

2014 ADOPTED BUDGET



Town of Menasha

ADMINISTRATION

Statement of Purpose:

The purpose of Administration is to coordinate the functions of all departments consistent with the policies established by the Town Board and laws of the State and Federal governments. This program includes provision of legal counsel to the various Town boards, commissions and committees.

Program Description(s):

Administration is responsible for the daily operations of municipal government through the Administrator in conjunction with support staff and legal counsel. This includes, but is not limited to: research, coordination and resolution of matters that originate from the Board of Supervisors, employees, residents, other jurisdictions, municipalities, attorneys and others. Administration also facilitates communications between citizens and municipal government. This department monitors local, county, state and federal legislation and administrative codes for potential impact on the municipality. The Administrator represents the municipality in matters involving legislative and intergovernmental affairs, coordinates preparation of and administers the annual budget, administers personnel policies and collective bargaining agreements, coordinates legal defense against all suits, reviews ordinances, resolutions and recommends amendments to same.

2013 Program Accomplishments:

- 1 The Town continued to monitor border agreements with the Cities of Menasha and Appleton.
- 2 In 2013, the Town was able to maintain its level of service without the need for exceeding the state mandated levy limit placed on the budgets of municipal governments.
- 3 The Town continued to work toward meeting the Wisconsin Department of Natural Resources NR 151 requirements for reaching Total Suspended Solids (TSS) reductions.
- 4 A program for Supervisory Employee training continues to be in the works.
- 5 Employee in-house training continues to be a priority, however; staffing levels continue to create challenges in both providing the training and staff availability for the training.
- 6 The updating of the personnel policy manual and creation of an employee handbook is in progress and will be undergoing department head review prior to bringing them before the Personnel Committee and Town Board.
- 7 One employee attended the annual Midwest HTE Users' Group conference to gain valuable information relating to technology.
- 8 The Town continued to lobby our state legislators for the upgrade to the Highway 10/441/41 interchange. The project has been placed on the list of upcoming projects and is currently scheduled to start in fall 2014.
- 9 The Town completed an employee compensation study to review employee wages, benefits, and job descriptions. A new employee performance evaluation system was also created.

2014 Program Goals & Objectives:

- 1 Continue working toward a state sanctioned border agreement with the Cities of Menasha, Appleton, and Neenah; protecting existing property owners from annexation and creating a method of property transfer that is definable, proportionately fair in any given year, allows easily administered transfers and provides the eventuality of transfers toward efficient spatially related service provision.
- 2 Implement and administer the 2014 budget by staying within strict levy limit requirements as directed by the latest biennial state budget.
- 3 Evaluate and update, with the Board, the Stormwater Management Plan regarding the implementation of particulate (TSS) reduction and flood control measures.
- 4 Provide semi-annual training for supervisory employees on subjects that enhance managerial abilities.
- 5 Continue quarterly all employee in-house training to improve technical skills and productivity.
- 6 Implement the new employee compensation plan for all non-represented employees, as well as, the new employee performance evaluation system.
- 7 Complete the re-write of the Personnel Manual and create an employee handbook.
- 8 Maintain the number of employees attending the Midwest HUG conference that provides lab sessions for use of various HTE programs and provide no less than two weeks of onsite or on-line training to maximize our utilization of this software.
- 9 Continue finding ways to work with State officials toward completion of the Highways 10/441/41 interchange.

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-480.03-01	NEWSLETTER ADS	0	0	0	0	0	0	0	
101-5100-491.02-05	TRANS FROM NEWSLETTER ADS	0	0	0	0	0	0	0	
	TRANSFER ASSIGNED BALANCE - ADMIN	0	0	0	100,000	0	25,000	85,000	(15.00%)
	Subtotal (Program Revenues)	0	0	0	100,000	0	25,000	85,000	(15.00%)
	<i>Undesignated Rev. to Balance</i>	<i>40,621</i>	<i>46,524</i>	<i>37,223</i>	<i>43,328</i>	<i>3,932</i>	<i>43,152</i>	<i>47,676</i>	<i>0.00%</i>
	<i>LEVY to Balance</i>	<i>166,648</i>	<i>179,619</i>	<i>149,435</i>	<i>181,047</i>	<i>122,507</i>	<i>178,610</i>	<i>194,952</i>	<i>0.00%</i>
	TOTAL REVENUE:	207,269	226,143	186,658	324,375	126,439	246,762	327,628	1.00%

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	7/3/1905 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-522.02-15	LEGAL COUNSEL - General	42,415	55,844	22,462	45,000	22,917	45,000	45,000	0.00%
101-5100-523.02-15	LEGAL COUNSEL - Labor	15,494	12,781	8,060	11,904	3,478	10,000	11,904	0.00%
	LEGAL-GENERAL	57,909	68,625	30,522	56,904	26,395	55,000	56,904	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2012/2013
101-5100-530.01-10	SALARIED	86,671	91,063	93,597	95,008	61,355	94,971	97,155	2.26%
101-5100-530.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5100-530.01-21	HOURLY OT/NON-REPR	0	0	45	0	0	0	0	
101-5100-530.01-22	HOURLY/NON-REPR./P.T.	5,914	7,498	7,830	8,103	5,120	7,908	8,338	2.90%
101-5100-530.01-31	FICA	6,838	7,329	7,546	7,667	4,910	7,650	8,994	17.31%
101-5100-530.01-32	WI RETIREMENT	10,111	8,925	6,018	6,857	4,421	6,841	8,435	23.01%
101-5100-530.01-45	INTERN	0	0	0	0	0	0	0	
101-5100-530.01-51	MEDICAL INSURANCE	14,538	14,723	14,791	15,876	10,052	15,870	15,806	(0.44%)
101-5100-530.01-52	DENTAL INSURANCE	859	820	829	850	513	828	850	0.00%
101-5100-530.01-53	GROUP LIFE/DISAB INS	766	701	707	718	403	701	719	0.14%
101-5100-600.01-97	UNEMPLOYMENT COMP	0	2,445	869	1,500	0	1,000	1,000	(33.33%)
101-5100-530.02-10	PROF SERVICE/CONTRACTED	0	0	30	100,000	0	25,000	85,000	(15.00%)
101-5100-600.02-12	EMPLOYEE ASSISTANCE PROG	2,699	2,780	2,863	2,949	2,893	2,893	2,980	1.05%
101-5100-530.02-17	EQUIP RENTAL/CONTRACTED	2,795	2,779	2,779	2,779	2,084	2,779	2,779	0.00%
101-5100-530.02-40	REPAIR/MAINT SERV/OTHER	2,156	1,744	3,276	2,200	1,300	2,600	2,200	0.00%
101-5100-600.02-93	DRUG AND ALCOHOL TESTING	0	0	0	0	0	0	0	
101-5100-530.03-10	OFFICE EQ/SUPPLIES & EXP	90	121	27	245	0	245	245	0.00%
101-5100-530.03-20	SUBSCRIPTIONS & DUES	947	1,016	1,082	1,378	1,046	1,378	1,378	0.00%
101-5100-530.03-30	MILEAGE/MEALS/LODGING	278	821	847	2,210	197	2,210	2,210	0.00%
101-5100-530.03-35	TRAINING	878	1,053	430	1,535	546	1,535	1,535	0.00%
101-5100-530.03-41	POSTAGE	17	32	156	35	0	35	35	0.00%
101-5100-530.03-43	EMPLOYEE RECOGNITION	1,147	1,198	1,191	1,200	181	1,200	16,200	1250.00%
101-5100-530.03-55	VEHICLE MAINTENANCE	0	0	0	0	0	0	0	
101-5100-530.03-97	RISK MANAGEMENT	2,072	530	2,031	5,525	2,288	5,525	4,525	(18.10%)
101-5100-600.03-13	NEWSLETTER/Printing	7,591	8,947	6,199	7,843	2,735	7,600	7,600	(3.10%)
101-5100-600.03-98	PERSONNEL RECRUITMENT	0	0	0	0	0	0	0	
101-5100-600.08-53	VEHICLES (CAP)	0	0	0	0	0	0	0	
101-5100-530.08-55	CAPITAL REPLACEMENT FUND	2,993	2,993	2,993	2,993	0	2,993	2,740	(8.45%)
	ADMINISTRATION	149,360	157,518	156,136	267,471	100,044	191,762	270,724	1.22%
	TOTAL EXPENDITURES	207,269	226,143	186,658	324,375	126,439	246,762	327,628	1.00%

NOTES:

- 1 **101-5100-530.01-10** In the interest of accurately reporting costs to given services, the Administrator and Administration Assistant salary splits between General Fund, Utility and Storm Utility are 55%, 30%, 15% and 85%, 10%, 5%, respectively.
- 2 **101-5100-530.01-22 Hourly/Non-Represented** - Deputy Clerk wage split is 57% Clerk, 28% Admin, 10% Utility, 5% Storm Utility.
- 3 **101-5100-600.01-97 Unemployment** - \$1,000 State's assessment for borrowing unemployment funds from the federal government.
- 4 **101-5100-530.02-10 Professional Service/Contracted** - We continue to 'carry-over' \$75,000 for defense of border related inter-municipal disputes, and an additional \$10,000 has been budgeted in 2014. Specifically, if we wanted or had to file for incorporation to block an annexation petition, we would be charged \$25,000 by the Wisconsin Department of Administration. Also, it should be noted that any incorporation petition is subject to ratification by a referendum. The remaining \$60,000 has been budgeted for further incorporation efforts to include legal, publication, engineering, court costs and other associated costs.
- 5 **101-5100-530.02-40 Repair & Maintenance** includes costs for the color copier.
- 6 **101-5100-530.03-30 and 101-5100-530.03-35 Miles, Meals, Lodging & Training** - This includes the International City/County Management Association 100th Annual Conference, which is out of state. Also included is attendance of one employee to the Midwest HTE Users' Group in Illinois. This will likely be the Administrative Assistant/Human Resources Coordinator to attend labs on Payroll and Human Resource software.
- 7 **101-5100-530.03-43 Employee Recognition/Awards** - This account is for employee recognition (\$1,200), including the Significant Employee Performance Recognition Award Program (\$15,000).
- 8 **101-5100-530.03-97 Risk Management**

This account includes:

WI Safety Council & National Safety Council annual dues	340
Fox Valley Safety Council Dues	50
New and Revised DCOMM/OSHA compliance policies; training and review	2,000
Safety Training & Seminars for Safety Committee Members	225
Annual Safety Training / Implementation	500
Safety Posters Program (NSC)	100
End of Year Safety Luncheon	350
Quarterly safety contest prizes - \$25 per quarter	100
<u>OTHER:</u>	
In-Service Workshops	500
WI Emergency Management Annual Fee	360
	\$4,525

ASSESSOR

Statement of Purpose:

The Town of Menasha Assessor's Office is responsible for the valuation, using the assessment process, of all real and personal property located within the Town of Menasha for property tax purposes. The established local assessed value is used by the Town of Menasha, the local school districts, Winnebago County, Fox Valley Technical College, and The State of Wisconsin to calculate and levy property taxes. The assessed value is also used for calculating various shared revenues, aides, financing limits, and financial pro formas for bonding. The assessment process consists of the three basic procedures of discovery, listing and valuation. Often the assessment process is thought of only in terms of valuation, but an assessment cannot even begin until it is known that certain assessable property exists (discovery) and that property data is collected and recorded (listing). Therefore, discovery and listing forms the foundation upon which all assessed values must rest. In general, property owners are not required by law to report their holdings to the Assessor; the responsibility of discovering assessable real estate and business personal property rests entirely with the Assessor. It is the Assessor's responsibility to ensure fair and equitable assessments throughout the Town, preparation and delivery of forms required by the Department of Revenue, preparation of annual assessment roll, and preparation of statistical analysis necessary to support and adjust changing market conditions. The Assessor's Office provides an ad valorem tax base for which the Town levies the budget against (less revenue from other sources). The Assessor's Office also generates additional revenue through exempt computer assessments and the mobile home parking permit fees. Performance of the Assessor's Office directly reflects the financial capacities of the Town of Menasha. Department activities consist of both field and office functions. The Assessor's Office has also taken on the task of property acquisition for town right-of-way projects and for stormwater utility ponds.

Program Description(s):

Field Functions(Discovery & Listing)

Field functions consist of viewing and documenting all of the construction occurring during the year in the residential, commercial, and agricultural classes. This includes analysis of structural and any location value-determining factors, onsite annual review and valuation of all mobile home parking permits and personal property accounts.

Office Functions(Valuation)

Office functions include: sales analysis and dispersion studies to determine market trends; cost studies as evidenced by current construction activities; notification to property owners of assessment changes; determination of property tax exemptions; assistance in Board of Review appearances; maintenance of approximately 7,838 properties, 733 personal property accounts and 313 mobile home parking lots; provide a service of information to all Town residents, including real estate broker and appraiser inquiries. Creation of the assessment roll and Uniform Standard of Professional Appraisal Practice Report. Defend assessed values for the Town during assessment appeals that proceed beyond the Board of Review hearings.

2013 Program Accomplishments:

- 1 Completed the 2013 Assessment Roll with a total value of \$1,253,920,100 for local value and an estimated \$207,643,300 for manufacturing value*
- 2 Created monthly Assessment Rolls for the three mobile home parks for the monthly parking permit fee.
- 3 Created and maintained a database through Market Drive (Computer Assisted Mass Appraisal Software) for the locally assessed personal property.
- 4 Assessed a value of \$36,465,522 for exempt computers

2013 Program Accomplishments (cont):

- 5 Created the 2013 Assessment Roll to comply with the Uniform Standards of Professional Appraisal Practice standards according to the Wisconsin Property Assessment Manual (WPAM)
- 6 Wrote and published the Annual Assessment Report.
- 7 Created and filed with the Department of Revenue the mandatory reports and documentation for assessment and equalization procedures.
- 8 Defined and valued a multitude of Town owned Fixed Assets for the Finance Department (Temporary Easements, Permanent Easements, and Fee Simple)
- 9 Coordinated the Appraisals and Acquisition for the E. Shady Lane Reconstruction
- 10 Filed the Right of Way Plat, easements and fee simple property acquisitions for the E. Shady Lane Road Reconstruction.
- 11 Negotiated and purchased the E. Shady Lane stormwater pond.
- 12 Coordinated the purchase of Lot 42 of Sterling Heights Subdivision for stormwater purposes.
- 13 Aided in the purchase of the additional Schildt Park Property.
- 14 Staff photographed the necessary improved parcels to fulfill the Wisconsin Department of Revenue Electronic Records Mandate. (2013 budget designated a contractor to complete this task)
- 15 Negotiated a settlement with the WI Dept of Revenue and Kimberly Clark to the Wisconsin Tax Appeals Commission.
- 16 Received and defended an excessive assessment appeal from Palisades Properties Inc. for 44 vacant condominium parcels.
- 17 Received and created defense for State Board of Assessor's appeal by Hayes Manufacturing.
- 18 Assessment Technician obtained the Assessment Technician Certification via the Wisconsin Department of Revenue Assessment Technician certification examination.
- 19 Assesment Technician attended and successfully completed the International Association of Assessing Officers course 101.
- 20 Assessor declared candidacy for the Residential Evaluation Specialist designation from the International Association of Assessing Officers.

**Note: Numbers are prior to completion of the Board of Review*

2014 Program Goals & Objectives:

- 1 To incorporate updates to Market Drive, a CAMA (Computer Assisted Mass Appraisal) software for the Assessor's Office, to provide information on the internet to owners, realtors and appraisers
- 2 Complete the 2014 Assessment Roll to comply with the Uniform Standards of Professional Appraisal Practice standards according to the Wisconsin Property Assessment Manual(WPAM)
- 3 Write and publish the mandatory 2014 Uniform Standards of Professional Appraisal Practice Report.
- 4 Staff to start a full value maintenance reassessment cycle.
- 5 Assessment Technician to attend and successfully complete the International Associations of Assessing Officers Course 102
- 6 Assessor to attend and successfully complete the 2 day Uniform Standard of Professional Appraisal Practice Class or International Association of Assessor Officers Course 151
- 7 Continue to implement the changes made to Wisconsin Property Assessment Law
- 8 Continue to provide property consulting and acquisition management to the Stormwater Commission and other Town operations
- 9 Organize an adhoc committee to research a long term plan to facilitate the needs of the Town's future reassessment practices

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	4,667	4,013	4,093	4,000	2,877	5,500	5,333	33.00%
101-5200-492.09-00	TRANS FR ASSIGNED BALANCE	0	0	0	20,000	0	0	0	(100.00%)
	Subtotal (Program Revenues)	4,667	4,013	4,093	24,000	2,877	5,500	5,333	(77.78%)
	<i>Undesignated Rev. to Balance</i>	<i>40,618</i>	<i>20,847</i>	<i>20,951</i>	<i>23,633</i>	<i>2,279</i>	<i>21,605</i>	<i>24,327</i>	<i>2.94%</i>
	<i>LEVY to Balance</i>	<i>166,639</i>	<i>80,485</i>	<i>84,109</i>	<i>98,751</i>	<i>70,994</i>	<i>89,425</i>	<i>99,475</i>	<i>0.73%</i>
TOTAL REVENUE:		211,924	105,346	109,153	146,384	76,150	116,530	129,135	(11.78%)

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-580.01-10	SALARIED	63,057	58,586	59,691	61,493	38,380	61,470	62,882	2.26%
101-5100-580.01-24	HOURLY/GENERAL UNION	45,430	0	5,261	8,400	4,395	8,658	8,762	4.31%
101-5100-580.01-25	HRLY. OVERTIME/GEN UNION	295	0	0	0	0	0	0	
101-5100-580.01-31	FICA	8,054	4,257	4,739	5,110	3,125	5,128	5,241	2.56%
101-5100-580.01-32	WI RETIREMENT	10,982	5,343	3,853	4,648	2,845	4,664	5,015	7.90%
101-5100-580.01-51	MEDICAL INSURANCE	61,598	16,527	16,602	17,744	10,827	17,741	17,688	(0.32%)
101-5100-580.01-52	DENTAL INSURANCE	1,606	828	831	853	496	828	853	0.00%
101-5100-580.01-53	GROUP LIFE/DISAB INS	901	508	509	518	285	505	518	0.00%
101-5100-580.02-10	PROF SERVICE/CONTRACTED	17,313	15,541	15,578	43,800	14,924	14,924	23,000	(47.49%)
101-5100-580.03-10	OFFICE SUPPLIES	138	122	256	150	45	150	150	0.00%
101-5100-580.03-20	SUBSCRIPTIONS & DUES	100	285	315	450	100	350	635	41.11%
101-5100-580.03-30	MILEAGE/MEALS/LODGING	1,256	1,394	498	1,458	0	986	2,291	57.13%
101-5100-580.03-35	TRAINING	820	1,133	540	910	450	575	1,250	37.36%
101-5100-580.03-41	POSTAGE	374	822	480	850	278	551	850	0.00%
101-5100-580.08-55	CAPITAL REPLACEMENT FUND	0	0	0	0	0	0	0	
ASSESSOR		211,924	105,346	109,153	146,384	76,150	116,530	129,135	(11.78%)

NOTES:

- 1 **101 5100-580.01-24: Hourly General Union**
600 payroll hours has been budgeted for the Assessment Technician.
- 2 **101 5100-580.02-10: Professional Service/Contracted**
Municipal fee for assessment of manufacturing property is estimated to be \$15,000. Additionally, \$8,000 is budgeted future reassessment costs, part of these funds, up to \$3,000, can be used for assessment appeal costs and professional appraisal reviews. The remaining balance of this account at year end will be added to the future reassessment assigned fund balance.
- 3 **101 5100-580.03-20: Subscriptions and Dues**
Budgeting for this category includes two memberships to the Wisconsin Association of Assessing Officers (WAAO). One membership to the International Association of Assessing Officers (International Association of Assessing Officers). One year subscription to LoopNet Commercial Listing Services.
- 4 **101 5100-580.03-30: Miles/Meals/Lodging**
Budget includes lodging and meals for one employee to attend 2 day Uniform Standard of Professional Appraisal Practice Course/ International Association of Assessing Officers 151 Course and one employee to attend the 5 day International Association of Assessing Officers 102 Course. Lodging and meals for two employees has been budgeted to attend the Wisconsin League of Municipalities Assessor's Institute or the Towns Association Convention. There is \$250 designated for an out of state training contingency in case the International Association of Assessing Officers course 151 and 102 is not provided within Wisconsin.
- 5 **101 5100-580.03-35: Training**
Budget includes tuition for International Association of Assessing Officers 151 and International Association of Assessing Officers 102 courses. Registration for two employees to attend the League of Municipalities Assessor Institute or Wisconsin Towns Association Convention.
- 6 **101 5100-580.03-41: Postage**
Postage costs for mass mailings (Personal Property Statements, Entry Letters, and Notices of Assessment Change letters)
- 7 Conservatively, 35% of the Assessor Staff's time is spent on activities not directly related to assessing, such as economic development activities and mostly (15-20%) on storm water pond discussions, negotiations and purchases. The Assessor has also contributed time towards easement acquisition for street projects and park expansions (local and county). During 2013 substantial amount of Assessor's time has been spent on the E. Shady Lane reconstruction project and other stormwater projects.
- 8 The Wisconsin Department of Revenue has revised the Wisconsin Property Assessment Manual to place Uniform Standard of Professional Appraisal Practice standards on assessors, as well as, mandate electronic records for real property, personal property and mobile home parking permits. These new mandates will create a larger work load for the Assessor's Office for the 2013 assessment year and beyond.

CLERK

Statement of Purpose:

The Clerk's office is responsible for attending, recording, transcribing, distributing and preserving actions of all Town meetings. The Town Clerk conducts elections and is responsible for the training and coordination of election officials. The Clerk's office handles all public hearings and is Secretary to the Utility District, Stormwater Utility, and Board of Review. The Clerk ensures accurate and timely election results to the County Clerk. Permitting and licensing are also the responsibility of the Town Clerk, ensuring that all applicants are in compliance via a background check and passing all fire, building and police codes for public safety. The Clerk accepts all requests for public records, is responsible for publishing all legal and display ads and assists other Town departments with requests for documents they may require for their daily needs.

Program Description(s):

- 1 Serve as Clerk for Town Board of Supervisors meetings
- 2 Serve as Secretary to the Utility District, Stormwater Utility District, and the Board of Review
- 3 Create and post agendas/notices for the Town Board, Utility Commission, Stormwater Utility Commission and various town meetings, commissions and committees
- 4 Attend, record, transcribe, distribute and preserve actions of all Utility Commission, Stormwater Utility Commission, Town Board and other meetings, including minutes and other official documents
- 5 Publish and post all town ordinances with updates to the Town's municipal code book
- 6 Record all roadway vacations, name changes, variances, rezoning, conditional use permits and other legal documents with the Register of Deeds
- 7 Prepare legal and display ads for all departments and submit for publication in the official newspaper
- 8 Hold public hearings, publish notices and mail certified letters to affected property owners
- 9 Serve as custodian of Town records
- 10 Issue town licenses for liquor and beer, cigarettes, mobile home parks, amusements, special events, transient merchants, and others
- 11 Conduct all Town elections and report election results to Winnebago County; as members (Clk & Dep) of Board of Canvass, canvass all election results
- 12 Train and schedule election inspectors and ensure chief election officials are certified
- 13 Administer all Oaths of Office
- 14 Report all tax-exempt properties
- 15 Stay current with state statutes, legislation, and up-coming events
- 16 Assist other departments with their public record requests for documentation and other electronic media

2013 Program Accomplishments:

- 1 Clerk maintained Municipal Clerk Certification and ensured certification of election officials and chief inspectors to comply with state statutes
- 2 Clerk and Deputy Clerk continued education through attending Clerk District meetings and other types of training; clerk attended WI Municipal Clerk's Assoc. Annual Conference in Milwaukee
- 3 Through education and experience, the Deputy Clerk worked toward and achieved the designation of Wisconsin Certified Municipal Clerk
- 4 Updated Town website to conform with changes in election laws beginning in 2012 along with other important information
- 5 Implemented new processes and increased training time for election workers due to major changes in elections beginning in 2012; conducted training for chiefs and election inspectors on the new laws
- 6 Kept up-to-date on current Voter ID bill still in Congress
- 7 Scanned various records and documents in preparation for uploading into new Laserfiche program and eliminating paper copies
- 8 Continued to maintain the Town's website calendar including posting meetings, events, and other notifications as needed; maintain Clerk's website keeping it current.

2013 Program Accomplishments (cont.):

- 9 Check all legal agreements, contracts, easements, vacations and other important official documents stored in Town's vault to assure each has been scanned for permanent retention; determine and purge any paper records allowed to be eliminated
- 10 Eliminated paper meeting packets for Utility, Stormwater Utility and Town Board, and implemented use of iPads by Board members, Administrator and Clerk at meetings
- 11 Clerk and Deputy participated in various webinars hosted by the State regarding updates to election laws and procedures, and maintenance of the State Voter Registration System

2014 Program Goals & Objectives:

- 1 Continue Municipal Clerk education (Clerk and Deputy) by attending conferences, clerk district meetings, and other specialized training
- 2 Clerk to maintain certified Municipal Clerk status by attending election-related training as required by the State to run elections
- 3 Continue to work with Winnebago County and the manufacturer of the Town's voting machines to explore options for replacement of 4 older Optical Scan (OS) machines
- 4 Maintain Clerk's department website; post all department's minutes/agendas; maintain the town's on-line event/meeting calendar
- 5 Attend training and/or Webinars held by the State as required in order to correct voter records and other information in the Statewide Voter Registration System keeping it error-free and up-to-date
- 6 Continue training in the Occupational Licensing program (Sungard HTE) to gain more knowledge to effectively maintain current business licenses and information
- 7 Provide and track state-mandated certified training for regular Election Inspectors and Chief Inspectors to ensure they maintain certification
- 8 Continue to work with IT Department to develop a database for maintaining lists of Town businesses and contact information which will benefit all departments
- 9 Continue staying involved with assembling the Town's newsletter
- 10 Create a manual to serve as a guide for elected officials on policies and protocol which will be a viable source for contact and other town information
- 11 Utilize new Laserfiche software program to maintain images/archive various legal documents and records; eliminate most paper documents
- 12 Create fillable license forms and other miscellaneous forms for residents to obtain from the Town's website
- 13 Participation with State on Clerk Advisory Committee for the Modernization of SVRS (Statewide Voter Registration System); help test updates to the current SVRS

REVENUES - Clerk:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-440.01-01	LIQUOR & MALT BEV LIC	22,291	23,808	12,633	12,300	11,724	11,724	12,200	(0.81%)
101-5100-440.01-02	AMUSEMENT/SPECIAL EVENT LICENSE	2,800	3,550	3,150	2,900	3,100	3,550	3,250	12.07%
101-5100-440.01-03	CIGARETTE LICENSE	1,707	1,900	1,200	1,300	1,200	1,200	1,100	(15.38%)
101-5100-440.01-05	MOBILE HOME PARK LICENSE	700	700	700	700	100	700	700	0.00%
101-5100-440.01-09	OTHER BUSINESS LICENSES	3,296	893	1,118	915	975	1,065	1,090	19.13%
101-5100-461.04-00	LICENSE PUBLICATION FEES	1,812	1,815	1,705	1,540	1,431	1,430	1,430	(7.14%)
Clerk Subtotal (Program Revenues)		32,606	32,666	20,506	19,655	18,530	19,669	19,770	0.59%

REVENUES - Elections:

101-5100-431.09-00	FEDERAL GRANT - CLERK	0	0	0	0	0	0	0	0
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - CLK	0	0	0	0	0	0	0	0
Elections Subtotal (Program Revenues)		0	0	0	0	0	0	0	0

Total Program Revenues	32,606	32,666	20,506	19,655	18,530	19,669	19,770	0.59%
<i>Undesignated Rev. to Balance</i>	<i>15,803</i>	<i>10,816</i>	<i>18,919</i>	<i>15,086</i>	<i>1,227</i>	<i>14,818</i>	<i>18,938</i>	<i>25.53%</i>
<i>LEVY to Balance</i>	<i>64,832</i>	<i>41,758</i>	<i>75,953</i>	<i>63,038</i>	<i>38,210</i>	<i>61,335</i>	<i>77,441</i>	<i>22.85%</i>
TOTAL REVENUE:	113,241	85,240	115,378	97,779	57,967	95,822	116,149	18.79%

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-540.01-10	SALARIED	33,170	34,886	36,245	36,619	23,648	36,605	37,447	2.26%
101-5100-540.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5100-540.01-21	HOURLY OT/NON-REPR	0	0	92	334	0	334	171	(48.80%)
101-5100-540.01-22	HOURLY/NON-REPR./P.T.	14,441	15,569	15,941	16,495	10,424	16,488	16,975	2.91%
101-5100-540.01-24	HOURLY/GENERAL UNION	0	0	0	0	0	0	0	
101-5100-540.01-25	HOURLY/GENERAL UNION OT	0	0	0	0	0	0	0	
101-5100-540.01-31	FICA	3,359	3,659	3,820	3,902	2,492	3,901	3,988	2.20%
101-5100-540.01-32	WI RETIREMENT	4,756	4,484	3,099	3,554	2,266	3,553	3,822	7.54%
101-5100-540.01-51	MEDICAL INSURANCE	11,424	11,569	11,621	12,421	7,848	12,419	12,382	(0.31%)
101-5100-540.01-52	DENTAL INSURANCE	777	830	846	867	522	844	867	0.00%
101-5100-540.01-53	GROUP LIFE/DISAB INS	378	352	357	362	203	354	363	0.28%
101-5100-540.02-10	PROF SERVICE/CONTRACTED	0	0	0	0	0	0	0	
101-5100-540.02-17	EQUIP RENTAL/CONTRACTED	0	0	0	0	0	0	0	
101-5100-540.02-40	REPAIR/MAINT SERV/OTHER	0	0	0	0	0	0	0	
101-5100-540.03-10	OFFICE SUPPLIES	242	341	18	250	0	100	250	0.00%
101-5100-540.03-20	SUBSCRIPTIONS & DUES	318	622	438	370	193	375	350	(5.41%)
101-5100-540.03-25	LEGAL & DISPLAY ADS	632	643	568	695	372	592	750	7.91%
101-5100-540.03-26	RECORDING FEES	37	120	0	0	0	0	200	
101-5100-540.03-30	MILEAGE/MEALS/LODGING	30	151	206	1,180	403	395	450	(61.86%)
101-5100-540.03-35	TRAINING	220	551	200	1,080	324	424	890	(17.59%)
101-5100-540.03-41	POSTAGE	173	222	866	400	176	500	700	75.00%
101-5100-540.08-11	CAPITAL EQUIPMENT-OFFICE	0	0	0	0	0	0	0	
CLERK		69,957	73,999	74,317	78,529	48,871	76,884	79,605	1.37%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-550.01-21	HOURLY OVERTIME/NR	0	0	91	0	0	0	0	
101-5100-550.01-22	HOURLY/NON-REPR./P.T.	14,667	4,895	30,258	7,380	5,895	7,380	23,650	220.46%
101-5100-550.01-31	FICA	0	0	260	0	0	0	0	
101-5100-550.01-32	WI RETIRMENT	0	0	1	0	0	0	0	
101-5100-550.01-97	UNEMPLOYMENT	0	0	0	0	65	108	0	
101-5100-550.02-40	REPAIR/MAINT SERV/OTHER	606	1,506	636	650	668	1,990	675	3.85%
101-5100-550.03-25	LEGAL & DISPLAY ADS	373	316	134	640	114	200	510	(20.31%)
101-5100-550.03-30	MILEAGE/MEALS/LODGING	479	263	1,402	330	165	176	350	6.06%
101-5100-550.03-35	TRAINING	20	80	0	0	0	0	0	
101-5100-550.03-40	OPERATING SUPPLIES	1,364	2,463	4,688	2,810	1,794	2,024	4,960	76.51%
101-5100-550.03-41	POSTAGE	775	308	2,181	830	395	450	2,100	153.01%
101-5100-550.08-11	CAPITAL EQUIPMENT-OFFICE	0	0	0	0	0	0	0	
101-5100-550.08-14	CAPITAL EQUIPMENT-OTHER	3,250	0	0	0	0	0	0	
101-5100-550.08-55	CAPITAL REPLACEMENT FUND	21,750	1,410	1,410	6,610	0	6,610	4,299	(34.96%)
	ELECTIONS	43,284	11,241	41,061	19,250	9,096	18,938	36,544	89.84%
	TOTAL EXPENDITURES	113,241	85,240	115,378	97,779	57,967	95,822	116,149	18.79%

NOTES:

- 1 **Clerk** 70% Town, 20% Utility and 10% Storm Utility
- 2 **Deputy Clerk** 57% Clerk, 28% Admin, 10% Utility, and 5% Storm Utility, increase of 10 hrs to 1570 hrs
- 3 **Four elections in 2014:** February Primary, April Spring Election, August Primary, November Gubernatorial
- 4 **101-5100-550-01-21 Hourly Non-Repr Overtime:** Decrease 6 hours overtime to 6 hours overtime
- 5 **101-5100-550-01-22 Hourly Non-Repr/PT:** No poll worker wage change
3 full-time election clerks for 3 weeks, due to Gubernatorial election
- 6 **101-5100-540-03-20 Subscriptions & Dues:** International Institute of Municipal Clerks (Clk & Dep), WI Municipal Clerk's Assoc. (Clk & Dep), League of WI Municipalities
- 7 **101-5100-540.03-30 Miles, Meal, & Lodging & 101-5100-540.03-35 Training:** Annual WI Municipal Clerk's Assoc. Conference, Clerk District Meetings (Clk & Dep), Master Academy UW-Green Bay (Clk & Dep)
- 8 **101-5100-550.03-40 Operating Supplies:** Ballots, programming memory cards, Dominion's Help Desk fee (voting machines), voting machine batteries, miscellaneous supplies and parts, Neenah School District facility setup fee (Spring Road School) on Election Day. This account includes 4 new memory cards for the OS voting machines (\$1,600)

COMMUNITY DEVELOPMENT

Statement of Purpose

The Community Development Department is dedicated to encouraging high quality sustainable development while preserving and enhancing the exceptional quality of life that all residents enjoy in the Town of Menasha. The Department accomplishes this through current and long range planning which coordinates all development within and surrounding the Town. The Department provides efficient quality service to the public. The services include short and long range planning, zoning review, subdivision review, building inspection, code enforcement, storm water administration, pursuit of sustainability, economic development and other specialized services.

Program Description:

Manage, implement and update the Town's adopted comprehensive plan which directs the Town's future development

Promote economic development using grants, promotion and business retention efforts

Promote sustainable development through the Town's Sustainability Committee & Healthy Sustainable Business Network Designations

Review and recommend action on subdivisions, zoning, variances, conditional use permits, site plans, storm water and erosion control plans and non-metallic mining

Issue permits, conduct inspections and enforce actions on building, plumbing, electrical, heating, ventilating and air-conditioning, erosion, and storm water

Manage graphic data services including GIS (Graphic Information System), internet map servers, land information records and web information

Administer the Town's stormwater utility

2013 Program Accomplishments:

- 1 In 2013, the economy continued its improvement. The department was successful in encouraging infill and expansion and attraction of businesses and industries
- 2 Implemented the Town's first independent zoning ordinance following its development in 2012
- 3 Conducted 99% of all building inspections within 24 hours of request
- 4 Continued improvement of the Administration of the Stormwater Utility, including implementation of the buy-in process for existing Town ponds
- 5 Developed unified property promotion materials to utilize for new economic development in the town
- 6 Expanded sustainability efforts incorporating larger gardens, trail efforts, Rethink and long term commitments
- 7 Completed a 5 year update to the Town's Comprehensive Plan, incorporating a sustainability element into the plan

2014 Program Goals and Objectives:

- 1 Promote diversified development and encourage sustainable business development
- 2 Expand Healthy Sustainable Business Network Designations
- 3 Complete LIDAR interpretations for Planning and Stormwater for East Side
- 4 Update GIS server and promote the expanded usage of GIS by other departments to reduce staff workloads
- 5 Coordinate the Town's storm water permit (MS-4) and storm water utility including the anticipation of the new MS-4 permit requirements
- 6 Pursue additional appropriate grants
- 7 Complete all building inspections within 24 hours of a request, exceeding the state requirement of 48 hours
- 8 Reduce dependence on fossil fuels by continuing to encourage bike/pedestrian routes and electric vehicle usage

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-433.02-01	MISC HEALTH GRANTS/AID	0	2,000	2,500	2,500	0	0	0	(100.00%)
101-5200-440.03-01	BUILDING PERMITS	121,760	76,359	68,664	75,000	26,995	70,000	75,000	0.00%
101-5200-440.03-02	ELECTRICAL PERMITS	27,164	17,717	21,513	20,000	10,049	20,000	20,000	0.00%
101-5200-440.03-03	HEATING PERMITS	23,789	16,820	16,955	15,000	3,579	15,000	15,000	0.00%
101-5200-440.03-04	PLUMBING PERMITS	11,669	8,261	11,126	10,000	4,426	10,000	10,000	0.00%
101-5200-440.03-05	SIGN PERMITS	1,900	3,600	1,900	2,500	1,700	2,200	2,500	0.00%
101-5200-440.03-06	STATE PERMITS	2,340	1,710	2,160	2,700	990	1,800	2,700	0.00%
101-5200-440.03-07	EROSION PERMIT	0	0	0	0	0	0	0	
101-5200-440.03-09	OTHER PERMITS / FEES	0	0	0	0	0	0	0	
101-5200-461.01-00	BUILDING COPY/DOC FEES	0	0	0	0	0	0	0	
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	4,667	4,013	4,093	4,000	2,877	5,500	5,333	33.33%
101-5200-466.01-00	RADON KIT REVENUE	655	935	190	800	185	300	500	(37.50%)
101-5200-480.02-05	SALE OF WEATHER RADIOS	75	70	0	0	0	0	0	
101-5200-480.09-00	MISC REVENUE: PUBIC SAFETY-Inspections	224	1,371	1,452	0	(1,392)	0	0	
	Inspection Subtotal (Program Revenues)	194,243	132,856	130,553	132,500	49,409	124,800	131,033	(1.11%)
101-5600-432.09-00	CONSERVATION/DEVELOPMENT GRANT	0	0	0	0	0	0	0	
101-5600-440.04-01	ZONING PERMITS & FEES	765	4,688	10,383	15,000	5,623	12,000	15,000	0.00%
101-5600-440.04-02	NON-METALLIC MINING PERMIT	3,976	3,222	4,602	3,912	0	3,912	3,912	0.00%
101-5600-440.04-03	COMP PLAN AMENDMENT FEE	0	0	0	0	0	0	0	
101-5600-440.04-04	ZONING VARIANCES & CUP	0	0	0	1,000	700	700	1,000	0.00%
101-5600-462.01-00	PLATTING FEES	2,145	645	1,160	1,200	330	750	1,200	0.00%
101-5600-462.02-00	SITE PLAN REVIEW FEES	2,030	1,675	1,344	2,000	1,590	2,200	2,500	25.00%
101-5600-480.08-32	DONATION - SUSTAINABILITY	500	0	0	500	0	500	500	0.00%
101-5600-480.09-00	MISC REVENUE: PLANNING	0	709	50	0	(734)	0	0	
101-5600-491.02-04	TRANS FROM PER-CAPITA GRANT FUND	7,335	6,852	7,877	10,653	0	10,653	10,000	(6.13%)
101-5600-491.02-05	TRANSFER FROM SPECIAL REVENUE FUND	0	0	0	0	0	0	0	
101-5600-492.09-00	TRANSFER ASSIGNED BALANCE - CD	0	0	0	0	0	0	2,000	
	Comm. Dev. Subtotal (Program Revenues)	16,751	17,791	25,416	34,265	7,509	30,715	36,112	5.39%
	Total Program Revenues	210,994	150,647	155,969	166,765	56,918	155,515	167,145	0.23%
	<i>Undesignated Rev. to Balance</i>	<i>15,260</i>	<i>23,534</i>	<i>21,312</i>	<i>22,121</i>	<i>3,624</i>	<i>23,090</i>	<i>22,959</i>	<i>3.79%</i>
	<i>LEVY to Balance</i>	<i>62,606</i>	<i>90,860</i>	<i>85,559</i>	<i>92,432</i>	<i>112,917</i>	<i>95,570</i>	<i>93,881</i>	<i>1.57%</i>
	TOTAL REVENUES	288,860	265,042	262,841	281,318	173,459	274,175	283,986	0.95%
		73.04%	56.84%	59.34%	59.28%	32.81%	56.72%	58.86%	

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-630.01-10	SALARIED	56,274	57,462	56,270	57,141	36,889	57,119	58,432	2.26%
101-5200-630.01-21	HOURLY OT/NON-REPR	0	0	0	0	0	0	0	
101-5200-630.01-22	HOURLY/NON-REPR./P.T.	0	0	0	0	0	0	0	
101-5200-630.01-24	HOURLY/GENERAL UNION	32,590	33,236	21,429	28,647	18,387	28,668	29,329	2.38%
101-5200-630.01-25	HOURLY OT/GEN UNION	0	0	0	40	5	15	42	5.00%
101-5200-630.01-31	FICA	6,642	6,603	5,632	6,180	3,993	6,178	6,326	2.36%
101-5200-630.01-32	WI RETIREMENT	9,833	8,297	4,513	5,708	3,686	5,706	6,146	7.67%
101-5200-630.01-51	MEDICAL INSURANCE	27,507	28,094	24,093	28,923	18,273	28,918	28,831	(0.32%)
101-5200-630.01-52	DENTAL INSURANCE	1,574	1,358	1,133	1,391	817	1,316	1,391	0.00%
101-5200-630.01-53	GROUP LIFE/DISAB INS	904	827	670	821	437	760	778	(5.24%)
101-5200-630.01-97	UNEMPLOYMENT COMP	0	0	6,890	0	0	0	0	
101-5200-630.02-10	PROF SERVICE/CONTRACTED	12,447	6,481	8,110	7,000	6,648	5,700	7,000	0.00%
101-5200-630.02-46	UNIFORM RENTAL	0	0	0	0	0	0	0	
101-5200-630.03-10	OFFICE SUPPLIES	240	238	136	300	165	300	300	0.00%
101-5200-630.03-20	SUBSCRIPTIONS & DUES	510	471	310	500	439	500	500	0.00%
101-5200-630.03-25	LEGAL & DISPLAY ADS	0	0	0	75	0	0	75	0.00%
101-5200-630.03-30	MILEAGE/MEALS/LODGING	17	42	28	500	43	50	500	0.00%
101-5200-630.03-35	TRAINING	885	570	464	990	0	900	990	0.00%
101-5200-630.03-41	POSTAGE	0	0	44	125	32	100	125	0.00%
101-5200-630.03-45	LICENSE/FORMS/PRINTING	0	0	0	200	6	150	200	0.00%
101-5200-630.03-46	CLOTHING/UNIFORM ALLOW	361	257	307	325	135	325	325	0.00%
101-5200-630.03-47	STATE PERMITS SEALS	753	0	753	1,506	767	1,506	1,506	0.00%
101-5200-630.03-55	VEHICLE MAINTENANCE	0	0	0	0	0	0	0	
101-5200-630.07-94	COUNTY GRANT - RADON KITS	1,410	1,410	0	2,500	0	2,500	2,500	0.00%
101-5200-630.08-55	CAPITAL REPLACEMENT FUND	1,305	1,305	1,305	1,305	0	1,305	1,109	(15.02%)
	INSPECTIONS	153,252	146,651	132,087	144,177	90,722	142,016	146,405	1.55%

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5600-730.01-10	SALARIED	87,967	60,592	79,375	82,374	53,149	82,343	81,910	(0.56%)
101-5600-730.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5600-730.01-21	HOURLY OT/NON-REPR	11	4	0	0	13	0	0	
101-5600-730.01-22	HOURLY/NON-REPR./P.T.	0	18,856	0	0	0	0	0	
101-5600-730.01-31	FICA	7,159	6,740	6,209	6,617	4,104	6,615	6,427	(2.87%)
101-5600-730.01-32	WI RETIREMENT	9,715	5,254	4,709	5,478	3,535	5,476	5,734	4.67%
101-5600-730.01-40	PER DIEM	1,890	2,835	3,290	2,200	1,050	2,200	3,290	49.55%
101-5600-730.01-45	INTERN PROGRAM	3,785	0	3,774	6,000	1,920	6,000	4,000	(33.33%)
101-5600-730.01-51	MEDICAL INSURANCE	16,401	14,125	14,606	15,480	9,793	15,478	15,155	(2.10%)
101-5600-730.01-52	DENTAL INSURANCE	935	680	699	716	431	697	702	(1.96%)
101-5600-730.01-53	GROUP LIFE/DISAB INS	758	594	631	640	358	624	617	(3.59%)
101-5600-730.01-97	UNEMPLOYMENT COMP	0	205	0	0	0	0	0	
101-5600-730.02-01	DNR-NON-METALLIC MINING FEE	665	0	1,325	665	665	665	665	0.00%
101-5600-730.02-10	PROF SERVICE/CONTRACTED	554	943	10,881	2,940	300	1,000	4,940	68.03%
101-5600-730.02-16	CONSULTANT SERV/CONTRACT	223	865	0	1,000	0	1,000	1,000	0.00%
101-5600-730.02-37	DRAINAGE	0	0	0	0	0	0	0	
101-5600-730.03-10	OFFICE SUPPLIES	431	279	244	750	222	750	750	0.00%
101-5600-730.03-20	SUBSCRIPTIONS & DUES	3,015	3,224	3,060	6,211	4,556	5,211	5,711	(8.05%)
101-5600-730.03-25	LEGAL AND DISPLAY ADS	23	71	160	1,200	173	500	750	(37.50%)
101-5600-730.03-30	MILEAGE/MEALS/LODGING	182	190	225	1,420	1,066	1,400	1,400	(1.41%)
101-5600-730.03-35	TRAINING	563	314	844	1,200	1,125	1,200	1,200	0.00%
101-5600-730.03-41	POSTAGE/SHIPPING	73	1,020	222	1,000	27	500	1,000	0.00%
101-5600-730.03-45	LICENSE/FORMS/PRINTING	0	0	0	1,000	0	250	500	(50.00%)
101-5600-730.07-32	SUSTAINABILITY	0	0	500	250	250	250	500	100.00%
101-5600-730.08-46	CAP SIGNS, SIGNALS, & MARK	0	0	0	0	0	0	0	
101-5600-730.08-55	CAPITAL REPLACEMENT FUND	1,258	1,600	0	0	0	0	1,330	
COMMUNITY DEVELOPMENT		135,608	118,391	130,754	137,141	82,737	132,159	137,581	0.32%
TOTAL EXPENDITURES		288,860	265,042	262,841	281,318	173,459	274,175	283,986	0.95%

NOTES:

Notes: Revenue

1 **101-5200-433.02-01 Misc Health Grants/Aid**

This revenue is for the Radon Grant program funded through Winnebago County. Continued funding is anticipated

2 **101-5600-440.04-01 Zoning Permits & 101-5600-400.04-04 Zoning Variances & CUP**

This revenue is anticipated to increase in 2014, due to the pending construction of the full 10/41/441 interchange.

Notes: Expenditures

1 Director of Community Development 60% Town - 10% Utility - 30% Storm Utility

2 Associate Planner 65% Town - 5% Utility - 30% Storm Utility

3 Building Inspector Assistant 73% Town - 15% Utility - 12% Storm Utility

4 Building Inspector 90% Town - 5% Utility - 5% Storm Utility

5 Building Inspector Assistant 2 hrs OT

6 **101-5600-730.01-45 Intern Program:**

A total of 700 hours is budgeted for this program: 400 hours Community Development and 300 hours Stormwater Utility.

7 **101-5200-630.03-10 Office Supplies:**

This expenditure is used for general office supplies, batteries, special paper, binders, flashlights, batteries etc.

8 **101-5200-630.03-20 Subscriptions & Dues:**

This expenditure is for memberships in the building association for the Building Inspector and Building Inspector Assistant for subscriptions for building, electrical, plumbing and heating codes necessary to remain current in the field.

9 **101-5200-630.03-30 Miles/Meals/Lodging:**

This expenditure is for lodging, meals and travel for the Building Inspector and Building Inspector Assistant to attend mandatory classes for certifications and training. Out of state training for the HTE Midwest Users Group is anticipated for one employee.

10 **101-5200-630.03-35 Training:**

This expenditure is for training to retain certifications for the Building Inspector and Building Inspector Assistant. This budget category also includes HTE training in Chicago, for one employee.

11 **101-5200-630.03-46 Clothing/Uniform Allowance:**

This expenditure is for work clothing, protective shoes, and gloves.

12 **101-5200-630.03-47 State Permits Seals:**

This expenditure is for state license seals for one and two family dwellings. These expenditures are reimbursed from fees collected from the building permit process.

13 **101-5600-730.01-40 Per Diem:**

Commissioners are paid \$35 per meeting. This amount is for 12 Planning Commission meetings and 2 Zoning Board of Appeals meetings.

14 **101-5600-730.02-01 DNR – Non-Metallic Mining:**

This expenditure is for fees sent to the DNR, bi-annually.

15 **101-5600-730.02-10 Professional Services Contracted:**

These funds are used for special studies and comprehensive plan updates (\$1,500), LIDAR data conversion project is \$10,000 with \$8,000 funded from Stormwater (\$2,000) offset with fund balance, and video taping the Planning Commission meetings (\$1,440).

NOTES: (cont.)

16 **101-5600-730.03-10 Office Supplies:**

This expenditure is for video & audio tapes, batteries, plotter supplies, disks, memory cards, small equipment and tools.

17 **101-5600-730.03-20 Subscriptions & Dues:**

This expenditure is for subscriptions to the planning advisory service, membership in the American Planning Association (APA) and American Institute of Certified Planners (AICP), APA journal, zoning journal and planning periodicals for staff and planning commission. Increase is due to expanded contribution to Fox Cities Regional Partnership (\$3,000), which will be funded with Per Capita Grant funding.

18 **101-5600-730.03-25 Legal and Display Ads:**

This account funds legal notices and ads. This fee includes costs associated with the Town of Menasha controlling zoning and will be partially offset with fees collected.

19 **101-5600-730.03-35 Training:**

This expenditure is for an out of state conference for WAPA and APA and sustainability (for 2 employees), an out of state HTE conference in Chicago (for 1 employee), a GIS seminar, a series of economic development seminars and required training to maintain an American Institute of Certified Planners certification.

20 **101-5600-730.03-41 Postage/Shipping:**

These funds will be used to conduct a citizen attitude survey, as identified in the Town's adopted Comprehensive Plan, special notices for Conditional Use Permits, rezoning, variances, subdivisions, comprehensive plan updates and other general notices. This fee will increase following the takeover of zoning authority from the County. These costs will be partially offset by fees collected for rezoning and conditional use permits.

21 **101-5600-730.03-45 License/Forms/Printing:**

This expenditure has been reduced over the years, but it is used for the printing of Town maps and forms. More of this printing is done in house, but some printing of forms and maps is less costly using outside sources.

FINANCE

Statement of Purpose:

The Finance Department is responsible for internal controls and financial accountability to the public, including safeguarding the taxpayers' monies, through policy, procedures and budgeting.

Program Description:

The Finance Department manages over \$30 million in revenues and expenditures, utilizing many different accounting funds.

Annually, the Finance Department processes over 13,000 general receipts, over 36,000 utility receipts and over 7,000 tax payment receipts. This includes handling an average of 40 walk-in customers per day and an average of 65 phone calls per day. Approximately 5,000 checks are printed in one year, which requires processing approximately 7,600 invoices and 2,200 purchase orders. Additionally, approximately 30,000 regular utility bills and 1,500 final utility bills are processed annually.

The Finance Department is also responsible for processing payroll, the annual Town budget, utility billing, special assessments, tax collection, issuing dog and cat licenses, and working with outside consultants in a variety of situations, such as insurance renewals and claims, the annual audit and Town borrowing. This department is also required to submit financial reports to federal, state, and local agencies in regards to financial statements, taxes, payroll, utilities and grants.

2013 Program Accomplishments:

- 1 Completed the Town of Menasha's 2012 Comprehensive Annual Financial Report (CAFR), which is a more in-depth financial report with a statistical section about the Town.
- 2 Closed on the Clean Water Fund Loan for the Town of Menasha's portion of the Neenah-Menasha Sewerage Commission's plant upgrade
- 3 Worked with Administration on changing the Personnel Policy Manual to create one policy for all non-union employees.
- 4 Researched the effect of Wisconsin Act 25, including the problems with revenue bond financing. Implemented new procedures to ensure compliance with Wisconsin Act 25's customer privacy laws.
- 5 Increased the sewer rates on customer accounts in the billing system for the January 1, 2013 rate change.
- 6 Established new water rate classes for multi-family and irrigation and adjusted effected utility accounts, as required by the Public Service Commission.
- 7 Updated all finance job descriptions.
- 8 Refinanced the 2006 General Obligation Promissory Notes at a lower interest rate saving the Town \$53,000 over the next few years.
- 9 Sent out and evaluated request for proposals for workers' compensation, property, auto, and liability insurances.
- 10 Setup Police and Court Departments to process credit card payments over-the-counter, via a third party vendor.
- 11 Handled several major credit card processing problems with on-line payments.
- 12 Created a Credit Card Handling Policy for accepting over-the-counter credit card payments.
- 13 Worked with IT and Park & Recreation to setup over-the-counter credit card receipting, to increase customer service.
- 14 Implemented remote deposit banking to eliminate daily runs to the bank. With remote deposit, checks are electronically deposited daily, and funds are available for use immediately.
- 15 Evaluated and processed all the paperwork necessary for the 2013 General Obligation (GO) Promissory Notes, including a refinancing of the 2006 GO Notes to save the Town of Menasha in interest costs over the life of the debt.
- 16 Handled all the special assessment waivers for the new lateral replacement program, and invoiced the customer based on the new lateral replacement policy.
- 17 Adjusted the Town of Menasha financials to reflect the new GASB 65 debt issuance cost requirements, including changes for prior year costs.

2014 Program Goals & Objectives:

- 1 Increase customer service by implementing over-the-counter credit card transactions at the finance counter.
- 2 Expand the implementation of the scanning software into other financial areas, such as cash receipts, accounts receivable, utility updates and utility delinquent notices.
- 3 Implement Laserfiche for all departments to use for inquiry on any invoice paid.
- 4 Implement Procurement Cards to a few departments and create a purchasing policy for these transactions.
- 5 Enter the Utility fixed assets into the software program.
- 6 Research the ability to distribute payroll by email instead of printing advice of deposits.
- 7 Research the ability to pay vendors via ACH instead of checks.

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-440.02-01	DOG LICENSES	7,700	7,837	8,172	7,800	6,722	8,200	8,100	3.85%
101-5100-440.02-02	CAT LICENSES	2,023	2,193	1,916	2,100	1,412	1,830	1,830	(12.86%)
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	4,667	4,013	6,290	4,000	2,877	5,500	5,333	33.33%
101-5100-480.01-00	INTEREST	19,563	102,351	52,520	50,000	14,209	50,000	50,000	0.00%
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - FINANC	0	0	0	0	0	0	0	
	Subtotal (Program Revenues)	33,953	116,394	68,898	63,900	25,220	65,530	65,263	2.13%
	<i>Undesignated Rev. to Balance</i>	<i>75,196</i>	<i>52,221</i>	<i>55,396</i>	<i>71,155</i>	<i>7,152</i>	<i>61,434</i>	<i>70,062</i>	<i>(1.54%)</i>
	<i>LEVY to Balance</i>	<i>308,496</i>	<i>201,612</i>	<i>222,393</i>	<i>297,321</i>	<i>222,798</i>	<i>254,279</i>	<i>286,488</i>	<i>(3.64%)</i>
	TOTAL REVENUE	417,645	370,227	346,687	432,376	255,169	381,243	421,814	(2.44%)

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-570.01-10	SALARIED	75,851	50,003	47,479	76,390	31,222	48,327	74,042	(3.07%)
101-5100-570.01-21	HOURLY OT/NON-REPR	0	0	0	0	0	0	0	
101-5100-570.01-22	HOURLY/NON-REPR./P.T.	2,906	2,559	2,637	7,254	1,654	7,254	7,427	2.38%
101-5100-570.01-24	HOURLY/GENERAL UNION	65,850	67,154	69,266	71,010	45,858	70,983	72,613	2.26%
101-5100-570.01-25	HRLY. OVERTIME/GEN UNION	415	676	376	2,206	623	2,206	2,256	2.27%
101-5100-570.01-31	FICA	10,743	8,838	8,732	11,460	5,588	9,312	11,426	(0.30%)
101-5100-570.01-32	WI RETIREMENT	15,699	10,470	6,948	9,949	5,167	8,081	10,424	4.77%
101-5100-570.01-51	MEDICAL INSURANCE	36,751	44,464	29,564	40,525	20,018	31,646	39,497	(2.54%)

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-570.01-52	DENTAL INSURANCE	2,086	1,403	1,392	1,910	861	1,380	1,868	(2.20%)
101-5100-570.01-53	GROUP LIFE/DISAB INS	1,357	960	1,019	1,292	580	1,009	1,266	(2.01%)
101-5100-570.02-10	PROF SERVICE/CONTRACTED	37,082	36,442	41,731	42,000	32,958	45,000	45,000	7.14%
101-5100-570.03-10	OFFICE SUPPLIES	689	1,315	1,831	2,700	625	2,500	2,000	(25.93%)
101-5100-570.03-20	SUBSCRIPTIONS & DUES	964	776	400	970	709	970	970	0.00%
101-5100-570.03-25	LEGAL & DISPLAY ADS	387	414	566	450	0	450	450	0.00%
101-5100-570.03-30	MILEAGE/MEALS/LODGING	459	251	632	1,000	417	1,000	1,000	0.00%
101-5100-570.03-35	TRAINING	683	663	585	1,310	1,381	1,125	1,125	(14.12%)
101-5100-570.03-43	FINANCIAL REVIEW	435	0	0	450	0	0	450	0.00%
101-5100-600.05-10	INSURANCE	165,288	143,839	133,529	161,500	107,508	150,000	150,000	(7.12%)
	FINANCE	417,645	370,227	346,687	432,376	255,169	381,243	421,814	(2.44%)

NOTES:

- 1 Finance Director 50% Town - 35% Utility - 15% Storm Utility
- 2 Accounts Manager 50% Town - 35% Utility - 15% Storm Utility
- 3 2 Account Technicians 70% Town - 20% Utility - 10% Storm Utility
- 4 1 Full Time Finance Clerk/Receptionist 25% Town - 50% Utility - 25% Storm Utility
- 5 Account Technicians & Finance Clerk/Receptionist 100 hours OT
- 6 2 Seasonal Clerks
- 7 **101-5100-570.02-10: Professional Services/Contracted:**
This account includes services for auditing and financial consultation.
- 8 **101-5100-570.03-10: Office Supplies:**
This account is for departmental supplies, such as cat licenses, bank fees, small office equipment, etc.
- 9 **101-5100-570.03-20: Subscription & Dues:**
This account includes dues to the Municipal Treasurers Association, and Government Finance Officers, CPA license costs, HTE User Group memberships, Fair Labor Standard Act publication updates, and Government Finance Officers publications.
- 10 **101-5100-570.03-25: Legal & Display Ads:**
This account is for the required annual budget publication.
- 11 **101-5100-570.03-30 Miles/Meals/Lodging & 101-5100-570.03-35 Training:**
This account includes the Municipal Treasurers Association of WI conference (2 conferences for 1 person), WI Government Finance Officers conference, HTE Accounting Software conference (1 person - out of state), financial or human resource update classes, and the Academy of Civic and Public Affairs or Masters Academy at UW-GB (1 person).
- 12 **101-5100-570.03-43 Financial Review:**
This cost is to have the Government Finance Officers Association review the Town's CAFR for recommended changes and improvements. If the CAFR is at a high standard, the GFOA will award a certificate of achievement for excellence in financial reporting.

FIRE

Statement of Purpose:

To provide the highest level of emergency prevention and preparedness services through effective safety code compliance, educational programs and community service to all who live, work, visit or invest in our community.

Program Description:

The Fire Department, through its five full-time, 50 paid-on-call fire fighters and 6 paid-on-call fire fighter support positions, provides the following services to the community: local and state fire and life safety code inspections, flammable and combustible liquid storage inspections, fire investigations, public safety education, fire suppression services, environmental response and protection, hazardous materials response-first responder level, light duty rescue, recreational water assistance and emergency medical-first responder level.

2013 Program Accomplishments:

- 1 Created 10 pre-fire plans to install on mobile data computers for use on emergency scenes
- 2 Reviewed automatic and mutual aid boundaries and pacts with neighboring fire departments - Added Automatic Aid Agreement with Greenville FD
- 3 Conducted mutual aid training with at least two (2) neighboring fire departments
- 4 Worked with surrounding fire agencies to explore areas where cost savings may be realized with joint efforts
- 5 Participated in Winnebago County Mutual Aid Box Alarm System (MABAS) Division
- 6 Conducted CPR training for town employees - Water and Sewer Departments
- 7 Continued to assess and evaluate public education program effectiveness
- 8 Increased by 5%, fire department's contacts with town residents on fire and safety related issues
- 9 Promoted and improved participation in the fire department health and fitness program
- 10 Continued to focus on Fire Prevention Community Planning through review and updating of local codes and ordinances - Working on International Fire Code update to new code revision
- 11 Continued fire safety education of project developers and contractors to enhance fire safety features in new and existing building projects
- 12 Successfully met the smoke detector grant program requirements - Grant program reached it's expected goal for detector installations
- 13 Continued a goal to deliver a response of well trained and equipped fire suppression resources with a 10 minute response time for 90% of fire related calls
- 14 Continued a goal to deliver a response of well trained and equipped emergency medical resources with a 8 minute response time for 90% of all EMS related calls
- 15 Completed all fire prevention visits required by the Department of Safety and Professional Services to insure statutory compliance
- 16 Assisted other Town departments with the required NIMS training
- 17 Continued to pursue grant funds to assist in the support of fire department operations
- 18 Conducted one community response table top exercise
- 19 Updated the fire department website with assistance from the IT department
- 20 Continued to identify and complete recommendations made by the re-accreditation peer assessment team as deemed appropriate, with the ability to fiscally support those

2014 Program Goals & Objectives:

- 1 Create 10 pre-fire plans to install on mobile data computers for use on emergency scenes
- 2 Review automatic and mutual aid boundaries and pacts with neighboring fire departments
- 3 Work with surrounding fire agencies to explore areas where cost savings may be realized with joint efforts
- 4 Continue to conduct mutual aid training with at least two (2) neighboring fire departments
- 5 Continue to assess and evaluate public education program effectiveness

2014 Program Goals & Objectives (cont.):

- 6 Increase by 5%, fire department's contacts with town residents on fire and safety related issues
- 7 Conduct CPR Training for town employees
- 8 Continue to promote and improve participation in the fire department health and fitness program
- 9 Focus on Fire Prevention Community Planning through review and updating of local codes and ordinances - Complete update to new code revision
- 10 Continue fire safety education of project developers and contractors to enhance fire safety features in new and existing building projects
- 11 Determine success of trial staffing period and continue to evaluate department POC staffing issues
- 12 Deliver a response of well trained and equipped fire suppression resources with a 8 minute response time for 90% of fire related calls
- 13 Deliver a response of well trained and equipped emergency medical resources with a 5 minute response time for 90% of all EMS related calls
- 14 Continue to pursue grant funds to assist in the support of fire department operations
- 15 Complete all fire prevention visits required by the Department of Safety and Professional Services to ensure fire code compliance
- 16 Assist other Town departments with the required NIMS training
- 17 Conduct one community response tabletop exercise
- 18 Conduct a semi-annual Mutual Aid Box Alarm System radio exercise
- 19 Update the fire department website on a regular basis
- 20 Identify and complete recommendations made by the re-accreditation peer assessment team, as deemed appropriate with the ability to fiscally support those recommendations
- 21 Conduct quarterly officer development training

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-431.09-00	FEDERAL GRANT - FD	0	13300	0	0	0	0	0	
101-5200-432.03-00	2% FIRE DUES	41,073	44,533	50,882	50,882	0	49,616	49,616	(2.49%)
101-5200-432.09-00	MISC PUBLIC SAFETY GRANTS/AID-FD	0	0	0	0	0	0	0	
101-5200-432.02-09	MISC GRANTS - SAFETY DAY-FD	338	0	0	0	0	0	0	
101-5200-440.03-08	FIRE PROTECTION SYSTEMS PERMIT	2,476	1,180	956	750	515	750	750	0.00%
101-5200-440.03-13	TANK PERMITS (FUEL/CHEMICAL)	3,986	4,931	3,866	4,000	0	3,600	3,600	(10.00%)
101-5200-466.02-01	FIRE PREVENTION VISITS	1,675	925	225	750	375	750	750	0.00%
101-5200-466.02-02	VEHICLE INCIDENT RESPONSE	15,821	21,550	16,053	12,000	8,827	14,000	14,000	16.67%
101-5200-469.01-03	FALSE ALARM FEES - FD	2,388	3,514	3,456	2,500	1,828	2,500	2,500	0.00%
101-5200-461.01-03	FIRE PROT-COPY/DOC FEES	45	78	11	25	17	25	25	0.00%
101-5200-480.02-01	SALE OF TOWN EQUIPMENT: FD	400	190	600	200	0	200	200	0.00%
101-5200-480.08-11	DONATIONS & CONTRIBUTIONS - FD	0	0	172	0	0	0	0	
101-5200-480.09-03	MISC REVENUE: PUBIC SAFETY-FD	2329	4332	-764	0	744	744	0	
101-5200-491.02-05	TRANS FROM PUBLIC PROT - FD	4,000	9,820	0	0	0	0	0	
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - FIRE	0	0	0	0	0	0	23,450	
	Subtotal (Program Revenues)	74,531	104,353	75,285	71,107	12,306	72,185	94,891	33.45%
	<i>Undesignated Rev. to Balance</i>	<i>197,931</i>	<i>210,268</i>	<i>186,625</i>	<i>195,975</i>	<i>16,431</i>	<i>189,796</i>	<i>198,118</i>	1.09%
	<i>LEVY to Balance</i>	<i>812,023</i>	<i>811,790</i>	<i>749,221</i>	<i>818,876</i>	<i>511,874</i>	<i>785,582</i>	<i>810,116</i>	(1.07%)
	TOTAL REVENUES	1,084,485	1,126,411	1,011,131	1,085,958	540,611	1,047,563	1,103,125	1.58%

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-620.01-10	SALARIED	194,932	200,524	204,306	210,475	135,925	210,395	215,228	2.26%
101-5200-620.01-20	HOURLY/NON-REPRESENTED	46,000	47,319	47,443	49,672	32,079	49,654	50,793	2.26%
101-5200-620.01-21	HOURLY OT/NON-REPR	264	194	243	1,962	196	312	2,007	2.29%
101-5200-620.01-22	HOURLY/NON-REPR./P.T.	209,781	194,500	184,677	225,115	108,523	194,525	218,843	(2.79%)
101-5200-620.01-23	OFFICER PAY	2,970	0	0	0	0	0	0	
101-5200-620.01-24	SALARY - GENERAL UNION	41,102	42,082	42,983	44,457	28,876	44,440	45,462	2.26%
101-5200-620.01-31	FICA	37,150	36,337	36,006	39,904	22,721	36,779	39,939	0.09%
101-5200-620.01-32	WI RETIREMENT	54,678	61,495	49,855	53,182	32,275	50,846	44,872	(15.63%)
101-5200-620.01-40	PER DIEM	0	438	333	595	70	0	595	0.00%
101-5200-620.01-42	FIRE CALL PREMIUM	14,391	12,051	11,619	17,550	6,705	15,879	16,320	(7.01%)
101-5200-620.01-51	MEDICAL INSURANCE	81,720	83,083	83,010	88,720	56,056	88,704	88,440	(0.32%)
101-5200-620.01-52	DENTAL INSURANCE	4,746	4,094	4,111	4,265	2,541	4,104	4,265	0.00%
101-5200-620.01-53	GROUP LIFE/DISAB INS	2,670	2,457	2,497	2,536	1,423	2,475	2,536	0.00%
101-5200-620.01-55	FF ANNUITY/VESTED	4,320	3,570	3,105	5,400	1,650	0	5,400	0.00%
101-5200-620.01-97	UNEMPLOYMENT COMP	4,295	2,680	1,861	2,500	2,387	3,485	2,500	0.00%
101-5200-620.02-10	PROF SERVICE/CONTRACTED	0	0	0	0	0	0	0	
101-5200-620.02-14	ENGINEERING	0	0	0	0	0	0	0	
101-5200-620.02-17	EQUIP RENTAL/CONTRACTED	1,970	1,970	1,970	1,970	1,478	1,970	1,970	0.00%
101-5200-620.02-21	ELECTRICITY	15,080	14,716	15,189	16,300	10,184	16,300	16,500	1.23%
101-5200-620.02-22	NATURAL GAS	4,522	4,522	3,197	6,000	2,751	5,400	5,500	(8.33%)
101-5200-620.02-23	SEWER/WATER/STORM	6,715	7,244	7,779	8,925	5,786	7,600	8,100	(9.24%)
101-5200-620.02-24	TELEPHONE	3,493	3,428	3,589	3,575	2,207	3,300	3,575	0.00%
101-5200-620.02-40	REPAIR/MAINT SERV/OTHER	3,297	3,714	4,406	4,980	3,290	4,500	6,010	20.68%
101-5200-620.02-41	BUILDING REPAIR & MAINT	6,169	9,475	12,007	6,750	4,992	6,750	6,750	0.00%
101-5200-620.03-10	OFFICE SUPPLIES	953	750	863	1,000	844	1,000	1,000	0.00%
101-5200-620.03-20	SUBSCRIPTIONS & DUES	2,373	2,614	2,608	2,560	2,682	3,025	4,129	61.29%
101-5200-620.03-25	LEGAL & DISPLAY ADS	0	231	22	100	0	0	100	0.00%
101-5200-620.03-30	MILEAGE/MEALS/LODGING	4,087	3,784	4,733	4,975	3,130	4,900	4,975	0.00%
101-5200-620.03-35	TRAINING	12,144	11,919	12,878	12,800	7,728	12,500	12,800	0.00%
101-5200-620.03-40	OPERATING SUPPLIES	4,520	6,793	5,258	5,450	1,955	5,400	7,998	46.75%
101-5200-620.03-41	POSTAGE/SHIPPING	507	259	293	300	56	150	300	0.00%
101-5200-620.03-43	ACCREDITATION/AWARDS	1,000	6,541	1,100	1,100	1,130	1,130	1,130	2.73%
101-5200-620.03-46	CLOTHING/UNIFORM ALLOW	22,241	21,492	21,170	25,825	3,948	25,000	27,225	5.42%
101-5200-620.03-53	EQUIPMENT MAINTENANCE	11,135	6,446	6,029	6,150	6,329	8,800	20,400	231.71%
101-5200-620.03-55	VEHICLE MAINTENANCE	35,710	44,884	45,772	32,000	28,726	40,000	34,850	8.91%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-620.03-61	OPERATIONAL EQ SUPPLIES	5,518	4,610	4,800	5,975	3,438	5,900	5,975	0.00%
101-5200-620.03-72	CRACK SEALING PROGRAM	1,166	3,395	3,195	0	0	0	0	
101-5200-620.03-91	PUBLIC SERVICE & EDUCATION	1,767	2,340	2,450	2,500	1,053	2,300	2,500	0.00%
101-5200-620.03-93	MEDICAL EXAMS	12,969	17,880	12,404	17,350	8,098	17,000	17,350	0.00%
101-5200-620.08-11	CAPTIAL EQUIPMENT-OFFICE	0	0	0	0	0	0	0	
101-5200-620.08-14	CAPITAL EQUIPMENT-OTHER	14,895	29,738	9,133	16,500	9,379	16,500	12,675	(23.18%)
101-5200-620.08-21	CAP IMPR BUILDING & LAND	0	0	7,902	5,500	0	5,500	11,200	103.64%
101-5200-620.08-53	VEHICLES (CAP)	0	0	0	0	0	0	0	
101-5200-620.08-54	CAPITAL EQUIPMENT-OTHER	0	0	0	0	0	0	0	
101-5200-620.08-55	CAPITAL REPLACEMENT FUND	213,235	226,842	150,335	151,040	0	151,040	152,913	1.24%
FIRE PROTECTION		1,084,485	1,126,411	1,011,131	1,085,958	540,611	1,047,563	1,103,125	1.58%
TOTAL EXPENDITURES		1,084,485	1,126,411	1,011,131	1,085,958	540,611	1,047,563	1,103,125	1.58%

NOTES:

Expenditures:

- 1 **101-5200-620-01-21:** Firefighter overtime of 55 hrs
- 2 **101-5200-620-01-22:** Includes 1 data entry employee (104 hrs), and 56 POC Fire Fighters (16,815 hrs), which includes 4 Captains, 6 Lieutenants, 1 Fleet Maintenance, 1 EMS Coordinator. This account includes a 2% base wage increase for Fire Fighters.
- 3 **101-5200-620-01-32:** 6 Fire Fighters @700 hrs each will be on WI Retirement
- 4 **101-5200-620-01-42:** 340 calls at \$3.00 per call for an average of 16 Fire Firefighters per call
- 5 **101-5200-620-01-55:** Average of 30 Firefighters for \$180 each
- 6 **101-5200-620.02-21:** Increase of \$200 due to increase costs for electricity
- 7 **101-5200-620.02-23:** Decrease of \$825 due to lower cost estimates for sewer and water
- 8 **101-5200-620.02-40:** Increase of \$1,030 due to the addition of a maintenance agreement for the station vehicle exhaust system and addition of bi-annual pest control spraying at both fire stations
- 9 **101-5200-620.03-20:** Increase of \$1,569 due to increased costs of the National Fire Protection Association (NFPA) Fire Code subscription (\$419) and I am Responding software subscription (\$1,150)
- 10 **101-5200-620.03-30 & 101-5200-620.03-35:** These accounts include training and expenses for National Fire Service Conferences, Fire Department Instructors Conference (FDIC), International Fire Chief's Convention (IFC), WI Fire Service Conferences, recertification, department assessment center, and other training events including house burns, audiovisual, computer, printed training material, EMS training, and the bi-annual first responder refresher courses
These accounts include the cost of out of state training for sending (5)-National Fire Academy, (2)-Fire Department Instructors Conference, (1)-International Fire Chief's Convention (Fire Rescue International), (1)-Executive Fire Officer Symposium, and (1)-Firehouse Software Training
- 11 **101-5200-620.03-40:** Increase of \$2,548 due to the increased costs of air quality tests (\$48) and the one time purchase of approximately 20 pulse oximeters for use on EMS calls (\$2,500 offset w/fund balance)
- 12 **101-5200-620.03-43:** Increase of \$30 due an increase for the annual accreditation fee
- 13 **101-5200-620.03-46:** Increase of \$1,400 due to the need to replace first responder vests (\$1,000) and purchase a class "A" uniform jacket for Division Chief of Training (\$400)

NOTES: (cont.)

- 14 **101-5200-620.03-53:** Increase of \$14,250 due to the need for SCBA maintenance parts due to their age and the one time purchase of SCBA facepiece lenses to update per new NFPA requirements (\$9,750 offset with fund balance)
- 15 **101-5200-620.03-55:** Increase of \$2,850 primarily for apparatus corrosion repairs
- 16 **101-5200-620.08-14:** Includes fire hose replacement (\$1,500), 15 new pagers (\$6,975), and two electric positive pressure fans (\$4,200)
- 17 **101-5200-620.08-21:** Building capital outlay; patch cracks, waterproof and caulk exterior of apparatus bay at station #41 (\$11,200), funded with unassigned fund balance

INFORMATION TECHNOLOGY

Statement of Purpose:

The Information Technology Department (IT) is responsible for the coordination of systems development, implementation and operation of the Town's automated information systems. Information Technology uses current technology to provide hardware and software support for all of the Town's departmental needs. Information Technology also provides telephone, voicemail, mobile phone and copier services.

Program Description:

Information Technology provides hardware and software support for more than 95 Town and Utility department computers and 15 network servers. Provides management of the wide area network which connects the Municipal Complex to Fire Station 40, Fire Station 41, Community Center and Utility offices with voice and data and Winnebago County with data. Promotes technology within departments to improve work efficiency. Maintains the Town's phone systems, voice mail, e-mail, internet, intranet and mobile communication. IT is responsible for the maintenance and modification of the Town's web site.

2013 Program Accomplishments:

- 1 Assisted with the installation of the new security surveillance system
- 2 Implemented paperless meeting packets by providing iPads to the Town Supervisors to reduce paper and preparation hours for the Town meetings
- 3 Continue to set up departments and a variety of document types to utilize the Document Imaging and Management System software, which decreases paper usage, storage and retrieval time, but still increases productivity
- 4 Completed the migration of CAD software and wireless data connection project for the Fire Department to Winnebago County dispatch

2014 Program Goals & Objectives:

- 1 Implement Winnebago County's new CAD and Records Management System for the Police and Fire Departments
- 2 Research and install mobile computers for field GIS services for Water, Wastewater and Stormwater Utilities
- 3 Implement cash receipting system for Municipal Court
- 4 Develop and implement Laserfiche Workflow for all departments to automate many of the Town's internal processes
- 5 Work with Community Development to upgrade GIS server and associated software
- 6 Assist Finance with the ability to accept credit cards at the counter, electronic check stubs for payroll, ACH vendor payment for bills and increasing usage of Laserfiche
- 7 Develop and assist the Street Department in scanning of files and maps
- 8 Research the possibility for implementing virtual tours on the Parks and Recreation website for the parks and community center rental facilities
- 9 A redesign of the Town intranet to expand the use and scope in order to assist the Town employees with information

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-480.02-01	SALE OF TOWN EQUIPMENT: IT	0	0	0	0	0	0	0	
101-5200-491.02-05	TRANS FROM PUBLIC PROT - IT	0	0	0	0	0	0	0	
101-5100-491.03-01	TRANSFER FROM DEBT SERVICE - IT	588	588	588	605	599	599	599	(0.99%)
101-5100-491.04-02	TRANS FROM EQUIP FUND to IT	0	0	0	0	0	0	0	
101-5100-491.06-11	TRANS FROM WTR DEPARTMENT to IT	0	0	0	0	0	0	0	
101-5100-491.06-12	TRANS FROM SWR DEPARTMENT to IT	0	0	0	0	0	0	0	
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - IT	0	0	0	0	0	0	26,600	
	Subtotal (Program Revenues)	588	588	588	605	599	599	27,199	4395.70%
	<i>Undesignated Rev. to Balance</i>	<i>54,835</i>	<i>48,547</i>	<i>51,087</i>	<i>55,707</i>	<i>5,122</i>	<i>55,507</i>	<i>57,334</i>	<i>2.92%</i>
	<i>LEVY to Balance</i>	<i>224,965</i>	<i>187,429</i>	<i>205,091</i>	<i>232,769</i>	<i>159,584</i>	<i>229,751</i>	<i>234,443</i>	<i>0.72%</i>
	TOTAL REVENUE:	280,388	236,564	256,766	289,081	165,305	285,857	318,976	10.34%

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-560.01-10	SALARIED	42,500	44,700	42,450	43,215	27,895	43,199	44,192	2.26%
101-5100-560.01-20	HOURLY/NON-REPRESENTED	0	0	27,436	28,612	16,855	26,695	28,354	(0.90%)
101-5100-560.01-21	HOURLY OT/NON-REPR	0	0	0	0	0	0	204	
101-5100-560.01-22	HOURLY/NON-REPR./P.T.	14,068	14,798	116	0	0	0	0	
101-5100-560.01-31	FICA	4,205	4,368	5,128	5,263	3,285	5,115	5,214	(0.93%)
101-5100-560.01-32	WI RETIREMENT	6,250	5,424	4,150	4,776	2,916	4,648	5,078	6.32%
101-5100-560.01-51	MEDICAL INSURANCE	12,403	13,189	16,346	17,458	10,745	20,220	24,764	41.85%
101-5100-560.01-52	DENTAL INSURANCE	730	629	809	801	449	938	1,194	49.06%
101-5100-560.01-53	GROUP LIFE/DISAB INS	420	384	679	663	323	599	665	0.30%
101-5100-560.02-10	PROF SERVICE/CONTRACTED	0	2,754	1,746	2,500	8	2,500	2,500	0.00%
101-5100-560.02-11	COMPUTER LICENSE & MAINT	62,965	69,329	68,858	78,392	68,873	78,392	78,899	0.65%
101-5100-560.02-14	ENGINEERING	0	0	0	0	0	0	0	
101-5100-560.02-24	TELEPHONE	20,544	14,420	18,637	24,250	17,026	24,250	24,370	0.49%
101-5100-560.02-40	REPAIR/MAINT SERV/OTHER	4,232	0	0	3,500	300	1,800	3,500	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-560.03-11	COMPUTER SUPPLIES	7,556	4,238	5,842	6,999	4,515	6,999	6,999	0.00%
101-5100-560.03-20	SUBSCRIPTIONS & DUES	270	245	245	375	50	275	375	0.00%
101-5100-560.03-30	MILEAGE/MEALS/LODGING	147	147	80	750	265	750	800	6.67%
101-5100-560.03-35	TRAINING	635	650	1,610	4,550	120	2,500	4,550	0.00%
101-5100-560.08-15	COMPUTER EQUIP/SOFTWARE	71,521	28,685	30,030	33,711	11,680	33,711	53,446	58.54%
101-5100-560.08-55	CAPITAL REPLACEMENT FUND	31,942	32,604	32,604	33,266	0	33,266	33,872	1.82%
	INFORMATION TECHNOLOGY	280,388	236,564	256,766	289,081	165,305	285,857	318,976	10.34%

NOTES:

- 1 Information System Specialist 70% Town - 20% Utility - 10% Storm
- 2 PC/Network Technician 70% Town - 20% Utility - 10% Storm, This position went full time in 2012.
- 3 PC/Network Technician 10 hours OT
- 4 **101-5100-560.02-10 Professional Services:** For special projects outside services, no changes
- 5 **101-5100-560.02-11 Computer License & Maintenance:** Software maintenance and support for previous purchased software
- 6 **101-5100-560.02-24 Telephone:** Adding two additional Smart phone. One for Fire department training officer and the other for the Street department foreman.
- 7 **101-5100-560.02-40 Maintenance Services:** No changes
- 8 **101-5100-560.03-11 Computer Supplies:** Printer toner, cables and other computer related supplies
- 9 **101-5100-560.03-20 Subscriptions and Dues:** Dues for GIPAW and SUGA Organizations
- 10 **101-5100-560.03-30 Miles, Meals, & Lodging:** Governmental Information Processing Association of Wisconsin (GIPAW) conference and fall meeting, and the Midwest SunGard Users Group Association (SUGA) (Oakbrook, IL) Seminars
- 11 **101-5100-560.03-35 Training:** Professional training for IT staff and Naviline training for Naviline users
- 12 **101-5100-560.08-15 Computer Equip/Software:** This account includes: Computer equipment replacements (\$22,596). Current SAN (Storage Area Network) was purchased in 2008 and needs to be replaced (\$26,600). TiPSS Tax Intercept software for Judicial (\$3,250). Fire department needs two large display monitors for the "iamresponding" program, one in each bay (\$1,000). ***SAN will be offset with Unassigned General Fund Balance***

JUDICIAL

Statement of Purpose:

The Municipal Court's main purpose is to contribute to the quality of life in our community by fairly and impartially administering justice in the most effective, efficient, and professional manner possible.

Program Description:

The Municipal Court has exclusive jurisdiction over actions involving traffic and ordinance violations under which the penalty is a forfeiture. The Court conducts all initial appearances and trial proceedings and enters judgment accordingly. The Court is also responsible for maintaining all court records, setting the bond schedule for all non-traffic offenses and issuing warrants and commitments for defendants who fail to appear or comply with court orders. The Municipal Judge also has the authority to perform marriages.

2013 Program Accomplishments:

- 1 Collected approximately \$31,260.00 in forfeitures through Government Payment Services which permits forfeitures to be paid with a credit card, by phone or online.
- 2 Participated in the Tax Refund Intercept Program, which collected approximately \$11,500.00 in unpaid forfeitures.
- 3 Continued participation in educational programs that are aimed at increasing awareness of the consequences of unlawful behavior: Underage Alcohol Program, Teen Court, Juvenile Tobacco Education Program, Traffic Safety School, and the 3rd Millennium online drug and alcohol programs. Obtained slot at Outagamie County Victim Impact Panel as an option for OWI-1st offenders.
- 4 Provided persons who are determined to be unable to pay the option to complete community service hours or make monthly installment payments as a way to satisfy forfeitures instead of costly jail commitments or suspension of drivers license for failure to pay.
- 5 Maintained budgeted work hours despite the increase of citations issued under the Speeding and OWI grants from the State of Wisconsin.
- 6 Both Municipal Judge and Court Manager attended State Court continuing education seminars.
- 7 Kept the Town of Menasha parks safe by expelling violators from all parks for a period up to one year for offenses that involve alcohol, drugs, or destruction of park property.
- 8 Invited students at local schools to attend court sessions for educational purposes.
- 9 New pretrial procedures resulted in earlier settlements and less requirements for police officers to be present on trial nights.
- 10 Worked with Wisconsin Municipal Judges Association to secure sponsors for Court Costs bill and communicated with local legislators on proposed laws.

2014 Program Goals & Objectives:

- 1 Communicate with the State Legislature regarding items of interest to the Municipal Court specifically with the increase in court costs and new OWI procedures.
- 2 Continue to review and revise the trial procedures to minimize legal costs and witness fees.
- 3 Continue to review and revise the Municipal Bond Schedule to stay consistent with the surrounding communities.
- 4 Increase the quality of service without unduly increasing costs to promote public confidence in the judicial system.
- 5 Look into ways to provide community service projects within the Town of Menasha for persons who are unable to pay.

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-451.02-00	WITNESS FEES	552	626	661	400	935	600	600	50.00%
101-5200-451.03-00	SERVICE/PROCESS FEE	5,980	5,400	4,700	5,500	2,220	5,500	5,500	0.00%
101-5100-451.04-00	COURT COSTS	39,516	35,813	40,445	40,000	25,923	50,000	42,000	5.00%
	Subtotal (Program Revenues)	46,048	41,839	45,806	45,900	29,078	56,100	48,100	4.79%
	<i>Undesignated Rev. to Balance</i>	<i>13,390</i>	<i>17,575</i>	<i>15,615</i>	<i>15,754</i>	<i>1,497</i>	<i>13,863</i>	<i>15,895</i>	<i>0.90%</i>
	<i>LEVY to Balance</i>	<i>54,932</i>	<i>67,852</i>	<i>62,687</i>	<i>65,826</i>	<i>46,628</i>	<i>57,379</i>	<i>64,995</i>	<i>(1.26%)</i>
	TOTAL REVENUE:	114,370	127,266	124,108	127,480	77,203	127,342	128,990	1.18%

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-510.01-10	SALARIED	8,272	8,240	8,272	8,251	5,356	8,272	8,251	0.00%
101-5100-510.01-20	HOURLY NON-REPR F/T	46,571	47,551	48,454	49,917	32,237	49,898	51,045	2.26%
101-5100-510.01-21	HOURLY OT/NON-REPR	-	8	-	-	-	-	-	
101-5100-510.01-22	HOURLY/NON-REPR./P.T.	0	0	0	0	0	0	0	
101-5100-510.01-31	FICA	4,034	4,039	4,111	4,213	2,729	4,213	4,297	1.99%
101-5100-510.01-32	WI RETIREMENT	5,143	4,337	2,874	3,319	2,143	3,318	3,573	7.65%
101-5100-510.01-51	MEDICAL INSURANCE	16,320	16,527	16,602	17,744	11,211	17,741	17,688	(0.32%)
101-5100-510.01-52	DENTAL INSURANCE	960	828	831	853	514	830	853	0.00%
101-5100-510.01-53	GROUP LIFE/DISAB INS	533	496	514	518	286	505	518	0.00%
101-5100-510.02-10	PROF SERVICE/CONTRACTED	3,818	6,820	5,368	5,500	3,450	5,500	5,500	0.00%
101-5100-521.02-15	LEGAL COUNSEL	27,091	36,600	35,324	35,000	17,560	35,000	35,000	0.00%
101-5100-510.03-10	OFFICE SUPPLIES	0	412	79	500	395	500	500	0.00%
101-5100-510.03-20	SUBSCRIPTIONS & DUES	140	140	140	140	140	140	140	0.00%
101-5100-510.03-30	MILEAGE/MEALS/LODGING	163	217	198	400	162	200	400	0.00%
101-5100-510.03-35	TRAINING	645	625	625	625	625	625	625	0.00%
101-5100-510.03-41	POSTAGE	680	426	716	500	395	600	600	20.00%
	JUDICIAL	114,370	127,266	124,108	127,480	77,203	127,342	128,990	1.18%
	TOTAL EXPENDITURES	114,370	127,266	124,108	127,480	77,203	127,342	128,990	1.18%

NOTES:

- 1 **101-5100-510.02-10 Professional Services/Contracted:** The costs in this account include: \$5,000 Jail Lock Up Fee, \$250 Interpreter Fees and \$250 for Substitute Judge. Account #101-5200-451.03-00 for Service/Process Fee offsets the Jail Lock-Up Fee.
- 2 **101-5100-510.03-10 Office Supplies:** This account includes the purchase of a cash drawer.
- 3 **101-5100-510.03-20 Subscription and Dues:** \$100 Municipal Judge Association and \$40 Court Clerk Association Dues.
- 4 **101-5100-510.03-30 Mileage/Meals/Lodging:** The Judge and Court Clerk will each be attending one seminar in 2014.
- 5 **101-5100-510.03-35 Training:** Continuing Judicial Education Dues \$625.
- 6 **101-5100-521.02-15 Legal Counsel:** The increase in citations has resulted in an increase in trials.

LEGISLATIVE

Statement of Purpose:

The purpose of this program is to provide fair and equal representation for all citizens in the Town of Menasha. Representation includes access to the political system, distribution of services and application of taxing authority. The Board of Supervisors is responsible for those duties described in State Statutes Chapter 60, Subchapter IV.

Program Description(s):

The legislative body is responsible to the public to conduct annual town meetings, special town meetings and regular board meetings. It is also responsible to conduct the Board of Review. Under these responsibilities, the legislative body is charged with assessing the need to create, amend and rescind ordinances, resolutions and/or policies of the municipality, which includes setting the annual tax levy.

2014 Program Goals & Objectives:

- 1 To work with Administrator and staff to create strategic goals.
- 2 Continue to hold an annual organizational workshop and budget preparation workshops.

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010	2011	2012	2013	2013 YTD	2013	2014	% Change
		ACTUAL	ACTUAL	ACTUAL	BUDGET	9/9/2013	PROJ	BUDGET	2013/2014
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - LEG	0	0	0	0	0	0	0	
	Subtotal (Program Revenues)	0	0	0	0	0	0	0	
	<i>Undesignated Rev. to Balance</i>	8,506	7,997	7,578	7,916	725	7,753	7,972	0.72%
	<i>LEVY to Balance</i>	34,898	30,874	30,423	33,075	22,572	32,091	32,600	(1.44%)
	TOTAL REVENUE:	43,404	38,871	38,001	40,991	23,297	39,844	40,572	(1.02%)

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010	2011	2012	2013	2013 YTD	2013	2014	% Change
		ACTUAL	ACTUAL	ACTUAL	BUDGET	9/9/2013	PROJ	BUDGET	2013/2014
101-5100-500.01-10	SALARIED	27,158	27,034	27,482	27,302	16,243	27,054	27,302	0.00%
101-5100-500.01-31	FICA	2,077	2,067	2,102	2,089	1,242	2,070	2,089	0.00%
101-5100-500.01-32	WI RETIREMENT	2,682	2,355	1,438	1,270	610	1,270	1,051	(17.24%)
101-5100-500.02-10	PROFESSIONAL SERVICES	1,698	1,657	1,199	3,180	660	2,500	3,180	0.00%
101-5100-500.03-20	SUBSCRIPTIONS & DUES	4,502	4,323	4,512	4,700	3,884	4,700	4,700	0.00%
101-5100-500.03-25	LEGAL AND DISPLAY ADS	-	-	400	400	-	200	200	(50.00%)
101-5100-500.03-30	MILEAGE/MEALS/LODGING	509	349	245	550	272	550	550	0.00%
101-5100-500.03-35	TRAINING	187	129	160	500	190	500	500	0.00%
101-5100-500.03-90	OTHER SUPPLIES & EXPENSE	1,539	957	463	1,000	196	1,000	1,000	0.00%
101-5100-500.08-14	CAPITAL EQUIPMENT-OTHER	3,052	-	-	-	-	-	-	
	LEGISLATIVE	43,404	38,871	38,001	40,991	23,297	39,844	40,572	(1.02%)

NOTES:

- 1 **101-5100-500.02-10 Professional Services:** Provides videotaping for 24 Board meetings and 2 Town meetings.
- 2 **101-5100-500.03-20 Subscriptions and Dues:** Includes Wisconsin Towns Association (General and Urban), Post-Crescent subscription, Wisconsin Taxpayers Alliance subscription, and Fox Cities Chamber of Commerce
- 3 **101-5100-500.03-35 Training:** Includes attendance at the annual Wisconsin Towns Association Conference and Quarterly Urban Towns meetings and other various training opportunities
- 4 **101-5100-500.03-90 Other Supplies & Expense:** Plaques and other miscellaneous supplies

GENERAL OPERATIONS

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-432.09-00	MISC STATE GRANT	0	0	0	0	0	0	0	
	STATE TRUST FUND LOAN PROCEEDS	0	0	0	0	0	0	0	
	TRANSFER FROM DEBT SERVICE	0	0	0	0	0	0	0	
101-5300-491.02-01	TRANS FROM GARBAGE FUND	22,458	24,860	25,662	30,246	0	30,000	27,495	(9.10%)
101-5100-491.06-11	TRANS FROM WTR DEPARTMENT to MC	10,527	12,674	10,673	15,149	0	15,149	11,525	(23.92%)
101-5100-491.06-12	TRANS FROM SWR DEPARTMENT to MC	10,527	12,674	10,673	15,149	0	15,149	11,525	(23.92%)
101-5100-491.06-13	TRANS FROM STORM DEPARTMENT to MC	21,055	25,348	21,347	30,298	0	30,298	23,050	(23.92%)
101-5100-491.06-13	TRANS FROM STORM UTILITY advance to 61	0	0	0	0	0	0	0	
101-5100-491.06-13	TRANS FROM STORM UTILITY repayment of	0	0	0	100,000	0	100,000	100,000	0.00%
101-5100-492.09-00	TRANSFER ASSIGNED BAL - ACCRUAL	0	0	0	0	0	0	0	
101-5100-492.09-00	TRANSFER ASSIGNED BAL - RESERVE	0	0	0	0	0	0	0	
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - MC	0	0	0	0	0	0	0	
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - Gen	0	0	0	0	0	0	50,000	
	Subtotal (Program Revenues)	64,567	75,556	68,355	190,842	0	190,596	223,595	17.16%
101-5100-410.02-00	MOBILEHOME FEE-TN SHARE	63,337	64,367	64,018	63,500	39,479	61,400	60,000	(5.51%)
101-5100-410.03-00	HOTEL/MOTEL TAX	0	1	33	500	697	500	500	0.00%
101-5100-410.05-00	PAYMENT IN LIEU OF TAXES	461,807	489,201	479,989	500,000	0	490,000	500,000	0.00%
101-5100-410.09-00	OTHER TAXES	-796	-773	4,038	0	5,091	5,091	0	
	FEMA GRANT	0	0	0	0	0	0	0	
	FEMA GRANT - STATE	0	0	0	0	0	0	0	
101-5100-432.02-00	SHARED REVENUE - STATE	448,089	447,113	339,292	337,411	0	341,852	341,306	1.15%
101-5100-432.02-01	EXPENDITURE RESTRAINT	0	43,562	50,612	50,612	0	48,777	70,361	39.02%
101-5100-432.04-01	COMPUTER EXEMPT AID	197,374	194,699	197,087	197,000	0	208,399	208,399	5.79%
101-5100-440.09-01	FRANCHISE FEES/CABLE TV	212,228	230,058	251,602	235,000	63,677	250,000	250,000	6.38%
	JUDGEMENTS AND DAMAGES	0	0	0	0	0	0	0	
101-5100-461.01-00	COPY/DOCUMENT FEES	532	226	312	225	92	225	225	0.00%
101-5100-463.01-00	RENT-TOWN PROPERTY: GENERAL	36,999	37,414	39,890	39,118	16,271	39,118	39,431	0.80%
101-5200-464.07-00	IMPACT FEES	0	0	0	0	0	0	0	
101-5100-469.05-00	ROADWAY DEV. AGREEMENT	0	0	0	0	0	0	0	
	AWARDS	0	0	0	0	0	0	0	
101-5100-480.02-01	SALE OF TOWN EQUIPMENT: GEN	0	0	0	0	0	0	0	
101-5100-480.09-00	MISC REVENUE: GENERAL	6,667	15,267	44,699	5,000	-2,765	0	5,000	0.00%

REVENUES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-491.04-02	TRANSFER FROM EQUIP REPLACE FUND	0	0	0	0	0	0	0	
	Subtotal (Unallocated Revenues)	1,426,237	1,521,135	1,471,572	1,428,366	122,542	1,445,362	1,475,222	3.28%
101-5100-410.01-00	GENERAL PROPERTY TAX	5,851,205	5,872,701	5,907,733	5,968,376	3,817,646	5,982,489	6,032,716	1.08%

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
Undesignated Revenue % of Unallocated	19.60%	20.57%	19.94%	19.31%	3.11%	19.46%	19.65%	1.76%
General Property Tax % of Unallocated	80.40%	79.43%	80.06%	80.69%	96.89%	80.54%	80.35%	(0.42%)

Subtotal (Program Revenues)	64,567	75,556	68,355	190,842	0	190,596	223,595	17.16%
<i>Undesignated Rev. to Balance Program</i>	<i>80,908</i>	<i>101,429</i>	<i>154,012</i>	<i>22,136</i>	<i>-28,256</i>	<i>54,063</i>	<i>32,377</i>	<i>46.27%</i>
<i>LEVY to Balance Program</i>	<i>21,714</i>	<i>391,593</i>	<i>618,292</i>	<i>92,493</i>	<i>-880,289</i>	<i>223,771</i>	<i>132,840</i>	<i>43.62%</i>
TOTAL REVENUE:	167,189	568,578	840,659	305,471	-908,545	468,430	388,812	27.28%

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-590.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5100-590.01-21	HOURLY OT/NON-REPR	0	0	0	0	0	0	0	
101-5100-590.01-24	HOURLY/GENERAL UNION	34,435	35,261	35,889	36,858	23,904	36,845	37,690	2.26%
101-5100-590.01-25	HRLY. OT/GEN UNION	491	280	459	1,059	405	686	1,083	2.27%
101-5100-590.01-31	FICA	2,514	2,542	2,569	2,664	1,722	2,635	2,727	2.36%
101-5100-590.01-32	WI RETIREMENT	3,859	3,287	2,177	2,521	1,637	2,496	2,714	7.66%
101-5100-590.01-51	MEDICAL INSURANCE	16,441	16,973	16,602	17,744	11,211	17,741	17,688	(0.32%)
101-5100-590.01-52	DENTAL INSURANCE	907	782	785	853	485	784	853	0.00%
101-5100-590.01-53	GROUP LIFE/DISAB INS	413	377	391	396	222	387	396	0.00%
101-5100-590.02-10	PROF SERVICE/CONTRACTED	0	0	0	0	0	0	0	
101-5100-590.02-14	ENGINEERING	0	0	0	0	0	0	0	
101-5100-590.02-17	EQUIP RENTAL/CONTRACTED	3,762	3,603	3,936	3,632	2,084	3,590	4,232	16.52%
101-5100-590.02-21	ELECTRICITY	48,572	54,027	50,715	55,000	34,318	55,000	55,000	0.00%
101-5100-590.02-22	NATURAL GAS	39,963	38,584	32,340	42,000	29,400	42,000	42,000	0.00%
101-5100-590.02-23	SEWER/WATER/STORM	10,505	11,788	12,827	13,228	9,716	13,500	13,500	2.06%
101-5100-590.02-24	TELEPHONE	8,658	8,349	9,639	8,700	6,473	0	8,700	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-590.02-40	REPAIR/MAINT SERV/OTHER	2,532	2,607	2,493	3,306	2,308	2,886	2,886	(12.70%)
101-5100-590.02-41	BUILDING REPAIR & MAINT	31,954	37,348	36,164	33,630	32,226	33,630	33,630	0.00%
101-5100-590.02-46	UNIFORM RENTAL	0	0	0	0	0	0	0	
101-5100-590.03-46	CLOTHING/UNIFORM ALLOW	24	300	0	300	300	300	300	0.00%
101-5100-590.03-57	CUSTODIAL/MAINTENANCE SUP	5,159	4,976	5,582	5,080	5,357	5,080	5,200	2.36%
101-5100-590.03-58	GROUNDS MAINTENANCE SUPPL	360	438	961	952	216	952	952	0.00%
101-5100-590.08-11	CAP EQUIPMENT - OFFICE	0	0	0	0	0	0	0	
101-5100-590.08-19	CAP IMPR BUILDING & LAND	0	31,970	0	0	0	0	50,000	
MUNICIPAL COMPLEX		210,549	253,492	213,529	227,923	161,984	218,512	279,551	22.65%

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5100-600.02-10	PROF SERVICE/CONTRACTED	2,340	2,535	2,666	6,933	2,919	4,806	4,806	(30.68%)
101-5100-600.03-10	OFFICE SUPPLIES	8,332	7,320	7,170	8,500	4,340	8,500	8,500	0.00%
101-5100-600.03-41	POSTAGE/SHIPPING	14,353	13,071	16,458	18,000	3,039	15,000	15,100	(16.11%)
101-5100-600.09-10	TRANS TO DESIGNATED Accrual	0	0	0	0	0	0	0	
101-5100-600.09-10	TRANSFER TO RESERVE	0	0	0	0	0	0	0	
101-5100-600.09-20	TRANSFER TO SPEC REV FUND	10,690	0	0	0	0	0	0	
101-5100-600.09-40	TRANSFER TO CAP PROJS	0	0	185,071	70,000	0	70,000	0	
101-5100-600.03-99	CONTINGENCY FUND	0	0	0	44,115	0	0	80,855	83.28%
GENERAL GOVERNMENT		35,715	22,926	211,365	147,548	10,298	98,306	109,261	(25.95%)
TOTAL EXPENDITURES		246,264	283,322	424,894	375,471	172,282	316,818	388,812	3.55%

NOTES:

Notes: Revenue

- 101-5100-410.05-00 Payment in Lieu of Taxes**
\$500,000 Water Utility
- 101-5100-491.06-13 Transfer from Stormwater Utility**
Partial Repayment of prior stormwater operating expenses and debt service - \$100,000
Reimbursement for Municipal Complex Expenses (10%) - \$23,050

NOTES: (cont.)

Notes: Municipal Complex Expenditures

- 1 **101-5100-590.01-25 Overtime** - Custodian 40 hrs OT
- 2 **101-5100-590.02-41 Building Repair & Maintenance - \$33,630** which includes:
 - Rug/towel rental (yearly) \$3,000
 - Fire alarm system monitoring \$285
 - Jib crane inspection (annual) \$300
 - Backflow preventer (annual testing) \$370
 - Boiler certification (every two years) \$206
 - Overhead garage doors service agreement \$1,507
 - Maintenance costs (overhead doors) \$2,060
 - HVAC Service Agreement \$6,000
 - Fire Alarm Service Agreement \$2,731
 - Security System Service Agreement \$1,595
 - Generator maintenance (annual) \$1,315
 - Boiler (cleaning & inspection) \$360
 - Fire sprinkler system testing (quarterly) \$6,733
 - Fire Extinguisher maintenance (annual) \$361
 - Misc repairs \$6,807
- 3 **101-5100-590.03-46 Clothing/Uniform Allowance** - \$300 Custodian's safety shoes, shirts, pants.
- 4 **101-5100-590.03-57 Custodial/Maintenance Supplies** - \$5,200 Miscellaneous maintenance and cleaning supplies for Municipal Complex.
- 5 **101-5100-590.03-58 Grounds Maintenance Supplies** - \$952 Outside area of building maintenance, consisting of fertilizer, stone, mulch, plants, complex sidewalk salt.
- 6 **101-5100-590.08-19 Capital Building** - \$50,000 Municipal Complex Boilers, offset w/fund balance

PARK AND RECREATION DEPARTMENT 2013 PROGRAM ACCOMPLISHMENTS

Vision Statement: To positively impact and touch the lives of the community we serve through quality parks, programs, facilities and trails.

Mission Statements:

- We shall preserve and further develop our park and open space system.
- We shall offer comprehensive/cost effective year round programs for all ages and abilities.
- We shall effectively maintain our facilities.
- We shall maintain and further develop our linear trail system.

RECREATION / COMMUNITY CENTER

Goal 1: Increase Community Center Use by 3% over 2012 numbers.

- A. Increase and maintain quality of community center for rental and recreation program participants.
 - 1. Create a virtual tour/information guide to publish on the department website. – **will work with IT to explore possibilities**
 - 2. Continue to advertise via the distribution of the Community Center rental brochure. – **in progress**

Goal 2: Increase Recreation Program Participation by 5% over 2012 numbers

- A. Continue to develop a comprehensive/cost-effective year-round programming season.
 - 1. Youth Programming
 - a. Increase summer soccer camp participation by 5% – **in progress**
 - b. Develop an additional summer “Friday event” – **delayed to 2014**
 - 2. Teen Programming
 - a. Research becoming an Authorized Provider for Red Cross safety programs (*Red Cross reorganized and have made classes too expensive for us to offer to our residents*) – **completed (found a new provider and classes have been very popular)**
 - 3. Adult Programming.
 - a. Develop additional adult enrichment programs – **ongoing**
 - 4. Special Events.
 - a. Seek sponsorships and increase special event promotion/advertising – **ongoing**

- B. Increase advertising and promotion
 1. Redevelopment of the department website (in collaboration with the IS Department – (2012 goal continued) - **completed**)
 2. Use our direct e-mail list to distribute seasonal flyers electronically – **in progress**

Goal 3: Increase Participation in the Health & Fitness Challenge by 5%

- A. Recruit additional sponsors to cover expenses - **3 sponsors secured**
- B. Use additional advertising sources (newspaper, school flyers) – **completed, participation grew by 18%**

PARKS

Goal 1: To implement the park wide capital improvement plan

- A. Prepare and present depreciation fund numbers for each new or redeveloped park
- B. Annually assess the needs of each park site and clearly define and prioritize work to be completed with associated costs
Update park and recreation department Capital Improvement Plan (CIP)
- C. Annually assess the park and recreation equipment for replacement, purchase and removal.
- D. To implement 2013 projects
 1. Fritsch Park Renovation – **in progress**
 2. Rydell/Fritse connection path and Indian mound – **in progress**
 3. Schildt Stone Path - **completed**
 4. Benches and landscaping around OHS tennis court - **completed**
 5. O’Hauser Park-North (OHN) ADA asphalt pathways to athletic fields – **fall project**
 6. Crack fill and seal coat approximate 1.5 miles of trail/year. – **late summer/fall**
 7. Paint inside of OHN pavilion – **scheduled for September**
 8. Disc golf course continued improvements – **partially completed and fall project**

Goal 2: To implement a park beautification plan.

- A. Maintain and improve existing beds throughout park system – **all beds have been sprayed and wood chipped, volunteers continue to monitor**
- B. Continue clearing islands at O’Hauser Park, Woodland Prairie and Rydell as time, resources or volunteers permit – **significant progress was made on cleaning out the creek at O’Hauser and the area between the trestle trail and the Rydell property.**
- C. Remove invasive species from trails and parks as time, resources or volunteers permit – **on going**

- Goal 3: To implement 2006 Urban Forestry management plan**
A. Continue to remove hazardous trees from parks – several trees and limbs were removed
B. Plant new trees in the parks and along trails – fall project
- Goal 4: To maintain an 85% park pavilion rental rate for June – August and 65% over the entire rental season – will not meet this goal in 2013 due to Fritsch Park Pavilion closure**
A. Revise marketing plan and materials
B. Distribute materials to Town of Menasha businesses
C. Utilize all forms of media

ADMINISTRATIVE

- Goal 1: To continue to promote educational opportunities**
A. Two staff members may attend the Annual Wisconsin Park and Recreation Conference – fall 2013
B. Two staff members may attend Spring Park and Recreation Workshop(s) based on curriculum - yes
C. Staff may attend Wisconsin Arborist Conference – staff did not attend this year but are attending other related courses
D. Additional opportunities may be explored (Certified Playground Inspector, landscape or tree maintenance) – one staff member will attend the CPI course this fall
E. One staff may attend the Great Lakes Management Institute
- Goal 2: Revise and further develop volunteer program as time and resources permit – ongoing effort, no real significant improvement to the process/program; however, we had good attendance @ the spring work days**
A. Revise/update application form
B. Develop procedure for intake of adult volunteers
C. Promotional plan to attract new volunteers
- Goal 3: To research the most efficient and effective means in which to run the Park and Recreation Department – sustainability, analyzing tasks...on going**

PARK AND RECREATION DEPARTMENT 2014 PROGRAM GOALS AND OBJECTIVES

RECREATION / COMMUNITY CENTER

Goal 1: Increase Community Center Use by 3% over 2013 numbers

- A. Increase and maintain quality of community center for rental and recreation program participants
 - 1. Revise/update the Community Center rental brochure
 - 2. Replace equipment/furniture, as needed, for better functionality

Goal 2: Increase Recreation Program Participation by 3% over 2013 numbers

- A. Continue to develop a comprehensive/cost-effective year-round programming season
 - 1. Youth Programming
 - a. Start an “open gym/play” drop-in program for ages 1-5
 - b. Develop an additional summer “Friday event” (2013 goal continued)
 - c. Grow/rebuild the dance program
 - 2. Teen Programming
 - a. Explore new trip options for the Summer Trip Series
 - b. Expand Babysitter Training class offerings
 - 3. Adult Programming
 - a. Develop an additional adult enrichment program (2013 goal continued)
 - 4. Special Events
 - a. Seek sponsorships and increase special event promotion/advertising (ongoing goal)
- B. Increase advertising and promotion
 - 1. Use our direct e-mail list to distribute seasonal flyers electronically
 - 2. Collaborate with the local newspaper to post program and event information

Goal 3: Increase Participation in the Health & Fitness Challenge by 5%

- A. Recruit additional sponsors to cover expenses
- B. Develop a new incentive to make the challenge different from previous years

PARKS

- Goal 1: To implement the park wide capital improvement plan**
- A. Prepare and present depreciation fund numbers for each new or redeveloped park
 - B. Annually assess the needs of each park site and clearly define and prioritize work to be completed with associated costs
 - C. Update Park and Recreation Department Capital Improvement Plan (CIP)
 - D. Annually assess the park and recreation equipment for replacement, purchase and removal
 - E. To implement 2014 projects
 1. Finish Fritsch Park Renovations – outdoor fitness, play area and misc
 2. Palisades Pavilion and Site Renovations
 3. OHS and disc golf bridge/culvert replacement
 4. Bench Installations
 5. Palisades Door replacement
 6. Glenview Park Sign
 7. OHN volleyball court, sand, concrete and grill
 8. OHS native prairie installation
 9. Crack fill and seal coat approximate 3.0 miles of trail/year
 10. Disc golf course continued improvements
- Goal 2: To implement a park beautification plan**
- A. Maintain and improve existing beds throughout park system
 - B. Continue clearing islands at O’Hauser Park, Woodland Prairie and Rydell as time, resources or volunteers permit
 - C. Remove invasive species from trails and parks as time, resources or volunteers permit
- Goal 3: To implement 2006 Urban Forestry management plan.**
- A. Continue to remove hazardous trees from parks
 - B. Plant new trees in the parks and along trails
- Goal 4: To maintain an 85% park pavilion rental rate for June – August and 65% over the entire rental season**
- A. Revise marketing plan and materials
 - B. Distribute materials to Town of Menasha businesses
 - C. Utilize all forms of media

ADMINISTRATIVE

Goal 1: To continue to promote educational opportunities

- A. Two staff members may attend the Annual Wisconsin Park and Recreation Conference
- B. Two staff members may attend Spring Park and Recreation Workshop(s) based on curriculum.
- C. Staff may attend Wisconsin Arborist Conference
- D. Additional opportunities may be explored (Certified Playground Inspector, landscape or tree maintenance).
- E. One staff member may attend the Great Lakes Management Institute

Goal 2: Revise and further develop volunteer programs, as time and resources permit

- A. Revise/update application form
- B. Develop procedure for intake of adult volunteers
- C. Promotional plan to attract new volunteers

Goal 3: To research the most efficient and effective means in which to run the Park and Recreation Department – sustainability, analyzing tasks...

PARK & RECREATION

REVENUES - Park:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-431.09-00	FEDERAL GRANT - PK	0	0	0	0	0	0	0	
101-5500-432.06-01	STATE GRANT/PARKS	0	0	0	0	0	0	0	
101-5300-469.02-00	WEED CONTROL	447	3,006	1,393	1,200	352	1,000	1,000	(16.67%)
101-5500-463.02-00	RENT-TOWN EQUIP: PARK	195	180	225	240	85	170	200	(16.67%)
101-5500-463.04-00	PARK RENTALS	12,275	12,453	12,245	12,484	4,875	12,182	12,574	0.72%
101-5500-480.02-01	SALE OF TOWN EQUIPMENT: PK	0	0	0	1,500	1,500	1,500	0	(100.00%)
101-5500-480.03-02	KIOSK ADS	0	0	0	0	0	0	0	
101-5500-480.04-01	VENDING MACHINES	1,559	1,739	0	0	0	0	0	
101-5500-480.09-00	MISC REVENUE: PARK	1,932	5,566	1,671	2,500	-1,582	2,000	3,000	20.00%
101-5500-491.02-05	TRANSFER FROM OPEN SPACE	0	0	0	0	0	0	0	
101-5500-491.02-05	TRANSFER FR PARK IMPROVEMENT	3,663	10,000	0	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM FRIENDS OF PK	0	0	0	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM DISC GOLF FEES/D	654	500	2,000	5,948	0	5,948	14,086	136.82%
101-5500-491.02-05	TRANSFER FROM TRAIL DONATIONS	0	0	1,700	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM INDIAN MOUND R	0	0	0	5,000	0	5,000	0	(100.00%)
101-5500-491.02-05	TRANSFER FROM IMPACT FEES	0	0	51,550	0	0	0	0	
101-5500-492.09-00	TRANSFER ASSIGNED BALANCE - P	0	0	0	0	0	0	52,955	
	Park Subtotal (Program Revenues)	20,725	33,444	70,784	28,872	5,230	27,800	83,815	190.30%

REVENUES - Recreation:

101-5500-468.01-01	SPRING REC FEES	11,534	9,359	8,281	8,509	11,818	11,818	10,598	24.55%
101-5500-468.01-02	SUMMER PROGRAM FEES	25,806	22,194	24,765	26,282	25,596	27,635	26,373	0.35%
101-5500-468.01-03	FALL PROGRAM FEES	13,830	17,983	17,328	13,502	170	13,502	13,275	(1.68%)
101-5500-468.01-04	WINTER PROGRAM FEES	20,845	26,451	25,304	20,630	9,710	19,420	18,576	(9.96%)
101-5500-468.02-01	STATE ATTRACTIONS	12,242	11,103	12,630	11,708	1,725	11,273	11,909	1.72%
101-5500-463.01-00	RENT-TOWN PROPERTY: PARK	14,050	18,302	16,120	16,120	5,540	16,120	16,120	0.00%
101-5500-463.03-00	COMMUNITY CENTER RENTAL	10,438	11,190	13,871	10,782	7,208	13,916	14,066	30.46%
101-5500-468.03-01	CC USER FEE	0	0	0	0	0	0	0	
101-5500-480.08-11	DONATIONS & CONTRIBUTIONS - PK	0	0	1,800	0	0	0	0	
	PALS BRIDGING THE COMMUNITY	0	0	0	0	0	0	0	
101-5500-480.09-01	MISC REVENUE: RECREATION	509	1,792	509	500	-887	500	500	0.00%

REVENUES (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD BUDGET	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5500-491.02-03	TRANS FROM TOWER REVENUE FUN	0	3,305	0	0	0	0	0	
101-5500-492.09-00	TRANSFER ASSIGNED BALANCE - R	0	0	0	0	0	0	7189	
	Recreation Subtotal (Program Revenues)	109,254	121,679	120,608	108,033	60,880	114,184	118,606	9.79%
	Total Program Revenue	129,979	155,123	191,392	136,905	66,110	141,984	202,421	47.86%
	<i>Undesignated Rev. to Balance</i>	<i>143,026</i>	<i>132,859</i>	<i>116,318</i>	<i>142,218</i>	<i>14,099</i>	<i>142,766</i>	<i>146,423</i>	<i>2.96%</i>
	<i>LEVY to Balance</i>	<i>586,772</i>	<i>512,932</i>	<i>466,968</i>	<i>594,255</i>	<i>439,236</i>	<i>590,924</i>	<i>598,730</i>	<i>0.75%</i>
	TOTAL REVENUE:	859,777	800,914	774,678	873,378	519,445	875,674	947,574	8.50%

EXPENDITURES-Park:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5300-660.02-10	PROF SERVICE/CONTRACTED	2,619	790	338	1,200	138	1,000	1,000	(16.67%)
	*WEED & NUISANCE CONTROL	2,619	790	338	1,200	138	1,000	1,000	(16.67%)

EXPENDITURES-Park: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5500-710.01-10	SALARIED	46,089	47,061	48,651	49,399	31,901	49,380	50,516	2.26%
101-5500-710.01-20	HOURLY/NON-REPRESENTED	47,120	44,222	0	0	0	0	0	
101-5500-710.01-21	HOURLY OT/NON-REPR	3,756	2,179	2,009	1,721	1,375	1,721	1,695	(1.51%)
101-5500-710.01-22	HOURLY/NON-REPR./P.T.	46,262	50,711	50,337	52,416	30,583	52,416	56,128	7.08%
101-5500-710.01-24	HOURLY UNION	102,854	104,581	117,945	145,986	94,077	146,528	150,633	3.18%
101-5500-710.01-25	HOURLY OT/UNION	3,892	3,264	3,277	2,168	2,305	4,858	3,385	56.13%
101-5500-710.01-31	FICA	17,960	18,322	15,916	17,918	11,569	18,164	18,927	5.63%
101-5500-710.01-32	WI RETIREMENT	24,133	17,917	10,494	12,993	8,864	13,465	16,573	27.55%
101-5500-710.01-40	PER DIEM	4,060	3,535	4,025	4,165	1,645	3,790	4,165	0.00%
101-5500-710.01-51	MEDICAL INSURANCE	61,336	51,164	52,690	67,871	42,577	67,840	67,657	(0.32%)
101-5500-710.01-52	DENTAL INSURANCE	2,645	1,963	1,687	2,410	1,380	2,241	2,410	0.00%
101-5500-710.01-53	GROUP LIFE/DISAB INS	2,010	1,500	1,557	1,923	1,016	1,770	1,836	(4.52%)
101-5500-710.01-97	UNEMPLOYMENT COMP	132	39	1,028	125	2,569	2,869	725	480.00%
101-5500-710.02-10	PROF SERVICE/CONTRACTED	2,070	2,932	6,450	6,000	5,900	4,500	6,750	12.50%
101-5500-710.02-12	EMPLOYEE ASSISTANCE PROG	83	172	177	180	177	180	180	0.00%

EXPENDITURES-Park: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5500-710.02-13	ADA MODIFICATIONS	0	0	0	5,000	208	5,000	5,000	0.00%
101-5500-710.02-17	EQUIP RENTAL/CONTRACTED	1,263	752	1,173	1,760	660	1,010	1,720	(2.27%)
101-5500-710.02-21	ELECTRICITY	11,377	11,608	12,699	11,492	10,343	11,394	12,395	7.86%
101-5500-710.02-22	NATURAL GAS	715	658	524	806	692	806	785	(2.61%)
101-5500-710.02-23	SEWER/WATER/STORM	10,296	11,070	12,143	12,000	10,400	11,530	11,869	(1.09%)
101-5500-710.02-34	SITE MAINTENANCE	5,624	14,119	14,714	13,100	11,511	12,415	13,100	0.00%
101-5500-710.02-40	REPAIR/MAINT SERV/OTHER	4,711	3,595	4,581	4,775	201	4,500	775	(83.77%)
101-5500-710.02-41	BUILDING REPAIR & MAINT	12,337	13,580	8,908	11,707	8,592	11,646	12,368	5.65%
101-5500-710.02-46	UNIFORM RENTAL	1,691	1,800	1,591	2,496	1,149	1,556	0	(100.00%)
101-5500-710.02-93	DRUG & ALCOHOL TESTING	530	555	580	550	677	677	550	0.00%
101-5500-710.03-10	OFFICE SUPPLIES	430	1,188	477	750	95	700	650	(13.33%)
101-5500-710.03-13	PRINTING/MARKETING	0	0	0	1,450	808	1,164	1,500	3.45%
101-5500-710.03-20	SUBSCRIPTIONS & DUES	606	695	631	650	293	644	535	(17.69%)
101-5500-710.03-25	LEGAL & DISPLAY ADS	13	62	293	200	0	200	200	0.00%
101-5500-710.03-30	MILEAGE/MEALS/LODGING	913	22	434	1,200	35	900	1,200	0.00%
101-5500-710.03-32	VENDING SUPPLIES/SERVICES	1,433	1,895	0	0	0	0	0	
101-5500-710.03-35	TRAINING	890	549	556	1,355	738	1,356	1,605	18.45%
101-5500-710.03-40	OPERATING SUPPLIES-DISC GOLF	0	0	0	4,188	2,162	4,188	4,780	14.14%
101-5500-710.03-41	POSTAGE/SHIPPING	685	794	580	857	348	686	800	(6.65%)
101-5500-710.03-46	CLOTHING/UNIFORM ALLOW	701	824	1,114	1,150	970	1,272	1,600	39.13%
101-5500-710.03-53	EQUIPMENT MAINTENANCE	8,716	10,599	11,462	8,300	7,070	10,259	8,300	0.00%
101-5500-710.03-55	VEHICLE MAINTENANCE	4,260	5,285	3,068	5,000	3,977	5,500	5,000	0.00%
101-5500-710.03-58	GROUNDS MAINTENANCE SUPPL	2,057	976	934	3,050	2,988	3,563	7,324	140.13%
101-5500-710.03-72	CRACK SEALING PROGRAM	2,500	2,500	8,525	0	0	0	6,572	
101-5500-710.03-78	TREE & BRUSH CONTROL	7,251	7,103	6,078	6,200	4,059	6,200	6,500	4.84%
101-5500-710.03-79	TRAIL MAINTENANCE	9,147	8,802	8,688	9,150	1,103	9,150	10,000	9.29%
101-5500-710.03-90	OTHER SUPPLIES & EXPENSE	5,317	4,450	6,081	4,950	4,762	4,950	4,950	0.00%
101-5500-710.03-93	MEDICAL EXAMS	79	114	210	120	190	190	200	66.67%
101-5600-710.03-94	DAMAGE/CLAIMS	0	0	0	0	0	0	0	
101-5500-710.08-12	CAP EQUIPMENT-VEHICLES	0	0	0	0	0	0	0	
101-5500-710.08-14	CAPITAL EQUIPMENT-OTHER	850	0	0	8,314	7,935	8,314	20,700	148.98%
101-5500-710.08-21	CAP IMPR BUILDING & LAND	0	0	0	0	0	0	0	
101-5500-710.08-31	CAP-PARKS-MISC	94,452	19,173	21,308	25,200	7,451	25,200	56,275	123.31%

EXPENDITURES-Park: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5500-710.08-44	CAPITAL-TRAILS/WALKWAYS	0	0	0	0	0	0	0	
101-5500-710.08-55	CAPITAL REPLACEMENT FUND	62,948	82,076	88,512	93,152	0	93,152	98,211	5.43%
101-5500-710.09-20	TRANSFER TO SPEC REV FUND	0	0	0	0	0	0	0	
	PARKS	616,194	554,406	532,107	604,197	325,355	607,844	677,044	12.06%

EXPENDITURES-Recreation:

101-5500-720.01-10	SALARIED	54,702	55,920	61,083	62,105	40,107	62,081	63,509	2.26%
101-5500-720.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5500-720.01-21	HOURLY OT/NON-REPR	4	0	0	0	0	0	0	
101-5500-720.01-22	HOURLY/NON-REPR./P.T.	43,728	48,649	45,962	53,123	38,171	53,123	49,539	(6.75%)
101-5500-720.01-24	HOURLY UNION	13,384	14,194	14,920	15,408	10,161	15,552	15,803	2.56%
101-5500-720.01-25	HOURLY OT/UNION	14	15	6	0	2	2	0	
101-5500-720.01-31	FICA	8,341	8,987	9,025	9,596	6,480	9,605	9,516	(0.83%)
101-5500-720.01-32	WI RETIREMENT	7,523	6,503	4,522	5,155	3,343	5,163	5,552	7.70%
101-5500-720.01-51	MEDICAL INSURANCE	23,535	23,613	23,628	25,285	15,987	25,262	25,205	(0.32%)
101-5500-720.01-52	DENTAL INSURANCE	1,377	1,174	1,177	1,216	731	1,177	1,216	0.00%
101-5500-720.01-53	GROUP LIFE/DISAB INS	660	627	635	646	365	631	646	0.00%
101-5500-720.01-97	UNEMPLOYMENT COMP	0	0	0	0	0	0	0	
101-5500-720.02-10	PROF SERVICE/CONTRACTED	0	0	0	0	0	0	0	
101-5500-720.02-13	ADA MODIFICATIONS	0	0	0	1,000	80	1,000	1,000	0.00%
101-5500-720.02-17	EQUIP RENTAL/CONTRACTED	380	329	372	480	234	358	480	0.00%
101-5500-720.02-21	ELECTRICITY	6,080	6,028	6,464	6,200	3,821	5,996	6,290	1.45%
101-5500-720.02-22	NATURAL GAS	2,122	2,231	1,535	2,830	1,369	2,700	2,830	0.00%
101-5500-720.02-23	SEWER/WATER/STORM	2,478	2,715	2,833	2,921	0	2,921	3,008	2.98%
101-5500-720.02-24	TELEPHONE	1,908	1,912	1,690	1,946	837	1,434	1,505	(22.66%)
101-5500-720.02-40	REPAIR/MAINT SERV/OTHER	826	2,059	3,785	4,232	1,081	4,232	2,092	(50.57%)
101-5500-720.02-41	BUILDING REPAIR & MAINT	2,171	1,521	1,610	1,475	1,015	1,475	1,775	20.34%
101-5500-720.03-09	CREDIT CARD FEES	885	829	830	1,650	903	1,150	1,650	0.00%

EXPENDITURES-Recreation: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5500-720.03-10	OFFICE SUPPLIES	346	374	347	400	110	400	400	0.00%
101-5500-720.03-20	SUBSCRIPTIONS & DUES	370	445	410	440	405	405	440	0.00%
101-5500-720.03-25	LEGAL & DISPLAY ADS	0	0	0	0	0	0	0	
101-5500-720.03-30	MILEAGE/MEALS/LODGING	601	159	574	750	191	650	765	2.00%
101-5500-720.03-35	TRAINING	775	540	360	1,114	210	614	1,364	22.44%
101-5500-720.03-40	OPERATING SUPPLIES	765	564	1,308	1,178	922	1,044	4,484	280.65%
101-5500-720.03-41	POSTAGE/SHIPPING	4,306	4,023	3,432	4,264	3,297	4,264	3,870	(9.24%)
101-5500-720.03-42	CC OPERATING SUPPLIES	1,890	1,135	1,167	1,500	707	1,182	1,500	0.00%
101-5500-720.03-45	LICENSE/FORMS/PRINTING	9,359	9,372	10,291	10,645	9,220	10,645	10,420	(2.11%)
101-5500-720.03-58	GROUNDS MAINTENANCE SUPPL	0	0	0	0	0	0	700	
101-5500-720.03-72	CRACK SEALING PROGRAM	2,122	0	0	0	0	0	0	
101-5500-720.03-81	SPRING PROGRAM	6,887	4,017	3,481	3,608	6,160	5,533	5,766	59.81%
101-5500-720.03-82	SUMMER PROGRAM	12,715	10,762	11,760	11,616	14,531	10,534	11,751	1.16%
101-5500-720.03-83	FALL PROGRAM	5,655	6,011	7,047	5,121	265	5,121	6,279	22.61%
101-5500-720.03-84	WINTER PROGRAM	10,693	15,812	9,954	12,958	14,934	14,934	12,936	(0.17%)
101-5500-720.03-91	PUBLIC SERVICE & EDUCATION	12,512	10,922	12,025	10,050	11,621	10,050	10,050	0.00%
101-5500-720.08-11	CAPITAL EQUIPMENT-OFFICE	1,850	4,276	0	4,784	3,092	3,992	0	(100.00%)
101-5500-720.08-21	CAP IMPR BUILDING & LAND	0	0	0	4,285	3,600	3,600	7,189	67.77%
	RECREATION	240,964	245,718	242,233	267,981	193,952	266,830	269,530	0.58%
	TOTAL EXPENDITURES	859,777	800,914	774,678	873,378	519,445	875,674	947,574	8.50%

NOTES - Park:

Notes: Revenue

1 **101-5500-491.02.05 Transfer Disc Golf:** Transferred money in for operational costs (fee envelopes, annual passes etc) \$4,780, and Gator - \$5,000.

Notes: Expenses Parks

- 1 Park & Recreation Director: 70% Park 30% Rec
- 2 Street Secretary: 50% street, 12.5% park, 12.5% recreation, 25% Storm Utility
- 3 Full-Time employee overtime - 140 hrs
- 4 4 Short-term seasonal park employees & 4 Long-term seasonal park employees

Notes: Expenses Parks (cont.)

- 5 **101-5500-710.01-40 Per Diem:** Commissioners are paid \$35 per meeting. Assumes 17 meetings per year for all 7 commissioners
- 6 **101-5500-710.02-10 Prof Services:** Wittmann engineering and stormwater permitting - \$6,000; Native Prairie Contract - \$750
- 7 **101-5500-710.02-13 ADA Modifications:** Door opening/closure arms, faucets and signs - per federal law modifications must be completed by March 2015
- 8 **101-5500-710.02-21 Electricity:** Increase due to Fritsch Park warming shelter
- 9 **101-5500-710.02-34 Site Maintenance:** Play Surface (3 loads)-\$6,600; Wood Supplies-\$1,500; Sand, soil, gravel-\$2,500; Play Equip Parts-\$1,500; Misc-\$1,000.
- 10 **101-5500-710.02-40 Repair/Maint Serv/Other:** Copier-\$175; Misc-\$150; Fritse insect spraying-\$450
- 11 **101-5500-710.02-41 Building Repair & Maintenance:** Sundries/Cleaning Supplies-\$4,500;Paint & Stain-\$1,500; Vandalism-\$1,500; Fritse Backflow Cert-\$196; Fritse furnace maintenance-\$336; Fritsch furnace maintenance - \$336; OHS Pavilion Repairs - \$2,000 General-\$2,000.
- 12 **101-5500.710.02-46 Uniform Rental:** eliminated
- 13 **101-5500-710.03-13 Printing/Marketing:** Trail maps - \$400; banners - \$400; give aways - \$300 and Volunteer/Donor Recognition - \$400.
- 14 **101-5500-710.03-30 Mileage/Meals/Lodging:** Wisconsin Park and Recreation Association (WPRA) Summer Park Tour, Spring Workshop, and Annual Conference; Community Tree Institute; Urban Forestry and Arborist Conference
- 15 **101-5500-710.03-35 Training:** WPRA Summer Park Tour, Spring Workshop, and Annual Conference; Community Tree Institute; Urban Forestry and Arborist Conference; Customer Service Assistant Conversational Spanish Class
- 16 **101-5500-710.03-40 Operation Disc Golf:** Pencils, basket repairs, scorecards, fee envelopes, pass stickers, port-a-potty, Pass holders Tournament
- 17 **101-5500-710.03.46 Clothing Allowance:** Increased due to the elimination of uniform contract and adding uniform allowance for \$150/person x 3 for a total allowance available of \$300 per full-time laborer
- 18 **101-5500.710.03-58 Grounds Maintenance:** Increased due to additional fertilizer and weed & feed for high traffic/visible areas such as O'Hauser Park-South and Fritse Park. Also included is a partnership with the local athletic associations to apply and then be reimbursed (\$2,600). We have also adopted a new maintenance routine which requires more herbicide but reduces the number of times and length of time to string trim the park system.
- 19 **101-5500-710.03.72 Crack Seal Coat:** Scheduled to complete OHS parking lot, tot-lot paths and Strohmeier Park basketball court and trail
- 20 **101-5500-710.03.78 Tree & Brush Control:** Returning to previous funding levels with the commitment to replant Fritsch Park
- 21 **101-5500-710.03-79 Trail Maintenance:** The goal is to seal coat and crack fill on a 7 year cycle, historically we have been completing 1.5 - 2.0 miles per year. With 20+ miles of trail we are/have fallen behind the recommended 7yr cycle and propose an increase to 3 miles of trail / year.
- 22 **101-5500-710.08-14 Capital Equip - Other:** Gator & Accessories \$15,000 (reimbursed \$5,000 from disc golf fund and \$10,000 offset w/fund balance); Trailer \$4,900; Portable snow blower \$800
- 23 **101-5500-710.08-31 Cap Parks/Misc:** Benches - \$4,620; Palisades Overhead Door and Service Doors - \$2,500; Glenview Park Sign - \$1,200; O'Hauser-North Volleyball, sidewalk, grill reconstruction - \$7,500 (offset with fund balance); O'Hauser-South Prairie Restoration - \$5,000; O'Hauser-South Bridge/Culvert Replacement - \$35,455 (offset with fund balance)

Notes: Expenses Recreation

- 1 **101-5500-720.02-13 ADA Modifications:** Door opening/closure arms, faucets and signs - per federal law modifications must be completed by March 2015
- 2 **101-5500-720.02-40 Repair/Maint Serv/Other:** Annual Dance/Badger Floor Maintenance-\$500; Office Copier-\$132; Floor Waxing entire building-\$1,360; Chair Cleaning-\$100
- 3 **101-5500-720.02-41 Building Repair & Maint:** Insect Spraying-\$100; Bi-Annual HVAC-\$500; Fire Alarm System Monitoring-\$400; Sprinkler System-\$300; Misc.-\$100; Fire Extinguishers-\$75 and Fire Alarm Testing-\$300.

Notes: Expenses Recreation (Cont.)

- 4 **101-5500-720.03-09 Credit Card:** In 2013, the Park & Recreation Department started accepting credit cards at the counter. For 2014, the projection is that 40% of the counter sales will be done with a credit card. This would include rec programs, rentals and tickets sales. Current web site sales for recreation programs only (done by credit card) represents 27% of total recreation program sales.
- 5 **101-5500-720.03-30 and 101-5500-720.03-35 Miles/Meals/Lodging and Training:** Spring Workshop and WPRA Annual Conference
- 6 **101-5500-720.03-40 Operational Supplies:** Staff Shirts-\$488, 6 Tables-\$1,400, Open play room equipment - \$750; Program Stereos-\$500 and Chair Replacements-\$1,346
- 7 **101-5500-720.03-45 License/Forms/Printing:** More being sent out and the increased cost of printing.
- 8 **101-5500.720.03-58 Grounds Maintenance:** fertilizer and weed & feed for high traffic/visible areas at the Community Center.
- 9 **101-5500-720.03-81,82,83 & 84 Spring, Summer, Fall Winter:** The recreation budgets recover 94% of all direct programming expenses with the exception of summer, due to instructor to staff ratios.
- 10 **101-5500-720.03-91 Public Service & Education:** The account reflects WPRA Ticket sale program. The town keeps 75¢ for each ticket sold.
- 11 **101-5500-720.08.21 Capital Building:** Security Door System - \$7,189 (offset with fund balance)

POLICE

Statement of Purpose:

The Town of Menasha Police Department exists for the purpose of providing an enhanced level of public safety in the community, protecting the constitutional rights of all people and improving the quality of life of each citizen.

Program Description:

The police department performs such duties as patrolling the 12.3 square miles (or 97 miles of roadway) within the Town on a 24 hours per day/seven (7) days per week basis, completing incident and accident reports (approximately 7,139 per year), assisting citizens and motorists with all law enforcement matters, enforcing the laws of the State of Wisconsin and the ordinances of the Town of Menasha, assisting other departments such as Probation and Parole, participating in positive community relations, and providing a safe environment in which to live and work.

2013 Program Goals and Accomplishments:

Administrative Services

- 1 Continue upgrade of digital technology equipment. (Upgraded to Livescan fingerprinting system/presently in the process of upgrading to digital booking system)
- 2 Achieve State accreditation status. (Ongoing process - On-site assessment scheduled for February 2015)
- 3 Hired replacement Communication Technician position
- 4 Transferred past administrative personnel files over to Laserfiche imaging software
- 5 Continue to initiate Workflow software with current forms in Laserfiche
- 6 Continue exploring the possibility of renovating the police department and evidence/property area
- 7 Hired Police Lieutenant to replace retiring lieutenant
- 8 Updated ID card software and printer for employee badges and bartender licenses

Field Services

- 1 Continue to implement quarterly performance evaluations based on officer activity
- 2 Revitalized the directed patrol program utilizing current patrol resources and possibly partnering with other law enforcement agencies
- 3 Finalized a digital booking procedure
- 4 Increased marked squad fleet by one vehicle to ensure appropriate number of vehicles are available for patrol duties
- 5 Completed transition from Ford Crown Victoria squads to Ford Interceptor squads
- 6 Continued replacement of AEDs
- 7 Begin replacement of in-squad video cameras
- 8 Equipped detective vehicles with Mobile Data Computers (MDCs)
- 9 Continued education and outreach to reduce property crimes
- 10 Researched the effectiveness of a new evidence/property tracking system (BEAST). (Too costly at this time)

2014 Program Goals & Objectives:

Administrative Services

- 1 Convert emergency contacts currently in firehouse to Police Department Outlook
- 2 Send another lieutenant to Executive Development Institute
- 3 Initiate Workflow software with current forms in Laserfiche
- 4 Continue exploring the possibility of renovating the police department and evidence/property area

Field Services

- 1 Partner with the WI Department of Justice and U.S. Attorney's Office again to coordinate and plan the WI Problem Oriented Policing Conference
- 2 Continue with efforts on the Good Drugs Gone Bad Program with the filming of a 55 minute movie aimed at teen Rx abuse featuring three TMPD officers
- 3 Ongoing efforts in reducing the impact of heroin abuse with other law enforcement agencies in the county. Posters, billboards, and a television commercial have been produced, in addition to increased enforcement and prosecutorial efforts.
- 4 Implemented Intelligence Led Policing at the police department, which includes information/intelligence sharing (both internally and externally) through the creation of crime analysis reports, officer safety bulletins, weekly patrol bulletins, and COMPSTAT reports.
- 5 Continue replacement of AEDs
- 6 Continue replacement of in-squad video cameras
- 7 Equip detective vehicles with Mobile Data Computers (MDCs)
- 8 Continue education and outreach to reduce property crimes

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
	FEMA GRANT	0	0	0	0	0	0	0	
101-5200-431.09-00	FEDERAL GRANT - PD	0	0	1,450	21,212	31,364	37,000	250	(98.82%)
	FEMA GRANT - STATE	0	0	0	0	0	0	0	
	STATE AID-LAW ENFORCEMENT IM	0	0	0	0	0	0	0	
101-5200-432.09-00	MISC PUBLIC SAFETY GRANTS/AID-PD	4,091	4,500	4,000	4,000	4,000	4,000	4,000	0.00%
101-5200-431.02-00	LAW ENFORCEMENT:COPS UNIVERS	0	0	0	0	0	0	0	
101-5200-433.02-02	POLICE ENFORCEMENT GRANTS	0	0	1,522	0	0	0	0	
101-5100-440.01-04	BAR OPERATORS LICENSE	11,761	3,831	11,649	3,000	2,891	3,930	11,600	286.67%
101-5200-451.01-00	FINES & PENALTIES	115,015	103,007	110,124	116,000	67,932	127,747	116,000	0.00%
101-5200-452.01-00	PARKING VIOLATIONS	8,855	8,960	10,405	9,000	8,332	12,158	9,000	0.00%
101-5200-452.02-00	OWI - BLOOD DRAW FEE	0	115	1,504	1,250	1,237	2,550	2,500	100.00%
101-5200-469.01-03	FALSE ALARM FEES - PD	1,100	925	700	900	500	1,000	900	0.00%
101-5200-461.01-02	LAW ENFORCE/COPY/DOC FEES	1,690	1,890	1,293	1,600	570	1,000	1,300	(18.75%)
101-5200-480.02-01	SALE OF TOWN EQUIPMENT: PD	210	0	0	0	0	0	0	
101-5200-480.08-11	DONATIONS & CONTRIBUTIONS - PD	0	0	0	0	0	0	0	
101-5200-480.09-02	MISC REVENUE: PUBIC SAFETY-PD	17,391	22,771	4,864	2,000	(25,217)	2,338	2,000	0.00%
101-5200-491.02-02	TRANS FROM GREAT GRANT FUND	0	0	0	0	0	0	0	
101-5200-491.02-05	TRANS FROM PUBLIC PROT - PD	0	4,324	0	7,007	0	0	0	
	TRANSFER FROM DONATIONS	0	0	0	0	0	0	0	
101-5200-492.09-00	TRANS FR ASSIGNED BALANCE	0	0	0	650	0	650	0	(100.00%)
	Subtotal (Program Revenues)	160,113	150,323	147,511	166,619	91,609	192,373	147,550	(11.44%)
	<i>Undesignated Rev. to Balance</i>	<i>545,608</i>	<i>586,188</i>	<i>591,886</i>	<i>604,110</i>	<i>59,608</i>	<i>596,341</i>	<i>616,865</i>	<i>2.11%</i>
	<i>LEVY to Balance</i>	<i>2,238,382</i>	<i>2,263,119</i>	<i>2,376,169</i>	<i>2,524,251</i>	<i>1,857,030</i>	<i>2,468,310</i>	<i>2,522,399</i>	<i>(0.07%)</i>
	TOTAL REVENUES	2,944,103	2,999,630	3,115,566	3,294,980	2,008,247	3,257,024	3,286,814	(0.25%)

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-610.01-10	SALARIED	525,315	501,385	523,863	515,628	309,935	506,952	524,283	1.68%
101-5200-610.01-15	SALARIED OVERTIME	26,722	24,278	20,616	29,131	18,981	33,154	29,465	1.15%
101-5200-610.01-21	HOURLY OT/NON-REPR	0	0	0	0	0	0	0	
101-5200-610.01-22	HOURLY/NON-REPR./P.T.	10,497	15,729	33,178	39,912	25,031	39,910	40,755	2.11%
101-5200-610.01-24	HOURLY/GENERAL UNION	193,874	176,279	185,876	202,099	126,534	194,858	204,954	1.41%
101-5200-610.01-25	HRLY. OT/GEN UNION	13,696	10,408	10,298	12,960	3,819	12,555	11,189	(13.67%)
101-5200-610.01-26	HOURLY/POLICE UNION	1,013,528	1,010,430	1,089,730	1,158,652	742,703	1,154,674	1,191,743	2.86%
101-5200-610.01-27	HRLY OT/POL UNION	83,672	102,491	77,799	85,472	46,105	89,383	82,989	(2.91%)
101-5200-610.01-28	ED INCENTIVE/POLICE UN	15,600	15,600	17,600	18,600	8,800	19,000	21,400	15.05%
101-5200-610.01-31	FICA	138,416	139,392	145,008	150,654	94,700	149,362	154,801	2.75%
101-5200-610.01-32	WI RETIREMENT	294,776	365,564	331,348	290,059	179,111	288,813	279,144	(3.76%)
101-5200-610.01-40	PER DIEM	490	613	333	595	70	595	595	0.00%
101-5200-610.01-51	MEDICAL INSURANCE	408,520	409,536	442,905	499,496	310,594	489,275	488,488	(2.20%)
101-5200-610.01-52	DENTAL INSURANCE	24,259	19,260	20,329	22,949	13,327	21,402	23,036	0.38%
101-5200-610.01-53	GROUP LIFE/DISAB INS	16,487	14,719	15,070	15,459	8,674	15,077	15,459	0.00%
101-5200-610.01-97	UNEMPLOYMENT COMP	2,926	11,234	30	0	0	0	0	
101-5200-610.02-10	PROF SERVICE/CONTRACTED	17,269	14,371	17,355	18,900	8,865	16,900	23,545	24.58%
101-5200-610.02-17	EQUIP RENTAL/CONTRACTED	4,683	4,669	4,655	4,685	3,492	4,685	4,685	0.00%
101-5200-610.02-25	TIME SYSTEM	1,692	1,650	1,650	1,700	1,269	1,700	1,700	0.00%
101-5200-610.02-40	REPAIR/MAINT SERV/OTHER	11,151	9,882	11,635	12,747	9,301	12,700	11,334	(11.08%)
101-5200-610.02-93	DRUG & ALCOHOL TESTING	0	556	322	1,000	485	1,000	1,000	0.00%
101-5200-610.03-10	OFFICE SUPPLIES	895	584	1,137	1,165	619	1,165	1,100	(5.58%)
101-5200-610.03-20	SUBSCRIPTIONS & DUES	789	819	773	870	750	870	825	(5.17%)
101-5200-610.03-25	LEGAL & DISPLAY ADS	140	10	48	99	0	99	99	0.00%
101-5200-610.03-30	MILEAGE/MEALS/LODGING	2,587	2,435	1,499	4,705	839	4,705	3,990	(15.20%)
101-5200-610.03-35	TRAINING	7,038	9,984	8,072	7,780	5,360	7,780	10,415	33.87%
101-5200-610.03-40	OPERATING SUPPLIES	12,422	14,707	18,003	28,243	24,340	30,000	13,120	(53.55%)
101-5200-610.03-41	POSTAGE/SHIPPING	1,503	951	1,106	1,000	437	1,000	1,000	0.00%
101-5200-610.03-43	ACCREDITATION/AWARDS	300	550	500	1,200	550	550	1,200	0.00%
101-5200-610.03-44	REGIS SUSPENSION FEES	500	0	300	500	300	300	400	(20.00%)
101-5200-610.03-45	LICENSE/FORMS/PRINTING	2,014	723	2,009	2,000	1,052	2,000	2,000	0.00%
101-5200-610.03-46	CLOTHING/UNIFORM ALLOW	18,343	15,548	13,594	18,525	12,729	18,525	14,900	(19.57%)
101-5200-610.03-53	EQUIPMENT MAINTENANCE	2,203	2,084	1,613	6,100	3,518	6,100	5,750	(5.74%)
101-5200-610.03-55	VEHICLE MAINTENANCE	15,117	21,489	33,192	19,000	7,001	19,000	17,000	(10.53%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5200-610.03-91	PUBLIC SERVICE & EDUCATION	746	934	579	1,000	221	1,000	1,000	0.00%
101-5200-610.03-92	INVESTIGATIVE EXPENSES	5,571	11,002	5,484	8,900	4,585	6,900	9,370	5.28%
101-5200-610.03-93	MEDICAL EXAMS	500	0	0	500	96	500	500	0.00%
101-5200-610.03-98	PERSONNEL RECRUITMENT	1,411	923	969	1,500	769	769	1,500	0.00%
101-5200-610.08-13	VEHICLE EQUIPMENT (CAP)	6,049	7,146	4,672	1,200	773	773	0	(100.00%)
101-5200-610.08-19	CAP IMPR BUILDING & LAND	0	0	0	0	0	0	0	
101-5200-610.08-21	CAP IMPR BUILDING & LAND	0	0	0	0	0	0	0	
101-5200-610.08-53	VEHICLES (CAP)	0	0	0	25,500	25,505	25,505	0	(100.00%)
101-5200-610.08-54	CAPITAL EQUIPMENT-OTHER	0	0	0	7,007	7,007	0	0	
101-5200-610.08-55	CAPITAL REPLACEMENT FUND	62,402	61,695	72,416	77,488	0	77,488	92,080	18.83%
101-5200-610.09-20	TRANSFER TO SPEC REV FUND	0	0	0	0	0	0	0	
LAW ENFORCEMENT		2,944,103	2,999,630	3,115,566	3,294,980	2,008,247	3,257,024	3,286,814	(0.25%)

NOTES:

- 1 **101-5200-610-01-15: Salaried Overtime** - 578.25 hrs
- 2 **101-5200-610-01-22: Part-time Hourly NonRep** - Admin Asst 1,560 hrs, this position was full-time in 2011
- 3 **101-5200-610-01-25: General Union Overtime** - 405.25 hrs
- 4 **101-5200-610-01-27: Police Union Overtime** - 1,839 hrs
- 5 **101-5200-610-01-40: Per Diem** - Commissioners are paid \$35 per meeting, split with Fire
- 6 **101-5200-610-02-10: Professional Services** - Increase of \$4,645 due to bartender licenses renewals due in 2014 and higher number of animals handled by FVHA (\$2,600) installation and training for Arbitrator cameras
- 7 **101-5200-610-02-40: Repair/Maint Serv/Other** - Decrease of \$1,413 as Taser maintenance contract removed and reduction in Digital Ally extended warranty for squad cameras
- 8 **101-5200-610-03-30: Miles/Meals/Lodging** - Decrease of \$715 as no Fire/Arson Investigator training course in 2014
- 9 **101-5200-610-03-35: Training** - Increase of \$2,635 due to lieutenant attending Executive Development Institute and recertification courses necessary for armorer and taser instructor
- 10 **101-5200-610-03-40: Operating Supplies** - 2013 budget supplemented by grants received
- 11 **101-5200-610-03-46: Clothing/Uniform Allowance** - Decrease of \$3,625 due to fewer soft body armor replacements
- 12 **100-5200-610-03-53: Equipment Maintenance** - Decrease of \$350 due to removal of portable radio batteries. Officers received new portable radios in 2013. This account includes replacement of two Tasers (\$2,000) and a typewriter (\$350)
- 13 **100-5200-610-03-92: Investigative Expenses** - Overall increase of \$470 due to upgrade of Cellebrite UFED-Touch - \$4,000 (cost split with Neenah and Menasha PDs)

STREET

Statement of Purpose:

This department, through engineering, streets, street lighting, transportation, and equipment replacement program, is responsible for the maintenance of 97 miles of town road, street department vehicles and the equipment and administration and implementation of all phases of a Public Works Department, along with maintaining good working conditions to perform such duties.

Program Description(s):

The Street Department performs such duties as snow and ice removal, street sweeping, installation and repair of street signs, road repair, ditching, brush chipping, tree and brush control, roadside weed cutting, shouldering, storm sewer and inlet repairs.

2013 Program Accomplishments:

- 1 Completed street improvement projects (resurfacing, chip sealing, crack sealing), despite tight budget restraints.

2014 Program Goals & Objectives:

- 1 **GOAL:** Recodification of Chapter 15 Public Works regarding all the new changes and updates
OBJECTIVE: Work with the Town staff, Town residents and contractors with the recodification of Chapter 15 through meetings and notices with changes in policies, fees, permits and new requirements
- 2 **GOAL:** Continue improving customer service and communications for street related matters with town residents and street department staff
OBJECTIVE: Improve written communications via the town's website and "The Bridge", and inform departmental staff of project status and street related information by additional meetings and/or email postings

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5300-420.02-00	STREET LIGHTING ASSESSMENT	15,275	16,462	16,623	16,623	13,806	13,806	13,806	(16.95%)
	FEMA GRANT	0	0	0	0	0	0	0	
	FEMA GRANT - STATE	0	0	0	0	0	0	0	
101-5300-431.03-02	ELDERLY & BUS TRANS. AID - FEDERAL	114,344	104,574	55,079	97,435	(4,424)	97,435	97,435	0.00%
101-5300-432.09-00	MISC STATE GRANT	0	0	0	0	0	0	0	
101-5300-432.01-02	ELDERLY & BUS TRANS. AID - STATE	38,561	89,498	86,264	71,257	(14,588)	71,257	71,257	0.00%
101-5300-432.01-01	STATE AID-HWY AIDS	646,898	648,514	583,663	527,270	263,482	527,270	564,942	7.14%

REVENUES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5300-432.01-03	FUEL TAX REFUND	2,400	2,076	1,620	2,000	0	1,800	1,800	(10.00%)
101-5300-463.01-00	RENT-TOWN PROPERTY: VEHICLES	44,117	21,437	35,421	20,000	0	20,000	20,000	0.00%
101-5200-440.03-12	STREET EXCAVATION PERMITS	2,175	2,150	2,800	1,450	1,925	2,000	1,500	3.45%
101-5300-469.04-01	SIGNALIZATION	898	905	806	750	588	1,221	1,082	44.27%
101-5300-480.02-01	SALE OF TOWN EQUIPMENT: SD	200	0	0	0	0	0	0	
101-5300-480.09-00	MISC REVENUE: PUBLIC WORKS	3,582	12,563	37,396	3,400	16,626	16,626	3,400	0.00%
101-5300-491.02-01	TRANS FROM GARBAGE FUND	80,332	100,992	65,129	69,143	0	70,000	65,988	(4.56%)
101-5300-491.04-01	TRANSFER FROM CAPITAL PROJECTS	0	0	0	100,000	0	100,000	0	(100.00%)
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - SD	0	0	0	282,030	0	282,030	151,000	(46.46%)
	Subtotal (Program Revenues)	948,782	999,171	884,801	1,191,358	277,415	1,203,445	992,210	(16.72%)
	<i>Undesignated Rev. to Balance</i>	<i>173,914</i>	<i>262,328</i>	<i>194,649</i>	<i>209,226</i>	<i>35,103</i>	<i>221,174</i>	<i>216,274</i>	<i>3.37%</i>
	<i>LEVY to Balance</i>	<i>713,489</i>	<i>1,012,779</i>	<i>781,434</i>	<i>874,243</i>	<i>1,093,584</i>	<i>915,462</i>	<i>884,357</i>	<i>1.16%</i>
	TOTAL REVENUE:	1,836,185	2,274,278	1,860,884	2,274,827	1,406,102	2,340,081	2,092,841	(8.00%)

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5300-680.02-34	SITE MAINTENANCE	2,512	127,603	0	0	0	0	0	
101-5300-680.02-35	STREETS/MISC.	21,858	34,633	15,663	21,000	27,295	30,000	21,000	0.00%
101-5300-680.02-36	STREETS/CAPITAL	2,858	1,922	1,763	3,000	0	3,000	3,000	0.00%
101-5300-680.02-39	FIELD INVESTIGATION	2,287	1,206	525	1,500	438	1,000	1,500	0.00%
	ENGINEERING	29,515	165,364	17,951	25,500	27,733	34,000	25,500	0.00%
101-5300-650.01-10	SALARIED	96,590	99,239	77,793	78,123	50,355	78,094	66,574	(14.78%)
101-5300-650.01-21	NON-REP OT	22	51	5	0	0	0	0	
101-5300-650.01-22	HOURLY/NON-REPR./P.T.	19,664	9,580	12,181	19,114	5,282	6,363	19,114	0.00%
101-5300-650.01-24	HOURLY/GENERAL UNION	223,976	249,940	238,108	221,285	172,379	254,863	252,823	14.25%
101-5300-650.01-25	HOURLY OT/GEN UNION	6,183	15,272	14,592	15,320	8,639	25,112	15,883	3.67%
101-5300-650.01-31	FICA	25,369	27,161	24,855	24,231	17,295	26,571	24,255	0.10%
101-5300-650.01-32	WI RETIREMENT	35,722	33,963	19,704	20,929	15,896	23,812	23,470	12.14%
101-5300-650.01-51	MEDICAL INSURANCE	103,619	113,378	98,494	98,192	71,659	120,652	103,004	4.90%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5300-650.01-52	DENTAL INSURANCE	5,435	4,929	4,634	4,683	3,133	5,480	4,927	5.21%
101-5300-650.01-53	GROUP LIFE/DISAB INS	3,527	3,327	3,083	2,822	1,922	3,569	3,149	11.59%
101-5300-650.01-97	UNEMPLOYMENT COMP	0	87	0	0	0	0	0	
101-5300-650.02-10	PROF SERVICE/CONTRACTED	9,971	9,689	9,488	7,433	3,662	9,100	9,100	22.43%
101-5300-650.02-12	EMPLOYEE ASSISTANCE PROG	167	172	177	180	177	180	180	0.00%
101-5300-650.02-17	EQUIP RENTAL/CONTRACTED	1,876	1,738	3,323	4,176	669	4,176	4,176	0.00%
101-5300-650.02-32	DITCHING	-65	0	0	0	0	0	0	
101-5300-650.02-33	SHOULDERING	3,071	6,219	9,047	7,000	4,950	7,000	7,000	0.00%
101-5300-650.02-40	REPAIR/MAINT/OTHER	238	227	121	250	202	250	250	0.00%
101-5300-650.02-93	DRUG & ALCOHOL TESTING	110	291	203	100	255	125	125	25.00%
101-5300-650.03-25	LEGAL & DISPLAY ADS	426	777	316	600	239	400	400	(33.33%)
101-5300-650.03-30	MILEAGE/MEALS/LODGING	0	0	0	0	6	0	0	
101-5300-650.03-31	GASOLINE/FUEL	134,379	174,126	157,213	214,742	109,775	190,000	210,446	(2.00%)
101-5300-650.03-35	TRAINING	660	485	0	750	99	400	750	0.00%
101-5300-650.03-40	OPERATING SUPPLIES	13,579	13,063	6,263	14,890	8,723	14,890	14,890	0.00%
101-5300-650.03-41	POSTAGE/SHIPPING	205	52	65	75	9	75	75	0.00%
101-5300-650.03-46	CLOTHING/UNIFORM ALLOW	2,196	1,607	1,555	2,400	624	2,400	2,400	0.00%
101-5300-650.03-53	EQUIPMENT MAINTENANCE	1,151	336	735	718	597	718	718	0.00%
101-5300-650.03-54	SNOW/ICE EQ. MAINTENANCE	11,306	5,174	7,995	8,222	6,659	8,222	8,222	0.00%
101-5300-650.03-55	VEHICLE MAINTENANCE	44,250	48,696	38,880	45,432	30,464	45,432	45,432	0.00%
101-5300-650.03-71	CHIP SEALING PROGRAM	13,929	62,248	52,141	50,500	0	45,000	50,500	0.00%
101-5300-650.03-72	CRACK SEALING PROGRAM	23,100	60,000	30,000	30,000	30,000	30,000	30,000	0.00%
101-5300-650.03-73	RESURFACING PROGRAM	287,260	403,968	338,771	500,000	1,352	500,000	300,000	(40.00%)
101-5300-650.03-74	ROAD REPAIRS	18,909	65,655	16,634	96,071	420,088	96,071	96,071	0.00%
101-5300-650.03-75	SALT & CHIPS	81,214	56,851	77,038	81,873	71,130	81,873	81,873	0.00%
101-5300-650.03-76	SIGNS & PAVEMENT MARKINGS	23,962	29,712	27,131	33,468	14,063	33,468	33,468	0.00%
101-5300-650.03-77	TRAFFIC SIGNAL MAINTENANCE	131	1,000	0	500	0	500	500	0.00%
101-5300-650.03-78	TREE & BRUSH CONTROL	539	432	1,133	1,000	402	1,000	1,000	0.00%
101-5300-650.03-93	MEDICAL EXAMS	317	191	473	250	223	223	250	0.00%
101-5300-650.08-11	CAP EQUIPMENT - OFFICE	0	0	0	0	0	0	0	
101-5300-650.08-14	CAPITAL EQUIPMENT-OTHER	4,115	2,891	0	44,900	43,411	43,411	26,000	(42.09%)
101-5300-650.08-46	CAP SIGNS, SIGNALS, & MARK	0	0	0	0	0	0	0	
101-5300-650.08-53	VEHICLES (CAP)	0	0	0	0	0	0	0	
101-5300-650.08-54	CAPITAL EQUIPMENT-OTHER	16,915	8,126	0	0	0	0	0	

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
101-5300-650.08-55	CAPITAL REPLACEMENT FUND	185,263	158,337	157,722	160,259	0	160,259	172,816	7.84%
	STREETS	1,399,281	1,668,990	1,429,873	1,790,488	1,094,339	1,819,689	1,609,841	(10.09%)
101-5300-651.02-21	ELECTRICITY	205,699	214,464	201,927	228,839	167,473	254,430	225,000	(1.68%)
	STREET LIGHTING	205,699	214,464	201,927	228,839	167,473	254,430	225,000	(1.68%)
101-5300-671.02-10	FIXED RT/ADA PARATRANSIT	192,993	216,654	199,309	220,000	109,802	220,000	220,500	0.23%
101-5300-672.02-10	ELDERLY TRANSPORTATION	8,697	8,806	11,824	10,000	6,755	11,962	12,000	20.00%
	TRANSPORTATION	201,690	225,460	211,133	230,000	116,557	231,962	232,500	1.09%
	TOTAL EXPENDITURES	1,836,185	2,274,278	1,860,884	2,274,827	1,406,102	2,340,081	2,092,841	(8.00%)

Per WI Statute 82.03(2): Expenditures for construction, maintenance, and repair of highways and bridges:

STREET DEPARTMENT	\$1,668,990	\$1,429,873	\$1,790,488	\$1,094,339	\$1,819,689	\$1,609,841
LESS STREET PERSONNEL	(540,328)	(478,015)	(469,689)	(336,450)	(526,418)	(497,047)
STREETS LESS PERSONNEL	1,128,662	951,858	1,320,799	757,889	1,293,271	1,112,794
ENGINEERING	165,364	17,951	25,500	27,733	34,000	25,500
GENERAL FUND without PERSONNEL	\$1,294,026	\$969,809	\$1,346,299	\$785,622	\$1,327,271	\$1,138,294

NOTES:

- 1 Street Superintendent 50% Street, 50% Storm Utility, Assistant Street Superintendent 50% Street 50% Storm Utility
- 2 Street Secretary 50% Street, 12.5% Park, 12.5% Recreation, 25% Storm Utility
- 3 Park & Recreation Secretary: 1,372 hours - 45% Park, 45% Recreation, 10% Street
- 4 Street Laborers: 80% Town, 20% Storm (in 2013 the split was 70%/30%)
- 5 Street Laborers 335 hrs OT - 136 hrs Call Time
- 6 Part time positions = 1,554 hrs at \$12.30/hr, can use more hours as long as the budget is not exceeded
- 7 **101-5300-680.02-34 Site Maintenance:**
All associated landfill costs have been moved to the Garbage/Recycling Fund
- 8 **101 5300-680.02-35 Streets/Misc: \$21,000**
Engineering associated with road resurfacing, misc. boring, and concrete repairs
- 9 **101-5300-680.02-36 Streets/Capital: \$3,000**
Capital planning, preliminary plans, reports, and public hearings

NOTES (cont.):

- 10 **101-5300-650.02-10 Prof Service/Contracted: \$9,100**
Roadside Weed Cutting \$8,450, Weather Service \$650
- 11 **101-5300-650.02-17 Equip Rental/Contracted: \$4,176**
Rental of misc equipment not owned by department: Infrared Patch Machine \$3,000, Misc Equipment \$500, Copier Lease \$676
- 12 **101-5300-650.02-33 Shouldering: \$7,000**
Material for shouldering existing roads and maintenance of gravel roads
- 13 **101-5300-650.03-31 Gasoline/Fuel: \$210,446**
Gasoline/Diesel fuel for vehicles and equipment (20,952.08 diesel gallons @\$3.58/gallon and 38,259.15 unleaded gallons @\$3.54/gallon) Consumption uses a four year average
- 14 **101-5300-650.03-35 Training: \$750**
Seminars, schooling, conferences and courses related to departmental demands. Snow and ice operations courses, supervisory training sessions, chain saw training, aerial platform training
- 15 **101-5300-650.03-40 Operating Supplies: \$14,890**
Bolts, screws, chains, shovels, rakes, shop supplies, shop tools
- 16 **101-5300-650.03-46 Clothing/Uniform Allowance: \$2,400**
Eight (8) men @ \$300/ea for safety shoes, shirts, pants
- 17 **101-5300-650.03-53 Equipment Maintenance: \$718**
Maintenance of smaller equipment, repair of small engines and components on water pumps, asphalt & concrete saws, compactor, asphalt roller, etc.
- 18 **101-5300-650.03-54 Snow Ice/Equipment Maintenance: \$8,222**
Snow/Ice equipment maintenance cost associated with replacement of cutting edges for all snow plows, wings, etc.
- 19 **101-5300-650.03-55 Vehicle Maintenance: \$45,432**
Costs associated with repairs and maintenance to staff/street dept. vehicles and equipment, including oil, air, hydraulic and fuel filters, grease, fluids, tire replacement, parts & labor
- 20 **101-5300-650.03-71 Chip Sealing Program: \$50,500**
Sealing of roads with tar and chips, in accordance with the road maintenance plan, contracted out via bidding process
- 21 **101-5300-650.03-72 Crack Sealing Program: \$30,000**
Roadway cracks are sealed in accordance with the road maintenance plan, contracted out via bidding process
- 22 **101-5300-650.03-73 Resurfacing Program: \$300,000** Roads are resurfaced with hot mix asphalt in accordance with the road maintenance plan. \$50,000 of this budget is offset with unassigned general fund balance.
- 23 **101-5300-650.03-74 Road Repairs: \$96,071** Cold mix and hot mix material for patching pot holes, small overlays, culverts and bridge approaches, in accordance with the road maintenance plan. \$75,000 of this budget is offset with unassigned general fund balance.
- 24 **101-5300-650.03-75 Salt & Chips: \$81,873** Salt, stone chips and liquid calcium chloride, used for snow and ice removal
- 25 **101-5300-650.03-76 Signs & Pavement Markings: \$33,468** Materials used in conjunction with maintenance and installation of new and replacement street signs, guardrails, dome posts, signal lights and center lining of roads, intersections and crosswalks
- 26 **101-5300-650.03-77 Traffic Signal Maintenance: \$500** Replace existing bulbs with LED lights at various signal light locations and maintenance of the traffic signals
- 26 **101-5300-650.03-78 Tree & Brush Control: \$1,000** Material for removal of trees, brush and stumps located in town right-of-way
- 27 **101-5300-650.08-14 Capital Equip Other: \$26,000** Plasma Cutter-split 50% with Stormwater (\$1,000), Stump Cutter Attachment (\$9,000), Sign Machine (\$16,000)
- 28 **101-5300-651.02-21 Electricity: \$225,000** This account is for street lighting and traffic lights.
- 29 **101-5300-671.02-10 Fixed Route Transit: \$51,808** (\$220,500 expenditure less grant revenues of \$168,692)

Sustainability Committee

Sustainability

We are all dependent on the environment in which we live. We all need clean air to breathe and a clean and plentiful supply of water to drink and to use. We all have a right to a safe living environment, where we have access to necessary goods and cost-effective services. We have the right to grow as individuals and the responsibility to sustain resources for future generations.

Town of Menasha Sustainability Committee Mission Statement:

To help sustain our community for future generations by using resources in the most responsible way at the right times and for the right reasons.

Sustainability must be balanced and includes three main focus areas :

- 1 Environment – protecting the natural resources that we depend on for life (clean air, water, food)
- 2 Economy – providing cost effective goods and services
- 3 Society – meeting human needs fairly and efficiently

Real Outcomes of Sustainability

- 1 Reduced carbon emissions and overall impact on the environment
- 2 Greater innovation and adaptability in community services and practices
- 3 More efficient utilization of natural resources
- 4 Increased resident awareness, participation and involvement in the community
- 5 Improvements to individual health, safety and well being

Value to Resident and Society

- 1 Greater resident satisfaction
- 2 Improved environmental performance
- 3 Increased quality of life and sense of community
- 4 Improved cost effectiveness and capital utilization

Sustainability Policy Key Guiding Principles

- 1 Encourage active participation and effective input from all residents on issues of planning and sustainability
- 2 Encourage and provide for cooperative and open relationships between individuals, neighborhoods, communities, local and state governments and other organizations/agencies
- 3 Think Globally, Act Locally: to ensure implementation of sustainability goals and objectives, town leadership and staff will be guided by principles of sustainability in their actions and decisions

Sustainability Committee

Sustainability Strategy

- 1 Ensure sustainability factors are included in all planning and decision-making processes
- 2 Consistently measure and report on progress towards sustainability for continuous re-evaluation and improvement
- 3 Focus on effective utilization of energy and raw materials
- 4 Ensure that the capability to meet all regulatory requirements and standards are not compromised

2013 Sustainability Accomplishments

- 1 Hosted a trial Town farmer's market in conjunction with the Park and Recreation Department's Summer Entertainment Series in Schildt Park
- 2 Expanded the teaching garden at Schildt Park
- 3 Expanded the community gardens at Schildt Park to 16 plots with assistance from the Parks Department and planted 8 fruit trees
- 4 Made site improvements to the community gardens at Schildt Park with assistance from the Parks Department and planted fruit trees
- 5 Continued to pursue energy efficiency for the Municipal Complex and the Utility District
- 6 Organized and hosted two electronic recycling events and coordinated them with the City of Neenah's and City of Menasha's electronic recycling events
- 7 Collaborated with Healthy Sustainable Business Network (HSBN) businesses and the Park and Recreation Department to host Earth Week and Arbor Day events
- 8
Along with Evergreen CU and SCA Tissue, participated in Safety Night Out by handing out educational materials and giving away trees
- 9 Formed the Trail Advisory Committee, in collaboration with the Park and Recreation and Community Development Departments
- 10 Continued working with ECOS to create an educational video series on sustainability
- 11 Participated in Active Community Environments workshops
- 12 Worked with SCA Tissue to create educational signage for rain gardens and prairie restoration projects
- 13 Participated in Sustainable Communities Network meetings

2014 Sustainability Goals and Objectives

- 1 Pursue further expansion and site improvements to the teaching garden and community gardens at Schildt Park and explore other possible locations
- 2 Explore the monetary benefits of collecting waste items to be repurposed
- 3 Continue to pursue energy efficiency for the Municipal Complex and the Utility District, by completing an annual review and reporting to the Town Board
- 4 Work with ECOS to continue to air educational videos at the end of televised Planning Commission meetings

Sustainability Committee

2014 Sustainability Goals and Objectives (cont.)

- 5 Conduct Department Head training sessions
- 6 Do quarterly presentations to the Town Board
- 7 Continue hosting electronics recycling events
- 8 Encourage participation of HSNB businesses in sustainability activities
- 9 Collaborate with ECOS, City of Menasha, Town Parks Department, and others to host Earth Day and Arbor Day events
- 10 Participate in the Town's Safety Night Out event, along with other sustainability events in the Town
- 11 Explore the creation of a community flower garden
- 12 Support the Town's urban forestry efforts
- 13 Conduct sustainability reviews for Town departments
- 14 Investigate partnering with high school eco clubs and invite them to participate in Town sustainability events
- 15 Continue to participate in the Sustainable Communities Network

SPECIAL REVENUE FUND - GARBAGE/RECYCLING

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
201-5300-432.05-01	MUNICIPAL RECYCLING GRANT	84,768	54,804	59,773	59,773	59,793	59,793	59,793	0.03%
201-5300-467.01-00	REFUSE & GARBAGE COLLECTION	868,297	857,449	859,984	859,770	822,615	859,770	863,102	0.39%
201-5300-480.01-00	INTEREST	330	3,972	2,335	2,000	638	1,500	2,300	15.00%
201-5300-480.09-00	MISC REVENUE	68,154	44,251	90,104	1,437	1,140	20,000	1,442	0.35%
201-5300-480.09-04	CORE BATTERY CREDITS		260	510		200	240		
201-5300-491.04-02	TRANSFER FROM ERF			27,419					
201-5300-492.08-00	TRANSFER FROM ASSIGNED FUND BALANCE				101,321			105,835	4.46%
	SPECIAL REV FUND - GARBAGE	1,021,549	960,736	1,040,125	1,024,301	884,386	941,303	1,032,472	0.80%

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
201-5300-691.02-10	PROFESSIONAL SERVICES CONTRACTED								
201-5300-691.02-26	GARBAGE COLLECTION	407,117	444,476	455,069	475,187	313,849	475,187	486,661	2.41%
201-5300-691.02-40	REPAIR/MAINT/SERVICE/OTHER			25,155	35,900	22,349	35,900	42,509	18.41%
201-5300-691.03-45	LICENSE/FORMS/PRINTING	214			700			700	0.00%
201-5300-691.09-10	TRANSFER TO GENERAL FUND	19,208	20,559	17,094	19,413		19,413	18,313	(5.67%)
201-5300-691.09-30	TRANSFER TO DEBT SERVICE	18,855	32,022	32,022	32,022		32,022	32,022	0.00%
	SPECIAL REV FUND - GARBAGE	445,394	497,057	529,340	563,222	336,198	562,522	580,205	3.02%

201-5300-692.02-10	PROFESSIONAL SERVICES CONTRACTED				2,500			2,500	0.00%
201-5300-692.02-17	EQUIPMENT RENTAL				12,000			12,000	0.00%
201-5300-692.02-27	LANDFILL CHARGES		195	445	500	285	350	500	0.00%
201-5300-692.02-28	RECYCLING PROGRAM	332,999	311,887	306,147	310,134	205,878	310,134	323,701	4.37%
201-5300-692.03-45	LICENSE/FORMS/PRINTING	1,420	0		500	450	500	500	0.00%
201-5300-692.03-90	OTHER SUPPLIES & EXPENSES	670	551	43					
201-5300-692.08-54	CAPITAL EQUIP - OTHER	15,467		37,310	19,000	18,750	18,750	0	(100.00%)
201-5300-692.08-55	EQUIPMENT REPLACEMENT FUND				4,447		4,447	5,874	32.09%
201-5300-692.09-10	TRANSFER TO GENERAL FUND	83,582	105,292	73,697	79,976		79,976	75,170	(6.01%)
201-5300-692.09-30	TRANSFER TO DEBT SERVICE	18,855	32,022	32,022	32,022		32,022	32,022	0.00%
201-5300-692.09-40	TRANSFER TO CAPITAL PROJECTS								
	SPECIAL REV FUND - RECYCLING	452,993	449,947	449,664	461,079	225,363	446,179	452,267	(1.91%)

	TOTAL SPECIAL REV FUND - GARBAGE & RECYCLING	898,387	947,004	979,004	1,024,301	561,561	1,008,701	1,032,472	0.80%
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NOTES:

- 1 Fund Balance as of 12/31/12, less ERF was \$410,193
- 2 Assumes the garbage rate remains the same at \$144.84 per year, with the use of \$108,335 of fund balance
- 3 Assumes 5,959 households
- 4 **201-5300-480.09-00: Miscellaneous Revenue:**
This account includes one-time funds from Winnebago County for the recycling surplus for years 2010, 2011, and 2012. In 2014, this account is for the miscellaneous fees, such as overflow tag charges.
- 5 Assumes monthly automated base rate of \$9.08 (\$4.83 for garbage, \$3.22 for recycling, \$0.46 for yard waste, and \$0.57 for leaves), excludes any fuel surcharge, with the assumption that the average diesel fuel prices would be under \$4.00, but higher than \$3.00 per gallon.
- 6 The 2013 year-end estimate was used for tonnage pounds, and includes the \$2.00/ton increase in garbage tonnage rates to \$36.00/ton. The recycling and yard waste fee remain the same at \$5 and \$22, respectively. This would result in \$160,473 per year (\$140,681 Garbage, \$7,015 Recycling, & \$12,777 Yard Waste)
- 7 **201-5300-691.02-26: Garbage Collection:**
This account includes the above items, plus the assumptions that 1 in 10 residents will purchase an overflow tag (\$596).
- 8 **201-5300-691.02-40: Garbage-Repair/Maintenance/Service/Other**
\$ 2,800 Quarterly Well Testing - Landfill
\$39,709 Methane Mitigation Operation Costs & Close Out- Landfill
- 9 **201-5300-692.02-10: Professional Services Contracted:**
\$2,500 for manning the drop off center, these funds will be used as contracted services or direct labor costs
- 10 **201-5300-692.02-17: Recycling Program - Equipment Rental:**
\$12,000 for chipping brush collection
- 11 **201-5300-691.03-45 & 201-5300-692.03-45: Recycling Program - Printing:**
\$1,000 for newsletter articles (\$500 garbage & \$500 recycling)
\$200 for overflow tag printing (garbage)
- 12 **201-5300-691.09-10 & 201-5300-692.09-10: Transfer to General Fund:**
This account transfers the associated garbage and recycle payroll and equipment costs to the general fund. This would be for the chipping program and the office staff time on garbage/recycle issues.
- 13 **201-5300-691.09-30 & 201-5300-692.09-30: Transfer to Debt Service Fund:**
This account transfers the associated garbage and recycling debt costs for the automated cart purchase to the debt service fund.

SPECIAL REVENUE FUND - PER CAPITA GRANT

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
204-5600-433.01-01	WINN CNTY-ECONOMIC DEVL GR	7,491	7,491	7,940	15,263	15,263	15,263	15,237	(0.17%)
	*SPEC REV FD COUNTY GRANT	7,491	7,491	7,940	15,263	15,263	15,263	15,237	(0.17%)

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
204-5600-730.07-93	WINN CNTY-ECONOMIC DEVL GRANT	141	639	63	4,610	268	4,610	5,237	13.61%
204-5600-730.09-10	REALLOCATIONS	7,335	6,852	7,877	10,653		10,563	10,000	(6.13%)
	*SPEC REV FD COUNTY GRANT	7,476	7,491	7,940	15,263	268	15,173	15,237	(0.17%)

NOTES:

- 1 \$0.82 per resident, 18,582 residents (est.)
- 2 The grant is provided by Winnebago County to be used for economic development.
- 3 **204-5600-730.07-93 Grant Expenditures:** This account will be used for trade shows, the economic development booth, advertising, promotion, and Chamber of Commerce activities.
- 4 **204-5600-730.09-10 Reallocations:** This account is used to transfer the grant funds to general fund to offset staff time on economic development.

SPECIAL REVENUE FUND - DONATIONS / OTHER

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
205-5100-480.08-01	SANTA FLOAT-DONATIONS	1,211	1,260	504	1,200	144	1,000	1,200	0.00%
205-5100-480.08-19	TOWN SPECIAL EVENT FUND	15	60	25					
205-5100-480.08-26	ELECTION GRANT								
205-5100-480.08-34	ANNUAL CAR EVENT			3,797	5,000	627	627	5,000	0.00%
205-5100-480.01-00	INTEREST	990	274	305	300	30	100	100	(66.67%)
205-5200-464.02-00	PUBLIC PROTECTION FEES	7,788	4,166	6,168	7,500	5,340	7,500	7,500	0.00%
205-5200-480.08-04	FD DONATIONS-DESIGNATED								
205-5200-480.08-05	1ST RESPONDERS-DONATIONS					100	100		
205-5200-480.08-06	FIRE SAFETY HOUSE	100	100	100	100				(100.00%)
205-5200-480.08-07	THERMAL IMAGING-DONATIONS	341	620	950	500	47	47		(100.00%)
205-5300-480.08-08	TRAIL DONATIONS		1,750						
205-5200-480.08-09	FD DEFIBS-DONATIONS	200							
205-5200-480.08-10	PD TASER DONATIONS								
205-5200-431.08-11	FED EQUITABLE SHARING			750					
205-5200-439.02-09	MISC SAFETY GRANTS-FD	662							
205-5200-480.08-13	NATIONAL NIGHT OUT	7,371	4,883	5,521	8,500	5,934	5,934	8,500	0.00%
205-5200-480.08-15	CITIZENS ACADEMY-FD		35						
205-5200-480.08-18	NEIGHBORHOOD WATCH								
205-5200-480.08-22	SAFETY DAY-FD	2,593	1,086	946	1,500		1,500	1,500	0.00%
205-5200-480.08-23	COMMUNITY RELATIONS-PD	560	1,255	760	1,500	5,070	6,000	1,500	0.00%
205-5200-480.08-25	PUBLIC EDUCATION-FD	110		625					
205-5200-480.08-27	PUBLIC ED (FED GRANT)-FD	55							
205-5200-480.08-31	FF IN PK/SAFETY HUNT	525	146	734	150	1,548	1,548	2,000	1233.33%
205-5500-464.01-00	OPEN SPACE FEES								
205-5500-464.01-00	PARK PERMIT FEES								
205-5500-464.06-00	PARK IMPROVEMENTS								
205-5500-464.08-01	PARK IMPACT FEE, effective 4/16/09	20,358	18,744	23,044	20,000	16,302	20,000	20,000	0.00%
205-5500-480.08-02	FRIENDS OF THE PARK-DONATION	165	65	2,770	2,800	2,103	2,800	2,800	0.00%
205-5500-480.08-03	PALS BRIDGING THE COMMUNITY	150	76			45	100		
205-5500-480.08-14	DISC GOLF	39	2,300	16,086	13,000	17,242	20,000	20,000	53.85%
205-5500-480.08-16	ROUND UP PROGRAM FEES	(63)	132	(69)	150	(249)	150	150	0.00%
205-5500-480.08-21	FRITSE REDEVELOPMENT	49,425							

SPECIAL REVENUE FUND - DONATIONS / OTHER

REVENUES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
205-5500-480.08-24	DANCE COMPETITIONS	1,297	575	3,084	2,000	399	3,000	3,000	50.00%
205-5500-480.08-28	INDIAN MOUND RECON - FRITSE	1,540	1,100	2,360					
205-5500-480.08-29	MISC DONATIONS - PARK	4,289	1,161						
205-5500-480.08-30	BOAT TRAILER PARKING FEE	1,081	2,904	2,902	2,700	3,007	3,500	3,500	29.63%
205-5500-480.08-33	TREE PLANTING PROJECT		1,500	665	1,500	2,344	2,344	1,500	0.00%
205-5600-480.08-17	DIRECTIONAL SIGNAGE	6,090	1,445	522	1,000		1,000	1,000	0.00%
205-5600-480.08-32	SUSTAINABILITY		400	930	500	2,885	3,000	1,650	230.00%
205-5500-491.01-00	TRANSFER FROM GENERAL FUND								
205-5600-491.01-00	TRANSFER FROM GENERAL FUND						250	500	
205-5200-492.08-00	TRANS FROM DESIGNATED EQUITY								
205-5500-492.08-00	TRANS FROM DESIGNATED EQUITY								
SPECIAL REVENUE: Donations/Other		106,892	46,037	73,479	69,900	62,918	80,500	81,400	16.45%

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
205-5100-550.07-26	ELECTION GRANT								
205-5100-600.07-01	SANTA FLOAT-DONATIONS	1,091	1,074	1,217	1,200		1,200	1,200	0.00%
205-5100-600.07-19	TOWN SPECIAL EVENT FUND								
205-5100-600.07-34	ANNUAL CAR EVENT			3,666	5,000	224	224	5,000	0.00%
205-5200-610.07-10	PD TASER DONATIONS								
205-5200-610.07-11	FED EQUITABLE SHARING			225					
205-5200-610.07-13	NATIONAL NIGHT OUT	6,406	5,797	4,797	8,500	5,287	5,287	8,500	0.00%
205-5200-610.07-18	NEIGHBORHOOD WATCH		525						
205-5200-610.07-23	COMMUNITY RELATIONS-PD	545	841	507	1,500	5,245	6,000	1,500	0.00%
205-5200-620.07-04	FD DONATIONS-DESIGNATED								
205-5200-620.07-05	1ST RESPONDERS-DONATIONS								
205-5200-620.07-06	FIRE SAFETY HOUSE	226	91	99	100	107	107	150	50.00%
205-5200-620.07-07	THERMAL IMAGING-DONATIONS								
205-5200-620.07-09	FD DEFIBS-DONATIONS			1,400					
205-5200-620.07-15	CITIZENS ACADEMY-FD		183						
205-5200-620.07-22	SAFETY DAY-FD	3,426	559	606	1,500	769	1,500	1,500	0.00%
205-5200-620.07-25	PUBLIC EDUCATION-FD		160	764		286	286		

SPECIAL REVENUE FUND - DONATIONS / OTHER

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
205-5200-620.07-27	PUBLIC EDUCATION (FED GRANT)-FD	55							
205-5200-620.07-31	FF IN PK/SAFETY HUNT	200		595	150	1,348	1,348	2,000	1233.33%
205-5500-710.07-02	FRIENDS OF THE PARK	332	348	1,755	2,800	1,640	1,700	2,800	0.00%
205-5500-710.07-08	TRAIL DONATIONS								
205-5500-710.07-14	DISC GOLF			5,556		206	206		
205-5500-710.07-28	INDIAN MOUND RECON - FRITSE					605	1,000		
205-5500-710.07-29	MISC DONATIONS - PARK	2,259	1,124	-					
205-5500-710.07-30	BOAT TRAILER PARKING FEE	926	133	503	150	994	1,200	1,200	700.00%
205-5500-710.07-33	TREE PLANTING PROJECT			665	1,500	2,035	2,035	1,500	0.00%
205-5500-720.07-03	PALS								
205-5500-720.07-24	DANCE COMPETITIONS	1,368	519	2,093	2,000	1,216	3,000	3,000	50.00%
205-5600-730.07-32	SUSTAINABILITY			495	500	342	1,500	2,150	330.00%
205-5600-730.08-46	CAPITAL OUTLAY-Signs, Signals & Markings	6,050			1,000				(100.00%)
205-5100-600.09-10	REALLOCATIONS-General								
205-5200-610.09-10	REALLOCATIONS-Police		4,325						
205-5200-620.09-10	REALLOCATIONS-Fire	4,000	9,820						
205-5500-710.09-10	REALLOCATIONS-Park & Rec	4,617	10,500	67,246	10,948		10,948	14,086	28.66%
205-5600-730.09-10	REALLOCATIONS-Community Development								
205-5500-710.09-30	REALLOCATIONS-Debt	47,452	49,672	23,044					
205-5100-600.09-40	REALLOCATIONS-Capital Projects	77,512							
205-5100-600.09-80	REALLOCATIONS-Trust & Agency								
SPECIAL REVENUE: Donations/Other		156,465	85,671	115,233	36,848	20,304	37,541	44,586	21.00%

NOTES:

Revenues:

1 205-5600-480.08-17 Directional Signage

This revenue is generated from the sale of 'way finding' signs to businesses and non-profits.

2 205-5600-480.08-32 Sustainability

Donations are used to support enhanced electronic recycling, trees for events, books and teaching garden. (\$500)

Program Revenues from the Farmers Market, book sales, videos. (\$150)

Grants are for specific projects and it is anticipated for developing a new recycling program to encourage the recycling of items that are normally discarded, along with small batteries. (\$1,000)

SPECIAL REVENUE FUND - DONATIONS / OTHER

NOTES (cont.):

3 205-5600-491.01-00 Transfer from General Fund

This is levy funds transferred from General Fund to support the Sustainability Program.

Expenditures:

1 205-5600-730-07-32 Sustainability:

ECOS website maintenance	150
ECOS Videos	200
Event Assistance - E-Recycling, Earth Day, Arbor Day	500
Community Garden	100
Teaching Garden	250
Books, Office Supplies, brochures, promotional materials	350
Signs	400
Farmer's Market	200

General levy funds will be used up to the \$500 to support ECOS web site, e-recycling, Earth Day, Arbor Day and Safety night materials.

Donations will be used to support enhanced recycling, trees, books and the teaching garden.

Grants will be used for specific projects which will enhance recycling efforts in the Town of Menasha.

2 205-5600-730-08-46 Capital: Signs, Signals, & Markings:

This expenditure is for the 'way-finding' signs.

TOWN OF MENASHA SCHEDULE OF DEBT

GENERAL FUND DEBT ISSUE	AMOUNT OF LOAN	12/31/13 BALANCE	2014 PAYMENTS		2014 PAYMENTS	12/31/14 BALANCE
			PRINCIPAL	INTEREST		
2006 Capital Projects GO Notes (2013 Refinance)	\$5,787,949.00	\$880,240.55	\$880,240.55	\$92,744.90	\$972,985.45	\$0.00
2007 Capital Projects GO Notes	\$1,770,000.00	\$1,175,000.00	\$275,000.00	\$39,425.00	\$314,425.00	\$900,000.00
2008 Capital Projects GO Notes	\$298,738.40	\$222,570.00	\$40,557.20	\$7,128.67	\$47,685.87	\$182,012.80
2009 Capital Projects - Trust Fund Loan (**)	\$916,160.00	\$608,938.00	\$90,667.00	\$27,402.21	\$118,069.21	\$518,271.00
2010 STATE FUND TRUST FUND LOAN (**)	\$2,885,120.00	\$2,257,834.00	\$299,738.00	\$84,668.78	\$384,406.78	\$1,958,096.00
WINNEBAGO CTY PROMISSORY NOTE (est)	\$100,000.00	\$100,000.00	\$0.00	\$2,000.00	\$2,000.00	\$100,000.00
2012 Capital Projects GO Notes	\$1,645,571.00	\$1,645,571.00	\$102,543.00	\$30,152.52	\$132,695.52	\$1,543,028.00
2013 GO Notes (Refinance 2006 GO portion)	\$1,903,089.92	\$1,903,089.93	\$19,670.18	\$37,865.10	\$57,535.28	\$1,883,419.75
2013 GO Notes (new money portion)	\$1,650,000.00	\$1,650,000.00	\$145,000.00	\$43,550.00	\$188,550.00	\$1,505,000.00
TOTAL GENERAL DEBT	\$16,956,628.32	\$10,443,243.48	\$1,853,415.93	\$364,937.18	\$2,218,353.11	\$8,589,827.55

(**) Build American Bonds Subsidy

STORMWATER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/13 BALANCE	2014 PAYMENTS		2014 PAYMENTS	12/31/14 BALANCE
			PRINCIPAL	INTEREST		
2008 Capital Projects GO Bonds	\$1,211,261.60	\$902,430.00	\$164,442.80	\$28,903.83	\$193,346.63	\$737,987.20
2010 Clean Water Fund (CWF) GO Bonds	\$1,715,985.98	\$1,510,135.32	\$74,019.18	\$46,447.66	\$120,466.84	\$1,436,116.14
2012 Capital Projects GO Notes	\$1,724,429.00	\$1,724,429.00	\$107,457.00	\$31,597.48	\$139,054.48	\$1,616,972.00
TOTAL STORMWATER DEBT	\$4,651,676.58	\$4,136,994.32	\$345,918.98	\$106,948.97	\$452,867.95	\$3,791,075.34

TOWN OF MENASHA SCHEDULE OF DEBT

WATER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/13 BALANCE	2014 PAYMENTS		2014 PAYMENTS	12/31/14 BALANCE
			PRINCIPAL	INTEREST		
2004 Water & Sewer Revenue Bonds	\$2,526,230.00	\$1,549,198.00	\$127,148.00	\$61,082.07	\$188,230.07	\$1,422,050.00
2005 Water & Sewer Revenue Bonds	\$2,780,717.07	\$1,948,051.07	\$205,261.85	\$73,849.73	\$279,111.58	\$1,742,789.22
2005(2ND) Water & Sewer Revenue Bonds	\$2,176,551.00	\$1,562,827.50	\$102,667.50	\$63,248.88	\$165,916.38	\$1,460,160.00
2006 GO BONDS (2013 Refinance)	\$42,566.00	\$6,473.54	\$6,473.54	\$682.07	\$7,155.61	\$0.00
2007 REVENUE BONDS	\$1,983,529.00	\$1,591,931.00	\$85,130.00	\$62,947.25	\$148,077.25	\$1,506,801.00
2008 REVENUE BONDS (WATER ONLY)	\$1,805,000.00	\$1,510,000.00	\$75,000.00	\$59,812.50	\$134,812.50	\$1,435,000.00
2010 STATE TRUST FUND LOAN (**)	\$2,373,875.00	\$2,092,454.00	\$101,804.00	\$104,622.70	\$206,427	\$1,990,650
2012 Revenue Bonds (Refinance 2001)	\$1,367,862.50	\$1,232,685.50	\$138,395.50	\$31,316.00	\$169,711.50	\$1,094,290.00
2013 GO Notes (Refinance 2006 GO portion)	\$13,995.86	\$13,995.85	\$144.66	\$278.47	\$423.13	\$13,851.19
TOTAL WATER DEBT	\$15,070,326.43	\$11,507,616.46	\$842,025.05	\$457,839.67	\$1,299,864.72	\$10,665,591.41

(**) Build American Bonds Subsidy

TOWN OF MENASHA

SCHEDULE OF DEBT

SEWER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/13 BALANCE	2014 PRINCIPAL	2014 PAYMENT INTEREST	2014 PAYMENTS	12/31/14 BALANCE
1994 Clean Water Fund Loan - GO	\$1,641,980.49	\$109,440.25	\$109,440.25	\$1,745.57	\$111,185.82	\$0.00
2004 Water & Sewer Revenue Bonds	\$1,248,770.00	\$765,802.00	\$62,852.00	\$30,194.19	\$93,046.19	\$702,950.00
2005 Water & Sewer Revenue Bonds	\$809,282.93	\$566,948.93	\$59,738.15	\$21,492.77	\$81,230.92	\$507,210.78
2005(2ND) Water & Sewer Revenue Bonds	\$2,593,449.00	\$1,862,172.50	\$122,332.50	\$75,363.62	\$197,696.12	\$1,739,840.00
2006 GO BONDS (2013 Refinance)	\$54,485.00	\$8,285.91	\$8,285.91	\$873.03	\$9,158.94	\$0.00
2007 REVENUE BONDS	\$346,471.00	\$278,069.00	\$14,870.00	\$10,995.25	\$25,865.25	\$263,199.00
2012 Revenue Bonds (Refinance 2001)	\$757,137.50	\$682,314.50	\$76,604.50	\$17,334.00	\$93,938.50	\$605,710.00
2013 GO Notes (Refinance 2006 GO portion)	\$17,914.23	\$17,914.22	\$185.16	\$356.43	\$541.59	\$17,729.06
Subtotal w/o NMSC Debt	\$7,469,490.15	\$4,290,947.31	\$454,308.47	\$158,354.86	\$612,663.33	\$3,836,638.84
2013 CWFL (NMSC)	\$3,289,151.00	\$3,289,151.00	\$135,462.14	\$85,238.77	\$220,700.91	\$3,153,688.86
TOTAL SEWER DEBT	\$10,758,641.15	\$7,580,098.31	\$589,770.61	\$243,593.63	\$833,364.24	\$6,990,327.70

SUMMARY - General and Utility:	AMOUNT OF LOAN	12/31/13 BALANCE	2014 PRINCIPAL	2014 PAYMENT INTEREST	2014 PAYMENTS	12/31/14 BALANCE
Sub-Total GO Notes & Loans	\$25,753,121.47	\$16,828,801.57	\$2,425,668.43	\$580,444.42	\$3,006,112.85	\$14,403,133.14
Sub-Total Revenue Bonds	\$18,395,000.00	\$13,550,000.00	\$1,070,000.00	\$507,636.26	\$1,577,636.26	\$12,480,000.00
Subtotal	\$44,148,121.47	\$30,378,801.57	\$3,495,668.43	\$1,088,080.68	\$4,583,749.11	\$26,883,133.14
GO Notes NMSC	\$3,289,151.00	\$3,289,151.00	\$135,462.14	\$85,238.77	\$220,700.91	\$3,153,688.86
Total GO Notes	\$29,042,272.47	\$20,117,952.57	\$2,561,130.57	\$665,683.19	\$3,226,813.76	\$17,556,822.00
Total Debt w/NMSC GO Notes	\$47,437,272.47	\$33,667,952.57	\$3,631,130.57	\$1,173,319.45	\$4,804,450.02	\$30,036,822.00

DEBT SERVICE FUND

REVENUES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
301-5800-420.01-00	SPECIAL ASSESSMENT REVENUE	143,270	201,143	167,876	110,223	135,976	110,223	107,415	(2.55%)
301-5200-464.07-00	FIRE STATION IMPACT FEES	24,603	4,667	13,859	10,000	5,977	10,000	10,000	0.00%
301-5800-480.01-00	INTEREST	43,761	54,896	39,033	45,000	21,787	40,000	45,000	0.00%
301-5800-480.09-00	MISCELLANEOUS REVENUE	4,111	21,503	49,620	44,432	44,432	44,432	39,225	(11.72%)
301-5800-480.10-01	DEVELOPER CONTRIBUTION		1,074	1,150	2,000		2,000	2,000	0.00%
301-5800-493.01-00	PROCEEDS/LT DEBT/BONDS								
301-5800-492.03-00	TRANS FR SP ASSESS PRE-PAY				95,000		95,000	128,842	35.62%
	DEBT SERVICE CARRYOVER-PRIOR								
	TRANSFER FROM GENERAL FUND								
	TRANSFER FROM CAPITAL PROJECTS								
301-5800-491.02-01	TRANSFER FROM GARBAGE/RECYCLING F	37,710	64,044	64,044	64,044		64,044	64,044	0.00%
301-5800-491.02-05	TRANSFER FROM OPEN SPACE	47,452	49,672						
301-5800-491.02-05	TRANSFER FROM PK IMPACT FEES			35,040	0				
301-5800-491.06-13	TRANSFER FROM STORM UTILITY								
301-5800-492.03-00	TRANS FR DESIGNATED BALANCE				130,000				
301-5800-492.05-00	TRANS FROM TAX STABLIZATION FUND								
301-5800-493.01-00	GO NOTES		100,000	44,242					
	Subtotal (Program Revenues)	300,907	496,999	414,864	500,699	208,172	365,699	396,526	(20.81%)
	<i>LEVY to Balance</i>	<i>1,572,918</i>	<i>1,754,280</i>	<i>1,889,053</i>	<i>1,853,030</i>	<i>1,853,030</i>	<i>1,985,024</i>	<i>1,843,440</i>	<i>(0.52%)</i>
TOTAL REVENUE:		1,873,825	2,251,279	2,303,917	2,353,729	2,061,202	2,350,723	2,239,966	(4.83%)

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
301-5600-730.07-98	DEVELOPMENT LOAN		0						
301-5800-600.06-10	PRINCIPAL-MISC	28,341	2,876	12,748	27,653	27,653	27,653	29,063	5.10%
301-5800-600.06-20	INTEREST - MISC	6,518	21,514	14,765	8,793	5,028	8,793	7,950	(9.59%)
301-5800-620.06-10	PRINCIPAL-FIRE	12,770	124,810	339,041	341,108	341,109	341,108	378,320	10.91%
301-5800-620.06-20	INTEREST - FIRE	82,590	79,230	68,087	53,213	30,018	53,213	54,908	3.19%
301-5800-650.06-10	PRINCIPAL-STREET EQUIP/ROADS	1,421,885	1,558,329	1,368,900	1,445,973	1,445,973	1,445,973	1,162,013	(19.64%)
301-5800-650.06-20	INTEREST - STREET EQUIP/ROADS	270,356	240,388	271,809	249,927	185,616	249,927	236,040	(5.56%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
301-5800-710.06-10	PRINCIPAL-PARK & RECREATION	69,288	97,804	129,364	154,614	154,614	154,614	284,020	83.70%
301-5800-710.06-20	INTEREST-PARK & RECREATION	33,199	37,851	40,441	45,129	29,088	45,129	66,039	46.33%
301-5800-600.08-80	DEBT ISSUANCE COSTS		507	1,014	1,014	1,014	1,014	1,014	
301-5800-600.08-90	DEBT DISCOUNT								
301-5800-600.09-10	TRANSFER TO GENERAL FUND	588	588	588	605	599	599	599	(0.99%)
	TRANSFER TO TAX STABLIZATION FUND								
301-5800-600.09-61	TRANSFER TO WATER UTILITY	11,108	10,691	8,822	10,200		8,700	7,500	(26.47%)
301-5800-600.09-62	TRANSFER TO WASTEWATER UTILITY	16,433	15,772	14,730	15,500		14,000	12,500	(19.35%)
	REPAYMENT OF GEN FUND DEBT								
	TOTAL EXPENDITURES	1,953,076	2,190,360	2,270,309	2,353,729	2,220,712	2,350,723	2,239,966	(4.83%)

NOTES:

1 301-5800-600.06-10 & 06-20: General Principal & Interest:

This account includes \$2,000 for the Winnebago County Industrial Development Loan, with an offsetting revenue.

2 301-5800-650.06-10 & 06-20: General Principal & Interest:

Includes the new 2014 borrowing amounts, including the advanced refunding of the 2006 GO Notes.

3 301-5800-600.09-10: Transfer to General Fund:

This is the Town cost of the HTE Software maintenance for tracking special assessments.

4 301-5800-600.09-61 & 301-5800-600.09-62: Transfer to Water & Wastewater Utilities:

Per the Citizen Bank Agreement, the increase in value of the property pays for the special assessments. Since the agreement included Utility special assessments, the Town must pay the utility for the special assessment with the property value increase.

**TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM**

2014 Town Projects		Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
E. Shady Lane Reconstruction incl. 10' trail - American Dr to Cold Spring Rd (CONST)		\$1,728,946	\$1,085,564	STP-Urban Grant	\$30,000	
			\$300,000	2013 Prior Borrowing		\$313,383
Arena Drive Urbanization - E Shady Ln to Trailway Ln (DESIGN & CONST)		\$157,100			\$20,000	\$137,100
Wilson St Paving (upper layer) & Honey Lou, Woodrow, Imperial Resurfacing & Southwood Reconstruction (CONST)		\$314,000				\$314,000
Gordon Street Reconstruction - Lakeshore to Racine (DESIGN & CONST)		\$240,000				\$240,000
Sunset Lane Reconstruction - Gordon St to Lakeview Ln (DESIGN & CONST)		\$130,000				\$130,000
Lakeview Lane Reconstruction - Gordon St to Olde Midway (DESIGN & CONST)		\$238,500				\$238,500
Dunning Street Reconstruction - Gordon St to Olde Midway (DESIGN & CONST)		\$235,500				\$235,500
Road Resurfacing		\$200,000				\$200,000
Stroebe Road & Causeway Reconstruction (DESIGN & SOIL BORINGS)		\$53,000				\$53,000
Irish Road Reconstruction incl. 10' trail - CTH 'II' to Jacobsen Rd (DESIGN & SOIL BORINGS)		\$85,000				\$85,000
Subtotal Highway Improvements		\$3,382,046	\$1,385,564		\$50,000	\$1,946,483
Palisades Pavilion (est)		\$274,622				\$274,622
Fritsch Park-finish project		\$195,000	\$195,000	2013 Prior Borrowing		\$0
2014 Town Projects Grand Total		\$3,851,668	\$1,580,564		\$50,000	\$2,221,105

2014 Stormwater Projects		Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
E. Shady Lane Reconstruction incl. 10' trail - American Dr to Cold Spring Rd (CONST)		\$584,121	\$365,918	STP-Urban Grant	\$37,650	\$180,553
E. Shady Lane Stormwater Pond (CONST)		\$460,000				\$460,000
Arena Drive Urbanization - E Shady Ln to Trailway Ln (DESIGN & CONST)		\$90,000			\$20,000	\$70,000
Gordon Street Reconstruction - Lakeshore to Racine (DESIGN & CONST)		\$135,000				\$135,000
Sunset Lane Reconstruction - Gordon St to Lakeview Ln (DESIGN & CONST)		\$84,500				\$84,500
Lakeview Lane Reconstruction - Gordon St to Olde Midway (DESIGN & CONST)		\$140,000				\$140,000
Dunning Street Reconstruction - Gordon St to Olde Midway (DESIGN & CONST)		\$135,000				\$135,000
Southwood Drive Drainage Improvements - Wilson Ave to Valley Ln (DESIGN & CONST)		\$184,000			\$129,000	\$55,000
Red Oak Ravine Stormwater Improvements - Phase II		\$15,000	\$15,000	2012 Prior Borrowing		\$0
Independence Pond (CONST-Project Retainage)		\$32,449		Retainage Held		\$32,449
Green Valley Ditch		\$218,966	\$218,966	Previous Settlement		\$0
All American Business Park Drainage Improvements (CONST)		\$44,500	\$44,500	Operations		\$0
W. American Drive Drainage Improvements - west of Irish Rd and/or Prairie Lake Pond Improvements (ACQ. & DESIGN)		\$930,000				\$930,000
Schildt Park Stormwater Pond (DESIGN & SOIL BORINGS)		\$50,000	\$50,000	Operations		\$0
2014 Stormwater Grand Total		\$3,103,536	\$694,384		\$186,650	\$2,222,502

2014 Sanitary Sewer and Water Main Projects		Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Fatima Street - Midway Rd to Airport Rd (8" water)		\$334,000				\$334,000
Fatima Street - Midway Rd to Airport Rd (sewer relay)		\$518,188				\$518,188
Green Street (6" water)		\$71,000				\$71,000
Green Street (sewer relay)		\$98,463				\$98,463
Mission Street - Midway Rd to Youth Sports (6" water)		\$160,000				\$160,000
Mission Street - Midway Rd to Youth Sports (sewer relay)		\$113,438				\$113,438
Terrace Avenue (6" water)		\$106,000				\$106,000
Terrace Avenue (sewer relay)		\$196,650				\$196,650
2014 Water & Sanitary Grand Total		\$1,597,739	\$0		\$0	\$1,597,739

**TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM**

2015 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
Clayton Avenue Reconstruction - Fairview Rd to E Shady Ln (DESIGN)	\$60,000				\$60,000
Cold Spring Road Reconstruction w/10' trail - Jacobsen Rd to American Dr (DESIGN)	\$90,000				\$90,000
Residential Road Reconstruction (To Be Determined)					
Airport Road Reconstruction (asphalt) - Racine St to STH '47' (DESIGN)	\$61,000	?????	City Cost Share		\$61,000
Stroebe Road & Causeway Reconstruction (CONST)	\$514,000				\$514,000
E. Shady Lane Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (DESIGN)	\$115,000				\$115,000
Jacobsen Road Reconstruction incl. 10' trail - CTH 'CB' to Irish Rd (RE-DESIGN)	\$97,500				\$97,500
Irish Road Urban Reconstruction w/10' recreation trail - CTH 'II' to Jacobsen Rd (CONST)	\$2,248,000			\$624,000	\$1,624,000
Circle Drive Reconstruction (CONST)	\$663,500				\$663,500
Subtotal Highway Improvements	\$3,849,000	\$0		\$624,000	\$3,225,000
Replace Municipal Complex Emergency Generator	\$50,000				\$50,000
Salt Shed Addition	\$30,000				\$30,000
Cold Storage Building	\$800,000				\$800,000
Wittmann Park-Pavilion, Fields, Trail, Storm Water	\$457,040				\$457,040
Tot lot	\$31,000				\$31,000
5 yr Open Space Plan	\$15,000				\$15,000
Community Center	\$12,566				\$12,566
Schildt-vball curbing, sand, line system	\$3,200				\$3,200
2015 Town Projects Grand Total	\$5,247,806	\$0		\$624,000	\$4,623,806

2015 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Storm Water Management Implementation (DESIGN & CONST)	\$500,000				\$500,000
Jacobsen Road Reconstruction Storm Water Pond (DESIGN & SOIL BORINGS)	\$50,000				\$50,000
Olde Buggy Lane Corridor-Phase I Culverts - Shady Ln to Shady Ln (CONST)	\$175,000				\$175,000
Olde Buggy Lane Corridor-Phase II Ditching - Shady Ln to Shady Ln (CONST)	\$100,000				\$100,000
Olde Buggy Lane Corridor-Phase III Culverts - Shady Ln to CTH 'CB' (CONST)	\$60,000				\$60,000
Irish Road Reconstruction Storm Water Pond (DESIGN & SOIL BORINGS)	\$50,000				\$50,000
W. American Drive Drainage Improvements - west of Irish Rd (CONST)	\$1,070,000				\$1,070,000
Valley Rd Drainage Improvements (CONST)	\$350,000	????	Winnebago County Cost Share		\$350,000
Schildt Park Stormwater Pond (CONST)	\$430,000				\$430,000
2015 Stormwater Grand Total	\$2,785,000	\$0		\$0	\$2,785,000

2015 Sanitary Sewer and Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Frances Street (6" water)	\$138,000				\$138,000
Frances Street (sewer)	\$229,000				\$229,000
Frances Way (6" water)	\$117,000				\$117,000
Frances Way (sewer)	\$170,000				\$170,000
Sunset Lane - Gordon to Frances St (6" water)	\$103,000				\$103,000
Sunset Lane - Gordon to Frances St (sewer)	\$112,000				\$112,000
Lakeview Lane - Gordon to Frances St (6" water)	\$120,000				\$120,000
Lakeview Lane - Gordon to Frances St (sewer)	\$105,000				\$105,000
Dunning Street - Gordon St to Frances St (sewer relay)	\$79,000				\$79,000
Stroebe Island Causeway - RR Crossing to Harry's Gateway (12" water) w/HWY 41 crossing	\$266,000				\$266,000
Lucerne Drive - University Dr to Home Ave (10" water)	\$173,000				\$173,000
Alcan Drive (6" water)	\$150,000				\$150,000
2015 Water & Sanitary Grand Total	\$1,762,000	\$0		\$0	\$1,762,000

**TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM**

2016 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
E. Shady Lane Reconstruction (rural) - Irish Rd to CB (DESIGN)	\$46,500				\$44,000
Irish Road Reconstruction w/10' Trail - Jacobsen Rd to E. Shady Ln (DESIGN)	\$141,000				\$141,000
Clayton Avenue Reconstruction - Fairview Rd to E. Shady Ln (CONST)	\$808,000				\$823,000
Jacobsen Road Reconstruction incl. 10' trail - CTH 'CB' to Irish Rd (CONST)	\$1,397,500			To be determined	\$1,397,500
Airport Road Reconstruction (asphalt) - Racine St to STH '47' (CONST)	\$1,091,000				\$957,200
E. Shady Lane Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (CONST)	\$1,646,000			To be determined	\$1,519,000
Manitowoc Road Reconstruction (DESIGN)	\$95,000				\$95,000
Subtotal Highway Improvements	\$5,225,000	\$0		\$0	\$4,976,700
Resurface Parking Lot	\$100,000				\$100,000
O'Hauser-board walk	\$79,860				\$79,860
Palisades-vball curbing	\$3,300				\$3,300
Anunson Farm Park	\$99,200				\$99,200
Dube Park	\$18,600				\$18,600
Community Center	\$1,355				\$1,355
2016 Town Projects Grand Total	\$5,527,315	\$0		\$0	\$5,279,015

2016 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Manitowoc Rd./Stead Dr./Home Ave. Storm Sewer. Lift Station, Detention Pond (DESIGN)	\$187,000				\$187,000
Storm Water Management Implementation (DESIGN & CONST)	\$500,000				\$500,000
High Plains Meadows 3rd Addition Storm Water Pond Maintenance (DESIGN & CONST)	\$100,000	\$100,000	Storm Operations		\$0
2016 Stormwater Grand Total	\$787,000	\$100,000		\$0	\$687,000

2016 Sanitary Sewer and Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Irish Road - Jacobsen Road to W American Dr (sewer)	\$300,000				\$300,000
Irish Road - Jacobsen Road to W American Dr (16" water)	\$250,000				\$250,000
Tower No. 1 - University Drive - Repaint inside and outside	\$170,000				\$170,000
Goss Avenue (6" water)	\$373,000				\$373,000
Gail Lane, Bridgeview Mobile Home Park - Shady Ln to Helene Dr (6" water)	\$268,000				\$268,000
HWY 41 Crossing - Holly Rd to Northern Rd (10" sewer)	\$40,000				\$40,000
2016 Water & Sanitary Grand Total	\$1,401,000	\$0		\$0	\$1,401,000

**TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM**

<i>2017 Town Projects</i>		<i>Cost</i>	<i>Funding</i>	<i>Fund Desc.</i>	<i>Assessable Costs</i>	<i>Town Cost</i>
Jacobsen Road Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (DESIGN)		\$80,000				\$80,000
Cold Spring Road Reconstruction w/10' trail - Jacobsen Rd to American Dr (CONST)		\$1,287,000			To be determined	\$1,287,000
E. Shady Lane Reconstruction (rural) - Irish Rd to CB (CONST)		\$667,000				\$667,000
Irish Road Reconstruction w/10' Trail - Jacobsen Rd to E. Shady Ln (CONST)		\$2,260,000			\$786,000	\$1,474,000
Manitowoc Road Reconstruction (CONST)		\$1,441,000			To be determined	\$1,441,000
Subtotal Highway Improvements		\$5,735,000	\$0		\$786,000	\$4,949,000
Anunson Farm Park		\$37,120				\$37,120
Dube Park		\$47,000				\$47,000
Wittmann Park-hard surfaces, play lot, Bball/Tennis Ct, etc		\$420,080				\$420,080
2017 Town Projects Grand Total		\$6,239,200	\$0		\$786,000	\$5,453,200

<i>2017 Stormwater Projects</i>		<i>Cost</i>	<i>Funding</i>	<i>Fund Desc.</i>	<i>Assessable Costs</i>	<i>Utility Cost</i>
Storm Water Management Implementation (DESIGN & CONST)		\$500,000				\$500,000
Manitowoc Rd./Stead Dr./Home Ave. Storm Sewer. Lift Station, Detention Pond (CONST)		\$2,853,000			To be determined	\$2,853,000
2017 Stormwater Grand Total		\$3,353,000	\$0		\$0	\$3,353,000

<i>2017 Sanitary Sewer and Water Main Projects</i>		<i>Cost</i>	<i>Funding</i>	<i>Fund Desc.</i>	<i>Assessable Costs</i>	<i>Utility Cost</i>
Tower No. 2, Winchester Road - Repaint inside and outside		\$185,000				\$185,000
Theresa Avenue (water)		\$180,000				\$180,000
Theresa Avenue (sewer)		\$234,000				\$234,000
Gmeiner Road (water)		\$160,000				\$160,000
Gmeiner Road (sewer)		\$208,000				\$208,000
Red Oak Lane (water)		\$190,000				\$190,000
Red Oak Lane (sewer)		\$247,000				\$247,000
Aykens Street (water)		\$30,000				\$30,000
Aykens Street (sewer)		\$40,000				\$40,000
Anton Court (water)		\$160,000				\$160,000
Anton Court (sewer)		\$208,000				\$208,000
Gregor Court (water)		\$120,000				\$120,000
Gregor Court (sewer)		\$156,000				\$156,000
Hickory Lane (water)		\$43,000				\$43,000
Hickory Lane (sewer)		\$60,000				\$60,000
2017 Water & Sanitary Grand Total		\$2,221,000	\$0		\$0	\$2,221,000

**TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM**

2018 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
Jacobsen Road Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (CONST)	\$1,163,000			To be determined	\$1,163,000
Subtotal Highway Improvements	\$1,163,000	\$0		\$0	\$1,163,000
Schildt Improvements	\$289,100				\$289,100
Anunson Farm	\$112,592				\$112,592
2018 Town Projects Grand Total	\$1,564,692	\$0		\$0	\$1,564,692

2018 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
2018 Stormwater Grand Total	\$0	\$0		\$0	\$0

2018 Sanitary Sewer and Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Tower No. 3, Haase Street - Repaint inside and outside	\$198,000				\$198,000
Winwood Drive					\$0
Larkspur Drive					
Omega Drive					
Palisades Lane					
Palisades Drive - W. of Palisades Ln to Riverview Ct.	\$165,000				\$165,000
Lakeshore Drive - North End					
Lakeshore Drive - South of Pages Pt					
2018 Water & Sanitary Grand Total	\$363,000	\$0		\$0	\$363,000

2019 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
Subtotal Highway Improvements	\$0	\$0		\$0	\$0
2019 Town Projects Grand Total	\$0	\$0		\$0	\$0

2019 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
2019 Stormwater Grand Total	\$0	\$0		\$0	\$0

2019 Sanitary Sewer and Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Lakeshore Dr - north end (6" water)	\$200,000				\$200,000
Lakeshore Dr - Pomer Way to end of Pages Point (6" water)	\$180,000				\$180,000
Forkin St-west half (water)	\$30,000				\$30,000
2019 Water & Sanitary Grand Total	\$410,000	\$0		\$0	\$410,000

CAPITAL PROJECTS FUND

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
401-5100-410.01-00	GENERAL PROP TAX-TOWN								
401-5500-432.06-01	STATE PARK GRANTS	206,353	4,000						
401-5300-432.06-02	TRAIL GRANTS								
401-5300-432.06-03	STORM WTR GRANTS								
401-5300-432.09-00	MISC STATE GRANT / ASSIST							1,085,564	
401-5100-480.01-00	INTEREST	(4,147)	8,031	471		456	900		
401-5300-480.08-11	MISC DONATION		2,500						
401-5500-480.08-11	MISC DONATION-Park		6,250	18,000		19,000	19,000		
401-5300-480.09-00	MISC REVENUE								
401-5200-480.09-03	MISC REVENUE-FIRE								
401-5300-480.10-01	DEVELOPER CONTRIBUTION								
401-5300-480.10-02	MUNICIPAL CONTRIBUTIONS	26,614		179,581	128,520		128,520		
401-5300-491.01-01	TRANSFER FROM GENERAL FUND			185,071	70,000				
401-5500-491.02-05	TRANSFER FROM SPEC REV FUND	77,512							
401-5100-492.04-00	CPF PRIOR YEAR CARRY OVER								
401-5300-492.04-00	CPF PRIOR YEAR CARRY OVER				30,000			300,000	900.00%
401-5500-492.04-00	CPF PRIOR YEAR CARRY OVER							195,000	
401-5300-493.01-00	PROCEEDS/LT DEBT/GO NOTES			1,645,000	1,930,480		1,650,000	2,271,104	17.64%
401-5300-493.02-00	PROCEEDS/LT DEBT/STF	2,885,120							
	*CAPITAL PROJECTS FUND	3,191,452	20,781	2,028,123	2,159,000	19,456	1,798,420	3,851,668	78.40%

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
401-5100-600.08-21	CAP IMPR BUILDING & LAND	121,158	248,967	278,857	165,000	69,521	165,000		(100.00%)
401-5100-600.08-54	CAPITAL EQUIP - OTHER - General			37,662		4,652	4,652		
401-5200-620.08-21	CAP IMPR BUILDING & LAND			45,655					
401-5200-620.08-53	VEHICLES (CAP)								
401-5300-650.08-21	CAP IMPR BUILDING & LAND								
401-5300-650.08-42	ROAD CONSTRUCTION (CAP)		85,547						
401-5300-650.08-43	ROAD RE-CONSTRUCTION (CAP)	213,162	248,438	2,218,490	583,000	118,605	583,000	3,382,046	480.11%
401-5300-650.08-44	TRAILS/WALKWAYS (CAP)	35,741	8,944		40,000	3,375	40,000		(100.00%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
401-5300-650.08-45	STORM SEWERS (CAP)								
401-5300-650.08-46	SIGNS SIGNALS & MARKINGS		3,848	3,513	60,000	5,862	60,000		(100.00%)
401-5300-650.08-54	CAPITAL EQUIP - OTHER - Street								
401-5500-710.08-31	PARKS: MISC CAPITAL	316,773	424,522	41,403	1,211,000	1,104,260	1,150,000	469,622	(61.22%)
401-5800-600.08-80	DEBT ISSUANCE COSTS	11,090		17,621			15,000		
401-5800-600.09-10	TRANSFER TO GENERAL FUND				100,000		100,000		
401-5800-600.09-30	TRANSFER TO DEBT SERVICE FUND								
401-5800-600.09-63	TRANSFER TO STORMWATER			244,530					
401-5800-710.06-10	PRINCIPAL								
*CAPITAL PROJECTS FUND		697,924	1,020,266	2,887,731	2,159,000	1,306,275	2,117,652	3,851,668	78.40%

NOTES:

- 1 **401-5300-492.01-01: Transfer from General Fund:**
Transfer from Undesignated General Fund Balance to offset Capital Projects
- 2 **401-5300-492.04-00: CPF Prior Year Carry Over - Public Works:**
\$ 300,000 E Shady Ln
- 3 **401-5500-492.04-00: CPF Prior Year Carry Over - Park & Recreation:**
\$ 195,000 Fritsch Park
- 4 See Attached Spreadsheet on Expenditure Detail

Town of Menasha
2014 Capital Replacement Schedule (7-31-2013)

Inflation Rate
 State Bid 1.00%
 Non-State Bid 2.75%

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2013 Mileage/Hrs	Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Fire	Extrication	TNT			2003	\$35,000	100%	15	Fire Dept. Note #4	2014	\$58,670.00	\$3,716
Fire	Air Compressor	Eagle		1,067	1995	\$17,600	100%	20		2015	\$45,000.00	\$2,138
Fire	Pick-up Truck (U40)	Ford	F250	72,474	2005	\$25,000	100%	10		2015	\$27,615.55	\$2,485
Fire	Thermal Camera	ISG	K-90		2001	\$15,600	100%	15	Fire Dept. Note #2 & #3	2016	\$10,500.00	\$665
Fire	Engine (E240)	Pierce	Dash	51,366	1993	\$195,500	100%	24		2017	\$500,000.00	\$18,750
Fire	Sport Utility #2 (C40)	Ford	Expedition	53,014	2007	\$26,000	100%	10		2017	\$33,000.00	\$2,970
Fire	Sport Utility (S41)	Ford	Explorer	50,825	2008	\$24,270	100%	10		2018	\$26,809.18	\$2,413
Fire	Ladder (L40)	Pierce	Lance	22,563	1996	\$504,300	100%	24		2020	\$1,300,000.00	\$48,750
Fire	SCBA	MSA			2006	\$141,760	100%	15		2021	\$164,578.96	\$10,423
Fire	Pumper (E241)	Pierce	Sabre	33,648	1999	\$198,400	100%	24		2023	\$575,000.00	\$21,563
Fire	Air Compressor	Mako		70	2009	\$42,879	100%	15		2024	\$49,781.19	\$2,987
Fire	25kw Generator-Sta 41			197	2002	\$13,752	100%	25		2027	\$27,096.40	\$1,030
Fire	Rescue (R41)	Pierce	Sabre	14,726	2004	\$235,000	100%	24		2028	\$645,000.00	\$24,188
Fire	Engine (E40)	Pierce	Enforcer	13,690	2006	\$302,245	100%	24		2030	\$675,000.00	\$25,313
Fire	60kw Generator-Sta 40			168	2006	\$15,824	100%	25		2031	\$31,178.99	\$1,185
Fire	Engine (E41)	Pierce	Arrow XT	4,774	2010	\$399,526	100%	24		2034	\$766,141.49	\$28,730
Fire	Thermal Camera	ISG	K-90		1998	\$18,500	100%		Replaced in 2013, will not be funded again			
Fire	Sport Utility (C41)	Chevrolet	Tahoe	4,030	2013	\$29,148	100%	10		2023	\$38,232.00	\$3,441
Fire	Thermal Camera	Draeger	UCF 9000		2013	\$9,625	100%	15		2028	\$14,458.67	\$916
Decrease for Removal of the Fire Ladder Truck (L40)						(\$504,300.00)					(\$1,300,000.00)	(\$48,750)
SUBTOTAL						\$1,745,629					\$4,988,062	\$152,913
General	Elections	OS Accu-Vote			1995	??????	100%	19	Voting Machines	2014	\$7,200.00	FUNDED
General	Elections	OS Accu-Vote			1995	??????	100%	18	Voting Machine - Spare(will transfer old machine)	2013	\$0.00	\$0
General	Elections	OS Accu-Vote			2005	\$4,900	100%	9	1 - Voting Machines	2014	\$7,200.00	FUNDED
General	Elections	OS Accu-Vote			2002	\$3,250	100%	13	2 - Refurbished Voting Machines (bought in 2010)	2015	\$14,400.00	\$1,410
General	Elections	TSX Accu-Vote			2006	\$26,000	100%	16	4 - Voting Machines	2022	\$26,000.00	\$2,889
General	Assessor	Ford	Taurus	65,255	1998	\$16,742	100%	16	#106	2014	\$19,631.31	FUNDED
General	Mini Van	Ford	Freestar	47,300	2006	\$14,806	100%	10	#109	2016	\$16,355.04	\$1,308
General	Inspections	Ford	Fusion	26,551	2009	\$14,764	100%	12	#107	2021	\$16,636.44	\$1,109
General	Administration	Chrysler	Town & Ctry Van	20,870	2008	\$19,067	100%	12	#108	2020	\$21,485.17	\$1,432
General	Comm. Dev	Chevrolet	Impala	948	2013	\$17,699	100%	12	#110	2025	\$19,943.68	\$1,330
SUBTOTAL						\$117,228					\$148,851.64	\$9,478
Info Tech	5 MDC's - Police				2010	\$24,600	100%	4		2014	\$21,500.00	\$5,106
Info Tech	2 MDC's - Police				2013	\$7,290	100%	4		2017	\$8,600.00	\$2,043
Info Tech	8 MDC's - Fire				2012	\$23,856	100%	5		2017	\$27,321.64	\$5,191
Info Tech	AS400 (60/40 w/UD)	IBM	I-Series		2008	\$18,679	100%	5		2013	\$19,631.82	\$3,730
Info Tech	Phone System				2007	\$90,000	100%	10		2017	\$99,415.99	\$9,445
Info Tech	70-Licenses	Microsoft	Office & Cals Software		2002	\$33,505	100%	6		2008	\$50,140.00	\$8,357

Town of Menasha 2014 Capital Replacement Schedule (7-31-2013)

Inflation Rate
State Bid 1.00%
Non-State Bid 2.75%

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2013 Mileage/Hrs	Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
SUBTOTAL						\$197,930					\$226,609.45	\$33,872
Park & Rec	1 Ton Dump Trk	Chev	3500	77,734	1999	\$25,634	100%	13	Gas, P-99 (w/plow controls)		Transfer of another	\$0
Park & Rec	6 Ft. Mower	Jacobsen	628D	1,763	2007	\$20,490	100%	8	P-07	2015	\$50,000.00	\$5,625
Park & Rec	3/4 Ton Pickup	GMC	2500	59,476	2004	\$22,541	100%	11	Gas (vehicle w/plow) P-04, extended 4 yr	2015	\$35,000.00	\$2,864
Park & Rec	1 Ton Dump Trk	GMC	3500	46,243	2002	\$31,000	100%	12	Gas, P-02	2014	\$45,000.00	\$3,375
Park & Rec	6 Ft. Mower	John Deere	1435	1,894	2003	\$15,500	100%	13	Diesel, P-09, extended indefinitely	2016	\$40,000.00	\$2,769
Park & Rec	3/4 Ton Pickup	GMC	2500	35,660	2008	\$25,089	100%	8	Gas, P-08 w/plow (includes toolbox & radio)	2016	\$27,167.79	\$3,056
Park & Rec	6 Ft. Mower	John Deere	1445	777	2010	\$19,033	100%	8	Diesel, mulch kit, canopy	2018	\$50,000.00	\$5,625
Park & Rec	1/2 ton pickup	Ford	F150	30,909	2006	\$19,896	100%	12	Gas, P-06	2018	\$22,419.31	\$1,681
Park & Rec	Butte des Morts	Burke			1995/07	\$15,000	100%	12	Equip. curb. extended 2 yrs	2019	\$20,771.76	\$1,644
Park & Rec	1 ton - Dump Truck	Chevy	3500	20,612	2009	\$47,385	100%	12	Gas w/landscape box, lift gate inverter and equip box	2021	\$53,394.60	\$4,005
Park & Rec	Kippenhan Park	Burke			2005	\$31,755	100%	17	Equip. curb, poured in place, asphalt, extended 2 yrs	2022	\$50,362.03	\$2,814
Park & Rec	Westfield Park	Burke			2005	\$26,381	100%	17	Equip. curb, poured in place, asphalt, extended 2 yrs	2022	\$41,839.10	\$2,338
Park & Rec	Meadow Heights	Miracle			2006	\$12,758	100%	17	Equip., extended 2 yrs	2023	\$20,233.63	\$1,131
Park & Rec	OHN - Play Equip	Various			2008	\$32,426	100%	15	Equip. curb, poured in place	2023	\$48,710.30	\$3,085
Park & Rec	Schildt	Miracle			2006	\$52,876	100%	17	Equip. curb, poured in place, asphalt, extended 2 yrs	2023	\$83,859.01	\$4,686
Park & Rec	Strohmeyer	Burke			2006	\$40,176	100%	17	Equip. curb, poured in place, asphalt, extended 2 yrs	2023	\$63,717.37	\$3,561
Park & Rec	1 Ton Dump Trk	Ford	F150	723	2012	\$52,447	100%	12	P-12 diesel w/boss plow, tool box	2024	\$72,627.75	\$5,447
Park & Rec	Wittmann - Play Equip	Burke			2009	\$117,108	100%	17	Equip., concrete, poured in place, wood fiber	2026	\$185,728.13	\$10,379
Park & Rec	Fritse Park	Landscape Structures			2010	\$178,000	100%	17	Equip., concrete, poured in place, wood fiber	2027	\$282,300.16	\$15,776
Park & Rec	Palisades Play Equip	Burke			2011	\$89,293	100%	17	Equip., concrete, poured in place, wood fiber	2028	\$141,614.76	\$7,914
Park & Rec	Tractor	Case	CSX75	1,281	2008	\$47,385	100%	20	Diesel w/cab, rotary mower, pulverizer, aerator, roto-tiller	2028	\$81,522.50	\$3,669
Park & Rec	6 Ft. Mower	Groundmaster	4010-D w/ Cab		2013	\$68,696	100%	13		2026	\$97,745.16	\$6,767
SUBTOTAL						\$990,869					\$1,514,013.36	\$98,211
Police	AED (2)		LifePak 500		2002	\$3,790	100%	6	To be purchased in 2013	2008	\$4,549.00	\$758
Police	AED (1)		LifePak 500		2002	\$1,895	100%	6		2008	\$1,600.00	\$800
Police	Ancillary Equip				2005	\$58,509	100%	5	For all police vehicles	2010	\$53,803.00	\$5,380
Police	AED (1)		LifePak 500		2007	\$1,560	100%	6		2013	\$1,835.76	\$306
Police	960 Detective Squad	Dodge	Van	83,564	2005	\$19,337	100%	10	Extended 3 years	2015	\$21,360.08	\$1,922
Police	Speed Trailer	Kustom	SMART		2002	\$14,535	100%	13	Extended 3 years	2015	\$16,542.19	\$1,209
Police	970 Squad	Ford	Expedition	85,136	2011	\$27,043	100%	3		2014	\$28,263.00	\$7,537
Police	971 Meg Squad	Ford	Escape	40,760	2009	\$19,327	100%	9	Extend 4 years	2018	\$21,137.66	\$2,114
Police	Squad Cameras (2) -965 & 967		Digital Ally	500/ea	2009	\$8,780	100%	5	Replace w/Arbitrator	2014	\$9,372.00	\$1,781
Police	Radar Unit (1) 970		Eagle Plus		2009	\$1,099	100%	6	Extend 1 year	2015	\$1,293.27	\$216
Police	965 M. Squad	Ford	Interceptor Sedan	49,724	2013	\$24,468	100%	2	Acquired in 2012	2014	\$25,500.00	\$10,200
Police	967 M. Squad	Ford	Interceptor Sedan	48,727	2013	\$25,970	100%	2	replace w/Interceptor SUV	2014	\$26,580.00	\$10,632
Police	Squad Cameras (1) 969		Digital Ally	500	2010	\$4,430	100%	5		2015	\$5,073.56	\$1,015
Police	Radar Unit (1) 965		Falcon		2010	\$1,619	100%	5		2015	\$1,854.20	\$371
Police	968 M Squad	Ford	Interceptor Sedan	18,281	2013	\$24,891	100%	2		2015	\$25,391.31	\$11,426
Police	969 M Squad	Ford	Interceptor Sedan	14,783	2013	\$24,519	100%	2		2015	\$25,012.22	\$11,255
Police	966 M Squad	Ford	Interceptor Sedan	13,339	2013	\$24,986	100%	2		2015	\$25,488.22	\$11,470

Town of Menasha
2014 Capital Replacement Schedule (7-31-2013)

Inflation Rate
 State Bid 1.00%
 Non-State Bid 2.75%

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2013 Mileage/Hrs	Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Police	961 Detective Squad	Ford	Crown Vic	44,387	2008	\$21,659	100%	8	Extended 1 year	2016	\$23,453.59	\$2,639
Police	Squad Cameras (1) 970		Digital Ally	500 plus	2011	\$4,295	100%	5		2016	\$4,918.95	\$984
Police	Radar Unit (1) 968		Falcon		2011	\$1,471	100%	5		2016	\$1,684.70	\$337
Police	Radar Unit (1) 967		Falcon		2012	\$1,474	100%	5		2017	\$1,688.13	\$338
Police	AED (2)		Zoll		2012	\$3,198	100%	6		2018	\$3,763.31	\$627
Police	Squad Camera (2) 966 & 968		Digital Ally		2013	\$9,190	100%	5		2018	\$9,658.78	\$1,739
Police	Radar Unit (2) 966 & 969		Falcon		2013	\$2,948	100%	5		2018	\$3,098.38	\$558
Police	963 Staff Vehicle	Chevy	Impala	14,290	2010	\$20,202	100%	10	Funding did not start until 2014 budget	2020	\$22,315.58	\$2,869
Police	949 Police Van	Ford	E150	3,086	2011	\$18,477	100%	10	(includes Lighting & Shelving)	2021	\$20,410.10	\$1,837
Police	962 Admin - Training	Chevy	Impala	100	2013	\$17,699	100%	10		2023	\$19,550.71	\$1,760
SUBTOTAL						\$387,371					\$405,197.68	\$92,080
Street	#30 Single axle trk	Chev	CC4500	41,302	2003	\$48,095	100%	11	(774 hrs)	2014	\$76,000.00	\$6,218
Street	#22 3-yr loader	J.Deere	624G	6,411/hrs	1997	\$137,297	100%	17	Originally scheduled for 2012	2014	\$275,000.00	\$14,559
Street	#26 Single axle trk	IHC	2554	43,567	2000	\$96,128	100%	14	(4,631 hrs) Originally scheduled for 2010	2014	\$215,000.00	\$13,821
Street	#5 Tractor/backhoe	Case	580SL	2,873	1999	\$62,358	50%	16	Originally scheduled for 2009	2015	\$48,125.08	\$2,707
Street	#28 Skid Steer	Cat	248	1984/hrs	2001	\$31,380	85%	14	Originally scheduled for 2011	2015	\$70,000.00	\$4,500
Street	#4 1/2 ton pickup	Chev	C1500 4x4	71,252	2005	\$16,611	100%	11	Originally scheduled for 2012	2016	\$24,000.00	\$1,964
Street	#19 Grader	Galion	850	2,769/hrs	1994	\$155,000	100%	21	Originally scheduled for 2010	2015	\$285,000.00	\$12,214
Street	#3 1/2 ton pickup	Ford	F150 4x4	65,854	2000	\$25,265	100%	15	Originally scheduled for 2007	2015	\$40,000.00	\$2,400
Street	#1 1/2 ton pickup	Chev	Silverado 4WD PU	28,277	2008	\$23,256	100%	8		2016	\$25,182.92	\$2,833
Street	#29 Tandem axle trk	IHC	7400	34,249	2003	\$103,740	85%	12	(3,442 hrs) Replace w/Single axle	2015	\$215,000.00	\$16,125
Street	#16 Street sweeper	Elgin	Pelican P	6,324	2004	\$104,730	100%	12		2016	\$145,028.40	\$10,877
Street	#50 12 Ton Trailer	Felling	FT24-2		1997	\$9,322	100%	20		2017	\$16,037.83	\$722
Street	#S-108 Concrete saw	Norton	C20SP		2005	\$3,600	100%	12	20-hp	2017	\$4,985.22	\$374
Street	#70 3 Ton Trailer	Chilton	#111		1998	\$2,500	100%	20	Originally scheduled for 2014	2018	\$3,050.48	\$145
Street	#14 Asphalt roller	Wacker	RD11A		2003	\$9,269	100%	15	(304 hrs)	2018	\$13,923.88	\$835
Street	#24 Single axle trk	International	7400 4x2	10,096	2009	\$128,078	100%	10	(924 hrs)	2019	\$167,993.64	\$15,119
Street	#40 3/4 ton trailer	5'x8' utility trailer w/steel drop down ramps			2002	NO COST	100%	17	(unclaimed property 02-11-96)	2019		
Street	#31 Tandem axle trk	IHC	7400	19,496	2007	\$120,219	85%	11	(1,782 hrs) 15% storm cost	2019	\$114,005.85	\$9,328
Street	#17 Tandem axle trk	IHC	7400	27,191	2005	\$106,000	85%	15	(2,281 hrs) 15% storm cost	2020	\$135,348.13	\$8,121
Street	#10 1 ton flat bed Trk	Ford	F550	12,156	2010	\$68,209	85%	10	(1,292 hrs) 15% storm cost	2020	\$76,046.44	\$6,844
Street	#15 4 ton asphalt pat.	Spaulding			2010	\$33,830	50%	9	(44 hrs) 50% storm cost	2020	\$18,499.69	\$1,953
Street	#18 Slope mower	Deweze	ATM72-LC	216/hrs	2006	\$28,350	100%	15	(202 hrs)	2021	\$32,913.47	\$1,975
Street	#6 Util Tractor/Loader	Kubota	6040HDC	708	2006	\$39,983	100%	15	(628 hrs)	2021	\$60,062.42	\$3,604
Street	#60 5 ton trailer	Miller	1610		2002	\$2,500	100%	20		2022	\$4,301.07	\$194
Street	#23 Tandem axle trk	IHC	7500 6x4	8,752	2010	\$160,447	85%	12	(875 hrs) 15% storm cost	2022	\$188,856.74	\$14,164
Street	#20 Tandem axle trk	IHC	7500 6x4	7,678	2010	\$156,351	85%	12	(722 hrs) 15% storm cost	2022	\$184,035.48	\$13,803
Street	#25 Gradall	Gradall	XL3100 III	1,413	2011	\$281,508	30%	12	(628 hrs)	2023	\$116,948.31	\$8,771
Street	#13 Air compressor	Sullair	185CFM	35/hrs	2006	\$12,251	100%	20	(30 hrs)	2026	\$14,948.55	\$710
Street	Utility van	Ford	F-550	2,261	2012	\$36,273	100%	15		2027	\$54,489.26	\$3,269

Town of Menasha
2014 Capital Replacement Schedule (7-31-2013)

Inflation Rate
 State Bid 1.00%
 Non-State Bid 2.75%

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2013 Mileage/Hrs	Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Street	#27 Tandem axle trk	International	7500 6X4	1,356	2014	\$102,940	85%	13	(37 hrs) 15% storm cost	2027	\$87,499.00	\$6,058
Street	#7 Bucket truck	Ford	F-550		2014	\$78,164	100%	25	Purchased in 2013	2038	\$100,240.01	\$3,609
Decrease for Vehicle/Equipment split with Storm in 2011 (4 of 5 years)												(\$15,000)
SUBTOTAL						\$2,105,490					\$2,812,521.87	\$172,816
GRAND TOTAL - GENERAL FUND						\$5,633,577					\$10,175,089	\$559,370
Recycling	#12 Brush chipper	Vermeer	BC 1400	3,877	2003	\$33,000	100%	14	#12 (3,258 hrs) originally scheduled in 2015	2017	Transfer of another	
Recycling	#32 Brush chipper	Terex	Woodsman 750	303	2012	\$37,310	100%	12		2024	\$51,666.28	\$4,090
Recycling	Grapple Bucket	B&D Fabricat	B59236		2013	\$18,750	100%	15		2028	\$28,166.23	\$1,784
SUBTOTAL						\$89,060					\$79,832.51	\$5,874
Storm	#2 1-ton truck	Chev	C3500		1999	\$45,000	0%	11	(4,432 hrs), transferred to Storm in 2010	2010	\$60,647.46	\$4,962
Storm	#8 Whirlwind sweeper	Elgin	Sterling SC8000	19,500	2007	\$179,900	0%	8	2,591 hrs lower, 2,172 hrs upper	2015	\$223,504.26	\$25,144
Storm	#9 Cargo Van	Ford	E250	3,884	2009	\$17,812	0%	12		2021	\$24,665.77	\$1,850
Storm	#21 Jetter Truck	Sterling	Vactor	61,408	2000	\$75,000	0%	15	3,396 hrs	2015	\$112,664.92	\$6,760
STORMWATER TOTAL						\$317,712					\$421,482.42	\$38,716
Wastewater	Pickup	GMC	Sonoma	132,999	2002	21,199	0%	13		2015	\$24,126.44	\$1,670
Wastewater	Emergency Van	Ford	E350 Econoline	79,750	2008	21,350	0%	12		2020	\$24,057.71	\$1,804
Wastewater	One Ton Truck	Ford		4,487	2013	56,604	0%	15	with Utility Box	2028	\$65,715.30	\$3,943
Wastewater	Sewer Cleaner	International	Vactor	2,479	2013	342,020	0%	15		2028	\$513,782.09	\$30,827
Wastewater	Pickup	Ford	F150	broken	1992	\$11,942	0%		Will not be replaced			
WASTEWATER TOTAL						\$453,115					\$627,681.54	\$36,574
Water	1-Ton Truck	Chevrolet		85,017	1994	\$51,334	0%	20	with Dump box & snow plow	2014	\$85,850.00	\$3,863
Water	S10 X-Cab 4x4 Pick-Up	Chevrolet	S10	144,965	2000	\$18,033	0%	15		2015	\$20,935.75	\$1,256
Water	Utility Van 3/4 ton	Chevrolet		76,415	2002	18,096	0%	13		2015	\$20,594.94	\$1,426
Water	Pickup	GMC	Sierra 3500	72,744	2004	27,795	0%	15	with Utility Box	2019	\$32,269.13	\$1,936
Water	Colorado Ext. Cab 4/4	Chevrolet	Colorado	68,725	2005	15,375	0%	15		2020	\$17,849.90	\$1,071
Water	Pickup	Chevrolet	Silverado 3500	39,082	2008	29,210	0%	15	with Utility Box	2023	\$33,911.90	\$2,035
Water	Dump Truck	International		636	2014	120,235	0%	25		2039	\$154,193.21	\$5,551
Water	3/4 Ton Van	Chevrolet	Express Van	73,720	2009	21,079	0%	12		2021	\$29,189.86	\$2,189
WATER TOTAL						\$301,157					\$394,794.69	\$14,208
Utility Billing	Folding/Inserter Machine	SECAP	SI62		2010	12,244	0%	5	was a demo unit, includes vertical power stacker	2015	\$20,000.00	\$3,600
UTILITY BILLING TOTAL						12,244					\$20,000.00	\$3,600

Town of Menasha
2014 Capital Replacement Schedule (7-31-2013)

Inflation Rate
 State Bid 1.00%
 Non-State Bid 2.75%

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2013 Mileage/Hrs	Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
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NOTES

Proposed Replacement in 2014

Fire Department:

1. Miles/Hours checked on 7/23/13
2. Adjust price per quote.
3. Would like to replace this camera early due to not functioning 100% and also to have two primary thermal cameras that operate the same.
4. The plan is to replace our smaller power unit and one of the cutters with new and conducts upgrades to the hoses and tools to provide a single end connection for ease of use and to match those with Grand Chute FD. The estimated cost for these upgrades is \$19,650, but should have a \$750 trade-in allowance.
5. Please note that the Pumpers have changed vehicle numbers. P40 has become E240, and P41 is now E241.

General (Elections):

Replace 1 voting machine

Information Technology:

Replacing 5 MDC (\$4,300/ea) for Police in 2014.
 The Microsoft Licenses are a 6 year agreement, which started in 2009. The total cost of 70 licenses is \$50,140 (with a portion paid out each year over 6 years). The Town cost in 2014 will be \$4,397 (\$1,884 for Utilities).

Park:

2002 Dump Truck replacement: This vehicle was totaled in 2013. The Town received \$14,780 from the insurance company to offset this cost.

Police:

Replace three Squads (965, 967 & 970) \$80,343, including necessary ancillary equipment \$5,716.
 Ancillary Equipment replacement includes MDC Stands, Transport Seats, Lightbars, Partition, Window Barriers, console, and smart sirens

Street & Administrative Vehicles:

The Street Department has extended the useful life of the following vehicles in this program: (#30, #17, #4).
 Shown in the "Percentages Town costs" column are town costs, any differences in percentages are storm water costs.
 Replacing staff car #106, street #30, #22, #26
 Truck #30 will be purchased by the Stormwater Fund for approximately \$7,000, this will replace Stormwater Truck #2
 Loader #22 will be purchased by the Stormwater Fund for approximately \$30,000, this will increase the overall fleet size
 #26 Replaced with a Tandem axle, and #29 will be replaced with a Single axle in future

Water Vehicles:

1-Ton Truck needs replaced in 2014, since engine is going bad

HIGHLIGHTED ITEMS ARE PROPOSED FOR REPLACEMENT

EQUIPMENT REPLACEMENT FUND

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
402-5100-410.01-00	Levy								
402-5200-431.04-00	Homeland Security Grant								
402-5100-480.01-00	Interest	27,216	9,560	20,143		520			
402-5100-480.02-01	Sale of Town Equip & Vehicles - General		1,350			2,372	2,372		
402-5200-480.02-01	Sale of Town Equip & Vehicles - PD	6,261	23,109	9,341		17,005	17,005	13,500	
402-5200-480.02-01	Sale of Town Equip & Vehicles - FD		50,000					750	
402-5200-480.02-01	Sale of Town Equip & Vehicles - Insp								
402-5300-480.02-01	Sale of Town Equip & Vehicles - SD	27,500	25,000	500	3,800	26,000	26,000	37,000	
402-5500-480.02-01	Sale of Town Equip & Vehicles - PK	3,700				22,780	22,780		
402-5100-491.01-00	Transfer from General Fund - Admin	2,993	2,993	2,993	2,993		2,993	2,740	(8.45%)
402-5100-491.01-00	Transfer from General Fund - Assessor								
402-5100-491.01-00	Transfer from General Fund - Election	21,750	1,410	1,410	6,610		6,610	4,299	(34.96%)
402-5100-491.01-00	Transfer from General Fund - Info Tech.	31,942	32,604	32,604	33,266		33,266	33,872	1.82%
402-5200-491.01-00	Transfer from General Fund - PD	62,402	61,695	72,416	77,488		77,488	92,080	18.83%
402-5200-491.01-00	Transfer from General Fund - FD	213,235	226,842	150,335	151,040		151,040	152,913	1.24%
402-5200-491.01-00	Transfer from General Fund - Insp	1,305	1,305	1,305	1,305		1,305	1,109	(15.02%)
402-5300-491.01-00	Transfer from General Fund - SD	185,263	158,337	157,722	160,259		160,259	172,816	7.84%
402-5500-491.01-00	Transfer from General Fund - PK	62,948	82,076	88,512	93,152		93,152	98,211	5.43%
402-5600-491.01-00	Transfer from General Fund - Comm Dev.	1,258	1,600	0				1,330	
402-5300-491.02-01	Transfer from Garbage/Recycling Fund								
402-5200-492.02-00	Transfer from Designated Balance - Police								
402-5200-492.02-00	Transfer from Designated Balance - Fire				2,005				
402-5300-492.02-00	Transfer from Designated Balance - Street				13,164			180,289	
TOTAL REVENUE:		647,773	677,881	537,281	545,082	68,677	594,270	790,909	45.10%

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
402-5100-560.08-15	Computer Equip - IT	26,802	4,397	28,253	8,397	3,645	8,397	25,897	208.41%
402-5100-600.08-54	Capital Equipment: Other - General Government				7,200		0	7,200	0.00%
402-5100-600.08-53	Vehicles - General				19,437	17,699	17,699	19,631	1.00%
402-5200-610.08-53	Vehicles - Police	42,527	91,815	51,224	67,500	67,689	67,689	80,343	19.03%
402-5200-610.08-54	Capital Equipment: Other - Police				11,418	6,069	11,418	16,688	46.16%
402-5200-620.08-53	Vehicles - Fire	402,508			33,505	33,505	33,505		(100.00%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/9/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
402-5200-620.08-54	Capital Equipment: Other - Fire				11,000	9,625	9,625	30,150	174.09%
402-5200-630.08-53	Vehicles - Inspections								
402-5300-650.08-53	Vehicles -Street	385,007	86,137	36,273	264,714	170,937	264,714	566,000	113.82%
402-5300-650.08-54	Capital Equipment: Other - Street								
402-5500-710.08-53	Vehicles - Park			52,446				45,000	
402-5500-710.08-54	Capital Equipment: Other - Park	19,033			68,696	68,696	68,696		
402-5100-600.09-10	Transfer to General Fund								
402-5100-600.09-20	Transfer to Special Revenue Fund			27,419					
TOTAL EXPENDITURES:		875,877	182,349	195,615	491,867	377,865	481,743	790,909	60.80%

NOTES:

1 See Attached Spreadsheet for Detail

STORM WATER UTILITY

Statement of Purpose:

The Stormwater Utility is dedicated to achieving compliance with the Town of Menasha's MS4 (Municipal Separate Storm Sewer System) permit and to protecting the health, safety and welfare of the Town of Menasha, its citizens, businesses and industries. The Utility will construct, protect, and maintain the stormwater facilities that have been determined necessary for public purposes and will provide services to the public to facilitate the achievement of common social, economic, and environmental desires.

Program Description:

The Stormwater Utility manages and implements the Town's MS4 Permit which includes:

- 1 Public Education and Outreach
- 2 Public Involvement and Participation
- 3 Illicit Discharge Detection and Elimination
- 4 Construction Site Pollution Control
- 5 Post Construction Stormwater Management
- 6 Pollution Prevention

Additionally, the Utility maintains funding through stormwater fees on the water and sewer bills, to ensure funding to comply with the Town's state permit requirements, and to ensure the ability to solve some of the Town's drainage problems. The Stormwater Utility purchases and constructs required detention ponds to obtain full compliance with the Town's state permit, along with maintaining and improving the municipal stormwater system.

2013 Program Accomplishments:

- 1 Completed an annual illicit discharge review as required under the MS4 permit
- 2 Staff worked with local businesses in the process of applying for stormwater credits and granted appropriate credits and adjustments
- 3 Continued implementation of GPS storm sewer mapping system and upgrading storm sewer locate map
- 4 Continued to reduce particulates in the Town of Menasha's stormwater, with the completion of detention ponds
- 5 Began implementation of policy for residential stormwater pond maintenance
- 6 Completed analysis of stormwater issue on American Drive using a Department of Natural Resources (DNR) Grant

2014 Program Goals & Objectives:

- 1 Complete new MS4 permit application and initiate options to achieve required particulate reduction
- 2 Finalize wetland planting and associated plantings in newly constructed ponds
- 3 Street and Community Development Departments will work together to develop a program to monitor and maintain the stormwater system
- 4 Continue public education and outreach program by using the Town website, educational materials, and regional involvement as tools to accomplish this effort
- 5 Apply for additional grants for stormwater detention ponds

2014 Program Goals & Objectives: (cont.)

- 6 Maintain construction and post-construction site pollution control through permitting and enforcement
- 7 Continuation of GPS storm sewer mapping and storm sewer locate maps through onsite field verifications
- 8 Continue to explore acquisition of existing ponds in subdivisions, not currently owned by the utility, by working with the residents within the subdivisions
- 9 Complete LIDAR interpretation for the East side of the Town to complement the West Side interpretation

DETAIL OF REVENUES - Storm

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
613-5300-420.01-00	SPECIAL ASSESSMENT REVENUE	64,414		11,434		357,950			
613-5300-431.09-00	MISC FEDERAL GRANTS								
613-5300432.01-03	FUEL TAX REFUND	452	373	431	375	142	400	400	6.67%
613-5300-432.06-03	STORM WATER GRANTS	566,896						365,918	
613-5300-440.03-07	EROSION PERMIT	4,300	3,400	4,500	3,400	3,200	3,500	3,400	0.00%
613-5300-440.03-10	CULVERT PERMITS	158	375	383	225	150	375	225	0.00%
613-5300-440.03-11	DITCH ENCLOSURE PERMITS		25	100	50	(100)	(100)	0	(100.00%)
613-5300-462.03-00	DRAINAGE REVIEW	6,575	5,825	7,314	6,000	5,550	6,050	6,000	0.00%
613-5300-465.01-00	STORMWATER ERU REVENUE	1,490,799	1,387,071	1,614,031	1,489,088	948,608	1,490,000	1,490,000	0.06%
613-5300-465.03-00	PENALTIES/FEES	6,609	10,183	10,950	10,200	5,293	10,802	10,200	0.00%
613-5300-480.01-00	INTEREST	2,230	1,950	1,067	2,500	1,251	2,195	2,200	(12.00%)
613-5300-480.01-01	CAPITALIZED INTEREST	28,705	(2,920)						
613-5300-480.02-01	SALE OF EQUIP & VEHICLES			1,689					
613-5300-480.09-00	MISC OPERATING REVENUE	2,717	2,404	5,807	0	(1,915)			
613-5300-480.10-01	DEVELOPER CONTRIBUTIONS REV.			27,420					
613-5300-491.01-01	TRANSFER FROM GENERAL FUND								
613-5300-491.03-01	TRANSFER FROM DEBT SERV FUND								
613-5300-492.09-00	TRANSFER FROM FUND BALANCE				234,530			218,966	(6.64%)
613-5300-492.04-00	PRIOR YEAR CARRYOVER-DEBT				400,000			15,000	(96.25%)
613-5300-493.01-00	PROCEEDS FROM DEBT				1,247,500			2,409,152	93.12%
	TOTAL REVENUES	2,173,855	1,408,686	1,685,126	3,393,868	1,320,129	1,513,222	4,521,461	33.22%

CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Storm

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 110 000	SALARIED	88,596	94,113	130,188	138,131	93,097	134,207	166,551	20.57%
xxxx 120 000	HOURLY/ Non-Rep	0	0	3,928	4,087	2,524	4,069	4,051	(0.88%)
xxxx 121 000	HOURLY OT- Non-Rep	6	0	62	8	9	0	29	262.50%
xxxx 122 000	HOURLY/NON-REPR/PT	6,488	3,195	2,448	10,604	1,267	1,847	10,740	1.28%
xxxx 124 000	HOURLY/GENERAL UNION	83,849	75,478	83,241	129,597	55,100	74,561	105,787	(18.37%)
xxxx 125 000	HRLY. OVERTIME/GEN UNION	61	128	84	788	96	313	806	2.28%
xxxx 140 000	PER DIEM	4,652	0	231	6,000	0	0	0	(100.00%)
xxxx 145 000	INTERN	800	0	2,847	3,000	1,448	0	3,000	0.00%
Salary/Wages/Per Diem Subtotal		184,452	172,914	223,029	292,215	153,541	214,997	290,964	(0.43%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 131 000	FICA	13,590	12,917	16,319	21,278	11,141	16,446	21,213	(0.31%)
xxxx 132 000	WI RETIREMENT	19,543	15,288	12,914	20,021	9,991	14,296	19,508	(2.56%)
xxxx 151 000	MEDICAL INSURANCE	46,689	50,465	54,204	77,621	40,933	59,964	74,412	(4.13%)
xxxx 152 000	DENTAL INSURANCE	2,694	2,255	2,786	3,880	1,897	2,747	3,746	(3.45%)
xxxx 153 000	GROUP LIFE/DISAB INS	1,749	1,525	1,955	2,642	1,191	1,615	2,352	(10.98%)
xxxx 197 000	UNEMPLOYMENT COMP	0	0	1,133	0	0	0	0	
xxxx 198 000	VACATION/SICK ACCRUAL	9,496	2,630	4,843	9,500	0	5,000	5,000	(47.37%)
Benefit Subtotal		93,761	85,080	94,154	134,942	65,153	100,068	126,231	(6.46%)
xxxx 210 000	PROF SERVICE/CONTRACTED	31,199	40,058	24,525	54,653	35,455	34,390	62,390	14.16%
xxxx 211 000	COMPUTER LICENSE & MAINT	12,371	13,184	12,507	13,817	12,206	13,817	13,902	0.62%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	167	172	177	182	177	177	182	0.00%
xxxx 214 000	ENGINEERING	10,154	20,643	16,947	25,000	28,855	36,750	25,000	0.00%
xxxx 215 000	LEGAL COUNSEL	5,126	1,885	125	1,500	463	500	1,500	0.00%
xxxx 217 000	EQUIP RENTAL/CONTRACTED	800	150	0	500	0	500	500	0.00%
Contracted Services Subtotal		59,817	76,092	54,281	95,652	77,156	86,134	103,474	8.18%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 221 000	ELECTRICITY	1,146	1,093	1,193	1,500	601	1,500	1,500	0.00%
xxxx 223 000	SEWER & WATER								
xxxx 224 000	TELEPHONE	1,200	600	600	600	600	600	600	0.00%
	Utilities Subtotal	2,346	1,693	1,793	2,100	1,201	2,100	2,100	0.00%
xxxx 227 000	DISPOSAL/LANDFILL CHARGES	5,519	5,690	5,114	7,000	4,092	7,000	7,000	0.00%
xxxx 231 000	CULVERT MAINTENANCE	13,720	13,630	13,633	15,000	9,913	15,000	20,000	33.33%
xxxx 232 000	DITCHING	9,488	5,402	6,180	10,000	1,804	10,000	15,000	50.00%
xxxx 238 000	STORM SEWER MAPPING	1,500	18,500	0	10,000	8,000	10,000	10,000	0.00%
xxxx 240 000	REPAIR/MAINT SERV/OTHER	450	317	317	450	0	450	450	0.00%
xxxx 241 000	BUILDING REPAIR & MAINT	0	0	0	0	0	0	0	
xxxx 293 000	DRUG & ALCOHOL TESTING	24	101	87	100	46	100	100	0.00%
	Subtotal	30,701	43,640	25,331	42,550	23,855	42,550	52,550	23.50%
xxxx 309 000	CREDIT CARD FEES	1,773	3,214	5,349	11,632	2,638	6,100	6,100	(47.56%)
xxxx 310 000	OFFICE SUPPLIES	132	62	488	750	284	1,000	1,150	53.33%
xxxx 313 000	PRINTING	1,284	598	1,002	2,500	233	2,000	2,175	(13.00%)
xxxx 320 000	SUBSCRIPTIONS & DUES	4,500	4,545	1,500	4,500	4,500	4,500	4,500	0.00%
xxxx 325 000	LEGAL & DISPLAY ADS	0	0	0	0	0	0	0	
xxxx 330 000	MILEAGE/MEALS/LODGING	0	4	3	0	0	0	0	
xxxx 331 000	GASOLINE/FUEL	4,614	5,213	6,864	6,700	5,177	8,000	8,000	19.40%
xxxx 335 000	TRAINING	0	0	75	5,000	0	0	5,000	0.00%
xxxx 340 000	OPERATING SUPPLIES	2,163	2,154	5,041	2,500	1,571	2,500	2,500	0.00%
xxxx 341 000	POSTAGE/SHIPPING	5,248	5,446	5,856	6,200	3,928	6,135	6,135	(1.05%)
xxxx 346 000	CLOTHING/UNIFORM ALLOW	0	19	39	150	0	150	150	0.00%
	Operating Supplies Subtotal	19,714	21,255	26,217	39,932	18,331	30,385	35,710	(10.57%)
xxxx 353 000	EQUIPMENT MAINTENANCE	529	716	466	1,000	450	1,000	1,000	0.00%
xxxx 355 000	VEHICLE MAINTENANCE	16,171	4,581	11,826	19,500	8,768	15,500	22,500	15.38%
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP	0	0	0	0	0	0	0	
	Asset Maint. Supplies Subtotal	16,700	5,297	12,292	20,500	9,218	16,500	23,500	14.63%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 374 000	ROAD REPAIRS	3,354	5,021	1,837	6,000	636	6,000	7,500	25.00%
xxxx 390 000	OTHER SUPPLIES & EXPENSE	0	0	0	0	0	0	0	
xxxx 391 000	PUBLIC SERVICE & EDUCATION	3,674	558	0	5,000	306	1,500	5,000	0.00%
xxxx 393 000	MEDICAL EXAMS	71	69	105	800	74	150	150	(81.25%)
xxxx 399 000	CONTINGENCY FUND	0	0	0	120,000	0	0	65,741	(45.22%)
xxxx 510 000	INSURANCE	12,901	17,034	17,311	20,000	9,568	20,000	20,000	0.00%
xxxx 530 000	RENT	44,117	21,437	35,421	25,000	3,979	23,000	25,000	0.00%
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	161,347	190,076	224,638	76,935	0	225,000	13,459	(82.51%)
xxxx 541 000	DEPRECIATION-CIAC	27,674	27,674	30,935	0	0	31,000	0	
xxxx 542 000									
xxxx 590 000	OTHER FIXED CHARGES	0	0	0	0	0	0	0	
Subtotal		253,138	261,869	310,247	253,735	14,563	306,650	136,850	(46.07%)
xxxx 610 000	PRINCIPAL	0	0	0	328,170	0	328,170	345,919	5.41%
xxxx 620 000	INTEREST	70,988	139,657	94,918	122,230	37,984	122,230	106,949	(12.50%)
xxxx 630 000	CAPITALIZED INTEREST	0	0	0	0	0	0	0	
xxxx 801 000	CAPITAL RESERVE	32,053	(4,951)	64,750	1,924,780	431,167	0	3,164,136	64.39%
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	2,170	2,114	1,880	6,764	1,403	6,764	10,028	48.26%
Capital Investments Subtotal		105,211	136,820	161,548	2,381,944	470,554	457,164	3,627,032	52.27%
xxxx 880 000	DEBT ISSUANCE COSTS	2,334	2,746	2,446	0	0	0	0	
xxxx 881 000	AMORTIZATION EXP ON LOSS	0	0	0	0	0	0	0	
xxxx 890 000	DEBT DISCOUNT	0	0	0	0	0	0	0	
xxxx 910 000	REALLOCATIONS	21,055	25,348	21,347	130,298	0	130,298	123,050	(5.56%)
Debt Service Subtotal		23,389	28,094	23,793	130,298	0	130,298	123,050	(5.56%)
TOTAL EXPENDITURES		789,229	832,754	932,685	3,393,868	833,572	1,386,846	4,521,461	33.22%

NOTES:

Revenue:

- 1 **613-5300-462.03-00 Drainage Review**
The drainage review revenue offsets our engineering expense account for drainage reviews
- 2 **613-5300-465.01-00 Stormwater ERU Revenue**
Assumes the ERU rate remains the same at \$100 per 1 ERU

Expenses:

- 1 Administrator 30% UD - 55% Town - 15% Storm Water
- 2 Director of Finance 35% UD - 50% Town - 15% Storm Water
- 3 Director of Community Development 10% UD - 60% Town - 30% Storm Water
- 4 Building Inspector 5% UD - 90% Town - 5 % Storm Water
- 5 Building Inspector Assistant 15% UD - 73% Town -12% Storm Water
- 6 Assistant Planner 5% UD - 65% Town - 30% Storm Water
- 7 Administrative Assistant 10% UD - 85% Town - 5% Storm Water
- 8 Clerk 20% UD - 70% Town - 10% Storm Water
- 9 Deputy Clerk 10% UD - 85% Town - 5% Storm Water
- 10 Assistant IT from 1040 hrs to 1560 Hrs
- 11 Information Technicians 16% UD - 76% Town - 8% Storm Water
- 12 Finance Clerk Receptionist 50% UD - 25% Town - 25% Storm Water
- 13 Accounts Manager 35% UD - 50% Town - 15% Storm Water
- 14 Account Technicians 20% UD - 70% Town - 10% Storm Water
- 15 Street Secretary 75% Town - 25% Storm Water
- 16 Billing Specialist 67% UD - 33% Storm Water
- 17 Street Superintendent/Assistant Street Super 50% Town - 50% Storm Water
- 18 Part-Time Laborers 599 hours @\$12 (25% of total hours)
- 19 Street Laborers 80% Street/20% Storm Water

GENERAL OPERATIONS - 751

- 20 **613-5300-751.02-10 Prof Service/contracted**
Diggers Hotline Locates \$3,500, LIDAR data conversion project is \$10,000 with \$2,000 funded from General fund and \$8,000 from Stormwater
- 21 **613-5300-751.02-14 General Engineering**
Storm Sewers and Storm Capital
- 22 **613-5300-751.02-17 Equip Rental/Contracted**
Miscellaneous equipment rental
- 23 **613-5300-751.02-31 Culvert Maintenance**
Repair and replacement of roadway culverts, extension, endwalls, inlets, basins, storm sewers & storm leads - increasing \$5,000 to \$20,000
- 24 **613-5300-751.02-32 Ditching**
Regrading of ditches and waterways, topsoil, grass seed, and other related materials - increasing \$5,000 to \$15,000

NOTES: (cont.)

25 613-5300-751.03-20 Subscriptions & Dues

NEWSC Membership & MS4 Permit

26 613-5300-751.03-31 Gasoline/Fuel

For Vehicles & Equipment (#2, #9, #25, #30)

27 613-5300-751.03-91 Public Service & Education

Rain Garden, Seeds for Rain Garden, Rain Barrels, Brochures, Rain Garden Kits

28 613-5300-751.05-30 Rent

Vehicle/Equip Rental (ditching, culverts)

29 613-5300-751.08-01 Capital Reserve - \$1,000 plasma cutter (50/50 split), \$900 centrifugal water pump, \$7,200 72" brush cutter attachment, \$8,500 60" ditching bucket, \$7,000 to purchase #30 1-ton from street dept, \$30,000 to purchase #22 loader from street department.

Storm water Projects:

\$ 584,121* - E Shady Ln Reconstruction (American - Cold Spring), offset with \$365,918 in grant funds

\$ 460,000* - E Shady Ln Stormwater Pond

\$ 90,000* - Arena Dr Urbanization (E Shady - Trailsway)

\$ 15,000[#] - Red Oak Ravine Stormwater Improvements Phase II

\$ 930,000* - W American Dr Project and/or Prairie Lake Pond Improvements (Aquisition & Design)

\$ 50,000 - Schildt Park Stormwater Pond (Design & Soil Borings)

\$ 218,966 - Green Valley Ditch/Cooke Rd Project (prior funds available)

\$ 44,500 - All American Business Park Drainage Improvements

\$ 678,500* - Gordon St, Sunset Ln, Lakeview Ln, Dunning St, Lakshore Dr, & Southwood Drainage Projects

\$ 32,449* - Independence Pond

\$ 6,000 - FS41/Palisades Park Drainage Improvements

[#]Prior Borrowing

*New Borrowing

30 613-5300-751.09-10 Transfer to General Fund

Repayment of prior expenses to GF for Debt, Operating Expenses

STORM MAINS/TELEVISION - 752

31 613-5300-752.02-10 Prof Service/Contracted

Television Storm Mains

32 613-5300-752.05-30 Rent

Vehicle/Equipment Rental (Storm Mains)

STREET CLEANING/POLLUTION PREVENTION - 753

33 613-5300-753.02-27 Disposal/Landfill Charges

Sweeper Disposal - Landfill Costs

34 613-5300-753.03-35 Training

Sweeper School (3), Confined Space Training, Misc Training

NOTES: (cont.)

DETENTION POND - 754

- 35 **613-5300-754.02-10 Prof Service/Contracted**
Pond Maintenance/Management/Permits (5 ponds)
- 36 **613-5300-754.02-21 Electricity**
Palisades Pond Aerator (\$250 for 6 months)
- 37 **613-5300-754.05-30 Rent**
Vehicle/Equip Rental (Mowing, Pond Maintenance)

OFFICE EXPENSES - 755

- 38 **613-5300-755.02-10 Prof Service/Contracted**
Audit Services, Single Audit, Employee Benefit Services, Accounting Assistance-Setup, Video Taping Mtgs
- 39 **613-5300-755.02-11 Computer License & Maint**
H.T.E. Software Licensing & Maintenance, ARC info Licenses, Network Maintenance, Accufund, Phone Maintenance, MS Enterprise Agreement
- 40 **613-5300-755.02-14 Engineering**
Credit Application Reviews
- 41 **613-5300-755.02-40 Repair/Maint Serv/Other**
Folding Machine Maintenance
- 42 **613-5300-755.03-10 Office Supplies**
Street Dept Office Supplies, Finance Office Supplies, CD Office Supplies
- 43 **613-5300-755.03-13 Copy/Printing Charges**
Bills, Door Hangers, Envelopes, Return Envelopes, Misc
- 44 **613-5300-755.03-41 Postage/Shipping**
This account is for Utility Bills, 6 Month Certification and General Mailings.
- 45 **613-5300-755.08-15 Computer Equip/Software**
Percentage of annual computer equipment replacement needs and One Point of Sale Credit Card Software (25%)
- 46 **613-5300-755.09-10 Transfer to General Fund**
10 % of Municipal Complex Costs

PRE-EROSION CONTROL - 756

- 47 **613-5300-756.02-14 General Engineering**
Drainage Plan Review, (Drainage Reviews & DNR Compliance)
- 48 **613-5300-756.03-35 Training**
Erosion Control Training (2), Misc Stormwater Training

POST EROSION CONTROL - 757

- 49 **613-5300-757.02-14 General Engineering**
Field Investigations-CD

NOTES: (cont.)

ILLCITE DISCHARGE - 758

50 613-5300-758.01-45 Intern

For illicite discharge survey and other stormwater tasks as needed-CD

DETAIL OF EXPENDITURES - Storm

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
GENERAL OPERATIONS - 751									
613-5300-751.01-10	SALARIED	24,148	24,808	50,095	52,083	35,737	52,061	66,574	27.82%
613-5300-751.01-20	HOURLY/ Non-Rep								
613-5300-751.01-21	HOURLY OT- Non-Rep								
613-5300-751.01-22	HOURLY PART-TIME	12							
613-5300-751.01-24	HOURLY/GENERAL UNION	6,986	6,951	8,366	30,001	5,072	7,221	22,072	(26.43%)
613-5300-751.01-25	HOURLY OT/GEN UNION					1	3		
613-5300-751.01-31	FICA	2,253	2,306	4,253	5,947	2,967	4,535	6,435	8.21%
613-5300-751.01-32	WI RETIREMENT	3,439	2,899	3,449	5,459	2,714	3,942	6,205	13.67%
613-5300-751.01-51	MEDICAL INSURANCE	9,101	9,201	16,025	24,958	12,480	19,738	25,546	2.36%
613-5300-751.01-52	DENTAL INSURANCE	526	451	786	1,194	533	800	1,229	2.93%
613-5300-751.01-53	GROUP LIFE/DISAB INS	284	279	489	789	314	431	751	(4.82%)
613-5300-751.01-97	UNEMPLOYMENT			1,133					
613-5300-751.01-98	VAC/SICK ACCRUAL EXP	9,496	2,630	4,843	9,500		5,000	5,000	(47.37%)
613-5300-751.02-10	PROF SERVICE/CONTRACTED	1,476	2,311	3,838	3,500	7,247	3,500	11,500	228.57%
613-5300-751.02-12	EMPLOYEE ASSISTANCE PROGRAM	167	172	177	182	177	177	182	0.00%
613-5300-751.02-14	GENERAL ENGINEERING	5,124	8,780	10,296	16,000	11,849	16,000	15,500	(3.13%)
613-5300-751.02-15	LEGAL COUNCIL	321	633		500	244	500	500	0.00%
613-5300-751.02-17	EQUIP RENTAL/CONTRACTED	800	150		500		500	500	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
GENERAL OPERATIONS - 751 (cont.)									
613-5300-751.02-31	CULVERT MAINTENANCE	13,720	13,630	13,633	15,000	9,913	15,000	20,000	33.33%
613-5300-751.02-32	DITCHING	9,488	5,402	6,180	10,000	1,804	10,000	15,000	50.00%
613-5300-751.02-93	DRUG & ALCOHOL TESTING	24	101	87	100	46	100	100	0.00%
613-5300-751.03-20	SUBSCRIPTIONS & DUES	4,500	4,500	1,500	4,500	4,500	4,500	4,500	0.00%
613-5300-751.03-30	MILEAGE/MEALS/LODGING		2						
613-5300-751.03-31	GASOLINE/FUEL	1,643	2,044	2,423	1,200	2,328	2,500	2,500	108.33%
613-5300-751.03-35	TRAINING	0							
613-5300-751.03-40	OPERATING SUPPLIES	2,163	2,154	5,041	2,500	1,571	2,500	2,500	0.00%
613-5300-751.03-46	CLOTHING/UNIFORM ALLOW		19	39	150		150	150	0.00%
613-5300-751.03-53	EQUIPMENT MAINTENANCE	529	716	466	1,000	450	1,000	1,000	0.00%
613-5300-751.03-55	VEHICLE MAINTENANCE	569	42	1,600	2,500	1,411	8,500	5,500	120.00%
613-5300-751.03-74	ROAD REPAIRS	3,354	5,021	1,837	6,000	636	6,000	7,500	25.00%
613-5300-751.03-91	PUBLIC SERVICE & EDUCATION	3,674	558		5,000	306	1,500	5,000	0.00%
613-5300-751.03-93	MEDICAL EXAMS	71	69	105	800	74	150	150	(81.25%)
613-5300-751.05-10	INSURANCE	12,901	17,034	17,311	20,000	9,568	20,000	20,000	0.00%
613-5300-751.05-30	RENT	44,117	21,437	35,421	23,000	3,979	23,000	23,000	0.00%
613-5300-751.05-40	DEPRECIATION/AMORTIZED EXP	161,347	190,076	224,638	76,935		225,000	13,459	(82.51%)
613-5300-751.05-41	DEPRECIATION-CIAC	27,674	27,674	30,935			31,000		
613-5300-751.05-90	OTHER FIXED CHARGES								
613-5300-751.06-10	PRINCIPAL				328,170		328,170	345,919	5.41%
613-5300-751.06-20	INTEREST	70,988	139,657	94,918	122,230	37,984	122,230	106,949	(12.50%)
613-5300-751.06-30	CAPITALIZED INTEREST								
613-5300-751.08-01	CAPITAL RESERVE	32,053	(4,951)	64,750	1,924,780	431,167		3,164,136	64.39%
613-5300-751.08-80	DEBT ISSUANCE COSTS	2,334	2,746	2,446					
613-5300-751.08-81	AMORTIZATION EXP ON LOSS								
613-5300-751.08-90	DEBT DISCOUNT								
613-5300-751.09-10	TRANSFER TO GENERAL FUND				100,000		100,000	100,000	0.00%
SUBTOTAL		455,282	489,502	607,080	2,794,478	585,072	1,015,708	3,999,357	43.12%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
STORM MAINS/TELEWISE - 752									
613-5300-752.01-10	SALARIED								
613-5300-752.01-20	HOURLY/ Non-Rep								
613-5300-752.01-21	HOURLY OT- Non-Rep								
613-5300-752.01-22	HOURLY/NON-REPR/PT								
613-5300-752.01-24	HOURLY/GENERAL UNION								
613-5300-752.01-25	HOURLY OT/GEN UNION								
613-5300-752.01-31	FICA								
613-5300-752.01-32	WI RETIREMENT								
613-5300-752.01-51	MEDICAL INSURANCE								
613-5300-752.01-52	DENTAL INSURANCE								
613-5300-752.01-53	GROUP LIFE/DISAB INS								
613-5300-752.02-10	PROF SERVICE/CONTRACTED	3,208	12,361		10,000		8,000	10,000	0.00%
613-5300-752.02-14	GENERAL ENGINEERING								
613-5300-752.02-17	EQUIP RENTAL/CONTRACTED								
613-5300-752.02-38	STORM SEWER MAPPING	1,500	18,500		10,000	8,000	10,000	10,000	0.00%
613-5300-752.03-40	OPERATING SUPPLIES								
613-5300-752.03-53	EQUIPMENT MAINTENANCE								
613-5300-752.05-30	RENT				2,000			2,000	0.00%
<i>SUBTOTAL</i>		<i>4,708</i>	<i>30,861</i>	<i>0</i>	<i>22,000</i>	<i>8,000</i>	<i>18,000</i>	<i>22,000</i>	<i>0.00%</i>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
STREET CLEANING/POLLUTION PREVENTION - 753									
613-5300-753.01-10	SALARIED								
613-5300-753.01-20	HOURLY/ Non-Rep								
613-5300-753.01-21	HOURLY OT- Non-Rep								
613-5300-753.01-22	HOURLY/NON-REPR/PT	3,927	280	1,014	7,188	310	393	7,188	0.00%
613-5300-753.01-24	HOURLY/GENERAL UNION	38,633	28,635	32,680	59,014	21,250	25,272	40,252	(31.79%)
613-5300-753.01-25	HOURLY OT/GEN UNION				368			377	2.45%
613-5300-753.01-31	FICA	3,105	2,075	2,445	4,824	1,548	1,963	3,477	(27.92%)
613-5300-753.01-32	WI RETIREMENT	4,082	2,397	1,937	3,949	1,454	1,707	2,844	(27.98%)
613-5300-753.01-51	MEDICAL INSURANCE	11,817	10,273	9,355	20,143	7,783	10,074	13,383	(33.56%)
613-5300-753.01-52	DENTAL INSURANCE	510	361	435	957	329	402	638	(33.33%)
613-5300-753.01-53	GROUP LIFE/DISAB INS	561	345	433	741	205	170	424	(42.78%)
613-5300-753.02-10	PROF SERVICE/CONTRACTED								
613-5300-753.02-12	EMPLOYEE ASSISTANCE PROGRAM								
613-5300-753.02-14	GENERAL ENGINEERING								
613-5300-753.02-17	EQUIP RENTAL/CONTRACTED								
613-5300-753.02-27	DISPOSAL/LANDFILL CHARGES	5,519	5,690	5,114	7,000	4,092	7,000	7,000	0.00%
613-5300-753.02-34	SITE MAINTENANCE								
613-5300-753.02-93	DRUG & ALCOHOL TESTING								
613-5300-753.03-30	MILEAGE/MEALS/LODGING								
613-5300-753.03-31	GASOLINE/FUEL	2,971	3,169	4,441	5,500	2,849	5,500	5,500	0.00%
613-5300-753.03-35	TRAINING				5,000			5,000	0.00%
613-5300-753.03-40	OPERATING SUPPLIES								
613-5300-753.03-46	CLOTHING/UNIFORM ALLOW								
613-5300-753.03-53	EQUIPMENT MAINTENANCE								
613-5300-753.03-55	VEHICLE MAINTENANCE	15,602	4,539	10,226	17,000	7,357	7,000	17,000	0.00%
613-5300-753.05-30	RENT								
SUBTOTAL		86,727	57,764	68,080	131,684	47,177	59,481	103,083	(21.72%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
DETENTION POND - 754									
613-5300-754.01-10	SALARIED				1,473	1,332		1,506	2.24%
613-5300-754.01-20	HOURLY/ Non-Rep								
613-5300-754.01-21	HOURLY OT- Non-Rep								
613-5300-754.01-22	HOURLY PART-TIME	12	18	24					
613-5300-754.01-24	HOURLY/GENERAL UNION	303	1,396	2,823		923	1,504		
613-5300-754.01-25	HOURLY OT/GEN UNION								
613-5300-754.01-31	FICA	23	101	208	113	168	115	115	1.77%
613-5300-754.01-32	WI RETIREMENT	29	123	167	1,473	150	100	105	(92.87%)
613-5300-754.01-51	MEDICAL INSURANCE	92	420	964		698	494		
613-5300-754.01-52	DENTAL INSURANCE	5	18	45		33	22		
613-5300-754.01-53	GROUP LIFE/DISAB INS	1	17	14		14	7		
613-5300-754.02-10	PROF SERVICE/CONTRACTED	4,411	5,056	8,488	16,000	15,901	6,000	16,000	0.00%
613-5300-754.02-14	GENERAL ENGINEERING	468		730		10,291	11,000		
613-5300-754.02-15	LEGAL SERVICES	2,136				219			
613-5300-754.02-21	ELECTRICITY	1,146	1,093	1,193	1,500	601	1,500	1,500	0.00%
613-5300-754.02-27	DISPOSAL/LANDFILL CHARGES								
613-5300-754.02-34	SITE MAINTENANCE								
613-5300-754.03-25	LEGAL & DISPLAY ADS								
613-5300-754.03-31	GASOLINE/FUEL								
613-5300-754.03-40	OPERATING SUPPLIES								
613-5300-754.03-41	POSTAGE	14							
613-5300-754.03-53	EQUIPMENT MAINTENANCE								
613-5300-754.05-30	RENT								
SUBTOTAL		8,640	8,242	14,656	20,559	30,330	20,742	19,226	(6.48%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
OFFICE EXPENSES - 755									
613-5300-755.01-10	SALARIED	52,470	52,974	59,263	62,957	41,207	60,542	72,717	15.50%
613-5300-755.01-20	HOURLY/ Non-Rep	0		3,928	4,087	2,524	4,069	4,051	(0.88%)
613-5300-755.01-21	HOURLY OT- Non-Rep	6		62	8		0	29	262.50%
613-5300-755.01-22	HOURLY/NON-REPR/PT	2,537	2,897	1,410	3,416	957	1,454	3,552	3.98%
613-5300-755.01-24	HOURLY/GENERAL UNION	37,927	38,496	39,372	40,582	27,855	40,564	43,463	7.10%
613-5300-755.01-25	HRLY. OVERTIME/GEN UNION	61	128	84	420	95	310	429	2.14%
613-5300-755.01-31	FICA	7,273	7,039	7,644	8,551	5,244	8,181	9,034	5.65%
613-5300-755.01-32	WI RETIREMENT	10,671	8,445	6,126	7,702	4,687	7,111	8,552	11.04%
613-5300-755.01-40	PER DIEM	4,652		231	6,000			0	(100.00%)
613-5300-755.01-45	INTERN PROGRAM	800							
613-5300-755.01-51	MEDICAL INSURANCE	23,425	26,816	23,998	28,410	17,204	25,552	30,664	7.93%
613-5300-755.01-52	DENTAL INSURANCE	1,524	1,243	1,334	1,539	878	1,339	1,656	7.60%
613-5300-755.01-53	GROUP LIFE/DISAB INS	809	730	857	948	552	847	987	4.11%
613-5300-755.02-10	PROF SERVICE/CONTRACTED	22,104	20,330	12,199	25,153	12,307	16,890	24,890	(1.05%)
613-5300-755.02-11	COMPUTER LICENSE & MAINT	12,371	13,184	12,507	13,817	12,206	13,817	13,902	0.62%
613-5300-755.02-14	ENGINEERING	1,541	1,880		1,000		1,000	1,000	0.00%
613-5300-755.02-15	LEGAL COUNCIL	2,184	271	31	1,000			1,000	0.00%
613-5300-755.02-17	EQUIP RENTAL/CONTRACTED								
613-5300-755.02-24	TELEPHONE	1,200	600	600	600	600	600	600	0.00%
613-5300-755.02-40	REPAIR/MAINT SERV/OTHER	450	317	317	450		450	450	0.00%
613-5300-755.03-09	CREDIT CARD FEES	1,773	3,214	5,349	11,632	2,638	6,100	6,100	(47.56%)
613-5300-755.03-10	OFFICE SUPPLIES	132	62	488	750	284	1,000	1,150	53.33%
613-5300-755.03-13	COPY/PRINTING CHARGES	1,284	598	1,002	2,500	233	2,000	2,175	(13.00%)
613-5300-755.03-20	SUBSCRIPTIONS & DUES		45						
613-5300-755.03-25	LEGAL ADS for public notices								
613-5300-755.03-30	MILEAGE/MEALS/LODGING			1					
613-5300-755.03-35	TRAINING								
613-5300-755.03-41	POSTAGE/SHIPPING	5,234	5,446	5,856	6,200	3,928	6,135	6,135	(1.05%)
613-5300-755.03-57	CUSTODIAL/MAINTENANCE SUP								
613-5300-755.03-90	OTHER SUPPLIES & EXPENSE								
613-5300-755.03-93	MEDICAL EXAMS		0						

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
OFFICE EXPENSES - 755 (cont.)									
613-5300-755.03-99	CONTINGENCY FUND				120,000			65,741	(45.22%)
613-5300-755.05-30	RENT								
613-5300-755.08-15	COMPUTER EQUIP/SOFTWARE	2,170	2,114	1,880	6,764	1,403	6,764	10,028	48.26%
613-5300-755.09-10	TRANSFER TO GENERAL FUND	21,055	25,348	21,347	30,298		30,298	23,050	(23.92%)
	SUBTOTAL	213,653	212,177	205,886	384,784	134,802	235,023	331,355	(13.89%)

PRE-EROSION CONTROL - 756

613-5300-756.01-10	SALARIED								
613-5300-756.01-20	HOURLY/ Non-Rep								
613-5300-756.01-21	HOURLY OT- Non-Rep								
613-5300-756.01-24	HOURLY/GENERAL UNION								
613-5300-756.01-25	HOURLY OT/GEN UNION								
613-5300-756.01-31	FICA								
613-5300-756.01-32	WI RETIREMENT								
613-5300-756.01-51	MEDICAL INSURANCE								
613-5300-756.01-52	DENTAL INSURANCE								
613-5300-756.01-53	GROUP LIFE/DISAB INS								
613-5300-756.02-10	PROF SERVICE/CONTRACTED								
613-5300-756.02-14	GENERAL ENGINEERING	3,021	3,135	3,270	3,500	3,670	3,500	3,000	(14.29%)
613-5300-756.03-10	OFFICE SUPPLIES								
613-5300-756.03-20	SUBSCRIPTIONS & DUES								
613-5300-756.03-25	LEGAL & DISPLAY ADS								
613-5300-756.03-30	MILEAGE/MEALS/LODGING								
613-5300-756.03-35	TRAINING			75					
	SUBTOTAL	3,021	3,135	3,345	3,500	3,670	3,500	3,000	(14.29%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
POST EROSION CONTROL - 757									
613-5300-757.01-10	SALARIED	5,989	8,165	10,414	10,809	7,411	10,802	13,264	22.71%
613-5300-757.01-20	HOURLY/ Non-Rep								
613-5300-757.01-21	HOURLY OT- Non-Rep								
613-5300-757.01-24	HOURLY/GENERAL UNION								
613-5300-757.01-25	HOURLY OT/GEN UNION								
613-5300-757.01-31	FICA	468	698	776	807	551	826	991	22.80%
613-5300-757.01-32	WI RETIREMENT	661	712	618	719	493	718	928	29.07%
613-5300-757.01-51	MEDICAL INSURANCE	1,127	1,877	1,931	2,055	1,384	2,053	2,468	20.10%
613-5300-757.01-52	DENTAL INSURANCE	65	91	93	95	62	92	114	20.00%
613-5300-757.01-53	GROUP LIFE/DISAB INS	47	77	81	82	53	80	99	20.73%
613-5300-757.02-10	PROF SERVICE/CONTRACTED								
613-5300-757.02-14	GENERAL ENGINEERING			105		678	750	1,000	
613-5300-757.02-15	LEGAL COUNSEL	485	981	94					
613-5300-757.03-10	OFFICE SUPPLIES								
613-5300-757.03-20	SUBSCRIPTIONS & DUES								
613-5300-757.03-25	LEGAL & DISPLAY ADS								
613-5300-757.03-30	MILEAGE/MEALS/LODGING		2	1					
613-5300-757.03-35	TRAINING								
SUBTOTAL		8,842	12,603	14,113	14,567	10,632	15,321	18,864	29.50%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
ILLCIT DISCHARGE - 758									
613-5300-758.01-10	SALARIED	5,989	8,166	10,416	10,809	7,410	10,802	12,490	15.55%
613-5300-758.01-20	HOURLY/ Non-Rep								
613-5300-758.01-21	HOURLY OT- Non-Rep					9			
613-5300-758.01-24	HOURLY/GENERAL UNION								
613-5300-758.01-25	HOURLY OT/GEN UNION								
613-5300-758.01-31	FICA	468	698	993	1,036	663	826	1,161	12.07%
613-5300-758.01-32	WI RETIREMENT	661	712	617	719	493	718	874	21.56%
613-5300-758.01-45	INTERN			2,847	3,000	1,448		3,000	0.00%
613-5300-758.01-51	MEDICAL INSURANCE	1,127	1,878	1,931	2,055	1,384	2,053	2,351	14.40%
613-5300-758.01-52	DENTAL INSURANCE	64	91	93	95	62	92	109	14.74%
613-5300-758.01-53	GROUP LIFE/DISAB INS	47	77	81	82	53	80	91	10.98%
613-5300-758.02-10	PROF SERVICE/CONTRACTED								
613-5300-758.02-14	GENERAL ENGINEERING		6,848	2,546	4,500	2,367	4,500	4,500	0.00%
613-5300-758.02-34	SITE MAINTENANCE								
613-5300-758.03-25	LEGAL & DISPLAY ADS								
613-5300-758.03-30	MILEAGE/MEALS/LODGING			1					
613-5300-758.03-35	TRAINING								
613-5300-758.03-40	OPERATING SUPPLIES								
	SUBTOTAL	8,356	18,470	19,525	22,296	13,889	19,071	24,576	10.23%
GRAND TOTAL STORM WATER UTILITY EXP:		789,229	832,754	932,685	3,393,868	833,572	1,386,846	4,521,461	33.22%
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE, & DEBT SERVICE ACCTS		497,167	480,298	517,444	941,753	364,421	680,446	890,998	(5.39%)

WATER UTILITY

Statement of Purpose:

The Town of Menasha Utility District Water Department is responsible for operating the water utility to meet the Department of Natural Resources and the Wisconsin Public Service Commission regulations for public water supply. Compliance with these regulations ensures quality water and service to all customers of the Utility District. The Water Department Superintendent plans and directs all maintenance, upgrades and expansions to adequately serve the residential, commercial, and industrial growth as it occurs in the Utility District.

Program Description:

The Water Department operates and maintains two separate water distribution systems: east and west side, divided by Little Lake Butte des Morts. The east side system consists of Treatment Plant No. 2, 1665 University Drive, with an attached one-million gallon reservoir. Well No. 5 and backup Well No. 7 are located on this site. The east side system also has a 300,000 gallon elevated tank at 1464 University Drive and a metering station at Airport Road and Appleton Road for purchased water from the City of Menasha. Purchased water is delivered from the metering station to Plant No. 2 reservoir through a 16" water main, where it is blended with water from Well No. 5 or Well No. 7. The west side system consists of Treatment Plant No. 3, 919 E. Shady Lane, and Treatment Plant No. 4, 2340 American Drive. Plant No. 3 has Wells No. 3 and No. 4, along with a one-million gallon reservoir. Plant No. 4 has Wells No. 6 and No. 8, along with a one-million gallon reservoir, as well as the Utility office, garage, and meter testing facility. Two 300,000 gallon elevated tanks also service the west side, and are located at 2560 County Road II and 950 Haase Street.

In addition, the Water Department maintains the water distribution systems with 133.7 miles of transmission and distribution mains, 6,726 water services, 8,757 water meters, 1,334 fire hydrants, and 2,055 water main valves, serving a population of approximately 23,460.

2013 Program Accomplishments:

- 1 During our water main replacement program, approximately 5,378 feet of ductile iron water main was replaced in 2013. Water main replacements were completed on the following streets:
Gordon Street, Lakeview Lane from Gordon Street to Olde Midway Road, Sunset Lane from Gordon Street to Olde Midway Road,
Dunning Street from Gordon Street to Olde Midway Road, and West Palisades Drive from Beck Street to Annex Lane
- 2 Tested the required number and sizes of water meters, according to PSC regulations and completed an upgrade conversion of approximately 960 meters to the Orion meter reading system
- 3 Exercised water main valves in the distribution system, and replaced ones that leaked or did not work properly - an on-going project every year. Valves are exercised every 2 years, rotating between east and west systems.
- 4 Tested and lubricated fire hydrants on the west Side distribution system, and made repairs as needed. Hydrants are also on east-west rotation
- 5 Sandblasted, painted, and color-coded 110 hydrants
- 6 Completed water system GPS points on all hydrants, valves, and service stop boxes
- 7 Installed VFD drive units at Plant No. 3, E. Shady Lane, on Well No. 3, and No. 2 Distribution Pump
- 8 Completed 5-year inspection and power wash at Tower No. 3, Haase Street
- 9 Completed 5-year inspection and wash down of Reservoir No. 4 at American Drive
- 10 Completed 5-year inspection and wash down of Reservoir No. 3 at 919 E. Shady Lane
- 11 Replaced 1994 International dump truck
- 12 Relocated fire hydrants for Midway Road sidewalk project

2014 Program Goals & Objectives

- 1 Continue replacement of failing ductile iron water mains as needed, coordinating these ahead of street reconstruction
- 2 Continue west side mapping improvements using GPS units for entry into GIS mapping system
- 3 Remove and test required water meters, depending on size & frequency. In 2014, approximately 1,100 meters will need to be tested, and 900 need to be converted to the Orion system.
- 4 Continue water main valve exercising and replacement as needed; alternate every year between east & west systems, averaging 950 per year
- 5 Test fire hydrants - alternate years between east & west systems, on an average of 650 per year

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
611-5300-420.01-00	SPEC ASSESSMENT REVENUE	(5,813)	(5,045)	67,985		140,676			
611-5300-432.01-03	FUEL TAX REFUND	89	133	175	130	55	130	130	0.00%
611-5300-463.01-00	RENTAL INCOME	153,952	157,365	187,872	189,864	134,903	189,864	190,229	0.19%
611-5300-464.04-00	IMPACT FEES	14,483							
611-5300-465.01-00	METERED SALES	3,813,436	3,998,517	4,954,902	5,050,000	3,005,872	4,780,000	4,780,000	(5.35%)
611-5300-465.01-01	SALE FOR RESALE								
611-5300-465.01-02	SWR METER EXP. REIMBURSEMENT	31,756	29,866	27,594	32,000		30,000	30,000	(6.25%)
611-5300-465.03-00	PENALTIES/FEES	31,682	31,843	31,334	31,500	17,240	35,000	35,000	11.11%
611-5300-480.01-00	INTEREST	72,788	44,741	47,569	30,000	(8,079)	30,000	30,000	0.00%
611-5300-480.01-01	CAPITALIZED INTEREST	5,236							
611-5300-480.02-01	SALE OF EQUIP & VEHICLES		700	21,132	5,000	4,500	4,500	3,000	(40.00%)
611-5300-480.05-02	DEFERRAL FEE (CB - IRISH)	4,117	4,117	4,117	4,117		0	0	(100.00%)
611-5300-480.09-00	MISC. REVENUES	3,019	25,339	23,889	5,000	426	5,000	5,000	0.00%
611-5300-480.09-05	NON-OPERATING MISC. REVENUES			74,881	38,343	7,988	38,343	36,618	(4.50%)
611-5300-480.10-01	CAP. CONTRIBUTION-DEVELOPER	106,157	152,786	4,287					
611-5300-480.10-03	GRANTS								
611-5300-491.03-01	TRANSFER FROM DEBT SERV FUND	11,108	10,691	8,822	10,200		8,700	7,500	(26.47%)
611-5300-492.01-00	TRANSFER FROM DEPR				730,000			756,850	3.68%
611-5300-492.09-00	TRANSFER FROM FUND BALANCE								
611-5300-492.04-00	PRIOR YEAR CARRYOVER								
611-5300-493.01-00	PROCEEDS FROM DEBT								
	TOTAL REVENUE	4,242,010	4,451,053	5,454,559	6,126,154	3,303,581	5,121,537	5,874,327	(4.11%)
		4,124,745	4,287,576	5,366,569	5,347,611	3,295,593	5,074,494	5,073,359	

CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Water

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 110 000	SALARIED	93,751	93,129	94,827	146,394	89,265	141,297	152,002	3.83%
xxxx 120 000	HOURLY/TEAMSTERS & Non-Rep	424,592	379,383	385,586	408,546	279,247	403,619	417,219	2.12%
xxxx 121 000	HOURLY OT/TEAMSTERS & Non-Rep	36,502	40,138	38,188	47,737	29,576	38,884	46,265	(3.08%)
xxxx 122 000	HOURLY NON-REP P.T.	3,138	2,897	1,923	8,358	973	1,405	8,494	1.63%
xxxx 124 000	HOURLY/GENERAL UNION	53,831	54,336	53,959	56,535	37,464	58,478	57,815	2.26%
xxxx 125 000	HRLY. OVERTIME/GEN UNION	64	142	207	420	78	385	429	2.14%
xxxx 140 000	PER DIEM	6,414	0	0	0	0	0	0	
Salary/Wages/Per Diem Subtotal		618,292	570,025	574,690	667,990	436,603	644,068	682,224	2.13%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 151 000	MEDICAL INSURANCE	139,058	133,816	124,103	150,131	98,854	153,378	151,083	0.63%
xxxx 152 000	DENTAL INSURANCE	7,467	5,773	5,657	6,700	4,029	6,060	6,778	1.16%
xxxx 153 000	GROUP LIFE/DISAB INS	5,577	4,464	4,584	5,207	3,276	4,587	5,217	0.19%
xxxx 131 000	FICA	45,300	44,013	41,979	48,987	32,648	49,272	49,768	1.59%
xxxx 132 000	WI RETIREMENT	64,861	50,302	33,484	44,320	28,855	42,831	47,402	6.95%
xxxx 197 000	UNEMPLOYMENT COMP	0	0	708	0	0	0	0	
Benefit Subtotal		262,263	238,368	210,515	255,345	167,662	256,128	260,248	1.92%
xxxx 210 000	PROF SERVICE/CONTRACTED	179,460	154,433	305,473	145,928	91,296	127,024	143,783	(1.47%)
xxxx 211 000	COMPUTER LICENSE & MAINT	20,006	18,994	18,363	20,399	18,232	14,250	20,587	0.92%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	0	0	0	366	310	355	319	(12.84%)
xxxx 214 000	ENGINEERING	31,902	16,846	17,105	17,000	22,339	23,000	17,000	0.00%
xxxx 215 000	LEGAL COUNSEL - General	8,916	1,532	2,086	2,200	1,585	1,738	2,200	0.00%
xxxx 217 000	EQUIP RENTAL/CONTRACTED	629	604	604	604	403	604	604	0.00%
Contracted Services Subtotal		240,913	192,409	343,631	186,497	134,165	166,971	184,493	(1.07%)
xxxx 221 000	ELECTRICITY	191,613	209,416	201,148	202,265	140,139	201,610	206,284	1.99%
xxxx 222 000	NATURAL GAS	8,111	8,028	5,804	12,392	6,515	9,762	11,165	(9.90%)
xxxx 223 000	SEWER/WATER/STORM	697,445	752,122	843,173	862,572	566,688	822,028	827,012	(4.12%)
xxxx 224 000	TELEPHONE	7,049	6,075	6,259	7,055	4,639	6,331	6,932	(1.74%)
xxxx 226 000	GARBAGE COLLECTION	0	0	0	0	0	0	0	
Utilities Subtotal		904,218	975,641	1,056,384	1,084,284	717,981	1,039,731	1,051,393	(3.03%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 234 000	SITE MAINTENANCE	18,505	26,537	33,312	24,014	13,004	22,100	24,014	0.00%
xxxx 240 000	REPAIR/MAINT SERV/OTHER	1,935	1,624	731	1,723	506	1,038	1,656	(3.89%)
xxxx 241 000	BUILDING REPAIR & MAINT	1,698	1,878	112,296	2,045	941	1,020	2,045	0.00%
xxxx 246 000	UNIFORM RENTAL	3,294	3,126	3,022	2,943	2,430	3,013	3,030	2.96%
	Subtotal	25,432	33,165	149,361	30,725	16,881	27,171	30,745	0.07%
xxxx 309 000	CREDIT CARD FEES	1,842	3,214	5,350	11,632	2,641	6,100	6,100	(47.56%)
xxxx 310 000	OFFICE SUPPLIES	1,542	772	1,696	2,130	934	2,330	2,569	20.61%
xxxx 313 000	PRINTING	2,088	1,438	2,423	3,485	411	2,860	3,160	(9.33%)
xxxx 320 000	SUBSCRIPTION & DUES	2,239	2,224	2,293	2,227	1,777	2,293	2,293	2.96%
xxxx 325 000	LEGAL & DISPLAY ADS	22	0	15	0	0	0	0	
xxxx 330 000	MILEAGE/MEALS/LODGING	1,665	1,453	728	2,518	711	1,300	2,370	(5.88%)
xxxx 331 000	GASOLINE/FUEL	0	0	0	20,276	16,747	20,276	20,984	3.49%
xxxx 335 000	TRAINING	1,180	2,867	1,553	3,683	285	1,690	3,683	0.00%
xxxx 340 000	OPERATING SUPPLIES	98,296	100,778	230,625	138,595	104,177	131,730	137,595	(0.72%)
xxxx 341 000	POSTAGE/SHIPPING	6,644	6,610	7,254	7,394	4,987	7,553	7,567	2.34%
xxxx 346 000	CLOTHING/UNIFORM ALLOW	1,031	1,023	750	1,050	485	900	1,050	0.00%
xxxx 348 000	CLAIMS/DAMAGES	0	0	0	0	0	0	0	
	Operating Supplies Subtotal	116,549	120,379	252,687	192,990	133,155	177,032	187,371	(2.91%)
xxxx 353 000	EQUIPMENT MAINTENANCE	13,991	38,428	25,965	29,327	16,460	16,720	30,070	2.53%
xxxx 355 000	VEHICLE MAINTENANCE	0	175	0	10,494	8,018	8,220	10,494	0.00%
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP	0	0	0	0	0	0	0	
	Asset Maint. Supplies Subtotal	13,991	38,603	25,965	39,821	24,478	24,940	40,564	1.87%
xxxx 390 000	OTHER SUPPLIES & EXPENSE	50	115	80	150	151	400	400	166.67%
xxxx 391 000	PUBLIC SERVICE & EDUCATION	0	0	0	500	0	200	500	0.00%
xxxx 393 000	MEDICAL EXAMS	3,292	1,450	1,038	1,620	999	830	1,620	0.00%
xxxx 394 000	SALT	420,067	424,208	397,539	411,598	250,063	409,500	398,125	(3.27%)
xxxx 395 000	CHLORINE	12,018	13,295	13,742	13,373	7,268	13,425	13,774	3.00%
xxxx 396 000	SODIUM SILICATE	10,463	11,033	14,435	13,029	10,669	14,636	14,945	14.71%
xxxx 397 000	RISK MANAGEMENT	0	3,554	125	4,700	3,488	4,000	4,700	0.00%
xxxx 399 000	CONTINGENCY FUND	0	0	0	7,500	0	0	14,512	93.49%
xxxx 510 000	INSURANCE	31,915	35,868	36,023	41,350	14,236	42,635	42,800	3.51%
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	499,876	522,591	536,635	530,000	0	530,000	221,408	(58.22%)
xxxx 541 000	DEPRECIATION - CIAC	206,516	205,253	205,234	29,063	0	29,063	0	(100.00%)
xxxx 542 000	LOSS ON RETIREMENTS	0	0	0	0	0	0	0	
xxxx 590 000	OTHER FIXED CHARGES	461,583	488,634	479,989	500,000	0	490,000	500,000	0.00%
	Subtotal	1,645,780	1,706,001	1,684,840	1,552,883	286,874	1,534,689	1,212,784	(21.90%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 610 000	PRINCIPAL	0	0	0	810,566	0	810,566	842,025	3.88%
xxxx 620 000	INTEREST	548,439	578,534	530,528	487,053	182,922	487,053	457,840	(6.00%)
xxxx 630 000	CAPITALIZED INTEREST	0	0	0	0	0	0	0	
xxxx 690 000	OTHER DEBT EXPENDITURES	0	0	0	0	0	0	0	
xxxx 801 000	CAPITAL RESERVE	3,993	(3,993)	0	795,580	596,611	0	896,580	12.70%
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	2,455	2,309	1,880	6,764	1,411	6,764	16,028	136.96%
xxxx 819 000	CAP IMPR BUILDING & LAND	0	0	0	0	0	0	0	
Capital Investments Subtotal		554,887	576,850	532,408	2,099,963	780,944	1,304,383	2,212,473	5.36%
xxxx 880 000	DEBT ISSUANCE COSTS	22,092	12,289	10,889	507	507	507	507	0.00%
xxxx 890 000	DEBT DISCOUNT	0	0	0	0	0	0	0	
xxxx 910 000	TRANSFER TO GENERAL FUND	10,527	12,674	10,673	15,149	0	15,149	11,525	(23.92%)
xxxx 961 000	REALLOCATIONS	16,002	27,275	21,127	0	0	0	0	
Debt Service/Reallocations Subtotal		48,621	52,238	42,689	15,656	507	15,656	12,032	(23.15%)
TOTAL EXPENDITURES		4,430,946	4,503,679	4,873,170	6,126,154	2,699,250	5,190,769	5,874,327	(4.11%)
					5,330,574		5,190,769		

NOTES:

- 1 Interceptor Impact Fees are collected; however, these funds are restricted to their use in accordance with the respective ordinance which authorizes the fee.
- 2 **611-5300-492-01-00 Transfer from Depreciation:**
 \$671,000 - All water main replacement projects
 \$85,850 - Dump Truck
- 3 Administrator 30% UD - 55% Town - 15% Storm Water
- 4 Administrative Assistant 10% UD - 85% Town - 5% Storm Water
- 5 Director of Finance 35% UD - 50% Town - 15% Storm Water
- 6 Finance Clerk Receptionist 50% UD - 25% Town - 25% Storm Water
- 7 Accounts Manager 35% UD - 50% Town - 15% Storm Water
- 8 Account Technicians 20% UD - 70% Town - 10% Storm Water
- 9 Billing Specialist 67% UD - 33% Storm Water
- 10 Seasonal Clerk 50% UD - 25% Town - 25% Storm Water
- 11 Director of Community Development 10% UD - 60% Town - 30% Storm Water
- 12 Assistant Planner 5% UD - 65% Town - 30% Storm Water
- 13 Building Inspector 5% UD - 90% Town - 5% Storm Water
- 14 Building Inspector Assistant 15% UD - 73% Town - 12% Storm Water
- 15 Clerk 20% UD - 70% Town - 10% Storm Water
- 16 Deputy Clerk 10% UD - 85% Town - 5% Storm Water
- 17 Network Administrator 20% UD - 70% Town - 10% Storm
- 18 PC/Network Technician 20% UD - 70% Town - 10% Storm

NOTES: (cont.)

- 19 1,122 hours OT (Laborers) 178 Call-in hours
 - 20 Seasonal laborer, 599 hours @ \$8.25
 - 21 **611-0300-840.03-96 Sodium Silicate** - \$1,916 increase due to price increase and feed rate increase
 - 22 **611-0100-800.02-23 - Purchased water from Menasha**
 - 23 **611-0400-874.02-10 Maintenance of Services - Professional Services** - Increase to implement DNR required cross connection inspection of all commercial & industrial customers every 2 years. Residential customers can be done when meters are due for exchange, every 10 years by water personnel.
 - 24 **611-0500-920.03-30 & 611-0500-920.03-35 Training** - includes Midwest HUG Conference (Out of State) for UD Admin. Asst., Misc Training such as GIS & HTE Training (Inventory) for UD Admin. Asst., and water conferences for Superintendent
 - 25 **611-0500-930.08-01** - Capital Reserve:
 - New water meters - \$43,230
 - Install VFD unit on Well Pump #4 at Plant #3, 919 E. Shady Ln - \$18,500
 - #Replace 1994 Chevrolet 1-ton dump truck and plow - \$85,850
 - Replace zeolite resin in 5 water softener units at Plant #3, Shady Ln - \$78,000
- #Water Main Replacements: Total - \$671,000
- Fatima Street - \$334,000
 - Green Street - \$71,000
 - Mission Street - \$160,000
 - Terrace Avenue - \$106,000

Funded with Depreciation Funds

DETAIL OF EXPENDITURES - Water

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
SOURCE OF SUPPLY									
OPERATIONS									
611-0100-800.01-20	HOURLY/TEAMSTERS								
611-0100-800.01-21	HOURLY OVERTIME/TEAMSTERS								
611-0100-800.01-31	FICA								
611-0100-800.01-32	WI RETIREMENT								
611-0100-800.01-51	MEDICAL INSURANCE								
611-0100-800.01-52	DENTAL INSURANCE								
611-0100-800.01-53	GROUP LIFE/DISAB INS								
611-0100-800.02-23	SEWER & WATER	694,617	748,750	839,785	859,200	564,372	818,640	823,584	(4.15%)
611-0100-800.03-40	OPERATING SUPPLIES	274	(2,379)	243	275	189	275	275	0.00%
611-0100-800.03-97	RISK MANAGEMENT		3,554	125	4,700	3,488	4,000	4,700	0.00%
Subtotal:		694,891	749,925	840,153	864,175	568,049	822,915	828,559	(4.12%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
MAINTENANCE OF WELLS									
611-0100-814.01-20	HOURLY/TEAMSTERS	68				1,161	1,565		
611-0100-814.01-21	HOURLY OVERTIME/TEAMSTERS								
611-0100-814.01-31	FICA					82	120		
611-0100-814.01-32	WI RETIREMENT					77	104		
611-0100-814.01-51	MEDICAL INSURANCE					369	498		
611-0100-814.01-52	DENTAL INSURANCE					17	24		
611-0100-814.01-53	GROUP LIFE/DISAB INS					14	31		
611-0100-814.02-10	PROF SERVICE/CONTRACTED	64,990	25,000	167,578					
611-0100-814.03-40	OPERATING SUPPLIES								
611-0100-814.09-61	REALLOCATIONS	4							
Subtotal:		65,062	25,000	167,578	0	1,720	2,342	0	

MAINTENANCE OF SUPPLY MAINS

611-0100-816.01-20	HOURLY/TEAMSTERS								
611-0100-816.01-21	HOURLY OVERTIME/TEAMSTERS								
611-0100-816.01-31	FICA								
611-0100-816.01-32	WI RETIREMENT								
611-0100-816.01-51	MEDICAL INSURANCE								
611-0100-816.01-52	DENTAL INSURANCE								
611-0100-816.01-53	GROUP LIFE/DISAB INS								
611-0100-816.03-40	OPERATING SUPPLIES								
611-0100-816.09-61	REALLOCATIONS								
Subtotal:		0	0	0	0	0	0	0	
TOTAL SOURCE OF SUPPLY		759,953	774,925	1,007,731	864,175	569,769	825,257	828,559	(4.12%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
PUMPING									
PUMPING OPERATIONS									
611-0200-820.01-20	HOURLY/TEAMSTERS	48,809	60,406	55,061	28,895	27,374	39,733	29,537	2.22%
611-0200-820.01-21	HOURLY OVERTIME/TEAMSTERS	8,628	9,395	8,441		5,823	8,705		
611-0200-820.01-31	FICA		0		2,092	2,439	3,706	2,140	2.29%
611-0200-820.01-32	WI RETIREMENT		0		1,922	2,208	3,221	2,068	7.60%
611-0200-820.01-51	MEDICAL INSURANCE		0		8,872	5,402	8,168	8,844	(0.32%)
611-0200-820.01-52	DENTAL INSURANCE		0		427	233	352	427	0.00%
611-0200-820.01-53	GROUP LIFE/DISAB INS		0		259	202	247	259	0.00%
611-0200-820.02-21	ELECTRICITY	190,413	208,053	200,072	200,978	139,243	200,420	204,997	2.00%
611-0200-820.02-22	NATURAL GAS	107	111	106	120	78	112	120	0.00%
611-0200-820.02-24	TELEPHONE / ALARM SYSTEMS	378	397	443	406	328	445	450	10.84%
611-0200-820.03-40	OPERATING SUPPLIES								
611-0100-820.09-61	REALLOCATIONS	3,627	6,169	5,152					
	Subtotal:	251,962	284,531	269,275	243,971	183,330	265,109	248,842	2.00%

MAINTENANCE OF PUMPING STRUCTURES AND IMPROVEMENTS

611-0200-831.01-20	HOURLY/TEAMSTERS	3,680	737	(2)		29			
611-0200-831.01-21	HOURLY OVERTIME/TEAMSTERS					264			
611-0200-831.01-31	FICA		0			21			
611-0200-831.01-32	WI RETIREMENT		0			20			
611-0200-831.01-51	MEDICAL INSURANCE		0			64			
611-0200-831.01-52	DENTAL INSURANCE		0			3			
611-0200-831.01-53	GROUP LIFE/DISAB INS		0			1			
611-0200-831.02-10	PROF SERVICE/CONTRACTED			2,253					
611-0200-831.02-41	BUILDING REPAIR & MAINT		154	112,269	500			500	0.00%
611-0200-831.03-40	OPERATING SUPPLIES								
611-0100-831.09-61	REALLOCATIONS	232	65						
	Subtotal:	3,912	956	114,520	500	402	0	500	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
MAINTENANCE OF PUMPING EQUIPMENT									
611-0200-833.01-20	HOURLY/TEAMSTERS	1,012	1,342	843		807	1,460		
611-0200-833.01-21	HOURLY OVERTIME/TEAMSTERS	347	287	225		151			
611-0200-833.01-31	FICA		0			69	112		
611-0200-833.01-32	WI RETIREMENT		0			63	97		
611-0200-833.01-51	MEDICAL INSURANCE		0			287	441		
611-0200-833.01-52	DENTAL INSURANCE		0			14	20		
611-0200-833.01-53	GROUP LIFE/DISAB INS		0			5	7		
611-0200-833.02-10	PROF SERVICE/CONTRACTED	1,960	1,453	1,566	2,272	3,488		2,340	2.99%
611-0200-833.02-14	GENERAL ENGINEERING				0				
611-0200-833.03-53	EQUIPMENT MAINTENANCE	5,492	16,221	9,884	11,801	3,052		12,155	3.00%
611-0200-833.09-61	REALLOCATIONS	86	144	87					
	Subtotal:	8,897	19,447	12,605	14,073	7,936	2,137	14,495	3.00%
	TOTAL PUMPING	264,771	304,934	396,400	258,544	191,668	267,246	263,837	2.05%

MAINTENANCE OF TREATMENT STRUCTURES & IMPROVEMENTS

TREATMENT

TREATMENT OPERATIONS

611-0300-840.01-20	HOURLY/TEAMSTERS	57,970	65,719	56,377	89,682	30,230	43,715	91,676	2.22%
611-0300-840.01-21	HOURLY OVERTIME/TEAMSTERS	6,581	9,244	8,521		5,769	8,616		
611-0300-840.01-31	FICA		0		6,589	2,638	4,003	6,704	1.75%
611-0300-840.01-32	WI RETIREMENT		0		5,964	2,394	3,480	6,417	7.60%
611-0300-840.01-51	MEDICAL INSURANCE		0		16,068	6,183	9,254	15,994	(0.46%)
611-0300-840.01-52	DENTAL INSURANCE		0		719	270	402	719	0.00%
611-0300-840.01-53	GROUP LIFE/DISAB INS		0		769	220	271	769	0.00%
611-0300-840.02-10	PROF SERVICE/CONTRACTED	890	5,638	2,409	1,580	2,035	2,035	1,580	0.00%
611-0300-840.02-21	ELECTRICITY				0				
611-0300-840.02-22	NATURAL GAS	8,004	7,917	5,698	12,272	6,437	9,650	11,045	(10.00%)
611-0300-840.02-23	WATER/SEWER/STORM	2,828	3,372	3,388	3,372	2,316	3,388	3,428	1.66%
611-0300-840.02-24	TELEPHONE	470	462	507	512	387	516	527	2.93%
611-0300-840.02-34	SITE MAINTENANCE				0				
611-0300-840.02-46	UNIFORM RENTAL	485	689	741	697	609	703	717	2.87%
611-0300-840.03-20	SUBSCRIPTION & DUES				0				
611-0300-840.03-35	TRAINING	45	595	180	850	45	280	850	0.00%
611-0300-840.03-40	OPERATING SUPPLIES	3,121	2,238	2,694	3,423	3,331	3,120	3,423	0.00%
611-0300-840.03-46	UNIFORM ALLOWANCE	148	140		300	35	150	300	0.00%
611-0300-840.03-94	SALT	420,067	424,208	397,539	411,598	250,063	409,500	398,125	(3.27%)
611-0300-840.03-95	CHLORINE	12,018	13,295	13,742	13,373	7,268	13,425	13,774	3.00%
611-0300-840.03-96	SODIUM SILICATE	10,463	11,033	14,435	13,029	10,669	14,636	14,945	14.71%
611-0300-840.08-19	CAP IMPR BUILDING & LAND								
611-0300-840.09-61	REALLOCATIONS	4,077	6,626	5,265					
	Subtotal:	527,167	551,176	511,496	580,797	330,899	527,144	570,993	(1.69%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
611-0300-851.01-20	HOURLY/TEAMSTERS	13,486	8,789	10,807		5,644	9,121		
611-0300-851.01-21	HOURLY OVERTIME/TEAMSTERS	178		460		76	166		
611-0300-851.01-31	FICA		0			413	710		
611-0300-851.01-32	WI RETIREMENT		0			381	618		
611-0300-851.01-51	MEDICAL INSURANCE		0			1,503	2,481		
611-0300-851.01-52	DENTAL INSURANCE		0			70	114		
611-0300-851.01-53	GROUP LIFE/DISAB INS		0			41	55		
611-0300-851.02-10	PROF SERVICE/CONTRACTED	436	364	259	500		480	500	0.00%
611-0300-851.02-41	BUILDING REPAIR & MAINT	1,698	1,724	27	1,545	941	1,020	1,545	0.00%
611-0300-851.03-40	OPERATING SUPPLIES	299	815	350	650	513	650	650	0.00%
611-0300-851.03-53	EQUIPMENT MAINTENANCE	1,138	1,737	2,820	2,920		2,920	3,007	2.98%
611-0300-851.09-61	REALLOCATIONS	863	777	914					
Subtotal:		18,098	14,206	15,637	5,615	9,582	18,335	5,702	1.55%

MAINTENANCE OF TREATMENT EQUIPMENT

611-0300-853.01-20	HOURLY/TEAMSTERS	12,872	17,812	14,284		6,395	9,652		
611-0300-853.01-21	HOURLY OVERTIME/TEAMSTERS	688	299	926		57			
611-0300-853.01-31	FICA		0			469	738		
611-0300-853.01-32	WI RETIREMENT		0			429	642		
611-0300-853.01-51	MEDICAL INSURANCE		0			1,638	2,450		
611-0300-853.01-52	DENTAL INSURANCE		0			76	114		
611-0300-853.01-53	GROUP LIFE/DISAB INS		0			49	44		
611-0300-853.02-10	PROF SERVICE/CONTRACTED		148		900		300	900	0.00%
611-0300-853.02-14	GENERAL ENGINEERING				0				
611-0300-853.03-40	OPERATING SUPPLIES	181	527	117,693	395	130	130	395	0.00%
611-0300-853.03-53	EQUIPMENT MAINTENANCE	5,657	17,638	12,029	10,094	10,845	10,275	10,396	2.99%
611-0300-853.09-61	REALLOCATIONS	856	1,601	1,234					
Subtotal:		20,254	38,025	146,166	11,389	20,088	24,345	11,691	2.65%
TOTAL TREATMENT:		565,519	603,407	673,299	597,801	360,569	569,824	588,386	(1.57%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
TRANSMISSION & DISTRIBUTION EXPENSE									
T & D OPERATIONS / STORAGE FACILITIES									
611-0400-861.01-20	HOURLY/TEAMSTERS	1,697		52					
611-0400-861.01-21	HOURLY OVERTIME/TEAMSTERS			73					
611-0400-861.01-31	FICA								
611-0400-861.01-32	WI RETIREMENT								
611-0400-861.01-51	MEDICAL INSURANCE								
611-0400-861.01-52	DENTAL INSURANCE								
611-0400-861.01-53	GROUP LIFE/DISAB INS								
611-0400-861.02-10	PROF SERVICE/CONTRACTED								
611-0400-861.02-21	ELECTRICITY	1,200	1,363	1,076	1,287	896	1,190	1,287	0.00%
611-0400-861.03-40	OPERATING SUPPLIES				0				
611-0400-861.03-53	EQUIPMENT MAINTENANCE				412		0	412	0.00%
611-0400-861.09-61	REALLOCATIONS	107		10					
	Subtotal:	3,004	1,363	1,211	1,699	896	1,190	1,699	0.00%
T & D OPERATIONS / LINES EXPENSE									
611-0400-862.01-20	HOURLY/TEAMSTERS	137,520	68,530	57,000	232,737	34,664	45,935	237,631	2.10%
611-0400-862.01-21	HOURLY OVERTIME/TEAMSTERS	1,038	1,936	797	47,357	698	881	46,048	(2.76%)
611-0400-862.01-22	HOURLY NON-REP P.T.								
611-0400-862.01-31	FICA		0		20,623	3,367	3,581	20,887	1.28%
611-0400-862.01-32	WI RETIREMENT		0		18,626	2,352	3,113	19,858	6.61%
611-0400-862.01-51	MEDICAL INSURANCE		0		60,428	7,553	10,801	60,214	(0.35%)
611-0400-862.01-52	DENTAL INSURANCE		0		2,851	293	424	2,851	0.00%
611-0400-862.01-53	GROUP LIFE/DISAB INS		0		2,064	282	334	2,064	0.00%
611-0400-862.01-97	UNEMPLOYMENT COMP								
611-0400-862.02-10	PROF SERVICE/CONTRACTED								
611-0400-862.03-40	OPERATING SUPPLIES								
611-0400-862.09-61	REALLOCATIONS	8,750		4,689					
	Subtotal:	147,308	70,466	62,486	384,686	49,209	65,069	389,553	1.27%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
T & D OPERATIONS / METER EXPENSE									
611-0400-863.01-20	HOURLY/TEAMSTERS	46,421	43,691	48,046	53,145	48,965	89,705	54,324	2.22%
611-0400-863.01-21	HOURLY OVERTIME/TEAMSTERS	930	2,059	2,497		3,860	6,349		
611-0400-863.01-22	HOURLY NON-REP P.T.				4,942			4,942	0.00%
611-0400-863.01-31	FICA		0		4,212	3,861	7,348	4,299	2.07%
611-0400-863.01-32	WI RETIREMENT		0		3,863	3,513	6,388	4,149	7.40%
611-0400-863.01-51	MEDICAL INSURANCE		0		17,744	12,887	23,548	17,688	(0.32%)
611-0400-863.01-52	DENTAL INSURANCE		0		292	458	826	292	0.00%
611-0400-863.01-53	GROUP LIFE/DISAB INS		0		510	459	789	510	0.00%
611-0400-863.02-10	PROF SERVICE/CONTRACTED	177		185	500			500	0.00%
611-0400-863.02-24	TELEPHONE				0				
611-0400-863.03-40	OPERATING SUPPLIES	564	315	604	1,300	1,037	1,130	1,300	0.00%
611-0400-863.03-48	CLAIMS/DAMAGES								
611-0400-863.09-61	REALLOCATIONS	(6,915)	(3,468)	(5,626)					
Subtotal:		41,177	42,597	45,706	86,508	75,040	136,083	88,004	1.73%

T & D OPERATIONS / CUSTOMER INSTALLATIONS

611-0400-864.01-20	HOURLY/TEAMSTERS								
611-0400-864.01-21	HOURLY OVERTIME/TEAMSTERS								
611-0400-864.01-31	FICA								
611-0400-864.01-32	WI RETIREMENT								
611-0400-864.01-51	MEDICAL INSURANCE								
611-0400-864.01-52	DENTAL INSURANCE								
611-0400-864.01-53	GROUP LIFE/DISAB INS								
611-0400-864.03-40	OPERATING SUPPLIES								
611-0400-864.09-61	REALLOCATIONS								
Subtotal:		0	0	0	0	0	0	0	0

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
MISCELLANEOUS T & D EXPENSE									
611-0400-865.01-20	HOURLY/TEAMSTERS	4,117	11,149	4,881		3,462	7,234		
611-0400-865.01-21	HOURLY OVERTIME/TEAMSTERS	462	757	460		207	450		
611-0400-865.01-22	HOURLY NON-REP P.T.								
611-0400-865.01-31	FICA		0			280	588		
611-0400-865.01-32	WI RETIREMENT		0			256	511		
611-0400-865.01-51	MEDICAL INSURANCE		0			1,091	2,288		
611-0400-865.01-52	DENTAL INSURANCE		0			50	105		
611-0400-865.01-53	GROUP LIFE/DISAB INS		0			46	98		
611-0400-865.02-10	PROF SERVICE/CONTRACTED	5,852	1,423	1,946	1,415	1,672		1,415	0.00%
611-0400-865.02-14	GENERAL ENGINEERING	31,602	16,846	17,105	17,000	22,339	23,000	17,000	0.00%
611-0400-865.02-21	ELECTRICITY				0				
611-0400-865.02-22	NATURAL GAS				0				
611-0400-865.02-24	TELEPHONE	3,233	2,853	2,925	3,097	1,978	2,810	3,097	0.00%
611-0400-865.02-26	GARBAGE COLLECTION				0				
611-0400-865.02-46	UNIFORM RENTAL	2,809	2,437	2,281	2,246	1,821	2,310	2,313	2.98%
611-0400-865.03-30	MILEAGE/MEALS/LODGING	1,665	1,233	727	1,768	711	1,180	1,620	(8.37%)
611-0400-865.03-35	TRAINING	1,015	1,412	248	1,158	240	730	1,158	0.00%
611-0400-865.03-40	OPERATING SUPPLIES	7,610	6,867	6,176	8,935	7,160	8,865	8,935	0.00%
611-0400-865.03-46	UNIFORM ALLOWANCE	883	883	750	750	450	750	750	0.00%
611-0400-865.03-53	EQUIPMENT MAINTENANCE	1,523	2,480	1,232	3,250	2,563	3,175	3,250	0.00%
611-0400-865.03-55	VEHICLE MAINTENANCE								
611-0400-865.03-93	MEDICAL EXAMS								
611-0400-865.09-61	REALLOCATIONS	289	7,281	433					
	Subtotal:	61,060	55,621	39,164	39,619	44,326	54,094	39,538	(0.20%)
T & D MAINTENANCE OF STRUCTURES & IMPROVEMENTS									
611-0400-871.01-20	HOURLY/TEAMSTERS								
611-0400-871.01-21	HOURLY OVERTIME/TEAMSTERS								
611-0400-871.01-31	FICA								
611-0400-871.01-32	WI RETIREMENT								
611-0400-871.01-51	MEDICAL INSURANCE								
611-0400-871.01-52	DENTAL INSURANCE								
611-0400-871.01-53	GROUP LIFE/DISAB INS								
611-0400-871.09-61	REALLOCATIONS								
	Subtotal:	0	0	0	0	0	0	0	

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
T & D MAINTENANCE OF RESERVOIRS & TANKS									
611-0400-872.01-20	HOURLY/TEAMSTERS	8,387	3,165	12,513		6,120	10,100		
611-0400-872.01-21	HOURLY OVERTIME/TEAMSTERS	112	184	738		502	560		
611-0400-872.01-22	HOURLY NON-REP P.T.								
611-0400-872.01-31	FICA		0			480	815		
611-0400-872.01-32	WI RETIREMENT		0			440	709		
611-0400-872.01-51	MEDICAL INSURANCE		0			1,631	2,627		
611-0400-872.01-52	DENTAL INSURANCE		0			75	120		
611-0400-872.01-53	GROUP LIFE/DISAB INS		0			46	68		
611-0400-872.02-10	PROF SERVICE/CONTRACTED	4,385	3,346	15,221	21,830	15,610	16,650	19,100	(12.51%)
611-0400-872.02-14	GENERAL ENGINEERING				0				
611-0400-872.02-40	REPAIR/MAINT SERV/OTHER	1,398	1,210	311	1,123	456	625	1,156	2.94%
611-0400-872.09-61	REALLOCATIONS	537	296	1,075					
	Subtotal:	14,819	8,201	29,858	22,953	25,360	32,274	20,256	(11.75%)
MAINTENANCE OF MAINS									
611-0400-873.01-20	HOURLY/TEAMSTERS	21,912	37,735	47,168		19,345	24,516		
611-0400-873.01-21	HOURLY OVERTIME/TEAMSTERS	7,027	14,371	13,532		7,018	7,145		
611-0400-873.01-22	HOURLY NON-REP P.T.								
611-0400-873.01-25	OVERTIME-UNION								
611-0400-873.01-31	FICA		0			1,921	2,422		
611-0400-873.01-32	WI RETIREMENT		0			1,731	2,105		
611-0400-873.01-51	MEDICAL INSURANCE		0			4,599	6,312		
611-0400-873.01-52	DENTAL INSURANCE		0			191	256		
611-0400-873.01-53	GROUP LIFE/DISAB INS		0			165	208		
611-0400-873.02-10	PROF SERVICE/CONTRACTED	55,202	51,914	68,401	45,835	26,407	44,900	45,835	0.00%
611-0400-873.02-14	GENERAL ENGINEERING				0				
611-0400-873.02-34	SITE MAINTENANCE	18,505	26,537	33,252	22,814	13,004	21,800	22,814	0.00%
611-0400-873.03-40	OPERATING SUPPLIES	20,523	29,042	20,702	22,600	9,752	19,500	21,600	(4.42%)
611-0400-873.09-61	REALLOCATIONS	1,828	4,605	4,924					
	Subtotal:	124,997	164,204	187,979	91,249	84,133	129,164	90,249	(1.10%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
MAINTENANCE OF SERVICES									
611-0400-874.01-20	HOURLY/TEAMSTERS	24,290	16,875	25,480		11,371	16,342		
611-0400-874.01-21	HOURLY OVERTIME/TEAMSTERS	2,725	915	1,010		1,276	2,087		
611-0400-874.01-22	HOURLY NON-REP P.T.		0						
611-0400-874.01-31	FICA		0			932	1,410		
611-0400-874.01-32	WI RETIREMENT		0			841	1,226		
611-0400-874.01-51	MEDICAL INSURANCE		0			2,494	3,987		
611-0400-874.01-52	DENTAL INSURANCE		0			106	166		
611-0400-874.01-53	GROUP LIFE/DISAB INS		0			84	122		
611-0400-874.02-10	PROF SERVICE/CONTRACTED	3,695	6,444	7,139	16,895	3,376	8,900	16,895	0.00%
611-0400-874.02-34	SITE MAINTENANCE		0	60	1,200		300	1,200	0.00%
611-0400-874.03-40	OPERATING SUPPLIES	8,407	3,608	7,150	6,470	1,132	3,900	6,470	0.00%
611-0400-874.09-61	REALLOCATIONS	1,706	1,572	2,149					
	Subtotal:	40,823	29,414	42,988	24,565	21,612	38,440	24,565	0.00%

MAINTENANCE OF METERS

611-0400-875.01-20	HOURLY/TEAMSTERS	253		992		178			
611-0400-875.01-21	HOURLY OVERTIME/TEAMSTERS	20	101						
611-0400-875.01-31	FICA		107			13			
611-0400-875.01-32	WI RETIREMENT		0			12			
611-0400-875.01-51	MEDICAL INSURANCE		0			11			
611-0400-875.01-52	DENTAL INSURANCE		0						
611-0400-875.01-53	GROUP LIFE/DISAB INS		0			1			
611-0400-875.02-10	PROF SERVICE/CONTRACTED				500			500	0.00%
611-0400-875.03-40	OPERATING SUPPLIES	54,569	57,569	68,555	86,487	71,655	86,400	86,487	0.00%
611-0400-875.09-61	REALLOCATIONS	(40)	(16)	(110)					
	Subtotal:	54,802	57,761	69,437	86,987	71,870	86,400	86,987	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
MAINTENANCE OF HYDRANTS									
611-0400-876.01-20	HOURLY/TEAMSTERS	12,895	22,111	24,070		17,775	14,152		
611-0400-876.01-21	HOURLY OVERTIME/TEAMSTERS	35	71	229		475	42		
611-0400-876.01-22	HOURLY NON-REP P.T.								
611-0400-876.01-31	FICA		0			1,335	1,086		
611-0400-876.01-32	WI RETIREMENT		0			1,214	944		
611-0400-876.01-51	MEDICAL INSURANCE		0			4,355	3,248		
611-0400-876.01-52	DENTAL INSURANCE		0			194	151		
611-0400-876.01-53	GROUP LIFE/DISAB INS		0			116	107		
611-0400-876.02-10	PROF SERVICE/CONTRACTED	13,200	14,704	14,190	15,500	13,136	15,500	15,500	0.00%
611-0400-876.02-34	SITE MAINTENANCE				0				
611-0400-876.03-40	OPERATING SUPPLIES	1,498	2,176	6,458	5,685	7,366	5,600	5,685	0.00%
611-0400-876.09-61	REALLOCATIONS	817	1,961	1,971					
	Subtotal:	28,445	41,023	46,918	21,185	45,966	40,830	21,185	0.00%

MAINTENANCE OF MISCELLANEOUS PLANT

611-0400-878.01-20	HOURLY/TEAMSTERS								
611-0400-878.01-21	HOURLY OVERTIME/TEAMSTERS								
611-0400-878.01-31	FICA								
611-0400-878.01-32	WI RETIREMENT								
611-0400-878.01-51	MEDICAL INSURANCE								
611-0400-878.01-52	DENTAL INSURANCE								
611-0400-878.01-53	GROUP LIFE/DISAB INS								
611-0400-878.09-61	REALLOCATIONS								
	Subtotal:	0	0	0	0	0	0	0	0
	TOTAL T&D EXPENSE:	516,435	470,650	525,747	759,451	418,412	583,544	762,036	0.34%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
CUSTOMER ACCOUNTS & COLLECTIONS									
METER READING									
611-0500-902.01-20	HOURLY/TEAMSTERS	17,593	13,714	15,493		14,241	19,476		
611-0500-902.01-21	HOURLY OVERTIME/TEAMSTERS	170	54	46		114	166		
611-0500-902.01-31	FICA		0			1,048	1,503		
611-0500-902.01-32	WI RETIREMENT		0			955	1,306		
611-0500-902.01-51	MEDICAL INSURANCE		0			3,550	5,294		
611-0500-902.01-52	DENTAL INSURANCE		0			162	240		
611-0500-902.01-53	GROUP LIFE/DISAB INS		0			116	105		
611-0500-902.02-11	COMPUTER LICENSE & MAINT	714	112	112	955	723	950	960	0.52%
611-0500-902.03-40	OPERATING SUPPLIES	1,250			400		200	400	0.00%
611-0500-902.03-53	EQUIPMENT MAINTENANCE	181	352		850		350	850	0.00%
611-0500-902.09-61	REALLOCATIONS	(2,574)	(1,044)	(1,730)					
Subtotal:		17,334	13,188	13,921	2,205	20,909	29,590	2,210	0.23%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
CUSTOMER COLLECTIONS									
611-0500-903.01-20	HOURLY/NON-REPRESENTED			155					
611-0500-903.01-21	HOURLY OVERTIME/NON-REPR			55					
611-0500-903.01-22	HOURLY NON-REP P.T.	498		528	1,969			2,063	
611-0500-903.01-24	HOURLY / GENERAL UNION	34,353	34,844	34,330	36,062	22,947	37,303	33,866	(6.09%)
611-0500-903.01-25	HOURLY OVERTIME/GEN UNION	61	125	75	420	37	313	429	2.14%
611-0500-903.01-31	FICA		0		2,737	1,750	2,878	2,595	(5.19%)
611-0500-903.01-32	WI RETIREMENT		0		2,426	1,639	2,501	2,401	(1.03%)
611-0500-903.01-51	MEDICAL INSURANCE		0		10,672	6,640	10,606	9,301	(12.85%)
611-0500-903.01-52	DENTAL INSURANCE		0		677	409	621	613	(9.45%)
611-0500-903.01-53	GROUP LIFE/DISAB INS		0		388	245	375	352	(9.28%)
611-0500-903.02-11	COMPUTER LICENSE & MAINT	7,718	5,910	6,241	6,073	5,850		6,258	3.05%
611-0500-903.02-15	LEGAL SERVICES	42				238	238		
611-0500-903.02-40	REPAIR/MAINT SERV/OTHER	450	317	317	450		313	350	(22.22%)
611-0500-903.03-09	CREDIT CARD FEES	1,842	3,214	5,350	11,632	2,641	6,100	6,100	(47.56%)
611-0500-903.03-10	OFFICE SUPPLIES	132	0	306	800	251	1,000	1,200	50.00%
611-0500-903.03-13	COPY/PRINTING CHARGES	1,284	599	1,581	2,500	233	2,000	2,175	(13.00%)
611-0500-903.03-20	SUBSCRIPTION & DUES	15			0				
611-0500-903.03-30	MILEAGE/MEALS/LODGING	(2)	(2)		100			100	0.00%
611-0500-903.03-35	TRAINING	0	0	520	250			250	0.00%
611-0500-903.03-41	POSTAGE/SHIPPING	5,229	5,436	5,723	6,200	3,909	6,135	6,135	(1.05%)
611-0500-903.03-90	OTHER SUPPLIES & EXPENSE	50	110	80	150	151	400	400	166.67%
611-0500-903.08-15	COMPUTER EQUIP								
611-0500-903.09-10	TRANSFER TO GENERAL FUND	10,527	12,674	10,673	15,149		15,149	11,525	(23.92%)
611-0500-903.09-61	REALLOCATION								
Subtotal:		62,199	63,227	65,934	98,655	46,940	85,932	86,113	(12.71%)
<i>TOTAL CUSTOMER ACCTS & COLLECT.</i>		<i>79,533</i>	<i>76,415</i>	<i>79,855</i>	<i>100,860</i>	<i>67,849</i>	<i>115,522</i>	<i>88,323</i>	<i>(12.43%)</i>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
ADMINISTRATIVE & GENERAL EXPENSE									
ADMINISTRATIVE EXPENSE									
611-0500-920.01-10	SALARIED	93,751	93,129	94,827	146,394	89,265	141,297	152,002	3.83%
611-0500-920.01-20	HOURLY/NON-REPRESENTED	3		3,953	4,087	3,013	4,207	4,051	(0.88%)
611-0500-920.01-21	HOURLY OVERTIME/NON-REPR	10	87	87	380	66	63	217	(42.89%)
611-0500-920.01-22	HOURLY NON-REP P.T.	2,640	2,897	1,395	1,447	973	1,405	1,489	2.90%
611-0500-920.01-24	HOURLY/GENERAL UNION	19,478	19,492	19,629	20,473	14,517	21,175	23,949	16.98%
611-0500-920.01-25	HRLY. OVERTIME/GEN UNION	3	17	132		41	72		
611-0500-920.01-31	FICA		0		12,734	7,741	12,869	13,143	3.21%
611-0500-920.01-32	WI RETIREMENT		0		11,519	6,892	11,187	12,509	8.59%
611-0500-920.01-40	PER DIEM	6,414	0					0	
611-0500-920.01-51	MEDICAL INSURANCE		0		36,347	21,060	31,779	39,042	7.41%
611-0500-920.01-52	DENTAL INSURANCE		0		1,734	1,017	1,544	1,876	8.19%
611-0500-920.01-53	GROUP LIFE/DISAB INS		0		1,217	727	1,098	1,263	3.78%
611-0500-920.01-97	UNEMPLOYMENT			708	0				
611-0500-920.02-10	PROF SERVICE/CONTRACTED	24,030	36,759	20,215	32,600	18,899	32,600	32,600	0.00%
611-0500-920.02-11	COMPUTER LICENSE & MAINT	11,574	12,972	12,010	13,371	11,659	13,300	13,369	(0.01%)
611-0500-920.02-14	GENERAL ENGINEERING	300			0				
611-0500-920.02-15	LEGAL COUNCIL	8,874	1,532	2,086	2,200	1,347	1,500	2,200	0.00%
611-0500-920.02-17	EQUIP RENTAL/CONTRACTED	629	604	604	604	403	604	604	0.00%
611-0500-920.02-24	TELEPHONE	2,968	2,363	2,384	3,040	1,946	2,560	2,858	(5.99%)
611-0500-920.02-40	REPAIR/MAINT SERV/OTHER	87	97	103	150	50	100	150	0.00%
611-0500-920.03-10	OFFICE SUPPLIES	1,410	772	1,390	1,330	683	1,330	1,369	2.93%
611-0500-920.03-13	COPY/PRINTING CHARGES	804	839	842	985	178	860	985	0.00%
611-0500-920.03-20	SUBSCRIPTIONS & DUES	2,224	2,224	2,293	2,227	1,777	2,293	2,293	2.96%
611-0500-920.03-25	LEGAL & DISPLAY ADS	22		15	0				
611-0500-920.03-30	MILEAGE/MEALS/LODGING	2	222	1	650		120	650	0.00%
611-0500-920.03-35	TRAINING	120	860	605	1,425		680	1,425	0.00%
611-0500-920.03-41	POSTAGE/SHIPPING	1,415	1,174	1,531	1,194	1,078	1,418	1,432	19.93%
611-0500-920.03-57	CUSTODIAL/MAINTENANCE SUPPLIES				0				
611-0500-920.03-90	OTHER SUPPLIES & EXPENSE				0				
611-0500-920.03-93	MEDICAL EXAMS	3,292	1,450	1,038	1,620	999	830	1,620	0.00%
611-0500-920.03-99	CONTINGENCY FUND		0		7,500			14,512	93.49%
611-0500-920.08-15	COMPUTER EQUIP/SOFTWARE (CAP	2,455	2,309	1,880	6,764	1,411	6,764	16,028	136.96%
611-0500-920.09-61	REALLOCATION								
Subtotal:		182,505	179,799	167,728	311,992	185,742	291,655	341,636	9.50%
INSURANCE									
611-0500-924.05-10	INSURANCE (PROPERTY)	8,866	8,515	12,689	14,000		14,000	14,000	0.00%
611-0500-925.05-10	INSURANCE (GEN LIAB., W/C, ETC)	23,049	27,353	23,334	25,000	11,601	26,000	26,000	4.00%
Subtotal:		31,915	35,868	36,023	39,000	11,601	40,000	40,000	2.56%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
EMPLOYEE BENEFITS									
611-0500-926.01-10	SALARIED								
611-0500-926.01-20	HOURLY/TEAMSTERS					35,064	49,972		
611-0500-926.01-31	FICA	45,300	43,906	41,979		2,568	3,823		
611-0500-926.01-32	WI RETIREMENT	64,861	50,302	33,484		2,332	3,323		
611-0500-926.01-51	MEDICAL INSURANCE	139,058	133,816	124,103		13,892	25,157		
611-0500-926.01-52	DENTAL INSURANCE	7,467	5,773	5,657		305	472		
611-0500-926.01-53	GROUP LIFE/DISAB INS	5,577	4,464	4,584		325	505		
611-0500-926.02-10	PROF SERVICE/CONTRACTED				1,001	823	1,059	1,118	11.69%
611-0500-926.02-12	EMPLOYEE ASSISTANCE PROGRAM				366	310	355	319	(12.84%)
	Subtotal:	262,263	238,261	209,807	1,367	55,619	84,666	1,437	5.12%
REGULATORY COMMISSION EXPENSE									
611-0500-928.02-10	PROF SERVICE/CONTRACTED	4,643	7,240	4,111	4,600	5,850	4,600	5,000	8.70%
	Subtotal:	4,643	7,240	4,111	4,600	5,850	4,600	5,000	8.70%
MISCELLANEOUS & GENERAL OTHER EXPENSE									
611-0500-930.01-20	HOURLY/TEAMSTERS	11,607	7,608	8,413		12,038	14,784		
611-0500-930.01-21	OVERTIME	7,551	378	91		3,220	3,654		
611-0500-930.01-31	FICA		0			1,119	1,411		
611-0500-930.01-32	WI RETIREMENT		0			1,015	1,226		
611-0500-930.01-51	MEDICAL INSURANCE		0			3,442	4,131		
611-0500-930.01-52	DENTAL INSURANCE		0			78	98		
611-0500-930.01-53	GROUP LIFE/DISAB INS		0			113	101		
611-0500-930.03-20	SUBSCRIPTIONS & DUES								
611-0500-930.03-30	MILEAGE/MEALS/LODGING								
611-0500-930.03-35	TRAINING								
611-0500-930.03-90	OTHER SUPPLIES & EXPENSE		5						
611-0500-930.03-91	PUBLIC SERVICE & EDUCATION				500		200	500	0.00%
611-0500-930.05-40	DEPRECIATION/AMORTIZED EXP	475,856	521,453	535,497	530,000		530,000	221,408	(58.22%)
611-0500-930.05-41	DEPRECIATION - CIAC	206,516	205,253	205,234	29,063		29,063		(100.00%)
611-0500-930.06-10	PRINCIPAL				810,566		810,566	842,025	3.88%
611-0500-930.06-20	INTEREST	548,439	578,534	530,528	487,053	182,922	487,053	457,840	(6.00%)
611-0500-930.06-30	CAPITALIZED INTEREST								
611-0500-930.08-01	CAPITAL RESERVE	3,993	(3,993)		795,580	596,611		896,580	12.70%
611-0500-930.08-80	DEBT COSTS	325		(553)	507	507	507	507	0.00%
611-0500-930.09-61	REALLOCATION	1,752	706	690					
	Subtotal:	1,256,039	1,309,944	1,279,900	2,653,269	801,065	1,882,794	2,418,860	(8.83%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
MAINTENANCE OF GENERAL PLANT									
611-0500-932.02-10	PROF SERVICE/CONTRACTED								
611-0500-932.03-40	OPERATING SUPPLIES								
611-0500-932.03-53	EQUIPMENT MAINTENANCE								
611-0500-932.08-19	CAP IMPR BUILDING & LAND								
Subtotal:		0	0	0	0	0	0	0	
TRANSPORTATION EXPENSE									
611-0500-933.01-20	HOURLY/TEAMSTERS					1,371	1,950		
611-0500-933.01-21	HOURLY OVERTIME/TEAMSTERS								
611-0500-933.01-31	FICA					102	149		
611-0500-933.01-32	WI RETIREMENT					91	130		
611-0500-933.01-51	MEDICAL INSURANCE					203	308		
611-0500-933.01-52	DENTAL INSURANCE					8	11		
611-0500-933.01-53	GROUP LIFE/DISAB INS					19	22		
611-0500-933.03-30	MILEAGE/MEALS/LODGING								
611-0500-933.03-31	GASOLINE/FUEL		0		20,276	16,747	20,276	20,984	3.49%
611-0500-933.03-40	OPERATING SUPPLIES		0		1,975	1,912	1,960	1,975	0.00%
611-0500-933.03-55	VEHICLE MAINTENANCE		175		10,494	8,018	8,220	10,494	0.00%
611-0500-933.05-10	INSURANCE		0		2,350	2,635	2,635	2,800	19.15%
Subtotal:		0	175	0	35,095	31,106	35,661	36,253	3.30%
TAXES / DEPRECIATION / AMORTIZED EXPENSES									
611-0500-934.01-31	FICA								
611-0500-934.05-90	OTHER FIXED CHARGES	461,583	488,634	479,989	500,000		490,000	500,000	0.00%
611-0500-935.05-40	AMORTIZED EXP	24,020	1,138	1,138					
611-0500-935.05-42	LOSS ON RETIREMENTS								
611-0500-935.06-90	OTHER DEBT EXPENDITURES								
611-0500-935.08-80	DEBT ISSUANCE COSTS	21,767	12,289	11,442					
Subtotal:		507,370	502,061	492,569	500,000	0	490,000	500,000	0.00%
TOTAL ADMIN & GENERAL EXPENSES:		2,244,735	2,273,348	2,190,138	3,545,323	1,090,983	2,829,376	3,343,186	(5.70%)
GRAND TOTAL WATER UTILITY EXP:		4,430,946	4,503,679	4,873,170	6,126,154	2,699,250	5,190,769	5,874,327	(4.11%)
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE, & DEBT SERVICE ACCTS		3,196,142	3,202,432	3,601,911	3,473,892	1,919,717	3,334,087	3,456,474	(0.50%)

WASTEWATER UTILITY

Statement of Purpose:

The Town of Menasha Utility District Wastewater Department is responsible for the maintenance of 119.87 miles of sanitary sewer mains and services, eight lift stations, and 6.21 miles of sewage lift station force mains. The Wastewater Department is also responsible for maintaining relationships with the two receiving treatment plant managers to ensure compliance with contract ordinances.

Program Description:

The Wastewater Department evaluates, monitors, and maintains the sanitary sewer collection system, lift stations, and force mains. The Wastewater Superintendent works with the Utility Commission, Administrator, and engineers to evaluate annual construction projects to extend, repair, and replace sanitary sewer mains and associated collection system utility plants. The department personnel routinely schedules sewer main cleanings, evaluates and directs lateral repairs and works with commercial and industrial clients to reduce excessive loadings to the wastewater treatment plants, through the Industrial Surcharge Program.

2013 Program Accomplishments:

- 1 Ensured compliance with the Sand and Oil Interceptor/Grease Trap Cleaning Records Program
- 2 Televised mains and laterals for I & I (Inflow and Infiltration)
- 3 Continued education for personnel: Classes in Confined Space Entry, Programmable Logic Control troubleshooting, electrical classes and monthly safety meetings with the Water Department
- 4 Toured several industries for wastewater discharge inspection
- 5 Grouted sanitary sewer mains and laterals to eliminate I & I into the sanitary sewer
- 6 Installed 20 chimney seals (Flex-Seal)
- 7 Excavated and repaired 10 sanitary laterals to eliminate leaks
- 8 Repaired 30 manholes
- 9 Inspected 25% of the 2,364 manholes on the collection system
- 10 Established an A+ rating on our DNR CMAR (Compliance Maintenance Annual Report)
- 11 Facilitated regional pre-treatment programs with regional treatment plant management
- 12 Sewer reconstruction: Gordon Street, Lakeshore Drive to Racine Street
- 13 Sewer reconstruction: Lakeview Lane, Gordon Street to Olde Midway Road
- 14 Sewer reconstruction: Sunset Lane, Gordon Street to Lakeview Lane
- 15 Sewer reconstruction: Dunning Street, Olde Midway Road to Gordon Street
- 16 Sewer reconstruction: Southwood Drive, Wilson Avenue to Valley Road
- 17 New pilot program for lateral replacements during sewer reconstruction, with 104 laterals replaced
- 18 Cleaned 25% of sanitary sewer system

2014 Program Goals & Objectives:

- 1 Continue televising mains for I & I to evaluate needed repairs or replacements of mains
- 2 Continue facility tours and Industrial Surcharge Program
- 3 Continue education and safety programs
- 4 Continue installing 20 chimney seals per year (Flex Seal)

2014 Program Goals & Objectives: (cont.)

- 5 Continue map updating on East & West Sides with GPS units, forwarding information to McMahan Engineering for entry into GIS mapping system
- 6 Continue sewer cleaning program
- 7 Continue televising laterals to evaluate and schedule necessary repairs or replacements
- 8 Continue to inspect 25% of 2,364 manholes per year
- 9 Continue grouting program to eliminate I & I
- 10 Continue manhole repairs
- 11 Sewer reconstructions:
 - Fatima Street - Airport Road to Midway Road
 - Green Street - Mission Street to Fatima Street
 - Mission Street - Midway Road to Terrace Avenue
 - Terrace Avenue - Earl Street to Fatima Street

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
612-5300-420.01-00	SPECIAL ASSESSMENT REVENUE	(11,880)	28,827	92,307	50,000	309,525	50,000	50,000	0.00%
612-5300-431.09-00	MISC FEDERAL GRANTS								
612-5300-432.09-00	MISC STATE GRANTS								
612-5300-440.03-14	PERMITS	1,820	1,340	1,420	1,400	1,275	1,500	1,400	0.00%
612-5300-464.04-00	INTERCEPTOR IMPACT FEE	14,483							
612-5300-464.05-01	E. SAC CONNECTION FEE	17,472	5,841	13,996	5,000	265	265	5,000	0.00%
612-5300-464.05-02	W. SAC CONNECTION FEE	49,851	9,856	10,752	50,000	15,681	16,577	50,000	0.00%
612-5300-465.01-00	MEASURED SERVICE REVENUE	2,539,288	2,862,434	3,169,528	3,321,187	2,044,815	3,245,738	3,245,738	(2.27%)
612-5300-465.02-00	INDUSTRIAL SURCHARGES	60,827	86,935	77,194	60,000	54,241	80,000	72,000	20.00%
612-5300-465.03-00	PENALTIES/FEES	25,760	26,682	24,696	26,000	12,941	25,882	26,000	0.00%
612-5300-480.01-00	INTEREST	191,400	110,168	60,625	40,000	(10,789)	30,000	40,000	0.00%
612-5300-480.01-01	CAPITALIZED INTEREST								
612-5300-480.02-01	SALE OF EQUIP & VEHICLES			60,000	3,000	350	350		(100.00%)
612-5300-480.05-01	DEFERRAL FEE (SHADY - CB)	505	505	505	505		588	588	16.44%
612-5300-480.05-01	DEFERRAL FEE (CB - IRISH)	4,117	4,117	4,117	4,117				(100.00%)
612-5300-480.09-00	MISC OPERATING REVENUE	2,975	25,144	284,684	2,000	43,468	47,000	2,000	0.00%
612-5300-480.10-01	DEVELOPER CONTRIBUTIONS REV.		110,450						
612-5300-480.10-03	GRANTS								
612-5300-491.03-01	TRANSFER FROM DEBT SERV FUND	16,433	15,772	14,730	15,500		14,000	12,500	(19.35%)
612-5300-492.01-00	TRANSFER FROM DEPRECIATION				1,146,000			926,739	(19.13%)
612-5300-492.09-00	TRANSFER FROM FUND BALANCE								
612-5300-492.04-00	PRIOR YEAR CARRYOVER								
612-5300-493.01-00	PROCEEDS FROM DEBT								
	TOTAL REVENUES	2,913,051	3,288,071	3,814,554	4,724,709	2,471,772	3,511,900	4,431,965	(6.20%)

CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Sewer

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 110 000	SALARIED	130,007	129,925	128,272	146,046	92,872	140,939	147,153	0.76%
xxxx 120 000	HOURLY/TEAMSTERS & Non-Rep	178,249	155,278	172,009	174,978	118,264	171,497	179,026	2.31%
xxxx 121 000	HOURLY OT/TEAMSTERS & Non-Rep	7,921	1,864	1,629	8,079	1,369	1,075	8,091	0.15%
xxxx 122 000	HOURLY/NON-REPR/PT	8,184	6,801	5,554	8,370	5,104	4,192	8,701	3.95%
xxxx 124 000	HOURLY/GENERAL UNION	53,738	54,333	53,959	56,535	37,463	58,478	57,815	2.26%
xxxx 125 000	HRLY. OVERTIME/GEN UNION	64	143	207	420	133	385	429	2.14%
xxxx 140 000	PER DIEM	6,414	0	317	0	0	0	0	
	Salary/Wages/Per Diem Subtotal	384,577	348,344	361,947	394,428	255,205	376,566	401,215	1.72%
xxxx 131 000	FICA	26,849	26,071	26,659	29,056	18,697	28,807	29,529	1.63%
xxxx 132 000	WI RETIREMENT	38,534	31,240	20,915	25,816	16,513	25,041	27,600	6.91%
xxxx 151 000	MEDICAL INSURANCE	81,566	84,818	70,543	79,155	51,156	78,879	79,446	0.37%
xxxx 152 000	DENTAL INSURANCE	4,681	3,901	3,950	4,409	2,617	3,922	4,444	0.79%
xxxx 153 000	GROUP LIFE/DISAB INS	3,274	2,858	2,995	3,160	1,956	2,662	3,143	(0.54%)
xxxx 197 000	UNEMPLOYMENT COMP	0	0	708	0	0	0	0	
	Benefit Subtotal	154,904	148,888	125,770	141,596	90,939	139,311	144,162	1.81%
xxxx 210 000	PROF SERVICE/CONTRACTED	127,997	61,486	41,091	86,765	76,590	92,009	96,700	11.45%
xxxx 211 000	COMPUTER LICENSE & MAINT	14,832	14,421	13,791	16,079	13,453	14,865	16,692	3.81%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	278	287	295	305	192	192	200	(34.43%)
xxxx 214 000	ENGINEERING	20,582	6,847	19,122	20,000	12,846	20,000	20,000	0.00%
xxxx 215 000	LEGAL COUNSEL	1,493	1,624	400	2,000	1,728	2,000	2,000	0.00%
xxxx 217 000	EQUIP RENTAL/CONTRACTED	629	604	604	604	403	604	604	0.00%
	Contracted Services Subtotal	165,811	85,269	75,303	125,753	105,212	129,670	136,196	8.30%
xxxx 221 000	ELECTRICITY	34,263	36,153	30,846	37,000	28,561	37,000	37,000	0.00%
xxxx 222 000	NATURAL GAS	3,842	3,819	2,788	6,500	2,673	5,800	5,800	(10.77%)
xxxx 223 000	SEWER & WATER	611	644	676	750	519	750	750	0.00%
xxxx 224 000	TELEPHONE	6,837	6,993	6,797	9,176	5,162	9,176	9,176	0.00%
xxxx 226 000	GARBAGE COLLECTION	0	0	0	0	0	0	0	
xxxx 229 000	ALARM SYSTEMS	0	0	0	0	0	0	0	
	Utilities Subtotal	45,553	47,609	41,107	53,426	36,915	52,726	52,726	(1.31%)

EXPENDITURES: (cont.)

ACCOUNT
NUMBER

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 234 000	SITE MAINTENANCE	0	0	0	0	0	0	0	
xxxx 240 000	REPAIR/MAINT SERV/OTHER	537	30,746	4,090	20,600	4,897	20,500	20,600	0.00%
xxxx 241 000	BUILDING REPAIR & MAINT	0	0	635	1,200	143	1,200	1,200	0.00%
xxxx 246 000	UNIFORM RENTAL	1,680	1,605	1,813	1,800	1,392	1,800	1,800	0.00%
	Subtotal	2,217	32,351	6,538	23,600	6,432	23,500	23,600	0.00%
xxxx 309 000	CREDIT CARD FEES	1,842	3,214	5,342	11,632	2,639	6,100	6,100	(47.56%)
xxxx 310 000	OFFICE SUPPLIES	864	669	1,138	1,650	857	1,650	2,050	24.24%
xxxx 313 000	PRINTING	1,284	598	1,002	2,500	233	2,000	2,175	(13.00%)
xxxx 320 000	SUBSCRIPTIONS & DUES	227	196	299	400	139	400	400	0.00%
xxxx 325 000	LEGAL & DISPLAY ADS	0	0	15	0	0	0	0	
xxxx 330 000	MILEAGE/MEALS/LODGING	0	1,153	1	1,630	0	1,550	1,550	(4.91%)
xxxx 331 000	GASOLINE/FUEL	8,090	9,413	10,491	10,000	7,874	10,000	10,000	0.00%
xxxx 335 000	TRAINING	200	1,865	303	3,975	87	3,900	3,975	0.00%
xxxx 340 000	OPERATING SUPPLIES	1,101,287	1,056,122	994,232	993,657	641,322	993,657	1,038,838	4.55%
xxxx 341 000	POSTAGE/SHIPPING	5,234	5,446	5,778	6,200	3,971	6,135	6,135	(1.05%)
xxxx 346 000	CLOTHING/UNIFORM ALLOW	600	302	445	450	150	450	450	0.00%
	Operating Supplies Subtotal	1,119,628	1,078,978	1,019,046	1,032,094	657,272	1,025,842	1,071,673	3.83%
xxxx 353 000	EQUIPMENT MAINTENANCE	34	0	0	0	0	0	0	
xxxx 355 000	VEHICLE MAINTENANCE	4,500	5,888	5,916	8,000	2,644	8,000	8,000	0.00%
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP								
	Asset Maint. Supplies Subtotal	4,534	5,888	5,916	8,000	2,644	8,000	8,000	0.00%
xxxx 390 000	OTHER SUPPLIES & EXPENSE	0	0	0	150	0	150	150	0.00%
xxxx 393 000	MEDICAL EXAMS	366	660	1,169	750	678	857	750	0.00%
xxxx 399 000	CONTINGENCY FUND	0	0	0	5,000	0	0	13,842	176.84%
xxxx 510 000	INSURANCE	19,609	22,584	25,226	28,500	10,233	28,500	28,500	0.00%
xxxx 530 000	RENT	14,760	14,760	14,760	14,760	0	14,760	14,760	0.00%
xxxx 531 000	METER EXPENSE	154,727	152,552	163,461	180,000	0	180,000	180,000	0.00%
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	372,745	372,416	398,205	341,866	0	400,000	175,677	(48.61%)
xxxx 541 000	DEPRECIATION-CIAC	26,777	27,419	27,902	0	0	27,500	0	
xxxx 542 000	LOSS ON RETIREMENTS	0	0	0	0	0	0	0	
xxxx 590 000	OTHER FIXED CHARGES	10,045	10,395	10,749	11,000	0	0	0	(100.00%)
	Subtotal	599,029	600,786	641,472	582,026	10,911	651,767	413,679	(28.92%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
xxxx 610 000	PRINCIPAL	0	0	0	437,695	0	437,695	454,308	3.80%
xxxx 620 000	INTEREST	238,368	222,888	197,067	172,983	59,996	172,983	158,355	(8.46%)
xxxx 630 000	CAPITALIZED INTEREST	0	0	0	0	0	0	0	
xxxx 690 000	OTHER DEBT EXPENDITURES	641,911	631,915	574,543	555,995	349,160	555,995	615,559	10.71%
xxxx 801 000	CAPITAL RESERVE	3,993	3,007	0	1,175,200	664,437	0	930,939	(20.78%)
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	2,990	2,114	2,066	6,764	1,560	6,764	10,028	48.26%
	Capital Investments Subtotal	887,262	859,924	773,676	2,348,637	1,075,153	1,173,437	2,169,189	(7.64%)
xxxx 880 000	DEBT ISSUANCE COSTS	6,317	4,898	3,956	0	61	61	0	
xxxx 881 000	AMORTIZATION EXP ON LOSS	8,709	0	0	0	0	0	0	
xxxx 890 000	DEBT DISCOUNT	0	0	0	0	0	0	0	
xxxx 910 000	REALLOCATIONS	10,527	12,674	10,673	15,149	0	15,149	11,525	(23.92%)
	Debt Service Subtotal	25,553	17,572	14,629	15,149	61	15,210	11,525	(23.92%)
	TOTAL EXPENDITURES	3,389,068	3,225,609	3,065,404	4,724,709	2,240,744	3,596,029	4,431,965	(6.20%)

NOTES:

- 1 **612-5300-464.04-00 Interceptor Impact Fees and 612-5300-464.05-01 & 612-5300-464.05-02 SAC Fees**
 Interceptor Impact Fees and East and West SAC fees are collected; however, these funds are held and restricted to their use in accordance with the respective ordinance which authorizes the fees. Each year a portion of the SAC fees are designated as revenue to fund the cost billed for capital expense at the two wastewater treatment plants.
- 2 **612-5300-465.01-00 Measured Service Revenue**
 Assumes No Sewer Rate Increase
- 3 Lateral repair revenue is collected as a portion of the user fee billed and included in the revenue source, measured service.
- 4 Administrator 30% UD - 55% Town - 15% Storm Water
- 5 Director of Finance 35% UD - 50% Town - 15% Storm Water
- 6 Director of Community Development 10% UD - 60% Town - 30% Storm Water
- 7 Building Inspector 5% UD - 90% Town - 5% Storm Water
- 8 Building Inspector Assistant 15% UD - 73% Town - 12% Storm Water
- 9 Assistant Planner 5% UD - 65% Town - 30% Storm Water
- 10 Administrative Assistant 10% UD - 85% Town - 5% Storm Water
- 11 Clerk 20% UD - 70% Town - 10% Storm Water
- 12 Deputy Clerk 10% UD - 85% Town - 5% Storm Water
- 13 Network Administrator 20% UD - 70% Town - 10% Storm

NOTES: (cont.)

- 14 PC/Network Technician 20% UD - 70% Town - 10% Storm
- 15 Information Technician 20% UD - 70% Town - 10% Storm Water
- 16 Finance Clerk Receptionist/Seasonal Clerk 50% UD - 25% Town - 25% Storm Water
- 17 Accounts Manager 35% UD - 50% Town - 15% Storm Water
- 18 Account Technicians 20% UD - 70% Town - 10% Storm Water
- 19 Billing Specialist 67% UD - 33% Storm Water
- 20 200 hours OT (Laborers) 54 call-in hours
- 21 Seasonal laborer, 599 hours @ \$8.75
- 22 **612-5300-701.03-30 General Operations - Miles, Meals, Lodging**
WWOA Annual Conference, 4 Regional Meetings.
- 23 **612-5300-701.03-35 General Operations, Training**
Confined Space Entry – 3 employees
4 WWOA Regional Meetings - Superintendent
Electrical training/PLC training
- 24 **612-5300-701.03-40 General Operations, Operating Supplies**
Odor chemicals for 8 lift stations & other supplies.
- 25 **612-5300-701.08-01 Capital Reserve**
#Fatima Street - Airport Road to Midway Road - \$518,188
#Green Street - Mission Street to Fatima Street - \$98,463
#Mission Street - Midway Road to Terrace Avenue - \$113,438
#Terrace Avenue - Earl Street to Fatima Street - \$196,650
Sealcoat parking lots:
Brighton Beach Lift Station #1, Hwy 150 Lift Station #9, Lakeshore Drive & Frances Street Lift Station #2, and 660 Airport Road Parking Lot - \$4,200

#Funded with Depreciation Funds
- 26 **612-5300-703.02-10 Prof. Service/Contracted**
This account includes backflow preventer valve installations and sewer main grouting & repairs (detected during 2013 televising program), including flex seal manholes after sanitary sewer reconstruction. The Lateral Repair Costs were moved to a new account in 2011 (612-5300-703.02-40)
- 27 **612-5300-703.02-14 Maint. Coll. System – General Engineering**
Updating Utility books, maps and SCADA annual maintenance, distribution system mapping upgrades, includes work for the GPS project of \$15,000
- 28 **612-5300-703.02-40 Lateral Repairs, Repair/Maintenance/Other**
Lateral inspections and repairs - \$20,000
- 29 **612-5300-703.03-40 Maint. Coll. System – Operating Supplies**
Castings, riser rings, Davies Water Products and Flex Seal - Underground Utility Specialties
- 30 **612-5300-705.02-17 Office Expenses, Equip. Rental/Contracted**
Copier rental

NOTES: (cont.)

- 31 **612-5300-705.02-24 Telephone**
Includes a T-1 line to the Airport Road Maintenance Garage
- 32 **612-5300-705.02-40 Office Expenses, Maintenance/Other**
Copier Maintenance
- 33 **612-5300-705.03-20 Office Contracts/Expenses, Subscriptions & Dues**
WEF Membership, Waste News (2 year subscription), Sam's Club, Administrative Professional Newsletter and Post Crescent
- 35 **612-5300-705.03-35 Office, Training:**
Midwest HUG Conference (Out of State) for UD Admin. Asst., Misc Training such as GIS & HTE Training (Inventory) for UD Admin. Asst., Financial or Customer Service training (finance), and in-house HTE training plan
- 35 **612-5300.705.03-41 Utility Billing Software Maint., Postage & Shipping:**
Utility bills and misc. postage

DETAIL OF EXPENDITURES - Sewer

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
GENERAL OPERATIONS - 701									
612-5300-701.01-10	SALARIED								
612-5300-701.01-20	HOURLY/TEAMSTERS & Non-Rep	71,648	53,285	55,967		36,266	55,777		
612-5300-701.01-21	HOURLY OT/TEAMSTERS & Non-Rep	6,065		273		148	203		
612-5300-701.01-22	HOURLY PART-TIME	967	880	941	2,480	884	372	2,621	5.69%
612-5300-701.01-31	FICA	3,552	4,297	3,952	190	2,679	4,311	201	5.79%
612-5300-701.01-32	WI RETIREMENT	5,197	5,088	3,173		2,396	3,747		
612-5300-701.01-51	MEDICAL INSURANCE	15,602	18,169	13,113		8,393	13,120		
612-5300-701.01-52	DENTAL INSURANCE	844	865	761		478	754		
612-5300-701.01-53	GROUP LIFE/DISAB INS	436	557	544		324	457		
612-5300-701.02-10	PROF SERVICE/CONTRACTED	14,541		45	900				(100.00%)
612-5300-701.02-14	GENERAL ENGINEERING	300							
612-5300-701.02-21	ELECTRICITY	288							
612-5300-701.02-22	NATURAL GAS	806	619	503	1,500	474	800	800	(46.67%)
612-5300-701.02-23	SEWER & WATER	611	644	676	750	519	750	750	0.00%
612-5300-701.02-24	TELEPHONE	3,208	4,790	4,879	6,840	3,667	6,840	6,840	0.00%
612-5300-701.02-26	GARBAGE COLLECTION								
612-5300-701.02-29	ALARM SYSTEMS								
612-5300-701.02-34	SITE MAINTENANCE								
612-5300-701.02-41	BUILDING REPAIR & MAINTENANCE			635	1,200	143	1,200	1,200	0.00%
612-5300-701.02-46	UNIFORM RENTAL	1,680	1,605	1,813	1,800	1,392	1,800	1,800	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
612-5300-701.03-20	SUBSCRIPTIONS & DUES			40					
612-5300-701.03-30	MILEAGE/MEALS/LODGING		1,150		1,150		1,150	1,150	0.00%
612-5300-701.03-31	GASOLINE/FUEL	8,090	9,413	10,491	10,000	7,874	10,000	10,000	0.00%
612-5300-701.03-35	TRAINING	200	1,757	303	3,000	87	3,000	3,000	0.00%
612-5300-701.03-40	OPERATING SUPPLIES	11,894	6,563	8,130	17,000	6,927	17,000	17,000	0.00%
612-5300-701.03-46	CLOTHING/UNIFORM ALLOW	600	302	445	450	150	450	450	0.00%
612-5300-701.03-53	EQUIPMENT MAINTENANCE	34							
612-5300-701.03-55	VEHICLE MAINTENANCE	4,500	5,888	5,916	8,000	2,644	8,000	8,000	0.00%
612-5300-701.03-90	OTHER SUPPLIES & EXPENSE				150		150	150	0.00%
612-5300-701.03-93	MEDICAL EXAMS	366	660	1,053	750	571	750	750	0.00%
612-5300-701.05-10	INSURANCE	19,609	22,584	25,226	28,500	10,233	28,500	28,500	0.00%
612-5300-701.05-31	METER EXPENSE	154,727	152,552	163,461	180,000		180,000	180,000	0.00%
612-5300-701.05-40	DEPRECIATION/AMORTIZED EXP	372,745	372,416	398,205	341,866		400,000	175,677	(48.61%)
612-5300-701.05-41	DEPRECIATION-CIAC	26,777	27,419	27,902			27,500		
612-5300-701.05-42	LOSS ON RETIREMENTS								
612-5300-701.05-90	OTHER FIXED CHARGES	10,045	10,395	10,749	11,000				(100.00%)
612-5300-701.06-10	PRINCIPAL				437,695		437,695	454,308	3.80%
612-5300-701.06-20	INTEREST	238,368	222,888	197,067	172,983	59,996	172,983	158,355	(8.46%)
612-5300-701.06-30	CAPITALIZED INTEREST								
612-5300-701.08-01	CAPITAL RESERVE	3,993	3,007		1,175,200	664,437		930,939	(20.78%)
612-5300-701.08-80	DEBT ISSUANCE COSTS	6,317	4,898	3,956		61	61		
612-5300-701.08-81	AMORTIZATION EXP ON LOSS	8,709							
612-5300-701.08-90	DEBT DISCOUNT								
SUBTOTAL		992,719	932,691	940,219	2,403,404	810,743	1,377,370	1,982,491	(17.51%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
LIFT STATION PUMPING EQUIPMENT - 702									
612-5300-702.01-10	SALARIED								
612-5300-702.01-20	HOURLY/TEAMSTERS & Non-Rep	49,851	48,220	54,331	58,306	37,535	58,789	59,623	2.26%
612-5300-702.01-21	HOURLY OT/TEAMSTERS & Non-Rep	397	1,020	789	2,345	969	647	2,399	2.30%
612-5300-702.01-22	HOURLY PART TIME	1,584	944	858	1,532	680	594	1,532	0.00%
612-5300-702.01-31	FICA	3,820	3,671	4,110	4,520	2,878	4,592	4,622	2.26%
612-5300-702.01-32	WI RETIREMENT	5,440	4,456	3,264	4,033	2,561	3,992	4,342	7.66%
612-5300-702.01-51	MEDICAL INSURANCE	15,814	14,637	12,114	17,744	8,548	14,425	17,688	(0.32%)
612-5300-702.01-52	DENTAL INSURANCE	877	693	815	853	515	841	853	0.00%
612-5300-702.01-53	GROUP LIFE/DISAB INS	461	490	490	518	333	522	518	0.00%
612-5300-702.02-10	PROF SERVICE/CONTRACTED	1,276	1,320	7,128	11,000	9,158	18,000	11,000	0.00%
612-5300-702.02-14	GENERAL ENGINEERING								
612-5300-702.02-21	ELECTRICITY	33,975	36,153	30,846	37,000	28,561	37,000	37,000	0.00%
612-5300-702.02-22	NATURAL GAS	3,036	3,200	2,285	5,000	2,199	5,000	5,000	0.00%
612-5300-702.03-20	SUBSCRIPTIONS & DUES								
612-5300-702.03-40	OPERATING SUPPLIES	4,081	4,107	2,807	12,000	5,345	12,000	12,000	0.00%
SUBTOTAL		120,612	118,911	119,837	154,851	99,282	156,402	156,577	1.11%

MAINTENANCE OF COLLECTION SYSTEM - 703

612-5300-703.01-10	SALARIED								
612-5300-703.01-20	HOURLY/TEAMSTERS & Non-Rep	56,750	53,773	57,755	112,585	41,965	52,724	115,352	2.46%
612-5300-703.01-21	HOURLY OT/TEAMSTERS & Non-Rep	1,368	757	480	5,354	186	162	5,475	2.26%
612-5300-703.01-22	HOURLY PART TIME	2,494	2,080	2,360	942	2,567	1,821	996	5.73%
612-5300-703.01-31	FICA	4,674	4,132	4,424	8,759	3,229	4,185	8,979	2.51%
612-5300-703.01-32	WI RETIREMENT	6,274	4,788	3,446	7,843	2,803	3,638	8,458	7.84%
612-5300-703.01-51	MEDICAL INSURANCE	17,220	16,607	14,647	24,940	11,819	16,893	24,838	(0.41%)
612-5300-703.01-52	DENTAL INSURANCE	960	775	779	1,706	558	723	1,706	0.00%
612-5300-703.01-53	GROUP LIFE/DISAB INS	808	468	497	1,036	334	361	1,036	0.00%
612-5300-703.02-10	PROF SERVICE/CONTRACTED	100,831	47,064	23,540	60,000	54,600	60,000	70,000	16.67%
612-5300-703.02-14	GENERAL ENGINEERING	20,219	6,847	19,122	20,000	12,846	20,000	20,000	0.00%
612-5300-703.02-34	SITE MAINTENANCE								
612-5300-703.02-40	REPAIR/MAINT SERV/OTHER (LATERAL)		30,332	3,670	20,000	4,847	20,000	20,000	0.00%
612-5300-703.03-40	OPERATING SUPPLIES	9,237	5,939	1,726	16,000	1,903	16,000	16,000	0.00%
SUBTOTAL		220,835	173,562	132,446	279,165	137,657	196,507	292,840	4.90%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
REGIONAL TREATMENT EXPENSES - 704									
612-5300-704.03-40	OPERATING SUPPLIES	1,076,075	1,039,513	981,569	948,657	627,147	948,657	993,838	4.76%
612-5300-704.06-90	OTHER DEBT EXPENDITURES	641,911	631,915	574,543	555,995	349,160	555,995	615,559	10.71%
	SUBTOTAL	1,717,986	1,671,428	1,556,112	1,504,652	976,307	1,504,652	1,609,397	6.96%

OFFICE EXPENSES - 705

612-5300-705.01-10	SALARIED	130,007	129,925	128,272	146,046	92,872	140,939	147,153	0.76%
612-5300-705.01-20	HOURLY/TEAMSTERS & Non-Rep	0		3,956	4,087	2,498	4,207	4,051	(0.88%)
612-5300-705.01-21	HOURLY OT/TEAMSTERS & Non-Rep	91	87	87	380	66	63	217	(42.89%)
612-5300-705.01-22	HOURLY/NON-REPR/PT	3,139	2,897	1,395	3,416	973	1,405	3,552	3.98%
612-5300-705.01-24	HOURLY/GENERAL UNION	53,738	54,333	53,959	56,535	37,463	58,478	57,815	2.26%
612-5300-705.01-25	HRLY. OVERTIME/GEN UNION	64	143	207	420	133	385	429	2.14%
612-5300-705.01-31	FICA	14,803	13,971	14,173	15,587	9,911	15,719	15,727	0.90%
612-5300-705.01-32	WI RETIREMENT	21,623	16,908	11,032	13,940	8,753	13,664	14,800	6.17%
612-5300-705.01-40	PER DIEM	6,414		317	0			0	
612-5300-705.01-51	MEDICAL INSURANCE	32,930	35,405	30,669	36,471	22,396	34,441	36,920	1.23%
612-5300-705.01-52	DENTAL INSURANCE	2,000	1,568	1,595	1,850	1,066	1,604	1,885	1.89%
612-5300-705.01-53	GROUP LIFE/DISAB INS	1,569	1,343	1,464	1,606	965	1,322	1,589	(1.06%)
612-5300-705.01-97	UNEMPLOYMENT			708	0				
612-5300-705.02-10	PROF SERVICE/CONTRACTED	11,349	13,102	10,378	14,865	12,832	14,009	15,700	5.62%
612-5300-705.02-11	COMPUTER LICENSE & MAINT	14,832	14,421	13,791	16,079	13,453	14,865	16,692	3.81%
612-5300-705.02-12	EMPLOYEE ASSISTANCE PROGR	278	287	295	305	192	192	200	(34.43%)
612-5300-705.02-14	GENERAL ENGINEERING	63							
612-5300-705.02-15	LEGAL COUNCIL	1,493	1,624	400	2,000	1,728	2,000	2,000	0.00%
612-5300-705.02-17	EQUIP RENTAL/CONTRACTED	629	604	604	604	403	604	604	0.00%
612-5300-705.02-24	TELEPHONE	3,629	2,203	1,918	2,336	1,495	2,336	2,336	0.00%
612-5300-705.02-40	REPAIR/MAINT SERV/OTHER	537	414	420	600	50	500	600	0.00%
612-5300-705.03-09	CREDIT CARD FEES	1,842	3,214	5,342	11,632	2,639	6,100	6,100	(47.56%)
612-5300-705.03-10	OFFICE SUPPLIES	864	669	1,138	1,650	857	1,650	2,050	24.24%
612-5300-705.03-13	COPY/PRINTING CHARGES	1,284	598	1,002	2,500	233	2,000	2,175	(13.00%)
612-5300-705.03-20	SUBSCRIPTIONS & DUES	227	196	259	400	139	400	400	0.00%
612-5300-705.03-25	LEGAL & DISPLAY ADS			15					
612-5300-705.03-30	MILEAGE/MEALS/LODGING	0	3	1	480		400	400	(16.67%)
612-5300-705.03-35	TRAINING	0	108		975		900	975	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD 9/30/2013	2013 PROJ	2014 BUDGET	% Change 2013/2014
612-5300-705.03-41	POSTAGE/SHIPPING	5,234	5,446	5,778	6,200	3,971	6,135	6,135	(1.05%)
612-5300-705.03-57	CUSTODIAL/MAINTENANCE SUP								
612-5300-705.03-90	OTHER SUPPLIES & EXPENSE								
612-5300-705.03-93	MEDICAL EXAMS			116		107	107		
612-5300-705.03-99	CONTINGENCY FUND				5,000			13,842	176.84%
612-5300-705.05-30	RENT	14,760	14,760	14,760	14,760		14,760	14,760	0.00%
612-5300-705.08-15	COMPUTER EQUIP/SOFTWARE	2,990	2,114	2,066	6,764	1,560	6,764	10,028	48.26%
612-5300-705.09-10	TRANSFER TO GENERAL FUND	10,527	12,674	10,673	15,149		15,149	11,525	(23.92%)
	SUBTOTAL	336,916	329,017	316,790	382,637	216,755	361,098	390,660	2.10%
GRAND TOTAL WASTEWATER UTILITY EXP:		3,389,068	3,225,609	3,065,404	4,724,709	2,240,744	3,596,029	4,431,965	(6.20%)
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE,		2,747,185	2,599,879	2,442,230	2,596,965	1,516,311	2,557,851	2,712,686	4.46%

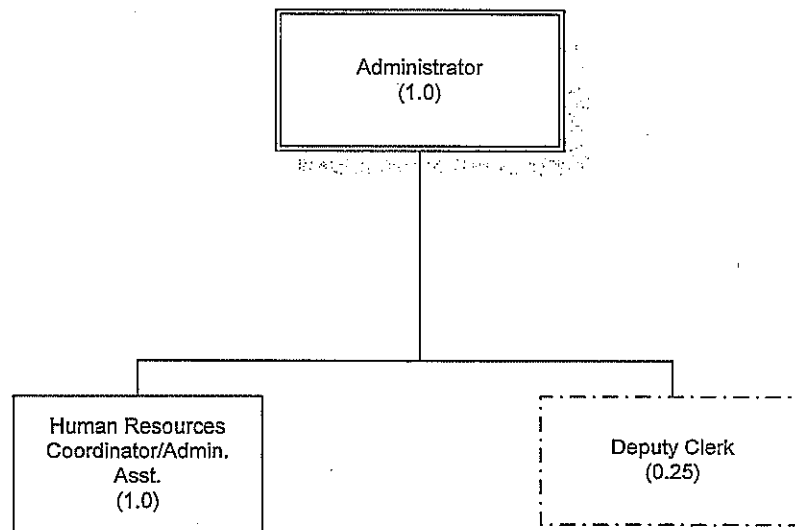
2014 TOWN OF MENASHA STAFFING REPORT

Full Time Equivalent Employees

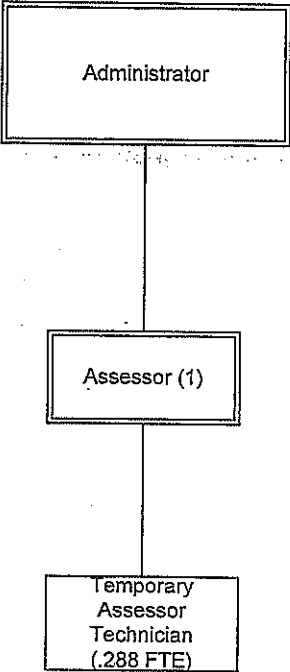
(excludes elected officials)

ADMINISTRATION		FIRE		POLICE - (cont'd)	
Town Administrator	1	Fire Chief	1	Crossing Guards	.519
HR Coordinator/Admin. Assistant	1	Deputy Fire Chief/Marshal	1	G.R.E.A.T. Counselors	0
Deputy Clerk	0.25				
ASSESSING		Division Chief of Training	1	STREET DEPT	
Town Assessor	1	Public Fire & Life Safety Edu	1	Street Superintendent	1
Temporary Assessor Tech	0.288	Firefighters	9.675	Asst. Street Superintendent	1
CLERK/ELECTION		Data Entry	0.05	Laborers	6.872
Town Clerk	1	Co-Op Student	0	Custodian	1
Deputy Clerk	0.5	MUNICIPAL COURT		Secretary	1
Temporary Clerical	0.173	Municipal Court Manager	1	INFORMATION TECHNOLOGY	
Maximum of 52 Poll workers		PARK & RECREATION		Network Administrator	1
COMMUNITY DEVELOPMENT		Director of Parks & Recreation	1	PC Network Technician	1
Director of Community Development	1	Park Foreman	0	UTILITY DEPARTMENT	
Associate Planner	1	Park Laborers/Seasonal Laborers	5.635	Water Superintendent	1
Building Inspector	1	Customer Service Assistant	0.658	Foreman	1
Building Inspector Assistant	1	Recreation Supervisor	1	Plant Operator	2
CD/Assessor Technical Assistant	0	Custodian	0.275	Laborers	4.288
Community Development Intern	0.192	Seasonal Leaders & Instructors	0.657	Administrative Assistant	1
FINANCE		Urban Forestry Intern	0	Wastewater Superintendent	1
Finance Director	1	POLICE		Lift Station Operator	1
Account Manager	1	Police Chief	1	Collection System Laborer	2.288
Account Technician I	1	Lieutenants	6		
Account Technician II	1	Officers	19		
Billing Specialist	1	Administrative Assistant	0.75		
Finance Clerk/Receptionist	1	Communication Technicians	5.625		
Seasonal Clerks	0.672				
				TOTAL: 99.36755 FTEs	

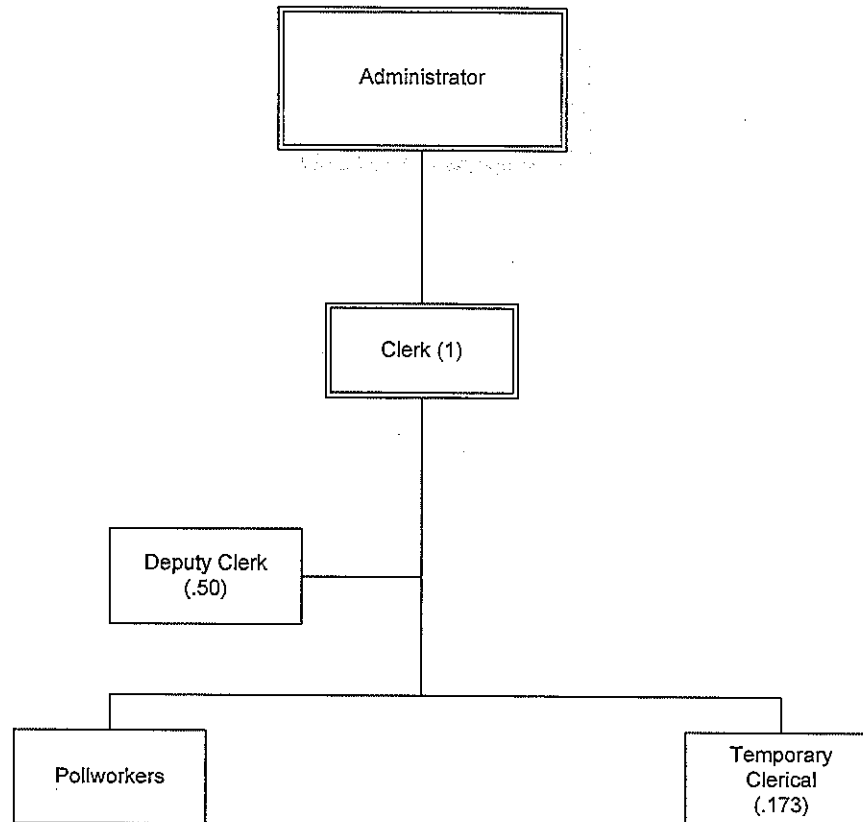
Administrator



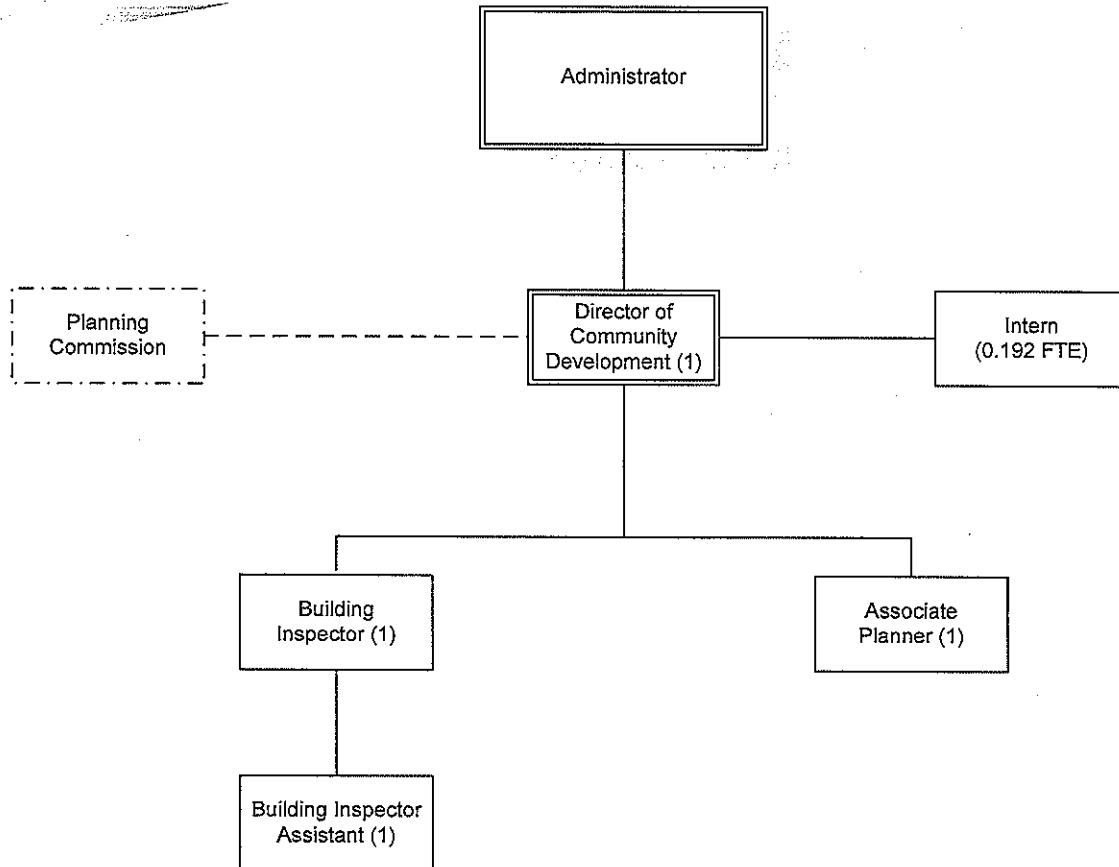
Assessing



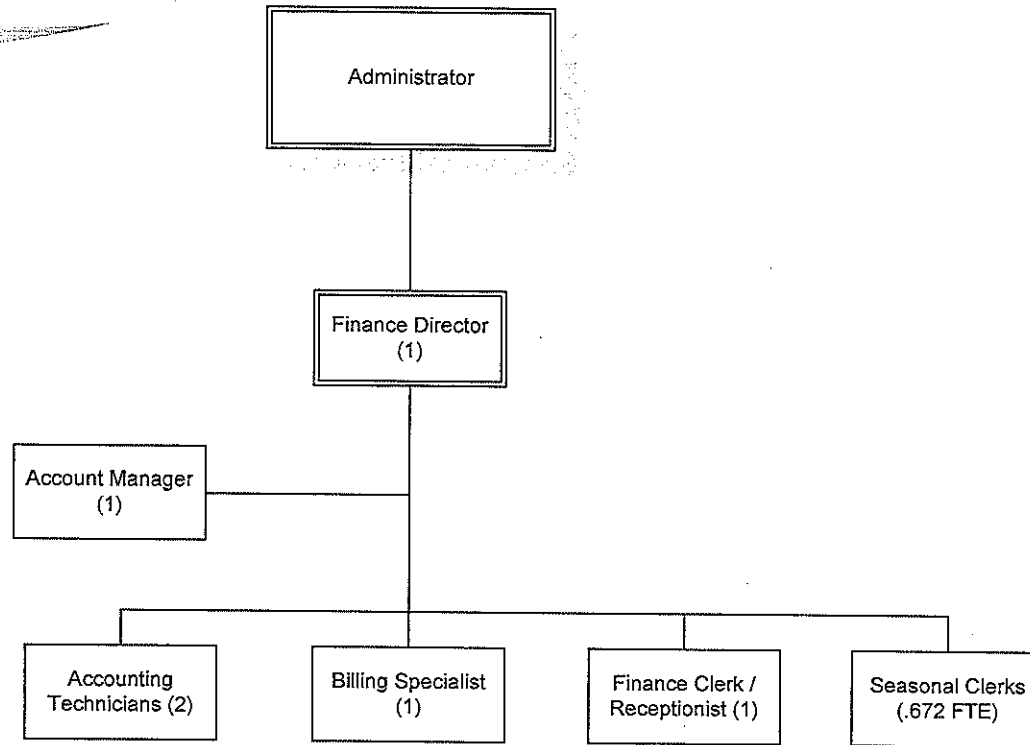
Clerk



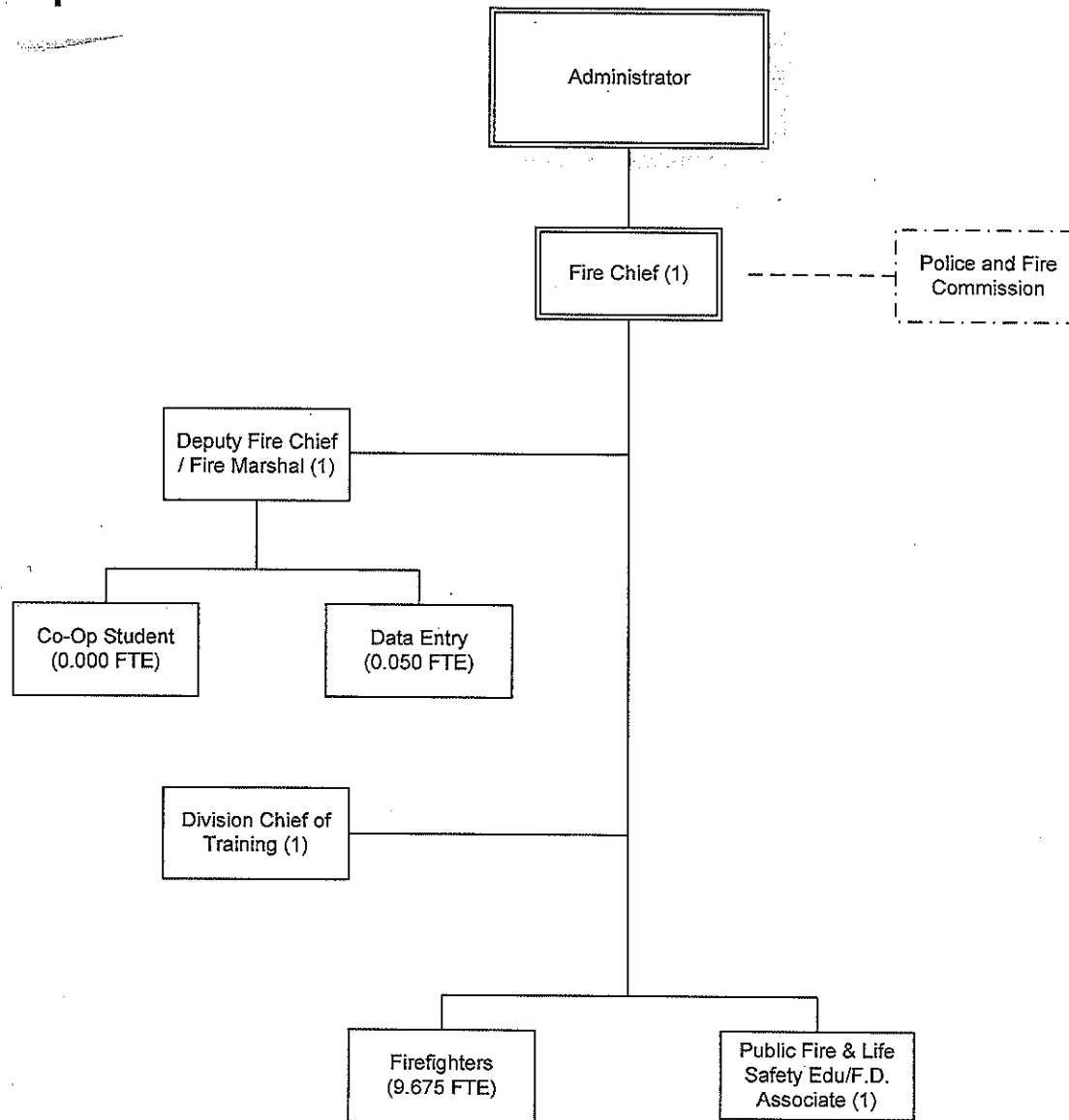
Community Development



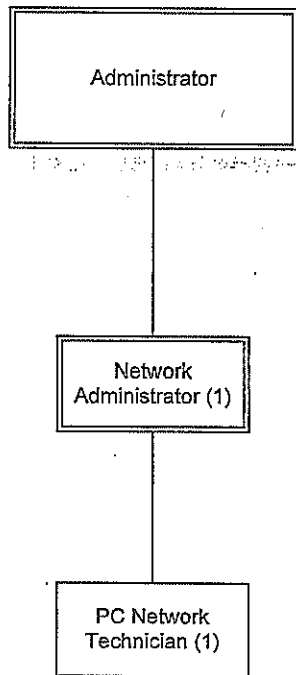
Finance



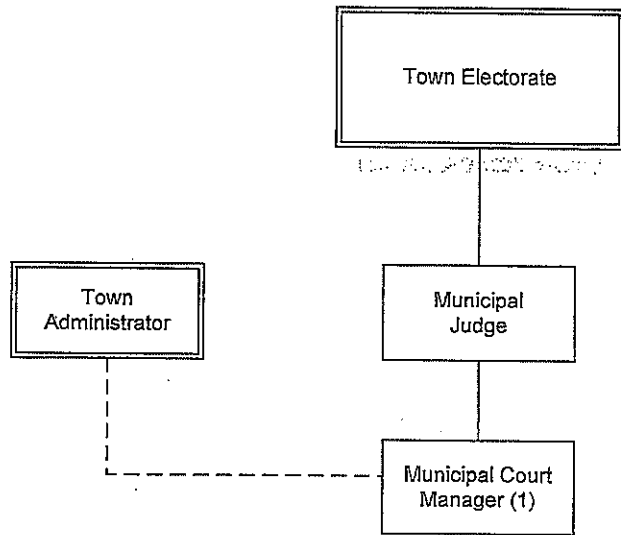
Fire Department



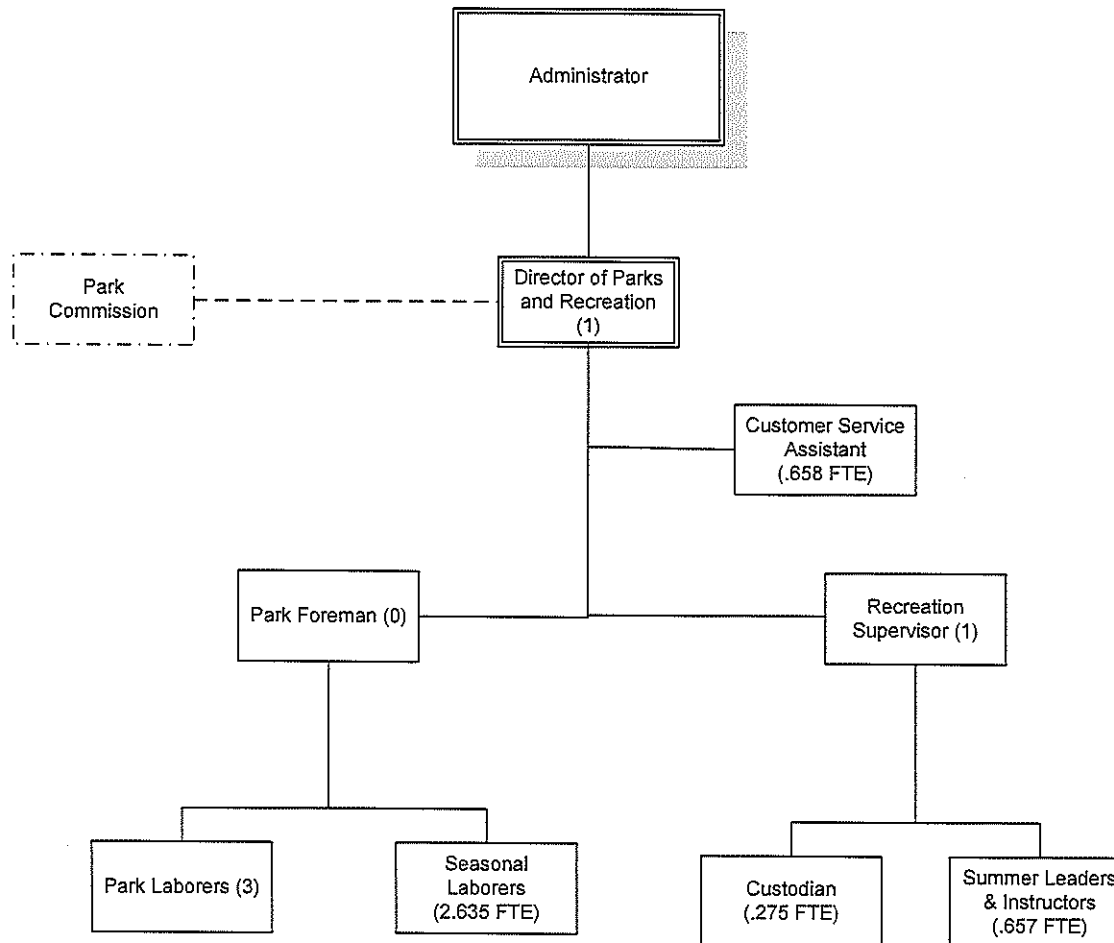
Information Technology



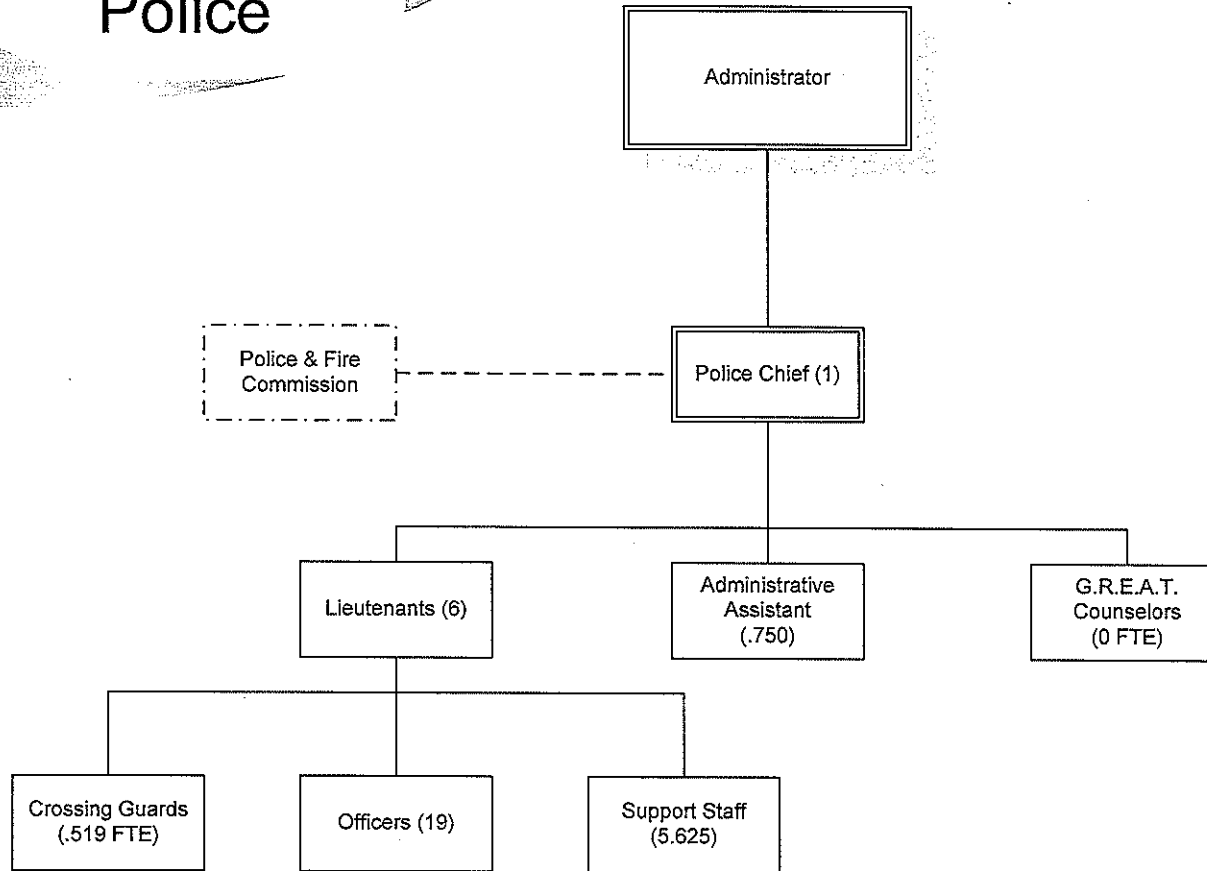
Judicial



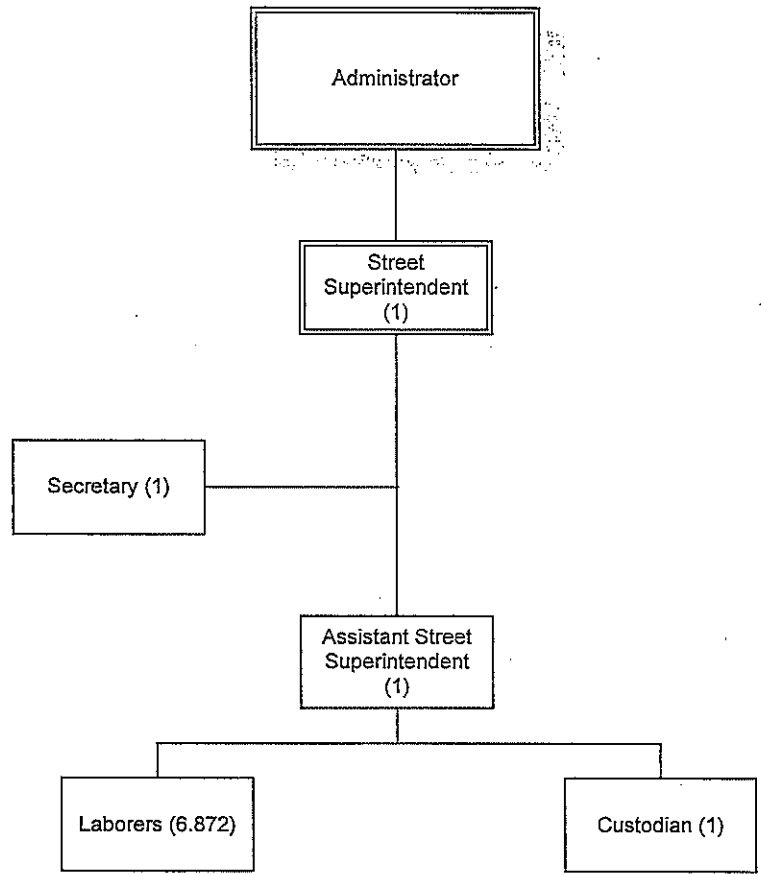
Park and Recreation



Police



Street



Utility

