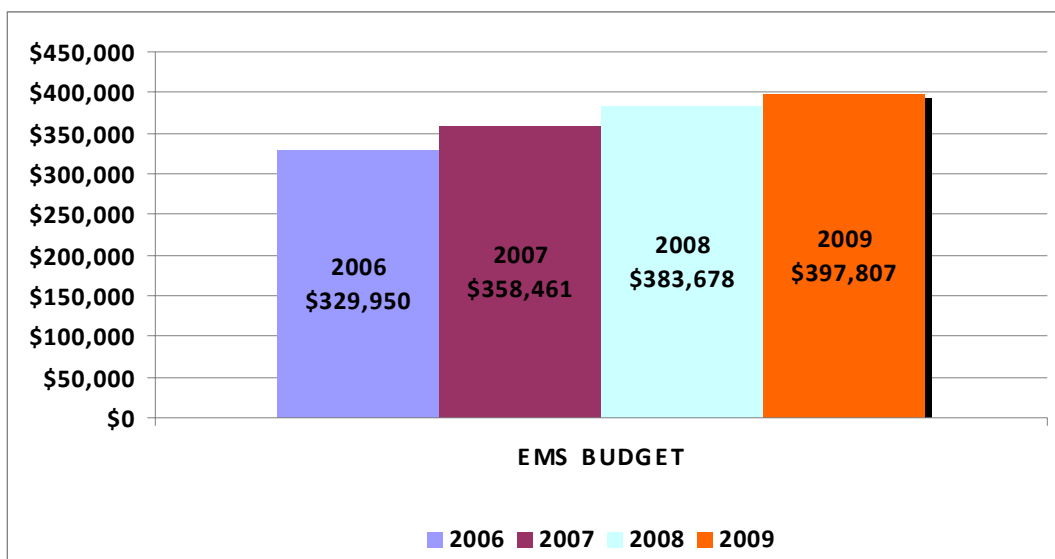
2008 SIGNIFICANT ACCOMPLISHMENTS

- Emergency Preparedness:
 - Emergency Preparedness Decon Drill – partnership w/SFD, SPD, Stoughton Hospital & Schools.
 - EMS Director accepted into the *Advanced Leadership Issues for Emergency Medical Services* Course sponsored by the Department of Homeland Security/US Fire Administration's National Emergency Training Center (NETC).
- Grant Writing (\$39,227.95):
 - \$23,445 (Foundation) Public AEDs including police, fire, EMS and city owned buildings (2 year project with total grant = \$46,890).
 - \$ 2,794 (WHEEP) – VHF 25 Digital Dual Head Mobile Radio (compliant with new standards) for our 2001 ambulance.
 - \$ 3,500 (OJA) – VHF 25 Digital Dual Head Mobile Radios (compliant with new standards) for our 1997 and 2007 ambulances.
 - \$ 3,127 (Cummins Foundation) Mobile tracking of ambulance location, in real time, w/911 Center.
 - \$ 6,362 (State of WI DHFS) – Federal Assistance Program (FAP) monies.
- Partnerships/Participation/Community Involvement:
 - Partnership w/Brooklyn EMS, enabling them to obtain a Pediatric Crash Kit.
 - Provided training for thirteen (13) members of SFD in the Certified Emergency Vehicle Operations Course (CEVO III); certifying them to drive our ambulance(s) if additional help is needed.
 - Provided over 30 community-wide CPR Classes.
 - Public Speaking: Kiwanis Club and the Daisy Girl Scout Troop.
 - Members participated in (or provided standby at) Stoughton Wellness Fair, Syttende Mai, "Take Your Child To Work Day", Stoughton Jr. Fair, 4th of July Fireworks, SPD Safety Camp, SHS Cross Country Invitationals, SHS JV & Varsity Football games, Stoughton Utilities Electric Lineman Rodeo and the Shillelagh Open.

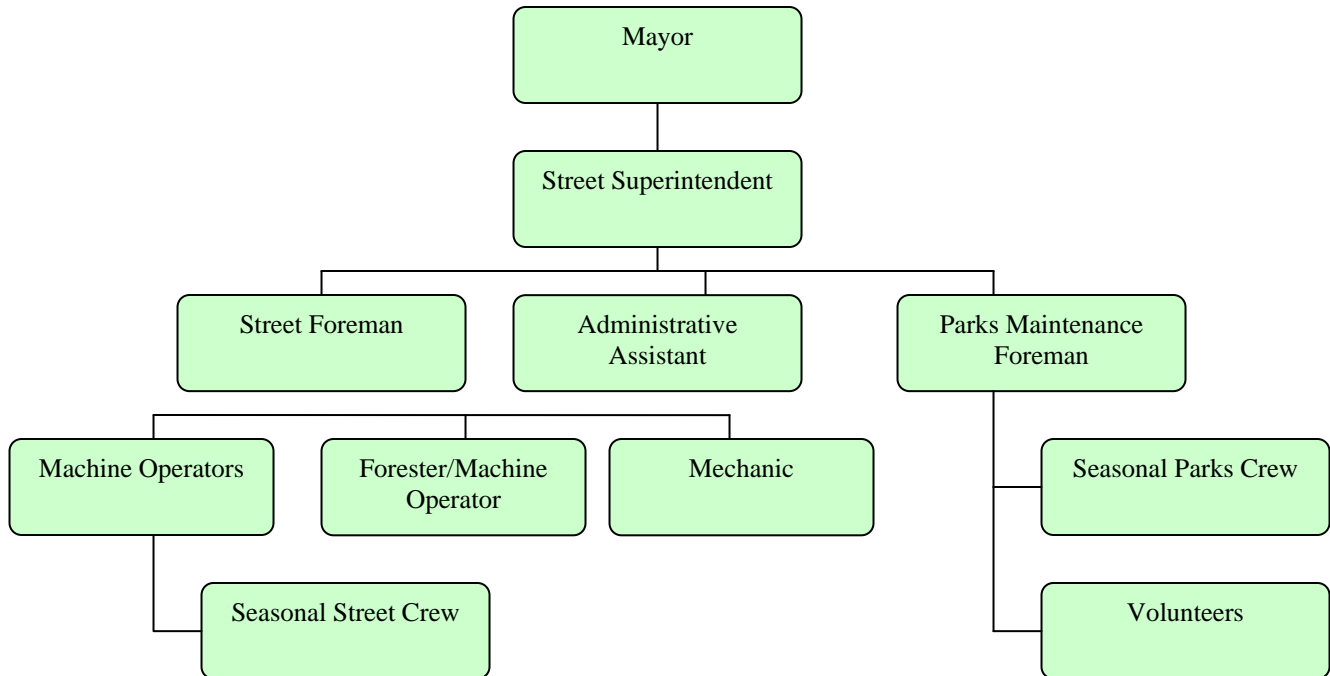
- Policies/Procedures:
 - Updated SAEMS Bylaws.
 - Updated SAEMS Standard Operating Guidelines (SOGs) and Rules & Regulations.
 - Life-saving emphasis and EMS implementation of continuous chest compressions over breaths (CCR).
- Recruitment/Retention:
 - Increased membership through active recruitment of EMTs to ensure volunteer department/coverage.
 - Implementation of the 'Driver-Only' position, diversifying resources (personnel) to ensure coverage during the day.

2009 OBJECTIVES

- Building remodel/planning.
- Communitywide CCR Training.
- Continued grant-writing efforts.
- Develop/maintain EMS Website.
- Update SAEMS Medical Protocols (if not completed in 2008).
- Update SAEMS Mutual Aid Box Alarm System (MABAS) plan (if not completed in 2008).
- Update SAEMS Operational Plan w/State of WI (if not completed in 2008).
- Recruitment/Retention.
- Review expansion plans for 'non-emergency transports'.



City of Stoughton Street Department



STREETS

PROGRAM DESCRIPTION

The Street Department maintains and constructs safe and efficient streets and right-of-ways in the City. This includes street repair, signage, markings, sweeping, tree trimming/removal, and snow removal. It also includes curbside brush and leaf collection, storm water system maintenance. Street Department also provides recycling services and oversees garbage and refuse collection, street lighting and maintains Street & Parks facilities.

PRODUCTS & SERVICES

- Monthly Curbside Brush Collection.
- Curbside Leaf Collection in Spring & Fall.
- Snow & Ice Removal from Streets, Alleys, Parking Lots, Sidewalks.
- Sign Installation & Maintenance.
- Pavement Markings.
- Greenway & Stormwater System Maintenance.
- Parkrow Tree Trimming & Removal.
- Stump Removal from City Parkrows & Parks.
- Plant New Trees in City Parkrows, Parks, and City Property.
- Major Street Reconstruction
- Street Maintenance (patching, crack sealing, chip seal)
- Street Sweeping
- Cemetery Administration & Maintenance
- Fleet Maintenance for Street, Parks, Fire, EMS Departments.
- Control Water Levels @ Fourth Street Dam.
- Traffic Control Maintenance

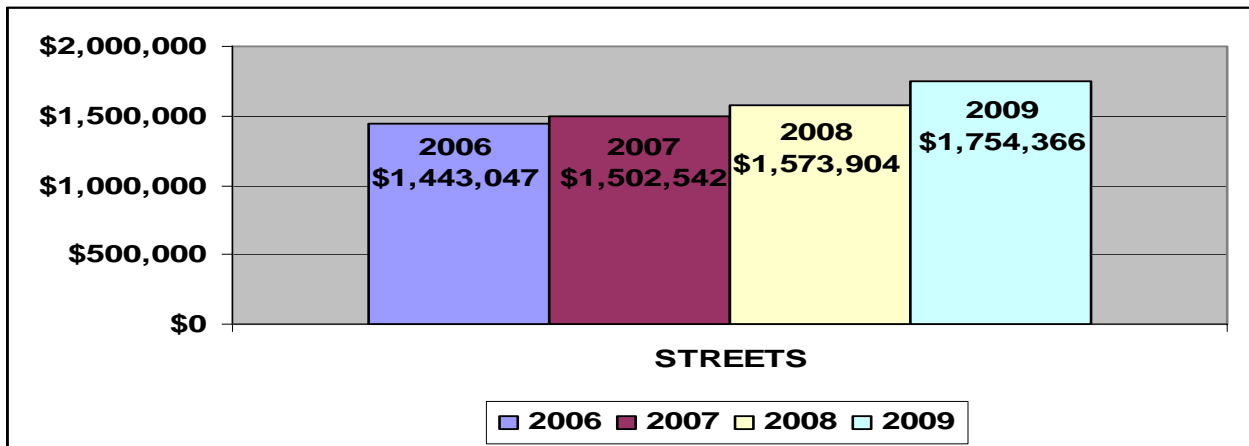
- Downtown Street Light Maintenance.
- Yard Waste Site Operations

2008 SIGNIFICANT ACCOMPLISHMENTS

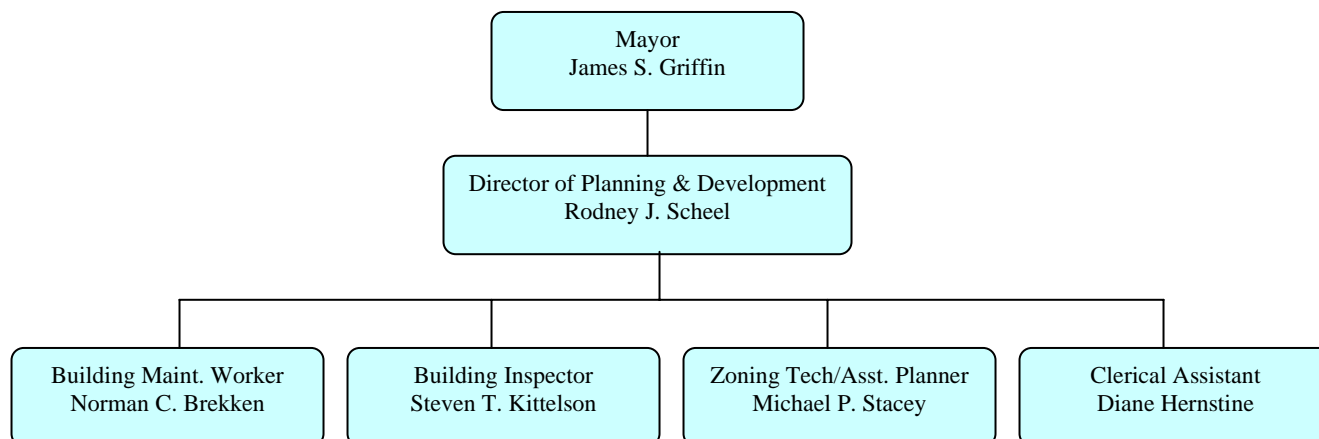
- Awarded \$13,000 Tree Inventory grant from WDNR.
- Awarded \$36,159 from Wisconsin Department of Transportation for Local Road Improvement Program.
- Awarded \$55,710 for Recycling Grant with Clerks Department
- Reimbursed \$30,317 from FEMA for Snow Declaration.
- Reimbursed \$35,309 from FEMA for Flood Declaration
- Providing Safe Travel during Record Setting Snowfall Season
- Planted 54 trees in city parkrows
- Removed 42 trees in city parkrows
- Pedestrian Bridge Re-Opens

2009 OBJECTIVES

- Fourth Street Dam Restoration Project.
- Paradise Pond Storm Water Improvements.
- Purchase Land for New Street Department Facility.
- Implementation of Tree Inventory.
- Transfer Yard Waste Drop Off Site to Street Department
- Organization and Prioritizing of Streets & Parks Department Projects



City of Stoughton Department of Planning & Development



PLANNING

PROGRAM DESCRIPTION

Comprehensively plans for the future physical development of the city using the City's Comprehensive Plan. Reviews and recommends plans, specifications, and alternative solutions to various projects and construction. Oversees construction of City improvements including storm water and sidewalk projects. Reviews plans, issues permits and inspects private improvements. Propose, and enforce ordinances and development regulations to facilitate orderly development in the City that ensures public safety and protects property values. Oversees the maintenance of City-owned buildings. City network administration.

PRODUCTS & SERVICES

- Comprehensive Plan, Land Division Regulations, and Zoning Ordinance
- Building Inspection Services
- Engineering oversight
- Code Enforcement
- Zoning Administration
- Storm water Management
- Building Maintenance
- City network administration

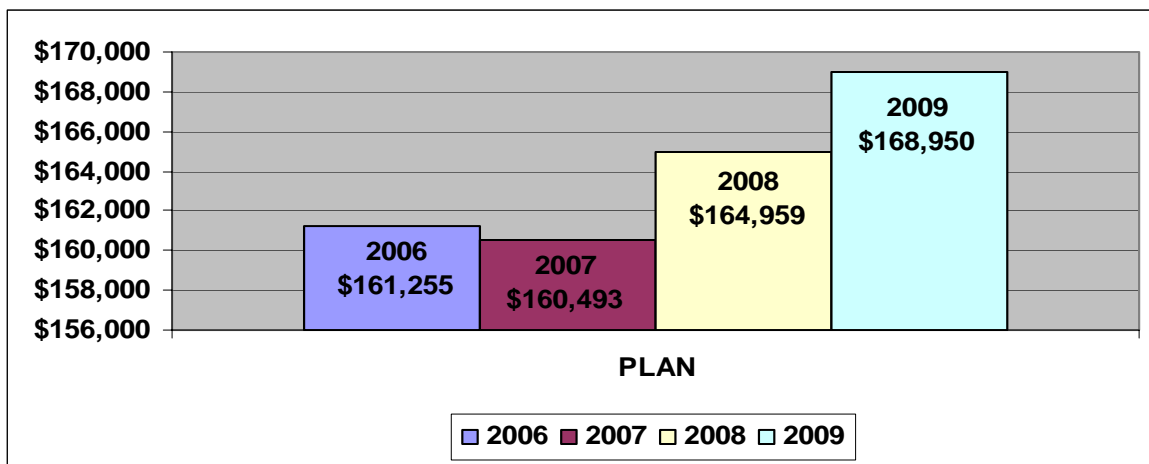
2008 SIGNIFICANT ACCOMPLISHMENTS

- Acted as the owner's representative for construction of the new Fire Station. This multiyear project allowed occupancy in April 2008.
- Engaged a consultant to assist with revising the City's Zoning Code and Subdivision and Platting Regulations to more accurately reflect the Comprehensive Plan.
- Final work was completed on our storm water on Hamilton Street that included new underground utilities and street improvements.
- Continued to provide staff support and prepare necessary research and reports for the following committees:
 - Plan Commission
 - Board of Appeals

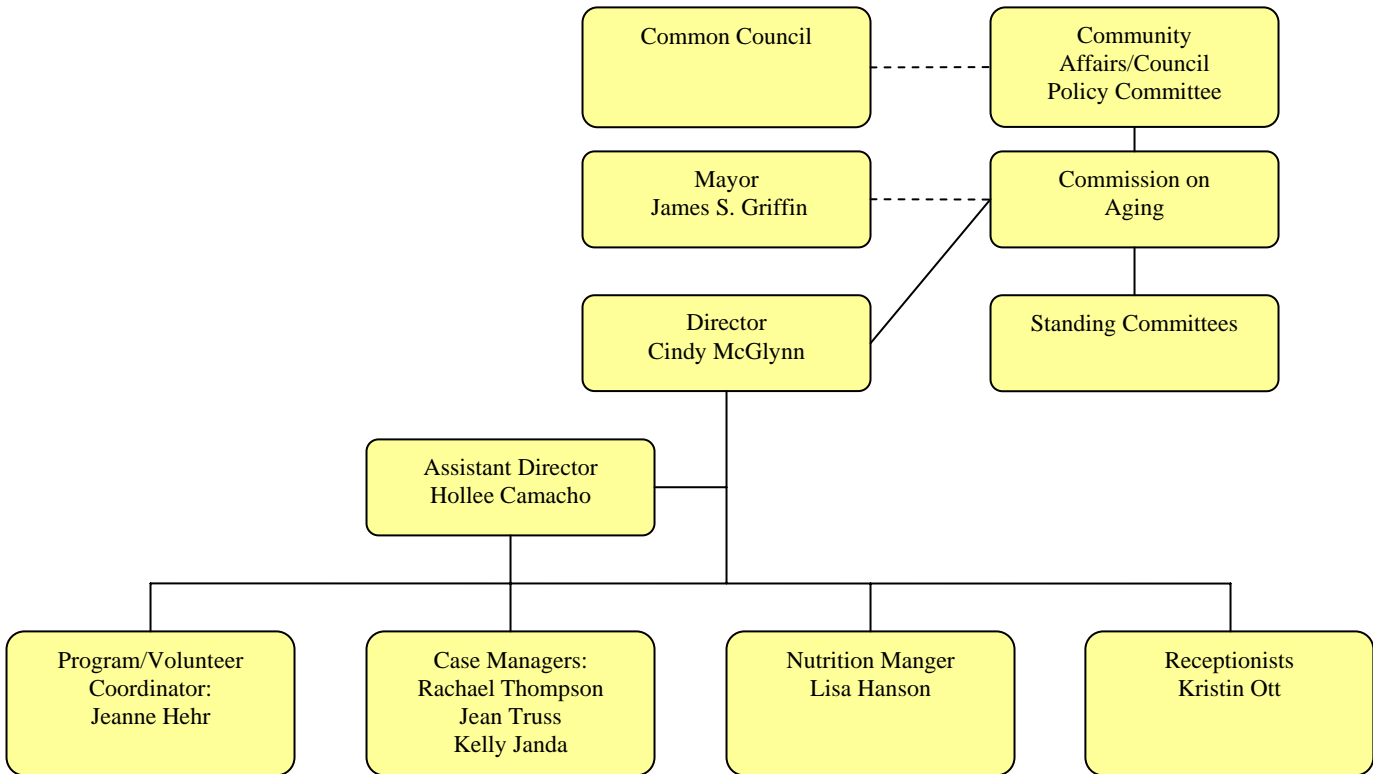
- Business Park North Committee
- Electrical Examining Board
- EMS Building AD HOC Committee
-

2009 OBJECTIVES

- Finalize the Zoning Code and Subdivision & Platting Regulation revision effort and implement new codes.
- Provide coordination, public involvement, design and construction management for the 2008 public works improvement projects
- Coordinate the approval process for the various expansion areas in the approved comprehensive plan. Work will include participation in negotiating the annexations, developer's agreements and technical standards for the developments. Nordic Ridge is anticipated to begin construction.
- Coordinate the storm water improvement projects for Stoughton



City of Stoughton Senior Center



SENIOR CENTER

PROGRAM DESCRIPTION

The Stoughton Area Senior Center provides services to older adults in the City of Stoughton and the Townships of Albion, Dunkirk, Dunn, Pleasant Springs and Rutland. The center coordinates, develops, supports and monitors programs and services for individuals over 55 years of age. The Stoughton Area Senior Center is dedicated to the enrichment of the lives of older adults and their families by providing diverse programs, social services and volunteer opportunities.

PRODUCTS & SERVICES

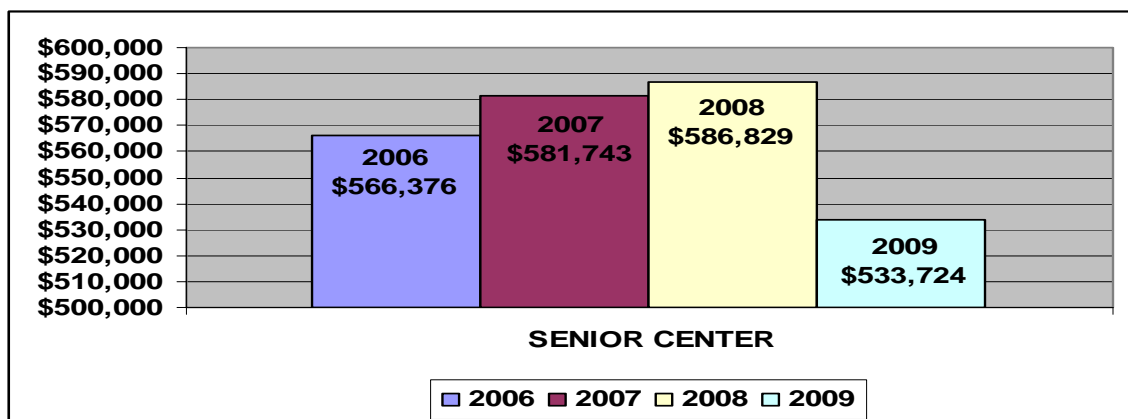
- Case Management
- Congregate Nutrition Site
- Home Delivered Meals
- Support Groups
- Loan Closet
- Foot Care Clinic
- Blood Pressure Screens
- Skill Development Programs
- Fitness & Wellness Programs
- Social & Recreation Programs
- Transportation
- Educational Programs
- Volunteer Opportunities
- Publications:
 - Yahara Senior News
 - Stoughton Area Guide for Senior Services
- Three targeted brochures
- Host services from other senior agencies:
 - UW-Extension Nutrition Program
 - Energy Assistance
 - Veteran's Affairs

2008 SIGNIFICANT ACCOMPLISHMENTS

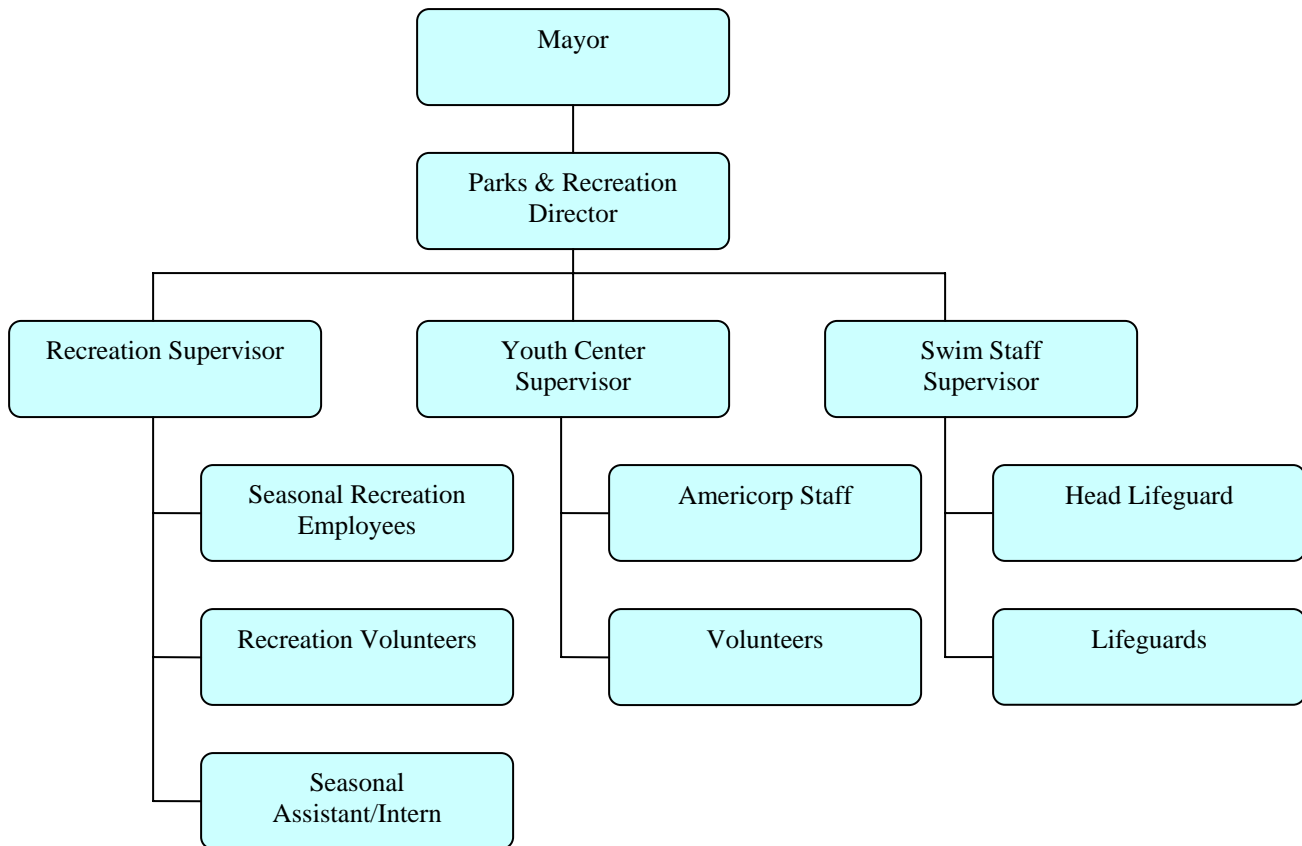
- Received state and national re-accreditation approval through the Wisconsin Association of Senior Centers (WASC) and the National Council on Aging (NCOA).
- Increased Case Management contacts by 40% in the last five years (2004, 12,463: 2008, 21,652 contacts).
- Trained all Senior Center participants to sign-in using our new MySeniorCenter database.
- Developed a Senior Center Service Organization Agreement and Service Organization Evaluation form.
- Established a home-chore volunteer partnership with the Stoughton High School Key Club.
- Hosted a Commission on Aging orientation, retreat and evaluation.
- Offered 39 M.A.T.C. classes at the Senior Center.
- Began a yoga class that quickly turned into a two-day offering due to high rate increase. Offered a beginner Tai Chi Class in addition to the long-standing more advanced class.
- Began a weekly Golf Group; it as well as the Lunch Bunch and Sheepshead groups have encouraged new demographic participation.
- Purchased a Nintendo Wii game system and beginning implementation of bowling and other sporting leagues.
- Hosted educational programs such as an annual Health Fair, a Social Security and Medicare Retirement Planning presentation, an informational-program on the upcoming Digital TV Change, a monthly Music Appreciation Series, a history lecture series, a six-week Powerful Tools for Caregivers course and two sessions of the HospiceCare facilitated Journey Through Grief support group program.
- Raised over \$1800 with cell phone recycle fundraiser program, in addition to fish boil, pork roast...
- Increased newsletter printing to 1,075 per month of which an average of 851 are mailed out.

2009 OBJECTIVES

- Revamp computer lab to offer Wi-Fi, two more computers and a reading machine
- Tabulate Case Management Statistics by using the MySeniorCenter database.
- Increase peer-to-peer volunteer participation and provide volunteer training to encourage volunteers, especially those delivering meals on wheels, to assist Case Managers with reporting client changes.
- Update volunteer handbook; Establish a Senior Center policy manual; Increase university intern participation.
- Schedule at least three intergenerational programs and develop ways to reach out to newly retired.
- Establish a foundation or endowment to fund a short fall or expanded programming needs for seniors.
- Seek representation to the Stoughton Area Senior Center's Strategic Planning Team
- Develop procedure for satisfaction surveys for all activities/classes as well as for Center in general.
- Review and recommend sound system and LCD projector on main level.



City of Stoughton Recreation Department



PARKS

PROGRAM DESCRIPTION

The Parks Department helps people play and enjoy life in a safe and happy environment. Currently the Parks Department maintains 122 acres of parks and conservation areas. The Parks Department provides maintenance for ball diamonds, shelters, swim pond, playground equipment, trails, flower boxes, tennis and basketball courts, bike track, and skate board complex.

PRODUCTS & SERVICES

- ❖ Softball and baseball field preparation and renovation.
- ❖ Water and Maintain Main Street Hanging Flower Baskets.
- ❖ Tree trimming and removal in City Parks.
- ❖ Assist in snow and ice removal from streets, alleys, parking lots and sidewalks.
- ❖ Cleaning park shelters
- ❖ Repairing and maintaining park shelters.
- ❖ Watering and weeding flower boxes at Division Street Park.
- ❖ Removing litter and trash from parks.
- ❖ Maintain Disc Golf Course.
- ❖ Groom and maintain 3.5 miles of trails.
- ❖ Mow 100+ acres of parks land.
- ❖ Prepare adult and youth flag football fields.

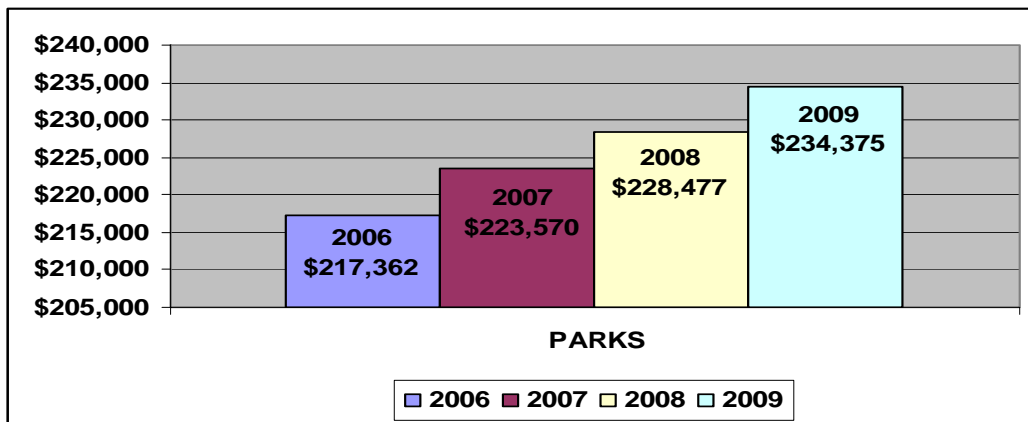
- ❖ Assist in planning of new parks.
- ❖ Mandt Park Swim Pond maintenance.
- ❖ Landscape maintenance in City Parks.
- ❖ Maintain Bike Park.
- ❖ Maintain Skate Park.
- ❖ Assist Fair Board during the Stoughton Junior Fair.
- ❖ Assist Chamber during Syttende Mai.

2008 SIGNIFICANT ACCOMPLISHMENTS

- ❖ Oak Knoll Baseball Diamond Infield Restoration.
- ❖ Norse Park tennis court and basketball court asphalt resurfacing project.
- ❖ Modifying Softball field into a baseball field at Racetrack Park.
- ❖ Re-roof project on Division Street Boat House roof.
- ❖ Installation of new steel doors at Norse Park Shelter.
- ❖ Assemble and place 9 new expanded metal picnic tables in City Parks.
- ❖ New shelter at West View Ridge Park.

2009 OBJECTIVES

- ❖ Replace lighting fixtures on Field 1 at Racetrack Park
- ❖ Softball field renovation at Racetrack Park and Mandt Park.
- ❖ Bike Park renovation.
- ❖ Install security cameras at Bjoin Park.
- ❖ Continue to develop West View Ridge Park.
- ❖ Color coat and stripe Norse Park tennis and basketball courts.



RECREATION - YOUTH CENTER

PROGRAM DESCRIPTION

The Parks and Recreation department is responsible for the administration of all recreation programs, the development of parks and the operation of the Youth Center and Mandt Park Swimming Pool. The initiative for growth in programming comes directly from citizen requests. Recreation administration is funded by tax dollars, but direct program expenses are supported by a variety of user fees. The department works closely with community groups and organizations to promote, deliver, and administer a comprehensive leisure services program.

PRODUCTS & SERVICES

- Enrichment programs for youth.
- Youth and adult sport leagues.
- Youth and adult recreation instruction programs.
- Volunteer opportunities.
- Quarterly promotion in Tower Times as well as two brochures each year.
- Coordinate and cooperate with other community sports/recreation providers.

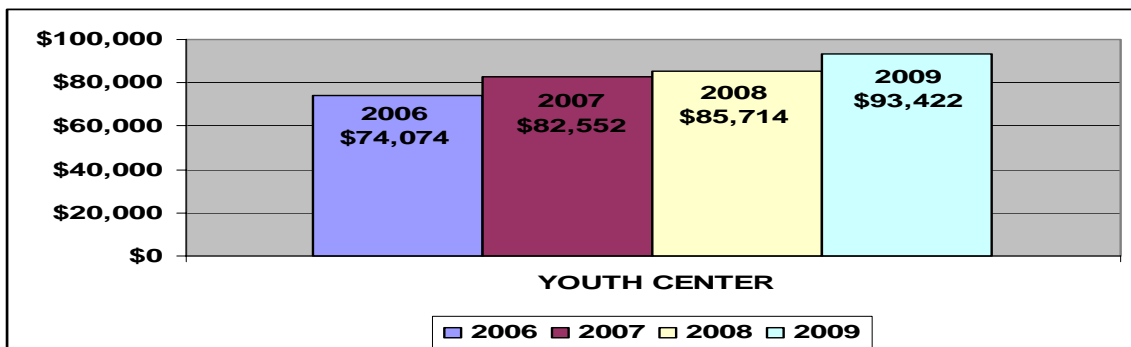
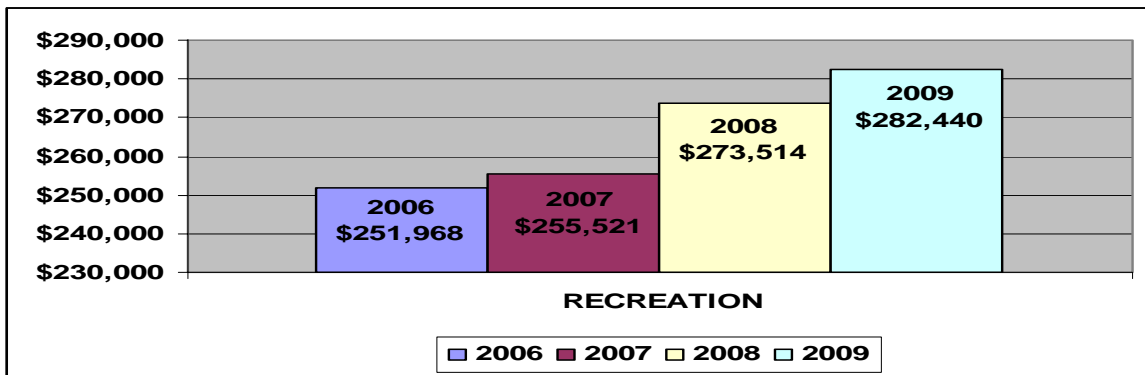
- Participation in the WPRA Discount Ticket Program.
- Mandt Park Swimming Pool
- Stoughton Youth Center
- Parks development

2008 SIGNIFICANT ACCOMPLISHMENTS

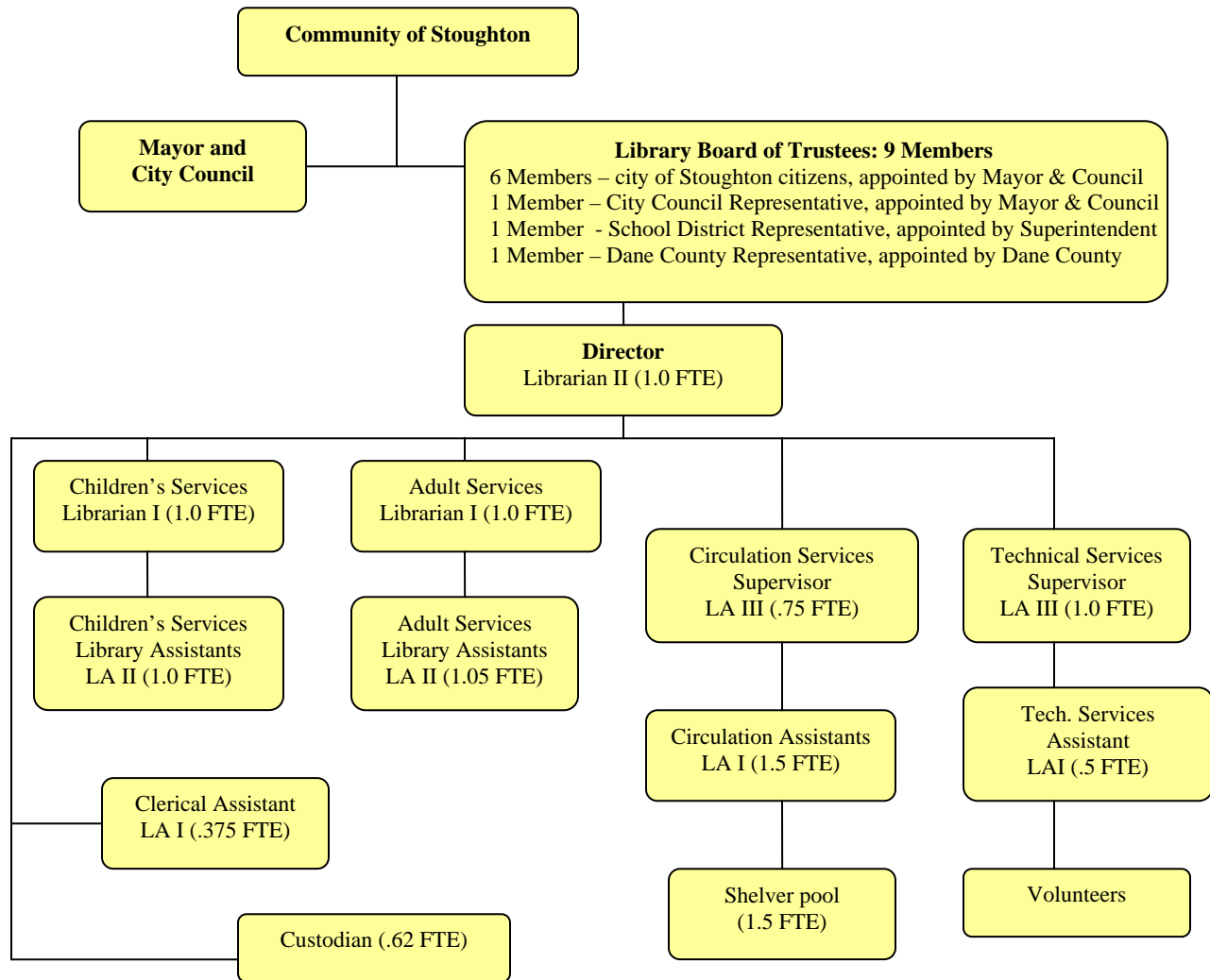
- Received \$500 USTA Tennis Grant for rackets and lesson supplies
- Received \$500 Grant for WPPI for tree planting at Westview Ridge Park.
- Resurfaced Norse Park Tennis and basketball courts.
- Merged the Youth Center operation with the Recreation Department saving the City \$49,000.
- Continued to grow the use of the City website by program participants. All registration forms, league updates are available on-line. Purchased ActiveNet web based registration program for use in 2009.
- Youth Center received over \$14,000 in donations in 2009

2009 OBJECTIVES

- Create opportunities for expanding the Youth Center attendance with more varied program offerings.
- Establish a stronger financial base for continued operation of the Youth Center.
- Expand programs for HS age students.
- Reach out to neighboring communities for cooperation and promotional opportunities to enhance revenues and create more program options.
- Complete work on the South St/Victorian Park in the spring.
- Explore the placement of fish cribs in the Yahara River. Create a fishing program using volunteers from the Senior Center.
- Develop the parkland at Roby/Page for passive use.
- Work closely with other City staff to offer the highest quality services to our citizens.
- Complete the Impact Fee study and come to resolution on how the City interacts with developers.



Stoughton Public Library



LIBRARY

PROGRAM DESCRIPTION

It is the mission of the Stoughton Public Library to educate, enrich, and empower our community. The Stoughton Public Library provides resources and services to fulfill the informational, educational, and recreational needs of all community members. The library provides free and timely access to information, encouraging lifelong learning for the citizens of Stoughton and surrounding communities. The library upholds the principles of intellectual freedom and provides information and materials which reflect all points of view. The library serves people of all ages at all levels of need with access to and guidance in using its services and materials through a professionally trained staff, effective use of technology, and a broad array of programs in a welcoming, safe, comfortable and up-to-date facility. The library informs the community of these services through an active public relations program.

PRODUCTS & SERVICES

- Maintain and develop a diverse collection of materials in a wide variety of formats for persons of all ages.
- Encourage literacy, reading, and learning through services for children including age appropriate baby, toddler, and preschool story times and programs for children, parents, and caregivers.

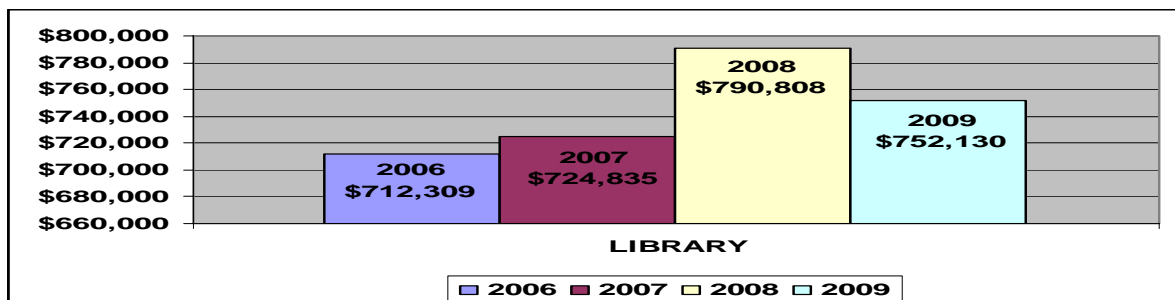
- Offer educational, recreational, and informational programming and materials for adults and teens.
- Provide timely, accurate and useful information in both print and non-print format to meet the needs of all people in the community.
- Assist people of all ages in meeting their lifelong learning objectives through collection development and maintenance, reference and research assistance.
- Provide community members with access to high speed internet and wireless internet in the library and access to online reference and research databases from their personal computers.
- Provide a well maintained, safe, and up-to-date gathering space and community place for all ages.

2008 SIGNIFICANT ACCOMPLISHMENTS

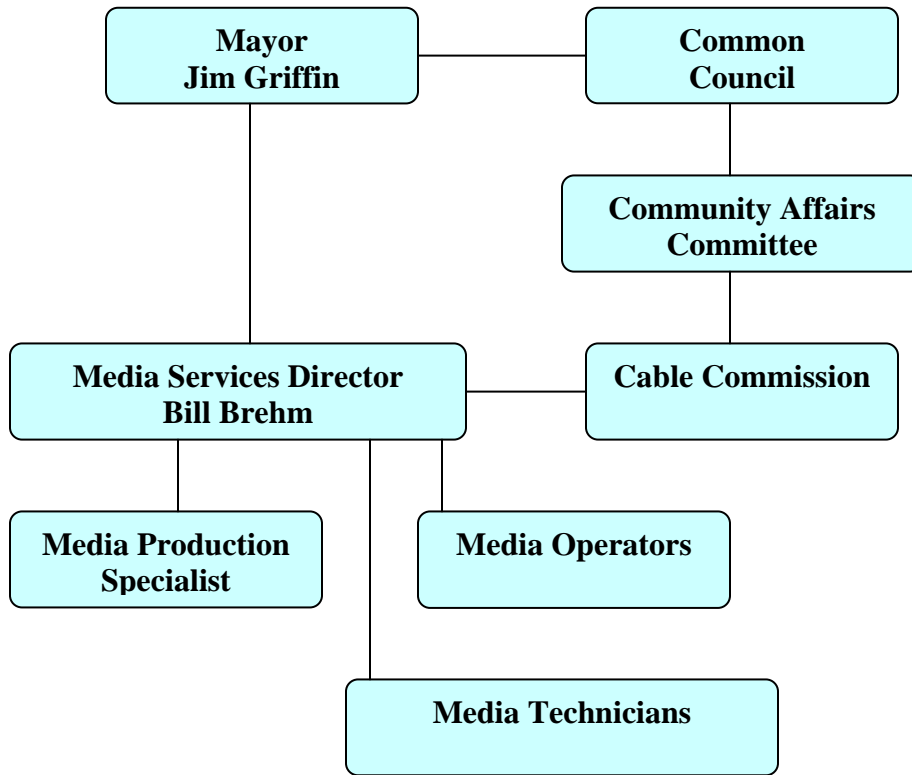
- 160,642 library visits in 2008 with an average of 81 items checked out and 48 people in the facility each open hour of 2008. Circulation of materials increased 9.57% over 5 years ago.
- Trained library professional staff assisted community members with 15,366 reference, research, and technology questions in 2008, a 45% increase over 2007.
- Renovated Children’s Area of library, making the space clean, up-to-date, welcoming, and functional for library patrons, fully funding this renovation through donations.
- Added early literacy computer workstations for children and families to access age appropriate skill building computer programs.
- Provided access to and assistance in utilizing numerous online databases including ReferenceUSA for businesses, NoveList for fiction readers, EbscoHost for researchers, Learning Express for exam preparation and study skill development, and Overdrive for downloadable audiobooks.
- Maintained regularly updated website offering community portal and pathfinders to online information.
- Empowered library patrons to check out materials through the addition of one Express Check workstation.
- Conducted Summer Library Programs with 499 children and 63 teens participating and over 400 volunteer hours donated by young adults.
- Offered a full range of year round programs and services for babies, toddlers, preschoolers, and children.
- Facilitated a monthly adult evening book discussion series and spring Friends of the Library gardening series.
- Hired a Library Director to replace retiring Director and Adult Services Librarian to fill the vacated position.

2009 OBJECTIVES

- Renovation of Circulation Area of library to offer the community an up-to-date facility, meet community requests for open holds and express checkout, and maximize staff efficiency to enhance customer service.
- Provide a safe, clean, and comfortable facility with sufficient staffing to monitor and assist community on four floors of public access space, open 6 days and 64 hours each week providing service to the community in person, via telephone, and on-line.
- Enrich, educate, and empower the community by continuing to offer a full range of programs, services, and collections for community members of all ages and all abilities.
- Participation in migration to a new Integrated Library System with South Central Library System staff.
- Preserve Stoughton’s cultural heritage through Kvamme Local History Library.



City of Stoughton Media Services Department



MEDIA SERVICES

Media Services Department

The City of Stoughton Media Services Department manages the operation of WSTO-TV, the cityofstoughton.com website, and both wired and wireless telecommunications technologies and services for all City staff and buildings.

The Media Services Department also provides video production, technology support, and multi-media production/duplication for all City agencies as well as local and county-wide businesses, community organizations, and individuals.

Additionally, the Director of Media Services serves as the Public Information Officer for the City - providing a point of contact for media outlets and distributing press releases regarding local events and services.

WSTO-TV

WSTO is the City of Stoughton and surrounding townships' municipal access television station, representing all three letters in the PEG (Public, Education, and Government) concept of cable access television programming. WSTO has a community driven mission and works to provide top-quality, local programming at a state of the art level.

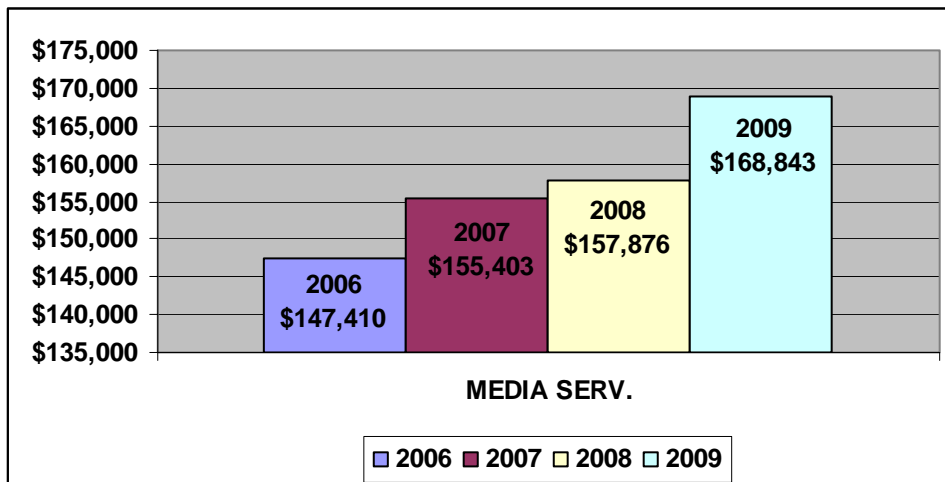
WSTO programming includes complete coverage of all Stoughton City Council, Planning Commission, and School Board meetings as well as public hearings, public policy forums and other government meetings. Each week WSTO also produces a wide variety of LIVE and taped community programs including Stoughton Area School District sports, informational talk shows, musical programs, weekly magazine programs, and coverage of local cultural events, parades, and social gatherings.

WSTO makes use of fully automated playback systems and operates on a 24-hour, 7-day-a-week basis. WSTO is a small format station and operates two television studios equipped with broadcast quality digital cameras, several non-linear edit suites, and a remote production vehicle.

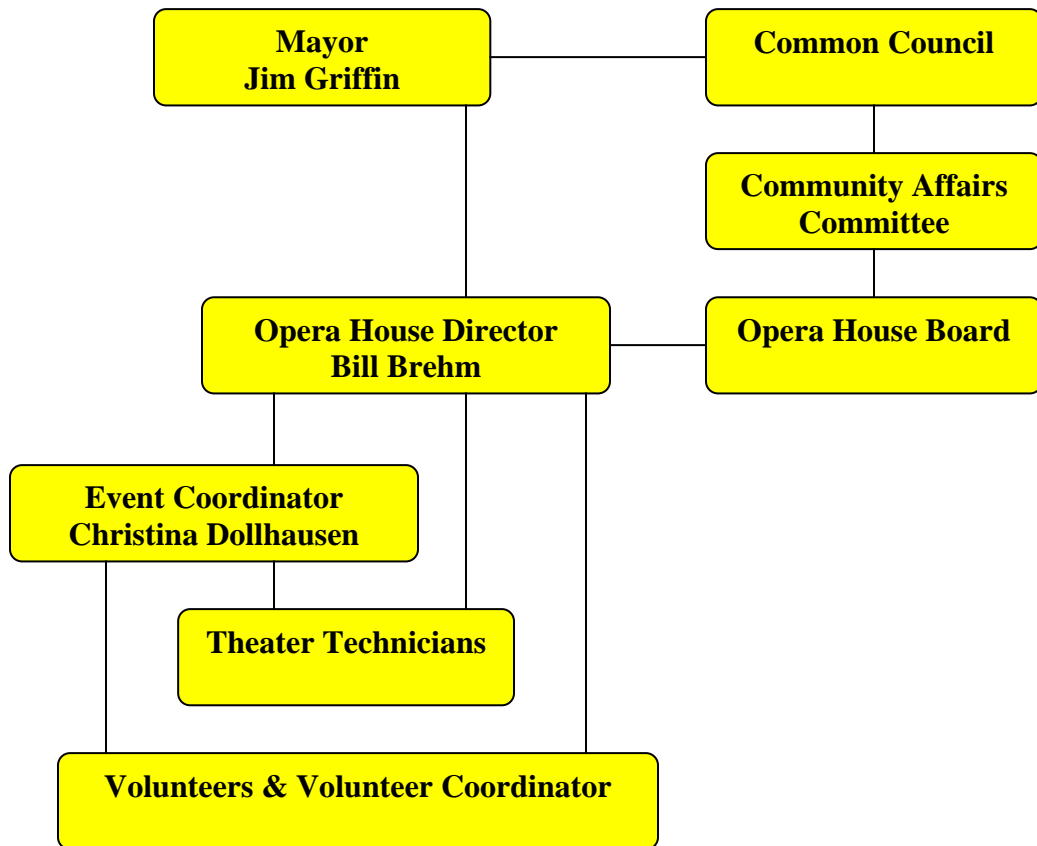
Funded through a State of Wisconsin negotiated franchise agreement with Charter Communications, WSTO is carried on channels 98 and 981 - reaching every cable subscriber in the City of Stoughton, the surrounding Townships and the southern third of the City of Madison. In addition, programming can be viewed real-time or on demand via the world wide web at wsto-online.com.

Media Services Personnel

Director of Media Services - Bill Brehm
Media Production Specialist - Derek Westby
Part-time Administrative Support - Christina Dollhausen
Part-time Media Operators & Technicians



City of Stoughton Opera House



OPERA HOUSE

Stoughton Opera House

381 E Main Street

Telephone (608) 877-4400

www.stoughtonoperahouse.com

Mission: The Stoughton Opera House is an integral part of the community, providing a wide range of high quality cultural experiences in a restored Victorian theater.

Since its grand re-opening in February of 2001, the Stoughton Opera House has become a cultural center and focal point for the community of Stoughton. The Opera House has and will continue to contribute to the economic vitality of the city while providing the citizens of Stoughton and surrounding communities with a variety of arts, cultural, and educational events.

The events in the Opera House serve the people of Stoughton by providing a cultural outlet, a tourist attraction, and a place to gather. Constituents may take part in the offerings of the Opera House either as an audience member, a volunteer, or as an event producer.

In an effort to bring cultural programming to Stoughton, the Opera House Event Coordinator and Managing Director contract professional artists who are recognized locally and/or nationally.

Some programs fulfill the public service mission, others are educational in the nature, and still others are opportunities to elevate the Opera House's visibility in the arts community.

Besides regular series programming, the Opera House also offers its space for rental by outside groups to hold Weddings, Performances, Recitals, Meetings, Trainings, Public Service Events (free to the public – may be entertaining or educational/informational in focus), and Fundraising Events. As a representation of its historical background, the Opera House holds Open Houses during local festivals and events and is available for tours...both by drop-in and appointment for individuals or groups throughout the year.

In a venue like the Opera House, it is not expected that all money will be made from ticket sales; usually everything is budgeted with the understanding that other funding is necessary to make the venue and the performances successful. This can mean income from rentals, donations, membership programs, grants, corporate sponsors, and a variety of other types of support.

Opera House Box Office Hours:

Monday – Friday 9 am – 4 pm (August 1st - May 15th)

Summer Hours - call for an appointment

Personnel

Managing Director – Bill Brehm

Event Coordinator – Christina Dollhausen

Part-time Technicians and many many volunteers!