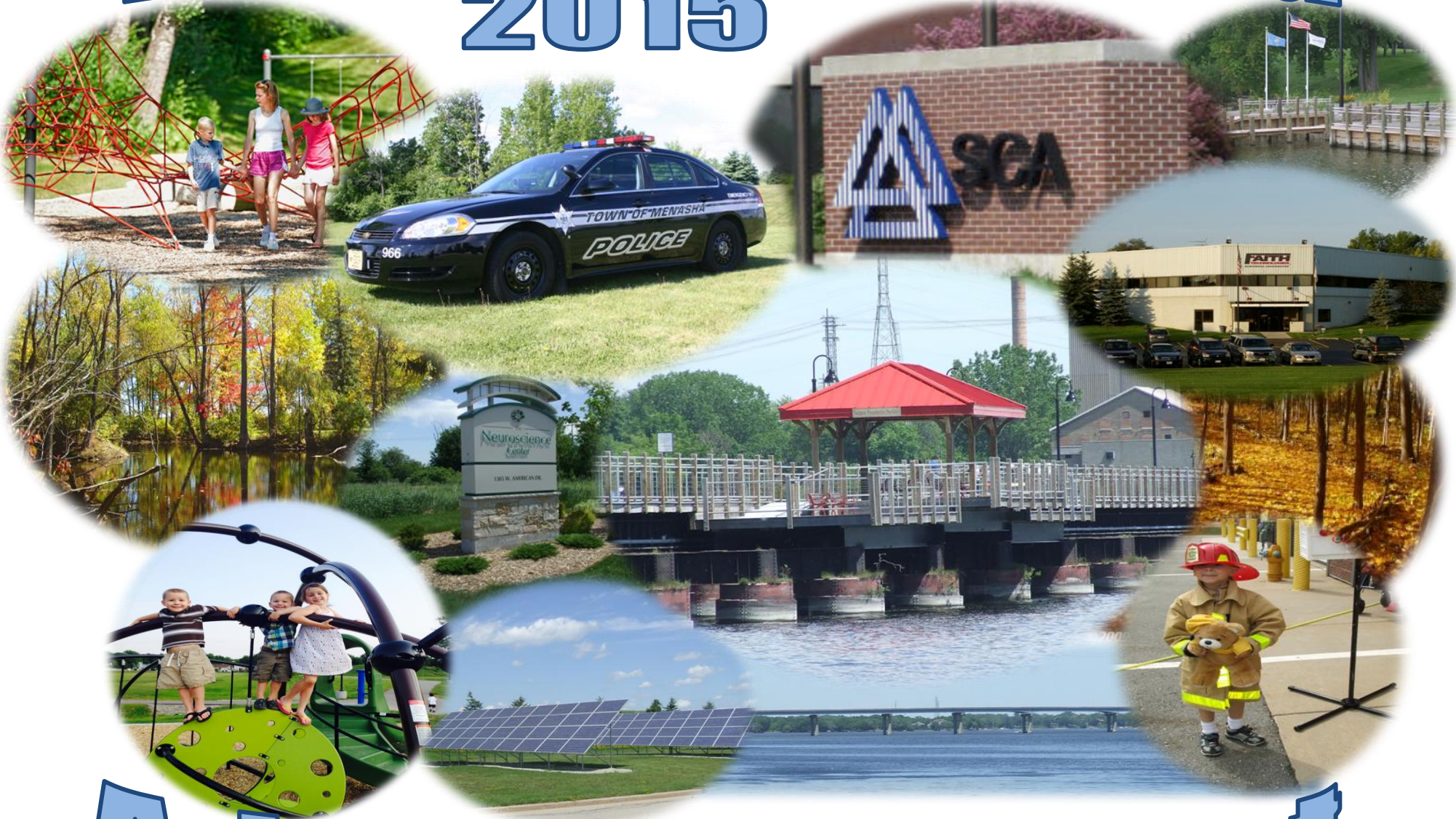


# Town of Menasha 2015



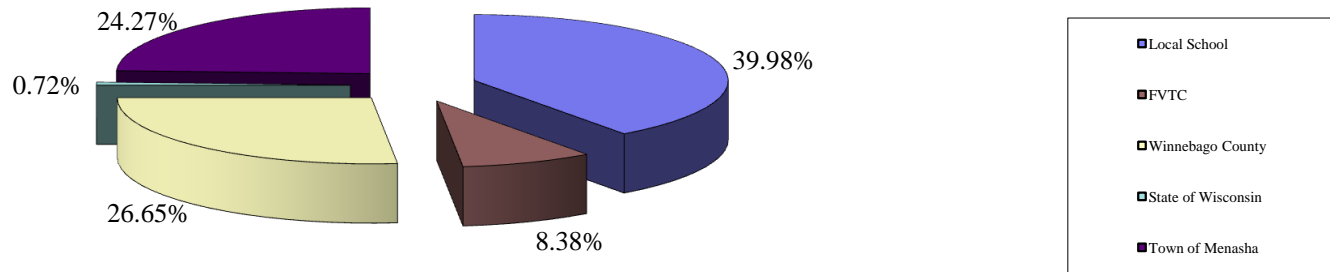
# Adopted Budget

## COMBINED TAX RATES within the TOWN of MENASHA by SCHOOL DISTRICT

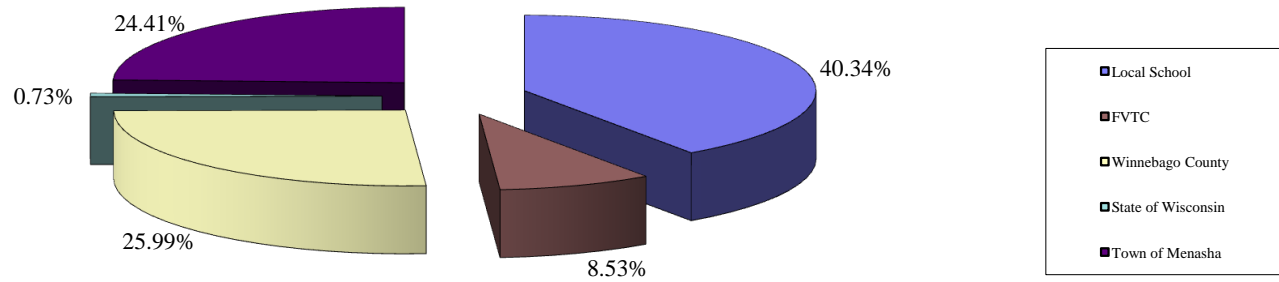
### Tax Rate per \$1,000 of Assessed Value

SCHOOL DISTRICT: Levy Year	3892 NEENAH		3430 MENASHA		0147 APPLETON		AVERAGE RATE	AVERAGE RATE
	2013	2014	2013	2014	2013	2014	2013	2014
Local School	\$8.3619	<b>\$8.2448</b>	\$9.2198	<b>\$9.7731</b>	\$8.8062	<b>\$8.6971</b>	\$8.7960	<b>\$8.9050</b>
FVTC	\$1.8431	<b>\$1.8830</b>	\$1.8431	<b>\$1.8830</b>	\$1.8431	<b>\$1.8830</b>	\$1.8431	<b>\$1.8830</b>
Winnebago County	\$5.8639	<b>\$5.7377</b>	\$5.8639	<b>\$5.7377</b>	\$5.8639	<b>\$5.7377</b>	\$5.8639	<b>\$5.7377</b>
State of Wisconsin	\$0.1588	<b>\$0.1619</b>	\$0.1588	<b>\$0.1619</b>	\$0.1588	<b>\$0.1619</b>	\$0.1588	<b>\$0.1619</b>
Town of Menasha	\$5.3409	<b>\$5.3899</b>	\$5.3409	<b>\$5.3899</b>	\$5.3409	<b>\$5.3899</b>	\$5.3409	<b>\$5.3899</b>
<b>GROSS TAX RATE</b>	<b>\$21.5687</b>	<b>\$21.4174</b>	<b>\$22.4265</b>	<b>\$22.9456</b>	<b>\$22.0130</b>	<b>\$21.8697</b>	<b>\$22.0027</b>	<b>\$22.0776</b>
State School Credit	(\$1.3872)	<b>(\$1.3919)</b>	(\$1.3872)	<b>(\$1.3919)</b>	(\$1.3872)	<b>(\$1.3919)</b>	(\$1.3872)	<b>(\$1.3919)</b>
<b>NET TAX RATE</b>	<b>\$20.1815</b>	<b>\$20.0255</b>	<b>\$21.0393</b>	<b>\$21.5537</b>	<b>\$20.6258</b>	<b>\$20.4778</b>	<b>\$20.6155</b>	<b>\$20.6856</b>
Lottery Credit	\$82.21	<b>\$93.72</b>	\$90.63	<b>\$112.96</b>	\$85.71	<b>\$102.44</b>	\$86.18	<b>\$103.04</b>
First Dollar Credit	\$58.98	<b>\$55.03</b>	\$65.02	<b>\$66.32</b>	\$61.48	<b>\$60.15</b>	\$61.83	<b>\$60.50</b>
Refuse Pick Up Charge	\$144.84	<b>\$144.84</b>	\$144.84	<b>\$144.84</b>	\$144.84	<b>\$144.84</b>	\$144.84	<b>\$144.84</b>

**2013 Gross Property Taxes By Jurisdiction as a Percent of Total (Averaged)**

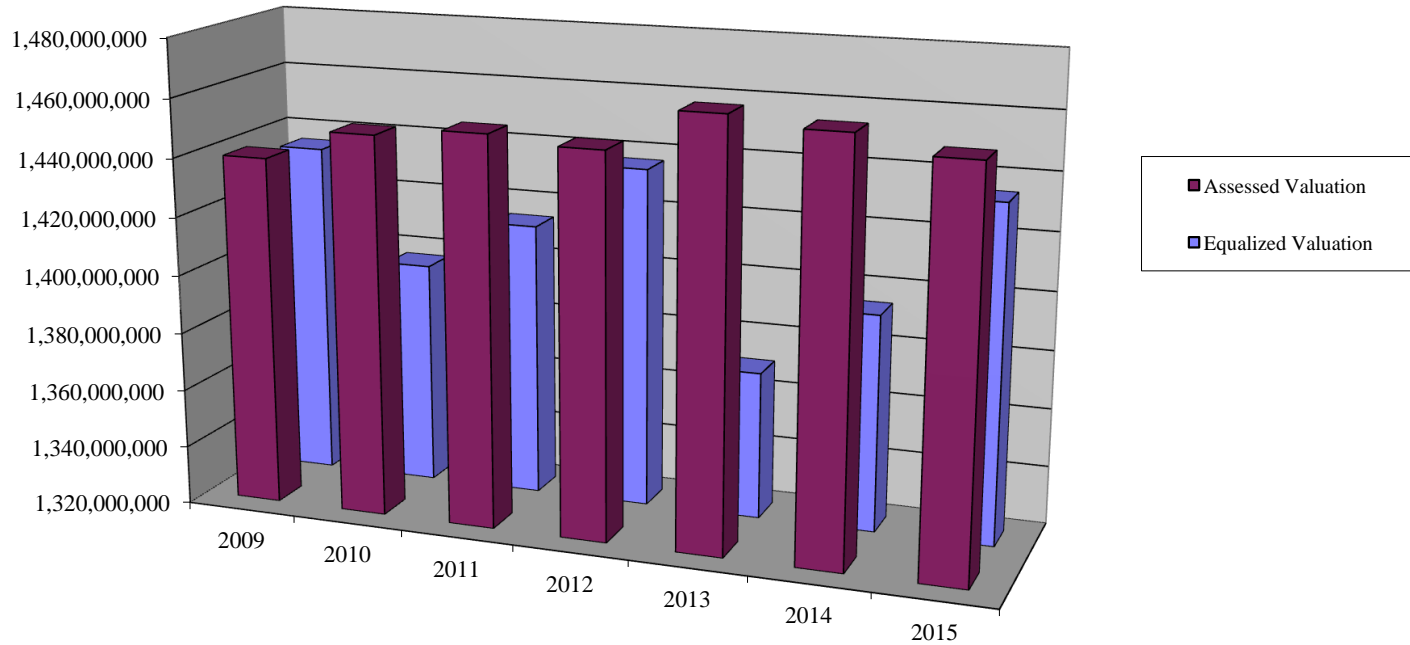


**2014 Gross Property Taxes By Jurisdiction as a Percent of Total (Averaged)**



**MUNICIPAL VALUATION (Equalized and Assessed) & MUNICIPAL LEVY AND TAX RATE**

**Assessed vs. Equalized Valuation**



**Equalized Valuation**

Budget Year	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
<b>Total Equalized Value</b>	<b>1,435,242,400</b>	<b>1,396,855,400</b>	<b>1,414,080,300</b>	<b>1,436,584,600</b>	<b>1,370,537,600</b>	<b>1,394,275,300</b>	<b>1,434,553,900</b>	<b>(0.05%)</b>
% Change from Prior Year	3.29%	(2.67%)	1.23%	1.59%	(4.60%)	1.73%	<b>2.89%</b>	

**Assessed Valuation**

Budget Year	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
Residential (Real)	857,216,200	864,487,200	871,649,200	875,973,900	881,473,600	889,854,900	893,559,600	4.24%
Commercial (Real)	327,990,000	336,533,300	340,859,100	340,398,400	341,476,900	339,675,100	344,795,400	5.12%
Commercial (Personal)	29,745,000	31,108,500	32,370,315	28,820,800	28,570,800	33,357,100	27,696,700	(6.89%)
Manufacturing (Real)	184,460,700	179,066,000	170,051,800	168,608,100	172,439,200	160,182,100	153,195,500	(16.95%)
Manufacturing (Personal)	37,774,800	36,658,300	35,935,100	34,513,100	38,296,300	36,025,400	34,139,200	(9.62%)
Agricultural	151,400	131,500	131,500	135,800	136,900	123,300	119,500	(21.07%)
Undeveloped	183,300	263,900	263,900	250,900	251,100	251,200	244,000	33.12%
Production Forest	228,400	189,800	189,800	189,800	189,800	189,800	189,800	(16.90%)
Other	1,826,100	1,581,300	1,581,300	1,610,900	1,613,000	1,614,100	1,614,100	(11.61%)
<b>Total Assessed Value</b>	<b>1,439,575,900</b>	<b>1,450,019,800</b>	<b>1,453,032,015</b>	<b>1,450,501,700</b>	<b>1,464,447,600</b>	<b>1,461,273,000</b>	<b>1,455,553,800</b>	<b>1.11%</b>
% Change from Prior Year	2.82%	0.73%	0.21%	(0.17%)	0.96%	(0.22%)	<b>(0.39%)</b>	

1,265,065,500 Local Assessment

196,207,500

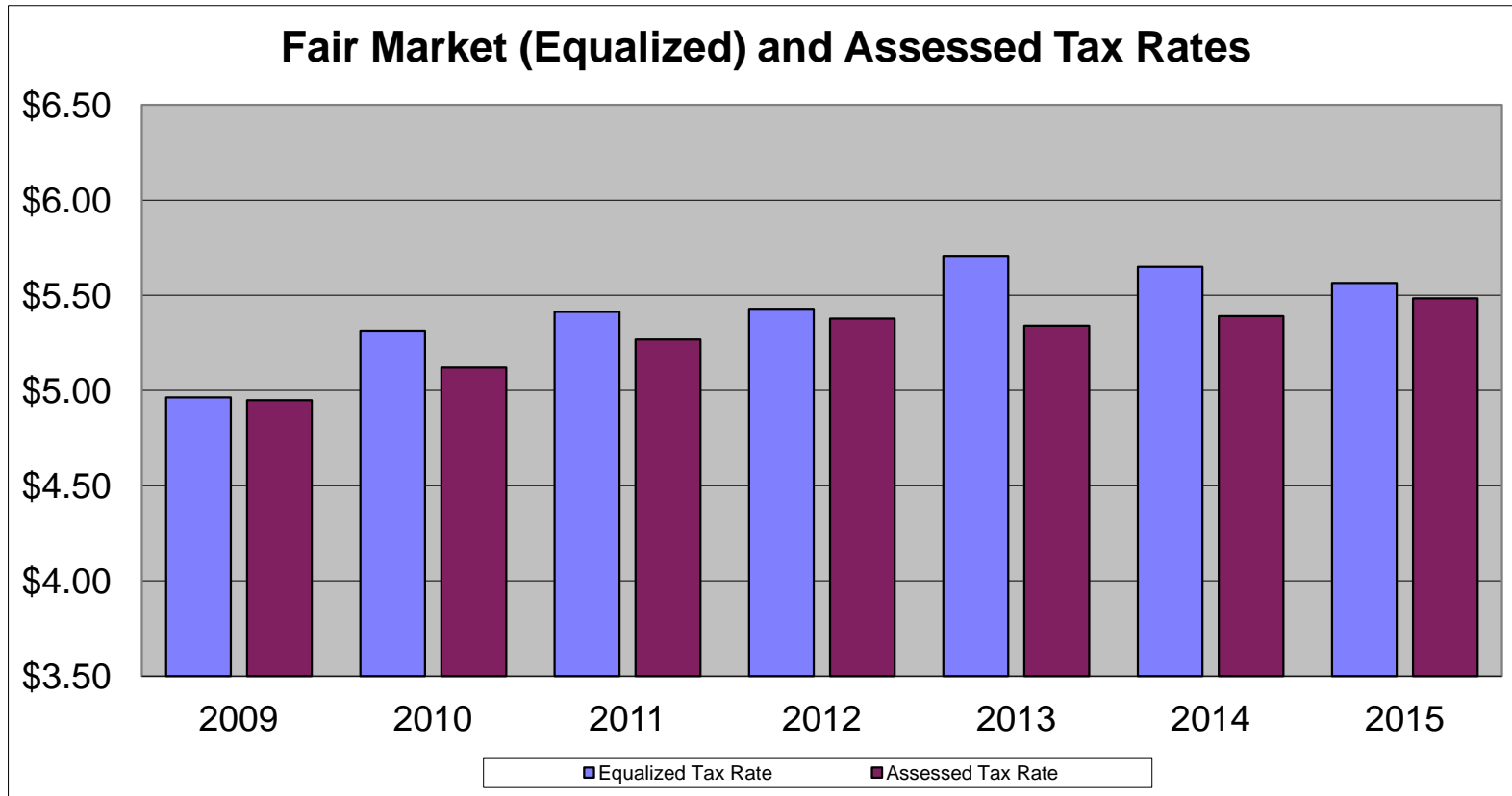
	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
<b>Fair Market Ratio</b>	<b>101.517%</b>	<b>104.444%</b>	<b>102.750%</b>	<b>100.767%</b>	<b>106.564%</b>	<b>105.800%</b>	<b>101.540%</b>	<b>0.02%</b>
% Change from Prior Year	0.21%	2.88%	(1.62%)	(1.93%)	5.75%	(0.72%)	<b>(4.03%)</b>	

**Municipal Levy**

	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
General Fund Levy	5,639,834	5,851,275	5,898,196	5,907,734	5,968,376	6,032,716	6,150,674	<b>9.06%</b>
Debt Service Levy	1,484,536	1,572,918	1,756,291	1,891,065	1,853,030	1,843,440	1,831,575	<b>23.38%</b>
<b>Total Municipal Levy</b>	<b>7,124,370</b>	<b>7,424,193</b>	<b>7,654,487</b>	<b>7,798,799</b>	<b>7,821,406</b>	<b>7,876,156</b>	<b>7,982,249</b>	<b>12.04%</b>
% Change from Prior Year	3.66%	4.21%	3.10%	1.89%	0.29%	0.70%	<b>1.35%</b>	

### Municipal Tax Rate

	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
General Fund	3.9177	4.0353	4.0592	4.0729	4.0755	4.1284	4.2257	<b>7.86%</b>
Debt Service Rate	1.0312	1.0848	1.2087	1.3037	1.2653	1.2615	1.2583	<b>22.02%</b>
<b>Total Municipal Tax Rate</b>	<b>\$4.94894</b>	<b>\$5.12006</b>	<b>\$5.26794</b>	<b>\$5.37662</b>	<b>\$5.34086</b>	<b>\$5.38993</b>	<b>\$5.48399</b>	<b>10.81%</b>
% Change from Prior Year	0.82%	3.46%	2.89%	2.06%	(0.67%)	0.92%	<b>1.75%</b>	



**Fair Market Adjusted (Equalized) Tax Rate**

	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
General Fund Rate	3.9295	4.1889	4.1710	4.1123	4.3548	4.3268	4.2875	<b>9.11%</b>
Debt Service Rate	1.0343	1.1260	1.2420	1.3164	1.3520	1.3221	1.2768	<b>23.44%</b>
<b>Total Municipal Tax Rate</b>	<b>\$4.96388</b>	<b>\$5.31493</b>	<b>\$5.41305</b>	<b>\$5.42871</b>	<b>\$5.70682</b>	<b>\$5.64892</b>	<b>\$5.56427</b>	<b>12.10%</b>
% Change from Prior Year	0.36%	7.07%	1.85%	0.29%	5.12%	(1.01%)	<b>(1.50%)</b>	

**Per Capita Equalized Value, Assessed Value, and Municipal Levy**

	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
<b>Population</b>	17,390	18,498	18,533	18,545	18,582	18,624	18,841	<b>8.34%</b>
% Change from Prior Year	0.09%	6.37%	0.19%	0.06%	0.20%	0.23%	<b>1.16%</b>	
<b>Per Capita Equalized Value</b>	\$82,532.63	\$75,513.86	\$76,300.67	\$77,464.79	\$73,756.19	\$74,864.44	\$76,141.88	<b>(7.74%)</b>
% Change from Prior Year	3.20%	(8.50%)	1.04%	1.53%	(4.79%)	1.50%	<b>1.71%</b>	
<b>Per Capita Assessed Value</b>	\$82,781.82	\$78,387.92	\$78,402.42	\$78,215.24	\$78,810.01	\$78,461.82	\$77,256.49	<b>(6.67%)</b>
% Change from Prior Year	2.73%	(5.31%)	0.02%	(0.24%)	0.76%	(0.44%)	<b>(1.54%)</b>	
<b>Per Capita Municipal Levy</b>	\$409.68	\$401.35	\$413.02	\$420.53	\$420.91	\$422.90	\$423.67	<b>3.42%</b>
% Change from Prior Year	3.57%	(2.03%)	2.91%	1.82%	0.09%	0.47%	<b>0.18%</b>	

**Municipal Tax Based on Assessed Value being Constant**

	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
\$50,000	247.45	256.00	263.40	268.83	267.04	269.50	274.20	<b>10.81%</b>
\$100,000	494.89	512.01	526.79	537.66	534.09	538.99	548.40	<b>10.81%</b>
\$125,000	618.62	640.01	658.49	672.08	667.61	673.74	685.50	<b>10.81%</b>
\$150,000	742.34	768.01	790.19	806.49	801.13	808.49	822.60	<b>10.81%</b>
\$175,000	866.06	896.01	921.89	940.91	934.65	943.24	959.70	<b>10.81%</b>
\$200,000	989.79	1,024.01	1,053.59	1,075.32	1,068.17	1,077.99	1,096.80	<b>10.81%</b>
\$250,000	1,237.23	1,280.02	1,316.99	1,344.16	1,335.21	1,347.48	1,371.00	<b>10.81%</b>
\$1,000,000	4,948.94	5,120.06	5,267.94	5,376.62	5,340.86	5,389.93	5,483.99	<b>10.81%</b>
% Change from Prior Year	0.82%	3.46%	2.89%	2.06%	(0.67%)	0.92%	<b>1.75%</b>	

**Municipal Tax Based on Equalized Value being Constant**

	2009	2010	2011	2012	2013	2014	2015	% Change 2009/15
\$50,000	248.19	265.75	270.65	271.44	285.34	282.45	278.21	<b>12.10%</b>
\$100,000	496.39	531.49	541.30	542.87	570.68	564.89	556.43	<b>12.10%</b>
\$125,000	620.48	664.37	676.63	678.59	713.35	706.12	695.53	<b>12.10%</b>
\$150,000	744.58	797.24	811.96	814.31	856.02	847.34	834.64	<b>12.10%</b>
\$175,000	868.68	930.11	947.28	950.02	998.69	988.56	973.75	<b>12.10%</b>
\$200,000	868.68	930.11	947.28	950.02	998.69	988.56	973.75	<b>12.10%</b>
\$250,000	992.78	1,062.99	1,082.61	1,085.74	1,141.36	1,129.78	1,112.85	<b>12.10%</b>
\$1,000,000	4,963.88	5,314.93	5,413.05	5,428.71	5,706.82	5,648.92	5,564.27	<b>12.10%</b>
% Change from Prior Year	0.36%	7.07%	1.85%	0.29%	5.12%	(1.01%)	<b>(1.50%)</b>	

**NOTES:**

1. In the chart 'Per Capita Equalized Valuation, Assessed Valuation, and Municipal Levy' the population is based on the census for 2010, and an eight-year averaged rate of increase for 2015.

## **REVENUE SUMMARY**

	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
MUNICIPAL LEVY - General Fund	5,872,701	5,907,733	5,934,666	6,032,716	6,032,711	6,007,958	6,150,674	1.96%
OTHER TAXES	552,796	548,078	595,343	560,500	51,613	588,800	585,600	4.48%
SPECIAL ASSESSMENTS	16,462	16,623	13,806	13,806	17,323	17,323	17,323	25.47%
INTERGOVERNMENTAL REVENUES	1,594,369	1,376,773	1,371,690	1,409,366	789,940	1,368,593	1,394,901	(1.03%)
LICENSES, PERMITS, AND FEES	415,408	437,065	448,259	440,832	339,445	502,991	451,527	2.43%
FINES AND FORFEITURES	153,921	167,839	201,246	175,600	130,342	179,254	181,000	3.08%
PUBLIC CHARGES FOR SERVICES	238,195	247,008	238,362	226,534	193,812	242,663	225,459	(0.47%)
MISCELLANEOUS REVENUE	168,721	144,969	87,300	64,600	83,206	95,289	68,900	6.66%
INTERGOVT CHARGES/TRANSFERS	211,937	197,199	344,643	677,895	617	688,813	700,247	3.30%
<b><i>Subtotal General Operating Revenue</i></b>	<b><i>9,224,510</i></b>	<b><i>9,043,287</i></b>	<b><i>9,235,315</i></b>	<b><i>9,601,849</i></b>	<b><i>7,639,009</i></b>	<b><i>9,691,684</i></b>	<b><i>9,775,631</i></b>	<b><i>1.81%</i></b>
MUNICIPAL LEVY - Debt Service Fund	1,756,291	1,889,053	1,853,030	1,843,440	1,843,440	1,843,440	1,831,575	(0.64%)
DEBT SERVICE REVENUE	496,999	414,864	2,298,786	396,526	180,363	399,702	361,333	(8.88%)
<b>TOTAL REVENUES</b>	<b>11,477,800</b>	<b>11,347,204</b>	<b>13,387,131</b>	<b>11,841,815</b>	<b>9,662,812</b>	<b>11,934,826</b>	<b>11,968,539</b>	<b>1.07%</b>



## ***REVENUE AS PERCENT OF TOTAL***

	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
MUNICIPAL LEVY - General Fund	51.17%	52.06%	44.33%	50.94%	62.43%	50.34%	51.39%	0.88%
OTHER TAXES	4.82%	4.83%	4.45%	4.73%	0.53%	4.93%	4.89%	3.37%
SPECIAL ASSESSMENTS	0.14%	0.15%	0.10%	0.12%	0.18%	0.15%	0.14%	24.15%
INTERGOVERNMENTAL REVENUES	13.89%	12.13%	10.25%	11.90%	8.18%	11.47%	11.65%	(2.07%)
LICENSES, PERMITS, AND FEES	3.62%	3.85%	3.35%	3.72%	3.51%	4.21%	3.77%	1.34%
FINES AND FORFEITURES	1.34%	1.48%	1.50%	1.48%	1.35%	1.50%	1.51%	1.98%
PUBLIC CHARGES FOR SERVICES	2.08%	2.18%	1.78%	1.91%	2.01%	2.03%	1.88%	(1.53%)
MISCELLANEOUS REVENUE	1.47%	1.28%	0.65%	0.55%	0.86%	0.80%	0.58%	5.53%
INTERGOVT CHARGES/TRANSFERS	1.85%	1.74%	2.57%	5.72%	0.01%	5.77%	5.85%	2.20%
<b><i>Subtotal General Operating Revenue</i></b>	<b>80.37%</b>	<b>79.70%</b>	<b>68.99%</b>	<b>81.08%</b>	<b>79.06%</b>	<b>81.21%</b>	<b>81.68%</b>	<b>0.73%</b>
MUNICIPAL LEVY - Debt Service Fund	15.30%	16.65%	13.84%	15.57%	19.08%	15.45%	15.30%	(1.70%)
DEBT SERVICE REVENUE	4.33%	3.66%	17.17%	3.35%	1.87%	3.35%	3.02%	(9.84%)
<b>TOTAL REVENUES</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

## ***EXPENDITURES SUMMARY***

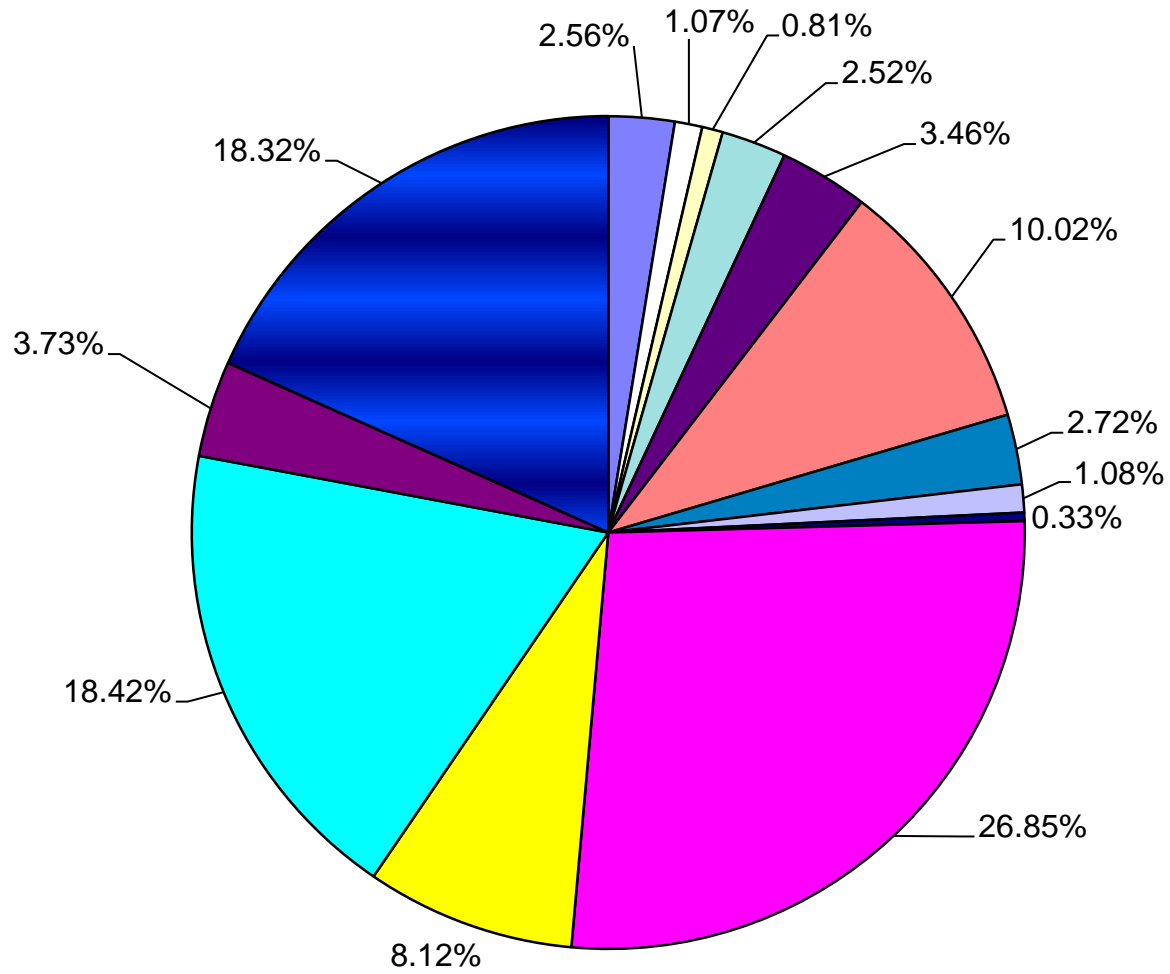
	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
ADMINISTRATION	226,143	186,658	195,203	327,628	116,568	236,382	306,675	(6.40%)
ASSESSOR	105,346	109,153	112,585	129,135	73,571	115,896	127,575	(1.21%)
CLERK	85,240	115,378	93,500	116,149	59,624	112,438	96,495	(16.92%)
COMMUNITY DEVELOPMENT	265,042	262,841	272,216	283,986	182,292	283,308	301,200	6.06%
FINANCE	370,227	346,687	347,937	421,814	302,734	384,610	414,316	(1.78%)
FIRE PROTECTION	1,126,411	1,011,131	1,027,525	1,109,798	552,314	1,072,948	1,199,142	8.05%
INFORMATION TECHNOLOGY	236,564	256,766	283,472	318,976	183,520	312,623	325,271	1.97%
JUDICIAL	127,266	124,108	124,213	128,990	80,360	130,172	129,617	0.49%
LEGISLATIVE	38,871	38,001	34,768	40,572	24,946	38,170	39,413	(2.86%)
LAW ENFORCEMENT	2,999,630	3,115,566	3,239,700	3,294,297	1,973,804	3,198,617	3,213,950	(2.44%)
PARKS & RECREATION	800,914	774,678	859,740	948,851	545,208	956,528	971,630	2.40%
STREETS	2,274,278	1,860,884	2,284,612	2,092,841	1,342,435	2,031,519	2,204,325	5.33%
GENERAL GOVERNMENT	283,322	424,894	300,584	388,812	165,443	317,886	446,022	14.71%
<i>Subtotal General Operating Expend.</i>	<b>8,939,254</b>	<b>8,626,745</b>	<b>9,176,055</b>	<b>9,601,849</b>	<b>5,602,819</b>	<b>9,191,097</b>	<b>9,775,631</b>	<b>1.81%</b>
DEBT SERVICE	2,190,360	2,270,309	4,289,040	2,239,966	2,067,835	2,219,983	2,192,908	(2.10%)
<b>TOTAL EXPENDITURES</b>	<b>11,129,614</b>	<b>10,897,054</b>	<b>13,465,095</b>	<b>11,841,815</b>	<b>7,670,654</b>	<b>11,411,080</b>	<b>11,968,539</b>	<b>1.07%</b>

**PROGRAM EXPENDITURES AS A PERCENT OF ALL**

	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
ADMINISTRATION	2.03%	1.71%	1.45%	2.77%	1.52%	2.07%	2.56%	(0.20%)
ASSESSOR	0.95%	1.00%	0.84%	1.09%	0.96%	1.02%	1.07%	(0.02%)
CLERK	0.77%	1.06%	0.69%	0.98%	0.78%	0.99%	0.81%	(0.17%)
COMMUNITY DEVELOPMENT	2.38%	2.41%	2.02%	2.40%	2.38%	2.48%	2.52%	0.12%
FINANCE	3.33%	3.18%	2.58%	3.56%	3.95%	3.37%	3.46%	(0.10%)
FIRE PROTECTION	10.12%	9.28%	7.63%	9.37%	7.20%	9.40%	10.02%	0.65%
INFORMATION TECHNOLOGY	2.13%	2.36%	2.11%	2.69%	2.39%	2.74%	2.72%	0.02%
JUDICIAL	1.14%	1.14%	0.92%	1.09%	1.05%	1.14%	1.08%	(0.01%)
LEGISLATIVE	0.35%	0.35%	0.26%	0.34%	0.33%	0.33%	0.33%	(0.01%)
LAW ENFORCEMENT	26.95%	28.59%	24.06%	27.82%	25.73%	28.03%	26.85%	(0.97%)
PARKS & RECREATION	7.20%	7.11%	6.38%	8.01%	7.11%	8.38%	8.12%	0.11%
STREETS	20.43%	17.08%	16.97%	17.67%	17.50%	17.80%	18.42%	0.74%
GENERAL GOVERNMENT	2.55%	3.90%	2.23%	3.28%	2.16%	2.79%	3.73%	0.44%
<i>Subtotal General Operating Expend.</i>	<b>80.32%</b>	<b>79.17%</b>	<b>68.15%</b>	<b>81.08%</b>	<b>73.04%</b>	<b>80.55%</b>	<b>81.68%</b>	<b>0.59%</b>
DEBT SERVICE	19.68%	20.83%	31.85%	18.92%	26.96%	19.45%	18.32%	(0.59%)
<b>TOTAL EXPENDITURES</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	

## 2015 Budget Program Expenditures as % of All

- ADMINISTRATION
- ASSESSOR
- CLERK
- COMMUNITY DEVELOPMENT
- FINANCE
- FIRE PROTECTION
- INFORMATION TECHNOLOGY
- JUDICIAL
- LEGISLATIVE
- LAW ENFORCEMENT
- PARKS & RECREATION
- STREETS
- GENERAL GOVERNMENT
- DEBT SERVICE



## ***PROGRAM REVENUE***

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
ADMINISTRATION	0	0	0	85,000	0	85,000	80,000	(5.88%)
ASSESSOR	4,013	4,093	4,470	5,333	3,293	4,147	4,667	(12.50%)
CLERK	32,666	20,506	20,260	19,770	50,111	59,154	19,435	(1.69%)
COMMUNITY DEVELOPMENT	150,647	155,969	188,479	167,145	158,543	189,089	181,984	8.88%
FINANCE	116,394	68,898	53,168	65,263	55,559	64,047	64,567	(1.07%)
FIRE PROTECTION	104,353	75,285	82,235	101,564	75,084	111,738	79,433	(21.79%)
INFORMATION TECHNOLOGY	588	588	599	27,199	617	27,217	617	(97.73%)
JUDICIAL	41,213	45,145	54,162	47,500	39,477	50,176	50,500	6.32%
LEGISLATIVE	0	0	0	0	0	0	0	
LAW ENFORCEMENT	150,949	148,172	197,553	155,633	118,514	166,629	144,810	(6.95%)
PARKS & RECREATION	155,123	191,392	144,590	203,698	108,910	204,101	199,643	(1.99%)
STREETS	999,171	884,801	963,777	992,210	471,885	999,165	1,129,755	13.86%
GENERAL GOVERNMENT	75,556	68,355	108,803	223,595	0	223,100	176,387	(21.11%)
<i>Subtotal General Operating Expend.</i>	<i>1,830,674</i>	<i>1,663,205</i>	<i>1,818,096</i>	<i>2,093,911</i>	<i>1,081,994</i>	<i>2,183,562</i>	<i>2,131,797</i>	<i>1.81%</i>
DEBT SERVICE	496,999	414,864	2,298,786	396,526	180,363	399,702	361,333	(8.88%)
<b>TOTAL</b>	<b>2,327,673</b>	<b>2,078,069</b>	<b>4,116,882</b>	<b>2,490,437</b>	<b>1,262,357</b>	<b>2,583,264</b>	<b>2,493,130</b>	<b>0.11%</b>

**UNDESIGNATED REVENUE TO BALANCE BY PROGRAM**

	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
ADMINISTRATION	46,524	37,223	39,017	47,676	9,325	30,246	44,270	(7.15%)
ASSESSOR	20,847	20,951	21,610	24,327	5,622	22,328	24,004	(1.33%)
CLERK	10,816	18,919	14,639	18,938	761	10,646	15,050	(20.53%)
COMMUNITY DEVELOPMENT	23,534	21,312	16,737	22,959	1,900	18,825	23,283	1.41%
FINANCE	52,221	55,396	58,918	70,062	19,774	64,049	68,306	(2.51%)
FIRE PROTECTION	210,268	186,625	188,944	198,118	38,178	192,050	218,679	10.38%
INFORMATION TECHNOLOGY	48,547	51,087	56,541	57,334	14,632	57,024	63,405	10.59%
JUDICIAL	17,704	15,747	14,002	16,013	3,271	15,983	15,452	(3.50%)
LEGISLATIVE	7,997	7,578	6,949	7,972	1,996	7,626	7,697	(3.45%)
LAW ENFORCEMENT	586,060	591,754	608,064	616,747	148,423	605,791	599,403	(2.81%)
PARKS & RECREATION	132,859	116,318	142,944	146,423	34,904	150,335	150,769	2.97%
STREETS	262,328	194,649	264,008	216,274	69,644	206,264	209,864	(2.96%)
GENERAL GOVERNMENT	101,429	154,012	50,178	32,377	175,873	118,997	52,979	63.63%
<i>Subtotal General Operating Expend.</i>	<b>1,521,135</b>	<b>1,471,572</b>	<b>1,482,553</b>	<b>1,475,222</b>	<b>524,304</b>	<b>1,500,164</b>	<b>1,493,160</b>	<b>1.22%</b>
DEBT SERVICE	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>1,521,135</b>	<b>1,471,572</b>	<b>1,482,553</b>	<b>1,475,222</b>	<b>524,304</b>	<b>1,500,164</b>	<b>1,493,160</b>	<b>1.22%</b>

## ***LEVY TO BALANCE BY PROGRAM***

	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
ADMINISTRATION	179,619	149,435	156,186	194,952	107,243	121,136	182,405	(6.44%)
ASSESSOR	80,485	84,109	86,505	99,475	64,655	89,422	98,904	(0.57%)
CLERK	41,758	75,953	58,601	77,441	8,752	42,638	62,010	(19.93%)
COMMUNITY DEVELOPMENT	90,860	85,559	67,000	93,881	21,849	75,394	95,933	2.19%
FINANCE	201,612	222,393	235,851	286,488	227,401	256,515	281,443	(1.76%)
FIRE PROTECTION	811,790	749,221	756,346	810,116	439,052	769,160	901,030	11.22%
INFORMATION TECHNOLOGY	187,429	205,091	226,332	234,443	168,271	228,382	261,249	11.43%
JUDICIAL	68,349	63,216	56,049	65,477	37,612	64,013	63,665	(2.77%)
LEGISLATIVE	30,874	30,423	27,819	32,600	22,950	30,544	31,716	(2.71%)
LAW ENFORCEMENT	2,262,621	2,375,640	2,434,083	2,521,917	1,706,867	2,426,197	2,469,737	(2.07%)
PARKS & RECREATION	512,932	466,968	572,206	598,730	401,394	602,092	621,218	3.76%
STREETS	1,012,779	781,434	1,056,827	884,357	800,906	826,090	864,706	(2.22%)
GENERAL GOVERNMENT	391,593	618,292	200,863	132,840	2,025,760	476,376	216,656	63.10%
<i>Subtotal General Operating Expend.</i>	<b>5,872,701</b>	<b>5,907,733</b>	<b>5,934,666</b>	<b>6,032,716</b>	<b>6,032,711</b>	<b>6,007,958</b>	<b>6,150,674</b>	<b>1.96%</b>
DEBT SERVICE	1,756,291	1,889,053	1,853,030	1,843,440	1,843,440	1,843,440	1,831,575	(0.64%)
<b>TOTAL</b>	<b>7,628,992</b>	<b>7,796,786</b>	<b>7,787,696</b>	<b>7,876,156</b>	<b>7,876,151</b>	<b>7,851,398</b>	<b>7,982,249</b>	<b>1.35%</b>

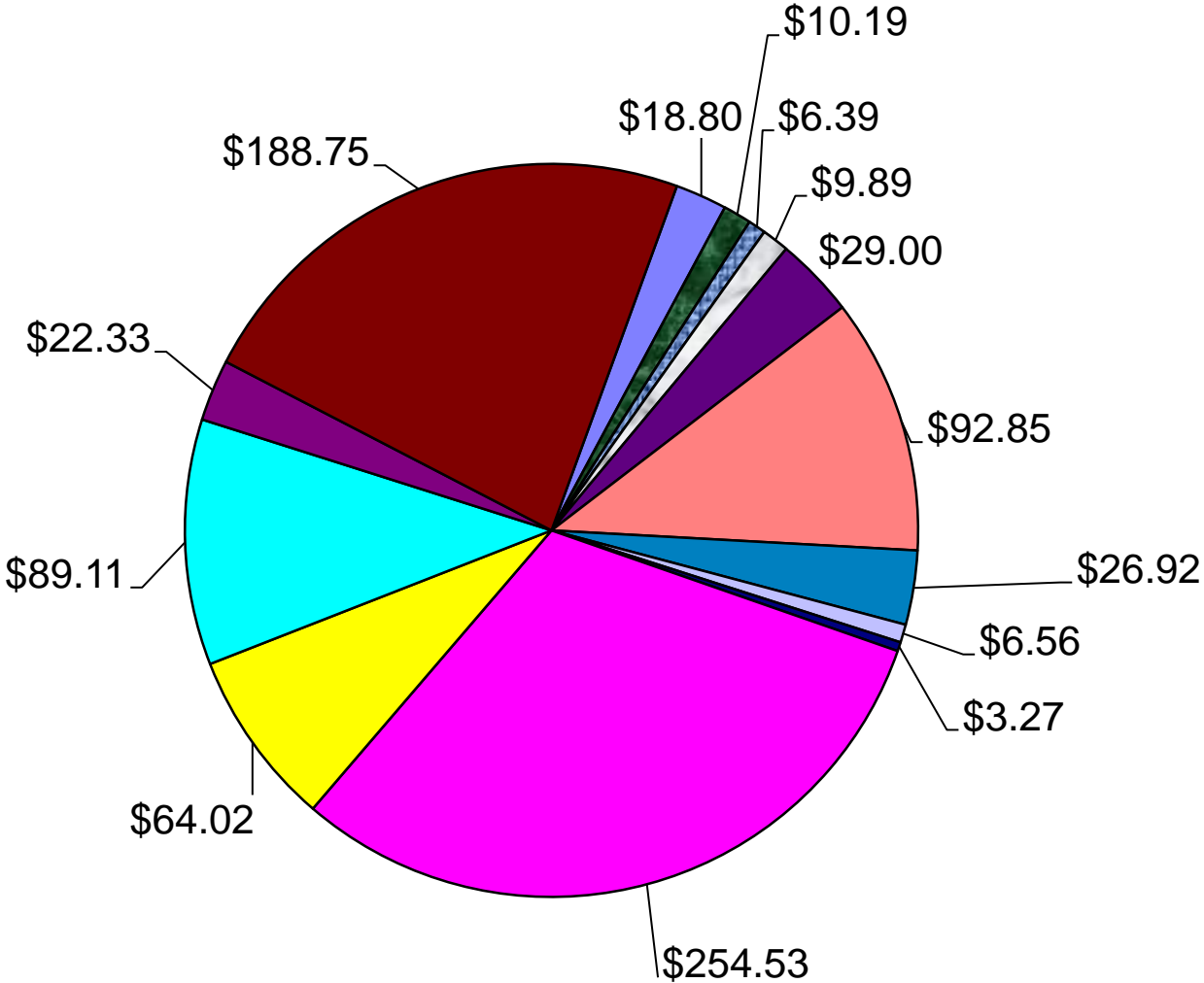
## Town Tax on a \$150,000 Property

	2013 BUDGET		2014 BUDGET			2015 BUDGET		
ADMINISTRATION	181,047	2.31%	194,952	2.48%	<b>\$20.01</b>	182,405	2.29%	<b>\$18.80</b>
ASSESSOR	98,751	1.26%	99,475	1.26%	<b>\$10.21</b>	98,904	1.24%	<b>\$10.19</b>
CLERK	63,038	0.81%	77,441	0.98%	<b>\$7.95</b>	62,010	0.78%	<b>\$6.39</b>
COMMUNITY DEVELOPMENT	92,432	1.18%	93,881	1.19%	<b>\$9.64</b>	95,933	1.20%	<b>\$9.89</b>
FINANCE	297,321	3.80%	286,488	3.64%	<b>\$29.41</b>	281,443	3.53%	<b>\$29.00</b>
FIRE PROTECTION	818,876	10.47%	810,116	10.29%	<b>\$83.16</b>	901,030	11.29%	<b>\$92.85</b>
INFORMATION TECHNOLOGY	232,769	2.98%	234,443	2.98%	<b>\$24.07</b>	261,249	3.27%	<b>\$26.92</b>
JUDICIAL	66,149	0.85%	65,477	0.83%	<b>\$6.72</b>	63,665	0.80%	<b>\$6.56</b>
LEGISLATIVE	33,075	0.42%	32,600	0.41%	<b>\$3.35</b>	31,716	0.40%	<b>\$3.27</b>
LAW ENFORCEMENT	2,523,928	32.27%	2,521,917	32.02%	<b>\$258.89</b>	2,469,737	30.94%	<b>\$254.53</b>
PARKS & RECREATION	594,255	7.60%	598,730	7.60%	<b>\$61.46</b>	621,218	7.78%	<b>\$64.02</b>
STREETS	907,038	11.60%	884,357	11.23%	<b>\$90.78</b>	864,706	10.83%	<b>\$89.11</b>
GENERAL GOVERNMENT	59,699	0.76%	132,840	1.69%	<b>\$13.64</b>	216,656	2.71%	<b>\$22.33</b>
DEBT SERVICE	1,853,030	23.69%	1,843,440	23.41%	<b>\$189.23</b>	1,831,575	22.95%	<b>\$188.75</b>
<b>TOTAL</b>	<b>7,821,406</b>	<b>\$801.13</b>	<b>7,876,156</b>	<b>100%</b>	<b>\$808.49</b>	<b>7,982,249</b>	<b>100%</b>	<b>\$822.60</b>



### Town Tax on a \$150,000 Property

- ADMINISTRATION
- ASSESSOR
- CLERK
- COMMUNITY DEVELOPMENT
- FINANCE
- FIRE PROTECTION
- INFORMATION TECHNOLOGY
- JUDICIAL
- LEGISLATIVE
- LAW ENFORCEMENT
- PARKS & RECREATION
- STREETS
- GENERAL GOVERNMENT
- DEBT SERVICE



## ***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.

### ***2014 Program Accomplishments:***

- 1 The Town continued to monitor border agreements with the Cities of Menasha and Appleton. In addition, the Town created an Incorporation Review Ad Hoc Committee to review the positive and negative attributes of Incorporation.
- 2 In 2014, 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 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.
- 5 The Town continued to work with the Department of Transportation (DOT) to coordinate the upcoming Highway 10/41/441 Reconstruction project.
- 6 The Town completed an employee compensation study to review employee wages, benefits, and job descriptions. A new employee performance evaluation system was also created.

### ***2015 Program Goals & Objectives:***

- 1 Continue to review the work of the Incorporation Review Ad Hoc Committee and other possibilities to protect Town property owners from potential annexations
- 2 Implement and administer the 2015 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 Implement the new employee compensation plan for all non-represented employees, as well as, the new employee performance evaluation system
- 6 Complete the re-write of the Personnel Manual and create an employee handbook
- 7 Continue finding ways to work with State officials toward completion of the Highways 10/441/41 interchange

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
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	85,000	0	85,000	80,000	(5.88%)
	<b>Subtotal (Program Revenues)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,000</b>	<b>0</b>	<b>85,000</b>	<b>80,000</b>	<b>(5.88%)</b>
	<i>Undesignated Rev. to Balance</i>	<i>46,524</i>	<i>37,223</i>	<i>39,017</i>	<i>47,676</i>	<i>9,325</i>	<i>30,246</i>	<i>44,270</i>	<i>(7.15%)</i>
	<i>LEVY to Balance</i>	<i>179,619</i>	<i>149,435</i>	<i>156,186</i>	<i>194,952</i>	<i>107,243</i>	<i>121,136</i>	<i>182,405</i>	<i>(6.44%)</i>
	<b>TOTAL REVENUE:</b>	<b>226,143</b>	<b>186,658</b>	<b>195,203</b>	<b>327,628</b>	<b>116,568</b>	<b>236,382</b>	<b>306,675</b>	<b>(6.40%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	7/3/1905 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-522.02-15	LEGAL COUNSEL - General	55,844	22,462	28,630	45,000	17,075	34,000	45,000	0.00%
101-5100-523.02-15	LEGAL COUNSEL - Labor	12,781	8,060	5,931	11,904	2,432	10,000	11,904	0.00%
	<b>LEGAL-GENERAL</b>	<b>68,625</b>	<b>30,522</b>	<b>34,561</b>	<b>56,904</b>	<b>19,507</b>	<b>44,000</b>	<b>56,904</b>	<b>0.00%</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2012/2013
101-5100-530.01-10	SALARIED	91,063	93,597	95,010	97,155	62,452	97,136	98,522	1.41%
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	45	0	0	0	0	0	
101-5100-530.01-22	HOURLY/NON-REPR./P.T.	7,498	7,830	7,963	8,338	3,402	8,230	8,274	(0.77%)
101-5100-530.01-31	FICA	7,329	7,546	7,597	8,994	4,902	7,837	9,102	1.20%
101-5100-530.01-32	WI RETIREMENT	8,925	6,018	6,864	8,435	4,609	7,376	8,282	(1.81%)
101-5100-530.01-45	INTERN	0	0	0	0	0	0	0	
101-5100-530.01-51	MEDICAL INSURANCE	14,723	14,791	15,999	15,806	10,503	15,897	15,250	(3.52%)
101-5100-530.01-52	DENTAL INSURANCE	820	829	829	850	478	828	854	0.47%
101-5100-530.01-53	GROUP LIFE/DISAB INS	701	707	707	719	397	701	719	0.00%
101-5100-600.01-97	UNEMPLOYMENT COMP	2,445	869	0	1,000	0	0	0	(100.00%)
101-5100-530.02-10	PROF SERVICE/CONTRACTED	0	30	3,355	85,000	1,293	26,700	80,000	(5.88%)
101-5100-600.02-12	EMPLOYEE ASSISTANCE PROG	2,780	2,863	2,893	2,980	3,038	3,038	3,129	5.00%
101-5100-530.02-17	EQUIP RENTAL/CONTRACTED	2,779	2,779	2,779	2,779	1,546	1,971	1,971	(29.08%)
101-5100-530.02-40	REPAIR/MAINT SERV/OTHER	1,744	3,276	2,288	2,200	819	2,200	2,200	0.00%
101-5100-600.02-93	DRUG AND ALCOHOL TESTING	0	0	0	0	0	0	0	

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-530.03-10	OFFICE EQ/SUPPLIES & EXP	121	27	0	245	0	245	245	0.00%
101-5100-530.03-20	SUBSCRIPTIONS & DUES	1,016	1,082	1,178	1,378	1,131	1,378	1,378	0.00%
101-5100-530.03-30	MILEAGE/MEALS/LODGING	821	847	353	2,210	614	2,210	2,210	0.00%
101-5100-530.03-35	TRAINING	1,053	430	546	1,535	450	1,535	1,535	0.00%
101-5100-530.03-41	POSTAGE	32	156	30	35	21	35	35	0.00%
101-5100-530.03-43	EMPLOYEE RECOGNITION	1,198	1,191	1,025	16,200	172	1,200	2,200	(86.42%)
101-5100-530.03-55	VEHICLE MAINTENANCE	0	0	0	0	0	0	0	
101-5100-530.03-97	RISK MANAGEMENT	530	2,031	2,338	4,525	1,234	4,525	4,525	0.00%
101-5100-600.03-13	NEWSLETTER/Printing	8,947	6,199	5,895	7,600	0	6,600	6,600	(13.16%)
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	2,740	0	0	0	(100.00%)
101-5100-530.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	0	0	0	2,740	2,740	
<b>ADMINISTRATION</b>		<b>157,518</b>	<b>156,136</b>	<b>160,642</b>	<b>270,724</b>	<b>97,061</b>	<b>192,382</b>	<b>249,771</b>	<b>(7.74%)</b>
<b>TOTAL EXPENDITURES</b>		<b>226,143</b>	<b>186,658</b>	<b>195,203</b>	<b>327,628</b>	<b>116,568</b>	<b>236,382</b>	<b>306,675</b>	<b>(6.40%)</b>

**NOTES:**

- 1 **101-5100-530.01-10** In the interest of accurately reporting costs to given services, the Administrator and Human Resource Coordinator/Asst to the Town Administrator 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/Confidential Administrative Assistant wage split is 57% Clerk, 28% Admin, 10% Utility, 5%
- 3 **101-5100-530.02-10 Professional Service/Contracted** - We continue to 'carry-over' \$80,000 for defense of border related inter-municipal disputes. 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 \$55,000 has been budgeted for further incorporation efforts to include legal, publication, engineering, court costs and other associated costs.
- 4 **101-5100-530.02-40 Repair & Maintenance** includes costs for the color copier.
- 5 **101-5100-530.03-30 and 101-5100-530.03-35 Miles, Meals, Lodging & Training** - This includes the International City/County Management Association 101st 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 Human Resources Coordinator/Asst. to the Town Administrator to attend labs on Payroll and Human Resource software.
- 6 **101-5100-530.03-43 Employee Recognition/Awards** - This account is for employee recognition (\$2,200).

# **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. Department activities consist of both field and office functions.

## ***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 7,800 properties, 700 personal property accounts and 300 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. The Assessor's office also defends assessed values for the Town during assessment appeals that proceed beyond the Board of Review hearings.

## ***2015 Program Goals & Objectives:***

- 1 Review and select a new Assessor, either an individual or a firm.

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	4,013	4,093	4,470	5,333	3,293	4,147	4,667	(13.00%)
101-5200-492.09-00	TRANS FR ASSIGNED BALANCE	0	0	0	0	0	0	0	
	<b>Subtotal (Program Revenues)</b>	<b>4,013</b>	<b>4,093</b>	<b>4,470</b>	<b>5,333</b>	<b>3,293</b>	<b>4,147</b>	<b>4,667</b>	<b>(12.50%)</b>
	<i>Undesignated Rev. to Balance</i>	<i>20,847</i>	<i>20,951</i>	<i>21,610</i>	<i>24,327</i>	<i>5,622</i>	<i>22,328</i>	<i>24,004</i>	<i>(1.33%)</i>
	<i>LEVY to Balance</i>	<i>80,485</i>	<i>84,109</i>	<i>86,505</i>	<i>99,475</i>	<i>64,655</i>	<i>89,422</i>	<i>98,904</i>	<i>(0.57%)</i>
	<b>TOTAL REVENUE:</b>	<b>105,346</b>	<b>109,153</b>	<b>112,585</b>	<b>129,135</b>	<b>73,571</b>	<b>115,896</b>	<b>127,575</b>	<b>(1.21%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-580.01-10	SALARIED	58,586	59,691	60,163	62,882	40,420	64,862	63,038	0.25%
101-5100-580.01-22	HOURLY/NON-REPR./P.T.	0	0	0	8,762	1,323	1,323	8,740	(0.25%)
101-5100-580.01-24	HOURLY/GENERAL UNION	0	5,261	6,894	0	0	0	0	
101-5100-580.01-25	HRLY. OVERTIME/GEN UNION	0	0	0	0	0	0	0	
101-5100-580.01-31	FICA	4,257	4,739	4,894	5,241	3,045	4,824	5,260	0.36%
101-5100-580.01-32	WI RETIREMENT	5,343	3,853	4,470	5,015	2,922	4,633	4,881	(2.67%)
101-5100-580.01-51	MEDICAL INSURANCE	16,527	16,602	17,430	17,688	11,735	12,447	17,059	(3.56%)
101-5100-580.01-52	DENTAL INSURANCE	828	831	813	853	511	545	857	0.47%
101-5100-580.01-53	GROUP LIFE/DISAB INS	508	509	504	518	286	286	518	0.00%
101-5100-580.02-10	PROF SERVICE/CONTRACTED	15,541	15,578	15,844	23,000	12,981	25,981	22,500	(2.17%)
101-5100-580.03-10	OFFICE SUPPLIES	122	256	45	150	95	95	150	0.00%
101-5100-580.03-20	SUBSCRIPTIONS & DUES	285	315	430	635	50	50	585	(7.87%)
101-5100-580.03-30	MILEAGE/MEALS/LODGING	1,394	498	0	2,291	0	0	1,050	(54.17%)
101-5100-580.03-35	TRAINING	1,133	540	0	1,250	0	0	750	(40.00%)
101-5100-580.03-41	POSTAGE	822	480	1,098	850	203	850	850	0.00%
101-5100-580.08-55	CAPITAL REPLACEMENT FUND	0	0	0	0	0	0	0	
101-5100-580.09-42	TRANSFER TO REPLACEMENT FUND-4	0	0	0	0	0	0	1,337	
	<b>ASSESSOR</b>	<b>105,346</b>	<b>109,153</b>	<b>112,585</b>	<b>129,135</b>	<b>73,571</b>	<b>115,896</b>	<b>127,575</b>	<b>(1.21%)</b>

**NOTES:**

1 **101 5100-580.01-XX: Payroll Accounts - \$100,349**

This amount is calculated based on the previous Assessor (2,080/hrs) and Assessment Technician (600/hrs) wages and associated benefits. These funds can be used for replacement of these positions and/or hiring of a contracted service.

2 **101 5100-580.02-10: Professional Service/Contracted**

Municipal fee for assessment of manufacturing property is estimated to be \$14,500. 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 one membership 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. Lodging and meals for one employee 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 is not provided within Wisconsin.

5 **101 5100-580.03-35: Training**

Budget includes tuition for International Association of Assessing Officers 151. Registration for one employee 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)

## ***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 through background checks 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.

### ***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

### ***2014 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) continued education through attending Clerk District meetings and other types of training; Clerk will attend annual WI Municipal Clerk's Assoc. Conference in Rothschild
- 3 Updated Town website to conform with changing election laws; maintained Clerk's website keeping it current
- 4 Implemented new processes and increased training time for election workers due to major changes in election laws; arranged for chief inspectors to attend refresher training on new laws for the fall elections of 2014
- 5 Kept up-to-date on current Voter ID bill still in Congress
- 6 Scanned various records and documents in preparation for uploading into Laserfiche, eliminating paper copies
- 7 Maintained the Town's website calendar including posting meetings, events, and other notifications as needed
- 8 Check and ensure all legal agreements, contracts, easements, vacations and other important official documents stored in Town's vault have been scanned properly for permanent retention; determine and purge paper records to be placed in storage



**2014 Program Accomplishments (cont.):**

- 9 Eliminated paper meeting packets for Utility, Storm, and Town Board, implemented use of iPads by Board members for meetings, and continue to create and retain permanent electronic meeting packets and other correspondence
- 10 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

**2015 Program Goals & Objectives:**

- 1 Continue Municipal Clerk education (Clerk and Deputy) for licensing/liquor laws, meeting minutes, parliamentary procedures, Board of Review training, and more by attending conferences, clerk district meetings, and taking 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 Work with Winnebago County Clerk and Dominion Voting (manufacturer of election machines) to explore replacement of older Optical Scan (OS) and Touch Screen (TSX) machines, with (4) new all-in-one voting machines, awaiting state certification at end of 2015 for potential use in 2016
- 4 Maintain Town Clerk's department website; post all departments' minutes/agendas; maintain the Town's on-line event/meeting calendar
- 5 Attend training and/or webinars held by the State in order to accurately maintain election 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 business licenses, contacts and financial information
- 7 Provide and track state-mandated training for regular election inspectors and chief inspectors to ensure that they maintain certification to work elections
- 8 Work with IT Department to develop a database for maintaining lists of Town businesses and contact information which will benefit all departments
- 9 Remain involved with the Town's annual newsletter
- 10 Create a manual to serve as a guide for elected officials on policies and protocol which will be a valuable source for contact and other town information
- 11 Continue using Laserfiche software program to maintain images/archive various legal documents and records eliminating all paper documents
- 12 Create fillable license forms and other miscellaneous forms for residents to obtain from the Town's website

**REVENUES - Clerk:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-440.01-01	LIQUOR & MALT BEV LIC	23,808	12,633	11,860	12,200	43,307	52,320	12,310	0.90%
101-5100-440.01-02	AMUSEMENT/SPECIAL EVENT LICENSE	3,550	3,150	3,550	3,250	2,500	2,530	2,750	(15.38%)
101-5100-440.01-03	CIGARETTE LICENSE	1,900	1,200	1,200	1,100	1,114	1,114	1,110	0.91%
101-5100-440.01-05	MOBILE HOME PARK LICENSE	700	700	700	700	700	700	700	0.00%
101-5100-440.01-09	OTHER BUSINESS LICENSES	893	1,118	1,465	1,090	1,110	1,110	1,190	9.17%
101-5100-461.04-00	LICENSE PUBLICATION FEES	1,815	1,705	1,485	1,430	1,380	1,380	1,375	(3.85%)
	<b>Total Program Revenues</b>	<b>32,666</b>	<b>20,506</b>	<b>20,260</b>	<b>19,770</b>	<b>50,111</b>	<b>59,154</b>	<b>19,435</b>	<b>(1.69%)</b>
	<i>Undesignated Rev. to Balance</i>	<i>10,816</i>	<i>18,919</i>	<i>14,639</i>	<i>18,938</i>	<i>761</i>	<i>10,646</i>	<i>15,050</i>	<i>(20.53%)</i>
	<i>LEVY to Balance</i>	<i>41,758</i>	<i>75,953</i>	<i>58,601</i>	<i>77,441</i>	<i>8,752</i>	<i>42,638</i>	<i>62,010</i>	<i>(19.93%)</i>
	<b>TOTAL REVENUE:</b>	<b>85,240</b>	<b>115,378</b>	<b>93,500</b>	<b>116,149</b>	<b>59,624</b>	<b>112,438</b>	<b>96,495</b>	<b>(16.92%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-540.01-10	SALARIED	34,886	36,245	36,620	37,447	24,072	37,440	38,357	2.43%
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	92	0	171	0	171	169	(1.17%)
101-5100-540.01-22	HOURLY/NON-REPR./P.T.	15,569	15,941	16,211	16,975	6,926	16,754	16,844	(0.77%)
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	3,659	3,820	3,857	3,988	2,260	3,971	4,054	1.65%
101-5100-540.01-32	WI RETIREMENT	4,484	3,099	3,522	3,822	2,169	3,806	3,765	(1.49%)
101-5100-540.01-51	MEDICAL INSURANCE	11,569	11,621	12,507	12,382	8,926	12,451	11,941	(3.56%)
101-5100-540.01-52	DENTAL INSURANCE	830	846	846	867	452	844	871	0.46%
101-5100-540.01-53	GROUP LIFE/DISAB INS	352	357	357	363	200	354	363	0.00%
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	341	18	100	250	95	200	250	0.00%
101-5100-540.03-20	SUBSCRIPTIONS & DUES	622	438	423	350	125	355	355	1.43%
101-5100-540.03-25	LEGAL & DISPLAY ADS	643	568	622	750	322	500	650	(13.33%)
101-5100-540.03-26	RECORDING FEES	120	0	0	200	0	0	0	
101-5100-540.03-30	MILEAGE/MEALS/LODGING	151	206	403	450	140	140	870	93.33%
101-5100-540.03-35	TRAINING	551	200	378	890	214	500	1,100	23.60%
101-5100-540.03-41	POSTAGE	222	866	231	700	230	430	325	(53.57%)
101-5100-540.08-11	CAPITAL EQUIPMENT-OFFICE	0	0	0	0	0	0	0	
	<b>CLERK</b>	<b>73,999</b>	<b>74,317</b>	<b>76,077</b>	<b>79,605</b>	<b>46,131</b>	<b>77,916</b>	<b>79,914</b>	<b>0.39%</b>

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-550.01-21	HOURLY OVERTIME/NR	0	91	0	0	0	0	0	
101-5100-550.01-22	HOURLY/NON-REPR./P.T.	4,895	30,258	5,895	23,650	8,548	23,650	7,200	(69.56%)
101-5100-550.01-31	FICA	0	260	0	0	0	0	0	
101-5100-550.01-32	WI RETIRMENT	0	1	0	0	0	0	0	
101-5100-550.01-97	UNEMPLOYMENT	0	0	101	0	0	0	0	
101-5100-550.02-40	REPAIR/MAINT SERV/OTHER	1,506	636	1,973	675	0	675	2,040	202.22%
101-5100-550.03-25	LEGAL & DISPLAY ADS	316	134	222	510	168	388	610	19.61%
101-5100-550.03-30	MILEAGE/MEALS/LODGING	263	1,402	165	350	89	200	120	(65.71%)
101-5100-550.03-35	TRAINING	80	0	0	0	0	0	0	
101-5100-550.03-40	OPERATING SUPPLIES	2,463	4,688	2,024	4,960	4,504	4,960	2,610	(47.38%)
101-5100-550.03-41	POSTAGE	308	2,181	433	2,100	184	350	450	(78.57%)
101-5100-550.08-11	CAPITAL EQUIPMENT-OFFICE	0	0	0	0	0	0	0	
101-5100-550.08-14	CAPITAL EQUIPMENT-OTHER	0	0	0	0	0	0	0	
101-5100-550.08-55	CAPITAL REPLACEMENT FUND	1,410	1,410	6,610	4,299	0	0	0	(100.00%)
101-5100-550.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	0	0	0	4,299	3,551	
<b>ELECTIONS</b>		<b>11,241</b>	<b>41,061</b>	<b>17,423</b>	<b>36,544</b>	<b>13,493</b>	<b>34,522</b>	<b>16,581</b>	<b>(54.63%)</b>
<b>TOTAL EXPENDITURES</b>		<b>85,240</b>	<b>115,378</b>	<b>93,500</b>	<b>116,149</b>	<b>59,624</b>	<b>112,438</b>	<b>96,495</b>	<b>(16.92%)</b>

**NOTES:**

- 1 **Clerk** 70% Town, 20% Utility and 10% Storm Utility
- 2 **Deputy Clerk/Confidential Administrative Assistant** 57% Clerk, 28% Admin, 10% Utility, and 5% Storm Utility; this position is budgeted for 1570 hours
- 3 **Two elections in 2015:** February Spring Primary (if needed), April Spring Election.
- 4 **101-5100-550-01-21 Hourly Non-Repr Overtime:** 6 hours OT
- 5 **101-5100-540-03-20 Subscriptions & Dues:** International Institute of Municipal Clerks (Clk & Dep), WI Municipal Clerk's Assoc. (Clk & Dep), The Municipality (subscription)
- 6 **101-5100-540.03-30 Miles, Meal, & Lodging & 101-5100-540.03-35 Training:** Annual WI Municipal Clerk's Association Conference (Clk & Dep), Clerk District Meetings, WI Municipal Clerk's Academy-UW Green Bay (Deputy), Master Academy UW-Green Bay (Clk), attendance to other meetings/training (Clk & Dep)
- 7 **101-5100-550.02-40 Repair/Maintenance Service:** Maintenance Warranty for touch screen voting machines \$680; Preventative maintenance on (4) Optical Scan (OS) machines (no warranty/old) before busy 2016 elections \$1,360
- 8 **101-5100-550.03-40 Operating Supplies:** Ballots, programming memory cards, Dominion's Help Desk fee (voting machines), voting machine batteries, absentee ballot envelopes/printing, miscellaneous supplies and parts, Neenah School District facility election setup fee (Spring Road School).

# ***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. This department accomplishes this through current and long range planning which coordinates all development within and surrounding the Town. This department provides efficient quality service to the public. These 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:***

- 1 Administer the Town's, zoning, land division, stormwater utility and non-metallic mining
- 2 Manage, implement and update the Town's adopted comprehensive plan which directs the Town's future development
- 3 Promote economic development using grants, tax increment financing, and business attraction and retention efforts
- 4 Promote sustainable development through the Town's Sustainability Committee & Healthy Sustainable Business Network Designations
- 5 Review and recommend action on subdivisions, zoning, variances, conditional use permits, site plans, storm water and erosion control plans and non-metallic mining
- 6 Issue permits, conduct inspections and enforce actions on building, plumbing, electrical, heating, ventilating and air-conditioning, erosion, zoning, land division and storm water
- 7 Manage graphic data services including GIS (Graphic Information System), internet map servers, land information records and web information

## ***2014 Program Accomplishments:***

- 1 In 2014, the economy continued its improvement, and this department was successful with encouraging infill, expansion and attraction of businesses and industries
- 2 Continued to improve the Town's zoning ordinance through effective implementation
- 3 Conducted 99% of all building inspections within 24 hours of request
- 4 Continued the administration of the Stormwater Utility and processed buy-ins for existing Town ponds
- 5 Continued use of unified economic development property promotional materials and worked with the Economic Development Corporation to retain existing business and
- 6 Expanded sustainability efforts incorporating larger gardens, trail efforts, electronic recycling and Rethink
- 7 Continued to work on the Town's Comprehensive Plan rewrite and conducted a planning survey regarding citizen opinions on development
- 8 Completed east side LIDAR interpretations for planning and stormwater

## ***2015 Program Goals and Objectives:***

- 1 Promote diversified development and encourage sustainable business development
- 2 Expand Healthy Sustainable Business Network Designations
- 3 Continue the work on the Town's Comprehensive Plan rewrite with a goal of completion by the end of 2015
- 4 Update GIS server and implement web interface and promote the expanded usage of GIS by other departments to reduce staff workloads
- 5 Coordinate and begin implementation of the new municipal separate storm sewer systems permit (MS-4)
- 6 Pursue additional appropriate grants including potential creation of TIDs (Tax Incremental Districts)
- 7 Complete all building inspections within 24 hours of a request, exceeding the state requirement of 48 hours
- 8 Continue the reduction in dependence on fossil fuels by encouraging bike/pedestrian routes and electric vehicle usage

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5200-433.02-01	MISC HEALTH GRANTS/AID	2,000	2,500	0	0	0	0	0	
101-5200-440.03-01	BUILDING PERMITS	76,359	68,664	81,918	75,000	80,316	85,000	85,000	13.33%
101-5200-440.03-02	ELECTRICAL PERMITS	17,717	21,513	27,248	20,000	20,945	22,000	23,000	15.00%
101-5200-440.03-03	HEATING PERMITS	16,820	16,955	15,444	15,000	23,039	24,000	17,000	13.33%
101-5200-440.03-04	PLUMBING PERMITS	8,261	11,126	15,673	10,000	11,624	12,000	12,000	20.00%
101-5200-440.03-05	SIGN PERMITS	3,600	1,900	2,850	2,500	1,400	2,500	2,500	0.00%
101-5200-440.03-06	STATE PERMITS	1,710	2,160	3,060	2,700	1,890	2,700	3,200	18.52%
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	4,013	4,093	4,470	5,333	3,293	4,147	4,667	(12.50%)
101-5200-466.01-00	RADON KIT REVENUE	935	190	260	500	110	150	100	(80.00%)
101-5200-480.02-05	SALE OF WEATHER RADIOS	70	0	0	0	0	0	0	
101-5200-480.09-00	MISC REVENUE: PUBIC SAFETY-Inspections	1,371	1,452	0	0	29	29	0	
	<b>Inspection Subtotal (Program Revenues)</b>	<b>132,856</b>	<b>130,553</b>	<b>150,923</b>	<b>131,033</b>	<b>142,646</b>	<b>152,526</b>	<b>147,467</b>	<b>12.54%</b>
101-5600-432.09-00	CONSERVATION/DEVELOPMENT GRANT	0	0	0	0	0	0	0	
101-5600-440.04-01	ZONING PERMITS & FEES	4,688	10,383	14,494	15,000	11,590	15,000	16,000	6.67%
101-5600-440.04-02	NON-METALLIC MINING PERMIT	3,222	4,602	3,912	3,912	0	4,017	4,017	2.68%
101-5600-440.04-03	COMP PLAN AMENDMENT FEE	0	0	0	0	0	1,000	0	
101-5600-440.04-04	ZONING VARIANCES & CUP	0	0	700	1,000	350	350	0	(100.00%)
101-5600-462.01-00	PLATTING FEES	645	1,160	1,300	1,200	2,345	2,500	2,000	66.67%
101-5600-462.02-00	SITE PLAN REVIEW FEES	1,675	1,344	2,451	2,500	1,016	1,100	2,500	0.00%
101-5600-480.08-32	DONATION - SUSTAINABILITY	0	0	0	500	0	0	0	(100.00%)
101-5600-480.09-00	MISC REVENUE: PLANNING	709	50	367	0	596	596	0	
101-5600-491.02-04	TRANS FROM PER-CAPITA GRANT FUND	6,852	7,877	14,332	10,000	0	10,000	10,000	0.00%
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	2,000	0	2,000	0	
	<b>Comm. Dev. Subtotal (Program Revenues)</b>	<b>17,791</b>	<b>25,416</b>	<b>37,556</b>	<b>36,112</b>	<b>15,897</b>	<b>36,563</b>	<b>34,517</b>	<b>(4.42%)</b>
	<b>Total Program Revenues</b>	<b>150,647</b>	<b>155,969</b>	<b>188,479</b>	<b>167,145</b>	<b>158,543</b>	<b>189,089</b>	<b>181,984</b>	<b>8.88%</b>
	<i>Undesignated Rev. to Balance</i>	<i>23,534</i>	<i>21,312</i>	<i>16,737</i>	<i>22,959</i>	<i>1,900</i>	<i>18,825</i>	<i>23,283</i>	<i>1.41%</i>
	<i>LEVY to Balance</i>	<i>90,860</i>	<i>85,559</i>	<i>67,000</i>	<i>93,881</i>	<i>21,849</i>	<i>75,394</i>	<i>95,933</i>	<i>2.19%</i>
	<b>TOTAL REVENUES</b>	<b>265,042</b>	<b>262,841</b>	<b>272,216</b>	<b>283,986</b>	<b>182,292</b>	<b>283,308</b>	<b>301,200</b>	<b>6.06%</b>
		56.84%	59.34%	69.24%	58.86%	86.97%	66.74%	60.42%	

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5200-630.01-10	SALARIED	57,462	56,270	57,131	58,432	37,561	58,421	58,577	0.25%
101-5200-630.01-20	HOURLY/NON-REPRESENTED	0	0	0	29,329	18,853	29,324	29,402	0.25%
101-5200-630.01-21	HOURLY OT/NON-REPR	0	0	0	42	5	5	42	0.00%
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	33,236	21,429	28,546	0	0	0	0	
101-5200-630.01-25	HOURLY OT/GEN UNION	0	0	5	0	0	0	0	
101-5200-630.01-31	FICA	6,603	5,632	6,181	6,326	4,070	6,322	6,357	0.49%
101-5200-630.01-32	WI RETIREMENT	8,297	4,513	5,733	6,146	3,962	6,142	5,985	(2.62%)
101-5200-630.01-51	MEDICAL INSURANCE	28,094	24,093	29,082	28,831	19,129	28,993	27,806	(3.56%)
101-5200-630.01-52	DENTAL INSURANCE	1,358	1,133	1,321	1,391	812	1,316	1,397	0.43%
101-5200-630.01-53	GROUP LIFE/DISAB INS	827	670	766	778	444	771	790	1.54%
101-5200-630.01-97	UNEMPLOYMENT COMP	0	6,890	0	0	0	0	0	
101-5200-630.02-10	PROF SERVICE/CONTRACTED	6,481	8,110	12,740	7,000	7,972	12,000	12,000	71.43%
101-5200-630.02-46	UNIFORM RENTAL	0	0	0	0	0	0	0	
101-5200-630.03-10	OFFICE SUPPLIES	238	136	198	300	0	300	300	0.00%
101-5200-630.03-20	SUBSCRIPTIONS & DUES	471	310	742	500	297	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	42	28	60	500	0	175	500	0.00%
101-5200-630.03-35	TRAINING	570	464	460	990	0	990	990	0.00%
101-5200-630.03-41	POSTAGE	0	44	100	125	33	75	125	0.00%
101-5200-630.03-45	LICENSE/FORMS/PRINTING	0	0	144	200	0	150	200	0.00%
101-5200-630.03-46	CLOTHING/UNIFORM ALLOW	257	307	271	325	191	325	325	0.00%
101-5200-630.03-47	STATE PERMITS SEALS	0	753	767	1,506	767	1,000	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	0	0	2,500	0	0	0	(100.00%)
101-5200-630.08-55	CAPITAL REPLACEMENT FUND	1,305	1,305	1,305	1,109	0	0	0	(100.00%)
101-5200-630.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	0	0	0	1,109	1,109	
	<b>INSPECTIONS</b>	<b>146,651</b>	<b>132,087</b>	<b>145,552</b>	<b>146,405</b>	<b>94,096</b>	<b>147,918</b>	<b>147,986</b>	<b>1.08%</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5600-730.01-10	SALARIED	60,592	79,375	82,329	81,910	52,724	81,894	83,157	1.52%
101-5600-730.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5600-730.01-21	HOURLY OT/NON-REPR	4	0	13	0	0	0	0	
101-5600-730.01-22	HOURLY/NON-REPR./P.T.	18,856	0	0	0	0	0	13,950	
101-5600-730.01-31	FICA	6,740	6,209	6,544	6,427	4,204	6,426	7,592	18.13%
101-5600-730.01-32	WI RETIREMENT	5,254	4,709	5,489	5,734	3,691	5,733	5,655	(1.38%)
101-5600-730.01-40	PER DIEM	2,835	3,290	1,960	3,290	2,065	3,465	3,290	0.00%
101-5600-730.01-45	INTERN PROGRAM	0	3,774	4,301	4,000	3,993	4,000	4,000	0.00%
101-5600-730.01-51	MEDICAL INSURANCE	14,125	14,606	15,557	15,155	10,092	15,241	14,723	(2.85%)
101-5600-730.01-52	DENTAL INSURANCE	680	699	698	702	421	697	705	0.43%
101-5600-730.01-53	GROUP LIFE/DISAB INS	594	631	618	617	367	624	631	2.27%
101-5600-730.01-97	UNEMPLOYMENT COMP	205	0	0	0	0	0	0	
101-5600-730.02-01	DNR-NON-METALLIC MINING FEE	0	1,325	665	665	680	680	680	2.26%
101-5600-730.02-10	PROF SERVICE/CONTRACTED	943	10,881	630	4,940	2,461	5,000	4,940	0.00%
101-5600-730.02-16	CONSULTANT SERV/CONTRACT	865	0	339	1,000	119	500	1,000	0.00%
101-5600-730.02-37	DRAINAGE	0	0	0	0	0	0	0	
101-5600-730.03-10	OFFICE SUPPLIES	279	244	394	750	186	600	750	0.00%
101-5600-730.03-20	SUBSCRIPTIONS & DUES	3,224	3,060	4,556	5,711	5,066	5,700	5,711	0.00%
101-5600-730.03-25	LEGAL AND DISPLAY ADS	71	160	173	750	0	350	1,000	33.33%
101-5600-730.03-30	MILEAGE/MEALS/LODGING	190	225	1,139	1,400	257	700	1,400	0.00%
101-5600-730.03-35	TRAINING	314	844	1,150	1,200	590	1,000	1,200	0.00%
101-5600-730.03-41	POSTAGE/SHIPPING	1,020	222	109	1,000	780	800	500	(50.00%)
101-5600-730.03-45	LICENSE/FORMS/PRINTING	0	0	0	500	0	150	500	0.00%
101-5600-730.07-32	SUSTAINABILITY	0	500	0	500	500	0	0	(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	1,600	0	0	1,330	0	0	0	
101-5600-730.09-20	TRANSFER TO SPEC REV FUND	0	0	0	0	0	500	500	
101-5600-730.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	0	0	0	1,330	1,330	
<b>COMMUNITY DEVELOPMENT</b>		<b>118,391</b>	<b>130,754</b>	<b>126,664</b>	<b>137,581</b>	<b>88,196</b>	<b>135,390</b>	<b>153,214</b>	<b>11.36%</b>
<b>TOTAL EXPENDITURES</b>		<b>265,042</b>	<b>262,841</b>	<b>272,216</b>	<b>283,986</b>	<b>182,292</b>	<b>283,308</b>	<b>301,200</b>	<b>6.06%</b>

**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. The grant funding has been discontinued, but we still have kits to sell.

2 **101-5600-440.04-01 Zoning Permits**

This revenue is anticipated to increase in 2015, due to the pending construction of the full 10/41/441 interchange.

**Notes: Expenditures**

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

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

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

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

5 Building Inspection Assistant: 2 hours overtime

6 Increases staff for a seasonal Code Enforcement Officer (900 hours at \$15.50)

7 **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.

8 **101-5200-630.02-10 Professional Services:**

Increase due to the number of commercial electrical inspections (offset by revenue increase)

9 **101-5200-630.03-10 Office Supplies:**

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

10 **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.

11 **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.

12 **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.

13 **101-5200-630.03-46 Clothing/Uniform Allowance:**

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

14 **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.

15 **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.

16 **101-5600-730.02-01 DNR – Non-Metallic Mining:**

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



*NOTES: (cont.)*

17 **101-5600-730.02-10 Professional Services Contracted:**

These funds are used for special studies and comprehensive plan updates (\$3,500) and video taping the Planning Commission meetings (\$1,440).

18 **101-5600-730.03-10 Office Supplies:**

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

19 **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, planning periodicals for staff and planning commission, and a contribution to Fox Cities Regional Partnership (\$3,000), which will be funded with Per Capita Grant funding.

20 **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.

21 **101-5600-730.03-35 Training:**

This expenditure is for an out of state conference for WI American Planning Association and American Planning Association 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.

22 **101-5600-730.03-41 Postage/Shipping:**

These funds will be used for special notices for Conditional Use Permits, rezonings, variances, subdivisions, comprehensive plan updates and other general notices. These fees will be partially compensated by fees collected for various applications.

22 **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.

23 **101-5600-730.09-42 Transfer to Spec Revenue Fund:**

This transfer is to fund the sustainability committee's programs in the Special Revenue Fund.

# ***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.

## ***2014 Program Accomplishments:***

- 1 Completed the Town of Menasha's 2013 Comprehensive Annual Financial Report (CAFR), which is a more in-depth financial report with a statistical section about the Town.
- 2 Worked with Administration on the non-represented employee pay plan and associated additional compensation rules.
- 3 Established new water rate classes for multi-family and irrigation and adjusted effected utility accounts, as required by the Public Service Commission.
- 4 Updated all finance job descriptions.
- 5 Expanded the implementation of the scanning software into other financial areas, such as cash receipts, accounts receivable, utility, and payroll updates, tax forms, and debt documents, along with any annual reports, such as the CFAR, PSC Report, State Form C Report, and Budget documents.
- 6 Evaluated possible advanced and current refinancing debt options for cost savings.
- 7 Evaluated and processed all the paperwork necessary for refinancing the 2004 Utility Revenue Bonds to save the Town of Menasha Utility \$176,510 in present value savings over the life of the debt.
- 8 Evaluated and processed all financial related duties for the new 2014 General Obligation (GO) Promissory Notes, including evaluating debt structures, updating the Official Statement, managing the Moody's rating conference call, etc.
- 9 Increased customer service by implementing over-the-counter credit card transactions at the finance counter, via a third party company.
- 10 Managed the financial aspect of one (1) 2013 construction project, with special assessments, which resulted in invoicing 105 residents, and handling associated questions in 2014. In addition, tax roll calculations for any special assessment invoices not paid were created and processed on the 2014 tax bill. This was the first project for requiring sanitary lateral line replacement for homeowners.
- 11 Handled all the special assessment waivers for the 2014 lateral replacement program, and invoiced the customer based on the new lateral replacement policy.
- 12 Submitted the Town of Menasha's CAFR to the Government Finance Officer's Association for review and evaluation, to earn the Certificate of Achievement for Excellence in Financial Reporting.

**2014 Program Accomplishments: (cont.)**

- 13 Created an audit request for proposal and evaluated responses to ensure the Town maintains a very knowledgeable governmental and utility accounting firm at a reasonable cost.
- 14 Worked on a couple sustainability projects regarding vendor lists and garbage/recycling cost history.
- 15 Worked on Debt Projections for the next several years, based on projected capital improvement proposed for the Annual Board Workshop.

**2015 Program Goals & Objectives:**

- 1 Continue the expanded use of the scanning software into other financial areas.
- 2 Manage the financial aspect of three (3) 2014 construction projects, with special assessments, which will result in invoicing over 250 residents, and handling associated questions in 2015. In addition, tax roll calculations for any special assessment invoices not paid will be created and processed on the 2015 tax bill.
- 3 Implement Laserfiche for all departments to use for inquiry on any invoice paid.
- 4 Research the ability to distribute payroll by email instead of printing advice of deposits.
- 5 Research the ability to pay vendors via ACH instead of checks.
- 6 Work with Administration on changing the Personnel Policy Manual to create one policy for all non-represented employees.

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-440.02-01	DOG LICENSES	7,837	8,172	8,340	8,100	7,037	8,100	8,100	0.00%
101-5100-440.02-02	CAT LICENSES	2,193	1,916	1,769	1,830	1,448	1,800	1,800	(1.64%)
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	4,013	6,290	4,470	5,333	3,293	4,147	4,667	(12.50%)
101-5100-480.01-00	INTEREST	102,351	52,520	38,589	50,000	43,781	50,000	50,000	0.00%
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - FINANC	0	0	0	0	0	0	0	
	<b>Subtotal (Program Revenues)</b>	<b>116,394</b>	<b>68,898</b>	<b>53,168</b>	<b>65,263</b>	<b>55,559</b>	<b>64,047</b>	<b>64,567</b>	<b>(1.07%)</b>
	<i>Undesignated Rev. to Balance</i>	<i>52,221</i>	<i>55,396</i>	<i>58,918</i>	<i>70,062</i>	<i>19,774</i>	<i>64,049</i>	<i>68,306</i>	<i>(2.51%)</i>
	<i>LEVY to Balance</i>	<i>201,612</i>	<i>222,393</i>	<i>235,851</i>	<i>286,488</i>	<i>227,401</i>	<i>256,515</i>	<i>281,443</i>	<i>(1.76%)</i>
	<b>TOTAL REVENUE</b>	<b>370,227</b>	<b>346,687</b>	<b>347,937</b>	<b>421,814</b>	<b>302,734</b>	<b>384,610</b>	<b>414,316</b>	<b>(1.78%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-570.01-10	SALARIED	50,003	47,479	48,348	74,042	27,488	41,470	74,227	0.25%
101-5100-570.01-20	HOURLY/NON-REPRESENTED	0	0	0	72,613	46,655	72,600	72,793	0.25%
101-5100-570.01-21	HOURLY OT/NON-REPR	0	0	0	2,256	87	2,256	2,262	0.27%
101-5100-570.01-22	HOURLY/NON-REPR./P.T.	2,559	2,637	3,523	7,427	1,024	7,427	6,624	(10.81%)
101-5100-570.01-24	HOURLY/GENERAL UNION	67,154	69,266	70,785	0	0	0	0	
101-5100-570.01-25	HRLY. OVERTIME/GEN UNION	676	376	913	0	0	0	0	
101-5100-570.01-31	FICA	8,838	8,732	8,779	11,426	5,327	8,933	11,412	(0.12%)
101-5100-570.01-32	WI RETIREMENT	10,470	6,948	8,004	10,424	5,196	8,143	10,151	(2.62%)
101-5100-570.01-51	MEDICAL INSURANCE	44,464	29,564	31,978	39,497	20,414	30,825	38,099	(3.54%)

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-570.01-52	DENTAL INSURANCE	1,403	1,392	1,392	1,868	830	1,344	1,878	0.54%
101-5100-570.01-53	GROUP LIFE/DISAB INS	960	1,019	1,017	1,266	595	1,016	1,300	2.69%
101-5100-570.02-10	PROF SERVICE/CONTRACTED	36,442	41,731	35,691	45,000	41,562	45,000	25,000	(44.44%)
101-5100-570.03-10	OFFICE SUPPLIES	1,315	1,831	907	2,000	502	2,000	1,750	(12.50%)
101-5100-570.03-20	SUBSCRIPTIONS & DUES	776	400	791	970	704	870	970	0.00%
101-5100-570.03-25	LEGAL & DISPLAY ADS	414	566	284	450	0	350	350	(22.22%)
101-5100-570.03-30	MILEAGE/MEALS/LODGING	251	632	704	1,000	0	100	925	(7.50%)
101-5100-570.03-35	TRAINING	663	585	1,381	1,125	135	535	1,125	0.00%
101-5100-570.03-43	FINANCIAL REVIEW	0	0	0	450	435	435	450	0.00%
101-5100-600.05-10	INSURANCE	143,839	133,529	133,440	150,000	151,780	161,306	165,000	10.00%
	<b>FINANCE</b>	<b>370,227</b>	<b>346,687</b>	<b>347,937</b>	<b>421,814</b>	<b>302,734</b>	<b>384,610</b>	<b>414,316</b>	<b>(1.78%)</b>

**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 25% Town - 50% Utility - 25% Storm Utility
- 5 Account Technicians & Finance Clerk 100 hours OT
- 6 Seasonal Clerks - Reduced 270 hours
- 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.

### ***2014 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
- 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 - Fire and Police 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 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
- 11 Working on International Fire Code - update to new code revision
- 12 Continued fire safety education of project developers and contractors to enhance fire safety features in new and existing building projects
- 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 Secured a FEMA grant for the purchase of low/medium pressure air bags for extrication
- 19 Continued to provide a fire department community newsletter to citizens and businesses in the community
- 20 Continued working on the fire department website with assistance from the IT department
- 21 Continued to identify and complete recommendations made by the re-accreditation peer assessment team as deemed appropriate, support those recommendations
- 22 Plan and work with the Wisconsin Department of Transportation to for emergency response issues during the HWY 10/441 construction project
- 23 Created a staffing plan to cover emergency responses during the HWY 10/441 construction project
- 24 Created an officer development program and started implementing the training program
- 25 Created a new Fire Department Facebook Page (business vs individual)
- 26 Created Public Education lesson plans

***2014 Program Accomplishments (cont.):***

- 27 Submitted grant applications to help maintain our smoke/carbon monoxide alarm installation program for residents
- 28 Submitted a regional grant application with three area fire departments to purchase electronic sign boards at fire stations and billboards along highways to promote fire and life safety

***2015 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
- 6 Increase by 5%, fire department's contacts with town residents on fire and safety related issues
- 7 Continue to 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 paid-on call (POC) fire fighter staffing issues
- 12 Deliver a response of well trained and equipped fire suppression resources with an 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 and public education activities
- 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 Monitor staffing needs to ensure department is meeting the public expectations for the delivery of fire department services
- 22 Continue to maintain the department Facebook page and utilize other social media methods to promote fire and life safety education and communication with the residents
- 23 Continue to create lesson plans for fire and life safety public education

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5200-431.09-00	FEDERAL GRANT - FD	13,300	0	5333	0	0	0	0	
101-5200-432.03-00	2% FIRE DUES	44,533	50,882	49,616	49,616	57,808	57,808	57,808	16.51%
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	0	0	0	0	0	0	0	
101-5200-440.03-08	FIRE PROTECTION SYSTEMS PERMIT	1,180	956	665	750	866	1,000	750	0.00%
101-5200-440.03-13	TANK PERMITS (FUEL/CHEMICAL)	4,931	3,866	3,946	3,600	4,000	4,250	3,600	0.00%
101-5200-466.02-01	FIRE PREVENTION VISITS	925	225	275	750	600	750	750	0.00%
101-5200-466.02-02	VEHICLE INCIDENT RESPONSE	21,550	16,053	15,124	14,000	9,078	14,000	14,000	0.00%
101-5200-469.01-03	FALSE ALARM FEES - FD	3,514	3,456	2,376	2,500	1,893	2,500	2,500	0.00%
101-5200-461.01-03	FIRE PROT-COPY/DOC FEES	78	11	26	25	42	50	25	0.00%
101-5200-480.02-01	SALE OF TOWN EQUIPMENT: FD	190	600	0	200	290	750	0	(100.00%)
101-5200-480.08-11	DONATIONS & CONTRIBUTIONS - FD	0	172	0	0	0	0	0	
101-5200-480.09-03	MISC REVENUE: PUBIC SAFETY-FD	4332	-764	4874	0	507	507	0	
101-5200-491.02-05	TRANS FROM PUBLIC PROT - FD	9,820	0	0	0	0	0	0	
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - FIRE	0	0	0	30,123	0	30,123	0	
	<b>Subtotal (Program Revenues)</b>	<b>104,353</b>	<b>75,285</b>	<b>82,235</b>	<b>101,564</b>	<b>75,084</b>	<b>111,738</b>	<b>79,433</b>	<b>(21.79%)</b>
	<i>Undesignated Rev. to Balance</i>	<i>210,268</i>	<i>186,625</i>	<i>188,944</i>	<i>198,118</i>	<i>38,178</i>	<i>192,050</i>	<i>218,679</i>	<b>10.38%</b>
	<i>LEVY to Balance</i>	<i>811,790</i>	<i>749,221</i>	<i>756,346</i>	<i>810,116</i>	<i>439,052</i>	<i>769,160</i>	<i>901,030</i>	<b>11.22%</b>
	<b>TOTAL REVENUES</b>	<b>1,126,411</b>	<b>1,011,131</b>	<b>1,027,525</b>	<b>1,109,798</b>	<b>552,314</b>	<b>1,072,948</b>	<b>1,199,142</b>	<b>8.05%</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5200-620.01-10	SALARIED	200,524	204,306	210,483	260,690	167,917	260,640	236,552	(9.26%)
101-5200-620.01-20	HOURLY/NON-REPRESENTED	47,319	47,443	49,674	50,793	32,650	50,783	79,449	56.42%
101-5200-620.01-21	HOURLY OT/NON-REPR	194	243	1,003	2,007	502	898	2,012	0.25%
101-5200-620.01-22	HOURLY/NON-REPR./P.T.	194,500	184,677	179,410	218,843	103,673	201,459	290,942	32.95%
101-5200-620.01-24	SALARY - GENERAL UNION	42,082	42,983	44,283	0	0	0	0	
101-5200-620.01-31	FICA	36,337	36,006	36,004	39,939	22,530	38,106	45,455	13.81%
101-5200-620.01-32	WI RETIREMENT	61,495	49,855	49,910	44,872	23,584	38,416	43,180	(3.77%)
101-5200-620.01-40	PER DIEM	438	333	333	595	88	0	595	0.00%
101-5200-620.01-42	FIRE CALL PREMIUM	12,051	11,619	10,590	16,320	6,735	10,665	16,320	0.00%
101-5200-620.01-51	MEDICAL INSURANCE	83,083	83,010	89,072	88,440	58,678	88,935	85,171	(3.70%)
101-5200-620.01-52	DENTAL INSURANCE	4,094	4,111	4,111	4,265	2,524	4,104	4,310	1.06%
101-5200-620.01-53	GROUP LIFE/DISAB INS	2,457	2,497	2,495	2,536	1,433	2,499	2,360	(6.94%)
101-5200-620.01-55	FF ANNUITY/VESTED	3,570	3,105	2,340	5,400	1,320	2,640	5,400	0.00%
101-5200-620.01-97	UNEMPLOYMENT COMP	2,680	1,861	5,352	2,500	1,165	2,000	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	1,054	1,970	1,970	0.00%
101-5200-620.02-21	ELECTRICITY	14,716	15,189	16,512	16,500	10,398	16,950	16,750	1.52%
101-5200-620.02-22	NATURAL GAS	4,522	3,197	4,411	5,500	4,852	8,000	5,500	0.00%
101-5200-620.02-23	SEWER/WATER/STORM	7,244	7,779	7,757	8,100	6,280	8,000	8,100	0.00%
101-5200-620.02-24	TELEPHONE	3,428	3,589	3,540	3,575	2,408	3,815	3,815	6.71%
101-5200-620.02-40	REPAIR/MAINT SERV/OTHER	3,714	4,406	4,266	6,010	4,480	6,200	7,240	20.47%
101-5200-620.02-41	BUILDING REPAIR & MAINT	9,475	12,007	7,992	6,750	5,537	7,000	7,750	14.81%
101-5200-620.03-10	OFFICE SUPPLIES	750	863	871	1,000	221	900	3,900	290.00%
101-5200-620.03-20	SUBSCRIPTIONS & DUES	2,614	2,608	2,841	4,129	3,524	4,050	3,834	(7.14%)
101-5200-620.03-25	LEGAL & DISPLAY ADS	231	22	0	100	0	25	100	0.00%
101-5200-620.03-30	MILEAGE/MEALS/LODGING	3,784	4,733	4,267	4,975	3,145	4,000	4,975	0.00%
101-5200-620.03-35	TRAINING	11,919	12,878	10,187	12,800	7,637	12,500	10,640	(16.88%)
101-5200-620.03-40	OPERATING SUPPLIES	6,793	5,258	4,706	7,998	5,901	7,900	5,520	(30.98%)
101-5200-620.03-41	POSTAGE/SHIPPING	259	293	141	300	46	275	300	0.00%
101-5200-620.03-43	ACCREDITATION/AWARDS	6,541	1,100	1,130	1,130	1,150	1,150	1,150	1.77%
101-5200-620.03-46	CLOTHING/UNIFORM ALLOW	21,492	21,170	22,038	28,268	9,763	27,000	40,125	41.94%
101-5200-620.03-53	EQUIPMENT MAINTENANCE	6,446	6,029	11,131	20,400	6,538	20,000	16,950	(16.91%)
101-5200-620.03-55	VEHICLE MAINTENANCE	44,884	45,772	46,319	34,850	30,445	34,850	40,250	15.49%



**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5200-620.03-61	OPERATIONAL EQ SUPPLIES	4,610	4,800	3,617	5,975	5,708	5,975	8,208	37.37%
101-5200-620.03-72	CRACK SEALING PROGRAM	3,395	3,195	0	0	0	0	0	
101-5200-620.03-91	PUBLIC SERVICE & EDUCATION	2,340	2,450	2,163	2,500	820	2,500	2,500	0.00%
101-5200-620.03-93	MEDICAL EXAMS	17,880	12,404	14,291	17,350	7,699	17,000	22,100	27.38%
101-5200-620.08-11	CAPTIAL EQUIPMENT-OFFICE	0	0	0	0	0	0	0	
101-5200-620.08-14	CAPITAL EQUIPMENT-OTHER	29,738	9,133	15,775	12,675	11,909	12,000	17,675	39.45%
101-5200-620.08-21	CAP IMPR BUILDING & LAND	0	7,902	5,500	16,830	0	16,830	0	(100.00%)
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	226,842	150,335	151,040	152,913	0	0	0	(100.00%)
101-5200-620.09-42	TRANSFER TO REPLACEMENT FUND-40	0	0	0	0	0	152,913	155,544	
	<b>FIRE PROTECTION</b>	<b>1,126,411</b>	<b>1,011,131</b>	<b>1,027,525</b>	<b>1,109,798</b>	<b>552,314</b>	<b>1,072,948</b>	<b>1,199,142</b>	<b>8.05%</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,126,411</b>	<b>1,011,131</b>	<b>1,027,525</b>	<b>1,109,798</b>	<b>552,314</b>	<b>1,072,948</b>	<b>1,199,142</b>	<b>8.05%</b>

**NOTES:**

**Expenditures:**

- 1 **Payroll:** Fire department is undergoing a reorganization. The Deputy Chief position will end 1/31/15. The Public Fire & Life Safety Educator/Fire Department Associate position will end 6/30/15. Two new fire fighter positions, along with a part-time Administrative Assistant, will start 7/1/15. Severance package costs have been included. Fire Department payroll includes 56 Paid-on-Call (POC) Fire Fighters (16,815 hrs), which includes 4 Captains, 6 Lieutenants, 1 Fleet Maintenance, and 1 EMS Coordinator. The payroll also includes coverage for 2 Paid-on-Premise (POP) Fire Fighters working 10 hours per day, 5 days per week, and 2 POP Fire Fighters working 5 hours per day, 5 days per week starting April 1, 2015.
- 2 **101-5200-620-01-21:** Firefighter overtime of 55 hrs
- 3 **101-5200-620-01-32:** 6 Fire Fighters @700 hrs each will be on WI Retirement, along with all Paid on Premise Fire Fighters
- 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 \$250 due to increase costs for electricity
- 7 **101-5200-620.02-24:** Increase of \$240 due to increase in costs for phone services.
- 8 **101-5200-620.02-40:** Increase of \$1,230 due to the addition of a maintenance costs along with the additional costs for maintenance for HVAC units in both apparatus bays
- 9 **101-5200-620.02-41:** Increase of \$1,000 due to the increased costs for building maintenance
- 10 **101-5200-620.03-10:** Includes \$3,000 for office furniture and computer equipment for the 41/441/10 staffing project
- 11 **101-5200-620.03-20:** Decrease of \$295 due to decreased costs of the I am Responding software subscription
- 12 **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.
- 13 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
- 14 **101-5200-620.03-40:** Decrease of \$2,478 due to purchases of equipment in 2014
- 15 **101-5200-620.03-43:** Increase of \$20 due an increase for the annual accreditation fee

**NOTES: (cont.)**

- 16 **101-5200-620.03-46:** Includes 5 sets of gear for the Paid-on-Premise fire fighters-\$11,800, and \$150/each uniform allowance for 10 Paid-on-Premise-Paid-on-Premise fire fighters-\$1,500
- 17 **101-5200-620.03-53:** Overall decrease of \$3,450, which resulted from a \$9,250 decrease for the purchase of needed SCBA facepiece lenses in 2014, and the addition of a radio maintenance contract with the County for \$5,800
- 18 **101-5200-620.03-55:** Increase of \$5,400 primarily for apparatus corrosion repairs and two(2) new intake relief valves (\$4,400)
- 19 **101-5200-620.03-61:** Increase of \$2,233 for 5 Paid-on-Premise fire fighter SCBA Equipment
- 20 **101-5200-620.03-93:** Includes medical tests for the Paid-on-Premise fire fighters-\$3,500
- 21 **101-5200-620.08-14:** Includes fire hose replacement (\$4,000), 15 new pagers (\$6,975) and floor scrubber for station #40 (\$6,700)

## ***INFORMATION TECHNOLOGY***

### ***Statement of Purpose:***

The Information Technology (IT) department 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. IT also 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. IT promotes technology within departments to improve work efficiency and 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.

### ***2014 Program Accomplishments:***

- 1 Implement Winnebago County's new CAD and Records Management System for the Police and Fire Departments
- 2 Implement cash receipting system for Municipal Court
- 3 Assist Finance with the ability to accept credit cards at the counter and electronic check stubs for payroll
- 4 Develop and assist the Street Department in scanning of files and maps
- 5 Researched and implemented mobile computers for field GIS services for Water, Wastewater and Stormwater Utilities
- 6 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 and increases productivity
- 7 A redesign of the Town intranet to expand the use and scope in order to assist the Town employees with information

### ***2015 Program Goals & Objectives:***

- 1 Community Development - Expand their GIS and document management capabilities
- 2 Fire - Work with the training officer to develop an online training environment
- 3 Finance - Enhance their use of document management with the use of workflow technology
- 4 Police Department - Increase information accessibility for the officers through the Town's intranet
- 5 Parks & Recreation - Research the possibility for implementing virtual tours on the their webpage for the parks and community center rental facilities
- 6 Street - Increase document management and GIS capabilities
- 7 Utility - Increase their mobile capabilities to monitor devices, increase work efficiency and upgrade their SCADA software
- 8 Continue to add to the Town's intranet to expand the use and scope in order to assist the Town employees with information

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
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	599	599	617	617	617	3.01%
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	26,600	0	26,600	0	
	<b>Subtotal (Program Revenues)</b>	<b>588</b>	<b>588</b>	<b>599</b>	<b>27,199</b>	<b>617</b>	<b>27,217</b>	<b>617</b>	<b>(97.73%)</b>
	<i>Undesignated Rev. to Balance</i>	<i>48,547</i>	<i>51,087</i>	<i>56,541</i>	<i>57,334</i>	<i>14,632</i>	<i>57,024</i>	<i>63,405</i>	<i>10.59%</i>
	<i>LEVY to Balance</i>	<i>187,429</i>	<i>205,091</i>	<i>226,332</i>	<i>234,443</i>	<i>168,271</i>	<i>228,382</i>	<i>261,249</i>	<i>11.43%</i>
	<b>TOTAL REVENUE:</b>	<b>236,564</b>	<b>256,766</b>	<b>283,472</b>	<b>318,976</b>	<b>183,520</b>	<b>312,623</b>	<b>325,271</b>	<b>1.97%</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-560.01-10	SALARIED	44,700	42,450	43,204	44,192	28,408	44,184	46,880	6.08%
101-5100-560.01-20	HOURLY/NON-REPRESENTED	0	27,436	26,481	28,354	18,207	28,344	29,754	4.94%
101-5100-560.01-21	HOURLY OT/NON-REPR	0	0	0	204	0	0	214	4.90%
101-5100-560.01-22	HOURLY/NON-REPR./P.T.	14,798	116	214	0	0	0	0	
101-5100-560.01-31	FICA	4,368	5,128	5,073	5,214	3,275	5,213	5,539	6.23%
101-5100-560.01-32	WI RETIREMENT	5,424	4,150	4,601	5,078	3,263	5,077	5,226	2.91%
101-5100-560.01-51	MEDICAL INSURANCE	13,189	16,346	20,936	24,764	16,430	24,903	23,882	(3.56%)
101-5100-560.01-52	DENTAL INSURANCE	629	809	894	1,194	715	1,159	1,200	0.50%
101-5100-560.01-53	GROUP LIFE/DISAB INS	384	679	608	665	382	656	672	1.05%
101-5100-560.02-10	PROF SERVICE/CONTRACTED	2,754	1,746	1,540	2,500	108	500	6,500	160.00%
101-5100-560.02-11	COMPUTER LICENSE & MAINT	69,329	68,858	79,681	78,899	71,261	78,899	86,357	9.45%
101-5100-560.02-14	ENGINEERING	0	0	0	0	0	0	0	
101-5100-560.02-24	TELEPHONE	14,420	18,637	24,325	24,370	19,198	24,370	26,160	7.35%
101-5100-560.02-40	REPAIR/MAINT SERV/OTHER	0	0	300	3,500	2,500	2,500	15,775	350.71%

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-560.03-11	COMPUTER SUPPLIES	4,238	5,842	6,521	6,999	3,299	6,500	11,899	70.01%
101-5100-560.03-20	SUBSCRIPTIONS & DUES	245	245	245	375	50	150	375	0.00%
101-5100-560.03-30	MILEAGE/MEALS/LODGING	147	80	265	800	100	350	800	0.00%
101-5100-560.03-35	TRAINING	650	1,610	120	4,550	0	2,500	4,550	0.00%
101-5100-560.08-15	COMPUTER EQUIP/SOFTWARE	28,685	30,030	35,198	53,446	16,324	53,446	29,596	(44.62%)
101-5100-560.08-55	CAPITAL REPLACEMENT FUND	32,604	32,604	33,266	33,872	0	0	0	(100.00%)
101-5100-560.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	0	0	0	33,872	29,892	
<b>INFORMATION TECHNOLOGY</b>		<b>236,564</b>	<b>256,766</b>	<b>283,472</b>	<b>318,976</b>	<b>183,520</b>	<b>312,623</b>	<b>325,271</b>	<b>1.97%</b>

**NOTES:**

- 1 Director of Informational Technology 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 contracting outside services for special projects, which includes an increase for GIS web setup (\$4,000)
- 5 **101-5100-560.02-11 Computer License & Maintenance:** Software maintenance and support for previous purchased software. Additionally the Microsoft License costs have been moved from the Equipment Replacement Fund to the General Fund, since the costs are now annual costs.
- 6 **101-5100-560.02-24 Telephone:** Add one smart phone for the Park & Recreation Director, plus Internet service costs have increased
- 7 **101-5100-560.02-40 Maintenance Services:** The Town's fiber hanging on poles in the City of Menasha needs to be relocated (\$12,275)
- 8 **101-5100-560.03-11 Computer Supplies:** Printer toner, cables, other computer related supplies and Smart board for administration conference room (\$4,900)
- 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, GIS Training (out-of-state)
- 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: Annual computer and tool replacements (\$22,596), and data card routers to increase connectivity for Police squad cars and Fire apparatus (\$7,000).

## ***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.

### ***2014 Program Accomplishments:***

- 1 Collected approximately \$26,300 in forfeitures through Government Payment Services in the first six months of 2014 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 \$11,700 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 a slot on the 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 Purchased software that interfaces with the Tax Refund Intercept Program to expedite certification for intercepting taxes for outstanding fines
- 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 Increased the court costs on January 1, 2014 from \$23.00 to \$33.00.

### ***2015 Program Goals & Objectives:***

- 1 Communicate with the State Legislature regarding items of interest to the Municipal Court specifically with the 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.

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5200-451.03-00	SERVICE/PROCESS FEE	5,400	4,700	5,072	5,500	3,630	5,176	5,500	0.00%
101-5100-451.04-00	COURT COSTS	35,813	40,445	49,090	42,000	35,847	45,000	45,000	7.14%
	<b>Subtotal (Program Revenues)</b>	<b>41,213</b>	<b>45,145</b>	<b>54,162</b>	<b>47,500</b>	<b>39,477</b>	<b>50,176</b>	<b>50,500</b>	<b>6.32%</b>
	<i>Undesignated Rev. to Balance</i>	<i>17,704</i>	<i>15,747</i>	<i>14,002</i>	<i>16,013</i>	<i>3,271</i>	<i>15,983</i>	<i>15,452</i>	<i>(3.50%)</i>
	<i>LEVY to Balance</i>	<i>68,349</i>	<i>63,216</i>	<i>56,049</i>	<i>65,477</i>	<i>37,612</i>	<i>64,013</i>	<i>63,665</i>	<i>(2.77%)</i>
	<b>TOTAL REVENUE:</b>	<b>127,266</b>	<b>124,108</b>	<b>124,213</b>	<b>128,990</b>	<b>80,360</b>	<b>130,172</b>	<b>129,617</b>	<b>0.49%</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-510.01-10	SALARIED	8,240	8,272	8,272	8,251	5,324	8,272	8,251	0.00%
101-5100-510.01-20	HOURLY NON-REPR F/T	47,551	48,454	49,919	51,045	32,812	51,042	51,172	0.25%
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	4,039	4,111	4,216	4,297	2,769	4,298	4,315	0.42%
101-5100-510.01-32	WI RETIREMENT	4,337	2,874	3,328	3,573	2,296	3,573	3,480	(2.60%)
101-5100-510.01-51	MEDICAL INSURANCE	16,527	16,602	17,814	17,688	11,024	17,787	17,059	(3.56%)
101-5100-510.01-52	DENTAL INSURANCE	828	831	831	853	511	830	857	0.47%
101-5100-510.01-53	GROUP LIFE/DISAB INS	496	514	514	518	278	505	518	0.00%
101-5100-510.02-10	PROF SERVICE/CONTRACTED	6,820	5,368	5,922	5,500	5,721	7,000	7,000	27.27%
101-5100-521.02-15	LEGAL COUNSEL	36,600	35,324	31,246	35,000	18,433	35,000	35,000	0.00%
101-5100-510.03-10	OFFICE SUPPLIES	412	79	395	500	194	300	200	(60.00%)
101-5100-510.03-20	SUBSCRIPTIONS & DUES	140	140	140	140	140	140	140	0.00%
101-5100-510.03-30	MILEAGE/MEALS/LODGING	217	198	162	400	0	200	400	0.00%
101-5100-510.03-35	TRAINING	625	625	625	625	625	625	625	0.00%
101-5100-510.03-41	POSTAGE	426	716	829	600	233	600	600	0.00%
	<b>JUDICIAL</b>	<b>127,266</b>	<b>124,108</b>	<b>124,213</b>	<b>128,990</b>	<b>80,360</b>	<b>130,172</b>	<b>129,617</b>	<b>0.49%</b>
	<b>TOTAL EXPENDITURES</b>	<b>127,266</b>	<b>124,108</b>	<b>124,213</b>	<b>128,990</b>	<b>80,360</b>	<b>130,172</b>	<b>129,617</b>	<b>0.49%</b>

***NOTES:***

- 1 **101-5100-510.02-10 Professional Services/Contracted:** The costs in this account include: \$6,500 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:** Miscellaneous Office Supplies
- 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 2015.
- 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.

### 2015 Program Goals & Objectives:

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

#### REVENUES:

ACCOUNT NUMBER	ACCOUNT	2011	2012	2013	2014	2014 YTD	2014	2015	% Change
		ACTUAL	ACTUAL	ACTUAL	BUDGET	9/8/2014	PROJ	BUDGET	2014/2015
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - LEG	0	0	0	0	0	0	0	
	<b>Subtotal (Program Revenues)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<i>Undesignated Rev. to Balance</i>	<i>7,997</i>	<i>7,578</i>	<i>6,949</i>	<i>7,972</i>	<i>1,996</i>	<i>7,626</i>	<i>7,697</i>	<i>(3.45%)</i>
	<i>LEVY to Balance</i>	<i>30,874</i>	<i>30,423</i>	<i>27,819</i>	<i>32,600</i>	<i>22,950</i>	<i>30,544</i>	<i>31,716</i>	<i>(2.71%)</i>
	<b>TOTAL REVENUE:</b>	<b>38,871</b>	<b>38,001</b>	<b>34,768</b>	<b>40,572</b>	<b>24,946</b>	<b>38,170</b>	<b>39,413</b>	<b>(2.86%)</b>

#### EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2011	2012	2013	2014	2014 YTD	2014	2015	% Change
		ACTUAL	ACTUAL	ACTUAL	BUDGET	9/8/2014	PROJ	BUDGET	2014/2015
101-5100-500.01-10	SALARIED	27,034	27,482	25,892	27,302	17,431	27,054	27,302	0.00%
101-5100-500.01-31	FICA	2,067	2,102	1,980	2,089	1,334	2,070	2,089	0.00%
101-5100-500.01-32	WI RETIREMENT	2,355	1,438	944	1,051	668	1,028	1,044	(0.67%)
101-5100-500.02-10	PROFESSIONAL SERVICES	1,657	1,199	1,190	3,180	1,060	1,500	2,460	(22.64%)
101-5100-500.03-20	SUBSCRIPTIONS & DUES	4,323	4,512	3,953	4,700	4,093	4,468	4,468	(4.94%)
101-5100-500.03-25	LEGAL AND DISPLAY ADS	-	400	-	200	-	-	-	(100.00%)
101-5100-500.03-30	MILEAGE/MEALS/LODGING	349	245	358	550	157	550	550	0.00%
101-5100-500.03-35	TRAINING	129	160	255	500	50	500	500	0.00%
101-5100-500.03-90	OTHER SUPPLIES & EXPENSE	957	463	196	1,000	153	1,000	1,000	0.00%
101-5100-500.08-14	CAPITAL EQUIPMENT-OTHER	-	-	-	-	-	-	-	
	<b>LEGISLATIVE</b>	<b>38,871</b>	<b>38,001</b>	<b>34,768</b>	<b>40,572</b>	<b>24,946</b>	<b>38,170</b>	<b>39,413</b>	<b>(2.86%)</b>

***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

**MISCELLANEOUS ACCOUNTS**

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-432.09-00	MISC STATE GRANT	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	24,860	25,662	34,223	27,495	0	27,000	27,908	1.50%
101-5100-491.06-11	TRANS FROM WTR DEPARTMENT to MC	12,674	10,673	18,645	11,525	0	11,525	12,120	5.16%
101-5100-491.06-12	TRANS FROM SWR DEPARTMENT to MC	12,674	10,673	18,645	11,525	0	11,525	12,120	5.16%
101-5100-491.06-13	TRANS FROM STORM DEPARTMENT to MC	25,348	21,347	37,290	23,050	0	23,050	24,239	5.16%
101-5100-491.06-13	TRANS FROM STORM UTILITY advance to 613	0	0	0	0	0	0	0	
101-5100-491.06-13	TRANS FROM STORM UTILITY repayment of prior exp	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	50,000	0	50,000	0	
	<b>Subtotal (Program Revenues)</b>	<b>75,556</b>	<b>68,355</b>	<b>108,803</b>	<b>223,595</b>	<b>0</b>	<b>223,100</b>	<b>176,387</b>	<b>(21.11%)</b>
101-5100-410.02-00	MOBILEHOME FEE-TN SHARE	64,367	64,018	62,182	60,000	49,688	61,000	60,000	0.00%
101-5100-410.03-00	HOTEL/MOTEL TAX	1	33	781	500	407	600	600	20.00%
101-5100-410.05-00	PAYMENT IN LIEU OF TAXES	489,201	479,989	531,191	500,000	0	525,000	525,000	5.00%
101-5100-410.09-00	OTHER TAXES	-773	4,038	1,189	0	1,518	2,200	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	447,113	339,292	341,852	341,306	51,196	341,306	341,340	0.01%
101-5100-432.02-01	EXPENDITURE RESTRAINT	43,562	50,612	48,777	70,361	70,362	70,362	63,589	(9.62%)
101-5100-432.04-01	COMPUTER EXEMPT AID	194,699	197,087	208,399	208,399	196,115	196,115	205,000	(1.63%)
101-5100-440.09-01	FRANCHISE FEES/CABLE TV	230,058	251,602	241,612	250,000	115,312	248,000	250,000	0.00%
	JUDGEMENTS AND DAMAGES	0	0	0	0	0	0	0	
101-5100-461.01-00	COPY/DOCUMENT FEES	226	312	167	225	105	150	200	(11.11%)
101-5100-463.01-00	RENT-TOWN PROPERTY: GENERAL	37,414	39,890	39,133	39,431	23,885	39,431	39,431	0.00%
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	15,267	44,699	7,270	5,000	15,716	16,000	8,000	60.00%

**REVENUES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-491.04-02	TRANSFER FROM EQUIP REPLACE FUND	0	0	0	0	0	0	0	
	<b>Subtotal (Unallocated Revenues)</b>	<b>1,521,135</b>	<b>1,471,572</b>	<b>1,482,553</b>	<b>1,475,222</b>	<b>524,304</b>	<b>1,500,164</b>	<b>1,493,160</b>	<b>1.22%</b>
101-5100-410.01-00	GENERAL PROPERTY TAX	5,872,701	5,907,733	5,934,666	6,032,716	6,032,711	6,007,958	6,150,674	1.96%

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
Undesignated Revenue % of Unallocated	20.57%	19.94%	19.99%	19.65%	8.00%	19.98%	19.53%	(0.61%)
General Property Tax % of Unallocated	79.43%	80.06%	80.01%	80.35%	92.00%	80.02%	80.47%	0.15%

<b>Subtotal (Program Revenues)</b>	<b>75,556</b>	<b>68,355</b>	<b>108,803</b>	<b>223,595</b>	<b>0</b>	<b>223,100</b>	<b>176,387</b>	<b>(21.11%)</b>
<i>Undesignated Rev. to Balance Program</i>	<i>101,429</i>	<i>154,012</i>	<i>50,178</i>	<i>32,377</i>	<i>175,873</i>	<i>118,997</i>	<i>52,979</i>	<i>63.63%</i>
<i>LEVY to Balance Program</i>	<i>391,593</i>	<i>618,292</i>	<i>200,863</i>	<i>132,840</i>	<i>2,025,760</i>	<i>476,376</i>	<i>216,656</i>	<i>63.10%</i>
<b>TOTAL REVENUE:</b>	<b>568,578</b>	<b>840,659</b>	<b>359,844</b>	<b>388,812</b>	<b>2,201,633</b>	<b>818,473</b>	<b>446,022</b>	<b>14.71%</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-590.01-20	HOURLY/NON-REPRESENTED	0	0	0	37,690	24,369	37,684	37,784	0.25%
101-5100-590.01-21	HOURLY OT/NON-REPR	0	0	0	1,083	462	686	1,086	0.28%
101-5100-590.01-24	HOURLY/GENERAL UNION	35,261	35,889	36,981	0	0	0	0	
101-5100-590.01-25	HRLY. OT/GEN UNION	280	459	1,004	0	0	0	0	
101-5100-590.01-31	FICA	2,542	2,569	2,672	2,727	1,760	2,696	2,743	0.59%
101-5100-590.01-32	WI RETIREMENT	3,287	2,177	2,553	2,714	1,749	2,686	2,643	(2.62%)
101-5100-590.01-51	MEDICAL INSURANCE	16,973	16,602	17,814	17,688	11,735	17,787	17,059	(3.56%)
101-5100-590.01-52	DENTAL INSURANCE	782	785	785	853	482	784	857	0.47%
101-5100-590.01-53	GROUP LIFE/DISAB INS	377	391	391	396	240	405	414	4.55%
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	3,603	3,936	3,681	4,232	2,577	4,282	4,282	1.18%
101-5100-590.02-21	ELECTRICITY	54,027	50,715	50,922	55,000	31,494	49,004	55,000	0.00%
101-5100-590.02-22	NATURAL GAS	38,584	32,340	37,434	42,000	39,684	52,000	42,000	0.00%
101-5100-590.02-23	SEWER/WATER/STORM	11,788	12,827	13,141	13,500	10,139	14,063	14,100	4.44%
101-5100-590.02-24	TELEPHONE	8,349	9,639	10,970	8,700	4,796	9,600	9,600	10.34%

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-590.02-40	REPAIR/MAINT SERV/OTHER	2,607	2,493	2,438	2,886	2,575	4,248	4,248	47.19%
101-5100-590.02-41	BUILDING REPAIR & MAINT	37,348	36,164	43,185	33,630	12,975	33,630	39,130	16.35%
101-5100-590.02-46	UNIFORM RENTAL	0	0	0	0	0	0	0	
101-5100-590.03-46	CLOTHING/UNIFORM ALLOW	300	0	300	300	199	300	300	0.00%
101-5100-590.03-57	CUSTODIAL/MAINTENANCE SUP	4,976	5,582	5,639	5,200	4,802	5,200	5,200	0.00%
101-5100-590.03-58	GROUNDS MAINTENANCE SUPPL	438	961	943	952	916	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	31,970	0	0	50,000	0	50,000	5,000	(90.00%)
<b>MUNICIPAL COMPLEX</b>		<b>253,492</b>	<b>213,529</b>	<b>230,853</b>	<b>279,551</b>	<b>150,954</b>	<b>286,007</b>	<b>242,398</b>	<b>(13.29%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5100-600.02-10	PROF SERVICE/CONTRACTED	2,535	2,666	4,687	4,806	8,432	9,879	4,706	(2.08%)
101-5100-600.02-34	SITE MAINTENANCE-EAB	0	0	0	0	0	0	10,000	
101-5100-600.03-10	OFFICE SUPPLIES	7,320	7,170	7,837	8,500	2,491	8,000	8,000	(5.88%)
101-5100-600.03-41	POSTAGE/SHIPPING	13,071	16,458	7,438	15,100	3,566	14,000	15,000	(0.66%)
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	0	0	0	0	0	0	0	
101-5100-600.09-40	TRANSFER TO CAP PROJS	0	185,071	49,769	0	0	0	0	
101-5100-600.03-99	CONTINGENCY FUND	0	0	0	80,855	0	0	90,918	12.45%
101-5100-600.03-99	NON-REP WAGE ADJUSTMENTS	0	0	0	0	0	0	75,000	0.00%
101-5100-600.08-21	CAP IMPR BUILDING & LAND			0	0	0	0	0	
<b>GENERAL GOVERNMENT</b>		<b>22,926</b>	<b>211,365</b>	<b>69,731</b>	<b>109,261</b>	<b>14,489</b>	<b>31,879</b>	<b>203,624</b>	<b>86.36%</b>
<b>TOTAL EXPENDITURES</b>		<b>283,322</b>	<b>424,894</b>	<b>300,584</b>	<b>388,812</b>	<b>165,443</b>	<b>317,886</b>	<b>446,022</b>	<b>14.71%</b>

**NOTES:**

**Notes: Revenue**

- 101-5100-410.05-00 Payment in Lieu of Taxes**  
\$525,000 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%) - \$24,239

*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 - \$39,130** 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
  - Garage door openers (replacements - 5@ \$1,100/ea) \$5,500
- 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 Building Capital** - \$5,000 Building and Finance Counter Security.

**Notes: General Government Expenditures**

- 1 **101-5100-600.02-34 Site Maintenance** - This is a new account for 2015, which will be used for the Emerald Ash Bore (EAB) program. These funds will be used to create an EAB plan and for the initial implementation of the plan.

## PARK AND RECREATION DEPARTMENT 2014 ACCOMPLISHMENTS

### RECREATION / COMMUNITY CENTER

**Goal 1: Increased Community Center Use by 3% over 2013 numbers – *on pace to complete***

- A. Increased and maintained the quality of the community center for rental and recreation program participants
  - 1. Revised/updated the Community Center rental brochure
  - 2. Replaced equipment/furniture, as needed, for better functionality

**Goal 2: Increased Recreation Program Participation by 3% over 2013 numbers – *in progress***

- A. Continued to develop a comprehensive/cost-effective year-round programming season
  - 1. Youth Programming
    - a. Started an “open gym/play” drop-in program for ages 1-5
    - b. Developed an additional summer “Friday event” (2013 goal continued) – *completed (became Thursday event)*
    - c. Grew/rebuilt the dance program – *in progress*
  - 2. Teen Programming
    - a. Explored new trip options for the Summer Trip Series – *continue in 2015 due to change in staffing at the YMCA (who we collaborate with on trips)*
    - b. Expanded Babysitter Training class offerings
  - 3. Adult Programming
    - a. Developed an additional adult enrichment program (2013 goal continued)
  - 4. Special Events
    - a. Sought sponsorships and increased special event promotion/advertising (ongoing goal) – *in progress*
- B. Increased advertising and promotion
  - 1. Used our direct e-mail list to distribute seasonal flyers electronically – *(ongoing) completed and still in progress*
  - 2. Collaborated with the local newspaper to post program and event information - *(ongoing) completed and still in progress*

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

- A. Recruited additional sponsors to cover expenses – *AZCO was a new sponsor in 2014*

## **PARKS**

### **Goal 1: To implement the park wide capital improvement plan**

- A. Prepared and presented depreciation fund numbers for each new or redeveloped park
- B. Annually assessed the needs of each park site and clearly define and prioritize work to be completed with associated costs
- C. Updated the Park and Recreation Department Capital Improvement Plan (CIP)
- D. Annually assessed the park and recreation equipment for replacement, purchase and removal
- E. Implemented 2014 projects
  - 1. Finish Fritsch Park Renovations – outdoor fitness, play area and misc – 99% completed, there are some outstanding contractual issues and additional site concerns outside of the scope of work.
  - 2. Palisades Pavilion and Site Renovations – project was awarded at the 8/2/14 Town Board meeting and work is scheduled to commence 9/2/14 and be completed by mid-November.
  - 3. OHS and disc golf bridge/culvert replacement – was let out to bid with no returned qualified bidders, projects was re-let and invitations sent due to open Monday, September 8
  - 4. Bench Installations - completed
  - 5. Palisades Door replacement - completed
  - 6. Glenview Park Sign – delayed 1 year
  - 7. OHN volleyball court, sand, concrete and grill – fall project
  - 8. OHS native prairie installation – work has been started based on recommendation from consultant, planting will not take place until Fall 2015
  - 9. Crack fill and seal coat approximate 3.0 miles of trail/year – fall project
  - 10. Disc golf course continued improvements – steps to hole #4 were completed, islands continue to be cleaned out, benches installed

### **Goal 2: Implemented a park beautification plan**

- A. Maintained and improved existing beds throughout park system
- B. Continued clearing islands at O’Hauser Park, Woodland Prairie and Rydell as time, resources or volunteers permit
- C. Removed invasive species from trails and parks as time, resources or volunteers permitted

### **Goal 3: Implemented the 2006 Urban Forestry management plan.**

- A. Continued to remove hazardous trees from parks – due to the removal costs of one tree we will not complete any more contractual tree removal. Staff will be removing approximately 6 – 8 dead/dying/hazardous trees yet this fall
- B. Planted new trees in the parks and along trails – Planting day is planned for Saturday, September 13



- Goal 4: Maintained an 85% park pavilion rental rate for June – August and 65% over the entire rental season is on course**  
A. Utilized all forms of media

## **ADMINISTRATIVE**

- Goal 1: Continued to promote educational opportunities**  
A. Two staff members will be attending the Annual Wisconsin Park and Recreation Conference in November 2014  
B. Two staff members attended the Spring Park and Recreation Workshop(s) based on curriculum.  
C. Staff attended the Wisconsin Arborist Conference  
D. Additional opportunities were explored (Certified Playground Inspector, landscape or tree maintenance.) – 1 staff received Herbicide Applicators License  
E. An employee has taken advance excel and word classes.
- Goal 2: To research the most efficient and effective means in which to run the Park and Recreation Department – sustainability, analyzing tasks...this is an ongoing task**

## **PARK AND RECREATION DEPARTMENT 2015 PROGRAM GOALS AND OBJECTIVES**

### **RECREATION / COMMUNITY CENTER**

- Goal 1: Increase Community Center Use by 2% over 2014 numbers**  
A. Increase and maintain quality of community center for rental and recreation program participants  
1. Create virtual tour of rental rooms and post on our department webpage  
2. Replace equipment/furniture, as needed, for better functionality
- Goal 2: Increase Recreation Program Participation by 2% over 2014 numbers**  
A. Continue to develop a comprehensive/cost-effective year-round programming season  
1. Youth Programming  
a. Create a new program for ages 2-4 to be offered in the evenings  
b. Hold a pre-summer staff/participant meet and greet event “Summer Kick-Off”

- c. Evaluate summer playground program to better recover program expenses
- 2. Teen Programming
  - a. Offer programs that promote new and trendy games that attract the teen population (ex. GaGa Ball, Ultimate Frisbee)
  - b. Explore new trip options for the Summer Trip Series
- 3. Adult Programming
  - a. Develop an additional adult enrichment program
- 4. Special Events
  - a. Seek sponsorships and increase special event promotion/advertising (ongoing goal)
- 5. Increase advertising and promotion
  - a. Use our direct e-mail list to distribute seasonal flyers electronically, research using an email marketing service vs. sending emails out of our Outlook client (which often get rejected)
  - b. Collaborate with the local newspaper to post program and event information (ongoing goal)

**Goal 3: Increase Program Sponsorships**

- A. Recruit sponsors by direct mailing requests to new businesses throughout the community
- B. Retain the sponsors that committed to our department in 2014

**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 2015 projects
  - 1. Finish Palisades Pavilion and Site Renovations
  - 2. Finish OHS and disc golf bridge/culvert replacement
  - 3. Glenview Park Sign
  - 4. Finish OHN volleyball court
  - 5. Finish OHS native prairie installation
  - 6. Crack fill and seal coat approximate 2.0 miles of trail/year
  - 7. Disc golf course continued improvements: benches, port-a-potty screening, drainage hole #13
  - 8. Wittmann Park Renovations

9. Fritse Park Maintenance / Improvement – railings, lights and parking
10. Trestle Trail Extraordinary Maintenance – posts, signs

- Goal 2: To implement a park beautification plan**
- A. Maintain and improve existing beds throughout park system
  - B. Continue turf maintenance program
  - C. Continue clearing islands at O’Hauser Park, Woodland Prairie and Rydell as time, resources or volunteers permit
  - D. Remove invasive species from trails and parks as time, resources or volunteers permit
- Goal 3: To implement Urban Forestry management plan.**
- A. Continue to remove hazardous trees from parks
  - B. Remove selective Ash trees
  - C. 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).
- 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	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
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	3,006	1,393	475	1,000	263	263	1,200	20.00%
101-5500-463.02-00	RENT-TOWN EQUIP: PARK	180	225	83	200	180	200	225	12.50%
101-5500-463.04-00	PARK RENTALS	12,453	12,245	11,030	12,574	11,709	12,574	13,235	5.26%
101-5500-480.02-01	SALE OF TOWN EQUIPMENT: PK	0	0	1,500	0	84	84	0	
101-5500-480.04-01	VENDING MACHINES	1,739	0	110	0	0	0	0	
101-5500-480.09-00	MISC REVENUE: PARK	5,566	1,671	2,024	3,000	3,992	4,346	3,500	16.67%
101-5500-491.02-05	TRANSFER FR PARK IMPROVEMENTS	10,000	0	0	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM BOAT TRAILER FEES	0	0	0	0	0	0	5,160	
101-5500-491.02-05	TRANSFER FROM PALS DONATIONS	0	0	0	0	0	0	346	
101-5500-491.02-05	TRANSFER FROM DANCE COMPETITIO	0	0	0	0	0	0	235	
101-5500-491.02-05	TRANSFER FROM DISC GOLF FEES/DON	500	2,000	3,944	15,363	0	12,500	14,854	(3.31%)
101-5500-491.02-05	TRANSFER FROM TRAIL DONATIONS	0	1,700	0	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM INDIAN MOUND REC	0	0	4,222	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM IMPACT FEES	0	51,550	0	0	0	0	0	
101-5500-492.09-00	TRANSFER ASSIGNED BALANCE - PK	0	0	0	52,955	0	52,955	49,570	(6.39%)
	<b>Park Subtotal (Program Revenues)</b>	<b>33,444</b>	<b>70,784</b>	<b>23,388</b>	<b>85,092</b>	<b>16,228</b>	<b>82,922</b>	<b>88,325</b>	<b>3.80%</b>

### REVENUES - Recreation:

101-5500-468.01-01	SPRING REC FEES	9,359	8,281	11,407	10,598	9,456	9,456	9,969	(5.94%)
101-5500-468.01-02	SUMMER PROGRAM FEES	22,194	24,765	29,150	26,373	28,878	28,878	27,612	4.70%
101-5500-468.01-03	FALL PROGRAM FEES	17,983	17,328	15,385	13,275	10,945	13,275	12,667	(4.58%)
101-5500-468.01-04	WINTER PROGRAM FEES	26,451	25,304	23,591	18,576	8,986	18,576	18,723	0.79%
101-5500-468.02-01	STATE ATTRACTIONS	11,103	12,630	11,387	11,909	13,119	13,119	11,466	(3.72%)
101-5500-463.01-00	RENT-TOWN PROPERTY: PARK	18,302	16,120	16,120	16,120	10,831	16,120	16,120	0.00%
101-5500-463.03-00	COMMUNITY CENTER RENTAL	11,190	13,871	13,530	14,066	10,286	14,066	14,261	1.39%
101-5500-468.03-01	CC USER FEE	0	0	0	0	0	0	0	
101-5500-480.08-11	DONATIONS & CONTRIBUTIONS - PK/R	0	1,800	0	0	0	0	0	
101-5500-480.09-01	MISC REVENUE: RECREATION	1,792	509	632	500	181	500	500	0.00%

**REVENUES (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5500-491.02-03	TRANS FROM TOWER REVENUE FUND	3,305	0	0	0	0	0	0	
101-5500-492.09-00	TRANSFER ASSIGNED BALANCE - REC	0	0	0	7189	0	7189	0	
	<b>Recreation Subtotal (Program Revenues)</b>	<b>121,679</b>	<b>120,608</b>	<b>121,202</b>	<b>118,606</b>	<b>92,682</b>	<b>121,179</b>	<b>111,318</b>	<b>(6.14%)</b>
	<b>Total Program Revenue</b>	<b>155,123</b>	<b>191,392</b>	<b>144,590</b>	<b>203,698</b>	<b>108,910</b>	<b>204,101</b>	<b>199,643</b>	<b>(1.99%)</b>
	<i>Undesignated Rev. to Balance</i>	<i>132,859</i>	<i>116,318</i>	<i>142,944</i>	<i>146,423</i>	<i>34,904</i>	<i>150,335</i>	<i>150,769</i>	<i>2.97%</i>
	<i>LEVY to Balance</i>	<i>512,932</i>	<i>466,968</i>	<i>572,206</i>	<i>598,730</i>	<i>401,394</i>	<i>602,092</i>	<i>621,218</i>	<i>3.76%</i>
	<b>TOTAL REVENUE:</b>	<b>800,914</b>	<b>774,678</b>	<b>859,740</b>	<b>948,851</b>	<b>545,208</b>	<b>956,528</b>	<b>971,630</b>	<b>2.40%</b>

**EXPENDITURES-Park:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5300-660.02-10	PROF SERVICE/CONTRACTED	790	338	336	1,000	152	750	1,000	0.00%
	<b>*WEED &amp; NUISANCE CONTROL</b>	<b>790</b>	<b>338</b>	<b>336</b>	<b>1,000</b>	<b>152</b>	<b>750</b>	<b>1,000</b>	<b>0.00%</b>

**EXPENDITURES-Park: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5500-710.01-10	SALARIED	47,061	48,651	49,400	50,516	32,472	50,506	50,641	0.25%
101-5500-710.01-20	HOURLY/NON-REPRESENTED	44,222	0	0	150,633	96,126	147,907	152,239	1.07%
101-5500-710.01-21	HOURLY OT/NON-REPR	2,179	2,009	1,502	3,385	3,996	6,156	3,464	2.33%
101-5500-710.01-22	HOURLY/NON-REPR./P.T.	50,711	50,337	44,864	56,128	35,639	56,128	59,806	6.55%
101-5500-710.01-23	P/T NON-REP OT	0	0	0	1,695	1,087	1,695	1,794	5.84%
101-5500-710.01-24	HOURLY UNION	104,581	117,945	146,137	0	0	0	0	
101-5500-710.01-25	HOURLY OT/UNION	3,264	3,277	5,084	0	0	0	0	
101-5500-710.01-31	FICA	18,322	15,916	17,757	18,927	12,094	18,930	19,483	2.94%
101-5500-710.01-32	WI RETIREMENT	17,917	10,494	13,920	16,573	9,560	16,456	16,357	(1.30%)
101-5500-710.01-40	PER DIEM	3,535	4,025	3,780	4,165	1,785	4,410	4,165	0.00%
101-5500-710.01-51	MEDICAL INSURANCE	51,164	52,690	67,703	67,657	44,370	67,974	65,250	(3.56%)
101-5500-710.01-52	DENTAL INSURANCE	1,963	1,687	2,239	2,410	1,370	2,241	2,421	0.46%
101-5500-710.01-53	GROUP LIFE/DISAB INS	1,500	1,557	1,770	1,836	1,058	1,770	1,862	1.42%
101-5500-710.01-97	UNEMPLOYMENT COMP	39	1,028	2,569	725	0	0	725	0.00%
101-5500-710.02-10	PROF SERVICE/CONTRACTED	2,932	6,450	6,412	6,750	405	6,750	7,000	3.70%
101-5500-710.02-12	EMPLOYEE ASSISTANCE PROG	172	177	177	180	186	186	180	0.00%

**EXPENDITURES-Park: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5500-710.02-13	ADA MODIFICATIONS	0	0	2,007	5,000	2,189	4,500	4,500	(10.00%)
101-5500-710.02-17	EQUIP RENTAL/CONTRACTED	752	1,173	986	1,720	365	1,326	1,326	(22.91%)
101-5500-710.02-21	ELECTRICITY	11,608	12,699	16,849	12,395	15,062	20,107	18,354	48.08%
101-5500-710.02-22	NATURAL GAS	658	524	882	785	921	1,348	858	9.30%
101-5500-710.02-23	SEWER/WATER/STORM	11,070	12,143	12,393	11,869	8,876	11,869	12,224	2.99%
101-5500-710.02-34	SITE MAINTENANCE	14,119	14,714	12,208	13,100	11,176	12,585	13,100	0.00%
101-5500-710.02-40	REPAIR/MAINT SERV/OTHER	3,595	4,581	3,188	775	671	775	775	0.00%
101-5500-710.02-41	BUILDING REPAIR & MAINT	13,580	8,908	10,196	12,368	3,826	11,984	12,368	0.00%
101-5500-710.02-46	UNIFORM RENTAL	1,800	1,591	1,771	0	0	0	0	
101-5500-710.02-93	DRUG & ALCOHOL TESTING	555	580	835	550	616	616	577	4.91%
101-5500-710.03-10	OFFICE SUPPLIES	1,188	477	649	650	257	514	1,050	61.54%
101-5500-710.03-13	PRINTING/MARKETING	0	0	808	1,500	1,057	1,462	1,500	0.00%
101-5500-710.03-20	SUBSCRIPTIONS & DUES	695	631	464	535	555	555	560	4.67%
101-5500-710.03-25	LEGAL & DISPLAY ADS	62	293	0	200	8	200	200	0.00%
101-5500-710.03-30	MILEAGE/MEALS/LODGING	22	434	46	1,200	38	1,000	1,200	0.00%
101-5500-710.03-32	VENDING SUPPLIES/SERVICES	1,895	0	0	0	0	0	0	
101-5500-710.03-35	TRAINING	549	556	1,133	1,605	335	1,605	1,605	0.00%
101-5500-710.03-40	OPERATING SUPPLIES-DISC GOLF	0	0	2,836	4,780	1,345	3,808	9,545	99.69%
101-5500-710.03-41	POSTAGE/SHIPPING	794	580	647	800	167	673	750	(6.25%)
101-5500-710.03-46	CLOTHING/UNIFORM ALLOW	824	1,114	1,462	1,600	845	1,392	1,600	0.00%
101-5500-710.03-53	EQUIPMENT MAINTENANCE	10,599	11,462	8,784	8,300	13,661	13,965	9,000	8.43%
101-5500-710.03-55	VEHICLE MAINTENANCE	5,285	3,068	4,199	5,000	4,942	5,512	5,000	0.00%
101-5500-710.03-58	GROUNDS MAINTENANCE SUPPL	976	934	2,987	7,324	4,916	7,376	9,263	26.47%
101-5500-710.03-72	CRACK SEALING PROGRAM	2,500	8,525	0	6,572	0	6,572	3,801	(42.16%)
101-5500-710.03-78	TREE & BRUSH CONTROL	7,103	6,078	7,594	6,500	3,792	6,500	6,500	0.00%
101-5500-710.03-79	TRAIL MAINTENANCE	8,802	8,688	10,215	10,000	1,582	9,535	25,300	153.00%
101-5500-710.03-90	OTHER SUPPLIES & EXPENSE	4,450	6,081	5,451	4,950	6,416	6,694	4,950	0.00%
101-5500-710.03-93	MEDICAL EXAMS	114	210	190	200	173	200	200	0.00%
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	0	0	7,935	21,977	21,044	21,044	10,175	(53.70%)
101-5500-710.08-21	CAP IMPR BUILDING & LAND	0	0	0	0	0	0	0	
101-5500-710.08-31	CAP-PARKS-MISC	19,173	21,308	21,719	56,275	12,833	53,975	44,605	(20.74%)

**EXPENDITURES-Park: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5500-710.08-44	CAPITAL-TRAILS/WALKWAYS	0	0	0	0	0	0	0	
101-5500-710.08-55	CAPITAL REPLACEMENT FUND	82,076	88,512	93,152	98,211	0	0	0	(100.00%)
101-5500-710.09-20	TRANSFER TO SPEC REV FUND	0	0	0	0	0	0	0	
101-5500-710.09-42	TRANSFER TO REPLACEMENT FUND-40	0	0	0	0	0	98,211	117,107	
<b>PARKS</b>		<b>554,406</b>	<b>532,107</b>	<b>594,900</b>	<b>678,321</b>	<b>357,816</b>	<b>687,012</b>	<b>703,380</b>	<b>3.69%</b>

**EXPENDITURES-Recreation:**

101-5500-720.01-10	SALARIED	55,920	61,083	62,107	63,509	40,825	63,496	67,588	6.42%
101-5500-720.01-20	HOURLY/NON-REPRESENTED	0	0	0	15,803	9,399	14,246	14,270	(9.70%)
101-5500-720.01-21	HOURLY OT/NON-REPR	0	0	0	0	1	1	0	
101-5500-720.01-22	HOURLY/NON-REPR./P.T.	48,649	45,962	44,532	49,539	35,879	49,539	53,277	7.55%
101-5500-720.01-24	HOURLY UNION	14,194	14,920	15,539	0	0	0	0	
101-5500-720.01-25	HOURLY OT/UNION	15	6	2	0	0	0	0	
101-5500-720.01-31	FICA	8,987	9,025	8,888	9,516	6,427	9,396	10,009	5.18%
101-5500-720.01-32	WI RETIREMENT	6,503	4,522	5,191	5,552	3,486	5,442	5,566	0.25%
101-5500-720.01-51	MEDICAL INSURANCE	23,613	23,628	25,283	25,205	16,768	25,347	24,309	(3.55%)
101-5500-720.01-52	DENTAL INSURANCE	1,174	1,177	1,177	1,216	727	1,177	1,221	0.41%
101-5500-720.01-53	GROUP LIFE/DISAB INS	627	635	645	646	376	653	669	3.56%
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	80	1,000	20	750	750	(25.00%)
101-5500-720.02-17	EQUIP RENTAL/CONTRACTED	329	372	347	480	263	446	446	(7.08%)
101-5500-720.02-21	ELECTRICITY	6,028	6,464	5,410	6,290	3,326	6,632	6,479	3.00%
101-5500-720.02-22	NATURAL GAS	2,231	1,535	1,857	2,830	2,807	3,334	2,858	0.99%
101-5500-720.02-23	SEWER/WATER/STORM	2,715	2,833	2,887	3,008	2,171	2,830	2,914	(3.13%)
101-5500-720.02-24	TELEPHONE	1,912	1,690	1,434	1,505	837	1,296	1,334	(11.36%)
101-5500-720.02-40	REPAIR/MAINT SERV/OTHER	2,059	3,785	3,955	2,092	252	2,092	2,888	38.05%
101-5500-720.02-41	BUILDING REPAIR & MAINT	1,521	1,610	1,337	1,775	834	1,668	1,715	(3.38%)
101-5500-720.03-09	CREDIT CARD FEES	829	830	1,479	1,650	952	1,489	1,533	(7.09%)

**EXPENDITURES-Recreation: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5500-720.03-10	OFFICE SUPPLIES	374	347	331	400	265	350	400	0.00%
101-5500-720.03-20	SUBSCRIPTIONS & DUES	445	410	440	440	379	429	480	9.09%
101-5500-720.03-25	LEGAL & DISPLAY ADS	0	0	0	0	0	0	0	
101-5500-720.03-30	MILEAGE/MEALS/LODGING	159	574	221	765	158	520	765	0.00%
101-5500-720.03-35	TRAINING	540	360	510	1,364	450	1,100	1,354	(0.73%)
101-5500-720.03-40	OPERATING SUPPLIES	564	1,308	947	4,484	2,744	4,304	4,314	(3.79%)
101-5500-720.03-41	POSTAGE/SHIPPING	4,023	3,432	3,343	3,870	3,593	3,650	3,744	(3.26%)
101-5500-720.03-42	CC OPERATING SUPPLIES	1,135	1,167	1,128	1,500	548	1,444	1,500	0.00%
101-5500-720.03-45	LICENSE/FORMS/PRINTING	9,372	10,291	10,323	10,420	6,408	10,112	10,940	4.99%
101-5500-720.03-58	GROUNDS MAINTENANCE SUPPL	0	0	0	700	450	600	660	(5.71%)
101-5500-720.03-72	CRACK SEALING PROGRAM	0	0	0	0	0	0	0	
101-5500-720.03-81	SPRING PROGRAM	4,017	3,481	6,160	5,766	4,255	4,254	5,143	(10.80%)
101-5500-720.03-82	SUMMER PROGRAM	10,762	11,760	15,387	11,751	14,073	14,073	12,134	3.26%
101-5500-720.03-83	FALL PROGRAM	6,011	7,047	7,255	6,279	54	5,980	5,102	(18.75%)
101-5500-720.03-84	WINTER PROGRAM	15,812	9,954	17,489	12,936	9,363	12,936	12,538	(3.08%)
101-5500-720.03-91	PUBLIC SERVICE & EDUCATION	10,922	12,025	11,621	10,050	12,783	12,783	10,350	2.99%
101-5500-720.08-11	CAPITAL EQUIPMENT-OFFICE	4,276	0	3,599	0	0	0	0	
101-5500-720.08-21	CAP IMPR BUILDING & LAND	0	0	3,600	7,189	6,367	6,397	0	(100.00%)
	<b>RECREATION</b>	<b>245,718</b>	<b>242,233</b>	<b>264,504</b>	<b>269,530</b>	<b>187,240</b>	<b>268,766</b>	<b>267,250</b>	<b>(0.85%)</b>
	<b>TOTAL EXPENDITURES</b>	<b>800,914</b>	<b>774,678</b>	<b>859,740</b>	<b>948,851</b>	<b>545,208</b>	<b>956,528</b>	<b>971,630</b>	<b>2.40%</b>

**NOTES - Park:**

**Notes: Revenue**

1 **101-5500-491.02.05 Transfer Disc Golf:** Transferred money in for personnel, operational and capital expenses

**Notes: Expenses Parks**

- 1 Director of Park & Recreation: 70% Park 30% Rec
- 2 Administrative Assistant-Street: 50% street, 12.5% park, 12.5% recreation, 25% Storm Utility
- 3 Part-time Administrative Assistant-Park & Rec 1,370 hours
- 4 Disc Golf Employee 375 hours, decrease of 25 hours
- 5 Seasonal Supervisor pay for 17 weeks for 20 hours per week @\$2.00/hour
- 6 Full-Time employee overtime 99 hrs
- 7 Part-Time Seasonal employee overtime 132 hrs
- 8 4 Short-term seasonal park employees & 4 Long-term seasonal park employees



**Notes: Expenses Parks (cont.)**

- 9 Seasonal employee wages include an increase to the pay range table of \$0.75 - \$1.00 per position.
- 10 **101-5500-710.01-40 Per Diem:** Commissioners are paid \$35 per meeting. Assumes 17 meetings per year for all 7 commissioners
- 11 **101-5500-710.02-10 Prof Services:** Native Prairie Contract - \$500; Forest/Prairie Management Plan - \$750; Park Core/Single Trac - \$750 and 5yr Park and Open Space Review - \$5,000
- 12 **101-5500-710.02-13 ADA Modifications:** Door opening/closure arms- per federal law modifications must be completed by March 2015
- 13 **101-5500-710.02-21 Electricity:** Increase due to Fritsch Park warming shelter
- 14 **101-5500-710.02-34 Site Maintenance:** Play Surface (3 loads)-\$6,600; Wood Supplies-\$1,300; Sand, soil, gravel-\$2,500; Play Equip Parts-\$1,800; Deicer-\$500; Misc-\$400.
- 15 **101-5500-710.02-40 Repair/Maint Serv/Other:** Copier-\$175; Misc-\$150; Fritse insect spraying-\$450
- 16 **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; O'Hauser-South Pavilion Repairs - \$2,000 General-\$2,000.
- 17 **101-5500.710.03-10 Office Supplies -** Regular office supplies-\$600; Cash/coin counter (offset w/disc golf funds)-\$450
- 18 **101-5500-710.03-13 Printing/Marketing:** Trail maps - \$350; banners - \$400; give aways - \$350 and Volunteer/Donor Recognition - \$400.
- 19 **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
- 20 **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
- 21 **101-5500-710.03-40 Operation Disc Golf:** Pencils, basket repairs, scorecards, fee envelopes, pass stickers, port-a-potty rental, Pass holders Tournament, baskets, benches, fertilizer/seed, drainage on hole 13, and port-a-potty screen.
- 22 **101-5500.710.03-58 Grounds Maintenance:** 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 (\$3,100). 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.
- 23 **101-5500-710.03.72 Crack Seal Coat:** Scheduled to complete O'Hauser-North parking lot
- 24 **101-5500-710.03.78 Tree & Brush Control:** 30 Trees-\$3,000; Tree removal \$3,500
- 25 **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. Only 1.5 miles is affordable due to the need to replace the ADA transition plates that have been ripped leaving exposed metal that is hazardous to trail users. The town is no longer using this style of transition plate. The amount for this project is budgeted at \$10,300. Additionally, repairs to the Trestle Trail are needed at a cost of \$15,000 (offset with fund balance).
- 26 **101-5500-710.08-14 Capital Equip - Other:** Add. Gator Accessories \$1,695; Snow blower \$880; Volunteer enclosed trailer \$3,300; Add truck box for 2012 one-ton dump truck \$1,800; and Sod Cutter \$2,500.
- 27 **101-5500-710.08-31 Cap Parks/Misc:** Glenview Park Sign \$1,375; Finish O'Hauser-North Volleyball \$1,500; O'Hauser-South Prairie Restoration - \$2,000; Fritse Park: lights (\$10,000), railing (\$3,900), additional parking (\$25,830) = \$39,730 (\$5,160 offset w/boat trailer fees and balance offset with fund balance)

**Notes: Expenses Recreation**

- 1 **101-5500-720.02-13 ADA Modifications:** Door opening/closure arms, - 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-\$1,000; Office Copier-\$132; Floor Waxing entire building-\$1,400; Chair Cleaning-\$100; Scrubber batteries-\$256

**Notes: Expenses Recreation (Cont.)**

- 3 **101-5500-720.02-41 Building Repair & Maint:** Insect Spraying-\$100; Bi-Annual HVAC-\$500; Fire Alarm System Monitoring-\$400; Sprinkler System-\$240; Misc.-\$100; Fire Extinguishers-\$75 and Fire Alarm Testing-\$300.
- 4 **101-5500-720.03-09 Credit Card:** As of 2013, the Park & Recreation Department accepts credit cards at the counter.
- 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-\$474, Lobby Furniture-\$1,440, Open play room equip-\$300, Mamba Gaga portable ball pit (joint purchase w/City of Neenah-\$2,100)
- 7 **101-5500-720.03-45 License/Forms/Printing:** More being sent out and the increased cost of printing.
- 8 **101-5500-720.03-81,82,83 & 84 Spring, Summer, Fall Winter:** The recreation budgets recover approximately 92% of all direct programming expenses with the exception of summer, due to instructor to participant ratios.
- 9 **101-5500-720.03-91 Public Service & Education:** The account reflects WPRA Ticket sale program. The town keeps 75¢ for each ticket sold.

# ***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.

## ***2014 Program Goals and Accomplishments:***

### ***Administrative Services***

- 1 Converted emergency contacts currently in firehouse to Police Department Outlook
- 2 Initiated Workflow software with current forms in Laserfiche
- 3 Continued exploring the possibility of renovating the police department and evidence/property area
- 4 Increased staffing levels for both patrol and lieutenant supervision

### ***Field Services***

- 1 Partnered with the WI Department of Justice and U.S. Attorney's Office again to coordinate and plan the WI Problem Oriented Policing Conference
- 2 Continued 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 Continued replacement of AEDs
- 6 Continued replacement of in-squad video cameras
- 7 Equipped detective vehicle with Mobile Data Computers (MDCs)
- 8 Continued education and outreach to reduce property crimes
- 9 Updated daily operating systems used by the department (CAD, Tracs and Offendertrak), which required substantial time installing, training and implementing the systems with the officers
- 10 Distributed over 400 copies of the film on teen Rx abuse to schools, youth organizations and public libraries throughout NE Wisconsin
- 11 Trained an additional evidence technician to assist with maintaining the evidence/property room

## 2015 Program Goals & Objectives:

### *Administrative Services*

- 1 Implement plan to provide effective patrol coverage and response time to Town citizens during road construction and closures due to the extensive 441 reconstruction project
- 2 Continue planning and researching the expansion and remodeling of the police department
- 3 Continue to look at increasing staffing levels for patrol and lieutenant supervision while dealing with the challenges presented by the 441/bridge reconstruction
- 4 Implement evaluation system for the officers which will provide feedback, reinforce expectations and hold employees accountable for their performance
- 5 Continue to expand our efforts to reach out to the community by utilizing social media (Facebook, Twitter, etc.)

### *Field Services*

- 1 Focus patrol on shift specific activities (OWI, parking violations, building security, etc.), while implementing training for infrequent occurrences which include felony stops, stand-offs, multiple officer building clearance, etc.
- 2 Review active shooter protocol on a regular basis
- 3 Continue to look at more directed patrol opportunities/policing strategies
- 4 Continue replacement of AEDs
- 5 Continue replacement of in-squad video cameras

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
	FEMA GRANT	0	0	0	0	0	0	0	
101-5200-431.09-00	FEDERAL GRANT - PD	0	1,450	40,749	250	6,779	10,000	1,250	400.00%
	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	4,500	4,000	4,000	4,000	4,160	4,160	4,160	4.00%
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	1,522	0	0	0	0	0	
101-5100-440.01-04	BAR OPERATORS LICENSE	3,831	11,649	3,778	11,600	8,322	9,200	3,500	(69.83%)
101-5200-451.01-00	FINES & PENALTIES	103,007	110,124	129,691	116,000	79,800	113,000	116,000	0.00%
101-5200-451.02-00	WITNESS FEES	626	661	935	600	118	235	500	(16.67%)
101-5200-452.01-00	PARKING VIOLATIONS	8,960	10,405	13,938	9,000	8,581	13,343	12,500	38.89%
101-5200-452.02-00	OWI - BLOOD DRAW FEE	115	1,504	2,520	2,500	2,366	2,500	1,500	(40.00%)
101-5200-469.01-03	FALSE ALARM FEES - PD	925	700	900	900	1,800	1,800	900	0.00%
101-5200-461.01-02	LAW ENFORCE/COPY/DOC FEES	1,890	1,293	928	1,300	508	685	1,000	(23.08%)
101-5200-480.02-01	SALE OF TOWN EQUIPMENT: PD	0	0	320	0	277	2,377	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	22,771	4,864	(206)	2,000	5,803	6,600	3,500	75.00%
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	4,324	0	0	4,754	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	2,729	0	2,729	0	(100.00%)
	<b>Subtotal (Program Revenues)</b>	<b>150,949</b>	<b>148,172</b>	<b>197,553</b>	<b>155,633</b>	<b>118,514</b>	<b>166,629</b>	<b>144,810</b>	<b>(6.95%)</b>
	<i>Undesignated Rev. to Balance</i>	<i>586,060</i>	<i>591,754</i>	<i>608,064</i>	<i>616,747</i>	<i>148,423</i>	<i>605,791</i>	<i>599,403</i>	<i>(2.81%)</i>
	<i>LEVY to Balance</i>	<i>2,262,621</i>	<i>2,375,640</i>	<i>2,434,083</i>	<i>2,521,917</i>	<i>1,706,867</i>	<i>2,426,197</i>	<i>2,469,737</i>	<i>(2.07%)</i>
	<b>TOTAL REVENUES</b>	<b>2,999,630</b>	<b>3,115,566</b>	<b>3,239,700</b>	<b>3,294,297</b>	<b>1,973,804</b>	<b>3,198,617</b>	<b>3,213,950</b>	<b>(2.44%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5200-610.01-10	SALARIED	501,385	523,863	489,108	524,283	335,258	524,500	530,227	1.13%
101-5200-610.01-15	SALARIED OVERTIME	24,278	20,616	34,211	29,465	14,714	28,489	29,857	1.33%
101-5200-610.01-20	HOURLY/NON-REPRESENTED	0	0	0	190,457	130,191	182,148	190,497	0.02%
101-5200-610.01-21	HOURLY OT/NON-REPR	0	0	0	11,189	4,217	12,373	11,217	0.25%
101-5200-610.01-22	HOURLY/NON-REPR./P.T.	15,729	33,178	39,305	55,252	26,024	47,365	57,335	3.77%
101-5200-610.01-24	HOURLY/GENERAL UNION	176,279	185,876	199,435	0	0	0	0	
101-5200-610.01-25	HRLY. OT/GEN UNION	10,408	10,298	10,063	0	0	0	0	
101-5200-610.01-26	HOURLY/POLICE UNION	1,010,430	1,089,730	1,168,878	1,191,743	759,787	1,187,778	1,200,666	0.75%
101-5200-610.01-27	HRLY OT/POL UNION	102,491	77,799	82,479	82,989	44,096	86,918	82,989	0.00%
101-5200-610.01-28	ED INCENTIVE/POLICE UN	15,600	17,600	19,000	21,400	10,200	21,400	22,400	4.67%
101-5200-610.01-31	FICA	139,392	145,008	150,482	154,801	97,082	153,241	155,779	0.63%
101-5200-610.01-32	WI RETIREMENT	365,564	331,348	282,196	279,144	133,573	210,818	201,292	(27.89%)
101-5200-610.01-40	PER DIEM	613	333	333	595	88	595	595	0.00%
101-5200-610.01-51	MEDICAL INSURANCE	409,536	442,905	490,633	488,488	316,474	474,035	462,370	(5.35%)
101-5200-610.01-52	DENTAL INSURANCE	19,260	20,329	21,531	23,036	13,791	22,299	23,558	2.27%
101-5200-610.01-53	GROUP LIFE/DISAB INS	14,719	15,070	15,212	15,459	8,775	15,198	15,578	0.77%
101-5200-610.01-97	UNEMPLOYMENT COMP	11,234	30	0	0	0	0	0	
101-5200-610.02-10	PROF SERVICE/CONTRACTED	14,371	17,355	17,550	23,545	9,941	18,000	18,224	(22.60%)
101-5200-610.02-17	EQUIP RENTAL/CONTRACTED	4,669	4,655	4,655	4,685	3,439	4,685	3,600	(23.16%)
101-5200-610.02-25	TIME SYSTEM	1,650	1,650	1,692	1,700	1,269	1,700	1,700	0.00%
101-5200-610.02-40	REPAIR/MAINT SERV/OTHER	9,882	11,635	9,880	11,334	9,034	11,334	16,237	43.26%
101-5200-610.02-93	DRUG & ALCOHOL TESTING	556	322	603	1,000	320	700	1,000	0.00%
101-5200-610.03-10	OFFICE SUPPLIES	584	1,137	1,044	1,100	840	1,100	1,100	0.00%
101-5200-610.03-20	SUBSCRIPTIONS & DUES	819	773	750	825	635	825	875	6.06%
101-5200-610.03-25	LEGAL & DISPLAY ADS	10	48	0	99	99	99	99	0.00%
101-5200-610.03-30	MILEAGE/MEALS/LODGING	2,435	1,499	1,583	3,990	938	3,990	5,040	26.32%
101-5200-610.03-35	TRAINING	9,984	8,072	7,761	10,415	5,262	10,415	9,228	(11.40%)
101-5200-610.03-40	OPERATING SUPPLIES	14,707	18,003	31,673	15,849	14,349	30,200	13,645	(13.91%)
101-5200-610.03-41	POSTAGE/SHIPPING	951	1,106	920	1,000	433	1,000	1,000	0.00%
101-5200-610.03-43	ACCREDITATION/AWARDS	550	500	566	1,200	0	0	0	(100.00%)
101-5200-610.03-44	REGIS SUSPENSION FEES	0	300	300	400	300	400	400	0.00%
101-5200-610.03-45	LICENSE/FORMS/PRINTING	723	2,009	1,765	2,000	558	2,000	2,000	0.00%
101-5200-610.03-46	CLOTHING/UNIFORM ALLOW	15,548	13,594	18,522	14,900	6,799	14,900	19,425	30.37%
101-5200-610.03-53	EQUIPMENT MAINTENANCE	2,084	1,613	3,647	10,504	10,408	10,504	4,333	(58.75%)
101-5200-610.03-55	VEHICLE MAINTENANCE	21,489	33,192	14,221	17,000	10,590	17,000	15,000	(11.76%)

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5200-610.03-91	PUBLIC SERVICE & EDUCATION	934	579	376	1,000	297	1,000	1,000	0.00%
101-5200-610.03-92	INVESTIGATIVE EXPENSES	11,002	5,484	7,021	9,370	3,865	9,370	5,700	(39.17%)
101-5200-610.03-93	MEDICAL EXAMS	0	0	144	500	158	158	500	0.00%
101-5200-610.03-98	PERSONNEL RECRUITMENT	923	969	819	1,500	0	0	1,500	0.00%
101-5200-610.08-13	VEHICLE EQUIPMENT (CAP)	7,146	4,672	1,342	0	0	0	0	
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	25,505	0	0	0	0	
101-5200-610.08-54	CAPITAL EQUIPMENT-OTHER	0	0	7,007	0	0	0	5,500	
101-5200-610.08-55	CAPITAL REPLACEMENT FUND	61,695	72,416	77,488	92,080	0	0	0	(100.00%)
101-5200-610.09-20	TRANSFER TO SPEC REV FUND	0	0	0	0	0	0	0	
101-5200-610.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	0	0	0	92,080	102,484	
<b>LAW ENFORCEMENT</b>		<b>2,999,630</b>	<b>3,115,566</b>	<b>3,239,700</b>	<b>3,294,297</b>	<b>1,973,804</b>	<b>3,198,617</b>	<b>3,213,950</b>	<b>(2.44%)</b>

**NOTES:**

- 1 **101-5200-610-01-15: Salaried Overtime** - 578.25 hrs
- 2 **101-5200-610-01-21: Hourly Non-Rep Overtime** - 405.25 hrs
- 3 **101-5200-610-01-22: Part-time Hourly Non-Represented** - Admin Asst Police 1,560 hrs, decrease crossing guard hours by 30 hrs each
- 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** - Decrease of approximately \$5,500 due to non-renewal year for bartender licenses and lower number of animals handled by FVHA.
- 7 **101-5200-610-02-17: Equipment Rental/Contracted:** Decrease of \$1,000 as new copier leases cost less.
- 8 **101-5200-610-02-40: Repair/Maint Serv/Other** - Increase due to portable radio maintenance and taser warranty plans.
- 9 **101-5200-610-03-35: Training** -Detective Feucht to attend Leads Online Leadership Conference in Indianapolis, Indiana.
- 10 **101-5200-610-03-46: Clothing/Uniform Allowance** - Increase of \$4,500 due to increased number of replacement vests for officers and two members of SWAT team.
- 11 **101-5200-610-03-53: Equipment Maintenance** - Decrease as Tasers upgraded in 2014.
- 12 **101-5200-610-03-92: Investigative Expenses** - Decreased due to no annual maintenance cost for Cellubrite in 2015.
- 13 **101-5200-610-08-54: Capital Equipment -Other:** \$5,500 for forensic freezer for evidence.

# ***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.

## ***2014 Program Accomplishments:***

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

## ***2015 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	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5300-420.02-00	STREET LIGHTING ASSESSMENT	16,462	16,623	13,806	13,806	17,323	17,323	17,323	25.47%
	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	104,574	55,079	81,300	97,435	(9,931)	62,100	72,439	(25.65%)
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	89,498	86,264	62,882	71,257	(11,111)	60,000	70,744	(0.72%)
101-5300-432.01-01	STATE AID-HWY AIDS	648,514	583,663	526,962	564,942	423,615	564,942	576,771	2.09%



REVENUES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5300-432.01-03	FUEL TAX REFUND	2,076	1,620	1,820	1,800	947	1,800	1,800	0.00%
101-5300-463.01-00	RENT-TOWN PROPERTY: VEHICLES	21,437	35,421	27,064	20,000	35,764	38,000	20,000	0.00%
101-5200-440.03-12	STREET EXCAVATION PERMITS	2,150	2,800	4,075	1,500	2,575	4,300	3,000	100.00%
101-5300-469.04-01	SIGNALIZATION	905	806	1,305	1,082	753	1,200	1,200	10.91%
101-5300-480.02-01	SALE OF TOWN EQUIPMENT: SD	0	0	0	0	0	0	0	
101-5300-480.09-00	MISC REVENUE: PUBLIC WORKS	12,563	37,396	31,820	3,400	11,950	13,500	3,400	0.00%
101-5300-491.02-01	TRANS FROM GARBAGE FUND	100,992	65,129	112,743	65,988	0	85,000	88,078	33.48%
101-5300-491.04-01	TRANSFER FROM CAPITAL PROJECTS	0	0	100,000	0	0	0	200,000	
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - SD	0	0	0	151,000	0	151,000	75,000	(50.33%)
	<b>Subtotal (Program Revenues)</b>	<b>999,171</b>	<b>884,801</b>	<b>963,777</b>	<b>992,210</b>	<b>471,885</b>	<b>999,165</b>	<b>1,129,755</b>	<b>13.86%</b>
	<i>Undesignated Rev. to Balance</i>	<i>262,328</i>	<i>194,649</i>	<i>264,008</i>	<i>216,274</i>	<i>69,644</i>	<i>206,264</i>	<i>209,864</i>	<i>(2.96%)</i>
	<i>LEVY to Balance</i>	<i>1,012,779</i>	<i>781,434</i>	<i>1,056,827</i>	<i>884,357</i>	<i>800,906</i>	<i>826,090</i>	<i>864,706</i>	<i>(2.22%)</i>
	<b>TOTAL REVENUE:</b>	<b>2,274,278</b>	<b>1,860,884</b>	<b>2,284,612</b>	<b>2,092,841</b>	<b>1,342,435</b>	<b>2,031,519</b>	<b>2,204,325</b>	<b>5.33%</b>

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5300-680.02-34	SITE MAINTENANCE	127,603	0	0	0	0	0	0	
101-5300-680.02-35	STREETS/MISC.	34,633	15,663	30,882	21,000	17,595	21,000	0	(100.00%)
101-5300-680.02-36	STREETS/CAPITAL	1,922	1,763	2,848	3,000	1,250	3,000	0	(100.00%)
101-5300-680.02-39	FIELD INVESTIGATION	1,206	525	621	1,500	312	1,500	0	(100.00%)
	<b>ENGINEERING</b>	<b>165,364</b>	<b>17,951</b>	<b>34,351</b>	<b>25,500</b>	<b>19,157</b>	<b>25,500</b>	<b>0</b>	<b>(100.00%)</b>
101-5300-650.01-10	SALARIED	99,239	77,793	78,030	66,574	43,202	66,562	66,740	0.25%
101-5300-650.01-20	HOURLY/NON-REPRESENTED	0	0	0	252,823	162,464	252,381	254,973	
101-5300-650.01-21	NON-REP OT	51	5	0	15,883	9,084	22,444	15,913	0.19%
101-5300-650.01-22	HOURLY/NON-REPR./P.T.	9,580	12,181	9,200	19,114	4,684	11,085	19,114	0.00%
101-5300-650.01-24	HOURLY/GENERAL UNION	249,940	238,108	267,441	0	0	0	0	
101-5300-650.01-25	HOURLY OT/GEN UNION	15,272	14,592	20,124	0	0	0	0	
101-5300-650.01-31	FICA	27,161	24,855	27,289	24,255	16,000	25,570	26,058	7.43%
101-5300-650.01-32	WI RETIREMENT	33,963	19,704	25,059	23,470	15,119	23,897	22,959	(2.18%)
101-5300-650.01-51	MEDICAL INSURANCE	113,378	98,494	114,512	103,004	66,454	103,878	91,225	(11.44%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5300-650.01-52	DENTAL INSURANCE	4,929	4,634	5,084	4,927	2,631	4,446	4,500	(8.67%)
101-5300-650.01-53	GROUP LIFE/DISAB INS	3,327	3,083	3,417	3,149	1,642	3,025	3,141	(0.25%)
101-5300-650.01-97	UNEMPLOYMENT COMP	87	0	0	0	0	0	0	
101-5300-650.02-10	PROF SERVICE/CONTRACTED	9,689	9,488	11,373	9,100	3,582	9,100	9,100	0.00%
101-5300-650.02-12	EMPLOYEE ASSISTANCE PROG	172	177	177	180	186	186	186	3.33%
101-5300-650.02-14	ENGINEERING	0	0	0	0	0	0	25,500	0.00%
101-5300-650.02-17	EQUIP RENTAL/CONTRACTED	1,738	3,323	3,174	4,176	380	4,176	4,152	(0.57%)
101-5300-650.02-32	DITCHING	0	0	0	0	0	0	0	
101-5300-650.02-33	SHOULDERING	6,219	9,047	4,718	7,000	4,077	7,000	7,000	0.00%
101-5300-650.02-40	REPAIR/MAINT/OTHER	227	121	295	250	145	265	265	6.00%
101-5300-650.02-93	DRUG & ALCOHOL TESTING	291	203	252	125	220	220	160	28.00%
101-5300-650.03-25	LEGAL & DISPLAY ADS	777	316	239	400	410	500	400	0.00%
101-5300-650.03-30	MILEAGE/MEALS/LODGING	0	0	6	0	0	0	0	
101-5300-650.03-31	GASOLINE/FUEL	174,126	157,213	162,866	210,446	99,935	150,000	167,155	(20.57%)
101-5300-650.03-35	TRAINING	485	0	99	750	0	250	750	0.00%
101-5300-650.03-40	OPERATING SUPPLIES	13,063	6,263	12,288	14,890	7,572	14,890	14,890	0.00%
101-5300-650.03-41	POSTAGE/SHIPPING	52	65	45	75	84	84	75	0.00%
101-5300-650.03-46	CLOTHING/UNIFORM ALLOW	1,607	1,555	1,734	2,400	1,041	2,400	2,400	0.00%
101-5300-650.03-53	EQUIPMENT MAINTENANCE	336	735	597	718	1,174	1,500	718	0.00%
101-5300-650.03-54	SNOW/ICE EQ. MAINTENANCE	5,174	7,995	7,525	8,222	8,692	8,700	8,700	5.81%
101-5300-650.03-55	VEHICLE MAINTENANCE	48,696	38,880	54,676	45,432	27,433	45,432	45,432	0.00%
101-5300-650.03-71	CHIP SEALING PROGRAM	62,248	52,141	40,988	50,500	46,682	47,000	50,500	0.00%
101-5300-650.03-72	CRACK SEALING PROGRAM	60,000	30,000	30,000	30,000	30,000	30,000	30,000	0.00%
101-5300-650.03-73	RESURFACING PROGRAM	403,968	338,771	478,811	300,000	331,407	335,000	450,000	50.00%
101-5300-650.03-74	ROAD REPAIRS	65,655	16,634	99,392	96,071	82,679	96,071	146,071	52.04%
101-5300-650.03-75	SALT & CHIPS	56,851	77,038	102,547	81,873	65,632	81,873	92,910	13.48%
101-5300-650.03-76	SIGNS & PAVEMENT MARKINGS	29,712	27,131	32,003	33,468	4,624	33,468	33,468	0.00%
101-5300-650.03-77	TRAFFIC SIGNAL MAINTENANCE	1,000	0	0	500	0	2,000	1,500	200.00%
101-5300-650.03-78	TREE & BRUSH CONTROL	432	1,133	402	1,000	402	1,000	1,000	0.00%
101-5300-650.03-93	MEDICAL EXAMS	191	473	223	250	298	300	300	20.00%
101-5300-650.08-11	CAP EQUIPMENT - OFFICE	0	0	0	0	0	0	0	
101-5300-650.08-14	CAPITAL EQUIPMENT-OTHER	2,891	0	43,411	26,000	15,549	26,000	0	(100.00%)
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	8,126	0	0	0	0	0	0	

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
101-5300-650.08-55	CAPITAL REPLACEMENT FUND	158,337	157,722	160,259	172,816	0	0	0	(100.00%)
101-5300-650.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	0	0	0	172,816	178,427	
	<b>STREETS</b>	<b>1,668,990</b>	<b>1,429,873</b>	<b>1,798,256</b>	<b>1,609,841</b>	<b>1,053,484</b>	<b>1,583,519</b>	<b>1,775,682</b>	<b>10.30%</b>
101-5300-651.02-21	ELECTRICITY	214,464	201,927	252,863	225,000	149,904	225,000	225,000	0.00%
	<b>STREET LIGHTING</b>	<b>214,464</b>	<b>201,927</b>	<b>252,863</b>	<b>225,000</b>	<b>149,904</b>	<b>225,000</b>	<b>225,000</b>	<b>0.00%</b>
101-5300-671.02-10	FIXED RT/ADA PARATRANSIT	216,654	199,309	188,232	220,500	114,471	188,000	191,643	(13.09%)
101-5300-672.02-10	ELDERLY TRANSPORTATION	8,806	11,824	10,910	12,000	5,419	9,500	12,000	0.00%
	<b>TRANSPORTATION</b>	<b>225,460</b>	<b>211,133</b>	<b>199,142</b>	<b>232,500</b>	<b>119,890</b>	<b>197,500</b>	<b>203,643</b>	<b>(12.41%)</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,274,278</b>	<b>1,860,884</b>	<b>2,284,612</b>	<b>2,092,841</b>	<b>1,342,435</b>	<b>2,031,519</b>	<b>2,204,325</b>	<b>5.33%</b>

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

STREET DEPARTMENT	\$1,668,990	\$1,429,873	\$1,798,256	\$1,609,841	\$1,053,484	\$1,583,519	\$1,775,682
LESS STREET PERSONNEL	(556,840)	(493,449)	(550,156)	(513,199)	(321,280)	(513,288)	(504,623)
STREETS LESS PERSONNEL	1,112,150	936,424	1,248,100	1,096,642	732,204	1,070,231	1,271,059
ENGINEERING	165,364	17,951	34,351	25,500	19,157	25,500	Included above
<b>GENERAL FUND without PERSONNEL</b>	<b>\$1,277,514</b>	<b>\$954,375</b>	<b>\$1,282,451</b>	<b>\$1,122,142</b>	<b>\$751,361</b>	<b>\$1,095,731</b>	<b>\$1,271,059</b>

**NOTES:**

- 1 Street Superintendent 50% Street, 50% Storm Utility, Assistant Street Superintendent 50% Street 50% Storm Utility
- 2 Admin Assistant - Street 50% Street, 12.5% Park, 12.5% Recreation, 25% Storm Utility
- 3 Admin Assistant - Park & Recreation, 1,372 hours - 45% Park, 45% Recreation, 10% Street
- 4 Maintenance Worker-Street: 80% Town, 20% Storm (in 2013 the split was 70%/30%)
- 5 Maintenance Worker-Street 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 **101-5300-650.02-10 Prof Service/Contracted: \$9,100**  
Roadside Weed Cutting \$8,450, Weather Service \$650
- 8 **101-5300-650.02-14 Engineering: \$25,500**  
Transfer of engineering costs from 680 activity. Engineering associated with capital planning, preliminary plans, reports, public hearings, road resurfacing, misc. boring, and concrete repairs.
- 9 **101-5300-650.02-17 Equip Rental/Contracted: \$4,152**  
Rental of misc equipment not owned by department: Infrared Patch Machine \$3,000, Misc Equipment \$500, Copier Lease \$652
- 10 **101-5300-650.02-33 Shouldering: \$7,000**  
Material for shouldering existing roads and maintenance of gravel roads

*NOTES (cont.):*

- 11 **101-5300-650.03-31 Gasoline/Fuel: \$167,155**  
Gasoline/Diesel fuel for vehicles and equipment (18,995 diesel gallons @\$3.55/gallon and 28,990 unleaded gallons @\$3.44/gallon) Consumption uses a four year average.
- 12 **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
- 13 **101-5300-650.03-40 Operating Supplies: \$14,890**  
Bolts, screws, chains, shovels, rakes, shop supplies, shop tools  
3/4" impact wrench (\$1,100)
- 14 **101-5300-650.03-46 Clothing/Uniform Allowance: \$2,400**  
Eight (8) men @ \$300/ea for safety shoes, shirts, pants
- 15 **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.
- 16 **101-5300-650.03-54 Snow Ice/Equipment Maintenance: \$8,700**  
Snow/Ice equipment maintenance cost associated with replacement of cutting edges for all snow plows, wings, etc.
- 17 **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
- 18 **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
- 19 **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
- 20 **101-5300-650.03-73 Resurfacing Program: \$450,000**  
Roads are resurfaced with hot mix asphalt in accordance with the road maintenance plan. This amount includes \$200,000 from borrowed funds.
- 21 **101-5300-650.03-74 Road Repairs: \$146,071**  
Cold mix and hot mix material for patching pot holes, small overlays, culverts and bridge approaches, in accordance with the road maintenance plan. This account is offset with \$75,000 from fund balance.
- 22 **101-5300-650.03-75 Salt & Chips: \$92,910**  
Salt, stone chips and liquid calcium chloride, used for snow and ice removal. Salt costs increased 16% or \$11,700
- 23 **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
- 24 **101-5300-650.03-77 Traffic Signal Maintenance: \$1,500**  
Replace existing bulbs with LED lights at various signal light locations and maintenance of the traffic signals
- 25 **101-5300-650.03-78 Tree & Brush Control: \$1,000**  
Material for removal of trees, brush and stumps located in town right-of-way
- 26 **101-5300-651.02-21 Electricity: \$225,000** This account is for street lighting and traffic lights.
- 27 **101-5300-671.02-10 Fixed Route Transit & Elderly Transportation:** The net cost for this service is \$60,460 (\$203,643 expenditure less grant revenues of \$143,183)

**SPECIAL REVENUE FUND - GARBAGE/RECYCLING**

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
201-5300-432.05-01	MUNICIPAL RECYCLING GRANT	54,804	59,773	59,793	59,793	59,709	59,709	59,700	(0.16%)
201-5300-467.01-00	REFUSE & GARBAGE COLLECTION	857,449	859,984	862,959	863,102	850,298	863,102	922,250	6.85%
201-5300-480.01-00	INTEREST	3,972	2,335	1,488	2,300	878	1,700	1,700	(26.09%)
201-5300-480.09-00	MISC REVENUE	44,251	90,104	23,814	1,442	2,317	5,000	1,990	38.00%
201-5300-480.09-04	CORE BATTERY CREDITS	260	510	280		225			
201-5300-491.04-02	TRANSFER FROM ERF		27,419						
201-5300-492.08-00	TRANSFER FROM ASSIGNED FUND BALANCE				130,181			96,404	(25.95%)
	<b>SPECIAL REV FUND - GARBAGE</b>	<b>960,736</b>	<b>1,040,125</b>	<b>948,334</b>	<b>1,056,818</b>	<b>913,427</b>	<b>929,511</b>	<b>1,082,044</b>	<b>2.39%</b>

**EXPENDITURES:**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
201-5300-691.02-10	PROFESSIONAL SERVICES CONTRACTED								
201-5300-691.02-26	GARBAGE COLLECTION	444,476	455,069	478,473	486,661	280,761	486,661	498,784	2.49%
201-5300-691.02-40	REPAIR/MAINT/SERVICE/OTHER		25,155	23,829	42,509	37,621	42,509	48,351	13.74%
201-5300-691.03-45	LICENSE/FORMS/PRINTING				700		200	450	(35.71%)
201-5300-691.08-54	CAPITAL EQUIP - OTHER				9,200	9,107	9,107		
201-5300-691.09-10	TRANSFER TO GENERAL FUND	20,559	17,094	21,544	18,313		18,436	18,436	0.67%
201-5300-691.09-30	TRANSFER TO DEBT SERVICE	32,022	32,022	32,022	32,022		32,022	32,022	0.00%
	<b>SPECIAL REV FUND - GARBAGE</b>	<b>497,057</b>	<b>529,340</b>	<b>555,868</b>	<b>589,405</b>	<b>327,489</b>	<b>588,935</b>	<b>598,043</b>	<b>1.47%</b>

201-5300-692.01-22	HOURLY/NON-REPR/PT			58					
201-5300-692.01-31	FICA			4					
201-5300-692.02-10	PROFESSIONAL SERVICES CONTRACTED				2,500		2,500	2,500	0.00%
201-5300-692.02-17	EQUIPMENT RENTAL				12,000		12,000	12,000	0.00%
201-5300-692.02-27	LANDFILL CHARGES	195	445	305	500	195	400	400	(20.00%)
201-5300-692.02-28	RECYCLING PROGRAM	311,887	306,147	319,289	323,701	188,558	323,701	323,372	(0.10%)
201-5300-692.03-45	LICENSE/FORMS/PRINTING	0		600	500		1,850	1,850	270.00%
201-5300-692.03-90	OTHER SUPPLIES & EXPENSES	551	43			43	100	100	
201-5300-692.08-54	CAPITAL EQUIP - OTHER		37,310	18,750	15,146	14,991	14,991		(100.00%)
201-5300-692.08-55	EQUIPMENT REPLACEMENT FUND				5,874			14,207	141.86%
201-5300-692.09-10	TRANSFER TO GENERAL FUND	105,292	73,697	125,421	75,170		97,550	97,550	29.77%

**EXPENDITURES:**

ACCOUNT (cont.) NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
201-5300-692.09-30	TRANSFER TO DEBT SERVICE	32,022	32,022	32,022	32,022		32,022	32,022	0.00%
201-5300-692.09-40	TRANSFER TO CAPITAL PROJECTS								
	<b>SPECIAL REV FUND - RECYCLING</b>	<b>449,947</b>	<b>449,664</b>	<b>496,449</b>	<b>467,413</b>	<b>203,787</b>	<b>485,114</b>	<b>484,001</b>	<b>3.55%</b>
	<b>TOTAL SPECIAL REV FUND - GARBAGE &amp; RECYCLING</b>	<b>947,004</b>	<b>979,004</b>	<b>1,052,317</b>	<b>1,056,818</b>	<b>531,276</b>	<b>1,074,049</b>	<b>1,082,044</b>	<b>2.39%</b>

**NOTES:**

- 1 Fund Balance as of 12/31/13, less ERF was \$340,504
- 2 Assumes the garbage rate increases from \$144.84 per year to \$155.00 per year, with the use of \$96,404 of fund balance
- 3 Assumes 5,950 households
- 4 **201-5300-480.09-00: Miscellaneous Revenue:**  
This account includes one-time funds from Winnebago County for the recycling surplus for years 2011, 2012, and 2013. In 2015, this account is for the miscellaneous fees, such as overflow tag charges.
- 5 Assumes monthly automated base rate of \$9.07 (\$4.83 for garbage, \$3.21 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 \$4.08, but higher than \$3.06 per gallon.
- 6 The 2014 year-end estimate was used for tonnage pounds, and includes the \$1.00/ton increase in garbage tonnage rates to \$37.00/ton. The recycling and yard waste fee remain the same at \$5 and \$22, respectively. This would result in \$173,963 per year (\$153,327 Garbage, \$7,016 Recycling, & \$13,620 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 (\$595).
- 8 **201-5300-691.02-40: Garbage-Repair/Maintenance/Service/Other**  
\$ 2,800 Quarterly Well Testing - Landfill  
\$30,294 Methane Mitigation Operation Costs - Landfill  
\$15,257 Install New Monitoring Wells and Abandon Wells - 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:**  
\$1,800 for newsletter articles (\$300 garbage & \$1,500 recycling)  
\$ 300 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	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
204-5600-433.01-01	WINN CNTY-ECONOMIC DEVL GR	7,491	7,940	15,263	15,237	18,582	18,582	18,624	22.23%
	<b>*SPEC REV FD COUNTY GRANT</b>	<b>7,491</b>	<b>7,940</b>	<b>15,263</b>	<b>15,237</b>	<b>18,582</b>	<b>18,582</b>	<b>18,624</b>	<b>22.23%</b>

**EXPENDITURES:**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
204-5600-730.07-93	WINN CNTY-ECONOMIC DEVL GRANT	639	63	931	5,237	70	5,237	8,624	64.67%
204-5600-730.09-10	REALLOCATIONS	6,852	7,877	14,332	10,000		10,000	10,000	0.00%
	<b>*SPEC REV FD COUNTY GRANT</b>	<b>7,491</b>	<b>7,940</b>	<b>15,263</b>	<b>15,237</b>	<b>70</b>	<b>15,237</b>	<b>18,624</b>	<b>22.23%</b>

**NOTES:**

- 1 \$1.00 per resident, 18,624 residents
- 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 and the membership in the Fox Cities Regional Partnership.

**SPECIAL REVENUE FUND - DONATIONS / OTHER**

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
205-5100-480.08-01	SANTA FLOAT-DONATIONS	1,260	504	823	1,200	143	1,000	1,200	0.00%
205-5100-480.08-19	TOWN SPECIAL EVENT FUND	60	25						
205-5100-480.08-26	ELECTION GRANT								
205-5100-480.08-34	ANNUAL CAR EVENT		3,797	647	5,000	180	180	250	(95.00%)
205-5100-480.01-00	INTEREST	274	305	41	100	184	250	250	150.00%
205-5200-464.02-00	PUBLIC PROTECTION FEES	4,166	6,168	7,343	7,500	4,887	6,000	7,500	0.00%
205-5200-480.08-04	FD DONATIONS-DESIGNATED								
205-5200-480.08-05	1ST RESPONDERS-DONATIONS			100					
205-5200-480.08-06	FIRE SAFETY HOUSE	100	100						
205-5200-480.08-07	THERMAL IMAGING-DONATIONS	620	950	177		182	182		
205-5300-480.08-08	TRAIL DONATIONS	1,750							
205-5200-480.08-09	FD DEFIBS-DONATIONS								
205-5200-480.08-10	PD TASER DONATIONS								
205-5200-480.08-36	K-9 UNIT			1,000					
205-5200-431.08-11	FED EQUITABLE SHARING		750					14,000	
205-5200-439.02-09	MISC SAFETY GRANTS-FD								
205-5200-480.08-13	SUMMER SAFETY NIGHT	4,883	5,521	5,934	8,500	5,852	8,500	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	1,086	946	673	1,500	250	250	1,500	0.00%
205-5200-480.08-23	COMMUNITY RELATIONS-PD	1,255	760	7,470	1,500	115	1,500	1,500	0.00%
205-5200-480.08-25	PUBLIC EDUCATION-FD		625						
205-5200-480.08-27	PUBLIC ED (FED GRANT)-FD								
205-5200-480.08-31	FF IN PK/SAFETY HUNT	146	734	1,548	2,000	1,210	1,500	1,500	(25.00%)
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	18,744	23,044	24,882	20,000	14,814	16,500	20,000	0.00%
205-5500-480.08-02	FRIENDS OF THE PARK-DONATION	65	2,770	4,894	2,800	2,320	2,500	2,800	0.00%
205-5500-480.08-03	PALS BRIDGING THE COMMUNITY	76		45					
205-5500-480.08-14	DISC GOLF	2,300	16,086	19,660	20,000	14,546	16,590	18,175	(9.13%)
205-5500-480.08-16	ROUND UP PROGRAM FEES	132	(69)	(257)	150	(1)		150	0.00%
205-5500-480.08-21	FRITSE REDEVELOPMENT								



**SPECIAL REVENUE FUND - DONATIONS / OTHER**

**REVENUES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
205-5500-480.08-24	DANCE COMPETITIONS	575	3,084	399	3,000		0	0	(100.00%)
205-5500-480.08-28	INDIAN MOUND RECON - FRITSE	1,100	2,360						
205-5500-480.08-29	MISC DONATIONS - PARK	1,161							
205-5500-480.08-30	BOAT TRAILER PARKING FEE	2,904	2,902	3,705	3,500	2,991	3,650	3,700	5.71%
205-5500-480.08-33	TREE PLANTING PROJECT	1,500	665	2,344	1,500	30	30	1,500	0.00%
205-5600-480.08-17	DIRECTIONAL SIGNAGE	1,445	522		1,000			1,925	92.50%
205-5600-480.08-32	SUSTAINABILITY	400	930	4,305	1,650	815	965	1,055	(36.06%)
205-5500-491.01-00	TRANSFER FROM GENERAL FUND								
205-5600-491.01-00	TRANSFER FROM GENERAL FUND				500	500	500	500	0.00%
205-5200-492.08-00	TRANS FROM DESIGNATED EQUITY				4,754				(100.00%)
205-5500-492.08-00	TRANS FROM DESIGNATED EQUITY				1,277				(100.00%)
	<b>SPECIAL REVENUE: Donations/Other</b>	<b>46,037</b>	<b>73,479</b>	<b>85,733</b>	<b>87,431</b>	<b>49,018</b>	<b>60,097</b>	<b>86,005</b>	<b>(1.63%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
205-5100-550.07-26	ELECTION GRANT								
205-5100-600.07-01	SANTA FLOAT-DONATIONS	1,074	1,217	1,049	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	224	5,000			250	(95.00%)
205-5200-610.07-10	PD TASER DONATIONS								
205-5200-610.07-11	FED EQUITABLE SHARING		225					14,000	
205-5200-610.07-13	SUMMER SAFETY NIGHT	5,797	4,797	5,287	8,500	5,821	6,500	8,500	0.00%
205-5200-610.07-18	NEIGHBORHOOD WATCH	525							
205-5200-610.07-23	COMMUNITY RELATIONS-PD	841	507	7,502	1,500	255	1,500	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	91	99	203	150		150	150	0.00%
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	559	606	811	1,500	125	1,500	1,500	0.00%
205-5200-620.07-25	PUBLIC EDUCATION-FD	160	764	376		2	2		
205-5200-620.07-27	PUBLIC EDUCATION (FED GRANT)-FD								
205-5200-620.07-31	FF IN PK/SAFETY HUNT		595	1,348	2,000	681	681	1,500	(25.00%)

**SPECIAL REVENUE FUND - DONATIONS / OTHER**

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
205-5500-710.07-02	FRIENDS OF THE PARK	348	1,755	1,967	2,800	1,610	2,000	2,800	0.00%
205-5500-710.07-08	TRAIL DONATIONS								
205-5500-710.07-14	DISC GOLF		5,556	861					
205-5500-710.07-28	INDIAN MOUND RECON - FRITSE			605					
205-5500-710.07-29	MISC DONATIONS - PARK	1,124	-						
205-5500-710.07-30	BOAT TRAILER PARKING FEE	133	503	1,032	1,200				(100.00%)
205-5500-710.07-33	TREE PLANTING PROJECT		665	2,035	1,500	25	25	1,500	0.00%
205-5500-720.07-03	PALS								
205-5500-720.07-24	DANCE COMPETITIONS	519	2,093	1,216	3,000		-	-	(100.00%)
205-5600-730.07-32	SUSTAINABILITY		495	408	2,150	252	852	1,555	(27.67%)
205-5600-730.08-46	CAPITAL OUTLAY-Signs, Signals & Markings					458	1,400	1,200	
205-5100-600.09-10	REALLOCATIONS-General								
205-5200-610.09-10	REALLOCATIONS-Police	4,325			4,754				
205-5200-620.09-10	REALLOCATIONS-Fire	9,820							
205-5500-710.09-10	REALLOCATIONS-Park & Rec	10,500	67,246	33,048	14,086	12,345		20,595	46.21%
205-5600-730.09-10	REALLOCATIONS-Community Development								
205-5500-710.09-30	REALLOCATIONS-Debt	49,672	23,044						
205-5100-600.09-40	REALLOCATIONS-Capital Projects								
205-5100-600.09-80	REALLOCATIONS-Trust & Agency								
<b>SPECIAL REVENUE: Donations/Other</b>		<b>85,671</b>	<b>115,233</b>	<b>57,972</b>	<b>49,340</b>	<b>21,574</b>	<b>15,810</b>	<b>56,250</b>	<b>14.00%</b>

**NOTES:**

**Revenues:**

- 1 **205-5200-431.08-11 Fed Equitable Sharing**  
These funds are from a Federal seizure of assets to be spent on specific eligible purchases.
- 2 **205-5600-480.08-17 Directional Signage**  
This revenue is generated from the sale of 'way finding' signs to businesses and non-profits.
- 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:**  
See Sustain budget tab for detail
- 2 **205-5600-730-08-46 Capital: Signs, Signals, & Markings:**  
This expenditure is for the 'way-finding' signs.

# ***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

### *2014 Sustainability Accomplishments*

- 1 Hosted a second "trial" Town farmer's market in conjunction with the Park and Recreation Department's Summer Entertainment Series in Schildt Park
- 2 Expanded the community gardens at Schildt Park from 16 to 23 plots with assistance from the Parks and Recreation Department
- 3 Made site improvements, added a walking path, and provided compost to the community gardens at Schildt Park with assistance from the Parks and Recreation Department
- 4 Continued to pursue energy efficiency for the Municipal Complex and the Utility District
- 5 Organized and hosted two electronics recycling events, which were coordinated with the City of Neenah's and City of Menasha's events and collected batteries, car seats and items for St. Vincent de Paul at the fall event
- 6 Handed out educational materials and gave away 250 spruce seedlings donated by SCA Tissue at Summer Safety Night
- 7 Continued working with ECOS to create an educational video series: "Intro to Sustainability," "Stormwater Management," "Rain Gardens," "Backyard Composting," "Tri-County Recycling," and "Hybrid Cars"
- 8 Worked with SCA Tissue to create educational signage for rain gardens and prairie restoration projects
- 9 Participated in quarterly Sustainable Communities Network meetings to facilitate collaboration and collective learning between area municipalities
- 10 Produced approximately 7% of the Municipal Complex's energy needs through solar power
- 11 Worked with the Fire Department to pursue changes to the leaf burning ordinance
- 12 Completed a survey of Town departments to assess departmental practices and attitudes towards sustainability
- 13 Gave a sustainability report at the Annual Town Meeting to the Town Board

### *2015 Sustainability Goals and Objectives*

- 1 Pursue further expansion (4 or 5 more plots at Schildt) and site improvements (flower gardens, a second water tank, a composting area, a swap box, re-plant fruit trees, etc.) to the community gardens at Schildt Park and explore an east side garden location
- 2 Continue to pursue energy efficiency for the Municipal Complex and the Utility District by completing an annual review and reporting to the Town Board
- 3 Work with ECOS to continue to create and air educational videos

## *Sustainability Committee*

### 2015 Sustainability Goals and Objectives (cont.)

- 4 Using information gained through a survey of Town vendors, conduct Department Head training sessions and sustainability reviews for departments
- 5 Establish semi-annual presentations to the Town Board
- 6 Continue hosting electronics recycling events and expand the collection to include batteries, clothing, and other recyclable or reusable items
- 7 Encourage participation of HSBN businesses in sustainability activities
- 8 Participate in the Town's Summer Safety Night, along with other sustainability events in the Town and Valley
- 9 Support the Town's urban forestry efforts
- 10 Investigate partnering with high school eco clubs and invite them to participate in Town sustainability events
- 11 Continue to participate in the Sustainable Communities Network
- 12 Make changes to the leaf burning ordinance
- 13 Collaborate with other municipalities or local experts to explore the feasibility of a municipal compost site to give residents a place to take their leaves and yard waste

**SPECIAL REVENUE FUND - SUSTAINABILITY**

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
205-5600-480.08-32	SUSTAINABILITY	400	930	4,305	1,650	815	965	1,055	(36.06%)
205-5600-491.01-00	TRANSFER FROM GENERAL FUND				500	500	500	500	0.00%
	<b>SPECIAL REVENUE: Donations/Other</b>	<b>400</b>	<b>930</b>	<b>4,305</b>	<b>2,150</b>	<b>1,315</b>	<b>1,465</b>	<b>1,555</b>	<b>(27.67%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
205-5600-730.07-32	SUSTAINABILITY		495	408	2,150	252	852	1,555	(27.67%)
	<b>SPECIAL REVENUE: Donations/Other</b>	<b>-</b>	<b>495</b>	<b>408</b>	<b>2,150</b>	<b>252</b>	<b>852</b>	<b>1,555</b>	<b>(27.67%)</b>

**NOTES:**

**Revenues:**

**1 205-5600-480.08-32 Sustainability**

Donations are used to support enhanced electronic recycling, trees for events, books and teaching garden. (\$150)

Program Revenues from the Community Garden. (\$405)

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. (\$500)

**2 205-5600-491.01-00 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	100
Community Garden improvements - storage shed	500
Teaching Garden	155
Books, Office Supplies, brochures, promotional materials	200
E-Recycling	250
Educational Signs	200

General levy funds will be used up to the \$500 to support the ECOS website, e-recycling, Summer Safety Night materials, and community garden site improvements.

The Sustainability Committee would like to assist in restoring the old barn, to be used as a storage shed for garden supplies.

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

Grants will be used for specific projects which will enhance recycling/composting and urban forestry efforts in the Town of Menasha.

# TOWN OF MENASHA

## SCHEDULE OF DEBT

GENERAL FUND DEBT ISSUE	AMOUNT OF LOAN	12/31/14 BALANCE	2015 PAYMENTS		2015 PAYMENTS	12/31/15 BALANCE
			PRINCIPAL	INTEREST		
2007 Capital Projects GO Notes	\$1,770,000.00	\$900,000.00	\$285,000.00	\$28,785.00	\$313,785.00	\$615,000.00
2008 Capital Projects GO Notes	\$298,738.40	\$182,012.80	\$42,535.60	\$5,674.55	\$48,210.15	\$139,477.20
2009 Capital Projects - Trust Fund Loan (**)	\$916,160.00	\$518,271.00	\$94,747.00	\$23,322.20	\$118,069.20	\$423,524.00
2010 STATE FUND TRUST FUND LOAN (**)	\$2,885,120.00	\$1,958,096.00	\$307,044.00	\$73,428.60	\$380,472.60	\$1,651,052.00
WINNEBAGO CTY PROMISSORY NOTE (est)	\$100,000.00	\$100,000.00	\$100,000.00	\$2,000.00	\$102,000.00	\$0.00
2012 Capital Projects GO Notes	\$1,645,571.00	\$1,543,028.00	\$0.00	\$29,639.81	\$29,639.81	\$1,543,028.00
2013 GO Notes (Refinance 2006 GO portion)	\$1,903,089.92	\$1,883,419.75	\$929,416.00	\$28,374.24	\$957,790.24	\$954,003.75
2013 GO Notes (new money portion)	\$1,650,000.00	\$1,505,000.00	\$150,000.00	\$40,600.00	\$190,600.00	\$1,355,000.00
2014 Capital Projects GO Notes	\$2,265,000.00	\$2,265,000.00	\$0.00	\$50,710.83	\$50,710.83	\$2,265,000.00
<b>TOTAL GENERAL DEBT</b>	<b>\$13,433,679.32</b>	<b>\$10,854,827.55</b>	<b>\$1,908,742.60</b>	<b>\$282,535.23</b>	<b>\$2,191,277.83</b>	<b>\$8,946,084.95</b>

(\*\*) Build American Bonds Subsidy

STORMWATER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/14 BALANCE	2015 PAYMENTS		2015 PAYMENTS	12/31/15 BALANCE
			PRINCIPAL	INTEREST		
2008 Capital Projects GO Bonds	\$1,211,261.60	\$737,987.20	\$172,464.40	\$23,007.95	\$195,472.35	\$565,522.80
2010 Clean Water Fund (CWF) GO Bonds	\$1,715,985.98	\$1,436,116.14	\$76,353.01	\$44,077.04	\$120,430.05	\$1,359,763.13
2012 Capital Projects GO Notes	\$1,724,429.00	\$1,616,972.00	\$0.00	\$31,060.19	\$31,060.19	\$1,616,972.00
2014 Capital Projects GO Notes	\$1,570,000.00	\$1,570,000.00	\$175,000.00	\$33,400.56	\$208,400.56	\$1,395,000.00
<b>TOTAL STORMWATER DEBT</b>	<b>\$6,221,676.58</b>	<b>\$5,361,075.34</b>	<b>\$423,817.41</b>	<b>\$131,545.74</b>	<b>\$555,363.15</b>	<b>\$4,937,257.93</b>

# TOWN OF MENASHA

## SCHEDULE OF DEBT

WATER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/14 BALANCE	2015 PAYMENTS		2015 PAYMENTS	12/31/15 BALANCE
			PRINCIPAL	INTEREST		
2004 Water & Sewer Revenue Bonds	\$2,526,230.00	\$0.00				
2005 Water & Sewer Revenue Bonds	\$2,780,717.07	\$1,742,789.22	\$216,880.44	\$65,829.03	\$282,709.47	\$1,525,908.78
2005(2ND) Water & Sewer Revenue Bonds	\$2,176,551.00	\$1,460,160.00	\$107,230.50	\$59,050.91	\$166,281.41	\$1,352,929.50
2006 GO BONDS (2013 Refinance)	\$42,566.00	\$0.00				
2007 REVENUE BONDS	\$1,983,529.00	\$1,506,801.00	\$89,386.50	\$59,587.81	\$148,974.31	\$1,417,414.50
2008 REVENUE BONDS (WATER ONLY)	\$1,805,000.00	\$1,435,000.00	\$75,000.00	\$57,300.00	\$132,300.00	\$1,360,000.00
2010 STATE TRUST FUND LOAN (**)	\$2,373,875.00	\$1,990,650	\$105,113.00	\$99,532.50	\$204,646	\$1,885,537
2012 Revenue Bonds (Refinance 2001)	\$1,367,862.50	\$1,094,290.00	\$144,832.50	\$28,483.72	\$173,316.22	\$949,457.50
2013 GO Notes (Refinance 2006 GO portion)	\$13,995.86	\$13,851.19	\$6,835.19	\$208.67	\$7,043.86	\$7,016.00
2014 Rev Bonds (Refinance 2004 Revenue Bonds)	\$1,412,012.00	\$1,412,012.00	\$140,532.00	\$28,969.68	\$169,501.68	\$1,271,480.00
<b>TOTAL WATER DEBT</b>	<b>\$16,482,338.43</b>	<b>\$10,655,553.41</b>	<b>\$885,810.13</b>	<b>\$398,962.32</b>	<b>\$1,284,772.45</b>	<b>\$9,769,743.28</b>

(\*\*) Build American Bonds Subsidy



# TOWN OF MENASHA

## SCHEDULE OF DEBT

SEWER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/14 BALANCE	2015 PRINCIPAL	2015 PAYMENT INTEREST	2015 PAYMENTS	12/31/15 BALANCE
1994 Clean Water Fund Loan - GO	\$1,641,980.49	\$0.00				
2004 Water & Sewer Revenue Bonds	\$1,248,770.00	\$0.00				
2005 Water & Sewer Revenue Bonds	\$809,282.93	\$507,210.78	\$63,119.56	\$19,158.47	\$82,278.03	\$444,091.22
2005(2ND) Water & Sewer Revenue Bonds	\$2,593,449.00	\$1,739,840.00	\$127,769.50	\$70,361.59	\$198,131.09	\$1,612,070.50
2006 GO BONDS (2013 Refinance)	\$54,485.00	\$0.00				
2007 REVENUE BONDS	\$346,471.00	\$263,199.00	\$15,613.50	\$10,408.44	\$26,021.94	\$247,585.50
2012 Revenue Bonds (Refinance 2001)	\$757,137.50	\$605,710.00	\$80,167.50	\$15,766.28	\$95,933.78	\$525,542.50
2013 GO Notes (Refinance 2006 GO portion)	\$17,914.23	\$17,729.06	\$8,748.10	\$267.09	\$9,015.19	\$8,980.96
2014 Rev Bonds (Refinance 2004 Revenue Bonds)	\$697,988.00	\$697,988.00	\$69,468.00	\$14,320.32	\$83,788.32	\$628,520.00
<b>Subtotal w/o NMSC Debt</b>	<b>\$8,167,478.15</b>	<b>\$3,831,676.84</b>	<b>\$364,886.16</b>	<b>\$130,282.19</b>	<b>\$495,168.35</b>	<b>\$3,466,790.68</b>
2013 CWFL (NMSC)	\$3,289,151.00	\$3,153,688.86	\$139,046.46	\$81,607.02	\$220,653.48	\$3,014,642.40
<b>TOTAL SEWER DEBT</b>	<b>\$11,456,629.15</b>	<b>\$6,985,365.70</b>	<b>\$503,932.62</b>	<b>\$211,889.21</b>	<b>\$715,821.83</b>	<b>\$6,481,433.08</b>

<i><b>SUMMARY - General and Utility:</b></i>	AMOUNT OF LOAN	12/31/14 BALANCE	2015 PRINCIPAL	2015 PAYMENT INTEREST	2015 PAYMENTS	12/31/15 BALANCE
Sub-Total GO Notes & Loans	\$25,910,172.47	\$18,238,133.14	\$2,453,256.30	\$514,089.23	\$2,967,345.53	\$15,784,876.84
Sub-Total Revenue Bonds	\$18,395,000.00	\$12,465,000.00	\$1,130,000.00	\$429,236.25	\$1,559,236.25	\$11,335,000.00
<b>Subtotal</b>	<b>\$44,305,172.47</b>	<b>\$30,703,133.14</b>	<b>\$3,583,256.30</b>	<b>\$943,325.48</b>	<b>\$4,526,581.78</b>	<b>\$27,119,876.84</b>
GO Notes NMSC	\$3,289,151.00	\$3,153,688.86	\$139,046.46	\$81,607.02	\$220,653.48	\$3,014,642.40
<b>Total GO Notes</b>	<b>\$29,199,323.47</b>	<b>\$21,391,822.00</b>	<b>\$2,592,302.76</b>	<b>\$595,696.25</b>	<b>\$3,187,999.01</b>	<b>\$18,799,519.24</b>
<b>Total Debt w/NMSC GO Notes</b>	<b>\$47,594,323.47</b>	<b>\$33,856,822.00</b>	<b>\$3,722,302.76</b>	<b>\$1,024,932.50</b>	<b>\$4,747,235.26</b>	<b>\$30,134,519.24</b>

## DEBT SERVICE FUND

**REVENUES:**

ACCOUNT NUMBER	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 7/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
301-5800-420.01-00	201,143	167,876	169,268	107,415	95,796	107,415	34,757	(67.64%)
301-5200-464.07-00	4,667	13,859	13,946	10,000	14,942	18,000	13,000	30.00%
301-5800-480.01-00	54,896	39,033	29,422	45,000	20,879	28,000	25,000	(44.44%)
301-5800-480.09-00	21,503	49,620	44,432	39,225	36,401	36,401	31,425	(19.89%)
301-5800-480.10-01	1,074	1,150	1,160	2,000		2,000	102,000	5000.00%
301-5800-493.01-00								
301-5800-492.03-00				128,842		128,842	76,107	(40.93%)
301-5800-491.02-01	64,044	64,044	64,044	64,044		64,044	64,044	0.00%
301-5800-491.02-05	49,672							
301-5800-491.02-05		35,040	24,882		12,345	15,000	15,000	
301-5800-491.06-13								
301-5800-492.03-00								
301-5800-492.05-00								
301-5800-493.01-00	100,000	44,242	1,903,090					
301-5800-493.01-02			48,542					
<b>Subtotal (Program Revenues)</b>	<b>496,999</b>	<b>414,864</b>	<b>2,298,786</b>	<b>396,526</b>	<b>180,363</b>	<b>399,702</b>	<b>361,333</b>	<b>(8.88%)</b>
<b>LEVY to Balance</b>	<b>1,756,291</b>	<b>1,889,053</b>	<b>1,853,030</b>	<b>1,843,440</b>	<b>1,843,440</b>	<b>1,843,440</b>	<b>1,831,575</b>	<b>(0.64%)</b>
<b>TOTAL REVENUE:</b>	<b>2,253,290</b>	<b>2,303,917</b>	<b>4,151,816</b>	<b>2,239,966</b>	<b>2,023,803</b>	<b>2,243,142</b>	<b>2,192,908</b>	<b>(2.10%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 7/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
301-5600-730.07-98	0							
301-5800-600.06-10	2,876	12,748	36,999	29,063	29,064	29,064	130,187	347.95%
301-5800-600.06-20	21,514	14,765	8,139	7,950	4,261	7,950	6,545	(17.67%)
301-5800-620.06-10	124,810	339,041	1,130,827	378,320	378,320	378,320	390,724	3.28%
301-5800-620.06-20	79,230	68,087	69,007	54,908	15,288	54,908	11,929	(78.27%)
301-5800-650.06-10	1,558,329	1,368,900	2,436,654	1,162,013	1,162,011	1,162,011	1,124,907	(3.19%)

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 7/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
301-5800-650.06-20	INTEREST - STREET EQUIP/ROADS	240,388	271,809	263,678	236,040	153,802	236,040	203,383	(13.84%)
301-5800-710.06-10	PRINCIPAL-PARK & RECREATION	97,804	129,364	243,370	284,020	284,021	284,020	262,924	(7.43%)
301-5800-710.06-20	INTEREST-PARK & RECREATION	37,851	40,441	44,407	66,039	39,437	66,039	60,678	(8.12%)
301-5800-600.08-80	DEBT ISSUANCE COSTS	507	1,014	33,627	1,014	1,014	1,014	1,014	0.00%
301-5800-600.08-90	DEBT DISCOUNT								
301-5800-600.09-10	TRANSFER TO GENERAL FUND	588	588	599	599	617	617	617	3.01%
	TRANSFER TO TAX STABLIZATION FUND								
301-5800-600.09-61	TRANSFER TO WATER UTILITY	10,691	8,822	8,045	7,500				(100.00%)
301-5800-600.09-62	TRANSFER TO WASTEWATER UTILITY	15,772	14,730	13,688	12,500				(100.00%)
	REPAYMENT OF GEN FUND DEBT								
<b>TOTAL EXPENDITURES</b>		<b>2,190,360</b>	<b>2,270,309</b>	<b>4,289,040</b>	<b>2,239,966</b>	<b>2,067,835</b>	<b>2,219,983</b>	<b>2,192,908</b>	<b>(2.10%)</b>

**NOTES:****1 301-5800-480.09-00: Miscellaneous Revenue:**

This account is for the Build America Bond revenue on two debt issues. The amount refunded should be 35% of the interest cost for qualified debt; however in 2014 the Town only received 32.48%, based on reductions the federal government approved effective October 1, 2013.

**2 301-5800-600.06-10 & 06-20: General Principal & Interest:**

This account includes \$102,000 for the Winnebago County Industrial Development Loan, with an offsetting revenue.

**3 301-5800-650.06-10 & 06-20: General Principal & Interest:**

Includes the new 2014 borrowing amounts.

**4 301-5800-600.09-10: Transfer to General Fund:**

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

**TOWN OF MENASHA  
CAPITAL IMPROVEMENTS PROGRAM**

2015 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
Stroebe Road & Causeway Reconstruction (DESIGN & SOIL BORINGS)	\$53,000				\$53,000
Irish Road Reconstruction incl. 10' trail - CTH 'II' to E Shady Ln (DESIGN & SOIL BORINGS)	\$241,000				\$241,000
Airport Road Reconstruction (asphalt) - Racine St to STH '47' (DESIGN)	\$61,000		City Cost Share		\$61,000
Jacobsen Road Reconstruction incl. 10' trail - CTH 'CB' to Irish Rd (DESIGN)	\$97,500				\$97,500
Stroebe Island Drive & Tannenbaum Trail Resurfacing	\$202,175				\$202,175
Road Resurfacing	\$200,000				\$200,000
<b>Subtotal Highway Improvements</b>	<b>\$854,675</b>	<b>\$0</b>		<b>\$0</b>	<b>\$854,675</b>
Replace Municipal Complex Emergency Generator	\$50,000				\$50,000
Salt Shed Addition	\$50,000				\$50,000
Fire Station 41 Parking Lot	\$30,000				\$30,000
Cold Storage Building (DESIGN)	\$25,000				\$25,000
O'Hauser South Bridge	\$37,599				\$37,599
Wittmann Park-Pavilion - Phase I	\$399,040				\$399,040
<b>2015 Town Projects Grand Total</b>	<b>\$1,446,314</b>	<b>\$0</b>		<b>\$0</b>	<b>\$1,446,314</b>

2015 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Jacobsen Road Reconstruction Storm Water Pond (DESIGN & SOIL BORINGS)	\$50,000				\$50,000
Jacobsen Road Storm Sewer - CB to Irish Rd (DESIGN)	\$60,000				\$60,000
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
Irish Road Storm Sewer - CTH 'II' to Jacobsen Rd (DESIGN)	\$60,000				\$60,000
Irish Road Storm Sewer - Jacobsen Rd to E. Shady Ln (DESIGN)	\$60,000				\$60,000
Fox Cities Drive Storm Sewer Installation - North 1400 ft	\$200,000				\$200,000
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
W. American Drive Drainage Improvements - west of Irish Rd and/or Prairie Lake Pond Improvements (ACQ, DESIGN, & CONST)	\$930,000				\$930,000
Schildt Park Stormwater Pond (DESIGN & SOIL BORINGS)	\$50,000	\$50,000	Operations		\$0
<b>2015 Stormwater Grand Total</b>	<b>\$2,061,415</b>	<b>\$283,966</b>		<b>\$0</b>	<b>\$1,777,449</b>

2015 Sanitary Sewer and Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Well #3 Softener Addition at E Shady Lane Plant	\$228,000				\$228,000
Lucerne Drive - University Dr to Home Ave (10" water)	\$173,000				\$173,000
Alcan Drive (6" water)	\$150,000				\$150,000
Alcan Drive/Chain Drive (sewer)	\$350,000		Depreciation		\$350,000
Gail Lane, Bridgeview Mobile Home Park - Shady Ln to Helene Dr (6" water)	\$268,000				\$268,000
Lakeshore Drive - Frances St to 600 ft South (sewer)	\$162,500		Depreciation		\$162,500
Gardners Row Sump Pump and Drain Tile Inspection	\$25,000		Operations		\$25,000
DOT: Tayco Road/441 - Lakeshore Dr to Manhole 93:10 (sewer)	\$82,100		Depreciation		\$82,100
DOT: Tayco Road/441 - Manhole 93:10 to Ninth St (sewer)	\$154,200		Depreciation		\$154,200
DOT: Bridgeview Apartment Utility Abandonment (water)	\$60,000	\$54,000	90/10 cost share		\$6,000
DOT: Appleton Road - Midway Rd to 441 (sewer)	\$380,000		Depreciation		\$380,000
DOT: Appleton Road Relocates - Midway Rd to Valley Rd (water)	\$70,000	\$63,000	90/10 cost share		\$7,000
DOT: Giesen Road Abandonment (water)	\$16,250	\$14,625	90/10 cost share		\$1,625
DOT: Giesen Road Abandonment (sewer)	\$20,000	\$18,000	90/10 cost share		\$2,000
DOT: Racine Road Relocates (water) Awaiting Final Design	???		90/10 cost share		
DOT: Racine Road Relocates (sewer) Awaiting Final Design	???		90/10 cost share		
DOT: 441 Relocates General Engineering (water)	\$10,000	\$9,000	90/10 cost share		\$1,000
DOT: 441 Relocates General Engineering (sewer)	\$10,000	\$9,000	90/10 cost share		\$1,000
DOT: American Drive Relocate Hydrant - Jameson Rd (water)	\$7,500	\$6,750	90/10 cost share		\$750
DOT: American Drive Jameson Rd N and S 200 ft (sewer)	\$88,125		Depreciation		\$88,125
<b>2015 Water &amp; Sanitary Grand Total</b>	<b>\$2,254,675</b>	<b>\$174,375</b>		<b>\$0</b>	<b>\$2,080,300</b>

**TOWN OF MENASHA  
CAPITAL IMPROVEMENTS PROGRAM**

2016 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
Clayton Avenue Reconstruction - Jacobsen Rd to E Shady Ln (DESIGN)	\$60,000				\$60,000
Stroebe Road & Causeway Reconstruction (CONST)	\$700,000				\$700,000
Irish Road Reconstruction incl. 10' trail - CTH 'II' to Jacobsen Rd (DESIGN & ACQUISITION)	\$100,000				\$100,000
Road Resurfacing	\$200,000				\$200,000
<b>Subtotal Highway Improvements</b>	<b>\$1,060,000</b>	<b>\$0</b>		<b>\$0</b>	<b>\$1,060,000</b>
Resurface Municipal Complex Parking Lot	\$100,000				\$100,000
Town-wide Reassessment	\$500,000	\$88,000	Assigned Fund Balance		\$412,000
Cold Storage Building (CONST)	\$775,000				\$775,000
Wittmann Park-Fields, Trail, Drainage - Phase II	\$420,275				\$420,275
<b>2016 Town Projects Grand Total</b>	<b>\$2,855,275</b>	<b>\$88,000</b>		<b>\$0</b>	<b>\$2,767,275</b>

2016 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
W. American Drive Drainage Improvements - west of Irish Rd and/or Prairie Lake Pond Improvements (CONST)	\$1,070,000				\$1,070,000
Clayton Avenue Stormwater - Jacobsen Rd to E Shady Ln (DESIGN)	\$60,000				
Irish Road Pond Land Acquisition	\$350,000				\$350,000
Jacobsen Road Pond Land Acquisition	\$350,000				\$350,000
Valley Rd Drainage Improvements (CONST)	\$350,000		Winnebago County Cost Share		\$350,000
<b>2016 Stormwater Grand Total</b>	<b>\$2,180,000</b>	<b>\$0</b>		<b>\$0</b>	<b>\$2,120,000</b>

2016 Sanitary Sewer and Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Frances Street (6" water)	\$122,000				\$122,000
Frances Street (sewer)	\$265,000	\$42,500	Operations		\$222,500
Frances Way (6" water)	\$108,000				\$108,000
Frances Way (sewer)	\$170,000	\$35,000	Operations		\$135,000
Sunset Lane - Gordon to Frances St (6" water)	\$96,000				\$96,000
Sunset Lane - Gordon to Frances St (sewer)	\$131,000	\$25,000	Operations		\$106,000
Lakeview Lane - Gordon to Frances St (6" water)	\$110,000				\$110,000
Lakeview Lane - Gordon to Frances St (sewer)	\$122,000	\$23,000	Operations		\$99,000
Dunning Street - Gordon St to Frances St (sewer relay)	\$92,000	\$17,500	Operations		\$74,500
Lakeshore Drive - North to End of Pages Point (6" water)	\$115,000				\$115,000
Stroebe Island Causeway - RR Crossing to Harry's Gateway (8" water) w/HWY 41 crossing	\$195,000				\$195,000
HWY 41 Crossing - Holly Rd to Northern Rd (10" sewer)	\$40,000				\$40,000
Gardners Row Sanitary Sewer Improvement Project	\$400,000		Operations????		\$400,000
<b>2016 Water &amp; Sanitary Grand Total</b>	<b>\$1,966,000</b>	<b>\$143,000</b>		<b>\$0</b>	<b>\$1,823,000</b>

**TOWN OF MENASHA  
CAPITAL IMPROVEMENTS PROGRAM**

<b>2017 Town Projects</b>		<b>Cost</b>	<b>Funding</b>	<b>Fund Desc.</b>	<b>Assessable Costs</b>	<b>Town Cost</b>
Jacobsen Road Reconstruction incl. 10' trail - CTH 'CB' to Irish Rd (CONST)		\$1,397,500				\$1,397,500
Irish Road Urban Reconstruction w\10' recreation trail - CTH 'II' to Jacobsen Rd (CONST)		\$2,248,000			\$624,000	\$1,624,000
E. Shady Lane Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (DESIGN & ACQUISITION)		\$160,000				\$160,000
Circle Drive Reconstruction (CONST)		\$663,500				\$663,500
Airport Road Reconstruction (asphalt) - Racine St to STH '47' (CONST)		\$1,091,000				\$1,091,000
Gail Lane, Bridgeview Phase I		\$500,000				\$500,000
Road Resurfacing		\$200,000				\$200,000
<b>Subtotal Highway Improvements</b>		<b>\$6,260,000</b>	<b>\$0</b>		<b>\$624,000</b>	<b>\$5,636,000</b>
<b>2017 Town Projects Grand Total</b>		<b>\$6,260,000</b>	<b>\$0</b>		<b>\$624,000</b>	<b>\$5,636,000</b>

<b>2017 Stormwater Projects</b>		<b>Cost</b>	<b>Funding</b>	<b>Fund Desc.</b>	<b>Assessable Costs</b>	<b>Utility Cost</b>
Irish Road Storm Sewer - CTH 'II' to Jacobsen Rd (CONST)		\$600,000				\$600,000
Irish Road Pond (CONST)		\$500,000				\$500,000
Jacobsen Road Stormwater Pond (CONST)		\$500,000				\$500,000
Jacobsen Road Storm Sewer - CTH 'CB' to Irish Rd (CONST)		\$700,000				\$700,000
E. Shady Lane Storm Sewer - Cold Spring Rd to CTH 'CB' (DESIGN)		\$70,000				\$70,000
E. Shady Lane Storm Pond (DESIGN & ACQUISITION)		\$400,000				\$400,000
Schildt Park Stormwater Pond (CONST)		\$430,000				\$430,000
High Plains Meadows 3rd Addition Storm Water Pond Maintenance (DESIGN & CONST)		\$100,000	\$100,000	Storm Operations		\$0
						\$0
<b>2017 Stormwater Grand Total</b>		<b>\$3,300,000</b>	<b>\$100,000</b>		<b>\$0</b>	<b>\$3,200,000</b>

<b>2017 Sanitary Sewer and Water Main Projects</b>		<b>Cost</b>	<b>Funding</b>	<b>Fund Desc.</b>	<b>Assessable Costs</b>	<b>Utility Cost</b>
Tower No. 1 - University Drive - Repaint inside and outside		\$185,000	\$185,000	Operations		\$0
Irish Road - Jacobsen Road to W American Dr (sewer)		\$300,000		Operations		\$300,000
Irish Road - Jacobsen Road to W American Dr (16" water)		\$300,000				\$300,000
Circle Drive (6" water)		\$360,000				
Lakeshore Drive - North End (water)		\$200,000				\$200,000
Oneida Street Loop for Hwy 441 (water)		\$98,000				
Winwood Drive (water)		\$162,000				\$162,000
Winwood Drive (sewer)		\$225,000		Operations		\$225,000
<b>2017 Water &amp; Sanitary Grand Total</b>		<b>\$1,830,000</b>	<b>\$185,000</b>		<b>\$0</b>	<b>\$1,187,000</b>

**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' (DESIGN)		\$80,000				\$80,000
Irish Road Reconstruction w/10' Trail - Jacobsen Rd to E. Shady Ln (CONST)		\$2,260,000			\$786,000	\$1,474,000
Clayton Avenue Reconstruction - Jacobsen Rd to E. Shady Ln (CONST)		\$808,000				\$808,000
Cold Spring Road Reconstruction w/10' trail - Jacobsen Rd to American Dr (DESIGN) RURAL???????		\$90,000				\$90,000
E. Shady Lane Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (CONST)		\$1,646,000				\$1,646,000
E. Shady Lane Reconstruction (rural) - Irish Rd to CB (DESIGN)		\$46,500				\$46,500
Manitowoc Road Reconstruction (DESIGN)		\$95,000				\$95,000
Road Resurfacing		\$200,000				\$200,000
						\$0
<b>Subtotal Highway Improvements</b>		<b>\$5,225,500</b>	<b>\$0</b>		<b>\$786,000</b>	<b>\$4,439,500</b>
Schildt Park Improvements		\$289,100				\$289,100
<b>2018 Town Projects Grand Total</b>		<b>\$5,514,600</b>	<b>\$0</b>		<b>\$786,000</b>	<b>\$4,728,600</b>

2018 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
Jacobsen Road Storm Sewer - Cold Spring Rd to CTH 'CB' (DESIGN)		\$50,000				\$50,000
Irish Road Storm Sewer - Jacobsen Rd to E. Shady Ln (CONST)		\$600,000				\$600,000
Clayton Avenue Stormwater - Jacobsen Rd to E. Shady Ln (CONST)		\$400,000				\$400,000
E. Shady Lane Stormwater - Coldspring Rd to CTH 'CB' (CONST)		\$600,000				\$600,000
E. Shady Lane Storm Pond (CONST)		\$500,000				\$500,000
<b>2018 Stormwater Grand Total</b>		<b>\$2,337,000</b>	<b>\$0</b>		<b>\$0</b>	<b>\$2,337,000</b>

2018 Sanitary Sewer and Water Main Projects		Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Tower No. 2, Winchester Road - Repaint inside and outside		\$185,000	\$185,000	Operations		\$0
Theresa Avenue (water)		\$160,000				\$160,000
Theresa Avenue (sewer)		\$234,000		Operations		\$234,000
Gmeiner Road (water)		\$150,000				\$150,000
Gmeiner Road (sewer)		\$208,000		Operations		\$208,000
Red Oak Lane (water)		\$85,000				\$85,000
Red Oak Lane (sewer)		\$247,000		Operations		\$247,000
Aykens Street (water)		\$30,000				\$30,000
Aykens Street (sewer)		\$40,000		Operations		\$40,000
Hickory Lane (water)		\$45,000				\$45,000
Hickory Lane (sewer)		\$60,000		Operations		\$60,000
Goss Avenue (6" water)		\$240,000				\$240,000
Goss Avenue (sewer)		\$350,000		Operations		\$350,000
<b>2018 Water &amp; Sanitary Grand Total</b>		<b>\$2,034,000</b>	<b>\$185,000</b>		<b>\$0</b>	<b>\$1,849,000</b>

**TOWN OF MENASHA  
CAPITAL IMPROVEMENTS PROGRAM**

<b>2019 Town Projects</b>		<b>Cost</b>	<b>Funding</b>	<b>Fund Desc.</b>	<b>Assessable Costs</b>	<b>Town Cost</b>
Jacobsen Road Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (CONST)		\$1,163,000				\$1,163,000
E. Shady Lane Reconstruction (rural) - Irish Rd to CB (CONST)		\$667,000				\$667,000
Cold Spring Road Reconstruction w/10' trail - Jacobsen Rd to American Dr (CONST)		\$1,287,000				\$1,287,000
Manitowoc Road Reconstruction (CONST)		\$1,441,000				\$1,441,000
Road Resurfacing		\$200,000				\$200,000
						\$0
<b>Subtotal Highway Improvements</b>		<b>\$4,758,000</b>	<b>\$0</b>		<b>\$0</b>	<b>\$4,758,000</b>
Anunson Farm Park Improvements		\$105,600				
O'Hauser Park		\$57,600				
<b>2019 Town Projects Grand Total</b>		<b>\$4,921,200</b>	<b>\$0</b>		<b>\$0</b>	<b>\$4,758,000</b>

<b>2019 Stormwater Projects</b>		<b>Cost</b>	<b>Funding</b>	<b>Fund Desc.</b>	<b>Assessable Costs</b>	<b>Utility Cost</b>
Manitowoc Rd./Stead Dr./Home Ave. Storm Sewer. Lift Station, Detention Pond (CONST)		\$2,853,000			To be determined	\$2,853,000
<b>2019 Stormwater Grand Total</b>		<b>\$2,853,000</b>	<b>\$0</b>		<b>\$0</b>	<b>\$2,853,000</b>

<b>2019 Sanitary Sewer and Water Main Projects</b>		<b>Cost</b>	<b>Funding</b>	<b>Fund Desc.</b>	<b>Assessable Costs</b>	<b>Utility Cost</b>
Tower No. 3, Haase Street - Repaint inside and outside		\$215,000	\$215,000	Operations		\$0
Larkspur Drive (water)		\$162,000				\$162,000
Omega Drive (water)		\$132,000				\$132,000
Palisades Lane (water)		\$136,000				\$136,000
Palisades Drive - W. of Palisades Ln to Riverview Ct. (water)		\$99,000				\$99,000
<b>2019 Water &amp; Sanitary Grand Total</b>		<b>\$744,000</b>	<b>\$215,000</b>		<b>\$0</b>	<b>\$529,000</b>



## CAPITAL PROJECTS FUND

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/22/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
401-5100-410.01-00	GENERAL PROP TAX-TOWN								
401-5500-432.06-01	STATE PARK GRANTS	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	8,031	471	919		483	600	500	
401-5300-480.08-11	MISC DONATION	2,500							
401-5500-480.08-11	MISC DONATION-Park	6,250	18,000	19,000		3,000	3,000		
401-5300-480.09-00	MISC REVENUE					125	125		
401-5200-480.09-03	MISC REVENUE-FIRE								
401-5300-480.10-01	DEVELOPER CONTRIBUTION								
401-5300-480.10-02	MUNICIPAL CONTRIBUTIONS		179,581						
401-5300-491.01-01	TRANSFER FROM GENERAL FUND		185,071	49,769					
401-5500-491.02-05	TRANSFER FROM SPEC REV FUND								
401-5100-492.04-00	CPF PRIOR YEAR CARRY OVER								
401-5300-492.04-00	CPF PRIOR YEAR CARRY OVER				300,000			138,000	(54.00%)
401-5500-492.04-00	CPF PRIOR YEAR CARRY OVER				195,000				(100.00%)
401-5300-493.01-00	PROCEEDS/LT DEBT/GO NOTES		1,645,000	1,650,000	2,271,104	2,207,217	2,207,217	1,307,814	(42.42%)
401-5300-493.01-02	DEBT PREMIUM			60,889		71,932	71,932		
401-5300-493.02-00	PROCEEDS/LT DEBT/STF								
<b>*CAPITAL PROJECTS FUND</b>		<b>20,781</b>	<b>2,028,123</b>	<b>1,780,577</b>	<b>3,851,668</b>	<b>2,282,757</b>	<b>2,282,874</b>	<b>1,446,314</b>	<b>(62.45%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/22/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
401-5100-600.08-21	CAP IMPR BUILDING & LAND	248,967	278,857	77,526	66,440	66,440		105,000	58.04%
401-5100-600.08-54	CAPITAL EQUIP - OTHER - General		37,662	4,088				50,000	
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)	248,438	2,218,490	230,820	3,382,046	455,158		654,675	(80.64%)

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/22/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
401-5300-650.08-44	TRAILS/WALKWAYS (CAP)	8,944		17,045		30			
401-5300-650.08-45	STORM SEWERS (CAP)								
401-5300-650.08-46	SIGNS SIGNALS & MARKINGS	3,848	3,513	78,102					
401-5300-650.08-54	CAPITAL EQUIP - OTHER - Street								
401-5500-710-08-31	PARKS: MISC CAPITAL	424,522	41,403	1,147,115	469,622	245,536		436,639	(7.02%)
401-5800-600.08-80	DEBT ISSUANCE COSTS		17,621	26,905		20,386			
401-5800-600.09-10	TRANSFER TO GENERAL FUND			100,000				200,000	
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								
<b>*CAPITAL PROJECTS FUND</b>		<b>1,020,266</b>	<b>2,887,731</b>	<b>1,681,601</b>	<b>3,918,108</b>	<b>787,550</b>	<b>0</b>	<b>1,446,314</b>	<b>(63.09%)</b>

**NOTES:**

- 1 See Attached Spreadsheet on Expenditure Detail
- 2 **401-5800-600.09-10: Transfer to General Fund:**  
 \$200,000 will be borrowed for road resurfacing. This is the transfer to General Fund, where the funds will be expended.

## Town of Menasha 2015 Capital Replacement Schedule (7-31-2014)

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

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2014 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Fire	Air Compressor	Eagle		1,143	1995	\$17,600	100%	20	Fire Dept Note #2	2015	\$53,000.00	\$2,518
Fire	Pick-up Truck (U40)	Ford	F250	70,777	2005	\$25,000	100%	10	Fire Dept Note #3	2015	\$37,400.00	\$3,366
Fire	Engine (E240)	Pierce	Dash	53,667	1993	\$195,500	100%	24		2017	\$500,000.00	\$18,750
Fire	Sport Utility #2 (C40)	Ford	Expedition	60,631	2007	\$26,000	100%	10		2017	\$33,000.00	\$2,970
Fire	Sport Utility (S41)	Ford	Explorer	58,663	2008	\$24,270	100%	10		2018	\$26,809.18	\$2,413
Fire	Ladder (L40)	Pierce	Lance	23,885	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	35,303	1999	\$198,400	100%	24		2023	\$575,000.00	\$21,563
Fire	Sport Utility (C41)	Chevrolet	Tahoe	15,557	2013	\$29,148	100%	10		2023	\$38,232.00	\$3,441
Fire	Air Compressor	Mako		98	2009	\$42,879	100%	15		2024	\$49,781.19	\$2,987
Fire	25kw Generator-Sta 41			234	2002	\$13,752	100%	25		2027	\$27,096.40	\$1,030
Fire	Rescue (R41)	Pierce	Sabre	16,145	2004	\$235,000	100%	24		2028	\$645,000.00	\$24,188
Fire	Thermal Camera	Draeger	UCF 9000		2013	\$9,625	100%	15		2028	\$14,458.67	\$916
Fire	Thermal Camera	ISG	Draeger USC		2014	\$10,829	100%	15		2029	\$16,267.66	\$1,030
Fire	Extrication	TNT			2014	\$49,625	100%	15		2029	\$74,546.62	\$4,721
Fire	Engine (E40)	Pierce	Enforcer	15,712	2006	\$302,245	100%	24		2030	\$675,000.00	\$25,313
Fire	60kw Generator-Sta 40			197	2006	\$15,824	100%	25		2031	\$31,178.99	\$1,185
Fire	Engine (E41)	Pierce	Arrow XT	6,108	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			
Decrease for Removal of the Fire Ladder Truck (L40)						(\$504,300.00)					(\$1,300,000.00)	(\$48,750)
<b>SUBTOTAL</b>						<b>\$1,755,483</b>					<b>\$3,727,491</b>	<b>\$155,544</b>
General	Elections	OS Accu-Vote			1995	??????	100%	18	Voting Machine-Spare (will not be purchased)	2013	\$0.00	\$0
General	Elections	OS Accu-Vote			2005	\$4,900	100%	9	1 - Voting Machines	2014	\$0.00	FUNDED
General	Elections	OS Accu-Vote			2002	\$3,250	100%	13	2 - Refurbished Voting Machines (bought in 2010)	2015	\$0.00	
General	Elections	TSX Accu-Vote			2006	\$26,000	100%	16	4 - Voting Machines	2022	\$40,000.00	\$3,551
General	Elections	OS Accu-Vote			1995	??????	100%	19	Voting Machines	2014	\$0.00	FUNDED
General	Mini Van	Ford	Freestar	52,336	2006	\$14,806	100%	10	#109	2016	\$16,355.04	\$1,308
General	Administration	Chrysler	Town & Ctry Van	25,433	2008	\$19,067	100%	12	#108	2020	\$21,485.17	\$1,432
General	Inspections	Ford	Fusion	31,966	2009	\$14,764	100%	12	#110	2021	\$16,636.44	\$1,109
General	Comm. Dev	Chevrolet	Impala	3,981	2013	\$17,699	100%	12	#107	2025	\$19,943.68	\$1,330
General	Assessor	Chevrolet	Impala	1,395	2014	\$17,799	100%	12	#106	2026	\$20,056.36	\$1,337
<b>SUBTOTAL</b>						<b>\$118,285</b>					<b>\$134,476.69</b>	<b>\$10,067</b>
Info Tech	AS400 (60/40 w/UD)	IBM	I-Series		2008	\$18,679	100%	5		2013	\$19,631.82	\$3,730
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	Phone System				2007	\$90,000	100%	10		2017	\$99,415.99	\$9,445
Info Tech	5 MDC's - Police				2014	\$19,382	100%	4		2018	\$21,603.59	\$5,131
Info Tech	SANS				2014	\$20,000	70%	5		2019	\$22,905.47	\$4,352
<b>SUBTOTAL</b>						<b>\$179,207</b>					<b>\$199,478.51</b>	<b>\$29,892</b>

**Town of Menasha  
2015 Capital Replacement Schedule (7-31-2014)**

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

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2014 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Park & Rec	6 Ft. Mower	Jacobsen	628D	2,269	2007	\$20,490	100%	8	Diesel P-07 4wd, cab	2015	\$47,697.00	\$5,366
Park & Rec	3/4 Ton Pickup	GMC	2500	65,204	2004	\$22,541	100%	12	Gas (vehicle w/plow) P-04, extended 5 yr	2016	\$35,000.00	\$2,625
Park & Rec	6 Ft. Mower	John Deere	1435	2,052	2003	\$15,500	100%	13	Diesel, P-09, 2-wd	2016	\$50,000.00	\$3,462
Park & Rec	3/4 Ton Pickup	GMC	2500	41,899	2008	\$25,089	100%	9	Gas, P-08 w/plow (includes toolbox & radio)	2017	\$27,439.47	\$2,744
Park & Rec	6 Ft. Mower	John Deere	1445	1,448	2010	\$19,033	100%	8	Diesel, mulch kit, canopy	2018	\$50,000.00	\$5,625
Park & Rec	1/2 ton pickup	Ford	F150	38,957	2006	\$19,896	100%	12	Gas, P-06	2018	\$22,419.31	\$1,681
Park & Rec	Tractor	Case	CSX75	1,935	2008	\$47,385	100%	10	Diesel w/cab, rotary mower, pulverizer, aerator, roto-tiller	2018	\$61,304.17	\$5,517
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	35,717	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	Strohmeier	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	F350	14,948	2012	\$52,447	100%	12	P-12 diesel w/boss plow, tool box	2024	\$72,627.75	\$5,447
Park & Rec	Gator	John Deere	625	37	2014	\$18,500	100%	10	Gas, w/cab, sprayer and tank, accessories	2024	\$24,265.54	\$2,184
Park & Rec	Fritsch	Tri-active			2014	\$30,000	100%	10	fitness equip-18 pieces and concrete	2024	\$39,349.53	\$3,738
Park & Rec	1 Ton Dump Trk	Ford/Casper	F350		2014	\$43,000	100%	12	Gas; dump box, lift, cover	2026	\$59,545.70	\$4,466
Park & Rec	Wittmann - Play Equip	Burke			2009	\$105,397	100%	17	Equip. concrete, and rubber	2026	\$167,155.32	\$9,341
Park & Rec	11 Ft. Mower	Groundmaster	4010-D w/ Cab	728	2013	\$68,696	100%	13	diesel, 4-wd all weather cab	2026	\$97,745.16	\$6,767
Park & Rec	Fritse Park	Landscape Structures			2010	\$160,200	100%	17	Equip. concrete, and rubber	2027	\$254,070.14	\$14,198
Park & Rec	Palisades Play Equip	Burke			2011	\$80,364	100%	17	Equip. concrete, and rubber	2028	\$127,453.29	\$7,122
Park & Rec	Fritsch Play Equip	Landscape Structures			2014	\$153,000	100%	17	Equip. concrete, and rubber	2031	\$242,651.26	\$13,560
Park & Rec	1 Ton Dump Trk	Chev	3500	82,280	1999	\$25,634	100%	13	Gas, P-99 (w/plow controls)		Transfer of another	\$0
<b>SUBTOTAL</b>						<b>\$1,165,929</b>					<b>\$1,761,611.44</b>	<b>\$117,107</b>
Police	AED (1)		LifePak 500		2007	\$1,560	100%	8	Replace w/Zoll	2015	\$1,700.00	\$213
Police	960 Detective Squad	Dodge	Van	91,828	2005	\$19,337	100%	10	Replace w/Dodge Caravan	2015	\$20,700.00	\$1,863
Police	Radar Unit (1) XE17130		Eagle Plus		2009	\$1,099	100%	6	Replace w/Falcon	2015	\$1,500.00	\$250
Police	968 M Squad	Ford	Interceptor Sedan	70,118	2013	\$24,891	100%	2	Replace w/2015 Utility	2015	\$26,800.00	\$12,060
Police	969 M Squad	Ford	Interceptor Sedan	56,840	2013	\$24,519	100%	2	Replace w/2015 Utility	2015	\$26,800.00	\$12,060
Police	966 M Squad	Ford	Interceptor Sedan	58,049	2013	\$24,986	100%	2	Replace w/2015 Utility	2015	\$26,800.00	\$12,060
Police	Speed Trailer	Kustom	SMART		2002	\$14,535	100%	14	Replace w/RU2 Fast-870	2016	\$12,100.00	\$821
Police	Radar Unit (1) FH04555		Falcon		2010	\$1,619	100%	6	Extended 1 year	2016	\$1,905.19	\$318
Police	961 Detective Squad	Ford	Crown Vic	49,964	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) FH05662		Falcon		2011	\$1,471	100%	5		2016	\$1,684.70	\$337
Police	965 Squad	Ford	Interceptor Sedan	16,344	2014	\$24,432	100%	2		2016	\$24,923.08	\$9,969
Police	967 Squad	Ford	Explorer	14,465	2014	\$25,864	100%	2		2016	\$26,383.87	\$10,554
Police	Radar Unit (1) FH06762		Falcon		2012	\$1,474	100%	5		2017	\$1,688.13	\$338
Police	970 Squad-LT	Ford	Explorer	8,982	2014	\$25,864	100%	3		2017	\$26,647.71	\$7,106

## Town of Menasha 2015 Capital Replacement Schedule (7-31-2014)

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

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2014 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Police	971 Meg Squad	Ford	Escape	48,711	2009	\$19,327	100%	9	Extend 4 years	2018	\$21,137.66	\$2,114
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) FH07951/FH07950		Falcon		2013	\$2,948	100%	5		2018	\$3,098.38	\$558
Police	AED (2)		Zoll		2013	\$3,098	100%	6		2019	\$3,645.63	\$608
Police	Ancillary Equip				2014	\$69,205	100%	5	For all police vehicles	2019	\$79,258.64	\$15,059
Police	Squad Camera (3) 969, 967 & 965		Arbitrator		2014	\$14,802	100%	5		2019	\$15,557.05	\$2,800
Police	AED (1)		Zoll		2014	\$1,599	100%	6		2020	\$1,881.65	\$941
Police	963 Staff Vehicle	Chevy	Impala	19,595	2010	\$20,202	100%	10	Funding did not start until 2014 budget	2020	\$22,315.58	\$2,869
Police	949 Police Van	Ford	E150	3,711	2011	\$18,477	100%	10	(includes Lighting & Shelving)	2021	\$20,410.10	\$1,837
Police	962 Admin - Training	Chevy	Impala	8,415	2013	\$17,699	100%	10		2023	\$19,550.71	\$1,760
<b>SUBTOTAL</b>						<b>\$397,350</b>					<b>\$428,282.70</b>	<b>\$102,484</b>
Street	#28 Skid Steer	Cat	248	2,123/hrs	2001	\$31,380	85%	14	Originally scheduled for 2011	2015	\$59,500.00	\$3,825
Street	#4 1/2 ton pickup	Chev	C1500 4x4	78,869	2005	\$16,611	50%	10	Originally scheduled for 2012	2015	\$12,000.00	\$1,080
Street	#19 Grader - 2013 model	J.Deere	772G		2014	\$280,000	100%	20		2034	\$481,719.96	\$21,677
Street	#5 Tractor/backhoe	Case	580SL	3,089	1999	\$62,358	50%	17	Originally scheduled for 2009	2016	\$49,448.52	\$2,618
Street	#3 1/2 ton pickup	Ford	F150 4x4	68,655	2000	\$25,265	100%	16	Originally scheduled for 2007	2016	\$38,996.77	\$2,194
Street	#29 Tandem axle trk	IHC	7400	37,879	2003	\$103,740	85%	13	(3,791 hrs) Replace w/Single axle	2016	\$215,000.00	\$14,885
Street	#1 1/2 ton pickup	Chev	Silverado 4WD PU	32,241	2008	\$23,256	50%	9		2017	\$12,717.37	\$1,272
Street	#16 Street sweeper	Elgin	Pelican P	6,825	2004	\$104,730	0%	13	Replacement by Stormwater Utility	2017	\$0.00	\$0
Street	#50 12 Ton Trailer	Felling	FT24-2		1997	\$9,322	100%	21		2018	\$16,478.87	\$706
Street	#S-108 Concrete saw	Norton	C20SP		2005	\$3,600	100%	13	20-hp	2018	\$5,122.32	\$355
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	377/hrs	2003	\$9,269	100%	15		2018	\$13,923.88	\$835
Street	#24 Single axle trk	International	7400 4x2	14,064	2009	\$128,078	100%	10	(1,322 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	22,670	2007	\$120,219	85%	11	(2,085 hrs)	2019	\$114,005.85	\$9,328
Street	#17 Tandem axle trk	IHC	7400	31,319	2005	\$106,000	85%	15	(3,001 hrs)	2020	\$135,348.13	\$8,121
Street	#10 1 ton Single Axle Trk	Ford	F550	16,913	2010	\$68,209	85%	10		2020	\$76,046.44	\$6,844
Street	#15 4 ton asphalt pat.	Spaulding		69/hrs	2010	\$33,830	50%	9		2020	\$18,499.69	\$1,953
Street	#18 Slope mower	Deweze	ATM72-LC	241/hrs	2006	\$28,350	100%	15		2021	\$32,913.47	\$1,975
Street	#6 Utility Tractor/Loader	Kubota	6040HDC	753/hrs	2006	\$39,983	100%	15		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	11,892	2010	\$160,447	85%	12	(1,165 hrs)	2022	\$188,856.74	\$14,164
Street	#20 Tandem axle trk	IHC	7500 6x4	11,114	2010	\$156,351	85%	12	(1,039 hrs)	2022	\$184,035.48	\$13,803
Street	#25 Gradall	Gradall	XL3100 III	3,000	2011	\$281,508	30%	12	(1,127 hrs)	2023	\$116,948.31	\$8,771
Street	#26 Tandem axle trk	Int 7500	7500 6x4	609	2014	\$215,000	100%	10	(26 hrs)	2024	\$237,493.76	\$21,374
Street	#2 1-ton truck	Ford	F550	371	2014	\$74,000	0%	10		2024	\$97,062.18	\$8,736
Street	#13 Air compressor	Sullair	185CFM	38/hrs	2006	\$12,251	100%	20		2026	\$14,948.55	\$710
Street	#11 Utility van	Ford	F-550	4,149	2012	\$36,273	100%	15		2027	\$54,489.26	\$3,269
Street	#27 Tandem axle trk	International	7500 (6X4)	137	2014	\$102,940	85%	13	(8 hrs)	2027	\$87,499.00	\$6,058

**Town of Menasha**  
**2015 Capital Replacement Schedule (7-31-2014)**

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

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2014 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Street	#33 Wheel loader	J.Deere	624K	36/hrs	2014	\$209,290	100%	20		2034	\$360,068.47	\$16,203
Street	#7 Bucket truck	Ford	F-550	303	2014	\$78,164	100%	25	Purchased in 2013, (30 hrs)	2038	\$100,240.01	\$3,609
Decrease for Vehicle/Equipment split with Storm in 2011 (4 of 5 years)												(\$15,000)
<b>SUBTOTAL</b>						<b>\$2,237,970</b>					<b>\$2,958,770.63</b>	<b>\$178,427</b>
<b>GRAND TOTAL - GENERAL FUND</b>						<b>\$5,943,284</b>					<b>\$9,339,944</b>	<b>\$593,521</b>
Recycling	#12 Brush chipper	Vermeer	BC 1400	3,959	2003	\$33,000	100%	14		2020	\$50,000.00	\$8,333
Recycling	#32 Brush chipper	Terex	Woodsman 750	566	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
<b>SUBTOTAL</b>						<b>\$89,060</b>					<b>\$129,832.51</b>	<b>\$14,207</b>
Storm	#8 Whirlwind sweeper	Elgin	Sterling SC8000	21,457	2007	\$179,900	0%	9	2,903 hrs lower, 2,450 hrs upper	2016	\$229,650.63	\$22,965
Storm	#30 Single axle trk	Chev	CC4500	1,085/hrs	2003	\$48,095	0%	14	Transferred to Storm 2014	2017	\$80,000.00	\$24,000
Storm	#16 Street sweeper	Elgin	Pelican P	6,825	2004	\$104,730	100%	21	Purchased by Town, replaced by Storm	2025	\$185,135.43	\$7,934
Storm	#22 3-yd loader	J.Deere	624G	6,773/hrs	1997	\$137,297	0%	21	Transferred to Storm 2014, Replace w/Tractor/Backhoe	2018	\$75,000.00	\$16,875
Storm	#21 Jetter Truck	Sterling	Vactor	63,882	2000	\$75,000	0%	18	(3,507 hrs)	2018	\$225,000.00	\$11,250
Storm	#9 Cargo Van	Ford	E250	5,636	2009	\$17,812	0%	12		2021	\$24,665.77	\$1,850
<b>STORMWATER TOTAL</b>						<b>\$11,416,252</b>					<b>\$16,277,101.74</b>	<b>\$84,874</b>
Wastewater	Pickup	GMC	Sonoma	144,857	2002	21,199	0%	13	Replace with Ford F150	2015	\$35,000.00	\$2,423
Wastewater	Emergency Van	Ford	E350 Econoline	91,700	2008	21,350	0%	12		2020	\$24,057.71	\$1,804
Wastewater	One Ton Truck	Ford		15,391	2013	56,604	0%	15	with Utility Box	2028	\$65,715.30	\$3,943
Wastewater	Sewer Cleaner	International	Vactor	3,786	2013	342,020	0%	15		2028	\$513,782.09	\$30,827
Wastewater	Pickup	Ford	F150	broken	1992	\$11,942	0%		Will not be replaced			
<b>WASTEWATER TOTAL</b>						<b>\$453,115</b>					<b>\$638,555.11</b>	<b>\$36,574</b>
Water	S10 X-Cab 4x4 Pick-Up	Chevrolet	S10	156,000	2000	\$18,033	0%	15		2015	\$38,000.00	\$2,280
Water	Utility Van 3/4 ton	Chevrolet		85,000	2002	18,096	0%	14		2016	\$20,800.89	\$1,337
Water	Pickup	GMC	Sierra 3500	80,000	2004	27,795	0%	15	with Utility Box	2019	\$32,269.13	\$1,936
Water	Colorado Ext. Cab 4/4	Chevrolet	Colorado	75,000	2005	15,405	0%	15		2020	\$17,884.73	\$1,073
Water	3/4 Ton Van	Chevrolet	Express Van	90,000	2009	21,079	0%	12		2021	\$29,189.86	\$2,311
Water	Tractor/Backhoe	Case	580SN	801	2012	87,600	0%	10		2022	\$96,764.90	\$8,709
Water	Pickup	Chevrolet	Silverado 3500	44,000	2008	29,210	0%	15	with Utility Box	2023	\$33,911.90	\$2,035
Water	Trench Box	Kelbe			2001	5,225	0%	25		2026	\$10,295.14	\$391
Water	Hydraulic Valve Exercising		Spindoctor		2008	7,800	0%	20		2028	\$13,419.34	\$637
Water	Dump Truck	International		2,290	2014	121,316	0%	25	12-yd tandem axle w/Equipment (\$1,081)	2039	\$155,579.52	\$5,601
Water	1-Ton Truck	Ford	F550		2015	\$83,914	0%	25	with Dump box & snow plow	2040	\$85,850.00	\$3,091
<b>WATER TOTAL</b>						<b>\$435,473</b>					<b>\$533,965.40</b>	<b>\$29,401</b>

**Town of Menasha**  
**2015 Capital Replacement Schedule (7-31-2014)**

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

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2014 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Utility Billing	Folding/Inserter Machine	SECAP	SI62		2010	12,244	0%	5	was a demo unit, includes vertical power stacker	2015	\$25,000.00	\$4,500
<b>UTILITY BILLING TOTAL</b>						<b>12,244</b>					<b>\$25,000.00</b>	<b>\$4,500</b>

**NOTES**

**Proposed Replacement in 2015**

**Fire Department:**

1. Miles/Hours checked on 7/21/14
2. Adjust price per quote.
3. This cost includes 1/2 Ton Crew Cab pick-up (state bid pricing - local vendor), new emergency lighting, controls and graphics.

**General (Elections):**

Purchase of (4) optical scan tabulator and ballot marking machines "ImageCast Evolution" which includes machine with touch screen interface, base (ballot box), paddles, keys, etc. \$10,000/each - for 2016 elections. This would replace all 8 voting machines that the Town currently has. A spare machine will need to be purchased in 2016. Total cost will be \$40,000 in 2015 and \$10,000 in 2016.

**Police:**

Replace three Squads (966, 968 & 969) \$80,400 including necessary ancillary equipment (\$9,327 for all three squads), such as MDC stands, transport seats, light bars, partitions, window barriers, console, and smart sirens.  
 Replace Detective Van (960) \$20,700  
 Ancillary Equipment replacement includes MDC Stands, Transport Seats, Lightbars, Partition, Window Barriers, console, and smart sirens

**Street & Administrative Vehicles:**

Shown in the "Percentages Town costs" column are town costs, any differences in percentages are storm water costs.

**HIGHLIGHTED ITEMS ARE PROPOSED FOR REPLACEMENT**

## EQUIPMENT REPLACEMENT FUND

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
402-5100-410.01-00	Levy								
402-5200-431.04-00	Homeland Security Grant								
402-5100-480.01-00	Interest	9,560	20,143	24,113			20,000	20,000	
402-5100-480.02-01	Sale of Town Equip & Vehicles - General	1,350		2,372		1,818	1,818		
402-5200-480.02-01	Sale of Town Equip & Vehicles - PD	23,109	9,341	13,401	13,500	28,486	28,486	13,000	(3.70%)
402-5200-480.02-01	Sale of Town Equip & Vehicles - FD	50,000		6,200	750			22,000	2833.33%
402-5200-480.02-01	Sale of Town Equip & Vehicles - Insp								
402-5300-480.02-01	Sale of Town Equip & Vehicles - SD	25,000	500	29,800	37,000	54,500	54,500		(100.00%)
402-5500-480.02-01	Sale of Town Equip & Vehicles - PK			22,780					
402-5100-491.01-00	Transfer from General Fund - Admin	2,993	2,993	2,993	2,740		2,740	2,740	0.00%
402-5100-491.01-00	Transfer from General Fund - Assessor							1,337	
402-5100-491.01-00	Transfer from General Fund - Election	1,410	1,410	6,610	4,299		4,299	3,551	(17.40%)
402-5100-491.01-00	Transfer from General Fund - Info Tech.	32,604	32,604	33,266	33,872		33,872	29,892	(11.75%)
402-5200-491.01-00	Transfer from General Fund - PD	61,695	72,416	77,488	92,080		92,080	102,484	11.30%
402-5200-491.01-00	Transfer from General Fund - FD	226,842	150,335	151,040	152,913		152,913	155,544	1.72%
402-5200-491.01-00	Transfer from General Fund - Insp	1,305	1,305	1,305	1,109		1,109	1,109	0.00%
402-5300-491.01-00	Transfer from General Fund - SD	158,337	157,722	160,259	172,816		172,816	178,427	3.25%
402-5500-491.01-00	Transfer from General Fund - PK	82,076	88,512	93,152	98,211		98,211	117,107	19.24%
402-5600-491.01-00	Transfer from General Fund - Comm Dev.	1,600	0		1,330		1,330	1,330	0.00%
402-5100-492.02-00	Transfer from Designated Balance - Elections							36,449	
402-5200-492.02-00	Transfer from Designated Balance - Police								
402-5200-492.02-00	Transfer from Designated Balance - Fire				527				(100.00%)
402-5300-492.02-00	Transfer from Designated Balance - Street				180,289		180,289		(100.00%)
<b>TOTAL REVENUE:</b>		<b>677,881</b>	<b>537,281</b>	<b>624,779</b>	<b>791,436</b>	<b>84,804</b>	<b>844,463</b>	<b>684,970</b>	<b>(13.45%)</b>

**EXPENDITURES:**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 8/31/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
402-5100-560.08-15	Computer Equip - IT	4,397	28,253	3,645	25,897	19,382	19,382		(100.00%)
402-5100-600.08-53	Vehicles - General			17,699	19,631	17,799	17,799		(100.00%)
402-5100-600.08-54	Capital Equipment: Other - General Government				7,200		0	40,000	455.56%
402-5200-610.08-53	Vehicles - Police	91,815	51,224	67,689	80,343	79,831	79,831	101,100	25.84%
402-5200-610.08-54	Capital Equipment: Other - Police			9,750	16,688	15,272	16,688	12,527	(24.93%)
402-5200-620.08-53	Vehicles - Fire			33,505				37,400	



**EXPENDITURES: (cont.)**

<b>ACCOUNT NUMBER</b>	<b>OBJECT</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 8/31/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
402-5200-620.08-54	Capital Equipment: Other - Fire			9,625	30,677	30,676		53,000	72.77%
402-5200-630.08-53	Vehicles - Inspections								
402-5300-650.08-53	Vehicles -Street	86,137	36,273	252,901	566,000	411,599		71,500	(87.37%)
402-5300-650.08-54	Capital Equipment: Other - Street								
402-5500-710.08-53	Vehicles - Park		52,446		45,000	40,871			(100.00%)
402-5500-710.08-54	Capital Equipment: Other - Park			68,696				47,697	
402-5100-600.09-10	Transfer to General Fund								
402-5100-600.09-20	Transfer to Special Revenue Fund		27,419						
<b>TOTAL EXPENDITURES:</b>		<b>182,349</b>	<b>195,615</b>	<b>463,510</b>	<b>791,436</b>	<b>615,430</b>	<b>133,700</b>	<b>363,224</b>	<b>(54.11%)</b>

**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.

## ***2014 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
- 7 Completed new MS4 permit application and initiate options to achieve required particulate reduction
- 8 Completed detention pond for East Shady Lane Reconstruction project
- 9 Completed LIDAR interpretation for the east side of the Town to complement the west Side interpretation

## ***2015 Program Goals & Objectives:***

- 1 Continue work with DOT on potential use of joint detention ponds
- 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

**2015 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 Improve monitoring and inspection on existing commercial detention ponds

**DETAIL OF REVENUES - Storm**

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
613-5300-420.01-00	SPECIAL ASSESSMENT REVENUE		11,434	357,950					
613-5300-431.09-00	MISC FEDERAL GRANTS								
613-5300-432.01-03	FUEL TAX REFUND	373	431	323	400	166	400	400	0.00%
613-5300-432.06-03	STORM WATER GRANTS			213,946	365,918				(100.00%)
613-5300-440.03-07	EROSION PERMIT	3,400	4,500	4,100	3,400	3,250	4,000	4,000	17.65%
613-5300-440.03-10	CULVERT PERMITS	375	383	150	225	375	375	300	33.33%
613-5300-440.03-11	DITCH ENCLOSURE PERMITS	25	100	(100)	0	75	75	25	
613-5300-462.03-00	DRAINAGE REVIEW	5,825	7,314	7,275	6,000	7,200	8,500	7,200	20.00%
613-5300-465.01-00	STORMWATER ERU REVENUE	1,387,071	1,614,031	1,569,462	1,490,000	858,415	1,510,000	1,510,000	1.34%
613-5300-465.03-00	PENALTIES/FEES	10,183	10,950	10,963	10,200	4,566	10,800	10,800	5.88%
613-5300-480.01-00	INTEREST	1,950	1,067	5,189	2,200	1,187	4,000	4,000	81.82%
613-5300-480.01-01	CAPITALIZED INTEREST	(2,920)							
613-5300-480.02-01	SALE OF EQUIP & VEHICLES		1,689			9,662			
613-5300-480.09-00	MISC OPERATING REVENUE	2,404	5,807	233		14,224			
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				218,966			283,966	29.68%
613-5300-492.04-00	PRIOR YEAR CARRYOVER-DEBT				15,000			109,000	626.67%
613-5300-493.01-00	PROCEEDS FROM DEBT				2,409,152			1,695,000	(29.64%)
	<b>TOTAL REVENUES</b>	<b>1,408,686</b>	<b>1,685,126</b>	<b>2,169,491</b>	<b>4,521,461</b>	<b>899,120</b>	<b>1,538,150</b>	<b>3,624,691</b>	<b>(19.83%)</b>

**CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Storm**

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 110 000	SALARIED	94,113	130,188	135,512	166,551	99,908	158,535	167,487	0.56%
xxxx 120 000	HOURLY/NON-REPRESENTED	0	3,928	3,858	109,838	69,263	89,756	110,656	0.74%
xxxx 121 000	HOURLY OVERTIME/NON-REPR	0	62	67	835	225	303	838	0.36%
xxxx 122 000	HOURLY/NON-REPR/PT	3,195	2,448	2,265	10,740	1,077	1,844	9,926	(7.58%)
xxxx 124 000	HOURLY/GENERAL UNION	75,478	83,241	80,731	0	0	0	0	
xxxx 125 000	HRLY. OVERTIME/GEN UNION	128	84	220	0	0	0	0	
xxxx 140 000	PER DIEM	0	231	0	0	0	0	0	
xxxx 145 000	INTERN	0	2,847	1,449	3,000	0	0	3,000	0.00%
<b>Salary/Wages/Per Diem Subtotal</b>		172,914	223,029	224,102	290,964	170,473	250,438	291,907	0.32%

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 131 000	FICA	12,917	16,319	16,244	21,213	12,390	19,159	21,350	0.65%
xxxx 132 000	WI RETIREMENT	15,288	12,914	14,638	19,508	11,748	17,523	19,071	(2.24%)
xxxx 151 000	MEDICAL INSURANCE	50,465	54,204	60,511	74,412	46,583	71,451	69,901	(6.06%)
xxxx 152 000	DENTAL INSURANCE	2,255	2,786	2,871	3,746	2,071	3,024	3,662	(2.24%)
xxxx 153 000	GROUP LIFE/DISAB INS	1,525	1,955	1,777	2,352	1,442	1,901	2,384	1.36%
xxxx 197 000	UNEMPLOYMENT COMP	0	1,133	0	0	0	0	0	
xxxx 198 000	VACATION/SICK ACCRUAL	2,630	4,843	4,704	5,000	0	5,000	5,000	0.00%
<b>Benefit Subtotal</b>		85,080	94,154	100,745	126,231	74,234	118,058	121,368	(3.85%)
xxxx 210 000	PROF SERVICE/CONTRACTED	40,058	24,525	50,882	62,390	35,079	49,500	48,490	(22.28%)
xxxx 211 000	COMPUTER LICENSE & MAINT	13,184	12,507	12,969	13,902	11,969	13,902	14,902	7.19%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	172	177	177	182	186	186	200	9.89%
xxxx 214 000	ENGINEERING	20,643	16,947	36,809	25,000	15,959	35,500	32,000	28.00%
xxxx 215 000	LEGAL COUNSEL	1,885	125	538	1,500	0	500	1,000	(33.33%)
xxxx 217 000	EQUIP RENTAL/CONTRACTED	150	0	0	500	0	500	500	0.00%
<b>Contracted Services Subtotal</b>		76,092	54,281	101,375	103,474	63,193	100,088	97,092	(6.17%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 221 000	ELECTRICITY	1,093	1,193	904	1,500	764	1,500	1,500	0.00%
xxxx 223 000	SEWER & WATER								
xxxx 224 000	TELEPHONE	600	600	600	600	750	1,350	1,350	125.00%
	<b>Utilities Subtotal</b>	1,693	1,793	1,504	2,100	1,514	2,850	2,850	35.71%
xxxx 227 000	DISPOSAL/LANDFILL CHARGES	5,690	5,114	4,092	7,000	0	7,000	7,000	0.00%
xxxx 231 000	CULVERT MAINTENANCE	13,630	13,633	13,943	20,000	3,119	20,000	20,000	0.00%
xxxx 232 000	DITCHING	5,402	6,180	4,793	15,000	1,788	15,000	15,000	0.00%
xxxx 238 000	STORM SEWER MAPPING	18,500	0	8,000	10,000	0	10,000	10,000	0.00%
xxxx 240 000	REPAIR/MAINT SERV/OTHER	317	317	317	450	0	400	400	(11.11%)
xxxx 241 000	BUILDING REPAIR & MAINT	0	0	0	0	0	0	0	
xxxx 293 000	DRUG & ALCOHOL TESTING	101	87	108	100	0	100	100	0.00%
	<b>Subtotal</b>	43,640	25,331	31,253	52,550	4,907	52,500	52,500	(0.10%)
xxxx 309 000	CREDIT CARD FEES	3,214	5,349	4,937	6,100	2,868	5,500	6,100	0.00%
xxxx 310 000	OFFICE SUPPLIES	62	488	452	1,150	32	500	850	(26.09%)
xxxx 313 000	PRINTING	598	1,002	537	2,175	690	1,200	1,925	(11.49%)
xxxx 320 000	SUBSCRIPTIONS & DUES	4,545	1,500	4,500	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	4	3	1	0	0	0	0	
xxxx 331 000	GASOLINE/FUEL	5,213	6,864	7,771	8,000	7,277	7,000	8,000	0.00%
xxxx 335 000	TRAINING	0	75	0	5,000	0	0	0	(100.00%)
xxxx 340 000	OPERATING SUPPLIES	2,154	5,041	5,207	2,500	2,312	2,500	2,500	0.00%
xxxx 341 000	POSTAGE/SHIPPING	5,446	5,856	6,015	6,135	4,933	6,032	6,135	0.00%
xxxx 346 000	CLOTHING/UNIFORM ALLOW	19	39	0	150	0	150	150	0.00%
	<b>Operating Supplies Subtotal</b>	21,255	26,217	29,420	35,710	22,612	27,382	30,160	(15.54%)
xxxx 353 000	EQUIPMENT MAINTENANCE	716	466	450	1,000	467	1,000	1,000	0.00%
xxxx 355 000	VEHICLE MAINTENANCE	4,581	11,826	16,548	22,500	12,769	22,000	22,500	0.00%
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP	0	0	0	0	0	0	0	
	<b>Asset Maint. Supplies Subtotal</b>	5,297	12,292	16,998	23,500	13,236	23,000	23,500	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 374 000	ROAD REPAIRS	5,021	1,837	636	7,500	0	7,500	7,500	0.00%
xxxx 390 000	OTHER SUPPLIES & EXPENSE	0	0	0	0	0	0	0	
xxxx 391 000	PUBLIC SERVICE & EDUCATION	558	0	993	5,000	579	2,000	5,000	0.00%
xxxx 393 000	MEDICAL EXAMS	69	105	74	150	69	150	150	0.00%
xxxx 399 000	CONTINGENCY FUND	0	0	0	65,741	0	0	25,000	(61.97%)
xxxx 399 000	NON-REP WAGE ADJUSTMENTS	0	0	0	0	0	0	10,000	
xxxx 510 000	INSURANCE	17,034	17,311	20,530	20,000	23,361	27,000	28,000	40.00%
xxxx 530 000	RENT	21,437	35,421	27,064	25,000	35,764	40,000	23,000	(8.00%)
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	190,076	224,638	240,840	13,459	0	250,000	22,587	67.82%
xxxx 541 000	DEPRECIATION-CIAC	27,674	30,935	34,197	0	0	34,000	0	
xxxx 542 000									
xxxx 590 000	OTHER FIXED CHARGES	0	0	0	0	0	0	0	
<b>Subtotal</b>		261,869	310,247	324,334	136,850	59,773	360,650	121,237	(11.41%)
xxxx 610 000	PRINCIPAL	0	0	0	345,919	0	0	423,817	22.52%
xxxx 620 000	INTEREST	139,657	94,918	112,777	106,949	34,720	0	131,545	23.00%
xxxx 630 000	CAPITALIZED INTEREST	0	0	0	0	0	0	0	
xxxx 801 000	CAPITAL RESERVE	(4,951)	64,750	42,750	3,164,136	1,377,997	0	2,201,248	(30.43%)
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	2,114	1,880	3,632	10,028	904	10,028	3,228	(67.81%)
<b>Capital Investments Subtotal</b>		136,820	161,548	159,159	3,627,032	1,413,621	10,028	2,759,838	(23.91%)
xxxx 880 000	DEBT ISSUANCE COSTS	2,746	2,446	(7,626)	0	14,131	17,563	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	25,348	21,347	37,290	123,050	0	23,050	124,239	0.97%
<b>Debt Service Subtotal</b>		28,094	23,793	29,664	123,050	14,131	40,613	124,239	0.97%
<b>TOTAL EXPENDITURES</b>		832,754	932,685	1,018,554	4,521,461	1,837,694	985,607	3,624,691	(19.83%)

**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 Finance Director 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 Inspection Assistant 15% UD - 73% Town -12% Storm Water
- 6 Associate Planner 5% UD - 65% Town - 30% Storm Water
- 7 Human Resource Coordinator/Asst to the Town Administrator 10% UD - 85% Town - 5% Storm Water
- 8 Clerk 20% UD - 70% Town - 10% Storm Water
- 9 Deputy Clerk/Confidential Administrative Assistant 10% UD - 85% Town - 5% Storm Water
- 10 PC/Network Technician from 1040 hrs to 1560 Hrs
- 11 Director of Information Technology 16% UD - 76% Town - 8% Storm Water
- 12 Finance Clerk 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 Administrative Assistant Street 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 Maintenance Worker-Street 80% Street/20% Storm Water

**GENERAL OPERATIONS - 751**

- 20 **613-5300-751.02-10 Prof Service/contracted**  
Diggers Hotline Locates \$3,500
- 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, #22, #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** - \$10,500 to replace #28 Skid Steer (15% of cost), \$12,000 to replace #4 1/2 ton pickup (50% of cost), \$8,333 to replace folding/insert machine (33.33% of cost)

Storm water Projects:

- \$ 15,000<sup>#</sup> - Red Oak Ravine Stormwater Improvements Phase II
- \$ 930,000\* - W American Dr Project and/or Prairie Lake Pond Improvements (Aquisition, Design & Constructions)
- \$ 50,000 - Schildt Park Stormwater Pond (Design & Soil Borings)
- \$ 218,966<sup>#</sup> - Green Valley Ditch/Cooke Rd Project (prior funds available)
- \$ 200,000\* - Fox Cities Drainage Project
- \$ 32,449 - Independence Pond
- \$ 50,000\* - Jacobsen Rd Pond (Design & Soil Borings)
- \$ 60,000\* - Jacobsen Rd Storm Sewer (Design)
- \$ 335,000\* - Olde Buggy Ln Corridor (Construction)
- \$ 120,000\* - Irish Rd Storm Sewer (Design)
- \$ 50,000<sup>#</sup> - Irish Rd Pond (Design & Soil Borings)
- \$ 109,000\*\* - Finish Gordon neighborhood project

<sup>#</sup>Fund Balance

\*New Borrowing

\*\*Carryover from 2014 Borrowing

- 30 **613-5300-751.09-10 Transfer to General Fund**  
Repayment of prior expenses to GF for Debt, Operating Expenses

**STORM MAINS/TELEWISE - 752**

- 31 **613-5300-752.02-10 Prof Service/Contracted**  
Telewise Storm Mains
- 32 **613-5300-752.05-30 Rent**  
Vehicle/Equipment Rental (Storm Mains)



*NOTES: (cont.)*

**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

**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
- 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

NOTES: (cont.)

**POST EROSION CONTROL - 757**

49 613-5300-757.02-14 General Engineering

Field Investigations-CD

**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	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>GENERAL OPERATIONS - 751</b>									
613-5300-751.01-10	SALARIED	24,808	50,095	52,180	66,574	42,386	66,559	66,740	0.25%
613-5300-751.01-20	HOURLY/NON-REPRESENTED				22,072	8,112	11,582	22,233	0.73%
613-5300-751.01-21	HOURLY OVERTIME/NON-REPR					1	3		
613-5300-751.01-22	HOURLY PART-TIME								
613-5300-751.01-24	HOURLY/GENERAL UNION	6,951	8,366	6,936					
613-5300-751.01-25	HOURLY OT/GEN UNION			1					
613-5300-751.01-31	FICA	2,306	4,253	4,293	6,435	3,674	5,978	6,481	0.71%
613-5300-751.01-32	WI RETIREMENT	2,899	3,449	3,941	6,205	3,535	5,470	6,050	(2.50%)
613-5300-751.01-51	MEDICAL INSURANCE	9,201	16,025	17,938	25,546	14,144	22,715	24,030	(5.93%)
613-5300-751.01-52	DENTAL INSURANCE	451	786	798	1,229	633	971	1,202	(2.20%)
613-5300-751.01-53	GROUP LIFE/DISAB INS	279	489	476	751	360	524	751	0.00%
613-5300-751.01-97	UNEMPLOYMENT		1,133						
613-5300-751.01-98	VAC/SICK ACCRUAL EXP	2,630	4,843	4,704	5,000		5,000	5,000	0.00%
613-5300-751.02-10	PROF SERVICE/CONTRACTED	2,311	3,838	10,823	11,500	18,404	11,500	3,500	(69.57%)
613-5300-751.02-12	EMPLOYEE ASSISTANCE PROGRAM	172	177	177	182	186	186	200	9.89%
613-5300-751.02-14	GENERAL ENGINEERING	8,780	10,296	19,772	15,500	3,741	15,500	15,500	0.00%
613-5300-751.02-15	LEGAL COUNCIL	633		319	500			500	0.00%
613-5300-751.02-17	EQUIP RENTAL/CONTRACTED	150			500		500	500	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>GENERAL OPERATIONS - 751 (cont.)</b>									
613-5300-751.02-31	CULVERT MAINTENANCE	13,630	13,633	13,943	20,000	3,119	20,000	20,000	0.00%
613-5300-751.02-32	DITCHING	5,402	6,180	4,793	15,000	1,788	15,000	15,000	0.00%
613-5300-751.02-93	DRUG & ALCOHOL TESTING	101	87	108	100		100	100	0.00%
613-5300-751.03-20	SUBSCRIPTIONS & DUES	4,500	1,500	4,500	4,500	4,500	4,500	4,500	0.00%
613-5300-751.03-30	MILEAGE/MEALS/LODGING	2		1					
613-5300-751.03-31	GASOLINE/FUEL	2,044	2,423	3,627	2,500	3,540	2,500	2,500	0.00%
613-5300-751.03-35	TRAINING								
613-5300-751.03-40	OPERATING SUPPLIES	2,154	5,041	2,012	2,500	2,312	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	716	466	450	1,000	467	1,000	1,000	0.00%
613-5300-751.03-55	VEHICLE MAINTENANCE	42	1,600	9,192	5,500	2,890	5,000	5,500	0.00%
613-5300-751.03-74	ROAD REPAIRS	5,021	1,837	636	7,500		7,500	7,500	0.00%
613-5300-751.03-91	PUBLIC SERVICE & EDUCATION	558		993	5,000	579	2,000	5,000	0.00%
613-5300-751.03-93	MEDICAL EXAMS	69	105	74	150	69	150	150	0.00%
613-5300-751.05-10	INSURANCE	17,034	17,311	20,530	20,000	23,361	27,000	28,000	40.00%
613-5300-751.05-30	RENT	21,437	35,421	27,064	23,000	35,764	40,000	23,000	0.00%
613-5300-751.05-40	DEPRECIATION/AMORTIZED EXP	190,076	224,638	240,840	13,459		250,000	22,587	67.82%
613-5300-751.05-41	DEPRECIATION-CIAC	27,674	30,935	34,197			34,000		
613-5300-751.05-90	OTHER FIXED CHARGES								
613-5300-751.06-10	PRINCIPAL				345,919			423,817	22.52%
613-5300-751.06-20	INTEREST	139,657	94,918	112,777	106,949	34,720		131,545	23.00%
613-5300-751.06-30	CAPITALIZED INTEREST								
613-5300-751.08-01	CAPITAL RESERVE	(4,951)	64,750	42,750	3,164,136	1,377,997		2,201,248	(30.43%)
613-5300-751.08-80	DEBT ISSUANCE COSTS	2,746	2,446	(7,626)		14,131	17,563		
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	0.00%
<b>SUBTOTAL</b>		<b>489,502</b>	<b>607,080</b>	<b>633,219</b>	<b>3,999,357</b>	<b>1,600,413</b>	<b>575,451</b>	<b>3,146,784</b>	<b>(21.32%)</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>STORM MAINS/TELEWISE - 752</b>									
613-5300-752.01-10	SALARIED								
613-5300-752.01-20	HOURLY/NON-REPRESENTED								
613-5300-752.01-21	HOURLY OVERTIME/NON-REPR								
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	12,361		2,000	10,000		10,000	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	18,500		8,000	10,000		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				(100.00%)
<b>SUBTOTAL</b>		<b>30,861</b>	<b>0</b>	<b>10,000</b>	<b>22,000</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>(9.09%)</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>STREET CLEANING/POLLUTION PREVENTION - 753</b>									
613-5300-753.01-10	SALARIED								
613-5300-753.01-20	HOURLY/NON-REPRESENTED				40,252	30,008	30,008	40,601	
613-5300-753.01-21	HOURLY OVERTIME/NON-REPR				377	168	168	377	
613-5300-753.01-22	HOURLY/NON-REPR/PT	280	1,014	825	7,188	500	500	7,188	0.00%
613-5300-753.01-24	HOURLY/GENERAL UNION	28,635	32,680	32,520			0	0	#DIV/0!
613-5300-753.01-25	HOURLY OT/GEN UNION			0				0	#DIV/0!
613-5300-753.01-31	FICA	2,075	2,445	2,395	3,477	2,218	2,347	3,530	1.52%
613-5300-753.01-32	WI RETIREMENT	2,397	1,937	2,238	2,844	2,112	2,147	2,787	(2.00%)
613-5300-753.01-51	MEDICAL INSURANCE	10,273	9,355	11,603	13,383	10,003	10,659	11,486	(14.17%)
613-5300-753.01-52	DENTAL INSURANCE	361	435	504	638	414	439	562	(11.91%)
613-5300-753.01-53	GROUP LIFE/DISAB INS	345	433	276	424	431	397	421	(0.71%)
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	5,690	5,114	4,092	7,000		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	3,169	4,441	4,144	5,500	3,737	4,500	5,500	0.00%
613-5300-753.03-35	TRAINING				5,000				(100.00%)
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	4,539	10,226	7,356	17,000	9,879	17,000	17,000	0.00%
613-5300-753.05-30	RENT								
	<b>SUBTOTAL</b>	<b>57,764</b>	<b>68,080</b>	<b>65,953</b>	<b>103,083</b>	<b>59,470</b>	<b>75,165</b>	<b>96,452</b>	<b>(6.43%)</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>DETENTION POND - 754</b>									
613-5300-754.01-10	SALARIED			1,332	1,506				(100.00%)
613-5300-754.01-20	HOURLY/NON-REPRESENTED					657	657		
613-5300-754.01-21	HOURLY OVERTIME/NON-REPR								
613-5300-754.01-22	HOURLY PART-TIME	18	24						
613-5300-754.01-24	HOURLY/GENERAL UNION	1,396	2,823	946					
613-5300-754.01-25	HOURLY OT/GEN UNION								
613-5300-754.01-31	FICA	101	208	170	115	48	50		(100.00%)
613-5300-754.01-32	WI RETIREMENT	123	167	151	105	46	40		(100.00%)
613-5300-754.01-51	MEDICAL INSURANCE	420	964	707		183	212		
613-5300-754.01-52	DENTAL INSURANCE	18	45	33		8	11		
613-5300-754.01-53	GROUP LIFE/DISAB INS	17	14	15		8	5		
613-5300-754.02-10	PROF SERVICE/CONTRACTED	5,056	8,488	22,600	16,000	4,938	6,000	16,000	0.00%
613-5300-754.02-14	GENERAL ENGINEERING		730	4,974		6,827	8,000	5,000	
613-5300-754.02-15	LEGAL SERVICES			219					
613-5300-754.02-21	ELECTRICITY	1,093	1,193	904	1,500	764	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			3,195					
613-5300-754.03-41	POSTAGE								
613-5300-754.03-53	EQUIPMENT MAINTENANCE								
613-5300-754.05-30	RENT								
	<b>SUBTOTAL</b>	<b>8,242</b>	<b>14,656</b>	<b>35,246</b>	<b>19,226</b>	<b>13,479</b>	<b>16,475</b>	<b>22,500</b>	<b>17.03%</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>OFFICE EXPENSES - 755</b>									
613-5300-755.01-10	SALARIED	52,974	59,263	60,357	72,717	40,603	65,450	73,833	1.53%
613-5300-755.01-20	HOURLY/NON-REPRESENTED		3,928	3,858	47,514	30,486	47,509	47,822	0.65%
613-5300-755.01-21	HOURLY OVERTIME/NON-REPR		62	58	458	56	132	461	0.66%
613-5300-755.01-22	HOURLY/NON-REPR/PT	2,897	1,410	1,440	3,552	577	1,344	2,738	(22.92%)
613-5300-755.01-24	HOURLY/GENERAL UNION	38,496	39,372	40,329				0	
613-5300-755.01-25	HRLY. OVERTIME/GEN UNION	128	84	219				0	
613-5300-755.01-31	FICA	7,039	7,644	7,666	9,034	5,186	8,754	9,098	0.71%
613-5300-755.01-32	WI RETIREMENT	8,445	6,126	6,864	8,552	4,871	8,010	8,404	(1.73%)
613-5300-755.01-40	PER DIEM		231		0				
613-5300-755.01-45	INTERN PROGRAM								
613-5300-755.01-51	MEDICAL INSURANCE	26,816	23,998	26,157	30,664	19,199	32,929	29,593	(3.49%)
613-5300-755.01-52	DENTAL INSURANCE	1,243	1,334	1,350	1,656	880	1,391	1,668	0.72%
613-5300-755.01-53	GROUP LIFE/DISAB INS	730	857	848	987	529	801	1,010	2.33%
613-5300-755.02-10	PROF SERVICE/CONTRACTED	20,330	12,199	15,459	24,890	11,737	22,000	18,990	(23.70%)
613-5300-755.02-11	COMPUTER LICENSE & MAINT	13,184	12,507	12,969	13,902	11,969	13,902	14,902	7.19%
613-5300-755.02-14	ENGINEERING	1,880		28	1,000		1,000	1,000	0.00%
613-5300-755.02-15	LEGAL COUNCIL	271	31		1,000		500	500	(50.00%)
613-5300-755.02-17	EQUIP RENTAL/CONTRACTED								
613-5300-755.02-24	TELEPHONE	600	600	600	600	750	1,350	1,350	125.00%
613-5300-755.02-40	REPAIR/MAINT SERV/OTHER	317	317	317	450		400	400	(11.11%)
613-5300-755.03-09	CREDIT CARD FEES	3,214	5,349	4,937	6,100	2,868	5,500	6,100	0.00%
613-5300-755.03-10	OFFICE SUPPLIES	62	488	452	1,150	32	500	850	(26.09%)
613-5300-755.03-13	COPY/PRINTING CHARGES	598	1,002	537	2,175	690	1,200	1,925	(11.49%)
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	5,446	5,856	6,015	6,135	4,933	6,032	6,135	0.00%
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	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>OFFICE EXPENSES - 755 (cont.)</b>									
613-5300-755.03-99	CONTINGENCY FUND				65,741			25,000	(61.97%)
613-5300-755.03-99	NON-REP WAGE ADJUSTMENTS							10,000	
613-5300-755.05-30	RENT								
613-5300-755.08-15	COMPUTER EQUIP/SOFTWARE	2,114	1,880	3,632	10,028	904	10,028	3,228	(67.81%)
613-5300-755.09-10	TRANSFER TO GENERAL FUND	25,348	21,347	37,290	23,050		23,050	24,239	5.16%
	<b>SUBTOTAL</b>	<b>212,177</b>	<b>205,886</b>	<b>231,382</b>	<b>331,355</b>	<b>136,270</b>	<b>251,782</b>	<b>289,246</b>	<b>(12.71%)</b>

**PRE-EROSION CONTROL - 756**

613-5300-756.01-10	SALARIED								
613-5300-756.01-20	HOURLY/NON-REPRESENTED								
613-5300-756.01-21	HOURLY OVERTIME/NON-REPR								
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	3,135	3,270	6,894	3,000	5,384	6,000	5,000	66.67%
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						
	<b>SUBTOTAL</b>	<b>3,135</b>	<b>3,345</b>	<b>6,894</b>	<b>3,000</b>	<b>5,384</b>	<b>6,000</b>	<b>5,000</b>	<b>66.67%</b>



EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>POST EROSION CONTROL - 757</b>									
613-5300-757.01-10	SALARIED	8,165	10,414	10,822	13,264	8,460	13,263	13,457	1.46%
613-5300-757.01-20	HOURLY/NON-REPRESENTED								
613-5300-757.01-21	HOURLY OVERTIME/NON-REPR								
613-5300-757.01-24	HOURLY/GENERAL UNION								
613-5300-757.01-25	HOURLY OT/GEN UNION								
613-5300-757.01-31	FICA	698	776	804	991	632	1,015	1,006	1.51%
613-5300-757.01-32	WI RETIREMENT	712	618	722	928	592	928	915	(1.40%)
613-5300-757.01-51	MEDICAL INSURANCE	1,877	1,931	2,053	2,468	1,527	2,468	2,396	(2.92%)
613-5300-757.01-52	DENTAL INSURANCE	91	93	93	114	68	106	115	0.88%
613-5300-757.01-53	GROUP LIFE/DISAB INS	77	81	81	99	57	87	101	2.02%
613-5300-757.02-10	PROF SERVICE/CONTRACTED								
613-5300-757.02-14	GENERAL ENGINEERING		105	914	1,000		500	1,000	0.00%
613-5300-757.02-15	LEGAL COUNSEL	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								
<b>SUBTOTAL</b>		<b>12,603</b>	<b>14,113</b>	<b>15,489</b>	<b>18,864</b>	<b>11,336</b>	<b>18,367</b>	<b>18,990</b>	<b>0.67%</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/7/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>ILLCIT DISCHARGE - 758</b>									
613-5300-758.01-10	SALARIED	8,166	10,416	10,821	12,490	8,459	13,263	13,457	7.74%
613-5300-758.01-20	HOURLY/NON-REPRESENTED								
613-5300-758.01-21	HOURLY OVERTIME/NON-REPR			9					
613-5300-758.01-24	HOURLY/GENERAL UNION								
613-5300-758.01-25	HOURLY OT/GEN UNION								
613-5300-758.01-31	FICA	698	993	916	1,161	632	1,015	1,235	6.37%
613-5300-758.01-32	WI RETIREMENT	712	617	722	874	592	928	915	4.69%
613-5300-758.01-45	INTERN		2,847	1,449	3,000			3,000	0.00%
613-5300-758.01-51	MEDICAL INSURANCE	1,878	1,931	2,053	2,351	1,527	2,468	2,396	1.91%
613-5300-758.01-52	DENTAL INSURANCE	91	93	93	109	68	106	115	5.50%
613-5300-758.01-53	GROUP LIFE/DISAB INS	77	81	81	91	57	87	101	10.99%
613-5300-758.02-10	PROF SERVICE/CONTRACTED								
613-5300-758.02-14	GENERAL ENGINEERING	6,848	2,546	4,227	4,500	7	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								
	<b>SUBTOTAL</b>	<b>18,470</b>	<b>19,525</b>	<b>20,371</b>	<b>24,576</b>	<b>11,342</b>	<b>22,367</b>	<b>25,719</b>	<b>4.65%</b>
<b>GRAND TOTAL STORM WATER UTILITY EXP:</b>		<b>832,754</b>	<b>932,685</b>	<b>1,018,554</b>	<b>4,521,461</b>	<b>1,837,694</b>	<b>985,607</b>	<b>3,624,691</b>	<b>(19.83%)</b>
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE, & DEBT SERVICE ACCTS		480,298	517,444	587,990	890,998	424,977	701,607	845,494	(5.11%)

## ***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, 6,729 water services, 8,757 water meters, 1,385 fire hydrants, and 2,163 water main valves, serving a population of approximately 23,460.

### ***2014 Program Accomplishments:***

- 1 During our water main replacement program, approximately 5,230 feet of ductile iron water main was replaced in 2014. Water main replacements were completed on the following streets:  
Fatima Street, Terrace Avenue, Green Street, and Mission Street
- 2 Tested the required number and sizes of water meters, according to PSC regulations and completed an upgrade conversion of approximately 1,020 meters to the Orion meter reading
- 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 East Side distribution system, and made repairs as needed. Hydrants are also on east-west rotation
- 5 Sandblasted, painted, and color-coded 121 hydrants
- 6 Completed chemical cleaning of Well No. 5
- 7 Installed VFD drive unit at Plant No. 3, E. Shady Lane, and on Well No. 4
- 8 Replaced 1994 Chevrolet 1-ton dump truck with plow

**2015 Program Goals & Objectives**

- 1 Continue replacement of failing ductile iron water mains as needed, coordinating these ahead of street reconstruction
- 2 Continue mapping improvements using GPS units for entry into GIS mapping system
- 3 Remove, test, and rebuild if necessary, all water meters that are due, depending on size & frequency
- 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, an average of 650 per year
- 6 Replace 2000 S-10 4x4 pickup truck
- 7 Plant No. 3, Shady Lane, add 3rd softener unit for Well No. 3,
- 8 Remove Well Pump No. 3, inspect well, piping, and rebuild pump
- 9 Replace water mains on the following streets: Alcan Dr, Lucerne Dr, and Gail Ln

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
611-5300-420.01-00	SPEC ASSESSMENT REVENUE	(5,045)	67,985	164,768		1,642			
611-5300-432.01-03	FUEL TAX REFUND	133	175	133	130	56	130	130	0.00%
611-5300-463.01-00	RENTAL INCOME	157,365	187,872	190,866	190,229	119,272	193,209	202,113	6.25%
611-5300-464.04-00	IMPACT FEES								
611-5300-465.01-00	METERED SALES	3,998,517	4,954,902	4,824,551	4,780,000	2,681,203	4,841,396	4,800,000	0.42%
611-5300-465.01-01	SALE FOR RESALE								
611-5300-465.01-02	SWR METER EXP. REIMBURSEMENT	29,866	27,594	27,207	30,000		27,000	27,000	(10.00%)
611-5300-465.03-00	PENALTIES/FEES	31,843	31,334	33,891	35,000	15,831	35,849	35,000	0.00%
611-5300-480.01-00	INTEREST	44,741	47,569	15,504	30,000	4,864	20,000	20,000	(33.33%)
611-5300-480.01-01	CAPITALIZED INTEREST								
611-5300-480.02-01	SALE OF EQUIP & VEHICLES	700	21,132	4,500	3,000	3,000	3,000		(100.00%)
611-5300-480.05-02	DEFERRAL FEE (CB - IRISH)	4,117	4,117		0				
611-5300-480.09-00	MISC. REVENUES	25,339	23,889	9,432	5,000	11,562	14,500	8,000	60.00%
611-5300-480.09-05	NON-OPERATING MISC. REVENUES		74,881	36,977	36,618	4,992	30,585	178,418	387.24%
611-5300-480.10-01	CAP. CONTRIBUTION-DEVELOPER	152,786	4,287						
611-5300-480.10-03	GRANTS								
611-5300-491.03-01	TRANSFER FROM DEBT SERV FUND	10,691	8,822	8,045	7,500			0	(100.00%)
611-5300-492.01-00	TRANSFER FROM DEPR				756,850		756,850		(100.00%)
611-5300-492.09-00	TRANSFER FROM FUND BALANCE				15,500		15,500	16,375	5.65%
611-5300-492.04-00	PRIOR YEAR CARRYOVER								
611-5300-493.01-00	PROCEEDS FROM DEBT							819,000	
	<b>TOTAL REVENUE</b>	<b>4,451,053</b>	<b>5,454,559</b>	<b>5,315,874</b>	<b>5,889,827</b>	<b>2,842,422</b>	<b>5,938,019</b>	<b>6,106,036</b>	<b>3.67%</b>

**CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Water**

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 110 000	SALARIED	93,129	94,827	93,251	152,002	138,123	200,261	153,191	0.78%
xxxx 120 000	HOURLY/NON-REPRESENTED	379,383	385,586	388,368	475,034	274,484	393,471	476,534	0.32%
xxxx 121 000	HOURLY OVERTIME/NON-REPR	40,138	38,188	37,960	46,694	41,960	51,251	46,810	0.25%
xxxx 122 000	HOURLY NON-REP P.T.	2,897	1,923	1,422	8,494	611	1,434	8,129	(4.30%)
xxxx 124 000	HOURLY/GENERAL UNION	54,336	53,959	54,931	0	0	0	0	
xxxx 125 000	HRLY. OVERTIME/GEN UNION	142	207	162	0	0	0	0	
xxxx 140 000	PER DIEM	0	0	0	0	0	0	0	
	<b>Salary/Wages/Per Diem Subtotal</b>	<b>570,025</b>	<b>574,690</b>	<b>576,094</b>	<b>682,224</b>	<b>455,178</b>	<b>646,417</b>	<b>684,664</b>	<b>0.36%</b>
xxxx 151 000	MEDICAL INSURANCE	133,816	124,103	133,569	151,083	127,418	217,382	155,894	3.18%
xxxx 152 000	DENTAL INSURANCE	5,773	5,657	5,649	6,778	4,195	5,918	7,376	8.82%
xxxx 153 000	GROUP LIFE/DISAB INS	4,464	4,584	4,551	5,217	3,065	4,134	5,218	0.02%
xxxx 131 000	FICA	44,013	41,979	43,286	49,768	34,895	49,454	50,216	0.90%
xxxx 132 000	WI RETIREMENT	50,302	33,484	37,853	47,402	31,125	45,252	46,178	(2.58%)
xxxx 197 000	UNEMPLOYMENT COMP	0	708	0	0	0	0	0	
	<b>Benefit Subtotal</b>	<b>238,368</b>	<b>210,515</b>	<b>224,908</b>	<b>260,248</b>	<b>200,698</b>	<b>322,140</b>	<b>264,882</b>	<b>1.78%</b>
xxxx 210 000	PROF SERVICE/CONTRACTED	154,433	305,473	143,527	143,783	138,310	194,506	196,973	36.99%
xxxx 211 000	COMPUTER LICENSE & MAINT	18,994	18,363	19,479	20,587	17,433	20,587	21,199	2.97%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	0	0	0	319	326	326	336	5.33%
xxxx 214 000	ENGINEERING	16,846	17,105	28,268	17,000	4,449	12,000	12,000	(29.41%)
xxxx 215 000	LEGAL COUNSEL - General	1,532	2,086	2,740	2,200	945	1,500	2,200	0.00%
xxxx 217 000	EQUIP RENTAL/CONTRACTED	604	604	629	604	444	516	516	(14.57%)
	<b>Contracted Services Subtotal</b>	<b>192,409</b>	<b>343,631</b>	<b>194,643</b>	<b>184,493</b>	<b>161,907</b>	<b>229,435</b>	<b>233,224</b>	<b>26.41%</b>
xxxx 221 000	ELECTRICITY	209,416	201,148	204,484	206,284	144,735	206,195	210,421	2.01%
xxxx 222 000	NATURAL GAS	8,028	5,804	8,758	11,165	10,252	12,518	11,165	0.00%
xxxx 223 000	SEWER/WATER/STORM	752,122	843,173	830,367	827,012	595,800	832,328	827,065	0.01%
xxxx 224 000	TELEPHONE	6,075	6,259	7,092	6,932	4,777	7,027	7,202	3.89%
xxxx 226 000	GARBAGE COLLECTION	0	0	0	0	0	0	0	
	<b>Utilities Subtotal</b>	<b>975,641</b>	<b>1,056,384</b>	<b>1,050,701</b>	<b>1,051,393</b>	<b>755,564</b>	<b>1,058,068</b>	<b>1,055,853</b>	<b>0.42%</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 234 000	SITE MAINTENANCE	26,537	33,312	19,749	24,014	14,413	23,500	24,470	1.90%
xxxx 240 000	REPAIR/MAINT SERV/OTHER	1,624	731	850	1,656	229	3,323	3,679	122.16%
xxxx 241 000	BUILDING REPAIR & MAINT	1,878	112,296	1,437	2,045	1,042	1,545	2,091	2.25%
xxxx 246 000	UNIFORM RENTAL	3,126	3,022	3,451	3,030	2,839	3,057	3,120	2.97%
	<b>Subtotal</b>	<b>33,165</b>	<b>149,361</b>	<b>25,487</b>	<b>30,745</b>	<b>18,523</b>	<b>31,425</b>	<b>33,360</b>	<b>8.51%</b>
xxxx 309 000	CREDIT CARD FEES	3,214	5,350	4,940	6,100	2,868	6,100	6,100	0.00%
xxxx 310 000	OFFICE SUPPLIES	772	1,696	1,335	2,569	718	2,250	2,319	(9.73%)
xxxx 313 000	PRINTING	1,438	2,423	715	3,160	690	2,375	2,910	(7.91%)
xxxx 320 000	SUBSCRIPTION & DUES	2,224	2,293	2,333	2,293	1,822	2,393	2,361	2.97%
xxxx 325 000	LEGAL & DISPLAY ADS	0	15	8	0	15	15	0	
xxxx 330 000	MILEAGE/MEALS/LODGING	1,453	728	920	2,370	661	1,130	1,970	(16.88%)
xxxx 331 000	GASOLINE/FUEL	0	0	0	20,984	17,648	24,000	24,000	14.37%
xxxx 335 000	TRAINING	2,867	1,553	349	3,683	495	2,075	3,683	0.00%
xxxx 340 000	OPERATING SUPPLIES	100,778	230,625	102,534	137,595	117,600	137,666	145,379	5.66%
xxxx 341 000	POSTAGE/SHIPPING	6,610	7,254	7,563	7,567	5,880	7,567	7,609	0.56%
xxxx 346 000	CLOTHING/UNIFORM ALLOW	1,023	750	935	1,050	250	1,050	1,050	0.00%
xxxx 348 000	CLAIMS/DAMAGES	0	0	0	0	0	0	0	
	<b>Operating Supplies Subtotal</b>	<b>120,379</b>	<b>252,687</b>	<b>121,632</b>	<b>187,371</b>	<b>148,647</b>	<b>186,621</b>	<b>197,381</b>	<b>5.34%</b>
xxxx 353 000	EQUIPMENT MAINTENANCE	38,428	25,965	36,459	30,070	40,575	43,550	41,199	37.01%
xxxx 355 000	VEHICLE MAINTENANCE	175	0	0	10,494	4,792	8,200	10,494	0.00%
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP	0	0	0	0	0	0	0	
	<b>Asset Maint. Supplies Subtotal</b>	<b>38,603</b>	<b>25,965</b>	<b>36,459</b>	<b>40,564</b>	<b>45,367</b>	<b>51,750</b>	<b>51,693</b>	<b>27.44%</b>
xxxx 390 000	OTHER SUPPLIES & EXPENSE	115	80	347	400	17	400	400	0.00%
xxxx 391 000	PUBLIC SERVICE & EDUCATION	0	0	0	500	114	500	500	0.00%
xxxx 393 000	MEDICAL EXAMS	1,450	1,038	1,176	1,620	1,744	1,260	1,620	0.00%
xxxx 394 000	SALT	424,208	397,539	353,804	398,125	237,882	368,428	383,125	(3.77%)
xxxx 395 000	CHLORINE	13,295	13,742	9,808	13,774	7,309	13,200	13,774	0.00%
xxxx 396 000	SODIUM SILICATE	11,033	14,435	13,215	14,945	14,127	15,000	15,393	3.00%
xxxx 397 000	RISK MANAGEMENT	3,554	125	3,488	4,700	3,110	3,600	3,800	(19.15%)
xxxx 399 000	CONTINGENCY FUND	0	0	0	14,512	0	0	25,000	72.27%
xxxx 399 000	NON-REP WAGE ADJUSTMENTS	0	0	0	0	0	0	20,000	0
xxxx 510 000	INSURANCE	35,868	36,023	34,799	42,800	37,877	44,000	47,000	9.81%
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	522,591	536,635	548,791	221,408	0	550,000	86,207	(61.06%)
xxxx 541 000	DEPRECIATION - CIAC	205,253	205,234	206,261	0	0	200,000	0	
xxxx 542 000	LOSS ON RETIREMENTS	0	0	0	0	0	0	0	
xxxx 590 000	OTHER FIXED CHARGES	488,634	479,989	531,191	500,000	0	500,000	525,000	5.00%
	<b>Subtotal</b>	<b>1,706,001</b>	<b>1,684,840</b>	<b>1,702,880</b>	<b>1,212,784</b>	<b>302,180</b>	<b>1,696,388</b>	<b>1,121,819</b>	<b>(7.50%)</b>

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 610 000	PRINCIPAL	0	0	0	842,025	0	842,025	885,810	5.20%
xxxx 620 000	INTEREST	578,534	530,528	479,560	457,840	143,415	457,840	398,962	(12.86%)
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)	0	1,769	912,080	623,009	0	1,153,083	26.42%
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	2,309	1,880	3,640	16,028	3,872	16,028	12,678	(20.90%)
xxxx 819 000	CAP IMPR BUILDING & LAND	0	0	0	0	0	0	0	
<b>Capital Investments Subtotal</b>		576,850	532,408	484,969	2,227,973	770,296	1,315,893	2,450,533	9.99%
xxxx 880 000	DEBT ISSUANCE COSTS	12,289	10,889	(5,208)	507	36,975	36,975	507	0.00%
xxxx 890 000	DEBT DISCOUNT	0	0	0	0	0	0	0	
xxxx 910 000	TRANSFER TO GENERAL FUND	12,674	10,673	18,645	11,525	0	11,525	12,120	5.16%
xxxx 961 000	REALLOCATIONS	27,275	21,127	25,492	0	0	0	0	
<b>Debt Service/Reallocations Subtotal</b>		52,238	42,689	38,929	12,032	36,975	48,500	12,627	4.95%
<b>TOTAL EXPENDITURES</b>		4,503,679	4,873,170	4,456,702	5,889,827	2,895,335	5,586,637	6,106,036	3.67%

**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 Administrator 30% UD - 55% Town - 15% Storm Water
- 3 Human Resource Coordinator/Asst to the Town Administrator 10% UD - 85% Town - 5% Storm Water
- 4 Finance Director 35% UD - 50% Town - 15% Storm Water
- 5 Finance Clerk 50% UD - 25% Town - 25% Storm Water
- 6 Accounts Manager 35% UD - 50% Town - 15% Storm Water
- 7 Account Technicians 20% UD - 70% Town - 10% Storm Water
- 8 Billing Specialist 67% UD - 33% Storm Water
- 9 Seasonal Clerk 50% UD - 25% Town - 25% Storm Water
- 10 Director of Community Development 10% UD - 60% Town - 30% Storm Water
- 11 Associate Planner 5% UD - 65% Town - 30% Storm Water
- 12 Building Inspector 5% UD - 90% Town - 5% Storm Water
- 13 Building Inspection Assistant 15% UD - 73% Town - 12% Storm Water
- 14 Clerk 20% UD - 70% Town - 10% Storm Water
- 15 Deputy Clerk/Confidential Administrative Assistant 10% UD - 85% Town - 5% Storm Water
- 16 Director of Information Technology 20% UD - 70% Town - 10% Storm
- 17 PC/Network Technician 20% UD - 70% Town - 10% Storm

**NOTES: (cont.)**

- 18 Seasonal laborer, 599 hours @ \$9.00, per updated Seasonal Pay Plan
- 19 Laborers are budgeted for 1,122 hours of overtime and 178 hours of call time
- 20 **611-0100-814.02-10 Maint. Of Wells** - \$48,600 for high-pressure injection & solution cleaning on Well No. 5
- 21 **611-0100-800.02-23 Purchased Water** - This is the cost of purchasing water from Menasha Utilities
- 22 **611-0200-833.02-10 & 611-0300-853.02-10** - Increased a total of \$9,500 for SCADA system software upgrade
- 22 **611-0200-833.03-53 Maint. of Pumping Equipment** - Increased due to higher costs, as seen in previous year actuals
- 23 **611-0300-840.02-10 Professional Services** - Increase due to number of Safe Drinking Water Act testing requirements
- 24 **611-0300-840.03-94 Salt** - Increase of \$1.00 per ton. However due to zeolite resin replacement, the budget is able to decrease \$15,000
- 25 **611-0300-853.03-40 Maint. of Treatment Equipment** - Increased due to purchase of zeolite resin for the softeners, to keep them at full capacity which will save \$12,000 to \$18,000 per year on salt costs
- 26 **611-0300-853.03-53 Maint. Of Treatment Equipment** - Increased due to higher costs of water softener parts, salt brine pumps and chlorination equipment, as seen in previous years
- 27 **611-0400-872.02-10 Reservoirs & Towers** - decrease in Professional services: \$3,600, with \$2,000 transferred to 872.02-10 account
- 28 **611-0400-872.02-40 Maint. Of Reservoirs & Towers** - Transfer \$2,000 from 872.02-10 to this maintenance account for cathodic protection system repairs and dehumidification equipment
- 29 **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 & Sungard HTE Training (Inventory) for UD Admin. Asst., and water conferences for Superintendent
- 30 **611-0500-930.08-01** - Capital Reserve:
  - New water meters - \$46,000
  - #Well No. 3 softener addition, Plant No. 3, Shady Lane - \$228,000
  - Well No. 3 - Remove & rebuild pump, inspect well and piping - \$78,000
  - Replace 2000 S-10 4x4 pickup truck - \$38,000
  - \$8,333 to replace folding/insert machine (33.33% of cost)
- \*DOT Projects: Total - \$163,750
  - Bridgeview Apartment Utility Abandonment - \$60,000 (90/10)
  - Appleton Rd Relocates - Midway Rd to Valley Rd - \$70,000 (90/10)
  - Giesen Rd Abandonment - \$16,250 (90/10)
  - Racine Rd Relocates - \$????? (90/10)
  - 441 Relocates General Engineering - \$10,000 (90/10)
  - American Dr Relocate Hydrant - Jameson Rd - \$7,500 (90/10)
- #Water Main Replacements: Total - \$591,000
  - Alcan Drive - \$150,000
  - Lucerne Drive - \$173,000
  - Gail Lane to Helene Drive - \$268,000
- # Funded with Borrowed Funds
- \*Funded with Equity/Fund Balance



**DETAIL OF EXPENDITURES - Water**

**EXPENDITURES:**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>SOURCE OF SUPPLY</b>									
<b>OPERATIONS</b>									
611-0100-800.01-20	HOURLY/NON-REP								
611-0100-800.01-21	HOURLY OVERTIME/NON-REP								
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	748,750	839,785	826,932	823,584	593,484	828,900	823,584	0.00%
611-0100-800.03-40	OPERATING SUPPLIES	(2,379)	243	292	275	228	275	280	1.82%
611-0100-800.03-97	RISK MANAGEMENT	3,554	125	3,488	4,700	3,110	3,600	3,800	(19.15%)
	Subtotal:	749,925	840,153	830,712	828,559	596,822	832,775	827,664	(0.11%)

**MAINTENANCE OF WELLS**

611-0100-814.01-20	HOURLY/NON-REPRESENTED			1,493		179	473		
611-0100-814.01-21	HOURLY OVERTIME/NON-REPR								
611-0100-814.01-31	FICA					13	36		
611-0100-814.01-32	WI RETIREMENT					13	33		
611-0100-814.01-51	MEDICAL INSURANCE					39	103		
611-0100-814.01-52	DENTAL INSURANCE					2	5		
611-0100-814.01-53	GROUP LIFE/DISAB INS								
611-0100-814.02-10	PROF SERVICE/CONTRACTED	25,000	167,578			64,383	64,383	48,600	
611-0100-814.03-40	OPERATING SUPPLIES								
611-0100-814.09-61	REALLOCATIONS			139					
	Subtotal:	25,000	167,578	1,632	0	64,629	65,033	48,600	

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>MAINTENANCE OF SUPPLY MAINS</b>									
611-0100-816.01-20	HOURLY/NON-REPRESENTED								
611-0100-816.01-21	HOURLY OVERTIME/NON-REPR								
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	
<i>TOTAL SOURCE OF SUPPLY</i>		<i>774,925</i>	<i>1,007,731</i>	<i>832,344</i>	<i>828,559</i>	<i>661,451</i>	<i>897,808</i>	<i>876,264</i>	<i>5.76%</i>

**PUMPING**

**PUMPING OPERATIONS**

611-0200-820.01-20	HOURLY/NON-REPRESENTED	60,406	55,061	52,572	29,537	20,013	28,068	29,610	0.25%
611-0200-820.01-21	HOURLY OVERTIME/NON-REPR	9,395	8,441	8,399		6,574	8,766		
611-0200-820.01-31	FICA	0			2,140	1,899	2,818	2,150	0.47%
611-0200-820.01-32	WI RETIREMENT	0			2,068	1,861	2,578	2,013	(2.66%)
611-0200-820.01-51	MEDICAL INSURANCE	0			8,844	5,730	7,837	8,530	(3.55%)
611-0200-820.01-52	DENTAL INSURANCE	0			427	258	352	429	0.47%
611-0200-820.01-53	GROUP LIFE/DISAB INS	0			259	146	193	259	0.00%
611-0200-820.02-21	ELECTRICITY	208,053	200,072	203,178	204,997	143,759	204,900	209,096	2.00%
611-0200-820.02-22	NATURAL GAS	111	106	120	120	78	118	120	0.00%
611-0200-820.02-24	TELEPHONE / ALARM SYSTEMS	397	443	485	450	324	450	463	2.89%
611-0200-820.03-40	OPERATING SUPPLIES								
611-0100-820.09-61	REALLOCATIONS	6,169	5,152	5,685					
Subtotal:		284,531	269,275	270,439	248,842	180,642	256,080	252,670	1.54%

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>MAINTENANCE OF PUMPING STRUCTURES AND IMPROVEMENTS</b>									
611-0200-831.01-20	HOURLY/NON-REPRESENTED	737	(2)	113		1,240	3,280		
611-0200-831.01-21	HOURLY OVERTIME/NON-REPR			264		64	64		
611-0200-831.01-31	FICA	0				94	256		
611-0200-831.01-32	WI RETIREMENT	0				91	234		
611-0200-831.01-51	MEDICAL INSURANCE	0				409	1,032		
611-0200-831.01-52	DENTAL INSURANCE	0				19	48		
611-0200-831.01-53	GROUP LIFE/DISAB INS	0				4	11		
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	65		35					
	Subtotal:	956	114,520	412	500	1,921	4,925	500	0.00%

**MAINTENANCE OF PUMPING EQUIPMENT**

611-0200-833.01-20	HOURLY/NON-REPRESENTED	1,342	843	1,628		318	542		
611-0200-833.01-21	HOURLY OVERTIME/NON-REPR	287	225	151					
611-0200-833.01-31	FICA	0				23	41		
611-0200-833.01-32	WI RETIREMENT	0				22	38		
611-0200-833.01-51	MEDICAL INSURANCE	0				34	34		
611-0200-833.01-52	DENTAL INSURANCE	0				2	3		
611-0200-833.01-53	GROUP LIFE/DISAB INS	0				2	2		
611-0200-833.02-10	PROF SERVICE/CONTRACTED	1,453	1,566	3,698	2,340	862	2,300	7,090	202.99%
611-0200-833.02-14	GENERAL ENGINEERING								
611-0200-833.03-53	EQUIPMENT MAINTENANCE	16,221	9,884	15,261	12,155	14,468	15,000	15,193	24.99%
611-0200-833.09-61	REALLOCATIONS	144	87	166					
	Subtotal:	19,447	12,605	20,904	14,495	15,731	17,960	22,283	53.73%
	<b>TOTAL PUMPING</b>	<b>304,934</b>	<b>396,400</b>	<b>291,755</b>	<b>263,837</b>	<b>198,294</b>	<b>278,965</b>	<b>275,453</b>	<b>4.40%</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>MAINTENANCE OF TREATMENT STRUCTURES &amp; IMPROVEMENTS</b>									
<b>TREATMENT</b>									
<b>TREATMENT OPERATIONS</b>									
611-0300-840.01-20	HOURLY/NON-REPRESENTED	65,719	56,377	57,104	91,676	28,806	48,458	91,901	0.25%
611-0300-840.01-21	HOURLY OVERTIME/NON-REPR	9,244	8,521	8,471		6,273	8,364		
611-0300-840.01-31	FICA	0			6,704	2,523	4,347	6,684	(0.30%)
611-0300-840.01-32	WI RETIREMENT	0			6,417	1,936	3,978	6,249	(2.62%)
611-0300-840.01-51	MEDICAL INSURANCE	0			15,994	6,563	9,276	25,589	59.99%
611-0300-840.01-52	DENTAL INSURANCE	0			719	291	405	1,286	78.86%
611-0300-840.01-53	GROUP LIFE/DISAB INS	0			769	180	259	742	(3.51%)
611-0300-840.02-10	PROF SERVICE/CONTRACTED	5,638	2,409	2,840	1,580	3,645	2,980	3,020	91.14%
611-0300-840.02-21	ELECTRICITY								
611-0300-840.02-22	NATURAL GAS	7,917	5,698	8,638	11,045	10,174	12,400	11,045	0.00%
611-0300-840.02-23	WATER/SEWER/STORM	3,372	3,388	3,435	3,428	2,316	3,428	3,481	1.55%
611-0300-840.02-24	TELEPHONE	462	507	575	527	377	527	542	2.85%
611-0300-840.02-34	SITE MAINTENANCE								
611-0300-840.02-46	UNIFORM RENTAL	689	741	877	717	647	717	738	2.93%
611-0300-840.03-20	SUBSCRIPTION & DUES								
611-0300-840.03-35	TRAINING	595	180	45	850	45	475	850	0.00%
611-0300-840.03-40	OPERATING SUPPLIES	2,238	2,694	4,000	3,423	2,607	2,800	3,423	0.00%
611-0300-840.03-46	UNIFORM ALLOWANCE	140		185	300		300	300	0.00%
611-0300-840.03-94	SALT	424,208	397,539	353,804	398,125	237,882	368,428	383,125	(3.77%)
611-0300-840.03-95	CHLORINE	13,295	13,742	9,808	13,774	7,309	13,200	13,774	0.00%
611-0300-840.03-96	SODIUM SILICATE	11,033	14,435	13,215	14,945	14,127	15,000	15,393	3.00%
611-0300-840.08-19	CAP IMPR BUILDING & LAND								
611-0300-840.09-61	REALLOCATIONS	6,626	5,265	6,115					
Subtotal:		551,176	511,496	469,112	570,993	325,701	495,342	568,142	(0.50%)

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>MAINTENANCE OF TREATMENT STRUCTURES &amp; IMPROVEMENTS</b>									
611-0300-851.01-20	HOURLY/NON-REPRESENTED	8,789	10,807	9,558		3,892	5,679		
611-0300-851.01-21	HOURLY OVERTIME/NON-REPR		460	76		42	42		
611-0300-851.01-31	FICA	0				278	438		
611-0300-851.01-32	WI RETIREMENT	0				275	400		
611-0300-851.01-51	MEDICAL INSURANCE	0				972	1,317		
611-0300-851.01-52	DENTAL INSURANCE	0				44	61		
611-0300-851.01-53	GROUP LIFE/DISAB INS	0				30	42		
611-0300-851.02-10	PROF SERVICE/CONTRACTED	364	259	229	500	170	400	500	0.00%
611-0300-851.02-41	BUILDING REPAIR & MAINT	1,724	27	1,437	1,545	1,042	1,545	1,591	2.98%
611-0300-851.03-40	OPERATING SUPPLIES	815	350	513	650	535	650	669	2.92%
611-0300-851.03-53	EQUIPMENT MAINTENANCE	1,737	2,820	4,311	3,007	2,480	3,000	3,097	2.99%
611-0300-851.09-61	REALLOCATIONS	777	914	898					
	Subtotal:	14,206	15,637	17,022	5,702	9,760	13,574	5,857	2.72%

**MAINTENANCE OF TREATMENT EQUIPMENT**

611-0300-853.01-20	HOURLY/NON-REPRESENTED	17,812	14,284	9,353		7,958	15,325		
611-0300-853.01-21	HOURLY OVERTIME/NON-REPR	299	926	57		431	574		
611-0300-853.01-31	FICA	0				599	1,216		
611-0300-853.01-32	WI RETIREMENT	0				588	1,113		
611-0300-853.01-51	MEDICAL INSURANCE	0				1,997	3,933		
611-0300-853.01-52	DENTAL INSURANCE	0				87	172		
611-0300-853.01-53	GROUP LIFE/DISAB INS	0				60	111		
611-0300-853.02-10	PROF SERVICE/CONTRACTED	148		557	900	171	850	5,650	527.78%
611-0300-853.02-14	GENERAL ENGINEERING								
611-0300-853.03-40	OPERATING SUPPLIES	527	117,693	130	395	586	586	8,300	2001.27%
611-0300-853.03-53	EQUIPMENT MAINTENANCE	17,638	12,029	11,994	10,396	19,668	21,000	18,300	76.03%
611-0300-853.09-61	REALLOCATIONS	1,601	1,234	877					
	Subtotal:	38,025	146,166	22,968	11,691	32,145	44,880	32,250	175.85%
	<b>TOTAL TREATMENT:</b>	<b>603,407</b>	<b>673,299</b>	<b>509,102</b>	<b>588,386</b>	<b>367,606</b>	<b>553,796</b>	<b>606,249</b>	<b>3.04%</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>TRANSMISSION &amp; DISTRIBUTION EXPENSE</b>									
<b>T &amp; D OPERATIONS / STORAGE FACILITIES</b>									
611-0400-861.01-20	HOURLY/NON-REPRESENTED		52	189					
611-0400-861.01-21	HOURLY OVERTIME/NON-REPR		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	1,363	1,076	1,306	1,287	976	1,295	1,325	2.95%
611-0400-861.03-40	OPERATING SUPPLIES								
611-0400-861.03-53	EQUIPMENT MAINTENANCE				412	1,264	1,300	412	0.00%
611-0400-861.09-61	REALLOCATIONS		10	18					
Subtotal:		1,363	1,211	1,513	1,699	2,240	2,595	1,737	2.24%

**T & D OPERATIONS / LINES EXPENSE**

611-0400-862.01-20	HOURLY/NON-REPRESENTED	68,530	57,000	68,990	237,631	38,126	39,290	238,356	0.31%
611-0400-862.01-21	HOURLY OVERTIME/NON-REPR	1,936	797	1,191	46,048	1,113	1,484	46,161	0.25%
611-0400-862.01-22	HOURLY NON-REP P.T.								
611-0400-862.01-31	FICA	0			20,887	3,247	3,119	20,981	0.45%
611-0400-862.01-32	WI RETIREMENT	0			19,858	2,747	2,854	19,347	(2.57%)
611-0400-862.01-51	MEDICAL INSURANCE	0			60,214	9,105	10,781	58,081	(3.54%)
611-0400-862.01-52	DENTAL INSURANCE	0			2,851	375	476	2,865	0.49%
611-0400-862.01-53	GROUP LIFE/DISAB INS	0			2,064	293	286	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		4,689	6,544					
Subtotal:		70,466	62,486	76,725	389,553	55,006	58,290	387,855	(0.44%)

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>T &amp; D OPERATIONS / METER EXPENSE</b>									
611-0400-863.01-20	HOURLY/NON-REPRESENTED	43,691	48,046	50,860	54,324	39,905	85,899	54,457	0.24%
611-0400-863.01-21	HOURLY OVERTIME/NON-REPR	2,059	2,497	3,016		5,163	3,442		
611-0400-863.01-22	HOURLY NON-REP P.T.				4,942			5,391	9.09%
611-0400-863.01-31	FICA	0			4,299	3,282	6,835	4,352	1.23%
611-0400-863.01-32	WI RETIREMENT	0			4,149	3,154	6,254	3,703	(10.75%)
611-0400-863.01-51	MEDICAL INSURANCE	0			17,688	9,683	20,086	17,059	(3.56%)
611-0400-863.01-52	DENTAL INSURANCE	0			292	322	635	294	0.68%
611-0400-863.01-53	GROUP LIFE/DISAB INS	0			510	326	719	510	0.00%
611-0400-863.02-10	PROF SERVICE/CONTRACTED		185		500			500	0.00%
611-0400-863.02-24	TELEPHONE								
611-0400-863.03-40	OPERATING SUPPLIES	315	604	533	1,300	271	680	1,100	(15.38%)
611-0400-863.03-48	CLAIMS/DAMAGES								
611-0400-863.09-61	REALLOCATIONS	(3,468)	(5,626)	(5,697)					
Subtotal:		42,597	45,706	48,712	88,004	62,106	124,550	87,366	(0.72%)

**T & D OPERATIONS / CUSTOMER INSTALLATIONS**

611-0400-864.01-20	HOURLY/NON-REPRESENTED								
611-0400-864.01-21	HOURLY OVERTIME/NON-REPR								
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	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>MISCELLANEOUS T &amp; D EXPENSE</b>									
611-0400-865.01-20	HOURLY/NON-REPRESENTED	11,149	4,881	6,079		4,781	5,576		
611-0400-865.01-21	HOURLY OVERTIME/NON-REPR	757	460	558		564	752		
611-0400-865.01-22	HOURLY NON-REP P.T.								
611-0400-865.01-31	FICA	0				435	484		
611-0400-865.01-32	WI RETIREMENT	0				385	443		
611-0400-865.01-51	MEDICAL INSURANCE	0				1,272	1,568		
611-0400-865.01-52	DENTAL INSURANCE	0				51	58		
611-0400-865.01-53	GROUP LIFE/DISAB INS	0				46	63		
611-0400-865.02-10	PROF SERVICE/CONTRACTED	1,423	1,946	2,840	1,415	2,097	1,400	1,415	0.00%
611-0400-865.02-14	GENERAL ENGINEERING	16,846	17,105	28,268	17,000	4,449	12,000	12,000	(29.41%)
611-0400-865.02-21	ELECTRICITY								
611-0400-865.02-22	NATURAL GAS								
611-0400-865.02-24	TELEPHONE	2,853	2,925	3,479	3,097	2,111	3,100	3,189	2.97%
611-0400-865.02-26	GARBAGE COLLECTION								
611-0400-865.02-46	UNIFORM RENTAL	2,437	2,281	2,574	2,313	2,192	2,340	2,382	2.98%
611-0400-865.03-30	MILEAGE/MEALS/LODGING	1,233	727	907	1,620	661	1,130	1,520	(6.17%)
611-0400-865.03-35	TRAINING	1,412	248	240	1,158	450	800	1,158	0.00%
611-0400-865.03-40	OPERATING SUPPLIES	6,867	6,176	8,729	8,935	7,486	8,700	8,935	0.00%
611-0400-865.03-46	UNIFORM ALLOWANCE	883	750	750	750	250	750	750	0.00%
611-0400-865.03-53	EQUIPMENT MAINTENANCE	2,480	1,232	4,893	3,250	2,695	3,250	3,347	2.98%
611-0400-865.03-55	VEHICLE MAINTENANCE								
611-0400-865.03-93	MEDICAL EXAMS								
611-0400-865.09-61	REALLOCATIONS	7,281	433	619					
Subtotal:		55,621	39,164	59,936	39,538	29,925	42,414	34,696	(12.25%)

**T & D MAINTENANCE OF STRUCTURES & IMPROVEMENTS**

611-0400-871.01-20	HOURLY/NON-REPRESENTED								
611-0400-871.01-21	HOURLY OVERTIME/NON-REPR								
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	0



EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>T &amp; D MAINTENANCE OF RESERVOIRS &amp; TANKS</b>									
611-0400-872.01-20	HOURLY/NON-REPRESENTED	3,165	12,513	11,339		3,902	6,316		
611-0400-872.01-21	HOURLY OVERTIME/NON-REPR	184	738	873		452	602		
611-0400-872.01-22	HOURLY NON-REP P.T.								
611-0400-872.01-31	FICA	0				308	529		
611-0400-872.01-32	WI RETIREMENT	0				305	484		
611-0400-872.01-51	MEDICAL INSURANCE	0				1,013	1,703		
611-0400-872.01-52	DENTAL INSURANCE	0				47	77		
611-0400-872.01-53	GROUP LIFE/DISAB INS	0				29	48		
611-0400-872.02-10	PROF SERVICE/CONTRACTED	3,346	15,221	14,584	19,100	3,685	10,300	15,500	(18.85%)
611-0400-872.02-14	GENERAL ENGINEERING								
611-0400-872.02-40	REPAIR/MAINT SERV/OTHER	1,210	311	456	1,156	177	2,800	3,156	173.01%
611-0400-872.09-61	REALLOCATIONS	296	1,075	1,139					
	Subtotal:	8,201	29,858	28,391	20,256	9,918	22,859	18,656	(7.90%)

**MAINTENANCE OF MAINS**

611-0400-873.01-20	HOURLY/NON-REPRESENTED	37,735	47,168	40,337		20,764	17,496		
611-0400-873.01-21	HOURLY OVERTIME/NON-REPR	14,371	13,532	12,623		15,168	18,686		
611-0400-873.01-22	HOURLY NON-REP P.T.								
611-0400-873.01-25	OVERTIME-UNION								
611-0400-873.01-31	FICA	0				2,619	2,768		
611-0400-873.01-32	WI RETIREMENT	0				2,515	2,533		
611-0400-873.01-51	MEDICAL INSURANCE	0				5,612	5,599		
611-0400-873.01-52	DENTAL INSURANCE	0				230	227		
611-0400-873.01-53	GROUP LIFE/DISAB INS	0				123	63		
611-0400-873.02-10	PROF SERVICE/CONTRACTED	51,914	68,401	46,285	45,835	36,013	45,800	47,210	3.00%
611-0400-873.02-14	GENERAL ENGINEERING								
611-0400-873.02-34	SITE MAINTENANCE	26,537	33,252	19,749	22,814	14,413	22,300	23,270	2.00%
611-0400-873.03-40	OPERATING SUPPLIES	29,042	20,702	21,918	21,600	25,413	23,500	21,600	0.00%
611-0400-873.09-61	REALLOCATIONS	4,605	4,924	4,938					
	Subtotal:	164,204	187,979	145,850	90,249	122,870	138,972	92,080	2.03%

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>MAINTENANCE OF SERVICES</b>									
611-0400-874.01-20	HOURLY/NON-REPRESENTED	16,875	25,480	19,824		15,952	24,899		
611-0400-874.01-21	HOURLY OVERTIME/NON-REPR	915	1,010	1,498		2,339	3,119		
611-0400-874.01-22	HOURLY NON-REP P.T.	0							
611-0400-874.01-31	FICA	0				1,333	2,143		
611-0400-874.01-32	WI RETIREMENT	0				1,281	1,961		
611-0400-874.01-51	MEDICAL INSURANCE	0				3,431	5,845		
611-0400-874.01-52	DENTAL INSURANCE	0				133	225		
611-0400-874.01-53	GROUP LIFE/DISAB INS	0				127	172		
611-0400-874.02-10	PROF SERVICE/CONTRACTED	6,444	7,139	13,723	16,895	7,805	14,000	16,895	0.00%
611-0400-874.02-34	SITE MAINTENANCE	0	60		1,200		1,200	1,200	0.00%
611-0400-874.03-40	OPERATING SUPPLIES	3,608	7,150	5,468	6,470	7,085	7,300	6,470	0.00%
611-0400-874.09-61	REALLOCATIONS	1,572	2,149	1,988					
	Subtotal:	29,414	42,988	42,501	24,565	39,486	60,864	24,565	0.00%

**MAINTENANCE OF METERS**

611-0400-875.01-20	HOURLY/NON-REPRESENTED		992	140		415	207		
611-0400-875.01-21	HOURLY OVERTIME/NON-REPR	101				19			
611-0400-875.01-31	FICA	107				31	15		
611-0400-875.01-32	WI RETIREMENT	0				31	14		
611-0400-875.01-51	MEDICAL INSURANCE	0				135	70		
611-0400-875.01-52	DENTAL INSURANCE	0				6	3		
611-0400-875.01-53	GROUP LIFE/DISAB INS	0				8	4		
611-0400-875.02-10	PROF SERVICE/CONTRACTED				500			500	0.00%
611-0400-875.03-40	OPERATING SUPPLIES	57,569	68,555	61,162	86,487	66,576	86,000	86,487	0.00%
611-0400-875.09-61	REALLOCATIONS	(16)	(110)	(15)					
	Subtotal:	57,761	69,437	61,287	86,987	67,221	86,313	86,987	0.00%

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>MAINTENANCE OF HYDRANTS</b>									
611-0400-876.01-20	HOURLY/NON-REPRESENTED	22,111	24,070	30,650		17,415	19,088		
611-0400-876.01-21	HOURLY OVERTIME/NON-REPR	71	229	475		20			
611-0400-876.01-22	HOURLY NON-REP P.T.								
611-0400-876.01-31	FICA	0				1,270	1,460		
611-0400-876.01-32	WI RETIREMENT	0				1,221	1,336		
611-0400-876.01-51	MEDICAL INSURANCE	0				4,311	4,081		
611-0400-876.01-52	DENTAL INSURANCE	0				187	167		
611-0400-876.01-53	GROUP LIFE/DISAB INS	0				141	119		
611-0400-876.02-10	PROF SERVICE/CONTRACTED	14,704	14,190	31,416	15,500		15,000	15,500	0.00%
611-0400-876.02-34	SITE MAINTENANCE								
611-0400-876.03-40	OPERATING SUPPLIES	2,176	6,458	(211)	5,685	5,325	5,200	5,685	0.00%
611-0400-876.09-61	REALLOCATIONS	1,961	1,971	2,902					
	Subtotal:	41,023	46,918	65,232	21,185	29,890	46,451	21,185	0.00%

**MAINTENANCE OF MISCELLANEOUS PLANT**

611-0400-878.01-20	HOURLY/NON-REPRESENTED								
611-0400-878.01-21	HOURLY OVERTIME/NON-REPR								
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	
	<b>TOTAL T&amp;D EXPENSE:</b>	<b>470,650</b>	<b>525,747</b>	<b>530,147</b>	<b>762,036</b>	<b>418,662</b>	<b>583,308</b>	<b>755,127</b>	<b>(0.91%)</b>

**EXPENDITURES: (cont.)**

<b>ACCOUNT NUMBER</b>	<b>OBJECT</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
<b>CUSTOMER ACCOUNTS &amp; COLLECTIONS</b>									
<b>METER READING</b>									
611-0500-902.01-20	HOURLY/NON-REPRESENTED	13,714	15,493	15,411		12,178	18,440		
611-0500-902.01-21	HOURLY OVERTIME/NON-REPR	54	46	57		19	26		
611-0500-902.01-31	FICA	0				880	1,413		
611-0500-902.01-32	WI RETIREMENT	0				854	1,293		
611-0500-902.01-51	MEDICAL INSURANCE	0				3,173	5,078		
611-0500-902.01-52	DENTAL INSURANCE	0				140	222		
611-0500-902.01-53	GROUP LIFE/DISAB INS	0				61	85		
611-0500-902.02-11	COMPUTER LICENSE & MAINT	112	112	361	960	235	960	967	0.73%
611-0500-902.03-40	OPERATING SUPPLIES				400			400	0.00%
611-0500-902.03-53	EQUIPMENT MAINTENANCE	352			850			850	0.00%
611-0500-902.09-61	REALLOCATIONS	(1,044)	(1,730)	(1,636)					
	Subtotal:	13,188	13,921	14,193	2,210	17,540	27,517	2,217	0.32%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>CUSTOMER COLLECTIONS</b>									
611-0500-903.01-20	HOURLY/NON-REPRESENTED		155		33,866	24,351	35,032	33,950	0.25%
611-0500-903.01-21	HOURLY OVERTIME/NON-REPR		55	126	429	75	472	430	0.23%
611-0500-903.01-22	HOURLY NON-REP P.T.		528		2,063			1,260	(38.92%)
611-0500-903.01-24	HOURLY / GENERAL UNION	34,844	34,330	33,177				0	
611-0500-903.01-25	HOURLY OVERTIME/GEN UNION	125	75	96				0	
611-0500-903.01-31	FICA	0			2,595	1,747	2,716	2,547	(1.85%)
611-0500-903.01-32	WI RETIREMENT	0			2,401	1,709	2,485	2,338	(2.62%)
611-0500-903.01-51	MEDICAL INSURANCE	0			9,301	6,257	8,657	8,974	(3.52%)
611-0500-903.01-52	DENTAL INSURANCE	0			613	393	545	616	0.49%
611-0500-903.01-53	GROUP LIFE/DISAB INS	0			352	243	325	368	4.55%
611-0500-903.02-11	COMPUTER LICENSE & MAINT	5,910	6,241	6,069	6,258	5,784	6,258	6,450	3.07%
611-0500-903.02-15	LEGAL SERVICES			256					
611-0500-903.02-40	REPAIR/MAINT SERV/OTHER	317	317	317	350		400	400	14.29%
611-0500-903.03-09	CREDIT CARD FEES	3,214	5,350	4,940	6,100	2,868	6,100	6,100	0.00%
611-0500-903.03-10	OFFICE SUPPLIES	0	306	360	1,200	32	950	950	(20.83%)
611-0500-903.03-13	COPY/PRINTING CHARGES	599	1,581	537	2,175	690	1,925	1,925	(11.49%)
611-0500-903.03-20	SUBSCRIPTION & DUES								
611-0500-903.03-30	MILEAGE/MEALS/LODGING	(2)			100			100	0.00%
611-0500-903.03-35	TRAINING	0	520		250		200	250	0.00%
611-0500-903.03-41	POSTAGE/SHIPPING	5,436	5,723	5,942	6,135	4,673	6,135	6,135	0.00%
611-0500-903.03-90	OTHER SUPPLIES & EXPENSE	110	80	347	400	17	400	400	0.00%
611-0500-903.08-15	COMPUTER EQUIP								
611-0500-903.09-10	TRANSFER TO GENERAL FUND	12,674	10,673	18,645	11,525		11,525	12,120	5.16%
611-0500-903.09-61	REALLOCATION								
Subtotal:		63,227	65,934	70,812	86,113	48,839	84,125	85,313	(0.93%)
<i>TOTAL CUSTOMER ACCTS &amp; COLLECT.</i>		<i>76,415</i>	<i>79,855</i>	<i>85,005</i>	<i>88,323</i>	<i>66,379</i>	<i>111,642</i>	<i>87,530</i>	<i>(0.90%)</i>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>ADMINISTRATIVE &amp; GENERAL EXPENSE</b>									
<b>ADMINISTRATIVE EXPENSE</b>									
611-0500-920.01-10	SALARIED	93,129	94,827	93,251	152,002	101,365	146,730	153,191	0.78%
611-0500-920.01-20	HOURLY/NON-REPRESENTED		3,953	4,393	28,000	20,180	28,972	28,260	0.93%
611-0500-920.01-21	HOURLY OVERTIME/NON-REPR	87	87	125	217	170	226	219	0.92%
611-0500-920.01-22	HOURLY NON-REP P.T.	2,897	1,395	1,422	1,489	611	1,434	1,478	(0.74%)
611-0500-920.01-24	HOURLY/GENERAL UNION	19,492	19,629	21,754					
611-0500-920.01-25	HRLY. OVERTIME/GEN UNION	17	132	66					
611-0500-920.01-31	FICA	0			13,143	8,859	13,573	13,502	2.73%
611-0500-920.01-32	WI RETIREMENT	0			12,509	8,333	12,420	12,528	0.15%
611-0500-920.01-40	PER DIEM	0			0				
611-0500-920.01-51	MEDICAL INSURANCE	0			39,042	24,256	33,601	37,661	(3.54%)
611-0500-920.01-52	DENTAL INSURANCE	0			1,876	1,158	1,616	1,886	0.53%
611-0500-920.01-53	GROUP LIFE/DISAB INS	0			1,263	759	989	1,275	0.95%
611-0500-920.01-97	UNEMPLOYMENT		708						
611-0500-920.02-10	PROF SERVICE/CONTRACTED	36,759	20,215	21,505	32,600	18,724	30,000	27,500	(15.64%)
611-0500-920.02-11	COMPUTER LICENSE & MAINT	12,972	12,010	13,049	13,369	11,414	13,369	13,782	3.09%
611-0500-920.02-14	GENERAL ENGINEERING								
611-0500-920.02-15	LEGAL COUNCIL	1,532	2,086	2,484	2,200	945	1,500	2,200	0.00%
611-0500-920.02-17	EQUIP RENTAL/CONTRACTED	604	604	629	604	444	516	516	(14.57%)
611-0500-920.02-24	TELEPHONE	2,363	2,384	2,553	2,858	1,965	2,950	3,008	5.25%
611-0500-920.02-40	REPAIR/MAINT SERV/OTHER	97	103	77	150	52	123	123	(18.00%)
611-0500-920.03-10	OFFICE SUPPLIES	772	1,390	975	1,369	686	1,300	1,369	0.00%
611-0500-920.03-13	COPY/PRINTING CHARGES	839	842	178	985		450	985	0.00%
611-0500-920.03-20	SUBSCRIPTIONS & DUES	2,224	2,293	2,333	2,293	1,822	2,393	2,361	2.97%
611-0500-920.03-25	LEGAL & DISPLAY ADS		15	8		15	15		
611-0500-920.03-30	MILEAGE/MEALS/LODGING	222	1	13	650		0	350	(46.15%)
611-0500-920.03-35	TRAINING	860	605	64	1,425		600	1,425	0.00%
611-0500-920.03-41	POSTAGE/SHIPPING	1,174	1,531	1,621	1,432	1,207	1,432	1,474	2.93%
611-0500-920.03-57	CUSTODIAL/MAINTENANCE SUPPLIES								
611-0500-920.03-90	OTHER SUPPLIES & EXPENSE								
611-0500-920.03-93	MEDICAL EXAMS	1,450	1,038	1,176	1,620	1,744	1,260	1,620	0.00%
611-0500-920.03-99	CONTINGENCY FUND	0			14,512			25,000	72.27%
611-0500-920.03-99	NON-REP WAGE ADJUSTMENTS							20,000	
611-0500-920.08-15	COMPUTER EQUIP/SOFTWARE (CAP	2,309	1,880	3,640	16,028	3,872	16,028	12,678	(20.90%)
611-0500-920.09-61	REALLOCATION								
Subtotal:		179,799	167,728	171,316	341,636	208,581	311,497	364,391	6.66%
<b>INSURANCE</b>									
611-0500-924.05-10	INSURANCE (PROPERTY)	8,515	12,689	5,832	14,000	9,907	13,000	14,000	0.00%
611-0500-925.05-10	INSURANCE (GEN LIAB., W/C, ETC)	27,353	23,334	28,967	26,000	22,639	26,000	28,000	7.69%
Subtotal:		35,868	36,023	34,799	40,000	32,546	39,000	42,000	5.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>EMPLOYEE BENEFITS</b>									
611-0500-926.01-10	SALARIED					36,758	53,531		
611-0500-926.01-20	HOURLY/NON-REPRESENTED								
611-0500-926.01-31	FICA	43,906	41,979	43,286		4,165	4,095		
611-0500-926.01-32	WI RETIREMENT	50,302	33,484	37,853		2,573	3,747		
611-0500-926.01-51	MEDICAL INSURANCE	133,816	124,103	133,569		39,722	94,696		
611-0500-926.01-52	DENTAL INSURANCE	5,773	5,657	5,649		369	553		
611-0500-926.01-53	GROUP LIFE/DISAB INS	4,464	4,584	4,551		345	566		
611-0500-926.02-10	PROF SERVICE/CONTRACTED				1,118	755	1,093	1,093	(2.24%)
611-0500-926.02-12	EMPLOYEE ASSISTANCE PROGRAM				319	326	326	336	5.33%
Subtotal:		238,261	209,807	224,908	1,437	85,013	158,607	1,429	(0.56%)

REGULATORY COMMISSION EXPENSE

611-0500-928.02-10	PROF SERVICE/CONTRACTED	7,240	4,111	5,850	5,000		6,000	6,000	20.00%
Subtotal:		7,240	4,111	5,850	5,000	0	6,000	6,000	20.00%

MISCELLANEOUS & GENERAL OTHER EXPENSE

611-0500-930.01-20	HOURLY/NON-REPRESENTED	7,608	8,413	8,335		13,282	8,244		
611-0500-930.01-21	HOURLY OVERTIME/NON-REPR	378	91			3,474	4,632		
611-0500-930.01-31	FICA	0				1,228	985		
611-0500-930.01-32	WI RETIREMENT	0				1,173	901		
611-0500-930.01-51	MEDICAL INSURANCE	0				3,626	1,879		
611-0500-930.01-52	DENTAL INSURANCE	0				79	63		
611-0500-930.01-53	GROUP LIFE/DISAB INS	0				136	61		
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	114	500	500	0.00%
611-0500-930.05-40	DEPRECIATION/AMORTIZED EXP	521,453	535,497	547,653	221,408		550,000	86,207	(61.06%)
611-0500-930.05-41	DEPRECIATION - CIAC	205,253	205,234	206,261			200,000		
611-0500-930.06-10	PRINCIPAL				842,025		842,025	885,810	5.20%
611-0500-930.06-20	INTEREST	578,534	530,528	479,560	457,840	143,415	457,840	398,962	(12.86%)
611-0500-930.06-30	CAPITALIZED INTEREST								
611-0500-930.08-01	CAPITAL RESERVE	(3,993)		1,769	912,080	623,009		1,153,083	26.42%
611-0500-930.08-80	DEBT COSTS		(553)	390	507	36,975	36,975	507	0.00%
611-0500-930.09-61	REALLOCATION	706	690	777					
Subtotal:		1,309,944	1,279,900	1,244,745	2,434,360	826,511	2,104,105	2,525,069	3.73%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>MAINTENANCE OF GENERAL PLANT</b>									
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/NON-REPRESENTED					827	2,187		
611-0500-933.01-21	HOURLY OVERTIME/NON-REPR								
611-0500-933.01-31	FICA					62	167		
611-0500-933.01-32	WI RETIREMENT					58	153		
611-0500-933.01-51	MEDICAL INSURANCE					78	206		
611-0500-933.01-52	DENTAL INSURANCE					2	5		
611-0500-933.01-53	GROUP LIFE/DISAB INS					6	16		
611-0500-933.03-30	MILEAGE/MEALS/LODGING								
611-0500-933.03-31	GASOLINE/FUEL	0			20,984	17,648	24,000	24,000	14.37%
611-0500-933.03-40	OPERATING SUPPLIES	0			1,975	1,488	1,975	2,030	2.78%
611-0500-933.03-55	VEHICLE MAINTENANCE	175			10,494	4,792	8,200	10,494	0.00%
611-0500-933.05-10	INSURANCE	0			2,800	5,331	5,000	5,000	78.57%
Subtotal:		175	0	0	36,253	30,292	41,909	41,524	14.54%

**TAXES / DEPRECIATION / AMORTIZED EXPENSES**

611-0500-934.01-31	FICA								
611-0500-934.05-90	OTHER FIXED CHARGES	488,634	479,989	531,191	500,000		500,000	525,000	5.00%
611-0500-935.05-40	AMORTIZED EXP	1,138	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	12,289	11,442	(5,598)					
Subtotal:		502,061	492,569	526,731	500,000	0	500,000	525,000	5.00%
<b>TOTAL ADMIN &amp; GENERAL EXPENSES:</b>		<b>2,273,348</b>	<b>2,190,138</b>	<b>2,208,349</b>	<b>3,358,686</b>	<b>1,182,943</b>	<b>3,161,118</b>	<b>3,505,413</b>	<b>4.37%</b>

<b>GRAND TOTAL WATER UTILITY EXP:</b>	<b>4,503,679</b>	<b>4,873,170</b>	<b>4,456,702</b>	<b>5,889,827</b>	<b>2,895,335</b>	<b>5,586,637</b>	<b>6,106,036</b>	<b>3.67%</b>
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE, & DEBT SERVICE ACCTS	3,202,432	3,601,911	3,221,459	3,456,474	2,128,911	3,536,772	3,581,974	3.63%



# **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.

## ***2014 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 20 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: Fatima Street: Airport Road to Midway Road
- 13 Sewer reconstruction: Green Street: Mission Street to Fatima Street
- 14 Sewer reconstruction: Mission Street: Midway Road to Terrace Avenue
- 15 Sewer reconstruction: Terrace Avenue: Earl Street to Fatima Street
- 16 New pilot program for lateral replacements during sewer reconstruction, with 85 laterals replaced
- 17 Cleaned 25% of sanitary sewer system

## ***2015 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)

**2015 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:
  - Lakeshore Drive - Frances St to 600 ft South
  - Gardners Row Sump Pump & Drain Tile Inspection
  - Alcan Drive and Chain Drive
  - DOT: Tayco Rd/441 - Lakeshore Dr to manhole 93:10
  - DOT: Tayco Rd/441 - manhole 93:10 to Ninth St
  - DOT: Appleton Rd - Midway Rd to 441
  - DOT: Giesen Rd Abandonment
  - DOT: 441 Relocates General Engineering
  - DOT: American Dr - Jameson Rd N and S 200 ft
  - DOT: Racine Rd Relocates

**REVENUES:**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
612-5300-420.01-00	SPECIAL ASSESSMENT REVENUE	28,827	92,307	300,421	50,000	2,796			(100.00%)
612-5300-431.09-00	MISC FEDERAL GRANTS								
612-5300-432.09-00	MISC STATE GRANTS								
612-5300-440.03-14	PERMITS	1,340	1,420	1,760	1,400	1,025	1,410	1,470	5.00%
612-5300-464.04-00	INTERCEPTOR IMPACT FEE								
612-5300-464.05-01	E. SAC CONNECTION FEE	5,841	13,996	713	5,000	1,344	5,000	5,000	0.00%
612-5300-464.05-02	W. SAC CONNECTION FEE	9,856	10,752	16,577	50,000	20,534	50,000	50,000	0.00%
612-5300-465.01-00	MEASURED SERVICE REVENUE	2,862,434	3,169,528	3,292,830	3,245,738	1,788,844	3,249,391	3,250,000	0.13%
612-5300-465.02-00	INDUSTRIAL SURCHARGES	86,935	77,194	108,107	72,000	72,477	125,000	85,000	18.06%
612-5300-465.03-00	PENALTIES/FEES	26,682	24,696	25,658	26,000	11,474	26,300	26,000	0.00%
612-5300-480.01-00	INTEREST	110,168	60,625	23,855	40,000	12,045	35,000	35,000	(12.50%)
612-5300-480.01-01	CAPITALIZED INTEREST								
612-5300-480.02-01	SALE OF EQUIP & VEHICLES		60,000	3,350		7,797	7,797		
612-5300-480.05-01	DEFERRAL FEE (SHADY - CB)	505	505	589	588		589	589	0.17%
612-5300-480.05-01	DEFERRAL FEE (CB - IRISH)	4,117	4,117						
612-5300-480.09-00	MISC OPERATING REVENUE	25,144	284,684	48,605	2,000	79,080	80,000	2,000	0.00%
612-5300-480.09-05	NON-OPERATING MISC. REVENUES							27,000	
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	15,772	14,730	13,688	12,500		0	0	(100.00%)
612-5300-492.01-00	TRANSFER FROM DEPRECIATION				926,739			1,251,925	35.09%
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								
<b>TOTAL REVENUES</b>		<b>3,288,071</b>	<b>3,814,554</b>	<b>3,836,153</b>	<b>4,431,965</b>	<b>1,997,416</b>	<b>3,580,487</b>	<b>4,733,984</b>	<b>6.81%</b>

**CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Sewer**

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 110 000	SALARIED	129,925	128,272	135,960	147,153	87,642	140,811	148,329	0.80%
xxxx 120 000	HOURLY/NON-REPRESENTED	155,278	172,009	179,441	236,841	152,250	227,004	237,595	0.32%
xxxx 121 000	HOURLY OVERTIME/NON-REPR	1,864	1,629	1,662	8,520	1,639	2,393	8,543	0.27%
xxxx 122 000	HOURLY/NON-REPR/PT	6,801	5,554	5,553	8,701	611	1,434	8,129	(6.57%)
xxxx 124 000	HOURLY/GENERAL UNION	54,333	53,959	54,816	0	0	0	0	
xxxx 125 000	HRLY. OVERTIME/GEN UNION	143	207	217	0	0	0	0	
xxxx 140 000	PER DIEM	0	317	0	0	0	0	0	
	<b>Salary/Wages/Per Diem Subtotal</b>	<b>348,344</b>	<b>361,947</b>	<b>377,649</b>	<b>401,215</b>	<b>242,142</b>	<b>371,642</b>	<b>402,596</b>	<b>0.34%</b>
xxxx 131 000	FICA	26,071	26,659	27,146	29,529	17,851	28,431	29,663	0.45%
xxxx 132 000	WI RETIREMENT	31,240	20,915	24,208	27,600	16,412	26,015	27,017	(2.11%)
xxxx 151 000	MEDICAL INSURANCE	84,818	70,543	76,504	79,446	50,722	85,553	76,649	(3.52%)
xxxx 152 000	DENTAL INSURANCE	3,901	3,950	3,837	4,444	2,131	3,360	4,468	0.54%
xxxx 153 000	GROUP LIFE/DISAB INS	2,858	2,995	2,999	3,143	1,716	2,587	3,163	0.64%
xxxx 197 000	UNEMPLOYMENT COMP	0	708	0	0	0	0	0	
	<b>Benefit Subtotal</b>	<b>148,888</b>	<b>125,770</b>	<b>134,694</b>	<b>144,162</b>	<b>88,832</b>	<b>145,946</b>	<b>140,960</b>	<b>(2.22%)</b>
xxxx 210 000	PROF SERVICE/CONTRACTED	61,486	41,091	116,550	96,700	50,560	96,650	131,150	35.63%
xxxx 211 000	COMPUTER LICENSE & MAINT	14,421	13,791	15,063	16,692	12,512	16,692	17,164	2.83%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	287	295	192	200	202	202	250	25.00%
xxxx 214 000	ENGINEERING	6,847	19,122	24,678	20,000	1,490	20,000	20,000	0.00%
xxxx 215 000	LEGAL COUNSEL	1,624	400	2,065	2,000	196	1,500	1,500	(25.00%)
xxxx 217 000	EQUIP RENTAL/CONTRACTED	604	604	629	604	401	516	516	(14.57%)
xxxx 218 000	NON-OPERATING LATERAL EXP			73,146	0	6,019	70,000	30,000	
	<b>Contracted Services Subtotal</b>	<b>85,269</b>	<b>75,303</b>	<b>232,323</b>	<b>136,196</b>	<b>71,380</b>	<b>205,560</b>	<b>200,580</b>	<b>47.27%</b>
xxxx 221 000	ELECTRICITY	36,153	30,846	39,315	37,000	29,162	37,000	37,000	0.00%
xxxx 222 000	NATURAL GAS	3,819	2,788	3,504	5,800	4,069	5,850	5,825	0.43%
xxxx 223 000	SEWER & WATER	644	676	700	750	519	750	750	0.00%
xxxx 224 000	TELEPHONE	6,993	6,797	7,267	9,176	4,958	9,326	9,326	1.63%
xxxx 226 000	GARBAGE COLLECTION	0	0	0	0	0	0	0	
xxxx 229 000	ALARM SYSTEMS	0	0	0	0	0	0	0	
	<b>Utilities Subtotal</b>	<b>47,609</b>	<b>41,107</b>	<b>50,786</b>	<b>52,726</b>	<b>38,708</b>	<b>52,926</b>	<b>52,901</b>	<b>0.33%</b>

EXPENDITURES: (cont.)

ACCOUNT  
NUMBER

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 234 000	SITE MAINTENANCE	0	0	0	0	0	0	0	
xxxx 240 000	REPAIR/MAINT SERV/OTHER	30,746	4,090	6,664	20,600	6,592	20,523	20,523	(0.37%)
xxxx 241 000	BUILDING REPAIR & MAINT	0	635	143	1,200	0	1,200	10,000	733.33%
xxxx 246 000	UNIFORM RENTAL	1,605	1,813	2,016	1,800	1,415	1,800	1,800	0.00%
	<b>Subtotal</b>	32,351	6,538	8,823	23,600	8,007	23,523	32,323	36.96%
xxxx 309 000	CREDIT CARD FEES	3,214	5,342	4,937	6,100	3,842	6,100	6,100	0.00%
xxxx 310 000	OFFICE SUPPLIES	669	1,138	1,291	2,050	641	1,850	1,850	(9.76%)
xxxx 313 000	PRINTING	598	1,002	537	2,175	690	1,925	1,925	(11.49%)
xxxx 320 000	SUBSCRIPTIONS & DUES	196	299	348	400	0	450	450	12.50%
xxxx 325 000	LEGAL & DISPLAY ADS	0	15	8	0	15	15	20	
xxxx 330 000	MILEAGE/MEALS/LODGING	1,153	1	9	1,550	0	1,150	1,590	2.58%
xxxx 331 000	GASOLINE/FUEL	9,413	10,491	10,538	10,000	7,340	10,000	10,000	0.00%
xxxx 335 000	TRAINING	1,865	303	151	3,975	318	3,000	3,975	0.00%
xxxx 340 000	OPERATING SUPPLIES	1,056,122	994,232	978,591	1,038,838	591,653	1,061,132	1,077,545	3.73%
xxxx 341 000	POSTAGE/SHIPPING	5,446	5,778	6,031	6,135	4,821	6,135	6,135	0.00%
xxxx 346 000	CLOTHING/UNIFORM ALLOW	302	445	436	450	301	450	450	0.00%
	<b>Operating Supplies Subtotal</b>	1,078,978	1,019,046	1,002,877	1,071,673	609,621	1,092,207	1,110,040	3.58%
xxxx 353 000	EQUIPMENT MAINTENANCE	0	0	0	0	0	0	0	
xxxx 355 000	VEHICLE MAINTENANCE	5,888	5,916	2,779	8,000	2,018	8,000	8,000	0.00%
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP								
	<b>Asset Maint. Supplies Subtotal</b>	5,888	5,916	2,779	8,000	2,018	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	660	1,169	825	750	910	910	935	24.67%
xxxx 399 000	CONTINGENCY FUND	0	0	0	13,842	0	0	20,000	44.49%
xxxx 399 000	NON-REP WAGE ADJUSTMENTS	0	0	0	0	0	0	15,000	
xxxx 510 000	INSURANCE	22,584	25,226	24,707	28,500	26,384	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	152,552	163,461	157,403	180,000	0	180,000	180,000	0.00%
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	372,416	398,205	431,430	175,677	0	430,000	57,423	(67.31%)
xxxx 541 000	DEPRECIATION-CIAC	27,419	27,902	27,742	0	0	27,000	0	
xxxx 542 000	LOSS ON RETIREMENTS	0	0	0	0	0	0	0	
xxxx 590 000	OTHER FIXED CHARGES	10,395	10,749	12,039	0	0	0	0	
	<b>Subtotal</b>	600,786	641,472	668,906	413,679	27,294	681,320	316,768	(23.43%)

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	ACCOUNT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
xxxx 610 000	PRINCIPAL	0	0	0	454,308	0	0	364,886	(19.68%)
xxxx 620 000	INTEREST	222,888	197,067	170,954	158,355	54,861	158,355	130,282	(17.73%)
xxxx 630 000	CAPITALIZED INTEREST	0	0	0	0	0	0	0	
xxxx 690 000	OTHER DEBT EXPENDITURES	631,915	574,543	526,103	615,559	351,546	614,601	618,392	0.46%
xxxx 801 000	CAPITAL RESERVE	3,007	0	685	930,939	416,762	0	1,335,258	43.43%
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	2,114	2,066	3,789	10,028	904	10,028	8,878	(11.47%)
<b>Capital Investments Subtotal</b>		859,924	773,676	701,531	2,169,189	824,073	782,984	2,457,696	13.30%
xxxx 880 000	DEBT ISSUANCE COSTS	4,898	3,956	(4,205)	0	18,027	18,027	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	12,674	10,673	18,645	11,525	0	11,525	12,120	5.16%
<b>Debt Service Subtotal</b>		17,572	14,629	14,440	11,525	18,027	29,552	12,120	5.16%
<b>TOTAL EXPENDITURES</b>		3,225,609	3,065,404	3,194,808	4,431,965	1,930,102	3,393,660	4,733,984	6.81%

**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 Finance Director 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 Inspection Assistant 15% UD - 73% Town - 12% Storm Water
- 9 Associate Planner 5% UD - 65% Town - 30% Storm Water
- 10 Human Resource Coordinator/Asst to the Town Administrator 10% UD - 85% Town - 5% Storm Water
- 11 Clerk 20% UD - 70% Town - 10% Storm Water
- 12 Deputy Clerk/Confidential Administrative Assistant 10% UD - 85% Town - 5% Storm Water
- 13 Director of Information Technology 20% UD - 70% Town - 10% Storm
- 14 PC/Network Technician 20% UD - 70% Town - 10% Storm
- 15 Information Technician 20% UD - 70% Town - 10% Storm Water
- 16 Finance Clerk/Seasonal Clerk 50% UD - 25% Town - 25% Storm Water
- 17 Accounts Manager 35% UD - 50% Town - 15% Storm Water

**NOTES: (cont.)**

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 @ \$9.00, per updated Seasonal Pay Plan

**22 Payroll Accounts**

This budget includes the wages for the Wastewater Superintendent. Since the Superintendent will be retiring in 2015, these funds may be used to reorganize staff in the utility, along with adding an additional maintenance laborer for the Wastewater Utility.

**23 612-5300-701.02-41 General Operations - Building Maintenance**

Replace blacktop behind Maintenance Garage due to frost damage - \$3,000

Maintenance Garage and Airport Road: Replace 2 gas heaters from 1983 - \$7,000

**24 612-5300-701.03-30 General Operations - Miles, Meals, Lodging**

WWOA Annual Conference, 4 Regional Meetings.

**25 612-5300-701.03-35 General Operations, Training**

Confined Space Entry – 3 employees

4 WWOA Regional Meetings - Superintendent

Electrical training/PLC training

**26 612-5300-701.03-40 General Operations, Operating Supplies**

Odor chemicals for 8 lift stations & other supplies.

Increase for replacement of maintenance garage's 60 gallon verticle tank air compressor - \$1,800

**27 612-5300-701.08-01 Capital Reserve**

Replace/update existing electrical control panel, Stroebe Island Lift Station - \$20,000

#Replace 2002 GMC Sonoma truck(trade-in \$2,500), 145,000 miles, with 2015 Ford F-150 4x4 pickup with accessories - \$35,000

\$8,333 to replace folding/insert machine (33.33% of cost)

\$162,500<sup>#</sup> Lakeshore Drive - Frances St to 600 ft South

\$ 25,000 Gardners Row Sump Pump & Drain Tile Inspection

\$350,000<sup>#</sup> Alcan Drive and Chain Drive

\$ 82,100<sup>#</sup> DOT: Tayco Rd/441 - Lakeshore Dr to manhole 93:10

\$154,200<sup>#</sup> DOT: Tayco Rd/441 - manhole 93:10 to Ninth St

\$380,000<sup>#</sup> DOT: Appleton Rd - Midway Rd to 441

\$ 20,000 DOT: Giesen Rd Abandonment (90/10)

\$ 10,000 DOT: 441 Relocates General Engineering (90/10)

\$ 88,125<sup>#</sup> DOT: American Dr - Jameson Rd N and S 200 ft

\$ ??,??? DOT: Racine Rd Relocates (90/10)

<sup>#</sup>Funded with Depreciation Funds

*NOTES: (cont.)*

- 28 **612-5300-702.02-10 Prof. Service/Contracted**  
Normal Lift Station Maintenance - \$11,000  
Lift Station #2 Valve Replacement/Rebuild - \$15,000  
Update SCADA System Software - \$9,500  
Full service maintenance (5) lift stations and standby generators - \$10,000
- 29 **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)
- 30 **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
- 31 **612-5300-703.02-40 Lateral Repairs, Repair/Maintenance/Other**  
Lateral inspections and repairs - \$20,000
- 32 **612-5300-703.03-40 Maint. Coll. System – Operating Supplies**  
Castings, riser rings, Davies Water Products and Flex Seal - Underground Utility Specialties
- 33 **612-5300-705.02-17 Office Expenses, Equip. Rental/Contracted**  
Copier rental
- 34 **612-5300-705.02-40 Office Expenses, Maintenance/Other**  
Copier Maintenance & Folding/Inserter Machine Maintenance
- 35 **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
- 36 **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
- 37 **612-5300.705.03-41 Utility Billing Software Maint., Postage & Shipping:**  
Utility bills and misc. postage



**DETAIL OF EXPENDITURES - Sewer**

**EXPENDITURES:**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>GENERAL OPERATIONS - 701</b>									
612-5300-701.01-10	SALARIED								
612-5300-701.01-20	HOURLY/NON-REPRESENTED	53,285	55,967	62,476		32,518	48,821		
612-5300-701.01-21	HOURLY OVERTIME/NON-REPR		273	215			0		
612-5300-701.01-22	HOURLY PART-TIME	880	941	884	2,621			2,696	2.86%
612-5300-701.01-31	FICA	4,297	3,952	4,207	201	2,204	3,735	206	2.49%
612-5300-701.01-32	WI RETIREMENT	5,088	3,173	3,826		2,135	3,417		
612-5300-701.01-51	MEDICAL INSURANCE	18,169	13,113	13,913		8,818	16,137		
612-5300-701.01-52	DENTAL INSURANCE	865	761	738		392	717		
612-5300-701.01-53	GROUP LIFE/DISAB INS	557	544	562		248	415		
612-5300-701.02-10	PROF SERVICE/CONTRACTED		45						
612-5300-701.02-14	GENERAL ENGINEERING								
612-5300-701.02-21	ELECTRICITY								
612-5300-701.02-22	NATURAL GAS	619	503	659	800	696	850	825	3.13%
612-5300-701.02-23	SEWER & WATER	644	676	700	750	519	750	750	0.00%
612-5300-701.02-24	TELEPHONE	4,790	4,879	5,325	6,840	3,328	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	143	1,200		1,200	10,000	733.33%
612-5300-701.02-46	UNIFORM RENTAL	1,605	1,813	2,016	1,800	1,415	1,800	1,800	0.00%

**EXPENDITURES: (cont.)**

<b>ACCOUNT NUMBER</b>	<b>OBJECT</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
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	9,413	10,491	10,538	10,000	7,340	10,000	10,000	0.00%
612-5300-701.03-35	TRAINING	1,757	303	87	3,000	318	3,000	3,000	0.00%
612-5300-701.03-40	OPERATING SUPPLIES	6,563	8,130	10,347	17,000	4,033	17,000	18,800	10.59%
612-5300-701.03-46	CLOTHING/UNIFORM ALLOW	302	445	436	450	301	450	450	0.00%
612-5300-701.03-53	EQUIPMENT MAINTENANCE								
612-5300-701.03-55	VEHICLE MAINTENANCE	5,888	5,916	2,779	8,000	2,018	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	660	1,053	571	750	910	910	935	24.67%
612-5300-701.05-10	INSURANCE	22,584	25,226	24,707	28,500	26,384	28,500	28,500	0.00%
612-5300-701.05-31	METER EXPENSE	152,552	163,461	157,403	180,000		180,000	180,000	0.00%
612-5300-701.05-40	DEPRECIATION/AMORTIZED EXP	372,416	398,205	431,430	175,677		430,000	57,423	(67.31%)
612-5300-701.05-41	DEPRECIATION-CIAC	27,419	27,902	27,742			27,000		
612-5300-701.05-42	LOSS ON RETIREMENTS								
612-5300-701.05-90	OTHER FIXED CHARGES	10,395	10,749	12,039					
612-5300-701.06-10	PRINCIPAL				454,308			364,886	(19.68%)
612-5300-701.06-20	INTEREST	222,888	197,067	170,954	158,355	54,861	158,355	130,282	(17.73%)
612-5300-701.06-30	CAPITALIZED INTEREST								
612-5300-701.08-01	CAPITAL RESERVE	3,007		685	930,939	416,762		1,335,258	43.43%
612-5300-701.08-80	DEBT ISSUANCE COSTS	4,898	3,956	(4,205)		18,027	18,027		
612-5300-701.08-81	AMORTIZATION EXP ON LOSS								
612-5300-701.08-90	DEBT DISCOUNT								
<b>SUBTOTAL</b>		<b>932,691</b>	<b>940,219</b>	<b>941,177</b>	<b>1,982,491</b>	<b>583,227</b>	<b>967,224</b>	<b>2,161,951</b>	<b>9.05%</b>

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>LIFT STATION PUMPING EQUIPMENT - 702</b>									
612-5300-702.01-10	SALARIED								
612-5300-702.01-20	HOURLY/NON-REPRESENTED	48,220	54,331	53,754	59,623	33,044	48,261	59,771	0.25%
612-5300-702.01-21	HOURLY OVERTIME/NON-REPR	1,020	789	1,081	2,399	1,310	1,747	2,405	0.25%
612-5300-702.01-22	HOURLY PART TIME	944	858	680	1,532			1,671	9.07%
612-5300-702.01-31	FICA	3,671	4,110	4,062	4,622	2,784	3,826	4,653	0.67%
612-5300-702.01-32	WI RETIREMENT	4,456	3,264	3,654	4,342	2,341	3,501	4,228	(2.63%)
612-5300-702.01-51	MEDICAL INSURANCE	14,637	12,114	12,395	17,688	7,016	14,298	17,059	(3.56%)
612-5300-702.01-52	DENTAL INSURANCE	693	815	704	853	287	574	857	0.47%
612-5300-702.01-53	GROUP LIFE/DISAB INS	490	490	493	518	274	526	518	0.00%
612-5300-702.02-10	PROF SERVICE/CONTRACTED	1,320	7,128	19,524	11,000	3,727	11,000	45,500	313.64%
612-5300-702.02-14	GENERAL ENGINEERING								
612-5300-702.02-21	ELECTRICITY	36,153	30,846	39,315	37,000	29,162	37,000	37,000	0.00%
612-5300-702.02-22	NATURAL GAS	3,200	2,285	2,845	5,000	3,373	5,000	5,000	0.00%
612-5300-702.03-20	SUBSCRIPTIONS & DUES								
612-5300-702.03-40	OPERATING SUPPLIES	4,107	2,807	11,038	12,000	4,634	12,000	12,000	0.00%
	<b>SUBTOTAL</b>	<b>118,911</b>	<b>119,837</b>	<b>149,545</b>	<b>156,577</b>	<b>87,952</b>	<b>137,733</b>	<b>190,662</b>	<b>21.77%</b>

MAINTENANCE OF COLLECTION SYSTEM - 703

612-5300-703.01-10	SALARIED								
612-5300-703.01-20	HOURLY/NON-REPRESENTED	53,773	57,755	59,219	115,352	45,851	69,136	115,614	0.23%
612-5300-703.01-21	HOURLY OVERTIME/NON-REPR	757	480	186	5,475	119	315	5,489	0.26%
612-5300-703.01-22	HOURLY PART TIME	2,080	2,360	2,567	996			1,024	2.81%
612-5300-703.01-31	FICA	4,132	4,424	4,453	8,979	3,294	5,313	9,015	0.40%
612-5300-703.01-32	WI RETIREMENT	4,788	3,446	3,955	8,458	3,016	4,862	8,235	(2.64%)
612-5300-703.01-51	MEDICAL INSURANCE	16,607	14,647	16,504	24,838	10,635	12,492	23,963	(3.52%)
612-5300-703.01-52	DENTAL INSURANCE	775	779	767	1,706	432	442	1,714	0.47%
612-5300-703.01-53	GROUP LIFE/DISAB INS	468	497	480	1,036	324	324	1,036	0.00%
612-5300-703.02-10	PROF SERVICE/CONTRACTED	47,064	23,540	81,337	70,000	34,332	70,000	70,000	0.00%
612-5300-703.02-14	GENERAL ENGINEERING	6,847	19,122	24,480	20,000	1,490	20,000	20,000	0.00%
612-5300-703.02-18	NON-OPERATING LATERAL EXP			73,146		6,019	70,000	30,000	
612-5300-703.02-34	SITE MAINTENANCE								
612-5300-703.02-40	REPAIR/MAINT SERV/OTHER (LATERAL)	30,332	3,670	6,270	20,000	6,540	20,000	20,000	0.00%
612-5300-703.03-40	OPERATING SUPPLIES	5,939	1,726	5,338	16,000	8,326	16,000	16,000	0.00%
	<b>SUBTOTAL</b>	<b>173,562</b>	<b>132,446</b>	<b>278,702</b>	<b>292,840</b>	<b>120,378</b>	<b>288,884</b>	<b>322,090</b>	<b>9.99%</b>

**EXPENDITURES: (cont.)**

ACCOUNT NUMBER	OBJECT	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 YTD 9/8/2014	2014 PROJ	2015 BUDGET	% Change 2014/2015
<b>REGIONAL TREATMENT EXPENSES - 704</b>									
612-5300-704.03-40	OPERATING SUPPLIES	1,039,513	981,569	951,868	993,838	574,660	1,016,132	1,030,745	3.71%
612-5300-704.06-90	OTHER DEBT EXPENDITURES	631,915	574,543	526,103	615,559	351,546	614,601	618,392	0.46%
	<b>SUBTOTAL</b>	<b>1,671,428</b>	<b>1,556,112</b>	<b>1,477,971</b>	<b>1,609,397</b>	<b>926,206</b>	<b>1,630,733</b>	<b>1,649,137</b>	<b>2.47%</b>

**OFFICE EXPENSES - 705**

612-5300-705.01-10	SALARIED	129,925	128,272	135,960	147,153	87,642	140,811	148,329	0.80%
612-5300-705.01-20	HOURLY/NON-REPRESENTED		3,956	3,992	61,866	40,837	60,786	62,210	0.56%
612-5300-705.01-21	HOURLY OVERTIME/NON-REPR	87	87	180	646	210	331	649	0.46%
612-5300-705.01-22	HOURLY/NON-REPR/PT	2,897	1,395	1,422	3,552	611	1,434	2,738	(22.92%)
612-5300-705.01-24	HOURLY/GENERAL UNION	54,333	53,959	54,816				0	
612-5300-705.01-25	HRRLY. OVERTIME/GEN UNION	143	207	217				0	
612-5300-705.01-31	FICA	13,971	14,173	14,424	15,727	9,569	15,557	15,789	0.39%
612-5300-705.01-32	WI RETIREMENT	16,908	11,032	12,773	14,800	8,920	14,235	14,554	(1.66%)
612-5300-705.01-40	PER DIEM		317		0				
612-5300-705.01-51	MEDICAL INSURANCE	35,405	30,669	33,692	36,920	24,253	42,626	35,627	(3.50%)
612-5300-705.01-52	DENTAL INSURANCE	1,568	1,595	1,628	1,885	1,020	1,627	1,897	0.64%
612-5300-705.01-53	GROUP LIFE/DISAB INS	1,343	1,464	1,464	1,589	870	1,322	1,609	1.26%
612-5300-705.01-97	UNEMPLOYMENT		708						
612-5300-705.02-10	PROF SERVICE/CONTRACTED	13,102	10,378	15,689	15,700	12,501	15,650	15,650	(0.32%)
612-5300-705.02-11	COMPUTER LICENSE & MAINT	14,421	13,791	15,063	16,692	12,512	16,692	17,164	2.83%
612-5300-705.02-12	EMPLOYEE ASSISTANCE PROGR	287	295	192	200	202	202	250	25.00%
612-5300-705.02-14	GENERAL ENGINEERING			198					
612-5300-705.02-15	LEGAL COUNCIL	1,624	400	2,065	2,000	196	1,500	1,500	(25.00%)
612-5300-705.02-17	EQUIP RENTAL/CONTRACTED	604	604	629	604	401	516	516	(14.57%)
612-5300-705.02-24	TELEPHONE	2,203	1,918	1,942	2,336	1,630	2,486	2,486	6.42%
612-5300-705.02-40	REPAIR/MAINT SERV/OTHER	414	420	394	600	52	523	523	(12.83%)
612-5300-705.03-09	CREDIT CARD FEES	3,214	5,342	4,937	6,100	3,842	6,100	6,100	0.00%
612-5300-705.03-10	OFFICE SUPPLIES	669	1,138	1,291	2,050	641	1,850	1,850	(9.76%)
612-5300-705.03-13	COPY/PRINTING CHARGES	598	1,002	537	2,175	690	1,925	1,925	(11.49%)
612-5300-705.03-20	SUBSCRIPTIONS & DUES	196	259	348	400		450	450	12.50%
612-5300-705.03-25	LEGAL & DISPLAY ADS		15	8		15	15	20	
612-5300-705.03-30	MILEAGE/MEALS/LODGING	3	1	9	400			440	10.00%
612-5300-705.03-35	TRAINING	108		64	975			975	0.00%

**EXPENDITURES: (cont.)**

<b>ACCOUNT NUMBER</b>	<b>OBJECT</b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2014 YTD 9/8/2014</b>	<b>2014 PROJ</b>	<b>2015 BUDGET</b>	<b>% Change 2014/2015</b>
612-5300-705.03-41	POSTAGE/SHIPPING	5,446	5,778	6,031	6,135	4,821	6,135	6,135	0.00%
612-5300-705.03-57	CUSTODIAL/MAINTENANCE SUP								
612-5300-705.03-90	OTHER SUPPLIES & EXPENSE								
612-5300-705.03-93	MEDICAL EXAMS		116	254					
612-5300-705.03-99	CONTINGENCY FUND				13,842			20,000	44.49%
612-5300-705.03-99	NON-REP WAGE ADJUSTMENTS							15,000	
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	2,114	2,066	3,789	10,028	904	10,028	8,878	(11.47%)
612-5300-705.09-10	TRANSFER TO GENERAL FUND	12,674	10,673	18,645	11,525		11,525	12,120	5.16%
	<b>SUBTOTAL</b>	<b>329,017</b>	<b>316,790</b>	<b>347,413</b>	<b>390,660</b>	<b>212,339</b>	<b>369,086</b>	<b>410,144</b>	<b>4.99%</b>
<b>GRAND TOTAL WASTEWATER UTILITY EXP:</b>		<b>3,225,609</b>	<b>3,065,404</b>	<b>3,194,808</b>	<b>4,431,965</b>	<b>1,930,102</b>	<b>3,393,660</b>	<b>4,733,984</b>	<b>6.81%</b>
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE,		2,599,879	2,442,230	2,563,997	2,712,686	1,458,479	2,778,305	2,846,135	<b>4.92%</b>

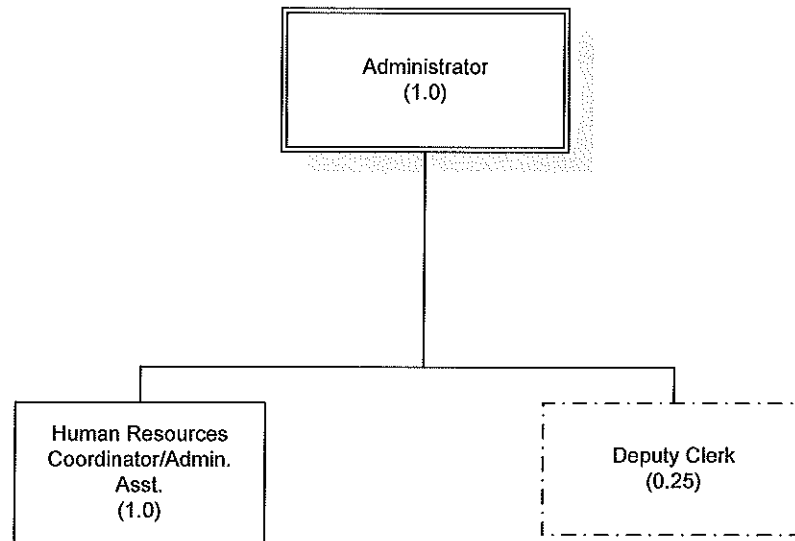
## 2015 TOWN OF MENASHA STAFFING REPORT

### Full Time Equivalent Employees

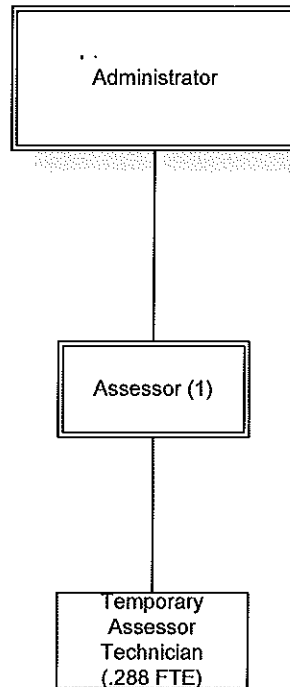
(excludes elected officials)

<b>ADMINISTRATION</b>		<b>FIRE</b>		<b>POLICE - (cont'd)</b>	
Town Administrator	1	Fire Chief	1	Crossing Guards	0.4760
HR Coordinator/Admin. Assistant	1	Division Chief	2	G.R.E.A.T. Counselors	0
Deputy Clerk	0.25	Fire Captain/Marshal	1		
<b>ASSESSING</b>		Administrative Assistant - Fire	0.6000	<b>STREET DEPT</b>	
Town Assessor	1	Firefighters	11.9899	Street Superintendent	1
Temporary Assessor Tech	0.288	Data Entry	0	Asst. Street Superintendent	1
<b>CLERK/ELECTION</b>		Co-Op Student	0	Laborers	6.872
Town Clerk	1			Custodian	1
Deputy Clerk	0.5	<b>MUNICIPAL COURT</b>		Secretary	1
Temporary Clerical	0.173	Municipal Court Manager	1	<b>INFORMATION TECHNOLOGY</b>	
Maximum of 52 Poll workers		<b>PARK &amp; RECREATION</b>		Network Administrator	1
<b>COMMUNITY DEVELOPMENT</b>		Director of Parks & Recreation	1	PC Network Technician	1
Director of Community Development	1	Park Foreman	0	<b>UTILITY DEPARTMENT</b>	
Associate Planner	1	Park Laborers/Seasonal Laborers	5.814	Water Superintendent	1
Building Inspector	1	Customer Service Assistant	0.658	Foreman	1
Building Inspector Assistant	1	Recreation Supervisor	1	Plant Operator	2
Code Enforcement	0.433	Custodian	0.275	Laborers	4.288
Community Development Intern	0.192	Seasonal Leaders & Instructors	0.657	Administrative Assistant	1
<b>FINANCE</b>		Urban Forestry Intern	0	Wastewater Superintendent	1
Finance Director	1	<b>POLICE</b>		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	<b>TOTAL: 101.67169 FTEs</b>	
Billing Specialist	1	Administrative Assistant	0.75		
Finance Clerk/Receptionist	1	Communication Technicians	5.625		
Seasonal Clerks	0.542				

# Administrator

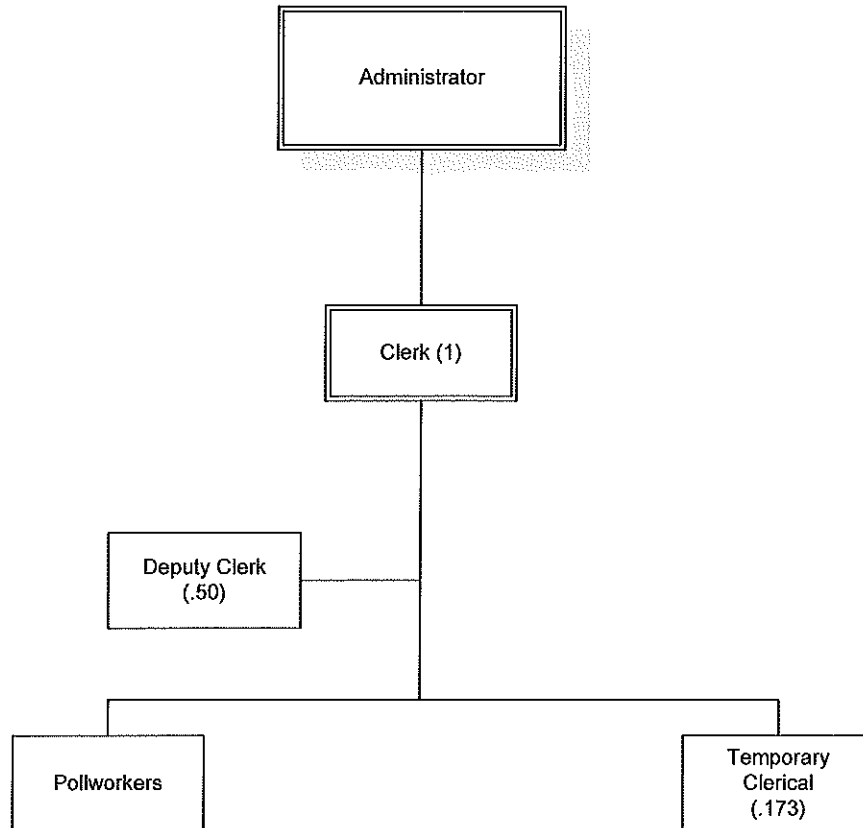


# Assessing

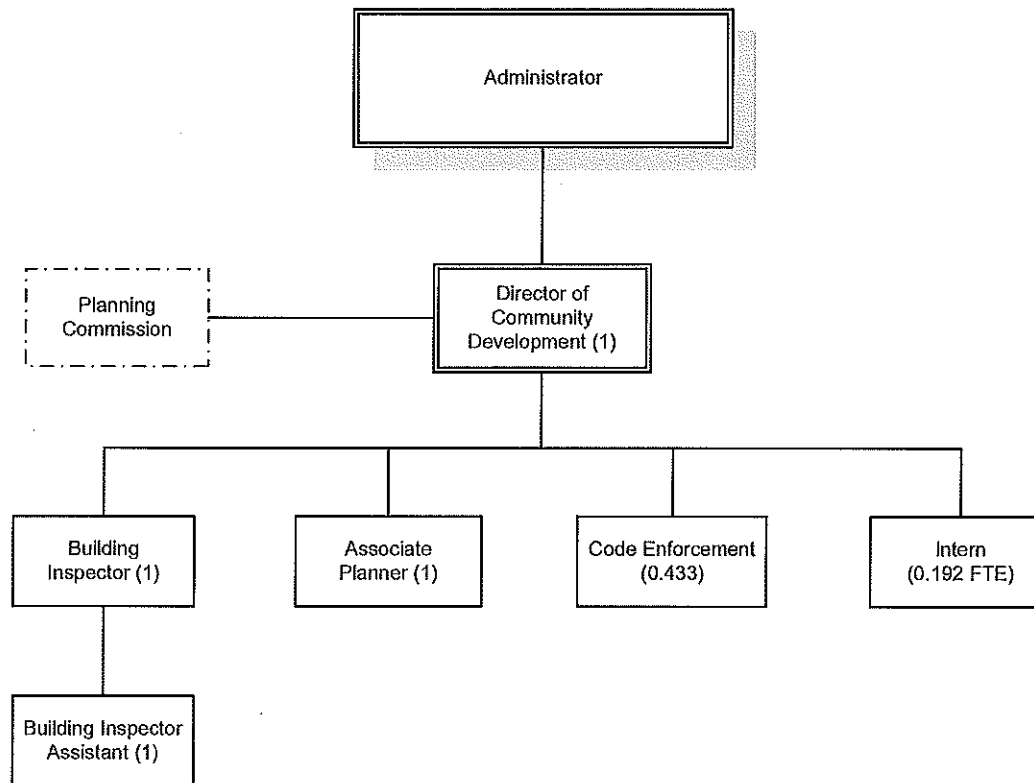




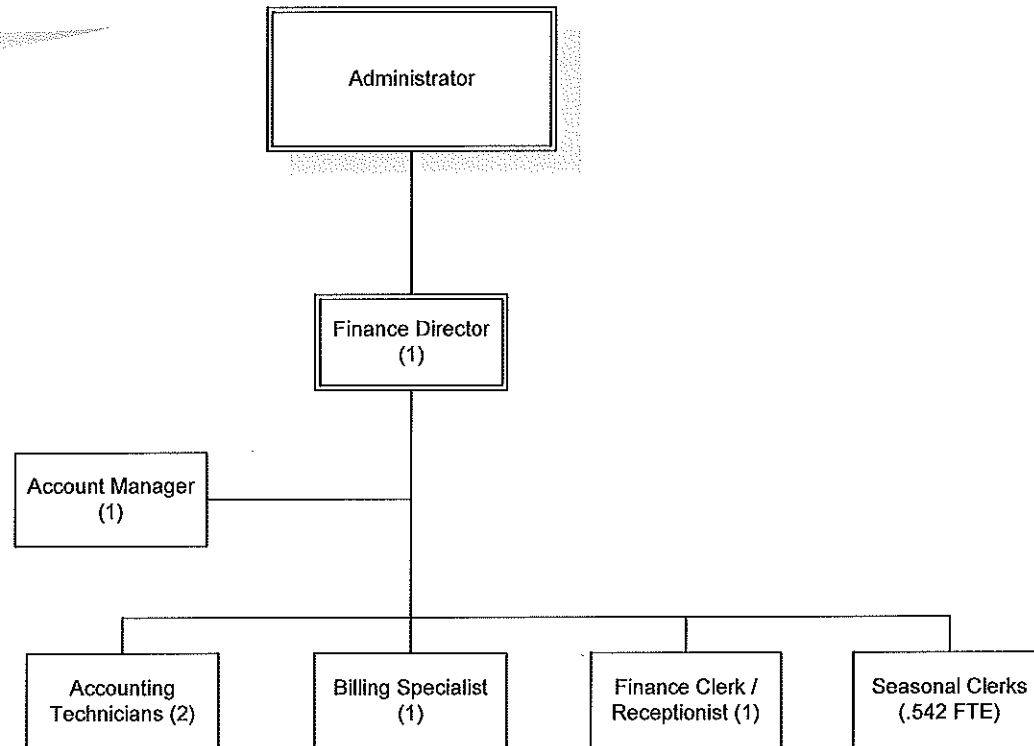
# Clerk



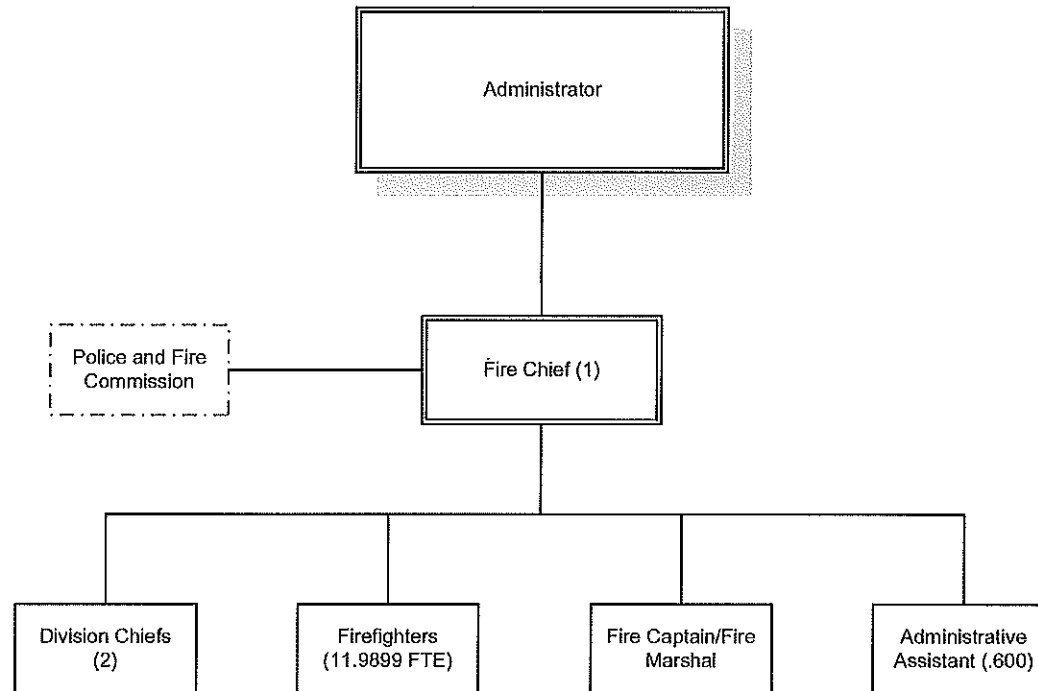
# Community Development



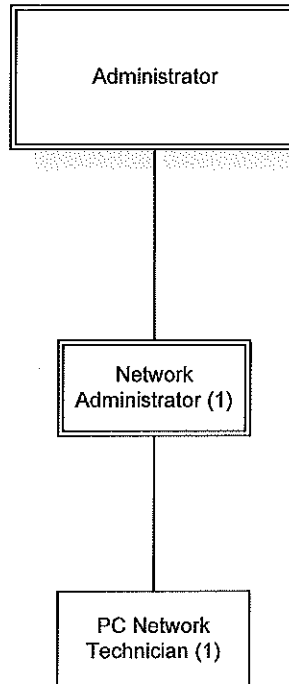
# Finance



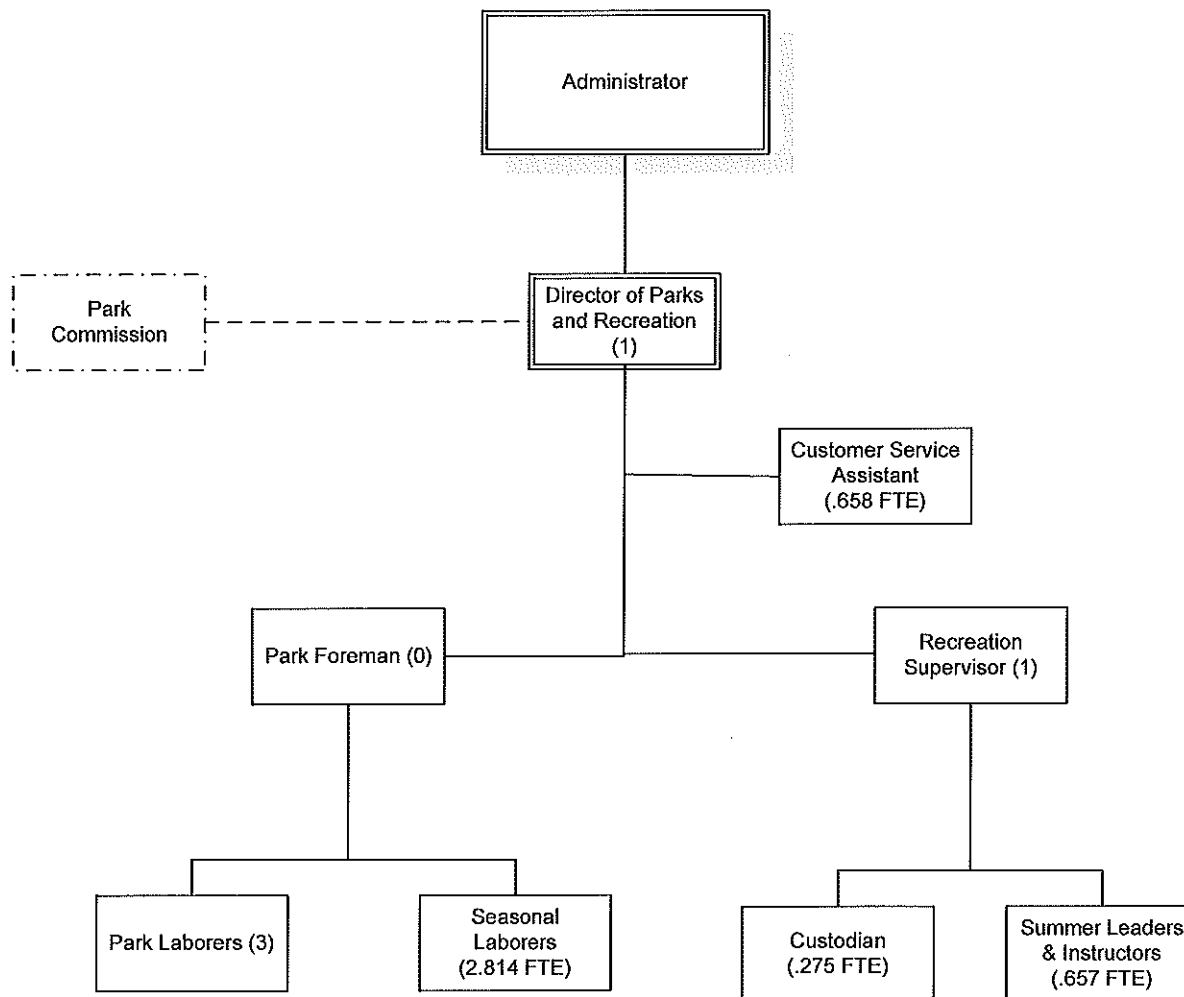
# Fire Department



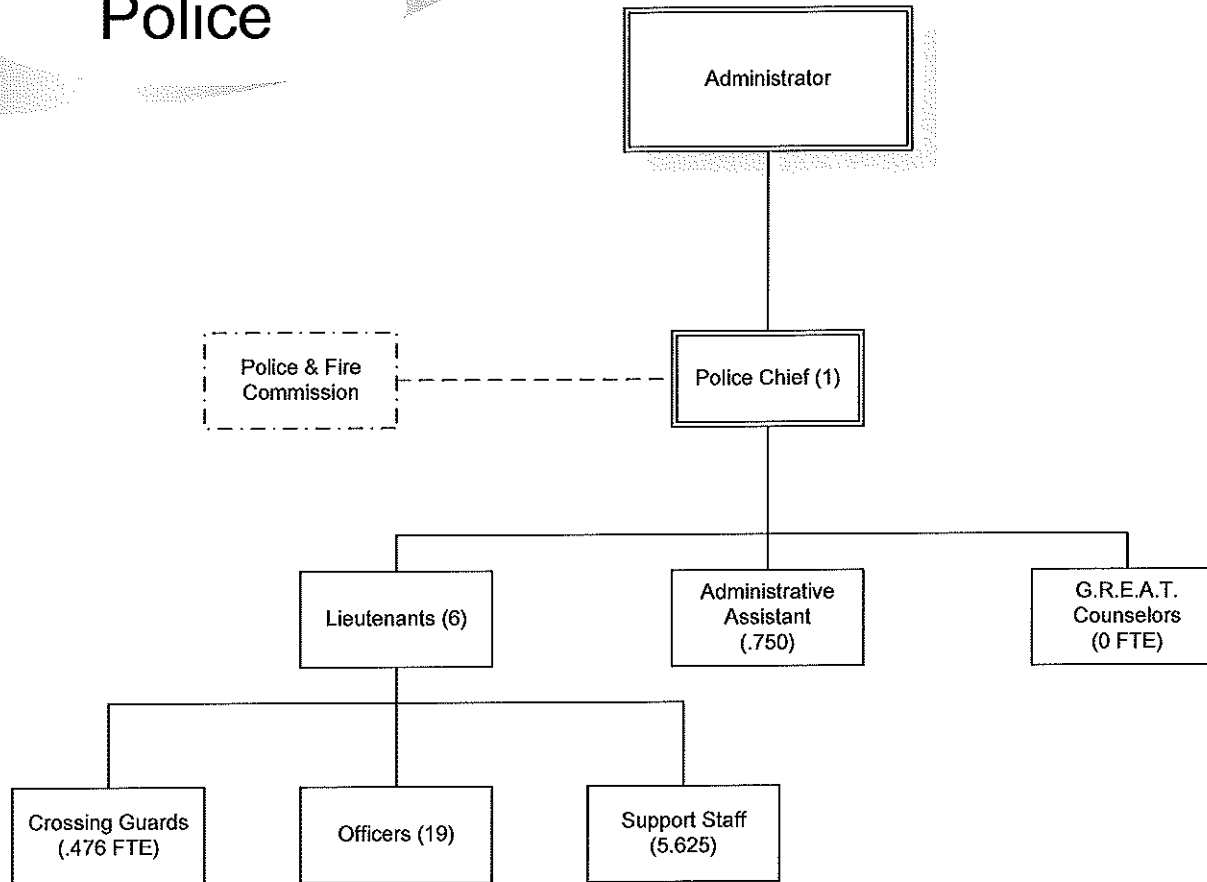
# Information Technology



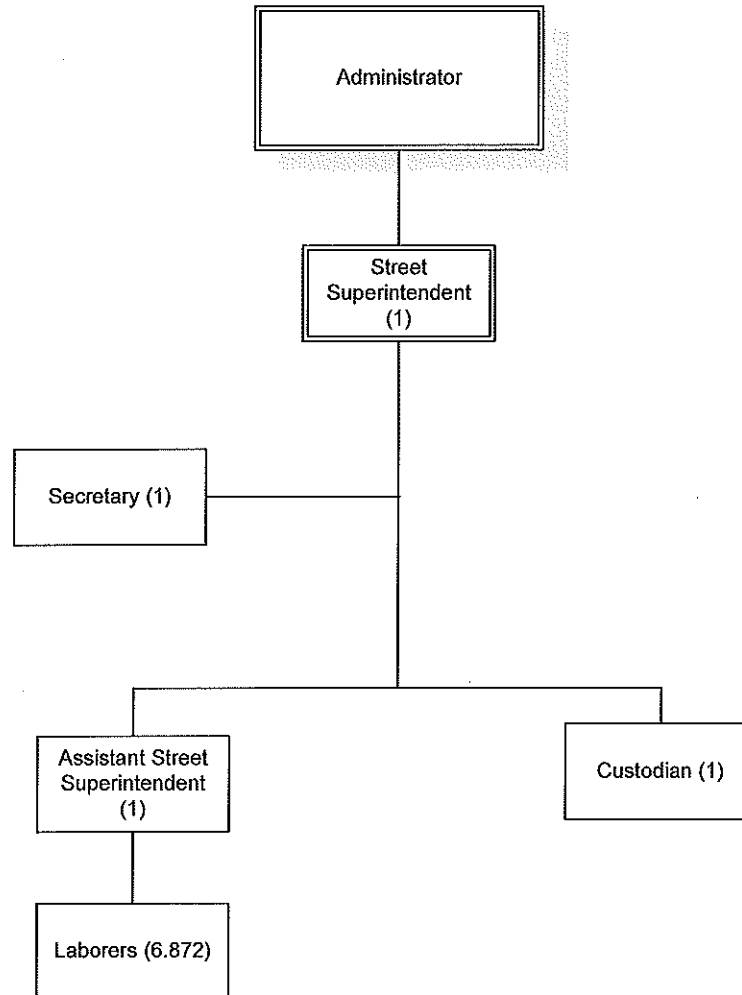
# Park and Recreation



# Police



# Street





# Utility

