Town of Menasha

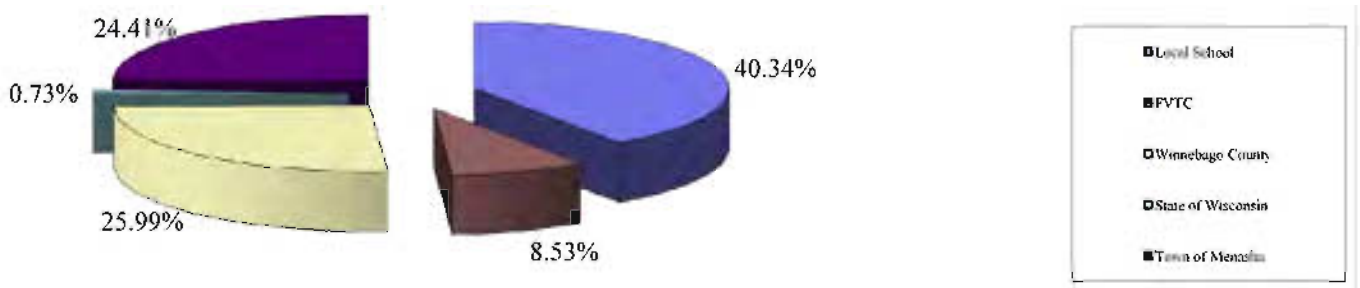
2016 Adopted Budget

COMBINED TAX RATES within the TOWN of MENASHA by SCHOOL DISTRICT

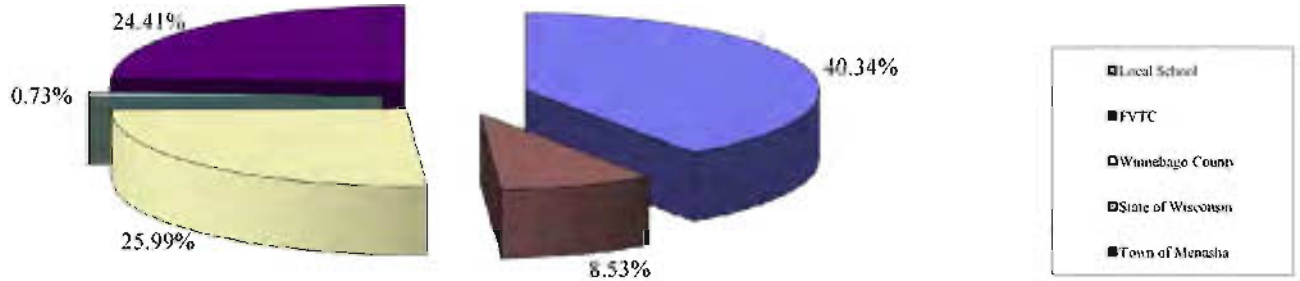
Tax Rate per $1,000 of Assessed Value

SCHOOL DISTRICT:	3892 NEENAH		3430 MENASHA		0147 APPLETON		AVERAGE RATE	**AVERAGE RATE**
Levy Year	2014	**2015**	2014	**2015**	2014	**2015**	2014	**2015**
Local School	$8.2448	**$8.2448**	$9.7731	**$9.7731**	$8.6971	**$8.6971**	$8.9050	**$8.9050**
FVTC	$1.8830	**$1.8830**	$1.8830	**$1.8830**	$1.8830	**$1.8830**	$1.8830	**$1.8830**
Winnebago County	$5.7377	**$5.7377**	$5.7377	**$5.7377**	$5.7377	**$5.7377**	$5.7377	**$5.7377**
State of Wisconsin	$0.1619	**$0.1619**	$0.1619	**$0.1619**	$0.1619	**$0.1619**	$0.1619	**$0.1619**
Town of Menasha	$5.3899	**$5.3899**	$5.3899	**$5.3899**	$5.3899	**$5.3899**	$5.3899	**$5.3899**
GROSS TAX RATE	*$21.5687*	***$21.4174***	*$22.4265*	***$22.9456***	*$21.8697*	***$21.8697***	*$22.0776*	*$22.0776*
State School Credit	($1.3919)	**($1.3919)**	($1.3919)	**($1.3919)**	($1.3919)	**($1.3919)**	($1.3919)	**($1.3919)**
NET TAX RATE	$20.1815	**$20.0255**	$21.0393	**$21.5537**	$20.4778	**$20.4778**	$20.6856	**$20.6856**
Lottery Credit	$93.72	**$94.03**	$112.96	**$123.06**	$102.44	**$104.99**	$103.04	**$107.36**
First Dollar Credit	$55.03	**$55.56**	$66.32	**$72.72**	$60.15	**$62.04**	$60.50	**$63.44**
Refuse Pick Up Charge	$144.84	**$155.00**	$144.84	**$155.00**	$144.84	**$155.00**	$144.84	**$155.00**

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

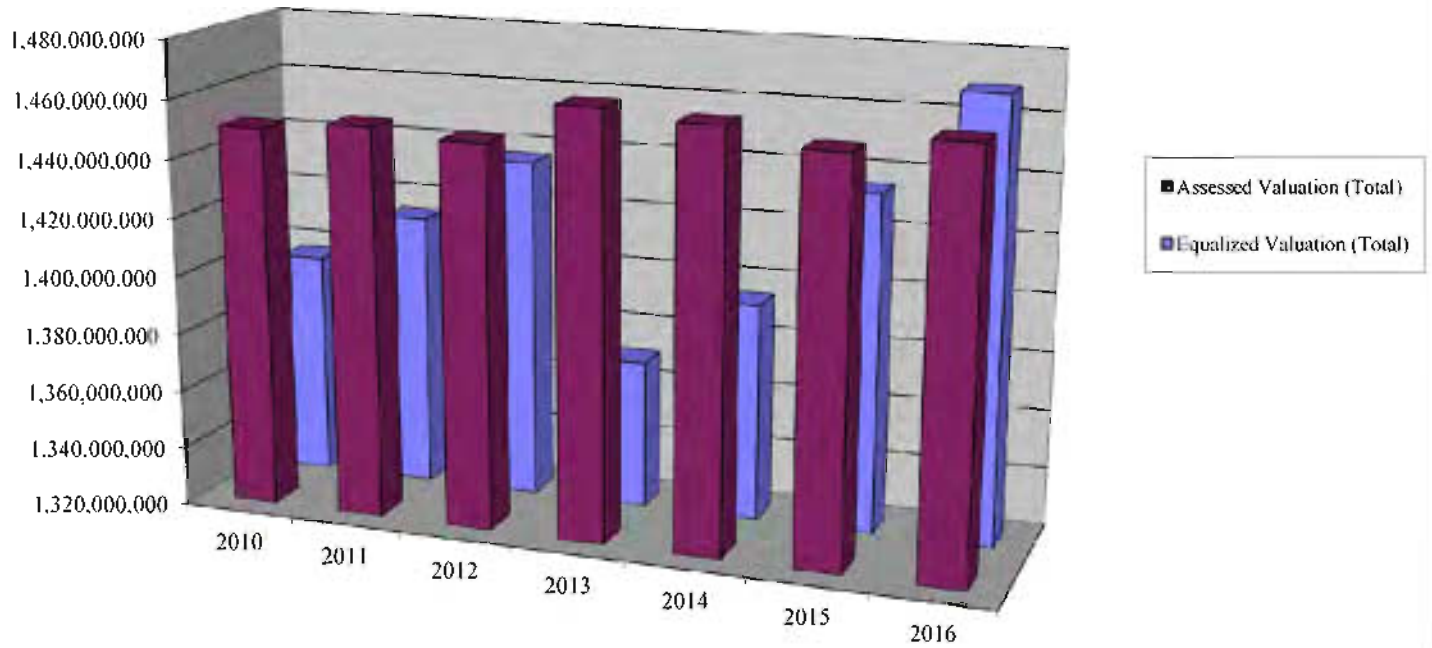


2015 Gross Property Taxes By Jurisdiction as a Percent of Total (Averaged)



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

Assessed vs. Equalized Valuation



Equalized Valuation (Total)

Budget Year	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
Total Equalized Value	**1,396,855,400**	**1,414,080,300**	**1,436,584,600**	**1,370,537,600**	**1,394,275,300**	**1,434,553,900**	**1,469,133,900**	**3.89%**
% Change from Prior Year	(2.67%)	1.23%	1.59%	(4.60%)	1.73%	2.89%	**2.41%**	

Equalized Valuation (TID)

Budget Year	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
TID Equalized Value	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
% Change from Prior Year								
Equalized Value (Before TIF)	**1,396,855,400**	**1,414,080,300**	**1,436,584,600**	**1,370,537,600**	**1,394,275,300**	**1,434,553,900**	**1,469,133,900**	

Assessed Valuation (Total)

Budget Year	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
Residential (Real)	864,487,200	871,649,200	875,973,900	881,473,600	889,854,900	893,559,600	900,538,600	3.31%
Commercial (Real)	336,533,300	340,859,100	340,398,400	341,476,900	339,675,100	344,795,400	345,377,300	1.33%
Commercial (Personal)	31,108,500	32,370,315	28,820,800	28,570,800	33,357,100	27,696,700	36,162,200	11.71%
Manufacturing (Real)	179,066,000	170,051,800	168,608,100	172,439,200	160,182,100	153,195,500	150,193,600	(11.68%)
Manufacturing (Personal)	36,658,300	35,935,100	34,513,100	38,296,300	36,025,400	34,139,200	26,763,500	(25.52%)
Agricultural	131,500	131,500	135,800	136,900	123,300	119,500	118,200	(10.11%)
Undeveloped	263,900	263,900	250,900	251,100	251,200	244,000	229,800	(12.92%)
Production Forest	189,800	189,800	189,800	189,800	189,800	189,800	189,800	0.00%
Other	1,581,300	1,581,300	1,610,900	1,613,000	1,614,100	1,614,100	1,612,700	1.99%
Total Assessed Value	**1,450,019,800**	**1,453,032,015**	**1,450,501,700**	**1,464,447,600**	**1,461,273,000**	**1,455,553,800**	**1,461,185,700**	**0.56%**
% Change from Prior Year	0.73%	0.21%	(0.17%)	0.96%	(0.22%)	(0.39%)	**0.39%**	

Assessed Valuation (TID)

Budget Year	2010	2011	2012	2013	2014	2015	2016	2011/16
TID #1							0	
TID Assessed Value	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
% Change from Prior Year								
Assessed Value (Before TIF)	**1,450,019,800**	**1,453,032,015**	**1,450,501,700**	**1,464,447,600**	**1,461,273,000**	**1,455,553,800**	**1,461,185,700**	

% Change

	2010	2011	2012	2013	2014	2015	2016	2011/16
Fair Market Ratio	**104.444%**	**102.750%**	**100.767%**	**106.564%**	**105.800%**	**101.540%**	**99.112%**	**(3.54%)**
% Change from Prior Year	2.88%	(1.62%)	(1.93%)	5.75%	(0.72%)	(4.03%)	**(2.39%)**	

Municipal Levy

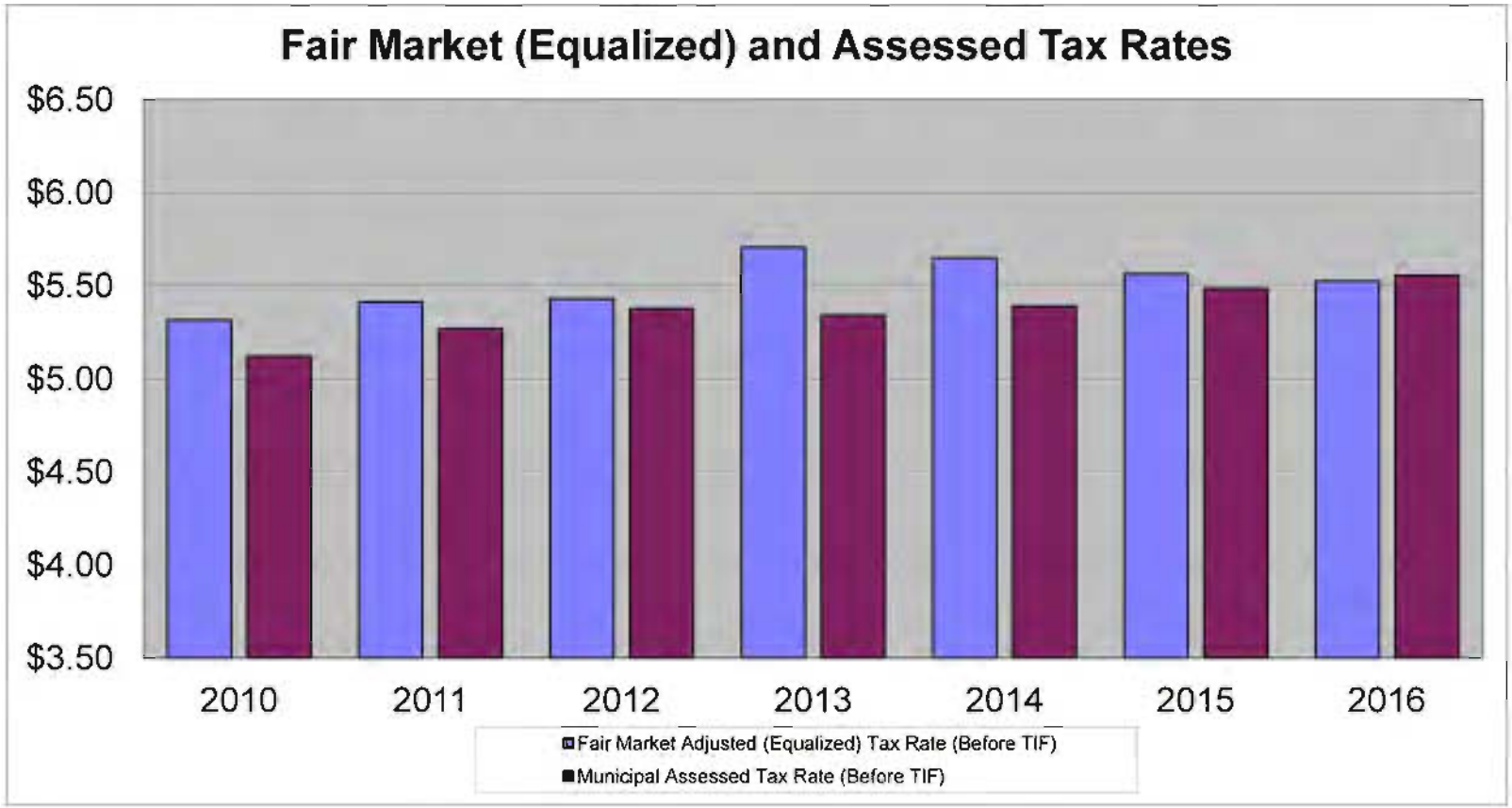
	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
General Fund Levy	5,851,275	5,898,196	5,907,734	5,968,376	6,032,716	6,150,674	6,194,575	5.02%
Debt Service Levy	1,572,918	1,756,291	1,891,065	1,853,030	1,843,440	1,831,575	1,921,980	9.43%
Total Municipal Levy	**7,424,193**	**7,654,487**	**7,798,799**	**7,821,406**	**7,876,156**	**7,982,249**	**8,116,555**	**6.04%**
% Change from Prior Year	4.21%	3.10%	1.89%	0.29%	0.70%	1.35%	**1.68%**	
TIF Levy							0	
Municipal Levy (After TIF)	**7,424,193**	**7,654,487**	**7,798,799**	**7,821,406**	**7,876,156**	**7,982,249**	**8,116,555**	
% Change from Prior Year	4.21%	3.10%	1.89%	0.29%	0.70%	1.35%	**1.68%**	

Municipal Assessed Tax Rate (Before TIF)

	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
General Fund	4.0353	4.0592	4.0729	4.0755	4.1284	4.2257	4.2394	4.44%
Debt Service Rate	1.0848	1.2087	1.3037	1.2653	1.2615	1.2583	1.3154	8.82%
Total Municipal Tax Rate	**$5.12006**	**$5.26794**	**$5.37662**	**$5.34086**	**$5.38993**	**$5.48399**	**$5.55477**	**5.44%**
% Change from Prior Year	3.46%	2.89%	2.06%	(0.67%)	0.92%	1.75%	**1.29%**	

Municipal Assessed Tax Rate (After TIF)

	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
General Fund	4.0353	4.0592	4.0729	4.0755	4.1284	4.2257	4.2394	4.44%
Debt Service Rate	1.0848	1.2087	1.3037	1.2653	1.2615	1.2583	1.3154	8.82%
Total Municipal Tax Rate	**$5.12006**	**$5.26794**	**$5.37662**	**$5.34086**	**$5.38993**	**$5.48399**	**$5.55477**	**5.44%**
% Change from Prior Year	3.46%	2.89%	2.06%	(0.67%)	0.92%	1.75%	**1.29%**	



Fair Market Adjusted (Equalized) Tax Rate (Before TIF)

	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
General Fund Rate	4.1889	4.1710	4.1123	4.3548	4.3268	4.2875	4.2165	**1.09%**
Debt Service Rate	1.1260	1.2420	1.3164	1.3520	1.3221	1.2768	1.3082	**5.33%**
Total Municipal Tax Rate	**$5.31493**	**$5.41305**	**$5.42871**	**$5.70682**	**$5.64892**	**$5.56427**	**$5.52472**	**2.06%**
% Change from Prior Year	7.07%	1.85%	0.29%	5.12%	(1.01%)	(1.50%)	**(0.71%)**	

Fair Market Adjusted (Equalized) Tax Rate (After TIF)

	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
General Fund Rate	4.1889	4.1710	4.1123	4.3548	4.3268	4.2875	4.2165	**1.09%**
Debt Service Rate	1.1260	1.2420	1.3164	1.3520	1.3221	1.2768	1.3082	**5.33%**
Total Municipal Tax Rate	**$5.31493**	**$5.41305**	**$5.42871**	**$5.70682**	**$5.64892**	**$5.56427**	**$5.52472**	**2.06%**
% Change from Prior Year	7.07%	1.85%	0.29%	5.12%	(1.01%)	(1.50%)	**(0.71%)**	

Per Capita Equalized Value, Assessed Value, and Municipal Levy

	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
Population	18,498	18,533	18,545	18,582	18,624	18,665	18,863	**1.78%**
% Change from Prior Year	6.37%	0.19%	0.06%	0.20%	0.23%	0.22%	**1.06%**	
Per Capita Equalized Value	$75,513.86	$76,300.67	$77,464.79	$73,756.19	$74,864.44	$76,857.96	$77,883.84	**2.07%**
% Change from Prior Year	(8.50%)	1.04%	1.53%	(4.79%)	1.50%	2.66%	**1.33%**	
Per Capita Assessed Value	$78,387.92	$78,402.42	$78,215.24	$78,810.01	$78,461.82	$77,983.06	$77,462.48	**(1.20%)**
% Change from Prior Year	(5.31%)	0.02%	(0.24%)	0.76%	(0.44%)	(0.61%)	**(0.67%)**	
Per Capita Municipal Levy	$401.35	$413.02	$420.53	$420.91	$422.90	$427.66	$430.29	**4.18%**
% Change from Prior Year	(2.03%)	2.91%	1.82%	0.09%	0.47%	1.12%	**0.61%**	

Municipal Tax Based on Assessed Value being Constant (Before TIF)

	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
$50,000	256.00	263.40	268.83	267.04	269.50	274.20	277.74	**5.45%**
$100,000	512.01	526.79	537.66	534.09	538.99	548.40	555.48	**5.45%**
$125,000	640.01	658.49	672.08	667.61	673.74	685.50	694.35	**5.45%**
$150,000	768.01	790.19	806.49	801.13	808.49	822.60	833.22	**5.45%**
$175,000	896.01	921.89	940.91	934.65	943.24	959.70	972.09	**5.45%**
$200,000	1,024.01	1,053.59	1,075.32	1,068.17	1,077.99	1,096.80	1,110.95	**5.44%**
$250,000	1,280.02	1,316.99	1,344.16	1,335.21	1,347.48	1,371.00	1,388.69	**5.44%**
$1,000,000	5,120.06	5,267.94	5,376.62	5,340.86	5,389.93	5,483.99	5,554.77	**5.44%**
% Change from Prior Year	3.46%	2.89%	2.06%	(0.67%)	0.92%	1.75%	**1.29%**	

Municipal Tax Based on Equalized Value being Constant (Before TIF)

	2010	2011	2012	2013	2014	2015	2016	% Change 2011/16
$50,000	265.75	270.65	271.44	285.34	282.45	278.21	276.24	**2.06%**
$100,000	531.49	541.30	542.87	570.68	564.89	556.43	552.47	**2.06%**
$125,000	664.37	676.63	678.59	713.35	706.12	695.53	690.59	**2.06%**
$150,000	797.24	811.96	814.31	856.02	847.34	834.64	828.71	**2.06%**
$175,000	930.11	947.28	950.02	998.69	988.56	973.75	966.83	**2.06%**
$200,000	930.11	947.28	950.02	998.69	988.56	973.75	966.83	**2.06%**
$250,000	1,062.99	1,082.61	1,085.74	1,141.36	1,129.78	1,112.85	1,104.94	**2.06%**
$1,000,000	5,314.93	5,413.05	5,428.71	5,706.82	5,648.92	5,564.27	5,524.72	**2.06%**
% Change from Prior Year	7.07%	1.85%	0.29%	5.12%	(1.01%)	(1.50%)	**(0.71%)**	

NOTES:

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 2016.

REVENUE SUMMARY

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MUNICIPAL LEVY - General Fund	5,907,733	5,934,666	6,013,156	6,150,674	6,145,629	6,145,629	6,194,575	0.71%
OTHER TAXES	548,078	595,343	610,612	585,600	42,453	597,270	593,200	1.30%
SPECIAL ASSESSMENTS	16,623	13,806	17,323	17,323	16,283	16,283	16,283	(6.00%)
INTERGOVERNMENTAL REVENUES	1,376,773	1,371,690	1,393,371	1,394,901	815,008	1,401,933	1,399,817	0.35%
LICENSES, PERMITS, AND FEES	437,065	448,259	566,422	451,527	296,982	475,519	489,785	8.47%
FINES AND FORFEITURES	167,839	201,246	192,507	181,000	130,913	188,000	190,500	5.25%
PUBLIC CHARGES FOR SERVICES	247,008	238,362	267,619	225,459	168,760	240,370	239,342	6.16%
MISCELLANEOUS REVENUE	144,969	87,300	139,323	68,900	107,115	156,935	77,400	12.34%
INTERGOVT CHARGES/TRANSFERS	197,199	344,643	295,766	728,118	200,636	513,516	599,061	(17.72%)
Subtotal General Operating Revenue	***9,043,287***	***9,235,315***	***9,496,099***	***9,803,502***	***7,923,779***	***9,735,455***	***9,799,963***	***(0.04%)***
MUNICIPAL LEVY - Debt Service Fund	1,889,053	1,853,030	1,843,440	1,831,575	1,831,575	1,831,575	1,921,980	4.94%
DEBT SERVICE REVENUE	414,864	2,298,786	395,872	361,333	100,724	195,539	371,660	2.86%
TOTAL REVENUES	**11,347,204**	**13,387,131**	**11,735,411**	**11,996,410**	**9,856,078**	**11,762,569**	**12,093,603**	**0.81%**

REVENUE AS PERCENT OF TOTAL

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MUNICIPAL LEVY - General Fund	52.06%	44.33%	51.24%	51.27%	62.35%	52.25%	51.22%	(0.10%)
OTHER TAXES	4.83%	4.45%	5.20%	4.88%	0.43%	5.08%	4.91%	0.48%
SPECIAL ASSESSMENTS	0.15%	0.10%	0.15%	0.14%	0.17%	0.14%	0.13%	(6.76%)
INTERGOVERNMENTAL REVENUES	12.13%	10.25%	11.87%	11.63%	8.27%	11.92%	11.57%	(0.45%)
LICENSES, PERMITS, AND FEES	3.85%	3.35%	4.83%	3.76%	3.01%	4.04%	4.05%	7.60%
FINES AND FORFEITURES	1.48%	1.50%	1.64%	1.51%	1.33%	1.60%	1.58%	4.40%
PUBLIC CHARGES FOR SERVICES	2.18%	1.78%	2.28%	1.88%	1.71%	2.04%	1.98%	5.30%
MISCELLANEOUS REVENUE	1.28%	0.65%	1.19%	0.57%	1.09%	1.33%	0.64%	11.43%
INTERGOVT CHARGES/TRANSFERS	1.74%	2.57%	2.52%	6.07%	2.04%	4.37%	4.95%	(18.39%)
Subtotal General Operating Revenue	***79.70%***	***68.99%***	***80.92%***	***81.72%***	***80.39%***	***82.77%***	***81.03%***	***(0.84%)***
MUNICIPAL LEVY - Debt Service Fund	16.65%	13.84%	15.71%	15.27%	18.58%	15.57%	15.89%	4.09%
DEBT SERVICE REVENUE	3.66%	17.17%	3.37%	3.01%	1.02%	1.66%	3.07%	2.03%
TOTAL REVENUES	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**0%**

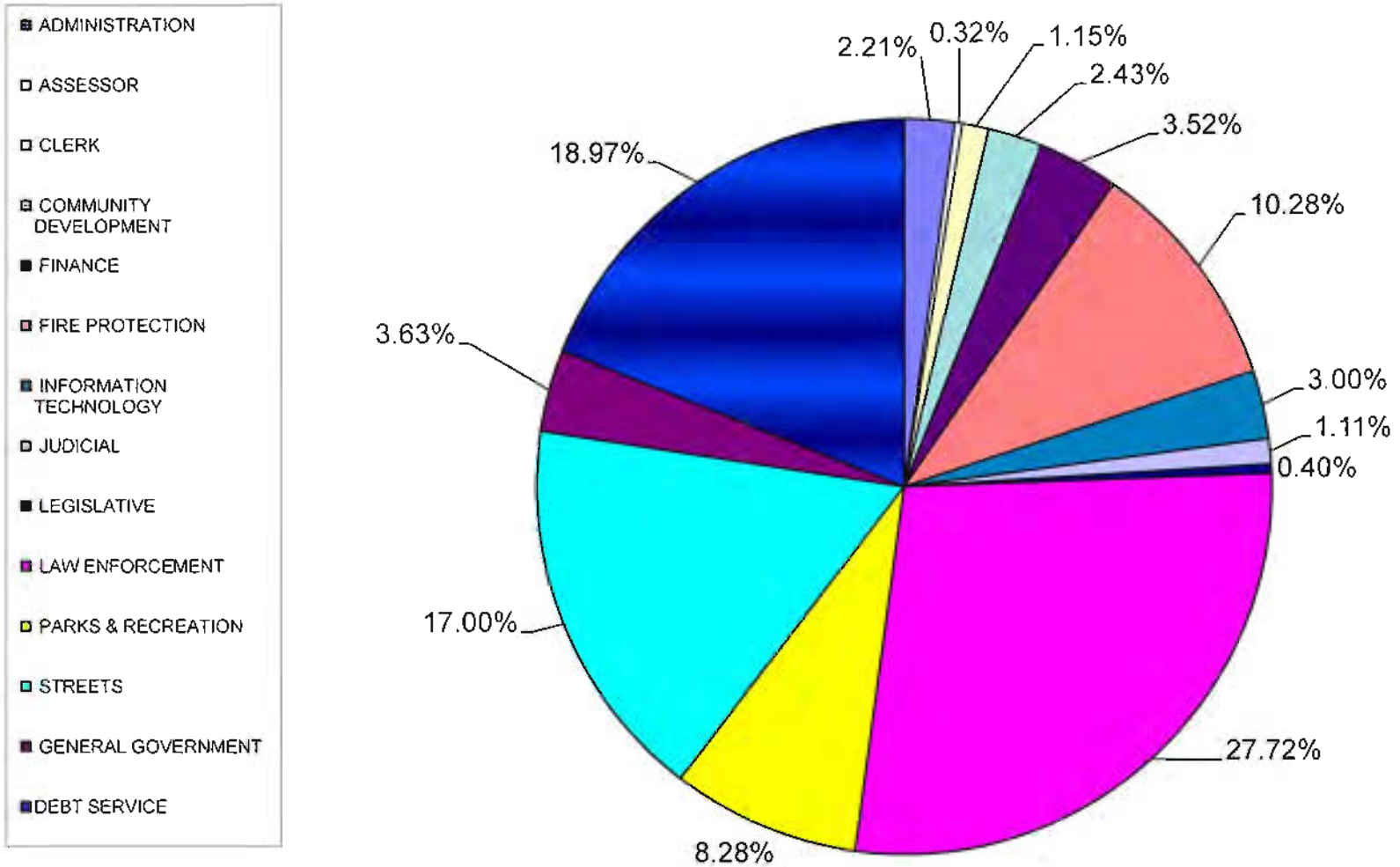
EXPENDITURES SUMMARY

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
ADMINISTRATION	186,658	195,203	208,770	310,369	170,465	280,435	267,097	(13.94%)
ASSESSOR	109,153	112,585	109,824	127,575	40,219	52,156	39,000	(69.43%)
CLERK	115,378	93,500	103,688	98,177	55,658	97,034	138,988	41.57%
COMMUNITY DEVELOPMENT	262,841	272,216	281,608	291,853	167,905	287,410	293,422	0.54%
FINANCE	346,687	347,937	376,655	419,177	281,666	381,990	425,799	1.58%
FIRE PROTECTION	1,011,131	1,027,525	1,025,616	1,230,542	578,664	1,199,196	1,242,619	0.98%
INFORMATION TECHNOLOGY	256,766	283,472	309,652	327,029	176,761	310,711	362,756	10.92%
JUDICIAL	124,108	124,213	129,691	130,788	85,370	133,614	134,038	2.48%
LEGISLATIVE	38,001	34,768	36,809	39,413	23,394	39,159	48,508	23.08%
LAW ENFORCEMENT	3,115,904	3,240,036	3,202,471	3,290,498	1,906,781	3,286,833	3,351,946	1.87%
PARKS & RECREATION	774,340	859,404	920,928	979,646	507,579	945,159	1,001,900	2.27%
STREETS	1,860,884	2,284,612	1,851,644	2,215,344	1,326,985	2,080,416	2,055,372	(7.22%)
GENERAL GOVERNMENT	424,894	300,584	278,369	343,091	160,400	265,450	438,518	27.81%
Subtotal General Operating Expend.	***8,626,745***	***9,176,055***	***8,835,725***	***9,803,502***	***5,481,847***	***9,359,563***	***9,799,963***	***(0.04%)***
DEBT SERVICE	2,270,309	4,289,040	2,144,008	2,192,908	2,012,192	2,094,903	2,293,640	4.59%
TOTAL EXPENDITURES	**10,897,054**	**13,465,095**	**10,979,733**	**11,996,410**	**7,494,039**	**11,454,466**	**12,093,603**	**0.81%**

PROGRAM EXPENDITURES AS A PERCENT OF ALL

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
ADMINISTRATION	1.71%	1.45%	1.90%	2.59%	2.27%	2.45%	2.21%	(14.63%)
ASSESSOR	1.00%	0.84%	1.00%	1.06%	0.54%	0.46%	0.32%	(69.68%)
CLERK	1.06%	0.69%	0.94%	0.82%	0.74%	0.85%	1.15%	40.43%
COMMUNITY DEVELOPMENT	2.41%	2.02%	2.56%	2.43%	2.24%	2.51%	2.43%	(0.27%)
FINANCE	3.18%	2.58%	3.43%	3.49%	3.76%	3.33%	3.52%	0.76%
FIRE PROTECTION	9.28%	7.63%	9.34%	10.26%	7.72%	10.47%	10.28%	0.17%
INFORMATION TECHNOLOGY	2.36%	2.11%	2.82%	2.73%	2.36%	2.71%	3.00%	10.03%
JUDICIAL	1.14%	0.92%	1.18%	1.09%	1.14%	1.17%	1.11%	1.66%
LEGISLATIVE	0.35%	0.26%	0.34%	0.33%	0.31%	0.34%	0.40%	22.09%
LAW ENFORCEMENT	28.59%	24.06%	29.17%	27.43%	25.44%	28.69%	27.72%	1.05%
PARKS & RECREATION	7.11%	6.38%	8.39%	8.17%	6.77%	8.25%	8.28%	1.45%
STREETS	17.08%	16.97%	16.86%	18.47%	17.71%	18.16%	17.00%	(7.97%)
GENERAL GOVERNMENT	3.90%	2.23%	2.54%	2.86%	2.14%	2.32%	3.63%	26.79%
Subtotal General Operating Expend.	***79.17%***	***68.15%***	***80.47%***	***81.72%***	***73.15%***	***81.71%***	***81.03%***	***(0.84%)***
DEBT SERVICE	20.83%	31.85%	19.53%	18.28%	26.85%	18.29%	18.97%	3.75%
TOTAL EXPENDITURES	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	

2016 Budget
Program Expenditures as % of All



PROGRAM REVENUE

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
ADMINISTRATION	0	0	0	80,000	0	0	36,500	(54.38%)
ASSESSOR	4,093	4,470	5,260	4,667	3,017	5,000	5,000	7.14%
CLERK	22,518	22,273	63,226	21,450	71,903	32,376	37,281	73.80%
COMMUNITY DEVELOPMENT	155,969	188,479	266,648	181,984	135,122	192,688	213,998	17.59%
FINANCE	68,898	53,168	101,037	64,567	46,987	75,400	70,700	9.50%
FIRE PROTECTION	75,285	82,235	89,871	101,933	78,466	106,340	201,024	97.21%
INFORMATION TECHNOLOGY	588	599	617	617	636	636	17,850	2793.03%
JUDICIAL	45,145	54,162	59,006	50,500	44,292	55,500	55,500	9.90%
LEGISLATIVE	0	0	0	0	0	0	9,081	
LAW ENFORCEMENT	149,565	198,028	169,254	151,381	97,535	148,375	154,982	2.38%
PARKS & RECREATION	189,999	144,115	152,081	198,443	101,442	147,236	173,065	(12.79%)
STREETS	884,801	963,777	959,592	1,129,755	725,467	1,135,215	978,448	(13.39%)
GENERAL GOVERNMENT	68,355	108,803	97,360	176,387	0	176,387	181,418	2.85%
Subtotal General Operating Expend.	***1,665,217***	***1,820,109***	***1,963,952***	***2,161,683***	***1,304,866***	***2,075,153***	***2,134,847***	***(1.24%)***
DEBT SERVICE	414,864	2,298,786	395,872	361,333	100,724	195,539	371,660	2.86%
TOTAL	**2,080,081**	**4,118,895**	**2,359,824**	**2,523,016**	**1,405,590**	**2,270,692**	**2,506,507**	**(0.65%)**

UNDESIGNATED REVENUE TO BALANCE BY PROGRAM

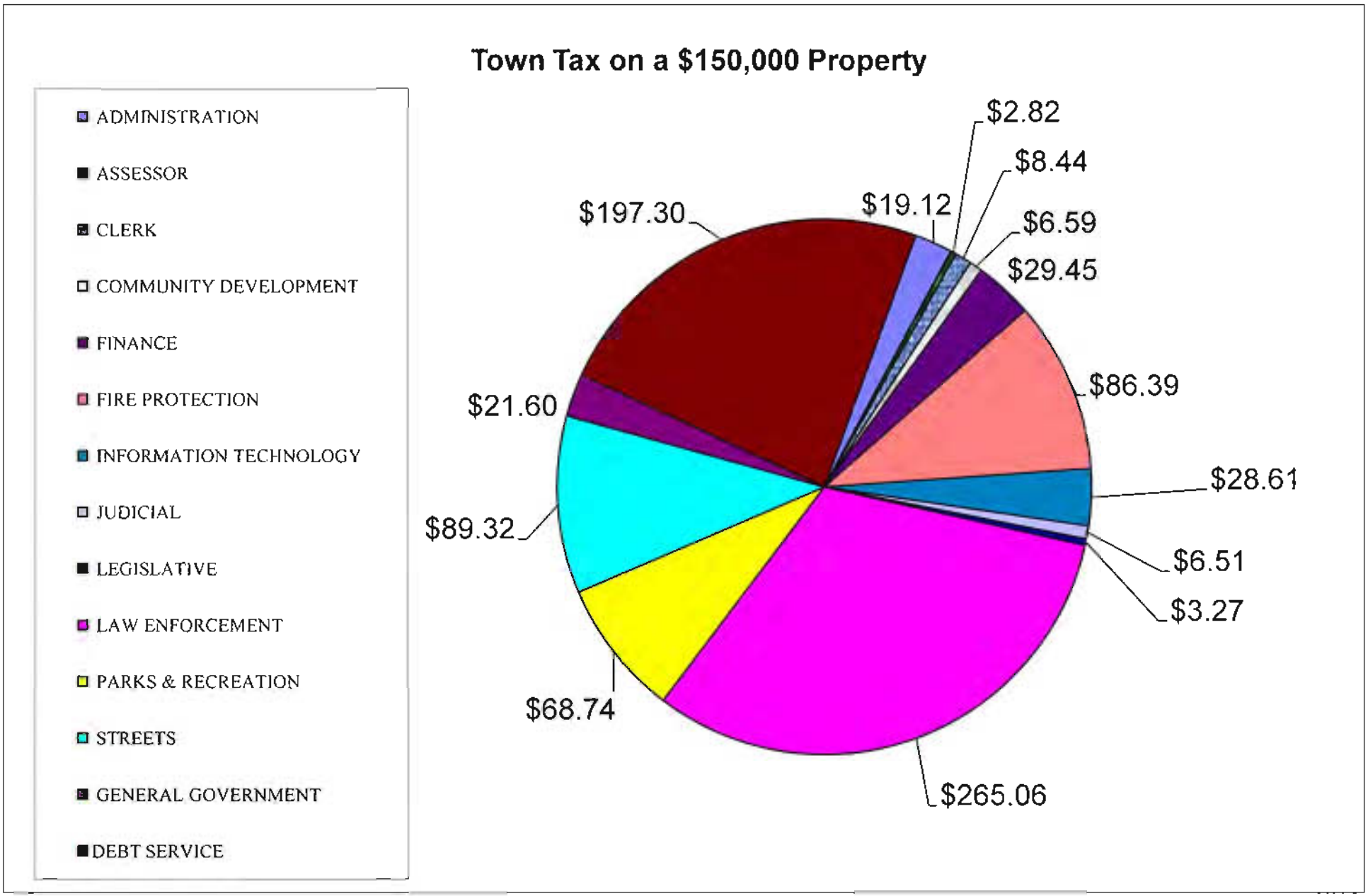
	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
ADMINISTRATION	37,223	39,017	42,151	44,991	13,194	55,498	44,298	(1.54%)
ASSESSOR	20,951	21,610	21,111	24,004	2,879	9,332	6,531	(72.79%)
CLERK	18,518	14,237	8,169	14,985	-1,257	12,796	19,538	30.39%
COMMUNITY DEVELOPMENT	21,312	16,737	3,020	21,457	2,537	18,745	15,257	(28.89%)
FINANCE	55,396	58,918	55,647	69,255	18,164	60,674	68,215	(1.50%)
FIRE PROTECTION	186,625	188,944	188,927	220,417	38,715	216,276	200,090	(9.22%)
INFORMATION TECHNOLOGY	51,087	56,541	62,394	63,748	13,632	61,364	66,256	3.93%
JUDICIAL	15,747	14,002	14,271	15,680	3,179	15,459	15,087	(3.78%)
LEGISLATIVE	7,578	6,949	7,432	7,697	1,811	7,750	7,574	(1.60%)
LAW ENFORCEMENT	591,476	607,969	612,324	612,874	140,035	620,903	613,945	0.17%
PARKS & RECREATION	116,529	142,972	155,230	152,569	31,435	157,909	159,219	4.36%
STREETS	194,649	264,008	180,105	212,016	46,557	187,055	206,877	(2.42%)
GENERAL GOVERNMENT	154,480	50,648	170,222	33,465	204,651	92,927	49,669	48.42%
Subtotal General Operating Expend.	***1,471,572***	***1,482,553***	***1,521,005***	***1,493,160***	***515,533***	***1,516,688***	***1,472,557***	***(1.38%)***
DEBT SERVICE	0	0	0	0	0	0	0	
TOTAL	**1,471,572**	**1,482,553**	**1,521,005**	**1,493,160**	**515,533**	**1,516,688**	**1,472,557**	**(1.38%)**

LEVY TO BALANCE BY PROGRAM

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
ADMINISTRATION	149,435	156,186	166,619	185,378	157,271	224,937	186,299	0.50%
ASSESSOR	84,109	86,505	83,453	98,904	34,323	37,824	27,469	(72.23%)
CLERK	74,342	56,990	32,293	61,742	-14,988	51,862	82,169	33.08%
COMMUNITY DEVELOPMENT	85,559	67,000	11,940	88,412	30,246	75,977	64,167	(27.42%)
FINANCE	222,393	235,851	219,971	285,355	216,515	245,916	286,884	0.54%
FIRE PROTECTION	749,221	756,346	746,818	908,192	461,483	876,580	841,505	(7.34%)
INFORMATION TECHNOLOGY	205,091	226,332	246,641	262,664	162,493	248,711	278,650	6.09%
JUDICIAL	63,216	56,049	56,414	64,608	37,899	62,655	63,451	(1.79%)
LEGISLATIVE	30,423	27,819	29,377	31,716	21,583	31,409	31,853	0.43%
LAW ENFORCEMENT	2,374,525	2,433,703	2,420,486	2,525,243	1,669,199	2,516,555	2,582,019	2.25%
PARKS & RECREATION	467,812	572,317	613,617	628,634	374,702	640,014	669,616	6.52%
STREETS	781,434	1,056,827	711,947	873,573	554,961	758,146	870,047	(0.40%)
GENERAL GOVERNMENT	620,173	202,742	673,582	136,254	2,439,942	375,043	210,447	54.45%
Subtotal General Operating Expend.	***5,907,733***	***5,934,666***	***6,013,156***	***6,150,674***	***6,145,629***	***6,145,629***	***6,194,575***	***0.71%***
DEBT SERVICE	1,889,053	1,853,030	1,843,440	1,831,575	1,831,575	1,831,575	1,921,980	4.94%
TOTAL	**7,796,786**	**7,787,696**	**7,856,596**	**7,982,249**	**7,977,204**	**7,977,204**	**8,116,555**	**1.68%**

Town Tax on a $150,000 Property

	2014 BUDGET		2015 BUDGET			2016 BUDGET		
ADMINISTRATION	194,952	2.48%	185,378	2.32%	**$19.10**	186,299	2.30%	**$19.12**
ASSESSOR	99,475	1.26%	98,904	1.24%	**$10.19**	27,469	0.34%	**$2.82**
CLERK	75,822	0.96%	61,742	0.77%	**$6.36**	82,169	1.01%	**$8.44**
COMMUNITY DEVELOPMENT	93,881	1.19%	88,412	1.11%	**$9.11**	64,167	0.79%	**$6.59**
FINANCE	286,488	3.64%	285,355	3.57%	**$29.41**	286,884	3.53%	**$29.45**
FIRE PROTECTION	810,116	10.29%	908,192	11.38%	**$93.59**	841,505	10.37%	**$86.39**
INFORMATION TECHNOLOGY	234,443	2.98%	262,664	3.29%	**$27.07**	278,650	3.43%	**$28.61**
JUDICIAL	65,477	0.83%	64,608	0.81%	**$6.66**	63,451	0.78%	**$6.51**
LEGISLATIVE	32,600	0.41%	31,716	0.40%	**$3.27**	31,853	0.39%	**$3.27**
LAW ENFORCEMENT	2,521,113	32.01%	2,525,243	31.64%	**$260.24**	2,582,019	31.81%	**$265.06**
PARKS & RECREATION	598,730	7.60%	628,634	7.88%	**$64.78**	669,616	8.25%	**$68.74**
STREETS	884,357	11.23%	873,573	10.94%	**$90.03**	870,047	10.72%	**$89.32**
GENERAL GOVERNMENT	135,261	1.72%	136,254	1.71%	**$14.04**	210,447	2.59%	**$21.60**
DEBT SERVICE	1,843,440	23.41%	1,831,575	22.95%	**$188.75**	1,921,980	23.68%	**$197.30**
TOTAL	**7,876,156**	**100%**	**7,982,249**	**100%**	**$822.60**	**8,116,555**	**100%**	**$833.22**


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
$2.82
$8.44
$19.12
$197.30
$6.59
$29.45
$86.39
$21.60
$28.61
$89.32
$6.51
$3.27
$68.74
$265.06

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.

2015 Program Accomplishments:

1 The Town continued to monitor border agreements with the Cities of Menasha and Appleton. In addition, the Town approved support for a petition to incorporate the west side of the Town into the Village of Fox Crossing. Staff worked in conjunction with Bill Forrest of Forrest & Associates, LLC to draft the Incoporation Submission Report that was sent to the Department of Administration for review.
2 In 2015, 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.

2016 Program Goals & Objectives:

1 Continue to oversee the ongoing Incorporation effort to incorporate the west side of the Town into the Village of Fox Crossing.
2 Implement and administer the 2016 budget by staying within strict levy limit requirements as directed by the latest biennial state budget.
3 Evaluate and update, with the Board, the Stormwater Management Plan regarding the implementation of particulate (TSS) reduction and flood control measures.
4 Provide semi-annual training for supervisory employees on subjects that enhance managerial abilities.
5 Continue to 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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
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	80,000	0	0	36,500	(54.38%)
	Subtotal (Program Revenues)	**0**	**0**	**0**	**80,000**	**0**	**0**	**36,500**	**(54.38%)**
	Undesignated Rev. to Balance	*37,223*	*39,017*	*42,151*	*44,991*	*13,194*	*55,498*	*44,298*	*(1.54%)*
	LEVY to Balance	*149,435*	*156,186*	*166,619*	*185,378*	*157,271*	*224,937*	*186,299*	*0.50%*
	TOTAL REVENUE:	**186,658**	**195,203**	**208,770**	**310,369**	**170,465**	**280,435**	**267,097**	**(13.94%)**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-522.02-15	LEGAL COUNSEL - General	22,462	28,630	29,318	45,000	26,593	45,000	45,000	0.00%
101-5100-523.02-15	LEGAL COUNSEL - Labor	8,060	5,931	5,050	11,904	1,376	7,000	11,904	0.00%
	LEGAL-GENERAL	**30,522**	**34,561**	**34,368**	**56,904**	**27,969**	**52,000**	**56,904**	**0.00%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2012/2013
101-5100-530.01-10	SALARIED	93,597	95,010	97,156	101,750	61,206	101,751	102,876	1.11%
101-5100-530.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5100-530.01-21	HOURLY OT/NON-REPR	45	0	0	0	0	0	0	
101-5100-530.01-22	HOURLY/NON-REPR./P.T.	7,830	7,963	5,678	8,274	5,069	7,781	8,660	4.67%
101-5100-530.01-31	FICA	7,546	7,597	7,651	9,349	5,064	8,361	8,310	(11.11%)
101-5100-530.01-32	WI RETIREMENT	6,018	6,864	7,189	8,501	4,507	7,448	7,361	(13.41%)
101-5100-530.01-45	INTERN	0	0	0	0	1,515	2,575	0	
101-5100-530.01-51	MEDICAL INSURANCE	14,791	15,999	15,708	15,250	9,455	15,320	15,373	0.81%
101-5100-530.01-52	DENTAL INSURANCE	829	829	789	854	490	803	931	9.02%
101-5100-530.01-53	GROUP LIFE/DISAB INS	707	707	689	719	408	619	718	(0.14%)
101-5100-600.01-97	UNEMPLOYMENT COMP	869	0	0	0	0	0	0	
101-5100-530.02-10	PROF SERVICE/CONTRACTED	30	3,355	21,687	80,000	45,454	55,100	36,500	(54.38%)
101-5100-600.02-12	EMPLOYEE ASSISTANCE PROG	2,863	2,893	3,038	3,129	3,038	3,038	3,129	0.00%
101-5100-530.02-17	EQUIP RENTAL/CONTRACTED	2,779	2,779	2,039	1,971	1,478	1,971	1,971	0.00%
101-5100-530.02-40	REPAIR/MAINT SERV/OTHER	3,276	2,288	1,757	2,200	841	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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-530.03-10	OFFICE EQ/SUPPLIES & EXP	27	0	0	245	46	245	245	0.00%
101-5100-530.03-20	SUBSCRIPTIONS & DUES	1,082	1,178	1,034	1,378	1,235	1,378	1,378	0.00%
101-5100-530.03-30	MILEAGE/MEALS/LODGING	847	353	614	2,210	364	2,210	2,210	0.00%
101-5100-530.03-35	TRAINING	430	546	527	1,535	310	1,535	1,535	0.00%
101-5100-530.03-41	POSTAGE	156	30	35	35	8	35	35	0.00%
101-5100-530.03-43	EMPLOYEE RECOGNITION	1,191	1,025	1,010	2,200	735	2,200	1,200	(45.45%)
101-5100-530.03-55	VEHICLE MAINTENANCE	0	0	0	0	0	0	0	
101-5100-530.03-97	RISK MANAGEMENT	2,031	2,338	1,234	4,525	1,273	4,525	4,525	0.00%
101-5100-600.03-13	NEWSLETTER/Printing	6,199	5,895	3,827	6,600	0	6,600	6,600	0.00%
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	0	0	0	0	0	
101-5100-530.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	2,740	2,740	0	2,740	4,436	61.90%
	ADMINISTRATION	**156,136**	**160,642**	**174,402**	**253,465**	**142,496**	**228,435**	**210,193**	**(17.07%)**
	TOTAL EXPENDITURES	**186,658**	**195,203**	**208,770**	**310,369**	**170,465**	**280,435**	**267,097**	**(13.94%)**

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% Storm Utility.

3 **101-5100-530.02-10 Professional Service/Contracted** - $36,500 will be utilitzed for incorporation efforts and border related inter-municipal disputes 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 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 recoguition ($1,200).

7 **101-5100-530.09-42 Transfer to Replacement Fund** - The previous assessor vehicle has been moved to general administration use for employees as needed.

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.

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	4,093	4,470	5,260	4,667	3,017	5,000	5,000	7.00%
101-5100-491.04-01	TRANSFER FROM CAPITAL PROJECTS	0	0	0	0	0	0	0	
101-5200-492.09-00	TRANS FR ASSIGNED BALANCE	0	0	0	0	0	0	0	
	Subtotal (Program Revenues)	**4,093**	**4,470**	**5,260**	**4,667**	**3,017**	**5,000**	**5,000**	**7.14%**
	Undesignated Rev. to Balance	***20,951***	***21,610***	***21,111***	***24,004***	***2,879***	***9,332***	***6,531***	***(72.79%)***
	LEVY to Balance	***84,109***	***86,505***	***83,453***	***98,904***	***34,323***	***37,824***	***27,469***	***(72.23%)***
	TOTAL REVENUE:	**109,153**	**112,585**	**109,824**	**127,575**	**40,219**	**52,156**	**39,000**	**(69.43%)**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-580.01-10	SALARIED	59,691	60,163	61,467	63,038	2,520	2,520	0	(100.00%)
101-5100-580.01-22	HOURLY/NON-REPR./P.T.	0	0	1,323	8,740	0	0	0	(100.00%)
101-5100-580.01-24	HOURLY/GENERAL UNION	5,261	6,894	0	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	4,739	4,894	4,653	5,260	193	193	0	(100.00%)
101-5100-580.01-32	WI RETIREMENT	3,853	4,470	3,007	4,881	0	0	0	(100.00%)
101-5100-580.01-51	MEDICAL INSURANCE	16,602	17,430	13,158	17,059	0	0	0	(100.00%)
101-5100-580.01-52	DENTAL INSURANCE	831	813	580	857	0	0	0	(100.00%)
101-5100-580.01-53	GROUP LIFE/DISAB INS	509	504	244	518	0	0	0	(100.00%)
101-5100-580.02-10	PROF SERVICE/CONTRACTED	15,578	15,844	24,981	22,500	37,506	48,106	39,000	73.33%
101-5100-580.03-10	OFFICE SUPPLIES	256	45	95	150	0	0	0	(100.00%)
101-5100-580.03-20	SUBSCRIPTIONS & DUES	315	430	50	585	0	0	0	(100.00%)
101-5100-580.03-30	MILEAGE/MEALS/LODGING	498	0	0	1,050	0	0	0	(100.00%)
101-5100-580.03-35	TRAINING	540	0	0	750	0	0	0	(100.00%)
101-5100-580.03-41	POSTAGE	480	1,098	266	850	0	0	0	(100.00%)
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	1,337	0	1,337	0	
	ASSESSOR	**109,153**	**112,585**	**109,824**	**127,575**	**40,219**	**52,156**	**39,000**	**(69.43%)**

NOTES:

1 **101 5100-580.02-10: Professional Service/Contracted**
Municipal fee for assessment of manufacturing property is estimated to be $13,000, and contracted assessing services $26,000, the reevaluation has been moved to 2017.

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 to work at polls
13 Administer all Oaths of Office
14 Report all tax-exempt properties
15 Stay current with state statutes, legislation, and upcoming events
16 Assist other departments with their public record requests for documentation and other electronic media

2015 Program Accomplishments:

1 Maintained Municipal Clerk certification by continuing training in elections through state webinars; ensured certification of election officials and chief inspectors to comply with state statutes
2 Hired and continue training new deputy clerk (hired Sept. 2014) which included running elections and testing voting machines; using various modules in the State Voter Registration System; use of HTE Sungard for business licensing, budgets, requisitions; assembling/posting electronic meeting packets; publishing/posting legal notices (website) and other clerk duties
3 Clerk and Deputy continued education by attending WI Municipal Clerk's Assoc. district meetings and other meetings, conferences, various training courses/webinars and the WI Municipal Clerk's Association Conference in La Crosse
4 The Deputy Clerk accomplished her first year of education at the UW-Green Bay Municipal Clerk's & Treasurer's Institute in working toward Municipal Clerk certification (3 Yrs)
5 Maintained the Town Clerk's department website keeping it up-to-date; maintain election information to conform with the changing election laws
6 Ensure that all original, signed legal agreements, contracts and other important official documents kept in the vault are also scanned for permanent retention
7 Continue scanning clerk's town records into Laserfiche software program for retention, eliminating paper copies and making information available for viewing by all town employees
8 Continue posting meeting packets on the town website and calendar for all departments; post meetings and other information in Drop Box for board members

2015 Program Accomplishments (cont.):

9 Continue to create and retain permanent, signed electronic meeting packets including resolutions, ordinances, and backup correspondence
10 Participated in numerous webinars hosted by Government Accountability Board training staff regarding upcoming elections, updates to election laws and procedures, and maintenance of the State Voter Registration System (SVRS)
11 Working with Winnebago County Clerk to purchase four new voting machines for use in 2016 elections; attended demonstrations of new election equipment-IMAGECAST PRECINCT and EVOLUTION voting machines; participated with representatives in pre-testing the WiFi modeming feature on new machines to ensure their accuracy when uploading election results to the county in the future
12 In anticipation of purchasing new voting machines, explore trade-in options for old OS & TSX ACCU-VOTE voting equipment: attend training on operation of new equipment and arrange for poll workers to obtain training prior to use in Spring 2016
13 Participation on a Clerk Review Committee along with Government Accountability Board staff and other selected municipal clerks, to preview and provide input on a new version of the State Voter Registration System planned for rollout this fall and use beginning with the 2016 spring elections; Clerk/Deputy to attend training that would be required

2016 Program Goals & Objectives:

1 Continue educational opportunities for Municipal Clerk by attending meetings/courses in licensing/liquor laws, taking meeting minutes, parliamentary procedures, Board of Review, conducting meetings, records management/public records, and other duties handled in the Clerk's Office
2 Clerk to maintain certified Municipal Clerk status by attending election-related training as required by the State to run elections
3 Continue to maintain the Town Clerk's department website; post all departments' minutes and meeting agendas; maintain the town's website calendar
4 Attend training by the Government Accountability Board to accurately maintain election and candidate information in the New Statewide Voter Registration System (SVRS) for use in Spring; provide training to the Election Clerks who will enter registrations/absentee ballots into SVRS during the fall election
5 Provide Deputy Clerk training by SunGard HTE staff in the Business Licensing program to effectively renew and maintain current liquor, amusement, and other miscellaneous licenses including business setup, contacts, adding/renewing licenses, maintaining fees/fee adjustments, use of reports
6 Create a new database (work with I.T. Dept.) for maintaining lists of all businesses in the town along with contact information which will benefit the town as well as the companies in the event of an emergency
7 Provide and track training for regular election inspectors and state-obtained training for chief inspectors to ensure they maintain certification to work elections
8 Remain involved with assisting in the creation of the annual town newsletter/calendar
9 Implement a manual on policies and protocol to guide new and seasoned elected officials while working in the field of government
10 Continue using the Laserfiche software program to image and archive legal documents and records eliminating all paper documents
11 Create fillable license forms for residents to obtain from the Town's website

REVENUES - Clerk:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-440.01-01	LIQUOR & MALT BEV LIC	12,633	11,860	53,808	12,310	22,383	22,810	12,810	4.06%
101-5100-440.01-02	AMUSEMENT/SPECIAL EVENT LICENSE	3,150	3,550	2,700	2,750	2,880	2,880	3,100	12.73%
101-5100-440.01-03	CIGARETTE LICENSE	1,200	1,200	1,114	1,110	1,026	1,026	1,000	(9.91%)
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	1,118	1,465	1,400	1,190	1,400	1,680	1,390	16.81%
101-5100-461.04-00	LICENSE PUBLICATION FEES	1,705	1,485	1,490	1,375	1,265	1,265	1,265	(8.00%)
	Clerk Subtotal (Program Revenues)	**20,506**	**20,260**	**61,212**	**19,435**	**29,654**	**30,361**	**20,265**	**(1.69%)**

REVENUES - Elections:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - CLK	0	0	0	0	0	0	15,000	
	Elections Subtotal (Program Revenues)	**2,012**	**2,013**	**2,014**	**2,015**	**42,249**	**2,015**	**17,016**	
	Total Program Revenues	**22,518**	**22,273**	**63,226**	**21,450**	**71,903**	**32,376**	**37,281**	**73.80%**
	Undesignated Rev. to Balance	***18,518***	***14,237***	***8,169***	***14,985***	***-1,257***	***12,796***	***19,538***	***30.39%***
	LEVY to Balance	***74,342***	***56,990***	***32,293***	***61,742***	***-14,988***	***51,862***	***82,169***	***33.08%***
	TOTAL REVENUE:	**115,378**	**93,500**	**103,688**	**98,177**	**55,658**	**97,034**	**138,988**	**41.57%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-540.01-10	SALARIED	36,245	36,620	37,448	39,827	23,958	39,829	40,646	2.06%
101-5100-540.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5100-540.01-21	HOURLY OT/NON-REPR	92	0	0	169	0	169	177	4.73%
101-5100-540.01-22	HOURLY/NON-REPR./P.T.	15,941	16,211	11,558	16,844	10,319	16,627	17,628	4.65%
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	3,820	3,857	3,570	4,166	2,516	4,150	4,283	2.81%
101-5100-540.01-32	WI RETIREMENT	3,099	3,522	3,425	3,865	2,331	3,851	3,858	(0.18%)
101-5100-540.01-51	MEDICAL INSURANCE	11,621	12,507	13,014	11,941	7,391	11,995	12,052	0.93%
101-5100-540.01-52	DENTAL INSURANCE	846	846	761	871	497	816	950	9.07%
101-5100-540.01-53	GROUP LIFE/DISAB INS	357	357	348	363	206	302	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	18	100	109	250	75	200	250	0.00%
101-5100-540.03-20	SUBSCRIPTIONS & DUES	438	423	280	355	289	355	405	14.08%
101-5100-540.03-25	LEGAL & DISPLAY ADS	568	622	639	650	599	650	675	3.85%
101-5100-540.03-26	RECORDING FEES	0	0	0	0	0	0	0	
101-5100-540.03-30	MILEAGE/MEALS/LODGING	206	403	140	870	1,045	1,071	250	(71.26%)
101-5100-540.03-35	TRAINING	200	378	214	1,100	1,041	1,100	1,110	0.91%
101-5100-540.03-41	POSTAGE	866	231	438	325	217	300	500	53.85%
101-5100-540.08-11	CAPITAL EQUIPMENT-OFFICE	0	0	0	0	0	0	0	
	CLERK	**74,317**	**76,077**	**71,944**	**81,596**	**50,484**	**81,415**	**83,147**	**1.90%**

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-550.01-21	HOURLY OVERTIME/NR	91	0	0	0	0	0	0	
101-5100-550.01-22	HOURLY/NON-REPR./P.T.	30,258	5,895	21,574	7,200	3,700	7,200	35,580	394.17%
101-5100-550.01-31	FICA	260	0	69	0	0	0	0	
101-5100-550.01-32	WI RETIRMENT	1	0	0	0	0	0	0	
101-5100-550.01-97	UNEMPLOYMENT	0	101	0	0	0	0	0	
101-5100-550.02-40	REPAIR/MAINT SERV/OTHER	636	1,973	0	2,040	0	2,040	0	(100.00%)
101-5100-550.03-25	LEGAL & DISPLAY ADS	134	222	253	610	113	158	3,050	400.00%
101-5100-550.03-30	MILEAGE/MEALS/LODGING	1,402	165	172	120	70	70	447	272.50%
101-5100-550.03-35	TRAINING	0	0	0	0	0	0	0	
101-5100-550.03-40	OPERATING SUPPLIES	4,688	2,024	4,727	2,610	1,275	2,400	9,480	263.22%
101-5100-550.03-41	POSTAGE	2,181	433	650	450	16	200	2,300	411.11%
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	6,610	0	0	0	0	0	
101-5100-550.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	4,299	3,551	0	3,551	4,984	40.35%
	ELECTIONS	**41,061**	**17,423**	**31,744**	**16,581**	**5,174**	**15,619**	**55,841**	**236.78%**
	TOTAL EXPENDITURES	**115,378**	**93,500**	**103,688**	**98,177**	**55,658**	**97,034**	**138,988**	**41.57%**

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 1582 hours, increase of 12 hours for 2016 only due to presendential election

3 **2016 Elections:** Normally there is the possiblity of 4 elections: February Spring Primary (if req'd), April Presidential Preference & Spring Election, August Partisan Primary, November General (Presidential) Election. Additionally for 2016 this budget includes the possiblity of two special elections offset with fund balance.

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) $350, Clerk District Meetings, WI Municipal Clerk's & Treasurer's Institute-UW Green Bay (Deputy) $460, Master Academy UW-Green Bay (Clk), attendance to other meetings/training (Clk & Dep)

7 **101-5100-550.02-40 Repair/Maintenance Service:** Preventative maintenance for the first year is part of the purchase of the new 2015 voting machines. Maintenance will be needed in future years.

8 **101-5100-550.03-40 Operating Supplies:** Ballots, programming memory cards, Dominion's Help Desk fee (voting machines), voting machine batteries, miscellaneous supplies and parts, Neenah School District facility setup fee for elections (Spring Road School) $420/yr.

COMMUNITY DEVELOPMENT

Statement of Purpose

The Community Development Department is dedicated to encouraging and supporting high quality sustainable development while preserving and enhancing the exceptional quality of life that all residents enjoy in the Town of Menasha.

Program Description:

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

2015 Program Accomplishments:

1 Supported a major increase in development including both residential, commercial and industrial expansion
2 Created the first Town Tax Increment Finance District projected to produce $25 million in tax base
3 Completed a substantial revision to the Town's new Zoning Ordinance
4 Conducted 100% of all building inspections within 24 hours of request
5 Continued the administration of the Stormwater Utility and processed buy-ins for existing Town ponds
6 Updated marketing efforts for new development and worked with the regional EDC in retention visits to existing business and industry in the Town
7 Expanded sustainability efforts incorporating larger gardens, trail efforts, electronic recycling and Rethink
8 Continued to work on the Town's Comprehensive Plan
9 Major contributor to the incorporation process which will incorporate part of the Town into the Village of Fox Crossing

2016 Program Goals and Objectives:

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

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-433.02-01	MISC HEALTH GRANTS/AID	2,500	0	0	0	0	0	0	
101-5200-440.03-01	BUILDING PERMITS	68,664	81,918	124,275	85,000	54,862	85,000	100,000	17.65%
101-5200-440.03-02	ELECTRICAL PERMITS	21,513	27,248	27,888	23,000	22,570	25,000	27,000	17.39%
101-5200-440.03-03	HEATING PERMITS	16,955	15,444	31,598	17,000	14,827	17,000	20,000	17.65%
101-5200-440.03-04	PLUMBING PERMITS	11,126	15,673	19,217	12,000	11,050	12,000	15,000	25.00%
101-5200-440.03-05	SIGN PERMITS	1,900	2,850	2,050	2,500	1,650	2,500	2,500	0.00%
101-5200-440.03-06	STATE PERMITS	2,160	3,060	2,970	3,200	2,970	3,200	3,500	9.38%
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	4,093	4,470	5,260	4,667	3,017	5,000	5,000	7.14%
101-5200-466.01-00	RADON KIT REVENUE	190	260	125	100	55	75	75	(25.00%)
101-5200-480.02-05	SALE OF WEATHER RADIOS	0	0	0	0	0	0	0	
101-5200-480.09-00	MISC REVENUE: PUBIC SAFETY-Inspections	1,452	0	29	0	87	87	0	
	Inspection Subtotal (Program Revenues)	**130,553**	**150,923**	**213,412**	**147,467**	**111,088**	**149,862**	**173,075**	**17.37%**
101-5600-432.09-00	CONSERVATION/DEVELOPMENT GRANT	0	0	0	0	0	0	0	
101-5600-440.04-01	ZONING PERMITS & FEES	10,383	14,494	24,435	16,000	19,497	23,000	20,000	25.00%
101-5600-440.04-02	NON-METALLIC MINING PERMIT	4,602	3,912	3,973	4,017	(61)	3,973	3,973	(1.10%)
101-5600-440.04-03	COMP PLAN AMENDMENT FEE	0	0	1,500	0	0	0	0	
101-5600-440.04-04	ZONING VARIANCES & CUP	0	700	1,750	0	1,600	1,600	450	
101-5600-462.01-00	PLATTING FEES	1,160	1,300	3,465	2,000	1,330	1,500	2,000	0.00%
101-5600-462.02-00	SITE PLAN REVIEW FEES	1,344	2,451	1,444	2,500	1,415	2,500	2,500	0.00%
101-5600-480.08-32	DONATION - SUSTAINABILITY	0	0	48	0	0	0	0	
101-5600-480.09-00	MISC REVENUE: PLANNING	50	367	770	0	253	253	0	
101-5600-491.02-04	TRANS FROM PER-CAPITA GRANT FUND	7,877	14,332	15,851	10,000	0	10,000	12,000	20.00%
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	0	0	0	0	
	Comm. Dev. Subtotal (Program Revenues)	**25,416**	**37,556**	**53,236**	**34,517**	**24,034**	**42,826**	**40,923**	**18.56%**
	Total Program Revenues	**155,969**	**188,479**	**266,648**	**181,984**	**135,122**	**192,688**	**213,998**	**17.59%**
	Undesignated Rev. to Balance	***21,312***	***16,737***	***3,020***	***21,457***	***2,537***	***18,745***	***15,257***	***(28.89%)***
	LEVY to Balance	***85,559***	***67,000***	***11,940***	***88,412***	***30,246***	***75,977***	***64,167***	***(27.42%)***
	TOTAL REVENUES	**262,841**	**272,216**	**281,608**	**291,853**	**167,905**	**287,410**	**293,422**	**0.54%**
		59.34%	69.24%	94.69%	62.35%	80.48%	67.04%	72.93%	

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-630.01-10	SALARIED	56,270	57,131	58,433	60,652	36,484	60,651	60,852	0.33%
101-5200-630.01-20	HOURLY/NON-REPRESENTED	0	0	29,330	29,990	18,041	29,992	29,991	0.00%
101-5200-630.01-21	HOURLY OT/NON-REPR	0	0	11	43	0	0	43	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	21,429	28,546	0	0	0	0	0	
101-5200-630.01-25	HOURLY OT/GEN UNION	0	5	0	0	0	0	0	
101-5200-630.01-31	FICA	5,632	6,181	6,321	6,561	3,930	6,558	6,566	0.08%
101-5200-630.01-32	WI RETIREMENT	4,513	5,733	6,157	6,166	3,716	6,164	5,998	(2.72%)
101-5200-630.01-51	MEDICAL INSURANCE	24,093	29,082	28,650	27,806	17,213	27,931	28,064	0.93%
101-5200-630.01-52	DENTAL INSURANCE	1,133	1,321	1,328	1,397	778	1,276	1,523	9.02%
101-5200-630.01-53	GROUP LIFE/DISAB INS	670	766	766	790	454	690	797	0.89%
101-5200-630.01-97	UNEMPLOYMENT COMP	6,890	0	0	0	0	0	0	
101-5200-630.02-10	PROF SERVICE/CONTRACTED	8,110	12,740	12,273	12,000	9,526	12,000	14,000	16.67%
101-5200-630.02-46	UNIFORM RENTAL	0	0	0	0	0	0	0	
101-5200-630.03-10	OFFICE SUPPLIES	136	198	229	300	78	250	300	0.00%
101-5200-630.03-20	SUBSCRIPTIONS & DUES	310	742	297	500	441	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	28	60	0	500	16	100	500	0.00%
101-5200-630.03-35	TRAINING	464	460	610	990	0	500	990	0.00%
101-5200-630.03-41	POSTAGE	44	100	215	125	82	100	125	0.00%
101-5200-630.03-45	LICENSE/FORMS/PRINTING	0	144	0	200	0	200	200	0.00%
101-5200-630.03-46	CLOTHING/UNIFORM ALLOW	307	271	313	325	130	325	450	38.46%
101-5200-630.03-47	STATE PERMITS SEALS	753	767	767	1,506	1,597	1,597	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	0	0	0	0	0	0	0	
101-5200-630.08-55	CAPITAL REPLACEMENT FUND	1,305	1,305	0	0	0	0	0	
101-5200-630.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	1,109	1,109	0	1,109	1,109	0.00%
	INSPECTIONS	**132,087**	**145,552**	**146,809**	**151,035**	**92,486**	**149,943**	**153,589**	**1.69%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5600-730.01-10	SALARIED	79,375	82,329	81,984	85,447	50,347	85,446	86,489	1.22%
101-5600-730.01-20	HOURLY/NON-REPRESENTED	0	0	0	0	0	0	0	
101-5600-730.01-21	HOURLY OT/NON-REPR	0	13	0	0	0	0	0	
101-5600-730.01-22	HOURLY/NON-REPR./P.T.	0	0	0	0	0	0	0	
101-5600-730.01-31	FICA	6,209	6,544	6,522	6,700	3,968	6,700	6,481	(3.27%)
101-5600-730.01-32	WI RETIREMENT	4,709	5,489	5,731	5,811	3,424	5,810	5,708	(1.77%)
101-5600-730.01-40	PER DIEM	3,290	1,960	3,675	3,290	1,855	3,290	3,290	0.00%
101-5600-730.01-45	INTERN PROGRAM	3,774	4,301	5,765	4,000	1,808	4,000	4,000	0.00%
101-5600-730.01-51	MEDICAL INSURANCE	14,606	15,557	15,094	14,723	9,125	14,789	14,845	0.83%
101-5600-730.01-52	DENTAL INSURANCE	699	698	688	705	402	697	768	8.94%
101-5600-730.01-53	GROUP LIFE/DISAB INS	631	618	623	631	357	624	626	(0.79%)
101-5600-730.01-97	UNEMPLOYMENT COMP	0	0	0	0	0	0	0	
101-5600-730.02-01	DNR-NON-METALLIC MINING FEE	1,325	665	680	680	665	680	680	0.00%
101-5600-730.02-10	PROF SERVICE/CONTRACTED	10,881	630	3,076	4,940	210	4,940	4,440	(10.12%)
101-5600-730.02-16	CONSULTANT SERV/CONTRACT	0	339	119	1,000	0	1,000	1,000	0.00%
101-5600-730.02-37	DRAINAGE	0	0	0	0	0	0	0	
101-5600-730.03-10	OFFICE SUPPLIES	244	394	197	750	40	500	750	0.00%
101-5600-730.03-20	SUBSCRIPTIONS & DUES	3,060	4,556	5,066	5,711	2,076	4,211	4,326	(24.25%)
101-5600-730.03-25	LEGAL AND DISPLAY ADS	160	173	1,734	1,000	770	1,000	1,000	0.00%
101-5600-730.03-30	MILEAGE/MEALS/LODGING	225	1,139	472	1,400	0	700	1,400	0.00%
101-5600-730.03-35	TRAINING	844	1,150	590	1,200	275	900	1,200	0.00%
101-5600-730-03-41	POSTAGE/SHIPPING	222	109	953	500	97	250	500	0.00%
101-5600-730.03-45	LICENSE/FORMS/PRINTING	0	0	0	500	0	100	500	0.00%
101-5600-730.07-32	SUSTAINABILITY	500	0	500	0	0	0	0	
101-5600-730.08-46	CAP SIGNS, SIGNALS, & MARK	0	0	0	0	0	0	0	
101-5600-730.08-55	CAPITAL REPLACEMENT FUND	0	0	0	0	0	0	0	
101-5600-730.09-20	TRANSFER TO SPEC REV FUND	0	0	0	500	0	500	500	0.00%
101-5600-730.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	1,330	1,330	0	1,330	1,330	0.00%
	COMMUNITY DEVELOPMENT	**130,754**	**126,664**	**134,799**	**140,818**	**75,419**	**137,467**	**139,833**	**(0.70%)**
	TOTAL EXPENDITURES	**262,841**	**272,216**	**281,608**	**291,853**	**167,905**	**287,410**	**293,422**	**0.54%**

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 2016, 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 **101-5600-730.01-45 Intern Program:**
A total of 700 hours is budgeted for this program: 400 hours Community Development and 300 hours Stormwater Utility.
7 **101-5200-630.02-10 Professional Services:**
Increase due to the number of commercial electrical inspections (offset by revenue increase)
8 **101-5200-630.03-10 Office Supplies:**
This expenditure is used for general office supplies, batteries, special paper, binders, flashlights, batteries. etc.
9 **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.
10 **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.
11 **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.
12 **101-5200-630.03-46 Clothing/Uniform Allowance:**
This expenditure is for work clothing, protective shoes, and gloves. To be used for the Building Inspector ($300) & Deputy Building Inspector ($150)-new
13 **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.
14 **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.
15 **101-5600-730.02-01 DNR – Non-Metallic Mining:**
This expenditure is for fees sent to the DNR, bi-annually.

NOTES: (cont.)

16 **101-5600-730.02-10 Professional Services Contracted:**
These funds are used for special studies ($3,000) and video taping the Planning Commission meetings ($1,440).

17 **101-5600-730.03-10 Office Supplies:**
This expenditure is for video & audio tapes, batteries, plotter supplies, disks, memory cards, small equipment and tools.

18 **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 a regional Economic Development Committee ($1,500), which will be funded with Per Capita Grant funding.

19 **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.

20 **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.

21 **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 **101-5600-730.09-20 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, plus another $30 million in tax roll collections.

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.

2015 Program Accomplishments:

1 Completed the Town of Menasha's 2014 Comprehensive Annual Financial Report (CAFR), which is a more in-depth financial report with a statistical section about the Town, and submitted the CAFR to the Government Finance Officer's Association for review and evaluation, to earn the Certificate of Achievement for Excellence in Financial Reporting.

2 Worked with Administration on creating a Health Reimbursement Account (HRA) with North Shore Bank instead of an internally managed sick leave bank for retired employees.

3 Ensured that the Town of Menasha Utility financial records met the new Public Service Commission requirements for additional operation and maintenance detail, which is mandated for 2016.

4 Implemented the new Governmental Accounting Standards Board (GASB) 68 , which results in new pension accounting rules. Per GASB, the primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It is intended to improve information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

5 Compiled and submitted all the paperwork necessary to create Tax Incremental District (TID) #1, including creation of a new accounting fund and associated accounts.

6 Implemented new procedures, collected necessary information and attended training to meet the new Affordable Care Act (ACA) requirements for employers, including new 1095 B & 1095 C Internal Revenue Service (IRS) forms that need to be completed for fiscal year 2015 and distributed in 2016.

7 Upgraded our online utility billing software, which made the software easier to use by the customer, and now allows the finance department to reset a customer's password, if needed. This upgrade also enhanced internet security for the online software.

8 Worked on incorporation financial data, such as budgets, tax rates, values, etc.

9 Expanded the implementation of the scanning software into other financial areas and some historic records, such as debt information for all outstanding debt, utility delinquent notices, tax roll information, levy limit worksheets, state financial reports, etc.

10 Evaluated possible advanced and current refinancing debt options for cost savings.

2015 Program Accomplishments: (cont.)

11 Evaluated and processed all the paperwork necessary for refinancing the June 2006 & December 2006 Utility Revenue Bonds to save the Town of Menasha Utility $488,165 in present value savings over the life of the debt.

12 Evaluated and processed all financial related duties for the new 2015 General Obligation (GO) Promissory Notes and 2015 Revenue Bonds, including evaluating debt structures, updating the Official Statement, managing the Moody's rating conference call, etc.

13 Handled all the special assessment waivers for the 2015 lateral replacement program, and invoiced the customer based on the new lateral replacement policy.

14 Managed the financial aspect of five (5) 2014 construction projects, with special assessments, which resulted in invoicing numerous residents, and handling associated questions in 2015. In addition, tax roll calculations for any special assessment invoices not paid were created and processed on the 2015 tax bill. This included the second project for requiring sanitary lateral line replacement for homeowners.

15 Implemented a new tax roll process for delinquent utility bills, which is required, per 2013 Wisconsin Act 274 legislation. The changes required in 2015 include sending utility bills directly to the tenant (if individually metered) and to continue to send past due notices to the tenant, if the landlord provides the utility with the tenant's forwarding address within 21 days after tenant leaves. The changes also require the Utility to provide notice to the landlord of tenant's past due charges within 14 days after charge becomes past due. (The utility has been doing this in the past.) The October 15 utility notice to the landlord and tenant now must state that the municipality has a lien on the assets of the tenant in the amount of the arrears, and file a notice with the clerk of courts. (This is new to the Town of Menasha Utility.)

16 Worked with other departments to recreate procedures for handling the Assessor office change to contracted services, this includes working with the numerous Real Estate Inquiry forms and questions from residents.

17 Worked with a new accounting firm for the normal year-end financial audit process, along with the numerous documents and time needed for the transition to a new firm.

18 Hire and trained a new employee for the Finance Clerk position.

19 441/41/10 utility project reimbursements, which required detail submissions, similar to approximately 10 different grants being managed

2016 Program Goals & Objectives:

1 Continue the expanded use of the scanning software into other financial areas.

2 If the Department of Administration and residents approve the incorporation, the finance department will have an extreme amount of work to split the financial records into the new village and remaining town, including all balance sheet and income statement accounts for all funds, which include the 2016 budget, fixed assets, liabilities, debt, special assessments, fund balance, etc. Additionally new processes, accounting procedures, and accounts will need to be created to maintain the financial records of two communities. This will include new financial account numbers, new reporting setups, new banking, investment, and credit account accounts, additional payroll, new tax payer identification numbers for federal, state, Wisconsin Retirement System, unemployment, name changes for all Utility information at the Public Service Commission, etc.

3 Calculate and create tax rates, statement of taxes, etc for TID #1.

4 Work with the Information Technology Department to implement Laserfiche for all departments to use for inquiry on any invoice paid.

5 Research and create policies for a procurement program, along with researching firms and setting up accounts for use.

6 Set up all existing Q-Rep reports and create new reports with the new reporting software.

7 Implement a new tax receipting program by transitioning to, training on, and receipting into the program for the 2016 tax bills

8 Research the ability to distribute payroll by email instead of printing advice of deposits.

9 Research the ability to pay vendors via ACH instead of checks.

10 Work with Administration on changing the Personnel Policy Manual to create one policy for all non-represented employees.

11 Work with Sungard HTE to fix our utility billing problem were the zip plus 4 changes to only the 5 digit zip code when a new customer moves into a location. Currently, the Utility then has be research and reenter the +4 of the zip code for the new customer, since the system does not maintain it.

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-440.02-01	DOG LICENSES	8,172	8,340	8,246	8,100	6,316	8,100	8,100	0.00%
101-5100-440.02-02	CAT LICENSES	1,916	1,769	1,824	1,800	1,187	1,800	1,800	0.00%
101-5100-461.03-00	REAL ESTATE INQUIRY FEES	6,290	4,470	5,260	4,667	3,017	5,000	5,000	7.14%
101-5100-480.01-00	INTEREST	52,520	38,589	85,707	50,000	36,467	60,000	55,000	10.00%
101-5600-491.02-11	TRANSFER FROM SPECIAL REVENUE FUND - TID#1					0	500	800	
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - FINANC	0	0	0	0	0	0	0	
	Subtotal (Program Revenues)	**68,898**	**53,168**	**101,037**	**64,567**	**46,987**	**75,400**	**70,700**	**9.50%**
	Undesignated Rev. to Balance	***55,396***	***58,918***	***55,647***	***69,255***	***18,164***	***60,674***	***68,215***	**(1.50%)**
	LEVY to Balance	***222,393***	***235,851***	***219,971***	***285,355***	***216,515***	***245,916***	***286,884***	**0.54%**
	TOTAL REVENUE	**346,687**	**347,937**	**376,655**	**419,177**	**281,666**	**381,990**	**425,799**	**1.58%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-570.01-10	SALARIED	47,479	48,348	43,541	75,881	27,918	46,709	75,881	0.00%
101-5100-570.01-20	HOURLY/NON-REPRESENTED	0	0	72,592	75,303	45,297	75,304	75,364	0.08%
101-5100-570.01-21	HOURLY OT/NON-REPR	0	0	430	2,345	30	2,345	2,345	0.00%
101-5100-570.01-22	HOURLY/NON-REPR./P.T.	2,637	3,523	2,347	6,624	878	6,624	5,736	(13.41%)
101-5100-570.01-24	HOURLY/GENERAL UNION	69,266	70,785	0	0	0	0	0	
101-5100-570.01-25	HRLY. OVERTIME/GEN UNION	376	913	0	0	0	0	0	
101-5100-570.01-31	FICA	8,732	8,779	8,404	11,737	5,268	9,505	11,719	(0.15%)
101-5100-570.01-32	WI RETIREMENT	6,948	8,004	8,150	10,440	4,984	8,456	10,137	(2.90%)
101-5100-570.01-51	MEDICAL INSURANCE	29,564	31,978	30,525	38,099	18,315	29,702	34,132	(10.41%)
101-5100-570.01-52	DENTAL INSURANCE	1,392	1,392	1,358	1,878	794	1,302	1,812	(3.51%)
101-5100-570.01-53	GROUP LIFE/DISAB INS	1,019	1,017	1,018	1,300	608	924	1,323	1.77%
101-5100-570.02-10	PROF SERVICE/CONTRACTED	41,731	35,691	41,594	25,000	10,250	15,000	21,500	(14.00%)
101-5100-570.03-10	OFFICE SUPPLIES	1,831	907	1,039	1,750	216	5,750	1,750	0.00%
101-5100-570.03-20	SUBSCRIPTIONS & DUES	400	791	704	970	767	970	970	0.00%
101-5100-570.03-25	LEGAL & DISPLAY ADS	566	284	394	350	0	400	400	14.29%
101-5100-570.03-30	MILEAGE/MEALS/LODGING	632	704	0	925	107	925	1,155	24.86%
101-5100-570.03-35	TRAINING	585	1,381	270	1,125	793	1,125	1,125	0.00%
101-5100-570.03-43	FINANCIAL REVIEW	0	0	435	450	435	435	450	0.00%
101-5100-600.05-10	INSURANCE	133,529	133,440	163,854	165,000	165,006	176,514	180,000	9.09%
	FINANCE	**346,687**	**347,937**	**376,655**	**419,177**	**281,666**	**381,990**	**425,799**	**1.58%**

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 **101-5100-570.02-10: Professional Services/Contracted:**
This account includes services for auditing and financial consultation.

7 **101-5100-570.03-10: Office Supplies:**
This account is for departmental supplies, such as cat licenses, bank fees, small office equipment, etc.

8 **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.

9 **101-5100-570.03-25: Legal & Display Ads:**
This account is for the required annual budget publication.

10 **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).

11 **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, eight part-time, 46 paid-on-call fire fighters and 6 paid-on-call fire fighter support positions, along with one part- time administrative assistant 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.

2015 Program Accomplishments:

1 Reorganize the fire department to assist with day time coverage and assist in covering emergency responses during the HWY 10/441 construction project
2 Remodeled station #41 to accommodate the personnel changes that occurred for an efficient operation
3 Created 10 pre-fire plans to install on mobile data computers for use on emergency scenes
4 Reviewed automatic and mutual aid boundaries and pacts with neighboring fire departments
5 Conducted mutual aid training with at least two (2) neighboring fire departments
6 Worked with surrounding fire agencies to explore areas where cost savings may be realized with joint efforts
7 Participated in Winnebago County Mutual Aid Box Alarm System (MABAS) Division
8 Conducted CPR training for town employees - Fire and Police Departments
9 Continued to assess and evaluate public education program effectiveness
10 Increased by 5%, fire department's contacts with town residents on fire and safety related issues
11 Promoted participation in the fire department health and fitness program
12 Continued to focus on Fire Prevention Community Planning through review and updating of local codes and ordinances
13 Working on updating chapter 5, fire department ordinance, due to state law changes and changes to personnel and positions
14 Continued fire safety education of project developers and contractors to enhance fire safety features in new and existing building projects
15 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
16 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
17 Completed all fire prevention visits required by the Department of Safety and Professional Services to insure statutory compliance
18 Assisted other Town departments with the required NIMS training
19 Continued to pursue grant funds to assist in the support of fire department operations
20 Continued to provide a fire department community newsletter to citizens and businesses in the community
21 Continued working on the fire department website with assistance from the IT department
22 Continued to identify and complete recommendations made by the re-accreditation peer assessment team as deemed appropriate, support those recommendations
23 Plan and work with the Wisconsin Department of Transportation for emergency response issues during the HWY 10/441 construction project
24 Purchased new 2015 Dodge Ram pick up to replace the 2005 Ford F250
25 Purchased new SCBA air compressor and 3-bottle fill station to replace the 20 year old unit that was in service

2016 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 3%, 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 Complete re-accreditation process to include updating all documents and a peer site by the Commission on Fire Accreditation International
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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-431.09-00	FEDERAL GRANT - FD	0	5333	5938	0	0	0	0	
101-5200-432.03-00	2% FIRE DUES	50,882	49,616	57,808	57,808	54,936	54,936	54,936	(4.97%)
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	956	665	2,201	750	1,701	1,750	1,200	60.00%
101-5200-440.03-13	TANK PERMITS (FUEL/CHEMICAL)	3,866	3,946	4,376	3,600	4,700	4,700	4,000	11.11%
101-5200-466.02-01	FIRE PREVENTION VISITS	225	275	725	750	225	250	250	(66.67%)
101-5200-466.02-02	VEHICLE INCIDENT RESPONSE	16,053	15,124	14,012	14,000	10,500	14,000	14,000	0.00%
101-5200-469.01-03	FALSE ALARM FEES - FD	3,456	2,376	4,281	2,500	6,241	8,000	3,500	40.00%
101-5200-461.01-03	FIRE PROT-COPY/DOC FEES	11	26	61	25	3	9	25	0.00%
101-5200-480.02-01	SALE OF TOWN EQUIPMENT: FD	600	0	290	0	15	50	0	
101-5200-480.08-11	DONATIONS & CONTRIBUTIONS - FD	172	0	0	0	0	0	0	
101-5200-480.09-03	MISC REVENUE: PUBIC SAFETY-FD	-764	4874	179	0	145	145	0	
101-5200-491.02-05	TRANS FROM PUBLIC PROT - FD	0	0	0	11,200	0	11,200	0	
101-5200-492.09-00	TRANSFER ASSIGNED_BALANCE - FIRE	0	0	0	11,300	0	11,300	123,113	
	Subtotal (Program Revenues)	**75,285**	**82,235**	**89,871**	**101,933**	**78,466**	**106,340**	**201,024**	**97.21%**
	Undesignated Rev. to Balance	***186,625***	***188,944***	***188,927***	***220,417***	***38,715***	***216,276***	***200,090***	**(9.22%)**
	LEVY to Balance	***749,221***	***756,346***	***746,818***	***908,192***	***461,483***	***876,580***	***841,505***	**(7.34%)**
	TOTAL REVENUES	**1,011,131**	**1,027,525**	**1,025,616**	**1,230,542**	**578,664**	**1,199,196**	**1,242,619**	**0.98%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-620.01-10	SALARIED	204,306	210,483	261,038	243,094	176,658	236,080	220,252	(9.40%)
101-5200-620.01-20	HOURLY/NON-REPRESENTED	47,443	49,674	50,793	80,467	36,613	77,775	107,433	33.51%
101-5200-620.01-21	HOURLY OT/NON-REPR	243	1,003	593	2,052	1,730	2,273	3,859	88.06%
101-5200-620.01-22	HOURLY/NON-REPR./P.T.	184,677	179,410	170,471	290,942	126,637	290,942	317,093	8.99%
101-5200-620.01-24	SALARY - GENERAL UNION	42,983	44,283	0	0	0	0	0	
101-5200-620.01-31	FICA	36,006	36,004	35,686	46,036	25,645	44,898	47,767	3.76%
101-5200-620.01-32	WI RETIREMENT	49,855	49,910	36,389	43,899	17,500	37,472	42,742	(2.64%)
101-5200-620.01-40	PER DIEM	333	333	438	595	350	595	595	0.00%
101-5200-620.01-42	FIRE CALL PREMIUM	11,619	10,590	10,542	16,320	6,462	9,389	15,300	(6.25%)
101-5200-620.01-51	MEDICAL INSURANCE	83,010	89,072	87,880	85,171	40,476	82,776	86,085	1.07%
101-5200-620.01-52	DENTAL INSURANCE	4,111	4,111	4,131	4,310	1,758	3,875	4,848	12.48%
101-5200-620.01-53	GROUP LIFE/DISAB INS	2,497	2,495	2,475	2,360	948	2,052	2,590	9.75%
101-5200-620.01-55	FF ANNUITY/VESTED	3,105	2,340	1,965	5,400	1,290	5,400	5,400	0.00%
101-5200-620.01-97	UNEMPLOYMENT COMP	1,861	5,352	1,816	2,500	258	1,250	2,000	(20.00%)
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	1,563	1,970	1,017	2,525	2,858	45.08%
101-5200-620.02-21	ELECTRICITY	15,189	16,512	16,661	16,750	8,757	16,700	16,750	0.00%
101-5200-620.02-22	NATURAL GAS	3,197	4,411	6,466	5,500	2,638	5,500	5,500	0.00%
101-5200-620.02-23	SEWER/WATER/STORM	7,779	7,757	8,392	8,100	4,884	7,200	8,100	0.00%
101-5200-620.02-24	TELEPHONE	3,589	3,540	3,828	3,815	2,384	3,750	5,305	39.06%
101-5200-620.02-40	REPAIR/MAINT SERV/OTHER	4,406	4,266	5,831	7,240	4,507	7,200	7,415	2.42%
101-5200-620.02-41	BUILDING REPAIR & MAINT	12,007	7,992	10,028	7,750	8,568	9,000	8,000	3.23%
101-5200-620.03-10	OFFICE SUPPLIES	863	871	252	900	437	3,500	900	0.00%
101-5200-620.03-20	SUBSCRIPTIONS & DUES	2,608	2,841	3,660	3,834	2,314	3,800	3,654	(4.69%)
101-5200-620.03-25	LEGAL & DISPLAY ADS	22	0	0	100	0	25	100	0.00%
101-5200-620.03-30	MILEAGE/MEALS/LODGING	4,733	4,267	3,446	4,975	1,961	3,500	4,975	0.00%
101-5200-620.03-35	TRAINING	12,878	10,187	11,075	10,640	5,194	7,750	11,270	5.92%
101-5200-620.03-40	OPERATING SUPPLIES	5,258	4,706	7,205	5,520	3,522	5,500	6,580	19.20%
101-5200-620.03-41	POSTAGE/SHIPPING	293	141	138	300	44	150	300	0.00%
101-5200-620.03-43	ACCREDITATION/AWARDS	1,100	1,130	1,150	1,150	1,170	1,170	8,500	639.13%
101-5200-620.03-46	CLOTHING/UNIFORM ALLOW	21,170	22,038	24,258	40,125	3,161	40,000	31,200	(22.24%)
101-5200-620.03-53	EQUIPMENT MAINTENANCE	6,029	11,131	9,011	28,250	12,520	28,000	16,950	(40.00%)
101-5200-620.03-55	VEHICLE MAINTENANCE	45,772	46,319	36,873	40,250	29,259	40,000	40,250	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-620.03-61	OPERATIONAL EQ SUPPLIES	4,800	3,617	12,747	8,208	5,052	8,200	6,500	(20.81%)
101-5200-620.03-72	CRACK SEALING PROGRAM	3,195	0	0	0	0	0	0	
101-5200-620.03-91	PUBLIC SERVICE & EDUCATION	2,450	2,163	2,327	2,500	527	2,250	2,500	0.00%
101-5200-620.03-93	MEDICAL EXAMS	12,404	14,291	14,836	22,100	13,286	22,000	18,600	(15.84%)
101-5200-620.08-11	CAPTIAL EQUIPMENT-OFFICE	0	0	0	0	0	0	0	
101-5200-620.08-14	CAPITAL EQUIPMENT-OTHER	9,133	15,775	11,909	17,675	16,882	16,900	23,475	32.81%
101-5200-620.08-21	CAP IMPR BUILDING & LAND	7,902	5,500	16,830	0	0	0	0	
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	14,200	14,255	14,255	0	
101-5200-620.08-55	CAPITAL REPLACEMENT FUND	150,335	151,040	0	0	0	0	0	
101-5200-620.09-42	TRANSFER TO REPLACEMENT FUND-40	0	0	152,913	155,544	0	155,544	156,973	0.92%
	FIRE PROTECTION	**1,011,131**	**1,027,525**	**1,025,616**	**1,230,542**	**578,664**	**1,199,196**	**1,242,619**	**0.98%**
	TOTAL EXPENDITURES	**1,011,131**	**1,027,525**	**1,025,616**	**1,230,542**	**578,664**	**1,199,196**	**1,242,619**	**0.98%**

NOTES:

Expenditures:

1 Fire Marshal, and a Part-Time Administrative Assistant. During construction of 41/10/441 they will have Part Time Day Staffing of the stations. Fire Department payroll includes 56 Paid-on-Call (POC) Fire Fighters (14,425 hrs for regular activities), which includes 4 Captains, 6 Lieutenants, 1 Fleet Maintenance, and 1 EMS Coordinator, Part Time Day staffing (6,838 hrs for the 441/10 project), and part-time day staffing using POC fire fighters (832 hrs for the 441/10 project). Temporary staffing for the 441/10 project is offset w/fund balance, $112,113.

Fire fighters are paid a minimum of 1 hour for a fire call for responding to the station. EMS responders are paid a minimum of 0.75 hours for a call.

2 **101-5200-620-01-22:** Increase for new add-pay for Stand By Pay, $100/weekend. This is to have someone on-call over the weekends (Friday 4:30 pm to Monday 8:00 am). This will be a 7 person rotation with the 3 salary employees and 4 paid-on-call fire fighter captains. ($3,000)

3 **101-5200-620-01-21:** Firefighter overtime of 100 hrs, increase of 45 hrs

4 **101-5200-620-01-32:** 6 Fire Fighters at 700 hrs each will be on WI Retirement, along with 3 Part Time Day Staff

5 **101-5200-620-01-42:** 340 calls at $3.00 per call for an average of 15 Fire Firefighters per call, decrease of one fire fighter per call

6 **101-5200-620-01-55:** Average of 30 Firefighters for $180 each

7 **101-5200-620.02-17:** Increase of $888 due to the addition of a copier at station #41

8 **101-5200-620.02-24:** Increase of $1,490 due to addition of a data line to station #41 ($1,440) and transferred phone costs from 101-5200-620.03-20 for I am Responding ($50).

9 **101-5200-620.02-40:** Increase of $175 due to the copier maintenance for station # 41

10 **101-5200-620.02-41:** Increase of $250 due to the increased costs for building maintenance

11 **101-5200-620.03-10:** General office supplies for both fire stations

12 **101-5200-620.03-20:** Decrease of $180 due to decreased costs of the I am Responding software subscription and no longer a Winnebago County FF Association member

NOTES: (cont.)

13 **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. Increase of $630 for first responder refreshers.

14 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

15 **101-5200-620.03-40:** Increase of $1,060 for purchases of additional new EMS equipment and increased costs of SCBA air testing

16 **101-5200-620.03-43:** Increase of $7,350 due to an increase in the annual accreditation fees and to accomplish the Re-Accreditation process and peer assessment team site visit. This includes the annual fee, site visit costs, and (2) fire department staff to attend out-of-state accreditation review board meeting/conference.

17 **101-5200-620.03-46:** Decrease of $11,800 for gear purchased in 2015 for part-time fire fighters; however, there is an increase of $2,750 for Paid-on-Call and Part-time Fire Fighter uniform replacement and an increase for full-time employee uniform allowance of $25/ea to $300/ea.

18 **101-5200-620.03-53:** Decrease of $11,300 due to SCBA equipment purchases in 2015.

19 **101-5200-620.03-61:** Decrease of $1,708 due to equipment purchases in 2015.

20 **101-5200-620.03-93:** Decrease of $3,500 due to hiring of part time fire fighters in 2015.

21 **101-5200-620.08-14:** Includes 15 new pagers ($6,975), new SCBA brackets for apparatus ($11,000-offset w/fund balance) and Active Shooter equipment for two teams of 2 responders per team ($5,500)

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.

2015 Program Accomplishments:

1. IT-installed and migrated the Town's data onto a larger Storage Area Network (SAN) device; upgraded the Town's web and e-commerce servers for increased security and performance
2. Fire – Station 41 remodel (rewired for installation of new work stations, increased the connection bandwidth between station and municipal complex, installed and set up printer for all office functions, reconfigured phone system). Installed 4G mobile routers in the fire apparatus to increase speed and reliability of the network
3. Police – Installed 4G mobile routers in squad cars to increase speed and reliability of the network connections. Wired and configured Interview room security cameras to our current security system
4. Utility – SCADA upgrade (upgraded servers, workstations and notebook computers with new hardware and software)
5. Finance – upgraded department's workstations, financial software and AS400 server
6. Assessor services – facilitated the transition from in-house assessing to 3rd party

2016 Program Goals & Objectives:

1. Administration – Incorporation, Incorporation, Incorporation
2. Community Development –Enhance GIS capabilities through web services
3. Fire - Work with the training officer to develop an online training environment
4. Finance - Enhance use of document management with the use of workflow technology
5. Police Department - Increase information accessibility for the officers through the Town's intranet
6. Parks & Recreation - Research the possibility of implementing virtual tours on their webpage for the parks and community center rental facilities
7. Street - Increase document management and GIS capabilities
8. Utility - Increase mobile capabilities to monitor devices, increase work efficiency and GIS functionality
9. 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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-480.02-01	SALE OF TOWN EQUIPMENT: IT	0	0	0	0	0	0	1000	
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	599	617	617	636	636	650	5.35%
101-5100-491.04-02	TRANS FROM EQUIP FUND to IT	0	0	0	0	0	0	0	
101-5100-491.06-11	TRANS FROM WTR DEPARTMENT to IT	0	0	0	0	0	0	0	
101-5100-491.06-12	TRANS FROM SWR DEPARTMENT to IT	0	0	0	0	0	0	0	
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - IT	0	0	0	0	0	0	16,200	
	Subtotal (Program Revenues)	**588**	**599**	**617**	**617**	**636**	**636**	**17,850**	**2793.03%**
	Undesignated Rev. to Balance	***51,087***	***56,541***	***62,394***	***63,748***	***13,632***	***61,364***	***66,256***	***3.93%***
	LEVY to Balance	***205,091***	***226,332***	***246,641***	***262,664***	***162,493***	***248,711***	***278,650***	***6.09%***
	TOTAL REVENUE:	**256,766**	**283,472**	**309,652**	**327,029**	**176,761**	**310,711**	**362,756**	**10.92%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-560.01-10	SALARIED	42,450	43,204	44,194	47,818	28,764	47,818	50,395	5.39%
101-5100-560.01-20	HOURLY/NON-REPRESENTED	27,436	26,481	28,354	30,349	18,256	30,349	31,626	4.21%
101-5100-560.01-21	HOURLY OT/NON-REPR	0	0	0	217	0	0	227	4.61%
101-5100-560.01-22	HOURLY/NON-REPR./P.T.	116	214	0	0	0	0	0	
101-5100-560.01-31	FICA	5,128	5,073	5,090	5,657	3,379	5,657	5,942	5.04%
101-5100-560.01-32	WI RETIREMENT	4,150	4,601	5,072	5,330	3,198	5,315	5,428	1.84%
101-5100-560.01-51	MEDICAL INSURANCE	16,346	20,936	24,607	23,882	14,782	23,990	24,104	0.93%
101-5100-560.01-52	DENTAL INSURANCE	809	894	1,170	1,200	685	1,123	1,308	9.00%
101-5100-560.01-53	GROUP LIFE/DISAB INS	679	608	655	672	383	580	672	0.00%
101-5100-560.02-10	PROF SERVICE/CONTRACTED	1,746	1,540	108	6,500	240	6,000	2,500	(61.54%)
101-5100-560.02-11	COMPUTER LICENSE & MAINT	68,858	79,681	81,079	86,357	73,372	86,357	92,072	6.62%
101-5100-560.02-14	ENGINEERING	0	0	0	0	0	0	0	
101-5100-560.02-24	TELEPHONE	18,637	24,325	24,029	26,160	12,932	26,160	29,464	12.63%
101-5100-560.02-40	REPAIR/MAINT SERV/OTHER	0	300	3,539	15,775	2,199	2,199	3,500	(77.81%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-560.03-11	COMPUTER SUPPLIES	5,842	6,521	5,079	11,899	4,679	11,500	6,999	(41.18%)
101-5100-560.03-20	SUBSCRIPTIONS & DUES	245	245	245	375	150	375	375	0.00%
101-5100-560.03-30	MILEAGE/MEALS/LODGING	80	265	501	800	284	800	950	18.75%
101-5100-560.03-35	TRAINING	1,610	120	1,136	4,550	85	3,000	4,550	0.00%
101-5100-560.08-15	COMPUTER EQUIP/SOFTWARE	30,030	35,198	50,922	29,596	13,373	29,596	72,877	146.24%
101-5100-560.08-55	CAPITAL REPLACEMENT FUND	32,604	33,266	0	0	0	0	0	
101-5100-560.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	33,872	29,892	0	29,892	29,767	(0.42%)
	INFORMATION TECHNOLOGY	**256,766**	**283,472**	**309,652**	**327,029**	**176,761**	**310,711**	**362,756**	**10.92%**

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, there is a decrease of $4,000 from a one-time 2015 project for GIS web setup

5 **101-5100-560.02-11 Computer License & Maintenance:** Software maintenance and support for previous purchased software. Laserfiche, Microsoft Office licenses and Fire House software had significant increases in 2016. Additionally Finance is requesting to change the Tax and Pet software for ($1,450), per the County's requst.

6 **101-5100-560.02-24 Telephone:** Add smart phone for the Com. Dev. Director ($680), Building Inspector ($680), 3 for Fire ($2,040), Air card for Code Enforcement Officer ($264)

7 **101-5100-560.02-40 Maintenance Services:** Back to the 2014 level (fiber maintenance not needed in 2016)

8 **101-5100-560.03-11 Computer Supplies:** Printer toner, cables, other computer related supplies, back to 2014 budget level (Smart Board purchased in 2015)

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) Increase due to increased cost ($150)

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), Virus Software ($2,240), Network Software upgrade Licenses ($5,187), Administration- Smart Board ($6,200-offset with fund balance) Fire - Additional Firehouse user license ($1,070), Finance - 3 Bar code scanners ($800), SunGard P-Card Software ($6,233), SunGard Cognos software upgrade ($15,400), Police -MDC, Doc and printer for Code Enforcement ($3,150), Com. Dev. Plotter Scanner replacement ($10,000-offset with fund balance)

JUDICIAL

Statement of Purpose:

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

Program Description:

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

2015 Program Accomplishments:

1. Collected approximately $23,700 in forfeitures through Government Payment Services in the first six months of 2015 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 $19,510 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. Cooperated with Police Department in restructuring ordinance code and bond schedule.
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. Implemented aggressive driving video requirement for construction-impacted traffic and ordinance offenses.

2016 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 Municipal Bond Schedule to stay consistent with the surrounding communities.
3. Increase the quality of service without unduly increasing costs to promote public confidence in the judicial system.

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-451.03-00	SERVICE/PROCESS FEE	4,700	5,072	5,430	5,500	4,150	5,500	5,500	0.00%
101-5100-451.04-00	COURT COSTS	40,445	49,090	53,576	45,000	40,142	50,000	50,000	11.11%
	Subtotal (Program Revenues)	**45,145**	**54,162**	**59,006**	**50,500**	**44,292**	**55,500**	**55,500**	**9.90%**
	Undesignated Rev. to Balance	***15,747***	***14,002***	***14,271***	***15,680***	***3,179***	***15,459***	***15,087***	***(3.78%)***
	LEVY to Balance	***63,216***	***56,049***	***56,414***	***64,608***	***37,899***	***62,655***	***63,451***	***(1.79%)***
	TOTAL REVENUE:	**124,108**	**124,213**	**129,691**	**130,788**	**85,370**	**133,614**	**134,038**	**2.48%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-510.01-10	SALARIED	8,272	8,272	8,272	8,251	4,976	8,272	8,251	0.00%
101-5100-510.01-20	HOURLY NON-REPR F/T	48,454	49,919	51,045	52,195	31,397	52,195	52,196	0.00%
101-5100-510.01-21	HOURLY OT/NON-REPR	-	-	-	-	-	-	-	
101-5100-510.01-22	HOURLY/NON-REPR./P.T.	0	0	0	0	0	0	0	
101-5100-510.01-31	FICA	4,111	4,216	4,301	4,393	2,649	4,395	4,387	(0.14%)
101-5100-510.01-32	WI RETIREMENT	2,874	3,328	3,568	3,550	2,135	3,549	3,445	(2.96%)
101-5100-510.01-51	MEDICAL INSURANCE	16,602	17,814	16,865	17,059	10,558	17,064	17,217	0.93%
101-5100-510.01-52	DENTAL INSURANCE	831	831	835	857	489	801	934	8.98%
101-5100-510.01-53	GROUP LIFE/DISAB INS	514	514	488	518	295	448	518	0.00%
101-5100-510.02-10	PROF SERVICE/CONTRACTED	5,368	5,922	10,045	7,000	7,256	10,000	10,000	42.86%
101-5100-521.02-15	LEGAL COUNSEL	35,324	31,246	32,641	35,000	24,274	35,000	35,000	0.00%
101-5100-510.03-10	OFFICE SUPPLIES	79	395	194	200	0	200	200	0.00%
101-5100-510.03-20	SUBSCRIPTIONS & DUES	140	140	140	140	140	140	140	0.00%
101-5100-510.03-30	MILEAGE/MEALS/LODGING	198	162	0	400	164	250	450	12.50%
101-5100-510.03-35	TRAINING	625	625	625	625	700	700	700	12.00%
101-5100-510.03-41	POSTAGE	716	829	672	600	337	600	600	0.00%
	JUDICIAL	**124,108**	**124,213**	**129,691**	**130,788**	**85,370**	**133,614**	**134,038**	**2.48%**
	TOTAL EXPENDITURES	**124,108**	**124,213**	**129,691**	**130,788**	**85,370**	**133,614**	**134,038**	**2.48%**

NOTES:

1 **101-5100-510.02-10 Professional Services/Contracted:** The costs in this account include: $9,500 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 2016.

5 **101-5100-510.03-35 Training:** Continuing Judicial Education Dues $700.

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.

2016 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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - LEG	0	0	0	0	0	0	9,081	
	Subtotal (Program Revenues)	**0**	**0**	**0**	**0**	**0**	**0**	**9,081**	
	Undesignated Rev. to Balance	*7,578*	*6,949*	*7,432*	*7,697*	*1,811*	*7,750*	*7,574*	*(1.60%)*
	LEVY to Balance	*30,423*	*27,819*	*29,377*	*31,716*	*21,583*	*31,409*	*31,853*	*0.43%*
	TOTAL REVENUE:	**38,001**	**34,768**	**36,809**	**39,413**	**23,394**	**39,159**	**48,508**	**23.08%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-500.01-10	SALARIED	27,482	25,892	27,139	27,302	16,458	27,054	27,302	0.00%
101-5100-500.01-31	FICA	2,102	1,980	2,076	2,089	1,258	2,070	2,089	0.00%
101-5100-500.01-32	WI RETIREMENT	1,438	944	1,049	1,044	607	1,022	1,058	1.34%
101-5100-500.02-10	PROFESSIONAL SERVICES	1,199	1,190	1,810	2,460	305	2,460	2,460	0.00%
101-5100-500.03-20	SUBSCRIPTIONS & DUES	4,512	3,953	4,222	4,468	4,164	4,468	4,468	0.00%
101-5100-500.03-25	LEGAL AND DISPLAY ADS	400	-	-	-	-	-	-	
101-5100-500.03-30	MILEAGE/MEALS/LODGING	245	358	295	550	296	550	550	0.00%
101-5100-500.03-35	TRAINING	160	255	50	500	112	500	500	0.00%
101-5100-500.03-90	OTHER SUPPLIES & EXPENSE	463	196	168	1,000	159	1,000	1,000	0.00%
101-5100-500.08-14	CAPITAL EQUIPMENT-OTHER	-	-	-	-	-	-	9,081	
	LEGISLATIVE	**38,001**	**34,768**	**36,809**	**39,413**	**23,394**	**39,159**	**48,508**	**23.08%**

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

5 **101-5100-500.08-14 Capital Equipment-Other:** Assembly Room Technology upgrade ($9,081) offset with fund balance, split 70% Town & 30% Utilities (total cost $12,975)

MISCELLANEOUS ACCOUNTS

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
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	25,662	34,223	32,083	27,908	0	27,908	29,317	5.05%
101-5100-491.06-11	TRANS FROM WTR DEPARTMENT to MC	10,673	18,645	16,319	12,120	0	12,120	13,025	7.47%
101-5100-491.06-12	TRANS FROM SWR DEPARTMENT to MC	10,673	18,645	16,319	12,120	0	12,120	13,025	7.47%
101-5100-491.06-13	TRANS FROM STORM DEPARTMENT to MC	21,347	37,290	32,639	24,239	0	24,239	26,051	7.48%
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 expe	0	0	0	100,000	0	100,000	75,000	(25.00%)
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	25,000	
101-5100-492.09-00	TRANSFER ASSIGNED BALANCE - Gen	0	0	0	0	0	0	0	
	Subtotal (Program Revenues)	**68,355**	**108,803**	**97,360**	**176,387**	**0**	**176,387**	**181,418**	**2.85%**
101-5100-410.02-00	MOBILEHOME FEE-TN SHARE	64,018	62,182	63,828	60,000	40,569	60,000	57,000	(5.00%)
101-5100-410.03-00	HOTEL/MOTEL TAX	33	781	611	600	364	750	600	0.00%
101-5100-410.05-01	PAYMENT IN LIEU OF TAXES-MUNICIPAL	479,989	531,191	544,573	525,000	0	535,000	535,000	1.90%
101-5100-410.05-09	PAYMENT IN LIEU OF TAXES-OTHER	0	0	0	0	601	601	600	
101-5100-410.09-00	OTHER TAXES	4,038	1,189	1,600	0	919	919	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	339,292	341,852	341,895	341,340	51,201	341,340	341,420	0.02%
101-5100-432-02-01	EXPENDITURE RESTRAINT	50,612	48,777	70,362	63,589	63,589	63,589	54,889	(13.68%)
101-5100-432.04-01	COMPUTER EXEMPT AID	197,087	208,399	196,115	205,000	214,939	214,939	187,835	(8.37%)
101-5100-440.09-01	FRANCHISE FEES/CABLE TV	251,602	241,612	236,410	250,000	119,100	250,000	250,000	0.00%
	JUDGEMENTS AND DAMAGES	0	0	0	0	0	0	0	
101-5100-461.01-00	COPY/DOCUMENT FEES	312	167	267	200	248	250	200	0.00%
101-5100-463-01-00	RENT-TOWN PROPERTY: GENERAL	39,890	39,133	37,320	39,431	16,963	35,000	33,013	(16.28%)
101-5200-464.07-00	IMPACT FEES	0	0	0	0	0	0	0	
101-5100-469.05-00	ROADWAY DEV. AGREEMENT	0	0	756	0	4,300	4,300	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	44,699	7,270	27,268	8,000	2,740	10,000	12,000	50.00%

REVENUES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-491.04-02	TRANSFER FROM EQUIP REPLACE FUND	0	0	0	0	0	0	0	
	Subtotal (Unallocated Revenues)	**1,471,572**	**1,482,553**	**1,521,005**	**1,493,160**	**515,533**	**1,516,688**	**1,472,557**	**(1.38%)**
101-5100-410.01-00	**GENERAL PROPERTY TAX**	**5,907,733**	**5,934,666**	**6,013,156**	**6,150,674**	**6,145,629**	**6,145,629**	**6,194,575**	**0.71%**

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
Undesignated Revenue % of Unallocated	19.94%	19.99%	20.19%	19.53%	7.74%	19.79%	19.21%	(1.64%)
General Property Tax % of Unallocated	80.06%	80.01%	79.81%	80.47%	92.26%	80.21%	80.79%	0.40%

Subtotal (Program Revenues)	**68,355**	**108,803**	**97,360**	**176,387**	**0**	**176,387**	**181,418**	**2.85%**
Undesignated Rev. to Balance Program	***154,480***	***50,648***	***170,222***	***33,465***	***204,651***	***92,927***	***49,669***	***48.42%***
LEVY to Balance Program	***620,173***	***202,742***	***673,582***	***136,254***	***2,439,942***	***375,043***	***210,447***	***54.45%***
TOTAL REVENUE:	**843,009**	**362,193**	**941,164**	**346,106**	**2,644,593**	**644,357**	**441,534**	**27.57%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-590.01-20	HOURLY/NON-REPRESENTED	0	0	37,860	38,351	23,110	38,351	38,351	0.00%
101-5100-590.01-21	HOURLY OT/NON-REPR	0	0	476	1,097	656	1,218	1,102	0.46%
101-5100-590.01-24	HOURLY/GENERAL UNION	35,889	36,981	0	0	0	0	0	
101-5100-590.01-25	HRLY. OT/GEN UNION	459	1,004	0	0	0	0	0	
101-5100-590.01-31	FICA	2,569	2,672	2,702	2,787	1,683	2,796	2,781	(0.22%)
101-5100-590.01-32	WI RETIREMENT	2,177	2,553	2,690	2,682	1,637	2,691	2,604	(2.91%)
101-5100-590.01-51	MEDICAL INSURANCE	16,602	17,814	17,576	17,059	10,558	17,136	17,217	0.93%
101-5100-590.01-52	DENTAL INSURANCE	785	785	789	857	462	757	934	8.98%
101-5100-590.01-53	GROUP LIFE/DISAB INS	391	391	409	414	240	364	421	1.69%
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	3,936	3,681	4,177	4,282	2,581	4,432	4,432	3.50%
101-5100-590.02-21	ELECTRICITY	50,715	50,922	46,976	55,000	22,710	45,000	52,000	(5.45%)
101-5100-590.02-22	NATURAL GAS	32,340	37,434	50,139	42,000	26,836	40,000	42,000	0.00%
101-5100-590.02-23	SEWER/WATER/STORM	12,827	13,141	13,486	14,100	9,820	13,000	14,100	0.00%
101-5100-590.02-24	TELEPHONE	9,639	10,970	10,043	9,600	5,134	9,600	9,600	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-590.02-40	REPAIR/MAINT SERV/OTHER	2,493	2,438	3,311	4,248	3,248	4,248	4,340	2.17%
101-5100-590.02-41	BUILDING REPAIR & MAINT	36,164	43,185	26,249	39,130	28,516	41,130	39,130	0.00%
101-5100-590.02-46	UNIFORM RENTAL	0	0	0	0	0	0	0	
101-5100-590.03-46	CLOTHING/UNIFORM ALLOW	0	300	199	300	300	300	300	0.00%
101-5100-590.03-57	CUSTODIAL/MAINTENANCE SUP	5,582	5,639	5,677	5,200	4,956	5,200	5,200	0.00%
101-5100-590.03-58	GROUNDS MAINTENANCE SUPPL	961	943	916	952	198	952	952	0.00%
101-5100-590.08-11	CAP EQUIPMENT - OFFICE	0	0	0	0	0	0	0	
101-5100-590.08-19	CAP IMPR BUILDING & LAND	0	0	36,272	5,000	0	0	25,000	400.00%
	MUNICIPAL COMPLEX	**213,529**	**230,853**	**259,947**	**243,059**	**142,645**	**227,175**	**260,464**	**7.16%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5100-600.02-10	PROF SERVICE/CONTRACTED	2,666	4,687	9,990	4,706	3,457	5,275	5,330	13.26%
101-5100-600.02-34	SITE MAINTENANCE-EAB	0	0	0	10,000	0	10,000	10,000	0.00%
101-5100-600.03-10	OFFICE SUPPLIES	7,170	7,837	5,875	8,000	3,922	8,000	8,000	0.00%
101-5100-600.03-41	POSTAGE/SHIPPING	16,458	7,438	2,557	15,000	10,376	15,000	15,000	0.00%
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	185,071	49,769	0	0	0	0	0	
101-5100-600.03-99	CONTINGENCY FUND	0	0	0	57,191	0	0	64,724	13.17%
101-5100-600.03-99	NON-REP WAGE ADJUSTMENTS	0	0	0	5,135	0	0	75,000	1360.56%
101-5100-600.08-21	CAP IMPR BUILDING & LAND		0	0	0	0	0	0	
	GENERAL GOVERNMENT	**211,365**	**69,731**	**18,422**	**100,032**	**17,755**	**38,275**	**178,054**	**78.00%**
	TOTAL EXPENDITURES	**424,894**	**300,584**	**278,369**	**343,091**	**160,400**	**265,450**	**438,518**	**27.81%**

NOTES:

Notes: Revenue

1 **101-5100-410.05-01 Payment in Lieu of Taxes**
$535,000 Water Utility

2 **101-5100-491.06-13 Transfer from Stormwater Utility**
Partial Repayment of prior stormwater operating expenses and debt service - $75,000
Reimbursement for Municipal Complex Expenses (10%) - $26,051

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
Electrical wiring for stand-by power $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** - $25,000 Building and Finance Counter Security (offset with fund balance).

Notes: General Government Expenditures

1 **101-5100-600.02-34 Site Maintenance** - This was 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. Funds not spent will be assigned in the fund balance for future years.

PARK AND RECREATION DEPARTMENT
2015 PROGRAM ACCOMPLISHMENTS

RECREATION / COMMUNITY CENTER

Goal 1: **Increase Community Center Use by 2% over 2014 numbers - Incomplete**

Goal 2: **Increase Recreation Program Participation by 2% over 2014 numbers - Accomplished**

Goal 3: **Increase Program Sponsorships – Incomplete/Ongoing**

PARKS

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

A. Prepare and present depreciation fund numbers for each new or redeveloped park - Completed
B. Annually assess the needs of each park site and clearly define and prioritize work to be completed with associated costs - Completed
C. Update Park and Recreation Department Capital Improvement Plan (CIP) - Completed
D. Annually assess the park and recreation equipment for replacement, purchase and removal - Completed
E. To implement 2015 projects
    1. Finish Palisades Pavilion and Site Renovations - Completed
    2. Finish OHS and disc golf bridge/culvert replacement – 90% Completed
    3. Glenview Park Sign - Completed
    4. Finish OHN volleyball court - Completed
    5. Finish OHS native prairie installation – 90% Completed
    6. Crack fill and seal coat approximate 2.0 miles of trail/year – Awaiting Contractor
    7. Disc golf course continued improvements: benches completed, port-a-potty screening- Completed, drainage hole #13- Delayed
    8. Wittmann Park Renovations - Started
    9. Fritse Park Maintenance / Improvement – railings - completed, lights – this fall and parking - Delayed
    10. Trestle Trail Extraordinary Maintenance – posts, signs

Goal 2: **To implement a park beautification plan - Ongoing**

Goal 3: **To implement Urban Forestry management plan. – Ongoing**

Goal 4: **To maintain an 85% park pavilion rental rate for June – August and 65% over the entire rental season - Unknown**

ADMINISTRATIVE

Goal 1: **To continue to promote educational opportunities - Ongoing**

Goal 2: **Revise and further develop volunteer programs, as time and resources permit – Completed/Ongoing**

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

PARK AND RECREATION DEPARTMENT
2016 PROGRAM GOALS AND OBJECTIVES

RECREATION / COMMUNITY CENTER

Goal 1: Increase Community Center Use by 2% over 2015 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 2015 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
      b. Explore new trip options for the Summer Trip Series
   3. Adult Programming
      a. Increase older adult programming by adding one additional 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. Seek additional sponsor specifically for the Filthy Fun Kids Run
B. Recruit sponsors by direct mailing requests to new businesses throughout the community
C. Retain the sponsors that committed to our department in 2014 and 2015

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. Complete 5 year park and open space plan 2016-2021
D. Update Park and Recreation Department Capital Improvement Plan (CIP)
E. Annually assess the park and recreation equipment for replacement, purchase and removal
F. To implement 2016 projects
    1. Crack fill and seal coat approximate 3.0 miles of trail/year
    2. Disc golf course continued improvements: benches, garbage and recycling receptacles, drainage hole #4, #13 and #9
    3. Asphalt trail work around bridges in O'Hauser
    4. Wittmann Park Renovations
    5. Fritsch drainage and electrical
    6. Schildt Granary

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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
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	
101-5500-463-02-00	RENT-TOWN EQUIP: PARK	225	83	200	225	245	250	225	0.00%
101-5500-463-04-00	PARK RENTALS	12,245	11,030	12,968	13,235	13,777	13,919	13,632	3.00%
101-5500-480.02-01	SALE OF TOWN EQUIPMENT: PK	0	1,500	84	0	0	0	0	
101-5500-480.04-01	VENDING MACHINES	0	110	0	0	0	0	0	
101-5500-480.09-00	MISC REVENUE: PARK	1,671	2,024	4,792	3,500	2,349	2,500	3,500	0.00%
101-5500-491.02-05	TRANSFER FR PARK IMPROVEMENTS	0	0	0	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM BOAT TRAILER FEES	0	0	0	5,160	0	0	0	
101-5500-491.02-05	TRANSFER FROM PALS DONATIONS	0	0	0	346	0	326	0	
101-5500-491.02-05	TRANSFER FROM DANCE COMPETITIO	0	0	0	235	0	235	0	
101-5500-491.02-05	TRANSFER FROM DISC GOLF FEES/DON	2,000	3,944	9,877	14,854	0	14,854	13,851	(6.75%)
101-5500-491.02-05	TRANSFER FROM TRAIL DONATIONS	1,700	0	0	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM INDIAN MOUND REC	0	4,222	0	0	0	0	0	
101-5500-491.02-05	TRANSFER FROM WOODLAND PRAIRIE	0	0	0	0	0	0	4,500	
101-5500-491.02-05	TRANSFER FROM IMPACT FEES	51,550	0	0	0	0	0	0	
101-5500-492.09-00	TRANSFER ASSIGNED BALANCE - PK	0	0	0	49,570	0	0	12,500	(74.78%)
	Park Subtotal (Program Revenues)	**69,391**	**22,913**	**27,921**	**87,125**	**16,371**	**32,084**	**48,208**	**(44.67%)**

REVENUES - Recreation:

101-5500-468.01-01	SPRING REC FEES	8,281	11,407	9,389	9,969	8,832	8,832	9,820	(1.49%)
101-5500-468.01-02	SUMMER PROGRAM FEES	24,765	29,150	29,052	27,612	29,867	30,798	32,635	18.19%
101-5500-468.01-03	FALL PROGRAM FEES	17,328	15,385	17,920	12,667	6,429	12,667	13,619	7.52%
101-5500-468.01-04	WINTER PROGRAM FEES	25,304	23,591	23,142	18,723	8,551	18,723	19,411	3.67%
101-5500-468.02-01	STATE ATTRACTIONS	12,630	11,387	13,163	11,466	10,640	11,466	11,580	0.99%
101-5500-463-01-00	RENT-TOWN PROPERTY: PARK	16,120	16,120	16,120	16,120	10,831	16,120	22,604	40.22%
101-5500-463-03-00	COMMUNITY CENTER RENTAL	13,871	13,530	15,169	14,261	9,562	16,146	14,688	2.99%
101-5500-468.03-01	CC USER FEE	0	0	0	0	0	0	0	
101-5500-480.08-11	DONATIONS & CONTRIBUTIONS - PK/R	1,800	0	0	0	0	0	0	
101-5500-480.09-01	MISC REVENUE: RECREATION	509	632	205	500	359	400	500	0.00%

REVENUES (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 BUDGET	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5500-491.02-03	TRANS FROM TOWER REVENUE FUND	0	0	0	0	0	0	0	
101-5500-492.09-00	TRANSFER ASSIGNED BALANCE - REC	0	0	0	0	0	0	0	
	Recreation Subtotal (Program Revenues)	**120,608**	**121,202**	**124,160**	**111,318**	**85,071**	**115,152**	**124,857**	**12.16%**
	Total Program Revenue	**189,999**	**144,115**	**152,081**	**198,443**	**101,442**	**147,236**	**173,065**	**(12.79%)**
	Undesignated Rev. to Balance	***116,529***	***142,972***	***155,230***	***152,569***	***31,435***	***157,909***	***159,219***	**4.36%**
	LEVY to Balance	***467,812***	***572,317***	***613,617***	***628,634***	***374,702***	***640,014***	***669,616***	**6.52%**
	TOTAL REVENUE:	**774,340**	**859,404**	**920,928**	**979,646**	**507,579**	**945,159**	**1,001,900**	**2.27%**

EXPENDITURES-Park:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5500-710.01-10	SALARIED	48,651	49,400	50,517	53,059	31,917	53,059	53,059	0.00%
101-5500-710.01-20	HOURLY/NON-REPRESENTED	0	0	149,028	155,264	80,447	140,947	158,164	1.87%
101-5500-710.01-21	HOURLY OT/NON-REPR	2,009	1,502	6,540	3,658	2,635	6,070	5,139	40.49%
101-5500-710.01-22	HOURLY/NON-REPR./P.T.	50,337	44,864	47,797	59,806	29,565	50,975	68,184	14.01%
101-5500-710.01-23	P/T NON-REP OT	0	0	1,087	1,794	1,518	1,794	1,832	2.12%
101-5500-710.01-24	HOURLY UNION	117,945	146,137	0	0	0	0	0	
101-5500-710.01-25	HOURLY OT/UNION	3,277	5,084	0	0	0	0	0	
101-5500-710.01-31	FICA	15,916	17,757	18,195	19,914	10,546	18,328	21,128	6.10%
101-5500-710.01-32	WI RETIREMENT	10,494	13,920	14,934	16,741	9,017	15,809	16,553	(1.12%)
101-5500-710.01-40	PER DIEM	4,025	3,780	3,710	4,165	1,505	4,165	4,165	0.00%
101-5500-710.01-51	MEDICAL INSURANCE	52,690	67,703	66,710	65,250	40,153	65,530	65,855	0.93%
101-5500-710.01-52	DENTAL INSURANCE	1,687	2,239	2,274	2,421	1,293	2,116	2,639	9.00%
101-5500-710.01-53	GROUP LIFE/DISAB INS	1,557	1,770	1,815	1,862	1,077	1,633	1,896	1.83%
101-5500-710.01-97	UNEMPLOYMENT COMP	1,028	2,569	0	725	0	0	0	(100.00%)
101-5500-710.02-10	PROF SERVICE/CONTRACTED	6,450	6,412	2,140	7,000	0	7,000	7,000	0.00%
101-5500-710.02-12	EMPLOYEE ASSISTANCE PROG	177	177	186	180	186	186	186	3.33%

EXPENDITURES-Park: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5500-710.02-13	ADA MODIFICATIONS	0	2,007	3,133	4,500	0	4,500	4,000	(11.11%)
101-5500-710.02-17	EQUIP RENTAL/CONTRACTED	1,173	986	701	1,326	384	1,000	1,410	6.33%
101-5500-710.02-21	ELECTRICITY	12,699	16,849	23,670	18,354	15,328	22,961	22,191	20.91%
101-5500-710.02-22	NATURAL GAS	524	882	1,142	858	521	874	883	2.91%
101-5500-710.02-23	SEWER/WATER/STORM	12,143	12,393	13,389	12,224	7,359	12,224	12,537	2.56%
101-5500-710.02-34	SITE MAINTENANCE	14,714	12,208	13,777	13,100	9,017	13,449	13,400	2.29%
101-5500-710.02-40	REPAIR/MAINT SERV/OTHER	4,581	3,188	708	775	281	700	9,735	1156.13%
101-5500-710.02-41	BUILDING REPAIR & MAINT	8,908	10,196	7,691	12,368	7,173	10,994	10,868	(12.13%)
101-5500-710.02-46	UNIFORM RENTAL	1,591	1,771	0	0	0	0	0	
101-5500-710.02-93	DRUG & ALCOHOL TESTING	580	835	706	577	784	784	583	1.04%
101-5500-710.03-10	OFFICE SUPPLIES	477	649	287	1,050	569	912	750	(28.57%)
101-5500-710.03-13	PRINTING/MARKETING	0	808	1,231	1,500	990	1,683	2,250	50.00%
101-5500-710.03-20	SUBSCRIPTIONS & DUES	631	464	720	560	415	560	560	0.00%
101-5500-710.03-25	LEGAL & DISPLAY ADS	293	0	8	200	0	200	200	0.00%
101-5500-710.03-30	MILEAGE/MEALS/LODGING	434	46	540	1,200	104	1,200	1,200	0.00%
101-5500-710.03-32	VENDING SUPPLIES/SERVICES	0	0	0	0	0	0	0	
101-5500-710.03-35	TRAINING	556	1,133	437	1,605	385	1,605	1,405	(12.46%)
101-5500-710.03-40	OPERATING SUPPLIES-DISC GOLF	0	2,836	2,044	9,545	7,536	8,398	9,895	3.67%
101-5500-710.03-41	POSTAGE/SHIPPING	580	647	591	750	220	600	606	(19.20%)
101-5500-710.03-46	CLOTHING/UNIFORM ALLOW	1,114	1,462	1,356	1,600	910	1,410	1,600	0.00%
101-5500-710.03-53	EQUIPMENT MAINTENANCE	11,462	8,784	15,038	9,000	11,500	13,000	9,000	0.00%
101-5500-710.03-55	VEHICLE MAINTENANCE	3,068	4,199	5,122	5,000	3,171	5,096	5,200	4.00%
101-5500-710.03-58	GROUNDS MAINTENANCE SUPPL	934	2,987	4,980	9,263	7,094	9,650	10,413	12.41%
101-5500-710.03-72	CRACK SEALING PROGRAM	8,525	0	4,966	3,801	0	3,801	7,515	97.71%
101-5500-710.03-78	TREE & BRUSH CONTROL	6,078	7,594	5,215	6,500	1,971	9,579	6,500	0.00%
101-5500-710.03-79	TRAIL MAINTENANCE	8,688	10,215	9,356	25,300	22,583	23,752	14,800	(41.50%)
101-5500-710.03-90	OTHER SUPPLIES & EXPENSE	6,081	5,451	7,103	4,950	4,826	5,562	4,950	0.00%
101-5500-710.03-93	MEDICAL EXAMS	210	190	173	200	84	156	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	7,935	21,044	10,175	5,680	9,845	10,250	0.74%
101-5500-710.08-21	CAP IMPR BUILDING & LAND	0	0	0	0	0	0	0	
101-5500-710.08-31	CAP-PARKS-MISC	21,308	21,719	51,686	44,605	5,549	27,562	27,210	(39.00%)

EXPENDITURES-Park: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5500-710.08-44	CAPITAL-TRAILS/WALKWAYS	0	0	0	0	0	0	0	
101-5500-710.08-55	CAPITAL REPLACEMENT FUND	88,512	93,152	0	0	0	0	0	
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	98,211	117,107	0	117,107	121,882	4.08%
	PARKS	**532,107**	**594,900**	**659,958**	**709,832**	**324,293**	**676,776**	**717,793**	**1.12%**

EXPENDITURES-Recreation:

101-5500-720.01-10	SALARIED	61,083	62,107	63,510	69,542	41,833	69,543	73,465	5.64%
101-5500-720.01-20	HOURLY/NON-REPRESENTED	0	0	14,118	14,557	8,435	13,170	14,652	0.65%
101-5500-720.01-21	HOURLY OT/NON-REPR	0	0	10	0	2	2	0	
101-5500-720.01-22	HOURLY/NON-REPR./P.T.	45,962	44,532	43,087	53,277	35,043	48,325	50,987	(4.30%)
101-5500-720.01-24	HOURLY UNION	14,920	15,539	0	0	0	0	0	
101-5500-720.01-25	HOURLY OT/UNION	6	2	0	0	0	0	0	
101-5500-720.01-31	FICA	9,025	8,888	8,929	10,180	6,304	9,696	10,303	1.21%
101-5500-720.01-32	WI RETIREMENT	4,522	5,191	5,410	5,718	3,419	5,625	5,816	1.71%
101-5500-720.01-51	MEDICAL INSURANCE	23,628	25,283	25,091	24,309	15,030	24,403	24,534	0.93%
101-5500-720.01-52	DENTAL INSURANCE	1,177	1,177	1,173	1,221	709	1,164	1,331	9.01%
101-5500-720.01-53	GROUP LIFE/DISAB INS	635	645	648	669	410	623	713	6.58%
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	80	20	750	0	750	750	0.00%
101-5500-720.02-17	EQUIP RENTAL/CONTRACTED	372	347	402	446	276	477	600	34.53%
101-5500-720.02-21	ELECTRICITY	6,464	5,410	6,041	6,479	3,559	5,801	6,031	(6.91%)
101-5500-720.02-22	NATURAL GAS	1,535	1,857	3,342	2,858	1,322	2,595	2,620	(8.33%)
101-5500-720.02-23	SEWER/WATER/STORM	2,833	2,887	2,894	2,914	1,405	2,914	2,972	1.99%
101-5500-720.02-24	TELEPHONE	1,690	1,434	1,434	1,334	837	1,195	1,207	(9.52%)
101-5500-720.02-40	REPAIR/MAINT SERV/OTHER	3,785	3,955	1,403	2,888	1,528	2,888	2,932	1.52%
101-5500-720.02-41	BUILDING REPAIR & MAINT	1,610	1,337	1,222	1,715	2,003	2,692	1,760	2.62%
101-5500-720.03-09	CREDIT CARD FEES	830	1,479	1,618	1,533	1,007	1,747	1,750	14.16%

EXPENDITURES-Recreation: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5500-720.03-10	OFFICE SUPPLIES	347	331	349	400	46	400	400	0.00%
101-5500-720.03-20	SUBSCRIPTIONS & DUES	410	440	414	480	580	580	580	20.83%
101-5500-720.03-25	LEGAL & DISPLAY ADS	0	0	0	0	0	0	0	
101-5500-720.03-30	MILEAGE/MEALS/LODGING	574	221	537	765	247	405	765	0.00%
101-5500-720.03-35	TRAINING	360	510	533	1,354	85	749	1,204	(11.08%)
101-5500-720.03-40	OPERATING SUPPLIES	1,308	947	3,862	4,314	2,200	4,300	4,274	(0.93%)
101-5500-720.03-41	POSTAGE/SHIPPING	3,432	3,343	3,602	3,744	3,874	4,000	3,744	0.00%
101-5500-720.03-42	CC OPERATING SUPPLIES	1,167	1,128	1,165	1,500	619	1,153	1,500	0.00%
101-5500-720.03-45	LICENSE/FORMS/PRINTING	10,291	10,323	10,640	10,940	9,061	10,324	10,940	0.00%
101-5500-720.03-58	GROUNDS MAINTENANCE SUPPL	0	0	450	660	450	450	450	(31.82%)
101-5500-720.03-72	CRACK SEALING PROGRAM	0	0	0	0	0	0	3,860	
101-5500-720.03-81	SPRING PROGRAM	3,481	6,160	4,255	5,143	4,529	4,529	4,939	(3.97%)
101-5500-720.03-82	SUMMER PROGRAM	11,760	15,387	14,603	12,134	17,112	17,112	17,324	42.77%
101-5500-720.03-83	FALL PROGRAM	7,047	7,255	7,952	5,102	103	5,102	5,553	8.84%
101-5500-720.03-84	WINTER PROGRAM	9,954	17,489	13,106	12,538	10,569	14,980	12,651	0.90%
101-5500-720.03-91	PUBLIC SERVICE & EDUCATION	12,025	11,621	12,783	10,350	10,689	10,689	11,500	11.11%
101-5500-720.08-11	CAPITAL EQUIPMENT-OFFICE	0	3,599	0	0	0	0	2,000	
101-5500-720.08-21	CAP IMPR BUILDING & LAND	0	3,600	6,367	0	0	0	0	
	RECREATION	**242,233**	**264,504**	**260,970**	**269,814**	**183,286**	**268,383**	**284,107**	**5.30%**
	TOTAL EXPENDITURES	**774,340**	**859,404**	**920,928**	**979,646**	**507,579**	**945,159**	**1,001,900**	**2.27%**

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 1,405 hours, increase of 35 hours
4 Disc golf employee 350 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 144 hrs, increasing 45 hours
7 5 part-term seasonal park employees, which is an increase of 1 part term seasonal position
8 Part-time seasonal employee overtime 132 hours

Notes: Expenses Parks (cont.)

9 3 long-term seasonal - park mowers increase 40 hours each to a total of 616 hours each (28 hours for 22 weeks), for a total increase of 120 hours

10 1 long-term seasonal park employee (24 hours for 48 weeks)

11 **101-5500-710.01-40 Per Diem:** Commissioners are paid $35 per meeting. Assumes 17 meetings per year for all 7 commissioners

12 **101-5500-710.02-10 Prof Services:** Native Prairie Contract - $1,000; Forest/Prairie Management Plan - $1,500; PARKOUR/Mountain Bike Single Trac (adventure park concept) - $4,500 (offset with Woodland Prairie Cell Tower Funds)

13 **101-5500-710.02-13 ADA Modifications:** per federal law modifications must be completed by March 2015

14 **101-5500-710.02-21 Electricity:** Increase due to 3 year average

15 **101-5500-710.02-34 Site Maintenance:** Play Surface (3 loads)-$6,750; Wood Supplies-$1,200; Sand, soil, gravel-$2,800; Play Equip Parts-$1,700; Deicer-$500; Misc-$450.

16 **101-5500-710.02-40 Repair/Maint Serv/Other:** Copier-$175; Misc-$150; Fritse insect spraying-$450; Schildt Park Painting - $8,960

17 **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; General-$2,500.

18 **101-5500.710.03-10 Office Supplies -** Regular office supplies-$750

19 **101-5500-710.03-13 Printing/Marketing:** Trail maps - $500; banners - $400; give aways - $350 and Volunteer/Donor Recognition - $1,000.

20 **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

21 **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

22 **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 garbage/recycling receptacles.

23 **101-5500.710.03-58 Grounds Maintenance:** Fertilizer and weed & feed for high traffic/visible areas. A partnership with the local athletic associations to apply and then be reimbursed ($3,100). Increase for herbicides needed for buckthorn and weeds.

24 **101-5500-710.03.72 Crack Seal Coat:** Scheduled to complete Palisades / Fritse parking lot

25 **101-5500-710.03.78 Tree & Brush Control:** 30 Trees-$3,000; Tree removal $3,500

26 **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. The Town has over 20 miles of trails. This account also replaces 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. ($4,500 offset with Woodland Prairie cell tower funds)

27 **101-5500-710.08-14 Capital Equip - Other:** Broom for Case Tractor $10,250

28 **101-5500-710.08-31 Cap Parks/Misc:** Fritsch Park electrical and drainage $7,250; OHS Trail Asphalt $12,500 (offset w/fund balance); Schildt Granary $5,000; Park Signs $1,500; Concrete Baggo Fritsch $960

Notes: Expenses Recreation

1 **101-5500-720.02-13 ADA Modifications:** per federal law modifications must be completed by March 2015

2 **101-5500-720.02-17 Contracted Services:** Copier Rental-$480, Community Center Mats-$120

3 **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-$50; Wall Divider Maintenance-$350

Notes: Expenses Recreation (Cont.)

4 **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-$120 and Fire Alarm Testing-$300.

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-$1,800, New/Replacement small program games/play equipment-$2,000

7 **101-5500-720.03.72 Crack Seal Coat:** Scheduled to complete Community Center parking lot

8 **101-5500-720.03-81,82,83 & 84 Spring, Summer, Fall Winter:** The recreation budgets recover approximately 96% 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.

10 **101-5500-720.08-11 Capital Equipment-Office:** Projector and Screen-$2,000

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 99 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.

2015 Program Goals and Accomplishments:

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 (Improved due to 12-hr shift and increase minimum staffing levels)
2 Continue planning and researching the expansion and remodeling of the police department (ongoing)
3 Implement evaluation system for the officers which will provide feedback, reinforce expectations and hold employees accountable for their performance (Completed)
4 Continue to expand our efforts to reach out to the community by utilizing social media (Ongoing with extensive use of Facebook and department webpage), well as traditional media
5 Increased efficiency in records division by scanning old traffic citations
6 Improved interview room recording capabilities and exterior security cameras
7 Implemented a hotel/motel crime reduction program and ordinance
8 Department was recognized with the 2014 Sir Robert Peel Award and the WI Community Policing Project of the Year for the Good Drugs Gone Bad program
9 Worked with the US Attorney's Office and WI Department of Justice for the 5th year to coordinate the WI Problem Oriented Policing Conference

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. (Ongoing through training and use of weekly Patrol Bulletin)
2 Review active shooter protocol on a regular basis (ongoing)
3 Continue to look at more directed patrol opportunities/policing strategies (Accomplished through use of weekly Patrol Bulletin)
4 Continue replacement of AEDs (Accomplished with replacement of one AED)
5 Continue replacement of in-squad video cameras (Will occur in 2016)
6 Implementation of Code Enforcement Officer
7 Continued transition to utility vehicles to accommodate needed equipment
8 Two members of the department continue to be a part of the leadership committee working on forming the Winnebago Countywide Child Abduction Response Team

2016 Program Goals & Objectives:

1. Research creation of Sergeant's position to assist with supervisory duties
2. Complete transition from squad sedan to squad utilities to accommodate tactical equipment
3. Complete equipping squads with tactical gear
4. Continue replacing AEDs
5. Continue replacing in-squad video cameras
6. Re-visit Code Enforcement position to ensure we are getting the maximum benefit of the position
7. Continue planning and researching the expansion and remodeling needs of the police department
8. Continue monitoring staffing needs as road construction in the area continues
9. Revisit and possibly modify 12-hour shift
10. Work with the community and businesses to implement the Civilian Response to Active Shooter Events program
11. Explore reconfiguring the property storage room to maximize space
12. Continue to evaluate and gauge the effectiveness of the intelligence led policing program in place within the department
13. Continue to work on reducing the impact of heroin by providing drug testing kits to parents and trainings of Narcan usage to residents

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
	FEMA GRANT	0	0	0	0	0	0	0	
101-5200-431.09-00	FEDERAL GRANT - PD	1,450	40,749	11,871	1,250	0	1,615	960	(23.20%)
	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	4,000	4,000	4,160	4,160	4,160	4,160	4,160	0.00%
101-5200-431.02-00	LAW ENFORCEMENT:COPS UNIVERS	0	0	0	0	0	0	0	
101-5200-433.02-02	POLICE ENFORCEMENT GRANTS	1,522	0	0	0	0	0	0	
101-5100-440.01-04	BAR OPERATORS LICENSE	11,649	3,778	9,762	3,500	3,399	3,500	9,762	178.91%
101-5200-451.01-00	FINES & PENALTIES	110,124	129,691	116,459	116,000	78,123	118,000	120,000	3.45%
101-5200-451.02-00	WITNESS FEES	661	935	118	500	7	500	500	0.00%
101-5200-452.01-00	PARKING VIOLATIONS	10,405	13,938	13,671	12,500	6,995	12,500	12,500	0.00%
101-5200-452.02-00	OWI - BLOOD DRAW FEE	1,504	2520	3,253	1,500	1,496	1,500	2,000	33.33%
101-5200-469.01-03	FALSE ALARM FEES - PD	700	900	1,125	900	750	900	900	0.00%
101-5300-469.02-00	WEED CONTROL	1,393	475	405	1,200	228	1,200	1,200	0.00%
101-5200-461.01-02	LAW ENFORCE/COPY/DOC FEES	1,293	928	945	1,000	566	1,000	1,000	0.00%
101-5200-480.02-01	SALE OF TOWN EQUIPMENT: PD	0	320	277	0	0	0	0	
101-5200-480.08-11	DONATIONS & CONTRIBUTIONS - PD	0	0	0	0	0	0	0	
101-5200-480.09-02	MISC REVENUE: PUBIC SAFETY-PD	4,864	(206)	7,208	3,500	1,811	3,500	2,000	(42.86%)
101-5200-491.02-02	TRANS FROM GREAT GRANT FUND	0	0	0	0	0	0	0	
101-5200-491.02-05	TRANS FROM PUBLIC PROT - PD	0	0	0	5,371	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	0	0	0	0	
	Subtotal (Program Revenues)	**149,565**	**198,028**	**169,254**	**151,381**	**97,535**	**148,375**	**154,982**	**2.38%**
	Undesignated Rev. to Balance	***591,476***	***607,969***	***612,324***	***612,874***	***140,035***	***620,903***	***613,945***	***0.17%***
	LEVY to Balance	***2,374,525***	***2,433,703***	***2,420,486***	***2,525,243***	***1,669,199***	***2,516,555***	***2,582,019***	***2.25%***
	TOTAL REVENUES	**3,115,566**	**3,239,700**	**3,202,064**	**3,289,498**	**1,906,769**	**3,285,833**	**3,350,946**	**1.87%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5300-660.02-10	PROF SERVICE/CONTRACTED	338	336	407	1,000	12	1,000	1,000	0.00%
	***WEED & NUISANCE CONTROL**	**338**	**336**	**407**	**1,000**	**12**	**1,000**	**1,000**	**0.00%**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-610.01-10	SALARIED	523,863	489,108	521,408	546,413	326,891	546,413	549,836	0.63%
101-5200-610.01-15	SALARIED OVERTIME	20,616	34,211	29,947	30,802	24,981	36,000	31,073	0.88%
101-5200-610.01-20	HOURLY/NON-REPRESENTED	0	0	199,732	194,350	120,476	201,000	194,357	0.00%
101-5200-610.01-21	HOURLY OT/NON-REPR	0	0	11,449	11,442	8,034	15,500	11,442	0.00%
101-5200-610.01-22	HOURLY/NON-REPR./P.T.	33,178	39,305	39,889	71,546	25,561	44,000	71,945	0.56%
101-5200-610.01-24	HOURLY/GENERAL UNION	185,876	199,435	0	0	0	0	0	
101-5200-610.01-25	HRLY. OT/GEN UNION	10,298	10,063	0	0	0	0	0	
101-5200-610.01-26	HOURLY/POLICE UNION	1,089,730	1,168,878	1,198,148	1,224,584	739,607	1,228,600	1,250,086	2.08%
101-5200-610.01-27	HRLY OT/POL UNION	77,799	82,479	81,962	84,649	41,689	82,989	86,342	2.00%
101-5200-610.01-28	ED INCENTIVE/POLICE UN	17,600	19,000	21,400	22,400	11,200	22,400	22,400	0.00%
101-5200-610.01-31	FICA	145,008	150,482	154,348	160,444	95,470	159,386	161,659	0.76%
101-5200-610.01-32	WI RETIREMENT	331,348	282,196	211,858	205,806	123,071	205,945	202,590	(1.56%)
101-5200-610.01-40	PER DIEM	333	333	438	595	350	595	595	0.00%
101-5200-610.01-51	MEDICAL INSURANCE	442,905	490,633	472,686	462,370	293,659	476,282	504,462	9.10%
101-5200-610.01-52	DENTAL INSURANCE	20,329	21,531	22,468	23,558	13,166	21,599	25,523	8.34%
101-5200-610.01-53	GROUP LIFE/DISAB INS	15,070	15,212	15,108	15,578	8,898	13,494	15,630	0.33%
101-5200-610.01-97	UNEMPLOYMENT COMP	30	0	0	0	0	0	0	
101-5200-610.02-10	PROF SERVICE/CONTRACTED	17,355	17,550	19,692	18,224	7,402	18,224	15,400	(15.50%)
101-5200-610.02-17	EQUIP RENTAL/CONTRACTED	4,655	4,655	3,833	3,600	2,170	3,600	3,600	0.00%
101-5200-610.02-25	TIME SYSTEM	1,650	1,692	1,692	1,700	1,269	1,700	1,700	0.00%
101-5200-610.02-40	REPAIR/MAINT SERV/OTHER	11,635	9,880	9,528	16,237	11,002	16,237	16,080	(0.97%)
101-5200-610.02-93	DRUG & ALCOHOL TESTING	322	603	380	1,000	454	1,000	1,000	0.00%
101-5200-610.03-10	OFFICE SUPPLIES	1,137	1,044	1,093	1,100	349	1,100	1,100	0.00%
101-5200-610.03-20	SUBSCRIPTIONS & DUES	773	750	859	875	915	915	875	0.00%
101-5200-610.03-25	LEGAL & DISPLAY ADS	48	0	99	99	0	99	99	0.00%
101-5200-610.03-30	MILEAGE/MEALS/LODGING	1,499	1,583	1,599	5,040	2,050	5,040	5,040	0.00%
101-5200-610.03-35	TRAINING	8,072	7,761	7,939	9,228	6,466	9,228	9,228	0.00%
101-5200-610.03-40	OPERATING SUPPLIES	18,003	31,673	24,461	13,645	9,647	13,645	15,265	11.87%
101-5200-610.03-41	POSTAGE/SHIPPING	1,106	920	1,075	1,000	420	1,000	1,000	0.00%
101-5200-610.03-43	ACCREDITATION/AWARDS	500	566	0	0	0	0	0	
101-5200-610.03-44	REGIS SUSPENSION FEES	300	300	300	400	200	400	400	0.00%
101-5200-610.03-45	LICENSE/FORMS/PRINTING	2,009	1,765	845	2,000	148	2,000	1,150	(42.50%)
101-5200-610.03-46	CLOTHING/UNIFORM ALLOW	13,594	18,522	12,499	19,425	8,775	19,425	19,605	0.93%
101-5200-610.03-53	EQUIPMENT MAINTENANCE	1,613	3,647	10,977	4,333	1,641	4,333	4,400	1.55%
101-5200-610.03-55	VEHICLE MAINTENANCE	33,192	14,221	22,944	15,000	11,983	17,000	15,000	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5200-610.03-91	PUBLIC SERVICE & EDUCATION	579	376	482	1,000	91	1,000	1,000	0.00%
101-5200-610.03-92	INVESTIGATIVE EXPENSES	5,484	7,021	8,688	5,700	3,271	5,700	4,900	(14.04%)
101-5200-610.03-93	MEDICAL EXAMS	0	144	158	500	0	500	500	0.00%
101-5200-610.03-98	PERSONNEL RECRUITMENT	969	819	0	1,500	92	1,500	1,500	0.00%
101-5200-610.08-13	VEHICLE EQUIPMENT (CAP)	4,672	1,342	0	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	25,505	0	0	0	0	0	
101-5200-610.08-54	CAPITAL EQUIPMENT-OTHER	0	7,007	0	10,871	5,371	5,500	0	
101-5200-610.08-55	CAPITAL REPLACEMENT FUND	72,416	77,488	0	0	0	0	0	
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	92,080	102,484	0	102,484	104,164	1.64%
	LAW ENFORCEMENT	**3,115,566**	**3,239,700**	**3,202,064**	**3,289,498**	**1,906,769**	**3,285,833**	**3,350,946**	**1.87%**
	TOTAL EXPENDITURES	**3,115,904**	**3,240,036**	**3,202,471**	**3,290,498**	**1,906,781**	**3,286,833**	**3,351,946**	**1.87%**

NOTES:

Notes: Revenue

1 **101-5100-440-01-04: Bar Operator Licenses** - Increase of $6,262 due to renewal year

Notes: Expenses Police

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 - Code Enforcement Officer 900 hrs
4 **101-5200-610-01-27: Police Union Overtime** - 1,839 hrs
5 **101-5200-610-01-40: Per Diem** - Commissioners are paid $35 per meeting, split with Fire
6 **101-5200-610-02-10: Professional Services** - Decrease of $2,824 due to lower number of animals handled by FVHA.
7 **101-5200-610-03-40: Operating Supplies** - Increase due to equipment requests
8 **101-5200-610-03-45: License/Forms/Printing** - Decreased of $850 due to use of electronic forms
8 **101-5200-610-03-92: Investigative Expenses** - Decreased of $800 due to license requirement changes
9 **101-5200-610-08-54: Capital Equipment -Other:** Decrease of $5,500, due to no capital equipment requests in 2016

STREET

Statement of Purpose:

This department, through engineering, streets, street lighting, transportation, and equipment replacement program, is responsible for the maintenance of 99 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.

2015 Program Accomplishments:

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

2016 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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5300-420.02-00	STREET LIGHTING ASSESSMENT	16,623	13,806	17,323	17,323	16,283	16,283	16,283	(6.00%)
	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	55,079	81,300	75,355	72,439	1,423	72,439	72,439	0.00%
101-5300-432.09-00	MISC STATE GRANT	0	0	0	0	0	0	0	
101-5300-432.01-02	ELDERLY & BUS TRANS. AID - STATE	86,264	62,882	63,654	70,744	(7,201)	70,744	70,744	0.00%
101-5300-432.01-01	STATE AID-HWY AIDS	583,663	526,962	564,820	576,771	431,741	576,771	610,634	5.87%

REVENUES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5300-432.01-03	FUEL TAX REFUND	1,620	1,820	1,393	1,800	220	1,400	1,800	0.00%
101-5300-463.01-00	RENT-TOWN PROPERTY: VEHICLES	35,421	27,064	45,671	20,000	15,733	25,000	25,000	25.00%
101-5200-440.03-12	STREET EXCAVATION PERMITS	2,800	4,075	4,225	3,000	3,225	3,300	3,500	16.67%
101-5300-469.04-01	SIGNALIZATION	806	1,305	2,624	1,200	1,154	1,200	1,200	0.00%
101-5300-480.02-01	SALE OF TOWN EQUIPMENT: SD	0	0	0	0	0	17,000	0	
101-5300-480.09-00	MISC REVENUE: PUBLIC WORKS	37,396	31,820	12,466	3,400	62,889	63,000	3,400	0.00%
101-5300-491.02-01	TRANS FROM GARBAGE FUND	65,129	112,743	72,061	88,078	0	88,078	78,448	(10.93%)
101-5300-491.04-01	TRANSFER FROM CAPITAL PROJECTS	0	100,000	100,000	200,000	200,000	200,000	0	
101-5200-492.09-00	TRANSFER ASSIGNED BALANCE - SD	0	0	0	75,000	0	0	95,000	26.67%
	Subtotal (Program Revenues)	**884,801**	**963,777**	**959,592**	**1,129,755**	**725,467**	**1,135,215**	**978,448**	**(13.39%)**
	Undesignated Rev. to Balance	***194,649***	***264,008***	***180,105***	***212,016***	***46,557***	***187,055***	***206,877***	***(2.42%)***
	LEVY to Balance	***781,434***	***1,056,827***	***711,947***	***873,573***	***554,961***	***758,146***	***870,047***	***(0.40%)***
	TOTAL REVENUE:	**1,860,884**	**2,284,612**	**1,851,644**	**2,215,344**	**1,326,985**	**2,080,416**	**2,055,372**	**(7.22%)**

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5300-680.02-34	SITE MAINTENANCE	0	0	0	0	0	0	0	
101-5300-680.02-35	STREETS/MISC.	15,663	30,882	21,068	0	0	0	0	
101-5300-680.02-36	STREETS/CAPITAL	1,763	2,848	1,398	0	0	0	0	
101-5300-680.02-39	FIELD INVESTIGATION	525	621	521	0	0	0	0	
	ENGINEERING	**17,951**	**34,351**	**22,987**	**0**	**0**	**0**	**0**	
101-5300-650.01-10	SALARIED	77,793	78,030	66,983	69,832	42,007	69,833	69,831	0.00%
101-5300-650.01-20	HOURLY/NON-REPRESENTED	0	0	251,319	260,051	134,251	249,873	260,671	0.24%
101-5300-650.01-21	NON-REP OT	5	0	16,347	17,370	5,479	15,423	15,850	(8.75%)
101-5300-650.01-22	HOURLY/NON-REPR./P.T.	12,181	9,200	5,251	19,114	6,658	7,986	17,220	(9.91%)
101-5300-650.01-24	HOURLY/GENERAL UNION	238,108	267,441	0	0	0	0	0	
101-5300-650.01-25	HOURLY OT/GEN UNION	14,592	20,124	0	0	0	0	0	
101-5300-650.01-31	FICA	24,855	27,289	24,804	26,795	13,749	25,016	26,432	(1.35%)
101-5300-650.01-32	WI RETIREMENT	19,704	25,059	23,506	23,614	14,359	22,789	22,859	(3.20%)
101-5300-650.01-51	MEDICAL INSURANCE	98,494	114,512	96,687	91,225	59,869	97,947	100,251	9.89%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5300-650.01-52	DENTAL INSURANCE	4,634	5,084	4,168	4,500	2,578	4,278	5,393	19.84%
101-5300-650.01-53	GROUP LIFE/DISAB INS	3,083	3,417	2,902	3,141	1,885	2,963	3,155	0.45%
101-5300-650.01-97	UNEMPLOYMENT COMP	0	0	0	0	0	0	0	
101-5300-650.02-10	PROF SERVICE/CONTRACTED	9,488	11,373	8,637	9,100	3,724	9,100	9,100	0.00%
101-5300-650.02-12	EMPLOYEE ASSISTANCE PROG	177	177	186	186	186	186	186	0.00%
101-5300-650.02-14	ENGINEERING	0	0	0	25,500	39,611	45,000	25,500	0.00%
101-5300-650.02-17	EQUIP RENTAL/CONTRACTED	3,323	3,174	654	4,152	435	4,152	4,152	0.00%
101-5300-650.02-32	DITCHING	0	0	0	0	0	0	0	
101-5300-650.02-33	SHOULDERING	9,047	4,718	6,541	7,000	4,636	7,000	7,000	0.00%
101-5300-650.02-40	REPAIR/MAINT/OTHER	121	295	163	265	65	265	265	0.00%
101-5300-650.02-93	DRUG & ALCOHOL TESTING	203	252	220	160	232	232	200	25.00%
101-5300-650.03-25	LEGAL & DISPLAY ADS	316	239	410	400	720	900	500	25.00%
101-5300-650.03-30	MILEAGE/MEALS/LODGING	0	6	0	0	0	0	0	
101-5300-650.03-31	GASOLINE/FUEL	157,213	162,866	148,525	167,155	63,944	110,000	156,495	(6.38%)
101-5300-650.03-35	TRAINING	0	99	0	750	80	400	750	0.00%
101-5300-650.03-40	OPERATING SUPPLIES	6,263	12,288	11,699	14,890	9,541	14,890	14,890	0.00%
101-5300-650.03-41	POSTAGE/SHIPPING	65	45	126	75	22	75	75	0.00%
101-5300-650.03-46	CLOTHING/UNIFORM ALLOW	1,555	1,734	1,988	2,400	851	2,100	2,400	0.00%
101-5300-650.03-53	EQUIPMENT MAINTENANCE	735	597	1,174	718	169	718	718	0.00%
101-5300-650.03-54	SNOW/ICE EQ. MAINTENANCE	7,995	7,525	10,028	8,700	7,709	8,700	8,700	0.00%
101-5300-650.03-55	VEHICLE MAINTENANCE	38,880	54,676	48,468	45,432	18,338	45,432	45,432	0.00%
101-5300-650.03-71	CHIP SEALING PROGRAM	52,141	40,988	46,682	50,500	0	47,000	50,500	0.00%
101-5300-650.03-72	CRACK SEALING PROGRAM	30,000	30,000	30,000	30,000	30,001	30,001	30,000	0.00%
101-5300-650.03-73	RESURFACING PROGRAM	338,771	478,811	180,639	450,000	382,569	382,569	250,000	(44.44%)
101-5300-650.03-74	ROAD REPAIRS	16,634	99,392	82,941	146,071	113,367	139,071	171,071	17.11%
101-5300-650.03-75	SALT & CHIPS	77,038	102,547	101,752	92,910	71,361	92,910	92,910	0.00%
101-5300-650.03-76	SIGNS & PAVEMENT MARKINGS	27,131	32,003	27,337	33,468	10,611	33,468	33,468	0.00%
101-5300-650.03-77	TRAFFIC SIGNAL MAINTENANCE	0	0	0	1,500	0	1,500	1,500	0.00%
101-5300-650.03-78	TREE & BRUSH CONTROL	1,133	402	402	1,000	325	1,000	1,000	0.00%
101-5300-650.03-93	MEDICAL EXAMS	473	223	298	300	419	569	600	100.00%
101-5300-650.08-11	CAP EQUIPMENT - OFFICE	0	0	0	0	0	0	0	
101-5300-650.08-14	CAPITAL EQUIPMENT-OTHER	0	43,411	24,079	0	0	0	0	
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	0	0	0	0	0	0	0	

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
101-5300-650.08-55	CAPITAL REPLACEMENT FUND	157,722	160,259	0	0	0	0	0	
101-5300-650.09-42	TRANSFER TO REPLACEMENT FUND-402	0	0	172,816	178,427	0	178,427	177,655	(0.43%)
	STREETS	**1,429,873**	**1,798,256**	**1,397,732**	**1,786,701**	**1,039,751**	**1,651,773**	**1,606,729**	**(10.07%)**
101-5300-651.02-21	ELECTRICITY	201,927	252,863	225,230	225,000	129,463	225,000	245,000	8.89%
	STREET LIGHTING	**201,927**	**252,863**	**225,230**	**225,000**	**129,463**	**225,000**	**245,000**	**8.89%**
101-5300-671.02-10	FIXED RT/ADA PARATRANSIT	199,309	188,232	196,913	191,643	152,568	191,643	191,643	0.00%
101-5300-672.02-10	ELDERLY TRANSPORTATION	11,824	10,910	8,782	12,000	5,203	12,000	12,000	0.00%
	TRANSPORTATION	**211,133**	**199,142**	**205,695**	**203,643**	**157,771**	**203,643**	**203,643**	**0.00%**
	TOTAL EXPENDITURES	**1,860,884**	**2,284,612**	**1,851,644**	**2,215,344**	**1,326,985**	**2,080,416**	**2,055,372**	**(7.22%)**

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

STREET DEPARTMENT	$1,429,873	$1,798,256	$1,397,732	$1,786,701	$1,039,751	$1,651,773	$1,606,729
LESS STREET PERSONNEL	(493,449)	(550,156)	(491,967)	(515,642)	(280,835)	(496,108)	(521,662)
STREETS LESS PERSONNEL	936,424	1,248,100	905,765	1,271,059	758,916	1,155,665	1,085,067
ENGINEERING	17,951	34,351	22,987		Included above		
GENERAL FUND without PERSONNEL	**$954,375**	**$1,282,451**	**$928,752**	**$1,271,059**	**$758,916**	**$1,155,665**	**$1,085,067**

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 = 1,400 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: $156,495**
Gasoline/Diesel fuel for vehicles and equipment (19,399 diesel gallons @$3.50/gallon and 28,580 unleaded gallons @$3.10/gallon) Consumption uses a five 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: $250,000**
Roads are resurfaced with hot mix asphalt in accordance with the road maintenance plan. This amount excludes $200,000 from borrowed funds.

21 **101-5300-650.03-74 Road Repairs: $171,071**
Cold mix and hot mix material for patching pot holes, small overlays, culverts and bridge approaches, in accordance with the road maintenance plan. $21,071 road repairs and $150,000 concrete repairs ($75,000 offset with 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.

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:** This account is for street lighting and traffic lights - $225,000. County Hwy CB & II Street Light Upgrade - $20,000 (offset with fund balance)

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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
201-5300-432.05-01	MUNICIPAL RECYCLING GRANT	59,773	59,793	59,709	59,700	59,717	59,717	59,700	0.00%
201-5300-467.01-00	REFUSE & GARBAGE COLLECTION	859,984	862,959	865,082	922,250	914,306	922,250	989,505	7.29%
201-5300-480.01-00	INTEREST	2,335	1,488	1,437	1,700	392	1,200	1,000	(41.18%)
201-5300-480.09-00	MISC REVENUE	90,104	23,814	12,271	1,990	21,131	22,000	1,999	0.45%
201-5300-480.09-04	CORE BATTERY CREDITS	510	280	345		170	200		
201-5300-491.04-02	TRANSFER FROM ERF	27,419							
201-5300-492.08-00	TRANSFER FROM ASSIGNED FUND BALANCE				96,404			21,589	(77.61%)
	SPECIAL REV FUND - GARBAGE	**1,040,125**	**948,334**	**938,844**	**1,082,044**	**995,716**	**1,005,367**	**1,073,793**	**(0.76%)**

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
201-5300-691.02-10	PROFESSIONAL SERVICES CONTRACTED								
201-5300-691.02-26	GARBAGE COLLECTION	455,069	478,473	484,611	498,784	298,214	498,784	502,789	0.80%
201-5300-691.02-40	REPAIR/MAINT/SERVICE/OTHER	25,155	23,829	52,887	48,351	36,880	41,000	43,671	(9.68%)
201-5300-691.03-45	LICENSE/FORMS/PRINTING			903	450	116	450	1,100	144.44%
201-5300-691.08-54	CAPITAL EQUIP - OTHER			9,107					
201-5300-691.09-10	TRANSFER TO GENERAL FUND	17,094	21,544	20,518	18,436		18,436	19,242	4.37%
201-5300-691.09-30	TRANSFER TO DEBT SERVICE	32,022	32,022	32,022	32,022		32,022	32,022	0.00%
	SPECIAL REV FUND - GARBAGE	**529,340**	**555,868**	**600,048**	**598,043**	**335,210**	**590,692**	**598,824**	**0.13%**
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				(100.00%)
201-5300-692.02-17	EQUIPMENT RENTAL				12,000		12,000	12,000	0.00%
201-5300-692.02-27	LANDFILL CHARGES	445	305	295	400	100	300	400	0.00%
201-5300-692.02-28	RECYCLING PROGRAM	306,147	319,289	326,040	323,372	193,896	323,372	325,817	0.76%
201-5300-692.03-45	LICENSE/FORMS/PRINTING		600	1,355	1,850	116	1,850	1,850	0.00%
201-5300-692.03-90	OTHER SUPPLIES & EXPENSES	43		130	100	27	150	150	50.00%
201-5300-692.08-54	CAPITAL EQUIP - OTHER	37,310	18,750	14,991					
201-5300-692.08-55	EQUIPMENT REPLACEMENT FUND				14,207		14,207	14,207	0.00%
201-5300-692.09-10	TRANSFER TO GENERAL FUND	73,697	125,421	83,627	97,550		97,550	88,523	(9.25%)

EXPENDITURES:

ACCOUNT (cont.) NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
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								
	SPECIAL REV FUND - RECYCLING	**449,664**	**496,449**	**458,460**	**484,001**	**194,139**	**481,451**	**474,969**	**(1.87%)**
TOTAL SPECIAL REV FUND - GARBAGE & RECYCLING		**979,004**	**1,052,317**	**1,058,508**	**1,082,044**	**529,349**	**1,072,143**	**1,073,793**	**(0.76%)**

NOTES:

1 Fund Balance as of 12/31/14, less ERF was $230,579

2 Assumes the garbage rate increases from $155.00 per year to $165.00 per year

3 Assumes 5,997 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, 2013, and 2015. In 2016, this account is for the miscellaneous fees, such as overflow tag charges.

5 Assumes monthly automated base rate of $9.05 ($4.82 for garbage, $3.20 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 2015 year-end estimate was used for tonnage pounds, and includes the $1.00/ton increase in garbage tonnage rates to $38.00/ton. The recycling and yard waste fee remain the same at $5 and $22, respectively. This would result in $176,732 per year ($155,323 Garbage, $6,662 Recycling, & $14,747 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 ($600).

8 **201-5300-691.02-40: Garbage-Repair/Maintenance/Service/Other**
$ 2,800 Quarterly Well Testing - Landfill
$40,871 Methane Mitigation Operation Costs - Landfill

9 **201-5300-692.02-17: Recycling Program - Equipment Rental:**
$12,000 for chipping brush collection

10 **201-5300-691.03-45 & 201-5300-692.03-45: Recycling Program - Printing:**
$2,450 for newsletter articles ($950 garbage & $1,500 recycling)
$ 300 for overflow tag printing ($150 garbage & $150 recycling)
$ 200 for brush notice tags

11 **201-5300-692.03-90: Recycling Program - Other Supply & Expense:**
$150 for Leaf burning Ads

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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
204-5600-433.01-01	WINN CNTY-ECONOMIC DEVL GR	7,940	15,263	18,582	18,624	18,624	18,624	18,665	0.22%
	***SPEC REV FD COUNTY GRANT**	**7,940**	**15,263**	**18,582**	**18,624**	**18,624**	**18,624**	**18,665**	**0.22%**

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
204-5600-730.07-93	WINN CNTY-ECONOMIC DEVL GRANT	63	931	2,731	8,624	1,017	8,000	6,665	(22.72%)
204-5600-730.09-10	REALLOCATIONS-Transfer to GF	7,877	14,332	15,851	10,000		10,624	12,000	20.00%
	***SPEC REV FD COUNTY GRANT**	**7,940**	**15,263**	**18,582**	**18,624**	**1,017**	**18,624**	**18,665**	**0.22%**

NOTES:

1 $1.00 per resident, 18,665 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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
205-5100-480.08-01	SANTA FLOAT-DONATIONS	504	823	655	1,200	330	1,200	1,200	0.00%
205-5100-480.08-19	TOWN SPECIAL EVENT FUND	25							
205-5100-480.08-26	ELECTION GRANT								
205-5100-480.08-34	ANNUAL CAR EVENT	3,797	647	180	250			250	0.00%
205-5100-480.01-00	INTEREST	305	41	268	250	144	250	250	0.00%
205-5200-464.02-00	PUBLIC PROTECTION FEES	6,168	7,343	12,048	7,500	6,337	8,500	8,500	13.33%
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	950	177	282		158	250	250	
205-5300-480.08-08	TRAIL DONATIONS								
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			16,000	14.29%
205-5200-439.02-09	MISC SAFETY GRANTS-FD								
205-5200-480.08-13	SUMMER SAFETY NIGHT	5,521	5,934	5,852	8,500	5,861	5,861	8,500	0.00%
205-5200-480.08-15	CITIZENS ACADEMY-FD								
205-5200-480.08-18	NEIGHBORHOOD WATCH								
205-5200-480.08-22	SAFETY DAY-FD	946	673	1,160	1,500		1,500	1,500	0.00%
205-5200-480.08-23	COMMUNITY RELATIONS-PD	760	7,470	370	1,500	75	1,500	1,500	0.00%
205-5200-480.08-25	PUBLIC EDUCATION-FD	625						1,000	
205-5200-480.08-27	PUBLIC ED (FED GRANT)-FD								
205-5200-480.08-31	FF IN PK/SAFETY HUNT	734	1,548	1,210	1,500	837	837	1,500	0.00%
205-5500-464.01-00	OPEN SPACE FEES			54,390		16,392	25,000	20,000	
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	23,044	24,882	78,164	20,000	23,867	30,000	25,000	25.00%
205-5500-480.08-02	FRIENDS OF THE PARK-DONATION	2,770	4,894	5,082	2,800	1,050	2,000	2,800	0.00%
205-5500-480.08-03	PALS BRIDGING THE COMMUNITY		45						
205-5500-480.08-14	DISC GOLF	16,086	19,660	16,894	18,175	16,600	18,500	18,175	0.00%
205-5500-480.08-16	ROUND UP PROGRAM FEES	(69)	(257)	35	150	128	150	150	0.00%
205-5500-480.08-21	FRITSE REDEVELOPMENT								
205-5500-480.08-24	DANCE COMPETITIONS	3,084	399		0				

SPECIAL REVENUE FUND - DONATIONS / OTHER

REVENUES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
205-5500-480.08-28	INDIAN MOUND RECON - FRITSE	2,360							
205-5500-480.08-29	MISC DONATIONS - PARK								
205-5500-480.08-30	BOAT TRAILER PARKING FEE	2,902	3,705	3,358	3,700	2,932	3,500	3,500	(5.41%)
205-5500-480.08-33	TREE PLANTING PROJECT	665	2,344	30	1,500			1,500	0.00%
205-5500-480.08-37	WOODLAND PRAIRIE PK DEVELOPMENT							4,500	
205-5600-480.08-17	DIRECTIONAL SIGNAGE	522			1,925		600	600	(68.83%)
205-5600-480.08-32	SUSTAINABILITY	930	4,305	252	1,055	1,085	1,200	900	(14.69%)
205-5500-491.01-00	TRANSFER FROM GENERAL FUND								
205-5600-491.01-00	TRANSFER FROM GENERAL FUND			500	500		500	500	0.00%
205-5200-491.02-02	TRANSFER FROM GREAT GRANT FUND					263	263		
205-5200-492.08-00	TRANS FROM ASSIGNED FUND BALANCE				16,571				(100.00%)
205-5500-492.08-00	TRANS FROM ASSIGNED FUND BALANCE								
	SPECIAL REVENUE: Donations/Other	**73,479**	**85,733**	**180,830**	**102,576**	**76,059**	**101,611**	**118,075**	**15.11%**

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
205-5100-550.07-26	ELECTION GRANT								
205-5100-600.07-01	SANTA FLOAT-DONATIONS	1,217	1,049	1,073	1,200	127	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		250			250	0.00%
205-5200-610.07-10	PD TASER DONATIONS								
205-5200-610.07-11	FED EQUITABLE SHARING	225			14,000			16,000	14.29%
205-5200-610.07-13	SUMMER SAFETY NIGHT	4,797	5,287	5,821	8,500	5,869	5,869	8,500	0.00%
205-5200-610.07-18	NEIGHBORHOOD WATCH								
205-5200-610.07-23	COMMUNITY RELATIONS-PD	507	7,502	255	1,500	388	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	99	203	101	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								
205-5200-620.07-22	SAFETY DAY-FD	606	811	1,143	1,500		1,500	1,500	0.00%
205-5200-620.07-25	PUBLIC EDUCATION-FD	764	376	102				1,000	
205-5200-620.07-27	PUBLIC EDUCATION (FED GRANT)-FD								

SPECIAL REVENUE FUND - DONATIONS / OTHER

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/2/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
205-5200-620.07-31	FF IN PK/SAFETY HUNT	595	1,348	807	1,500	581	581	1,500	0.00%
205-5500-710.07-02	FRIENDS OF THE PARK	1,755	1,967	3,619	2,800	232	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	-							
205-5500-710.07-30	BOAT TRAILER PARKING FEE	503	1,032	42					
205-5500-710.07-33	TREE PLANTING PROJECT	665	2,035	25	1,500			1,500	0.00%
205-5500-720.07-03	PALS								
205-5500-720.07-24	DANCE COMPETITIONS	2,093	1,216		-				
205-5600-730.07-32	SUSTAINABILITY	495	408	381	1,555	378	500	1,400	(9.97%)
205-5600-730.08-46	CAPITAL OUTLAY-Signs, Signals & Markings			458	1,200		500	500	(58.33%)
205-5100-600.09-10	REALLOCATIONS-General								
205-5200-610.09-10	REALLOCATIONS-Police				5,371		5,371		(100.00%)
205-5200-620.09-10	REALLOCATIONS-Fire				11,200		11,200		(100.00%)
205-5500-710.09-10	REALLOCATIONS-Park & Rec	67,246	33,048	9,877	20,595		30,000	43,351	110.49%
205-5600-730.09-10	REALLOCATIONS-Community Development								
205-5500-710.09-30	REALLOCATIONS-Debt	23,044		78,164					
205-5100-600.09-40	REALLOCATIONS-Capital Projects								
205-5100-600.09-80	REALLOCATIONS-Trust & Agency								
	SPECIAL REVENUE: Donations/Other	**115,233**	**57,972**	**101,868**	**72,821**	**7,575**	**60,371**	**81,151**	**11.44%**

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.

SPECIAL REVENUE FUND - TIF #1

Statement of Purpose:

Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district 'incremental' property taxes, land sales, and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing district, including debt service repayments, if applicable.

Location:

Lands generally know as Gateway Business Park along with lands immediately adjacent. The district boundaries are generally bounded by US Highway 10, County CB. West American Drive and the western boundary of Gateway Plaza and then extending west along US Highway 10 consisting of approximately 23.6 acres of vacant and partially developed land area.

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
210-5600-410.01-01	TAX LEVY INCREMENT								
210-5600-432.04-01	COMPUTER EXEMPTION AID								
210-5600-480.01-00	INTEREST								
	SPECIAL REVENUE FUND: TID #1	**0**	**0**	**0**	**0**	**0**	**0**	**0**	

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
210-5600-731.02-10	PROFESSIONAL SERVICES						4,500	2,500	
210-5600-731.02-14	ENGINEERING					581	581	1,000	
210-5600-731.02-15	LEGAL					4,620	4,620		
210-5600-731.03-20	SUBSCRIPTONS & DUES					1,000	1,000	150	
210-5600-731.03-25	LEGAL & DISPLAY ADS					440	440		
210-5600-731.07-97	DEVELOPER REIMBURSEMENT								
210-5600-731.09-10	REALLOCATIONS-Transfer to GF						500	800	
	SPECIAL REVENUE FUND: TID #1	0	**0**	0	**0**	**6,641**	**11,641**	**4,450**	

NOTES:

1 Effective Date: June 29, 2015

2 January 1, 2015 base assessed value = $2,290,100

3 **211-5600-731.02-10 Professional Services:** Annual auditing/accounting services

4 **211-5600-731.02-14 Engineering Services:** Review for Developer Reimbursement

5 **211-5600-731.03-20 Subscription and Dues:** Annual filing fee with the Department of Revenue

7 **211-5600-731.09-10 Reallocations/Transfer to General Fund:** This account is used to transfer the TIF district funds to the general fund to offset staff time for tax calculations and accounting requirements

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

2015 Sustainability Accomplishments

1 Made site improvements, adding benches to the community gardens at Schildt Park, initiated Garden Newsletter and developed plan for improved water distribution for community garden
2 Continued to pursue energy efficiency for the Municipal Complex and the Utility District
3 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
4 Participated in quarterly Sustainable Communities Network meetings to facilitate collaboration and collective learning between area municipalities
5 Produced approximately 7% of the Municipal Complex's energy needs through solar power
6 Continued to work with the Fire Department to pursue changes to the leaf burning ordinance
7 Participated in Summer Safety Night with Farmers Market and promotion of sustainable practices with materials & rain gauges
8 Developed plan for improved water distribution for community garden.

2016 Sustainability Goals and Objectives

1 Pursue further expansion (4 or 5 more plots at Schildt) and site improvements (flower gardens, improved water distribution system, a composting area, a swap box, re-plant fruit trees, etc.) to the community gardens at Schildt Park and continue to 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
4 Pursue grants for the placement of wind turbines for renewable energy
5 Using information gained through a survey of Town vendors, conduct Department Head training sessions and sustainability reviews for departments
6 Establish semi-annual presentations to the Town Board
7 Continue hosting electronics recycling events and expand the collection to include batteries, clothing, and other recyclable or reusable items

Sustainability Committee

2016 Sustainability Goals and Objectives (cont.)

8 Encourage participation of HSBN businesses in sustainability activities

9 Participate in the Town's Summer Safety Night, along with other sustainability events in the Town and Valley

10 Support the Town's urban forestry efforts

11 Investigate partnering with high school eco clubs and invite them to participate in Town sustainability events

12 Continue to participate in the Sustainable Communities Network

13 Make changes to the leaf burning ordinance

14 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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 8/12/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
205-5600-480.08-32	SUSTAINABILITY	930	4,305	252	1,055	1,085	1,200	900	(14.69%)
205-5600-491.01-00	TRANSFER FROM GENERAL FUND			500	500		500	500	0.00%
205-5600-492.08-00	TRANS FROM DESIGNATED EQUITY								
	SPECIAL REVENUE: Donations/Other	**930**	**4,305**	**752**	**1,555**	**1,085**	**1,700**	**1,400**	**(9.97%)**

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 8/12/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
205-5600-730.07-32	SUSTAINABILITY	495	408	252	1,555	378	500	1,400	(9.97%)
	SPECIAL REVENUE: Donations/Other	**495**	**408**	**252**	**1,555**	**378**	**500**	**1,400**	**(9.97%)**

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. ($250)

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	150
Books, Office Supplies, brochures, promotional materials	200
E-Recycling	200
Educational Signs	100
Total	1,400

SPECIAL REVENUE FUND - SUSTAINABILITY

NOTES: (cont.)

2 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.

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

4 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	12/31/15 BALANCE	2016 PAYMENTS PRINCIPAL	2016 PAYMENTS INTEREST	2016 PAYMENTS	12/31/16 BALANCE
Winnebago Cty Promissory Note	$100,000.00	$100,000.00	$100,000.00	$2,000.00	$102,000.00	$0.00
2007 Capital Projects GO Notes	$1,770,000.00	$615,000.00	$300,000.00	$17,670.00	$317,670.00	$315,000.00
2008 Capital Projects GO Notes	$298,733.78	$139,477.20	$44,514.00	$4,151.28	$48,665.28	$94,963.20
2009 Capital Projects - Trust Fund Loan (**)	$916,160.00	$423,524.00	$98,958.00	$19,110.80	$118,068.80	$324,566.00
2010 State Trust Fund Loan (**)	$2,885,120.00	$1,651,052.00	$314,417.00	$62,084.08	$376,501.08	$1,336,635.00
2012 Capital Projects GO Notes	$1,645,000.00	$1,540,000.00	$0.00	$29,575.00	$29,575.00	$1,540,000.00
2013 GO Notes (Refinance 2006 GO portion)	$1,903,089.91	$954,003.04	$954,003.04	$9,540.04	$963,543.08	$0.00
2013 GO Notes (new money portion)	$1,650,000.00	$1,355,000.00	$155,000.00	$37,550.00	$192,550.00	$1,200,000.00
2014 Capital Projects GO Notes	$2,265,000.00	$2,265,000.00	$0.00	$45,300.00	$45,300.00	$2,265,000.00
2015 Capital Projects GO Notes	$1,135,000.00	$1,135,000.00	$80,000.00	$18,118.00	$98,118.00	$1,055,000.00
TOTAL GENERAL DEBT	**$14,568,103.69**	**$10,078,056.24**	**$2,046,892.04**	**$245,099.20**	**$2,291,991.24**	**$8,131,164.20**

(**) Build American Bonds Subsidy

STORMWATER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/15 BALANCE	2016 PAYMENTS PRINCIPAL	2016 PAYMENTS INTEREST	2016 PAYMENTS	12/31/16 BALANCE
2008 Capital Projects GO Bonds	$1,211,266.22	$565,522.80	$180,486.00	$16,831.22	$197,317.22	$385,036.80
2010 Clean Water Fund (CWF) GO Bonds	$1,715,985.98	$1,359,763.13	$78,760.42	$41,631.67	$120,392.09	$1,281,002.71
2012 Capital Projects GO Notes	$1,725,000.00	$1,620,000.00	$0.00	$31,125.00	$31,125.00	$1,620,000.00
2014 Capital Projects GO Notes	$1,570,000.00	$1,395,000.00	$125,000.00	$26,650.00	$151,650.00	$1,270,000.00
2015 Capital Projects GO Notes	$325,000.00	$325,000.00	$30,000.00	$3,507.00	$33,507.00	$295,000.00
TOTAL STORMWATER DEBT	**$6,547,252.20**	**$5,265,285.93**	**$414,246.42**	**$119,744.89**	**$533,991.31**	**$4,851,039.51**

TOWN OF MENASHA
SCHEDULE OF DEBT

WATER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/15 BALANCE	2016 PAYMENTS PRINCIPAL	2016 PAYMENTS INTEREST	2016 PAYMENTS	12/31/16 BALANCE
2007 REVENUE BONDS	$1,983,529.00	$1,417,414.50	$93,643.00	$56,041.08	$149,684.08	$1,323,771.50
2008 REVENUE BONDS (WATER ONLY)	$1,805,000.00	$1,360,000.00	$80,000.00	$54,625.00	$134,625.00	$1,280,000.00
2010 State Trust Fund Loan (**)	$2,373,875.00	$1,885,537	$108,361.00	$94,535.14	$202,896.14	$1,777,176.00
2012 Revenue Bonds (Refinance 2001)	$1,367,862.50	$949,457.50	$144,832.50	$25,587.08	$170,419.58	$804,625.00
2013 GO Notes (Refinance 2006 GO portion)	$13,995.86	$7,016.00	$7,016.00	$70.16	$7,086.16	$0.00
2014 Rev Bonds (Refinance 2004 Revenue Bonds	$1,412,012.00	$1,271,480.00	$140,532.00	$26,159.03	$166,691.03	$1,130,948.00
2015 Water & Sewer Revenue Bonds (Refin 2006)	$2,788,652.00	2,771,150.00	$329,621.00	$53,760.31	$383,381.31	$2,441,529.00
2015 Capital Projects GO Notes	$205,000.00	$205,000.00	$0.00	$3,507.00	$3,507.00	$205,000.00
2015 Revenue Bonds	$1,144,304.00	1,144,304.00	$42,070.00	$37,194.93	$79,264.93	$1,102,234.00
TOTAL WATER DEBT	**$20,620,294.43**	**$11,011,359.00**	**$946,075.50**	**$351,479.73**	**$1,297,555.23**	**$10,065,283.50**

SEWER UTILITY DEBT ISSUE	AMOUNT OF LOAN	12/31/15 BALANCE	2016 PRINCIPAL	2016 PAYMENT INTEREST	2016 PAYMENTS	12/31/16 BALANCE
2007 REVENUE BONDS	$346,471.00	$247,585.50	$16,357.00	$9,788.92	$26,145.92	$231,228.50
2012 Revenue Bonds (Refinance 2001)	$757,137.50	$525,542.50	$80,167.50	$14,162.92	$94,330.42	$445,375.00
2013 GO Notes (Refinance 2006 GO portion)	$17,914.23	$8,980.96	$8,980.96	$89.80	$9,070.76	$0.00
2014 Rev Bonds (Refinance 2004 Revenue Bonds	$697,988.00	$628,520.00	$69,468.00	$12,930.97	$82,398.97	$559,052.00
2015 Water & Sewer Revenue Bonds (Refin 2006)	$1,991,348.00	$1,978,850.00	$235,379.00	$38,389.69	$273,768.69	$1,743,471.00
2015 Revenue Bonds	$215,696.00	$215,696.00	$7,930.00	$7,011.07	$14,941.07	$207,766.00
Subtotal w/o NMSC Debt	**$10,374,522.15**	**$3,605,174.96**	**$418,282.46**	**$82,373.37**	**$500,655.83**	**$3,186,892.50**
2013 CWFL (NMSC)	$3,289,151.00	$3,014,642.40	$142,725.63	$77,879.18	$220,604.81	$2,871,916.77
TOTAL SEWER DEBT	**$13,663,673.15**	**$6,619,817.36**	**$561,008.09**	**$160,252.55**	**$721,260.64**	**$6,058,809.27**

TOWN OF MENASHA
SCHEDULE OF DEBT

SUMMARY - General and Utility:	AMOUNT OF LOAN	12/31/15 BALANCE	2016 PRINCIPAL	2016 PAYMENT INTEREST	2016 PAYMENTS	12/31/16 BALANCE
Sub-Total GO Notes & Loans	$22,890,372.47	$17,449,876.13	$2,585,496.42	$463,046.19	$3,048,542.61	$14,964,379.71
Sub-Total Revenue Bonds	$29,219,800.00	$12,510,000.00	$1,240,000.00	$335,651.00	$1,575,651.00	$11,270,000.00
Subtotal	**$52,110,172.47**	**$29,959,876.13**	**$3,825,496.42**	**$798,697.19**	**$4,624,193.61**	**$26,234,379.71**
GO Notes NMSC	$3,289,151.00	$3,014,642.40	$142,725.63	$77,879.18	$220,604.81	$2,871,916.77
Total GO Notes	**$26,179,523.47**	**$20,464,518.53**	**$2,728,222.05**	**$540,925.37**	**$3,269,147.42**	**$17,836,296.48**
Total Debt w/NMSC GO Notes	**$55,399,323.47**	**$32,974,518.53**	**$3,968,222.05**	**$876,576.37**	**$4,844,798.42**	**$29,106,296.48**

(**) Build American Bonds Subsidy

Estimate

DEBT SERVICE FUND

REVENUES:

ACCOUNT NUMBER		2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
301-5800-420.01-00	SPECIAL ASSESSMENT REVENUE	167,876	169,268	100,713	34,757	40,104	40,104	40,391	16.21%
301-5200-464.07-00	FIRE STATION IMPACT FEES	13,859	13,946	31,217	13,000	13,098	15,000	13,000	0.00%
301-5800-480.01-00	INTEREST	39,033	29,422	26,390	25,000	16,131	20,000	25,000	0.00%
301-5800-480.09-00	MISCELLANEOUS REVENUE	49,620	44,432	36,401	31,425	31,391	31,391	26,486	(15.72%)
301-5800-480.10-01	DEVELOPER CONTRIBUTION	1,150	1,160	1,160	102,000			102,000	0.00%
301-5800-493.01-00	PROCEEDS/LT DEBT/BONDS								
301-5800-492.03-00	TRANS FR SP ASSESS PRE-PAY				76,107			75,739	(0.48%)
301-5800-491.02-01	TRANSFER FROM GARBAGE/RECYCLING F	64,044	64,044	64,044	64,044		64,044	64,044	0.00%
301-5800-491.02-05	TRANSFER FROM OPEN SPACE								
301-5800-491.02-05	TRANSFER FROM PK IMPACT FEES	35,040	24,882	78,164	15,000		25,000	25,000	66.67%
301-5800-491.06-13	TRANSFER FROM STORM UTILITY								
301-5800-492.03-00	TRANS FR DESIGNATED BALANCE								
301-5800-492.05-00	TRANS FROM TAX STABLIZATION FUND								
301-5800-493.01-00	GO NOTES	44,242	1,903,090	57,783					
301-5800-493.01-02	DEBT PREMIUM		48,542						
	Subtotal (Program Revenues)	**414,864**	**2,298,786**	**395,872**	**361,333**	**100,724**	**195,539**	**371,660**	**2.86%**
	LEVY to Balance	***1,889,053***	***1,853,030***	***1,843,440***	***1,831,575***	***1,831,575***	***1,831,575***	***1,921,980***	***4.94%***
	TOTAL REVENUE:	**2,303,917**	**4,151,816**	**2,239,312**	**2,192,908**	**1,932,299**	**2,027,114**	**2,293,640**	**4.59%**

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
301-5600-730.07-98	DEVELOPMENT LOAN								
301-5800-600.06-10	PRINCIPAL-MISC	12,748	36,999	29,064	130,187	30,186	30,187	131,286	0.84%
301-5800-600.06-20	INTEREST - MISC	14,765	8,139	6,735	6,545	3,560	6,545	5,525	(15.58%)
301-5800-620.06-10	PRINCIPAL-FIRE	339,041	1,130,827	378,320	390,724	390,725	390,725	403,413	3.25%
301-5800-620.06-20	INTEREST - FIRE	68,087	69,007	23,205	11,929	7,918	11,929	4,544	(61.91%)
301-5800-650.06-10	PRINCIPAL-STREET EQUIP/ROADS	1,368,900	2,436,654	1,162,011	1,124,907	1,126,882	1,126,882	1,196,237	6.34%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
301-5800-650.06-20	INTEREST - STREET EQUIP/ROADS	271,809	263,678	196,374	203,383	150,764	203,383	173,067	(14.91%)
301-5800-710.06-10	PRINCIPAL-PARK & RECREATION	129,364	243,370	284,021	262,924	262,924	262,924	315,956	20.17%
301-5800-710.06-20	INTEREST-PARK & RECREATION	40,441	44,407	62,647	60,678	37,583	60,678	61,962	2.12%
301-5800-600.08-80	DEBT ISSUANCE COSTS	1,014	33,627	1,014	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	599	617	617	636	636	636	3.08%
	TRANSFER TO TAX STABLIZATION FUND								
301-5800-600.09-61	TRANSFER TO WATER UTILITY	8,822	8,045						
301-5800-600.09-62	TRANSFER TO WASTEWATER UTILITY	14,730	13,688						
	REPAYMENT OF GEN FUND DEBT								
	TOTAL EXPENDITURES	**2,270,309**	**4,289,040**	**2,144,008**	**2,192,908**	**2,012,192**	**2,094,903**	**2,293,640**	**4.59%**

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 the 2016 rate announced in August 2015 is 32.62%, based on reductions the federal government approved effective October 1, 2015.

2 **301-5800-XXX.06-10 & 06-20: General Principal & Interest:**
Includes the new 2015 borrowing amounts.

3 **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

2016 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
Stroebe Road & Causeway Reconstruction (DESIGN & SOIL BORINGS)	$53,000	$53,000			$0
Irish Road Reconstruction incl. 10' trail - Jacobsen Rd to E Shady Ln (DESIGN & SOIL BORINGS)	$241,000	$85,000			$156,000
Irish Road Reconstruction incl. 10' trail - CTH 'II' to Jacobsen Rd (DESIGN & ACQUISITION)	$100,000				$100,000
Jacobsen Road Reconstruction incl. 10' trail - CTH 'CB' to Irish Rd (DESIGN)	$97,500				$97,500
Timber Run Reconstruction (DESIGN & CONSTRUCTION)	$417,600				$417,600
Road Resurfacing	$200,000	$200,000	Borrowed in 2015		$0
Subtotal Highway Improvements	***$1,109,100***	***$338,000***		***$0***	***$771,100***
Resurface Municipal Drive and Complex Parking Lot & Upgrade Parking Lot Lighting	$150,000				$150,000
Salt Shed Addition	$200,000				$200,000
Replace Municipal Complex Emergency Generator	$110,000				$110,000
Phytoremediation Methane System	$115,000				$115,000
Wittmann Park-Fields, Trail, Drainage - Phase II	$650,000				$650,000
2016 Town Projects Grand Total	$2,334,100	$338,000		$0	$1,996,100

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 (ACQ, DESI	$2,000,000				$2,000,000
Timber Run Storm Sewer Improvements (DESIGN & CONSTRUCTION)	$72,000				$72,000
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 E Shady Ln (DESIGN)	$120,000	$60,000	2015 Borrowing		$60,000
Green Valley Ditch	$218,966	$218,966	Previous Settlement		$0
Schildt Park Stormwater Pond (DESIGN & SOIL BORINGS)	$50,000				$50,000
2016 Stormwater Grand Total	$2,955,966	$278,966		$0	$2,677,000

2016 Sanitary Sewer Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Gardners Row Sump Pump and Drain Tile Inspection	$25,000	$25,000	Operations		$0
Lakeshore Drive - Final Pavement Layer	$15,000	$15,000	Operations		
Lift Station Mixers (9 @ $15,500/ea)	$139,500		Revenue Bond		$139,500
DOT: Giesen Road Abandonment (sewer)	$20,000	$20,000	90/10 cost share, operations		$0
DOT: Racine Road Relocates (sewer) Awaiting Final Design			90/10 cost share, operations		$0
DOT: 441 Relocates General Engineering (sewer)	$10,000	$10,000	90/10 cost share, operations		$0
Foster Lift Station (HWY 47) Rebuild	$130,000		Revenue Bond		$130,000
2016 Sanitary Grand Total	$339,500	$70,000		$0	$269,500

2016 Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Lakeshore Drive - North to End of Pages Point & North End (6" water)	$532,950		Revenue Bond		$532,950
DOT: Giesen Road Abandonment (water)	$16,250	$16,250	90/10 cost share, operations		$0
DOT: Racine Road Relocates (water) Awaiting Final Design	$7,500	$7,500	90/10 cost share, operations		$0
DOT: 441 Relocates General Engineering (water)	$10,000	$10,000	90/10 cost share, operations		$0
Well # 7 Rehab (east side)	$200,000		GO Note		$200,000
2016 Water Grand Total	$766,700	$33,750		$0	$732,950

TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM

2017 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
E. Shady Lane Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (DESIGN & ACQUISITION)	$160,000				$160,000
Circle Drive Reconstruction (DESIGN & CONST)	$663,500				$663,500
Jacobsen Road Reconstruction - CB to Cold Spring Rd (DESIGN & CONST)	$1,250,000			$250,000	$1,000,000
Airport Road Reconstruction (asphalt) - Racine St to STH '47' (DESIGN)	$61,000		City Cost Share		$61,000
Airport Road Reconstruction (asphalt) - Racine St to STH '47' (CONST)	$1,091,000		City Cost Share		$1,091,000
Gail Lane Reconstruction, Bridgeview Gardens - Phase I	$500,000				$500,000
Clayton Avenue Reconstruction - Jacobsen Rd to E Shady Ln (DESIGN)	$60,000				$60,000
Stroebe Road & Causeway Reconstruction (CONST)	$700,000				$700,000
Cold Spring Road Reconstruction w/10' trail - Jacobsen Rd to American Dr (DESIGN) RURAL???????	$90,000				$90,000
Road Resurfacing	$200,000				$200,000
Subtotal Highway Improvements	***$4,775,500***	***$0***		***$250,000***	***$4,525,500***
Cold Storage Building (DESIGN)	$25,000				$25,000
Replace 2 Fuel Pumps	$25,000				
Wittmann Park - Woodland Prairie Restoration (DESIGN & CONSTRUCTION)	$35,000				$35,000
Reassessment	$181,500	$88,000	Fund Balance		$93,500
2017 Town Projects Grand Total	***$5,042,000***	***$88,000***		***$250,000***	***$4,679,000***

2017 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Irish Road Pond Land Acquisition	$350,000				$350,000
Jacobsen Road Pond Land Acquisition	$350,000				$350,000
Jacobsen Road Storm Sewer - CB to Cold Spring Rd (DESIGN & CONST)	$450,000			$200,000	$250,000
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
Clayton Avenue Stormwater - Jacobsen Rd to E Shady Ln (DESIGN)	$60,000				$60,000
Valley Rd Drainage Improvements (CONST)	$350,000		Winnebago County Cost Share		$350,000
Schildt Park Stormwater Pond (CONST)	$430,000				$430,000
High Plains Meadows 3rd Addition Storm Water Pond Maintenance (DESIGN & CONST)	$100,000				$100,000
2017 Stormwater Grand Total	***$2,560,000***	***$0***		***$200,000***	***$2,360,000***

2017 Sanitary Sewer Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Gardners Row Sanitary Sewer Improvement Project	$400,000		Operations????		$400,000
Frances Street (sewer)	$265,000	$42,500	Operations		$222,500
Frances Way (sewer)	$170,000	$35,000	Operations		$135,000
Sunset Lane - Gordon to Frances St (sewer)	$131,000	$25,000	Operations		$106,000
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
Fiber Optic Installation - from Municipal Complex to Utility Office - 50%	$58,500				$58,500
2017 Sanitary Grand Total	***$1,238,500***	***$143,000***		***$0***	***$1,095,500***

2017 Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Tower No. 1 - University Drive - Repaint inside and outside	$185,000				$185,000
Stroebe Island Causeway - RR Crossing to Harry's Gateway (8" water) w\ I41 crossing	$195,000				$195,000
Frances Street (6" water)	$122,000				$122,000
Frances Way (6" water)	$108,000				$108,000
Sunset Lane - Gordon to Frances St (6" water)	$96,000				$96,000
Lakeview Lane - Gordon to Frances St (6" water)	$110,000				$110,000
Circle Drive (6" water)	$360,000				$360,000
Oneida Street Loop for Hwy 441 (water)	$98,000				$98,000
Fiber Optic Installation - from Municipal Complex to Utility Office - 50%	$58,500				$58,500
2017 Water Grand Total	***$1,332,500***	***$0***		***$0***	***$1,332,500***

TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM

2018 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
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
Jacobsen Road Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (DESIGN)	$80,000				$80,000
E. Shady Lane Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (CONST)	$1,646,000				$1,646,000
Road Resurfacing	$200,000				$200,000
					$0
Subtotal Highway Improvements	*$5,571,500*	*$0*		*$624,000*	*$4,947,500*
Schildt Park Improvements	$289,100				$289,100
Cold Storage Building (CONST)	$775,000				$775,000
2018 Town Projects Grand Total	$6,635,600	$0		$624,000	$6,011,600

2018 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
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
Jacobsen Road Storm Sewer - Cold Spring Rd to CTH 'CB' (DESIGN)	$50,000				$50,000
E. Shady Lane Stormwater - Coldspring Rd to CTH 'CB' (CONST)	$600,000				$600,000
E. Shady Lane Storm Pond (CONST)	$500,000				$500,000
2018 Stormwater Grand Total	$3,450,000	$0		$0	$3,450,000

2018 Sanitary Sewer Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Irish Road - Jacobsen Road to W American Dr (sewer)	$300,000				$300,000
Winwood Drive (sewer)	$225,000				$225,000
Goss Avenue (sewer)	$350,000				$350,000
2018 Sanitary Grand Total	$875,000	$0		$0	$875,000

2018 Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Tower No. 2, Winchester Road - Repaint inside and outside	$185,000				$185,000
Irish Road - Jacobsen Road to W American Dr (16" water)	$300,000				$300,000
Winwood Drive (water)	$162,000				$162,000
Goss Avenue (6" water)	$240,000				$240,000
2018 Water Grand Total	$887,000	$0		$0	$887,000

TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM

2019 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
Jacobsen Road Reconstruction incl. 10' trail - Cold Spring Rd to CTH 'CB' (CONST)	$1,163,000				$1,163,000
Cold Spring Road Reconstruction w/10' trail - Jacobsen Rd to American Dr (CONST)	$1,287,000				$1,287,000
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
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
Subtotal Highway Improvements	*$5,859,500*	*$0*		*$786,000*	*$5,073,500*
Anunson Farm Park Improvements	$105,600				
O'Hauser Park	$57,600				
2019 Town Projects Grand Total	$6,022,700	$0		$786,000	$5,073,500

2019 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
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
Valley Road Storm Sewer - Chain Dr to Forest View					
2019 Stormwater Grand Total	$1,187,000	$0		$0	$1,187,000

2019 Sanitary Sewer Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Theresa Avenue (sewer)	$234,000				$234,000
Gmeiner Road (sewer)	$208,000				$208,000
Red Oak Lane (sewer)	$247,000				$247,000
Aykens Street (sewer)	$40,000				$40,000
Hickory Lane (sewer)	$60,000				$60,000
Valley Road (Chain Dr - Forest View)					
2019 Sanitary Grand Total	$789,000	$0		$0	$789,000

2019 Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Tower No. 3, Haase Street - Repaint inside and outside	$215,000	$215,000	Operations		$0
Theresa Avenue (water)	$160,000				$160,000
Gmeiner Road (water)	$150,000				$150,000
Red Oak Lane (water)	$85,000				$85,000
Aykens Street (water)	$30,000				$30,000
Hickory Lane (water)	$45,000				$45,000
2019 Water Grand Total	$685,000	$215,000		$0	$470,000

TOWN OF MENASHA
CAPITAL IMPROVEMENTS PROGRAM

2020 Town Projects	Cost	Funding	Fund Desc.	Assessable Costs	Town Cost
E. Shady Lane Reconstruction (rural) - Irish Rd to CB (CONST)	$667,000				$667,000
Manitowoc Road Reconstruction (CONST)	$1,441,000				$1,441,000
Valley Road Reconstruction (Chain Dr - Forest View)					
Road Resurfacing	$200,000				$200,000
Subtotal Highway Improvements	***$2,308,000***	***$0***		***$0***	***$2,308,000***
Replace Ladder 40	$1,300,000				$1,300,000
2020 Town Projects Grand Total	**$3,608,000**	**$0**		**$0**	**$3,608,000**

2020 Stormwater Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Manitowoc Rd./Stead Dr./Home Ave. Storm Sewer, Lift Station, Detention Pond (CONST)	$2,853,000			To be determined	$2,853,000
2020 Stormwater Grand Total	**$2,853,000**	**$0**		**$0**	**$2,853,000**

2020 Sanitary Sewer Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
Larkspur Drive (water)					$0
Omega Drive (water)					$0
Palisades Lane (water)					$0
Palisades Drive - W. of Palisades Ln to Riverview Ct. (water)					$0
2020 Sanitary Grand Total	**$0**	**$0**		**$0**	**$0**

2020 Water Main Projects	Cost	Funding	Fund Desc.	Assessable Costs	Utility Cost
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
2020 Water Grand Total	**$529,000**	**$0**		**$0**	**$529,000**

CAPITAL PROJECTS FUND

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
401-5100-410.01-00	GENERAL PROP TAX-TOWN								
401-5500-432.06-01	STATE PARK GRANTS								
401-5300-432.06-02	TRAIL GRANTS								
401-5300-432.06-03	STORM WTR GRANTS								
401-5300-432.09-00	MISC STATE GRANT / ASSIST								
401-5100-480.01-00	INTEREST	471	919	1,107	500	681	800	800	60.00%
401-5300-480.08-11	MISC DONATION								
401-5500-480.08-11	MISC DONATION-Park	18,000	19,000	8,000				5,000	
401-5300-480.09-00	MISC REVENUE			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				148,887		10,887	338,000	127.02%
401-5500-492.04-00	CPF PRIOR YEAR CARRY OVER								
401-5300-493.01-00	PROCEEDS/LT DEBT/GO NOTES	1,645,000	1,650,000	2,207,217	1,356,594		1,135,000	2,030,300	49.66%
401-5300-493.01-02	DEBT PREMIUM		60,889	71,931					
401-5300-493.02-00	PROCEEDS/LT DEBT/STF								
	***CAPITAL PROJECTS FUND**	**2,028,123**	**1,780,577**	**2,288,380**	**1,505,981**	**681**	**1,146,687**	**2,374,100**	**57.64%**

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
401-5100-600.08-21	CAP IMPR BUILDING & LAND	278,857	77,526	66,440	105,000	26,254	26,500	465,000	342.86%
401-5100-600.08-54	CAPITAL EQUIP - OTHER - General	37,662	4,088		50,000			110,000	120.00%
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)								
401-5300-650.08-43	ROAD RE-CONSTRUCTION (CAP	2,218,490	230,820	1,738,577	654,675	229,195	190,000	1,109,100	69.41%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
401-5300-650.08-44	TRAILS/WALKWAYS (CAP)		17,045	30					
401-5300-650.08-45	STORM SEWERS (CAP)								
401-5300-650.08-46	SIGNS SIGNALS & MARKINGS	3,513	78,102						
401-5300-650.08-54	CAPITAL EQUIP - OTHER - Street								
401-5500-710-08-31	PARKS: MISC CAPITAL	41,403	1,147,115	491,028	496,306	69,129	496,306	650,000	30.97%
401-5800-600.08-80	DEBT ISSUANCE COSTS	17,621	26,905	39,832			40,264	40,000	
401-5800-600.09-10	TRANSFER TO GENERAL FUND		100,000		200,000	200,000	200,000		(100.00%)
401-5800-600.09-30	TRANSFER TO DEBT SERVICE FUND								
401-5800-600.09-63	TRANSFER TO STORMWATER	244,530							
401-5800-710.06-10	PRINCIPAL								
	***CAPITAL PROJECTS FUND**	**2,887,731**	**1,681,601**	**2,335,907**	**1,505,981**	**524,578**	**953,070**	**2,374,100**	**57.64%**

NOTES:

1 See Attached Spreadsheet on Expenditure Detail

2 **401-5500-480.08-11: Misc Donation-Park:**
$5,000 from FC Menasha Soccer for 5years (2016-2020) for Wittman Park Project

Town of Menasha
2016 Capital Replacement Schedule (7-31-2015)

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

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2015 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Fire	Engine (E240)	Pierce	Dash	55,154	1993	$195,500	100%	24		2017	$500,000.00	$18,750
Fire	Sport Utility #2 (C40)	Ford	Expedition	69,029	2007	$26,000	100%	10		2017	$33,000.00	$2,970
Fire	Sport Utility (S41)	Ford	Explorer	64,214	2008	$24,270	100%	10		2018	$26,809.18	$2,413
Fire	Ladder (L40)	Pierce	Lance	24,678	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	37,179	1999	$198,400	100%	24		2023	$575,000.00	$21,563
Fire	Sport Utility (C41)	Chevrolet	Tahoe	27,000	2013	$29,148	100%	10		2023	$38,232.00	$3,441
Fire	Air Compressor	Mako		125	2009	$42,879	100%	15		2024	$49,781.19	$2,987
Fire	Pick-up Truck (U40)	Dodge	Ram	739	2015	$37,385	100%	10	2	2025	$41,296.30	$3,717
Fire	25kw Generator-Sta 41			257	2002	$13,752	100%	25		2027	$27,096.40	$1,030
Fire	Rescue (R41)	Pierce	Sabre	17,863	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	17,976	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	7,803	2010	$399,526	100%	24		2034	$766,141.49	$28,730
Fire	Air Compressor	Mako		4	2015	$44,000	100%	20		2035	$75,698.85	$3,596
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)
					SUBTOTAL	**$1,794,268**					**$3,754,086**	**$156,973**
General	Elections	5 Voting Machines w/4 Boxes			2015	$40,000	100%	10	5 Voting Machines w/4 Boxes	2025	$52,466.04	$4,984
General	#109 Mini Van	Ford	Freestar	57,052	2006	$14,806	100%	12	Originally scheduled for 2016 replacement	2018	$25,000.00	$1,667
General	#108 Administration	Chrysler	Town & Ctry Van	29,343	2009	$19,067	100%	12		2021	$21,485.17	$1,432
General	#110 Inspections	Ford	Fusion	37,729	2008	$14,764	100%	12		2020	$16,636.44	$1,109
General	#107 Comm. Dev	Chevrolet	Impala	5,835	2013	$17,699	100%	12		2025	$19,943.68	$1,330
General	#106 Administration	Chevrolet	Impala	5,208	2014	$17,799	100%	12		2026	$20,056.36	$1,337
					SUBTOTAL	**$124,135**					**$155,587.69**	**$11,859**
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	$27,748	70%	5		2019	$22,245.33	$4,227
					SUBTOTAL	**$186,955**					**$198,818.37**	**$29,767**
Park & Rec	3/4 Ton Pickup	GMC	2500	67,212	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	2,102	2003	$15,500	100%	14	Diesel, P-09, 2-wd	2017	$50,000.00	$3,214
Park & Rec	6 Ft. Mower	John Deere	1445	1,844	2010	$19,033	100%	8	Diesel, mulch kit, canopy	2018	$50,000.00	$5,625
Park & Rec	Tractor	Case	CSX75	2,145	2008	$47,385	100%	10	Diesel w/cab, rotary mower, pulverizer, aerator, roto-tiller	2018	$61,304.17	$5,517
Park & Rec	3/4 Ton Pickup	GMC	2500	43,941	2008	$25,089	100%	11	Gas, P-08 w/plow (includes toolbox & radio)	2019	$27,991.00	$2,290

Town of Menasha
2016 Capital Replacement Schedule (7-31-2015)

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

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2015 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Park & Rec	1/2 ton pickup	Ford	F150	42,299	2006	$19,896	100%	13	Gas, P-06	2019	$22,643.50	$1,568
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	43,178	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	6 Ft. Mower	John Deere	1575	225	2015	$36,750	100%	8	Diesel P-07 4wd, cab	2023	$45,657.49	$5,136
Park & Rec	Meadow Heights	Miracle			2006	$12,758	100%	17	Equip., extended 2 yrs	2023	$20,233.63	$1,131
Park & Rec	OHN - Play Equip	Various			2008	$32,426	100%	15	Equip. curb, poured in place	2023	$48,710.30	$3,085
Park & Rec	Schildt	Miracle			2006	$52,876	100%	17	Equip. curb, poured in place, asphalt, extended 2 yrs	2023	$83,859.01	$4,686
Park & Rec	Strohmeyer	Burke			2006	$40,176	100%	17	Equip. curb, poured in place, asphalt, extended 2 yrs	2023	$63,717.37	$3,561
Park & Rec	1 Ton Dump Trk	Ford	F350	22,177	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	153 hrs	2014	$20,274	100%	10	Gas, w/cab & trailer, sprayer and tank, accessorie	2024	$26,592.41	$2,393
Park & Rec	Fritsch	Tri-active			2014	$32,391	100%	10	fitness equip-18 pieces and concrete	2024	$42,485.69	$4,036
Park & Rec	1 Ton Dump Trk	Ford/Casper	F350	6,468	2014	$40,871	100%	12	Gas; dump box, lift, cover	2026	$56,597.50	$4,245
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	$215,445	100%	17	Equip. concrete, and rubber	2031	$341,686.28	$19,094
Park & Rec	1 Ton Dump Trk	Chev	3500	84,161	1999	$25,634	100%	13	Gas, P-99 (w/plow controls)		Transfer of another	$0
					SUBTOTAL	**$1,246,670**					**$1,861,897.49**	**$121,882**
Police	Radar Unit (1) FH04555		Falcon		2010	$1,619	100%	6	Replace with Falcon HR, if needed	2016	$1,450.00	$242
Police	Radar Unit (1) FH05662		Falcon		2011	$1,471	100%	5	Replace with Falcon HR, if needed	2016	$1,450.00	$290
Police	Squad Cameras (1) 970		Digital Ally	500 plus	2011	$4,295	100%	5	Replace w/ Panasonic Arbitrator	2016	$4,934.00	$987
Police	965 Squad	Ford	Interceptor Sedan	53,668	2014	$24,432	100%	2	Replace with Interceptor Utility	2016	$26,774.00	$10,710
Police	967 Squad	Ford	Explorer	63,041	2014	$25,864	100%	2	Replace with Interceptor Utility	2016	$26,774.00	$10,710
Police	968 M Squad	Ford	Explorer	11,529	2015	$26,413	100%	2		2017	$26,943.90	$12,125
Police	969 M Squad	Ford	Explorer	6,091	2015	$26,413	100%	2		2017	$26,943.90	$12,125
Police	966 M Squad	Ford	Explorer	9,091	2015	$26,413	100%	2		2017	$26,943.90	$12,125
Police	Speed Trailer	Kustom	SMART		2002	$14,535	100%	15	Replace w/RU2 Fast-870	2017	$12,100.00	$766
Police	961 Detective Squad	Ford	Crown Vic	54,593	2008	$21,659	100%	9	Extended 2 year	2017	$23,688.13	$2,369
Police	Radar Unit (1) FH06762		Falcon		2012	$1,474	100%	5		2017	$1,688.13	$338
Police	970 Squad-LT	Ford	Explorer	43,851	2014	$25,864	100%	3		2017	$26,647.71	$7,106
Police	971 Meg Squad	Ford	Escape	63,146	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				2015	$71,760	100%	5	For all vehicles (partial replacement see notes)	2020	$82,184.82	$15,615
Police	Squad Camera (3) 969, 967 & 965		Arbitrator		2014	$14,802	100%	5		2019	$15,557.05	$2,800
Police	AED (1)		Zoll		2015	$1,599	100%	5		2020	$1,831.29	$366
Police	AED (1)		Zoll		2014	$1,599	100%	6		2020	$1,881.65	$941

Town of Menasha
2016 Capital Replacement Schedule (7-31-2015)

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DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2015 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Police	963 Staff Vehicle	Chevy	Impala	28,853	2010	$20,202	100%	10	Funding did not start until 2014 budget	2020	$22,315.58	$2,869
Police	Radar Unit (1)	Kustom	Falcon HR		2015	$1,411	100%	6		2021	$1,660.42	$277
Police	949 Police Van	Ford	E150	4,251	2011	$18,477	100%	10	(includes Lighting & Shelving)	2021	$20,410.10	$1,837
Police	962 Admin - Training	Chevy	Impala	19,221	2013	$17,699	100%	10		2023	$19,550.71	$1,760
Police	960 Detective Squad	Dodge	Caravan	4,823	2015	$21,726	100%	10		2025	$23,999.02	$2,160
					SUBTOTAL	**$407,488**					**$437,032.06**	**$104,164**
Street	#5 Tractor/backhoe	Case	580SL	3,230	1999	$62,358	50%	17	Originally scheduled for 2009	2016	$55,000.00	$2,912
Street	#29 Tandem axle trk	IHC	7400	40,021	2003	$103,740	85%	13	(4,001 hrs) Replace w/Single axle w/Lift	2016	$221,000.00	$15,300
Street	#60 5 ton trailer	Miller	1610		2002	$2,500	85%	14	Replace with 7 ton trailer	2016	$12,750.00	$820
Street	#3 1/2 ton pickup	Ford	F150 4x4	71,011	2000	$25,265	100%	17	Originally scheduled for 2007	2017	$40,069.18	$2,121
Street	#16 Street sweeper	Elgin	Pelican P	7,052	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	392/hrs	2003	$9,269	100%	15		2018	$13,923.88	$835
Street	#24 Single axle trk	International	7400 4x2	17,379	2008	$128,078	100%	10	(1,664 hrs)	2018	$167,993.64	$15,119
Street	#1 1/2 ton pickup	Chev	Silverado 4WD PU	36,584	2008	$23,256	50%	11	Originally scheduled for 2017	2019	$20,000.00	$1,636
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	25,347	2007	$120,219	85%	11	(2,310 hrs)	2019	$114,005.85	$9,328
Street	#17 Tandem axle trk	IHC	7400	32,698	2005	$106,000	85%	15	(3,149 hrs)	2020	$135,348.13	$8,121
Street	#10 1 ton Single Axle Trk	Ford	F550	20,139	2010	$68,209	85%	10	(2,198 hrs)	2020	$76,046.44	$6,844
Street	#15 4 ton asphalt pat.	Spaulding		73/hrs	2010	$33,830	50%	9		2020	$18,499.69	$1,953
Street	#18 Slope mower	Deweze	ATM72-LC	243/hrs	2006	$28,350	100%	15		2021	$32,913.47	$1,975
Street	#6 Utility Tractor/Loader	Kubota	6040HDC	787/hrs	2006	$39,983	100%	15		2021	$60,062.42	$3,604
Street	#23 Tandem axle trk	IHC	7500 6x4	14,895	2010	$160,447	85%	12	(1,472 hrs)	2022	$188,856.74	$14,164
Street	#20 Tandem axle trk	IHC	7500 6x4	13,348	2010	$156,351	85%	12	(1,239 hrs)	2022	$184,035.48	$13,803
Street	#25 Gradall	Gradall	XL3100 III	3,935	2011	$281,508	30%	12	(1,387 hrs)	2023	$116,948.31	$8,771
Street	#26 Tandem axle trk	Int 7500	7500 6x4	3,618	2013	$170,936	100%	10	(309 hrs)	2023	$188,819.69	$16,994
Street	#2 1-ton truck	Ford	F550	3,549	2014	$73,569	0%	10	(349 hrs)	2024	$96,496.85	$8,685
Street	#4 1/2 ton pickup	Ford	F150		2015	$23,882	50%	10	Still need to purchase in 2015	2025	$15,662.42	$1,410
Street	#13 Air compressor	Sullair	185CFM	42/hrs	2006	$12,251	100%	20		2026	$14,948.55	$710
Street	#11 Utility van	Ford	F-550	5,957	2012	$36,273	100%	15		2027	$54,489.26	$3,269
Street	#27 Tandem axle trk	International	7500 (6X4)	6,393	2014	$201,102	85%	13	(511 hrs)	2027	$87,499.00	$6,058
Street	#28 Skid Steer	Cat	289DXPS	61	2015	$69,200	85%	14		2029	$85,994.49	$5,528
Street	#19 Grader - 2013 model	J.Deere	772G	45	2014	$280,000	100%	20		2034	$481,719.96	$21,677
Street	#33 Wheel loader	J.Deere	624K	214/hrs	2014	$209,290	100%	20		2034	$360,068.47	$16,203
Street	#7 Bucket truck	Ford	F-550	474	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)**
					SUBTOTAL	**$2,336,728**					**$2,968,043.60**	**$177,655**
					GRAND TOTAL - GENERAL FUND	**$6,185,304**					**$9,505,298**	**$602,300**

Town of Menasha
2016 Capital Replacement Schedule (7-31-2015)

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DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2015 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount
Recycling	#12 Brush chipper	Vermeer	BC 1400	4118/hrs	2003	$33,000	100%	14		2020	$50,000.00	$8,333
Recycling	#32 Brush chipper	Terex	Woodsman 750	804/hrs	2012	$37,310	100%	12		2024	$51,666.28	$4,090
Recycling	Grapple Bucket	B&D Fabricat	B59236		2013	$18,750	100%	15		2028	$28,166.23	$1,784
					SUBTOTAL	**$89,060**					**$129,832.51**	**$14,207**
Storm	#8 Whirlwind sweeper	Elgin	Sterling SC8000	22,477	2007	$179,900	0%	10	3,084 hrs lower, 2,603 hrs upper (new)	2017	$275,000.00	$24,750
Storm	#30 Single axle trk	Chev	CC4500	45,594	2003	$48,095	0%	14	(1,300 hrs) Transferred to Storm 2014	2017	$80,000.00	$24,000
Storm	#16 Street sweeper	Elgin	Pelican P	7,052	2004	$104,730	100%	14	(1,597 hrs) Purchased by Town, replaced by Storm (new)	2018	$200,000.00	$12,857
Storm	#22 3-yd loader	J.Deere	624G	6,940/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	65,285	2000	$75,000	0%	18	(3,565 hrs) (Reconditioned unit)	2018	$185,000.00	$9,250
Storm	#9 Cargo Van	Ford	E250	7,413	2009	$17,812	0%	12		2021	$24,665.77	$1,850
					STORMWATER TOTAL	**$11,824,810**					**$16,485,716.02**	**$89,582**
Wastewater	Pickup	Ford	F150		2015	29,828	0%	15		2030	$34,629.38	$2,078
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			
					WASTEWATER TOTAL	**$461,744**					**$638,184.49**	**$36,574**
Water	Pickup	Chevrolet	Silverado 3500		2015	$30,562	0%	15		2030	$35,481.53	$2,129
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%	4	Due to continuous repairs	2016	$90,000.00	$20,250
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
					WATER TOTAL	**$448,002**					**$524,682.03**	**$40,791**
Utility Billing	Folding/Inserter Machine	SECAP	SI62		2010	12,244	0%	6	was a demo unit, inciudes vertical power stacker	2016	$25,000.00	$3,750
					UTILITY BILLING TOTAL	**12,244**					**$25,000.00**	**$3,750**

Town of Menasha
2016 Capital Replacement Schedule (7-31-2015)

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

DEPARTMENT	DESCRIPTION	MAKE	MODEL	July 2015 Mileage/Hrs	Purchase Year	Purchase Cost	Percent Town Costs	Depr. Term (Years)	NOTES	REP. YEAR	Estimated Replacement Cost	Annual Depreciation Amount

NOTES

Proposed Replacement in 2016

Estimated Amount

Fire Department:

1.) Miles/Hours checked on 7/30/15

2.) This cost included Dodge 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 two Squads (965 & 967) $58,774 including necessary ancillary equipment ($5,226 for all two squads), such as MDC stands, transport seats, light bars, partitions, window barriers, console, and smart sirens.

Ancillary Equipment replacement includes MDC Stands, Transport Seats, Lightbars, Partition, Window Barriers, console, and smart sirens

Radar Units will only be purchased if one breaks down

Street & Administrative Vehicles:

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

#5 tractor/backhoe #110,000; #29 truck $260,000; #60 5-ton trailer $15,000 (all will be cost shared w/storm & town split)

#109 - replacement was 2016, moved to 2018 = adjusted cost

#3 - replacement was 2016, moved to 2017 = $ OK

#1 - replacement was 2017, moved to 2019 = adjusted cost

#60 - replacement was 2022, moved up to 2016 = adjusted cost, also cost split 85% tn/15% storm

#16 - replacement was 2025, moved up to 2018 = adjusted cost

#21 - replacement year OK, adjusted cost to reflect buying a reconditioned unit rather than new

HIGHLIGHTED ITEMS ARE PROPOSED FOR REPLACEMENT

EQUIPMENT REPLACEMENT FUND

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
402-5100-410.01-00	Levy								
402-5200-431.04-00	Homeland Security Grant								
402-5100-480.01-00	Interest	20,143	24,113	14,489	20,000	28,454	28,454	24,000	
402-5100-480.02-01	Sale of Town Equip & Vehicles - General		2,372	1,818				500	
402-5200-480.02-01	Sale of Town Equip & Vehicles - PD	9,341	13,401	28,486	13,000	23,707	23,707	5,000	(61.54%)
402-5200-480.02-01	Sale of Town Equip & Vehicles - FD		6,200		22,000	13,250	13,250		(100.00%)
402-5200-480.02-01	Sale of Town Equip & Vehicles - Insp								
402-5300-480.02-01	Sale of Town Equip & Vehicles - SD	500	29,800	89,500		20,500	20,500	32,000	
402-5500-480.02-01	Sale of Town Equip & Vehicles - PK		22,780	2,981		3,000			
402-5100-491.01-00	Transfer from General Fund - Admin	2,993	2,993	2,740	2,740		2,740	4,436	61.90%
402-5100-491.01-00	Transfer from General Fund - Assessor				1,337		1,337	0	(100.00%)
402-5100-491.01-00	Transfer from General Fund - Election	1,410	6,610	4,299	3,551		3,551	4,984	40.35%
402-5100-491.01-00	Transfer from General Fund - Info Tech.	32,604	33,266	33,872	29,892		29,892	29,767	(0.42%)
402-5200-491.01-00	Transfer from General Fund - PD	72,416	77,488	92,080	102,484		102,484	104,164	1.64%
402-5200-491.01-00	Transfer from General Fund - FD	150,335	151,040	152,913	155,544		155,544	156,973	0.92%
402-5200-491.01-00	Transfer from General Fund - Insp	1,305	1,305	1,109	1,109		1,109	1,109	0.00%
402-5300-491.01-00	Transfer from General Fund - SD	157,722	160,259	172,816	178,427		178,427	177,655	(0.43%)
402-5500-491.01-00	Transfer from General Fund - PK	88,512	93,152	98,211	117,107		117,107	121,882	4.08%
402-5600-491.01-00	Transfer from General Fund - Comm Dev.	0		1,330	1,330		1,330	1,330	0.00%
402-5100-492.02-00	Transfer from Designated Balance - Elections				36,449		36,449		(100.00%)
402-5200-492.02-00	Transfer from Designated Balance - Police								
402-5200-492.02-00	Transfer from Designated Balance - Fire								
402-5300-492.02-00	Transfer from Designated Balance - Street								
	TOTAL REVENUE:	**537,281**	**624,779**	**696,644**	**684,970**	**88,911**	**715,881**	**663,800**	**(3.09%)**

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
402-5100-560.08-15	Computer Equip - IT	28,253	3,645	24,165					
402-5100-600.08-53	Vehicles - General		17,699	17,799				25,000	
402-5100-600.08-54	Capital Equipment: Other - General Government				40,000		40,000		(100.00%)
402-5200-610.08-53	Vehicles - Police	51,224	67,689	79,831	101,100	100,966	100,966	58,774	(41.87%)
402-5200-610.08-54	Capital Equipment: Other - Police		9,750	16,871	12,527	9,800	12,527	7,834	(37.46%)
402-5200-620.08-53	Vehicles - Fire		33,505		37,400	37,385	37,385		

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
402-5200-620.08-54	Capital Equipment: Other - Fire		9,625	30,676	53,000	43,483	44,483		(100.00%)
402-5200-630.08-53	Vehicles - Inspections								
402-5300-650.08-53	Vehicles -Street	36,273	252,901	765,168	71,500	70,761	70,761	276,000	286.01%
402-5300-650.08-54	Capital Equipment: Other - Street							12,750	
402-5500-710.08-53	Vehicles - Park	52,446		40,871				35,000	
402-5500-710.08-54	Capital Equipment: Other - Park		68,696		47,697	36,750	36,750		(100.00%)
402-5100-600.09-10	Transfer to General Fund								
402-5100-600.09-20	Transfer to Special Revenue Fund	27,419							
	TOTAL EXPENDITURES:	**195,615**	**463,510**	**975,381**	**363,224**	**299,145**	**342,872**	**415,358**	**14.35%**

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.

2015 Program Accomplishments:

1 Completed an annual illicit discharge review as required under the MS4 permit
2 Continued implementation of GPS storm sewer mapping system and upgrading storm sewer locate map
3 Continued to reduce particulates in the Town of Menasha's stormwater, with the completion of detention ponds
4 Began implementation of policy for residential stormwater pond maintenance
5 Began implementation of new MS4 permit
6 Completed and submitted annual report to DNR for MS4 permit

2016 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

2016 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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
613-5300-420.01-00	SPECIAL ASSESSMENT REVENUE	11,434	357,950			118,457	250,235		
613-5300-431.09-00	MISC FEDERAL GRANTS								
613-5300-432.01-03	FUEL TAX REFUND	431	323	350	400	92	350	350	(12.50%)
613-5300-432.06-03	STORM WATER GRANTS		213,946	70,100		70,304	70,304		
613-5300-440.03-07	EROSION PERMIT	4,500	4,100	6,250	4,000	4,000	5,500	5,000	25.00%
613-5300-440.03-10	CULVERT PERMITS	383	150	600	300	825	825	400	33.33%
613-5300-440.03-11	DITCH ENCLOSURE PERMITS	100	(100)	175	25				(100.00%)
613-5300-462.03-00	DRAINAGE REVIEW	7,314	7,275	9,950	7,200	7,375	8,000	7,500	4.17%
613-5300-465.01-00	STORMWATER ERU REVENUE	1,614,031	1,569,462	1,532,306	1,510,000	864,854	1,531,406	1,530,000	1.32%
613-5300-465.03-00	PENALTIES/FEES	10,950	10,963	10,266	10,800	4,689	10,313	10,400	(3.70%)
613-5300-480.01-00	INTEREST	1,067	5,189	8,269	4,000	(12,323)	9,396	6,000	50.00%
613-5300-480.01-01	CAPITALIZED INTEREST								
613-5300-480.02-01	SALE OF EQUIP & VEHICLES	1,689		1,500					
613-5300-480.09-00	MISC OPERATING REVENUE	5,807	233	20,767		792	792	500	
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				283,966			218,966	(22.89%)
613-5300-492.04-00	PRIOR YEAR CARRYOVER-DEBT				109,000			60,000	(44.95%)
613-5300-493.01-00	PROCEEDS FROM DEBT				1,695,000			2,677,000	57.94%
	TOTAL REVENUES	**1,685,126**	**2,169,491**	**1,660,533**	**3,624,691**	**1,059,065**	**1,887,121**	**4,516,116**	**24.59%**

CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Storm

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 110 000	SALARIED	130,188	135,512	156,050	173,047	110,623	158,648	174,320	(0.74%)
xxxx 120 000	HOURLY/NON-REPRESENTED	3,928	3,858	109,755	113,021	61,556	82,637	113,414	0.35%
xxxx 121 000	HOURLY OVERTIME/NON-REPR	62	67	313	838	21	24	477	(43.08%)
xxxx 122 000	HOURLY/NON-REPR/PT	2,448	2,265	1,503	9,926	2,942	4,144	9,844	(0.83%)
xxxx 124 000	HOURLY/GENERAL UNION	83,241	80,731	0	0	0	0	0	
xxxx 125 000	HRLY. OVERTIME/GEN UNION	84	220	0	0	0	0	0	
xxxx 140 000	PER DIEM	231	0	0	0	0	0	0	
xxxx 145 000	INTERN	2,847	1,449	0	3,000	0	0	3,000	0.00%
	Salary/Wages/Per Diem Subtotal	223,029	224,102	267,621	299,832	175,142	245,453	301,055	0.41%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 131 000	FICA	16,319	16,244	19,442	21,957	12,834	17,961	22,041	0.38%
xxxx 132 000	WI RETIREMENT	12,914	14,638	18,446	19,610	11,661	16,345	19,124	(2.48%)
xxxx 151 000	MEDICAL INSURANCE	54,204	60,511	70,576	69,901	43,273	62,185	68,272	(2.33%)
xxxx 152 000	DENTAL INSURANCE	2,786	2,871	3,376	3,662	2,095	2,943	3,875	5.82%
xxxx 153 000	GROUP LIFE/DISAB INS	1,955	1,777	2,387	2,384	1,312	1,689	2,392	0.34%
xxxx 197 000	UNEMPLOYMENT COMP	1,133	0	0	0	0	0	0	
xxxx 198 000	VACATION/SICK ACCRUAL	4,843	4,704	2,943	5,000	0	5,000	5,000	0.00%
	Benefit Subtotal	94,154	100,745	117,170	122,514	71,175	106,123	120,704	(1.48%)
xxxx 210 000	PROF SERVICE/CONTRACTED	24,525	50,882	46,290	48,490	22,939	45,740	45,640	(5.88%)
xxxx 211 000	COMPUTER LICENSE & MAINT	12,507	12,969	13,438	14,902	13,171	14,902	15,819	6.15%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	177	177	186	200	186	186	200	0.00%
xxxx 214 000	ENGINEERING	16,947	36,809	40,010	32,000	30,898	51,500	38,500	20.31%
xxxx 215 000	LEGAL COUNSEL	125	538	0	1,000	0	1,000	1,000	0.00%
xxxx 217 000	EQUIP RENTAL/CONTRACTED	0	0	0	500	0	500	500	0.00%
	Contracted Services Subtotal	54,281	101,375	99,924	97,092	67,194	113,828	101,659	4.70%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 221 000	ELECTRICITY	1,193	904	1,270	1,500	1,101	1,500	1,500	0.00%
xxxx 223 000	SEWER & WATER								
xxxx 224 000	TELEPHONE	600	600	1,350	1,350	550	1,350	1,350	0.00%
	Utilities Subtotal	1,793	1,504	2,620	2,850	1,651	2,850	2,850	0.00%
xxxx 227 000	DISPOSAL/LANDFILL CHARGES	5,114	4,092	5,147	7,000	6,899	7,000	7,000	0.00%
xxxx 231 000	CULVERT MAINTENANCE	13,633	13,943	14,976	20,000	19,625	20,000	20,000	0.00%
xxxx 232 000	DITCHING	6,180	4,793	1,365	15,000	746	15,000	15,000	0.00%
xxxx 238 000	STORM SEWER MAPPING	0	8,000	5,000	10,000	0	10,000	10,000	0.00%
xxxx 240 000	REPAIR/MAINT SERV/OTHER	317	317	0	400	0	400	400	0.00%
xxxx 241 000	BUILDING REPAIR & MAINT	0	0	0	0	0	0	0	
xxxx 293 000	DRUG & ALCOHOL TESTING	87	108	0	100	0	100	100	0.00%
	Subtotal	25,331	31,253	26,488	52,500	27,270	52,500	52,500	0.00%
xxxx 309 000	CREDIT CARD FEES	5,349	4,937	7,535	6,100	6,099	10,000	10,000	63.93%
xxxx 310 000	OFFICE SUPPLIES	488	452	45	850	10	500	850	0.00%
xxxx 313 000	PRINTING	1,002	537	690	1,925	1,018	1,500	1,725	(10.39%)
xxxx 320 000	SUBSCRIPTIONS & DUES	1,500	4,500	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	3	1	0	0	2	0	0	
xxxx 331 000	GASOLINE/FUEL	6,864	7,771	9,454	8,000	4,755	7,500	8,000	0.00%
xxxx 335 000	TRAINING	75	0	0	0	0	0	500	
xxxx 340 000	OPERATING SUPPLIES	5,041	5,207	3,273	2,500	2,807	2,900	2,500	0.00%
xxxx 341 000	POSTAGE/SHIPPING	5,856	6,015	6,585	6,135	4,150	6,700	6,775	10.43%
xxxx 346 000	CLOTHING/UNIFORM ALLOW	39	0	50	150	52	150	150	0.00%
	Operating Supplies Subtotal	26,217	29,420	32,132	30,160	23,393	33,750	35,000	16.05%
xxxx 353 000	EQUIPMENT MAINTENANCE	466	450	502	1,000	151	800	1,000	0.00%
xxxx 355 000	VEHICLE MAINTENANCE	11,826	16,548	15,309	22,500	22,439	25,500	22,500	0.00%
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP	0	0	0	0	0	0	0	
	Asset Maint. Supplies Subtotal	12,292	16,998	15,811	23,500	22,590	26,300	23,500	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 374 000	ROAD REPAIRS	1,837	636	0	7,500	1,165	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	0	993	969	5,000	967	2,000	5,000	0.00%
xxxx 393 000	MEDICAL EXAMS	105	74	69	150	42	150	150	0.00%
xxxx 399 000	CONTINGENCY FUND	0	0	0	25,000	0	0	25,000	0.00%
xxxx 399 000	NON-REP WAGE ADJUSTMENTS	0	0	0	929	0	0	12,000	
xxxx 510 000	INSURANCE	17,311	20,530	24,337	28,000	24,559	26,448	28,000	0.00%
xxxx 530 000	RENT	35,421	27,064	38,120	23,000	15,733	41,000	32,000	39.13%
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	224,638	240,840	252,350	22,587	0	255,000	64,929	187.46%
xxxx 541 000	DEPRECIATION-CIAC	30,935	34,197	34,197	0	0	35,000	0	
xxxx 590 000	OTHER FIXED CHARGES	0	0	0	0	0	0	0	
	Subtotal	310,247	324,334	350,042	112,166	42,466	367,098	174,579	55.64%
xxxx 610 000	PRINCIPAL	0	0	0	423,817	0	423,817	414,246	(2.26%)
xxxx 620 000	INTEREST	94,918	112,777	112,522	131,545	31,689	131,545	119,745	(8.97%)
xxxx 630 000	CAPITALIZED INTEREST	0	0	0	0	0	0	0	
xxxx 801 000	CAPITAL RESERVE	64,750	42,750	8,668	2,201,248	119,727	0	3,060,549	39.04%
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	1,880	3,632	8,546	3,228	597	3,228	8,678	168.84%
	Capital Investments Subtotal	161,548	159,159	129,736	2,759,838	152,013	558,590	3,603,218	30.56%
xxxx 880 000	DEBT ISSUANCE COSTS	2,446	(7,626)	9,847	0	0	10,246	0	
xxxx 881 000	AMORTIZATION EXP ON LOSS	0	0	0	0	0	0	0	
xxxx 890 000	DEBT DISCOUNT	0	0	0	0	0	0	0	
xxxx 910 000	REALLOCATIONS	21,347	37,290	32,639	124,239	0	124,239	101,051	-18.660%
	Debt Service Subtotal	23,793	29,664	42,486	124,239	0	134,485	101,051	-18.660%
	TOTAL EXPENDITURES	932,685	1,018,554	1,084,030	3,624,691	582,894	1,640,977	4,516,116	24.59%

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 20% UD - 70% Town - 10% Storm Water
11 Director of Information Technology 20% UD - 70% Town - 10% 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 $4,500

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

24 **613-5300-751.02-32 Ditching**
Regrading of ditches and waterways, topsoil, grass seed, and other related materials

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** - $2,250 to replace #60 Skid Steer trailer (15% of cost), $55,000 to replace #5 Tractor/Backhoe (50% of cost), $39,000 to replace #29 tandem axle with a single axle truck (15% of cost), $8,333 to replace folding/inserter machine (33.33% of cost)

Storm water Projects:

$ 2,000,000* - W American Dr Project and/or Prairie Lake Pond Improvements (Aquisition, Design & Constructions)
$ 50,000* - Schildt Park Stormwater Pond (Design & Soil Borings)
$ 218,966# - Green Valley Ditch/Cooke Rd Project (prior funds available)
$ 72,000* - Timber Run (Design & Construction)
$ 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) ($60,000 prior borrowing**)
$ 50,000* - Irish Rd Pond (Design & Soil Borings)

#Fund Balance
*New Borrowing
**Carryover from Prior Borrowing

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

STORM MAINS/TELEVISE - 752

31 **613-5300-752.02-10 Prof Service/Contracted**
Televise 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 **613-5300-753.03-31 Gasoline/Fuel**
For Vehicles & Equipment (#8, #16, #21)

35 **613-5300-753.03-35 Training**
Sweeper School (3), Confined Space Training, Misc Training

DETENTION POND - 754

36 **613-5300-754.02-10 Prof Service/Contracted**
Pond Maintenance/Management/Permits (5 ponds)

37 **613-5300-754.02-21 Electricity**
Palisades Pond Aerator ($250 for 6 months)

38 **613-5300-754.05-30 Rent**
Vehicle/Equip Rental (Mowing, Pond Maintenance)

OFFICE EXPENSES - 755

39 **613-5300-755.02-10 Prof Service/Contracted**
Audit Services, Single Audit, Employee Benefit Services, Accounting Assistance-Setup, Video Taping Mtgs

40 **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

41 **613-5300-755.02-14 Engineering**
Credit Application Reviews

42 **613-5300-755.02-40 Repair/Maint Serv/Other**
Folding Machine Maintenance

43 **613-5300-755.03-10 Office Supplies**
Street Dept Office Supplies, Finance Office Supplies, CD Office Supplies

44 **613-5300-755.03-13 Copy/Printing Charges**
Bills, Door Hangers, Envelopes, Return Envelopes, Misc

45 **613-5300-755.03-41 Postage/Shipping**
This account is for Utility Bills, 6 Month Certification and General Mailings.

46 **613-5300-755.08-15 Computer Equip/Software**
Percentage of annual computer equipment replacement needs

47 **613-5300-755.09-10 Transfer to General Fund**
10 % of Municipal Complex Costs

PRE-EROSION CONTROL - 756

48 **613-5300-756.02-14 General Engineering**
Drainage Plan Review, (Drainage Reviews & DNR Compliance)

49 **613-5300-756.03-35 Training**
Erosion Control Training (2), Misc Stormwater Training

NOTES: (cont.)

POST EROSION CONTROL - 757

50 **613-5300-757.02-14 General Engineering**
Field Investigations-CD

ILLICITE DISCHARGE - 758

51 **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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
GENERAL OPERATIONS - 751									
613-5300-751.01-10	SALARIED	50,095	52,180	66,166	69,832	47,357	68,072	69,831	0.00%
613-5300-751.01-20	HOURLY/NON-REPRESENTED			10,889	22,678	7,749	11,024	22,723	0.20%
613-5300-751.01-21	HOURLY OVERTIME/NON-REPR			2					
613-5300-751.01-22	HOURLY PART-TIME					36			
613-5300-751.01-24	HOURLY/GENERAL UNION	8,366	6,936						
613-5300-751.01-25	HOURLY OT/GEN UNION		1						
613-5300-751.01-31	FICA	4,253	4,293	5,605	6,751	4,025	5,761	6,738	(0.19%)
613-5300-751.01-32	WI RETIREMENT	3,449	3,941	5,391	6,290	3,752	5,388	6,109	(2.88%)
613-5300-751.01-51	MEDICAL INSURANCE	16,025	17,938	21,768	24,030	14,178	20,679	24,865	3.47%
613-5300-751.01-52	DENTAL INSURANCE	786	798	1,009	1,202	684	984	1,345	11.90%
613-5300-751.01-53	GROUP LIFE/DISAB INS	489	476	602	751	419	554	754	0.40%
613-5300-751.01-97	UNEMPLOYMENT	1,133							
613-5300-751.01-98	VAC/SICK ACCRUAL EXP	4,843	4,704	2,943	5,000		5,000	5,000	0.00%
613-5300-751.02-10	PROF SERVICE/CONTRACTED	3,838	10,823	25,006	3,500	4,348	5,240	4,500	28.57%
613-5300-751.02-12	EMPLOYEE ASSISTANCE PROGRAM	177	177	186	200	186	186	200	0.00%
613-5300-751.02-14	GENERAL ENGINEERING	10,296	19,772	5,690	15,500	7,122	15,500	15,500	0.00%
613-5300-751.02-15	LEGAL COUNCIL		319		500		500	500	0.00%
613-5300-751.02-17	EQUIP RENTAL/CONTRACTED				500		500	500	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
GENERAL OPERATIONS - 751 ***(cont.)***									
613-5300-751.02-31	CULVERT MAINTENANCE	13,633	13,943	14,976	20,000	19,625	20,000	20,000	0.00%
613-5300-751.02-32	DITCHING	6,180	4,793	1,365	15,000	746	15,000	15,000	0.00%
613-5300-751.02-93	DRUG & ALCOHOL TESTING	87	108		100		100	100	0.00%
613-5300-751.03-20	SUBSCRIPTIONS & DUES	1,500	4,500	4,500	4,500	4,500	4,500	4,500	0.00%
613-5300-751.03-30	MILEAGE/MEALS/LODGING		1			1			
613-5300-751.03-31	GASOLINE/FUEL	2,423	3,627	5,117	2,500	2,602	3,000	2,500	0.00%
613-5300-751.03-35	TRAINING								
613-5300-751.03-40	OPERATING SUPPLIES	5,041	2,012	3,273	2,500	2,807	2,900	2,500	0.00%
613-5300-751.03-46	CLOTHING/UNIFORM ALLOW	39		50	150	52	150	150	0.00%
613-5300-751.03-53	EQUIPMENT MAINTENANCE	466	450	502	1,000	151	800	1,000	0.00%
613-5300-751.03-55	VEHICLE MAINTENANCE	1,600	9,192	3,167	5,500	3,728	5,500	5,500	0.00%
613-5300-751.03-74	ROAD REPAIRS	1,837	636		7,500	1,165	7,500	7,500	0.00%
613-5300-751.03-91	PUBLIC SERVICE & EDUCATION		993	969	5,000	967	2,000	5,000	0.00%
613-5300-751.03-93	MEDICAL EXAMS	105	74	69	150	42	150	150	0.00%
613-5300-751.05-10	INSURANCE	17,311	20,530	24,337	28,000	24,559	26,448	28,000	0.00%
613-5300-751.05-30	RENT	35,421	27,064	38,120	23,000	15,733	41,000	32,000	39.13%
613-5300-751.05-40	DEPRECIATION/AMORTIZED EXP	224,638	240,840	252,350	22,587		255,000	64,929	187.46%
613-5300-751.05-41	DEPRECIATION-CIAC	30,935	34,197	34,197			35,000		
613-5300-751.05-90	OTHER FIXED CHARGES								
613-5300-751.06-10	PRINCIPAL				423,817		423,817	414,246	(2.26%)
613-5300-751.06-20	INTEREST	94,918	112,777	112,522	131,545	31,689	131,545	119,745	(8.97%)
613-5300-751.06-30	CAPITALIZED INTEREST								
613-5300-751.08-01	CAPITAL RESERVE	64,750	42,750	8,668	2,201,248	119,727		3,060,549	39.04%
613-5300-751.08-80	DEBT ISSUANCE COSTS	2,446	(7,626)	9,847			10,246		
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	75,000	(25.00%)
	SUBTOTAL	*607,080*	*633,219*	*659,286*	*3,150,831*	*317,950*	*1,224,044*	*4,016,934*	27.49%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
STORM MAINS/TELEVISE - 752									
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		2,000	1,260	10,000	1,348	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		8,000	5,000	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								
	SUBTOTAL	*0*	*10,000*	*6,260*	*20,000*	*1,348*	*20,000*	*20,000*	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
STREET CLEANING/POLLUTION PREVENTION - 753									
613-5300-753.01-10	SALARIED								
613-5300-753.01-20	HOURLY/NON-REPRESENTED			50,713	41,414	20,191	23,422	41,518	0.25%
613-5300-753.01-21	HOURLY OVERTIME/NON-REPR			168	377				(100.00%)
613-5300-753.01-22	HOURLY/NON-REPR/PT	1,014	825	520	7,188	1,881	2,684	7,188	0.00%
613-5300-753.01-24	HOURLY/GENERAL UNION	32,680	32,520		0				
613-5300-753.01-25	HOURLY OT/GEN UNION		0		0				
613-5300-753.01-31	FICA	2,445	2,395	3,720	3,592	1,611	1,900	3,547	(1.25%)
613-5300-753.01-32	WI RETIREMENT	1,937	2,238	3,562	2,843	1,377	1,599	2,740	(3.62%)
613-5300-753.01-51	MEDICAL INSURANCE	9,355	11,603	16,278	11,486	6,245	7,703	13,024	13.39%
613-5300-753.01-52	DENTAL INSURANCE	435	504	693	562	289	345	699	24.38%
613-5300-753.01-53	GROUP LIFE/DISAB INS	433	276	672	421	158	152	424	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	5,114	4,092	5,147	7,000	6,899	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	4,441	4,144	4,337	5,500	2,153	4,500	5,500	0.00%
613-5300-753.03-35	TRAINING								
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	10,226	7,356	12,142	17,000	18,711	20,000	17,000	0.00%
613-5300-753.05-30	RENT								
	SUBTOTAL	*68,080*	*65,953*	*97,952*	*97,383*	*59,515*	*69,305*	*98,640*	1.29%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
DETENTION POND - 754									
613-5300-754.01-10	SALARIED		1,332						
613-5300-754.01-20	HOURLY/NON-REPRESENTED			693		611	500		
613-5300-754.01-21	HOURLY OVERTIME/NON-REPR								
613-5300-754.01-22	HOURLY PART-TIME	24				9			
613-5300-754.01-24	HOURLY/GENERAL UNION	2,823	946						
613-5300-754.01-25	HOURLY OT/GEN UNION								
613-5300-754.01-31	FICA	208	170	50		47	37		
613-5300-754.01-32	WI RETIREMENT	167	151	49		45	33		
613-5300-754.01-51	MEDICAL INSURANCE	964	707	191		38	67		
613-5300-754.01-52	DENTAL INSURANCE	45	33	9		2	4		
613-5300-754.01-53	GROUP LIFE/DISAB INS	14	15	9					
613-5300-754.02-10	PROF SERVICE/CONTRACTED	8,488	22,600	7,499	16,000	10,701	16,000	16,000	0.00%
613-5300-754.02-14	GENERAL ENGINEERING	730	4,974	23,292	5,000	19,097	25,000	9,000	80.00%
613-5300-754.02-15	LEGAL SERVICES		219						
613-5300-754.02-21	ELECTRICITY	1,193	904	1,270	1,500	1,101	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								
	SUBTOTAL	*14,656*	*35,246*	*33,062*	*22,500*	*31,651*	*43,141*	*26,500*	17.78%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
OFFICE EXPENSES - 755									
613-5300-755.01-10	SALARIED	59,263	60,357	63,488	75,561	44,836	64,216	76,515	1.26%
613-5300-755.01-20	HOURLY/NON-REPRESENTED	3,928	3,858	47,460	48,929	33,005	47,691	49,173	0.50%
613-5300-755.01-21	HOURLY OVERTIME/NON-REPR	62	58	143	461	21	24	477	3.47%
613-5300-755.01-22	HOURLY/NON-REPR/PT	1,410	1,440	983	2,738	1,016	1,460	2,656	(2.99%)
613-5300-755.01-24	HOURLY/GENERAL UNION	39,372	40,329		0				
613-5300-755.01-25	HRLY. OVERTIME/GEN UNION	84	219		0				
613-5300-755.01-31	FICA	7,644	7,666	8,096	9,315	5,755	8,257	9,443	1.37%
613-5300-755.01-32	WI RETIREMENT	6,126	6,864	7,599	8,597	5,233	7,533	8,429	(1.95%)
613-5300-755.01-40	PER DIEM	231							
613-5300-755.01-45	INTERN PROGRAM								
613-5300-755.01-51	MEDICAL INSURANCE	23,998	26,157	27,465	29,593	19,650	29,160	25,551	(13.66%)
613-5300-755.01-52	DENTAL INSURANCE	1,334	1,350	1,443	1,668	970	1,394	1,581	(5.22%)
613-5300-755.01-53	GROUP LIFE/DISAB INS	857	848	907	1,010	605	809	1,014	0.40%
613-5300-755.02-10	PROF SERVICE/CONTRACTED	12,199	15,459	12,525	18,990	6,542	14,500	15,140	(20.27%)
613-5300-755.02-11	COMPUTER LICENSE & MAINT	12,507	12,969	13,438	14,902	13,171	14,902	15,819	6.15%
613-5300-755.02-14	ENGINEERING		28		1,000			1,000	0.00%
613-5300-755.02-15	LEGAL COUNCIL	31			500		500	500	0.00%
613-5300-755.02-17	EQUIP RENTAL/CONTRACTED								
613-5300-755.02-24	TELEPHONE	600	600	1,350	1,350	550	1,350	1,350	0.00%
613-5300-755.02-40	REPAIR/MAINT SERV/OTHER	317	317		400		400	400	0.00%
613-5300-755.03-09	CREDIT CARD FEES	5,349	4,937	7,535	6,100	6,099	10,000	10,000	63.93%
613-5300-755.03-10	OFFICE SUPPLIES	488	452	45	850	10	500	850	0.00%
613-5300-755.03-13	COPY/PRINTING CHARGES	1,002	537	690	1,925	1,018	1,500	1,725	(10.39%)
613-5300-755.03-20	SUBSCRIPTIONS & DUES								
613-5300-755.03-25	LEGAL ADS for public notices								
613-5300-755.03-30	MILEAGE/MEALS/LODGING	1				1			
613-5300-755.03-35	TRAINING								
613-5300-755.03-41	POSTAGE/SHIPPING	5,856	6,015	6,585	6,135	4,150	6,700	6,775	10.43%
613-5300-755.03-57	CUSTODIAL/MAINTENANCE SUP								
613-5300-755.03-90	OTHER SUPPLIES & EXPENSE								
613-5300-755.03-93	MEDICAL EXAMS								

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
OFFICE EXPENSES - 755 (cont.)									
613-5300-755.03-99	CONTINGENCY FUND				25,000			25,000	0.00%
613-5300-755.03-99	NON-REP WAGE ADJUSTMENTS				929			12,000	
613-5300-755.05-30	RENT								
613-5300-755.08-15	COMPUTER EQUIP/SOFTWARE	1,880	3,632	8,546	3,228	597	3,228	8,678	168.84%
613-5300-755.09-10	TRANSFER TO GENERAL FUND	21,347	37,290	32,639	24,239		24,239	26,051	7.48%
	SUBTOTAL	*205,886*	*231,382*	*240,937*	*283,420*	*143,229*	*238,363*	*300,127*	5.89%
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	3,270	6,894	10,958	5,000	4,679	6,000	7,500	50.00%
613-5300-756.03-10	OFFICE SUPPLIES								
613-5300-756.03-20	SUBSCRIPTIONS & DUES								
613-5300-756.03-25	LEGAL & DISPLAY ADS								
613-5300-756.03-30	MILEAGE/MEALS/LODGING								
613-5300-756.03-35	TRAINING	75							
	SUBTOTAL	*3,345*	*6,894*	*10,958*	*5,000*	*4,679*	*6,000*	*7,500*	50.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
POST EROSION CONTROL - 757									
613-5300-757.01-10	SALARIED	10,414	10,822	13,198	13,827	9,215	13,180	13,987	1.16%
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	776	804	986	1,035	698	1,003	1,042	0.68%
613-5300-757.01-32	WI RETIREMENT	618	722	923	940	627	895	923	(1.81%)
613-5300-757.01-51	MEDICAL INSURANCE	1,931	2,053	2,437	2,396	1,581	2,288	2,416	0.83%
613-5300-757.01-52	DENTAL INSURANCE	93	93	111	115	75	108	125	8.70%
613-5300-757.01-53	GROUP LIFE/DISAB INS	81	81	99	101	65	87	100	(0.99%)
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	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	1							
613-5300-757.03-35	TRAINING							500	
	SUBTOTAL	*14,113*	*15,489*	*17,754*	*19,414*	*12,261*	*18,061*	*20,093*	3.50%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/9/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
ILLICIT DISCHARGE - 758									
613-5300-758.01-10	SALARIED	10,416	10,821	13,198	13,827	9,215	13,180	13,987	1.16%
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	993	916	985	1,264	698	1,003	1,271	0.55%
613-5300-758.01-32	WI RETIREMENT	617	722	922	940	627	897	923	(1.81%)
613-5300-758-01-45	INTERN	2,847	1,449		3,000			3,000	0.00%
613-5300-758.01-51	MEDICAL INSURANCE	1,931	2,053	2,437	2,396	1,581	2,288	2,416	0.83%
613-5300-758.01-52	DENTAL INSURANCE	93	93	111	115	75	108	125	8.70%
613-5300-758.01-53	GROUP LIFE/DISAB INS	81	81	98	101	65	87	100	(0.99%)
613-5300-758.02-10	PROF SERVICE/CONTRACTED								
613-5300-758.02-14	GENERAL ENGINEERING	2,546	4,227	70	4,500		4,500	4,500	0.00%
613-5300-758.02-34	SITE MAINTENANCE								
613-5300-758.03-25	LEGAL & DISPLAY ADS								
613-5300-758.03-30	MILEAGE/MEALS/LODGING	1							
613-5300-758.03-35	TRAINING								
613-5300-758.03-40	OPERATING SUPPLIES								
	SUBTOTAL	*19,525*	*20,371*	*17,821*	*26,143*	*12,261*	*22,063*	*26,322*	0.68%
GRAND TOTAL STORM WATER UTILITY EXP:		**932,685**	**1,018,554**	**1,084,030**	**3,624,691**	**582,894**	**1,640,977**	**4,516,116**	**24.59%**
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE, & DEBT SERVICE ACCTS		517,444	587,990	676,293	845,494	431,478	795,615	856,647	**1.32%**

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 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.

2015 Program Accomplishments:

1 During our water main replacement program, approximately 4,615 feet of ductile iron water main was replaced in 2015. Water main replacements were completed on the following streets: Alcan Drive, Lucerne Drive, and Gail Lane
2 Tested the required number and sizes of water meters, according to PSC regulations and completed an upgrade conversion of approximately 1,200 meters to the Orion meter reading system
3 Exercised water main valves in the distribution system, and replaced ones that leaked or did not work properly - an on-going project every year. Valves are exercised every 2 years, rotating between east and west systems
4 Tested and lubricated fire hydrants on the East Side distribution system, and made repairs as needed. Hydrants are also on east-west rotation
5 Sandblasted, painted, and color-coded 232 hydrants
6 Completed chemical cleaning of Well No. 5
7 Replaced 2000 Chevrolet S-10 pickup truck
8 Completed scheduled rehab on Well #3 at Shady Lane Plant #3
9 Added an additional softener at Plant #3, Shady Lane, for Well #3
10 Relocated fire hydrants, service lines, water main valves, and lowered water mains where needed for the Highway 441 and Appleton Road Department of Transportation project

2016 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, entering fire hydrants and valves
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 tractor/backhoe
7 Rehab Well #7 to improve water quality
8 Replace water mains on: Pages Point Road and Lakeshore Drive

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
611-5300-420.01-00	SPEC ASSESSMENT REVENUE	67,985	164,768	1,642		1,292	1,292		
611-5300-432.01-03	FUEL TAX REFUND	175	133	146	130	102	130	130	0.00%
611-5300-463.01-00	RENTAL INCOME	187,872	190,866	211,834	202,113	122,115	178,000	200,234	(0.93%)
611-5300-464.04-00	IMPACT FEES			1,515		16,692			
611-5300-465.01-00	METERED SALES	4,954,902	4,824,551	4,802,772	4,800,000	2,749,991	4,905,625	4,820,000	0.42%
611-5300-465.01-01	SALE FOR RESALE								
611-5300-465.01-02	SWR METER EXP. REIMBURSEMENT	27,594	27,207	26,063	27,000		27,000	27,000	0.00%
611-5300-465.03-00	PENALTIES/FEES	31,334	33,891	36,016	35,000	16,036	36,487	35,000	0.00%
611-5300-480.01-00	INTEREST	47,569	15,504	25,502	20,000	17,686	35,000	25,000	25.00%
611-5300-480.01-01	CAPITALIZED INTEREST								
611-5300-480.02-01	SALE OF EQUIP & VEHICLES	21,132	4,500	3,000		1,800	1,800	52,000	
611-5300-480.05-02	DEFERRAL FEE (CB - IRISH)	4,117							
611-5300-480.09-00	MISC. REVENUES	23,889	9,432	17,841	8,000	23,689	27,250	10,000	25.00%
611-5300-480.09-05	NON-OPERATING MISC. REVENUES	74,881	36,977	30,558	178,418	6,728		61,212	(65.69%)
611-5300-480.10-01	CAP. CONTRIBUTION-DEVELOPER	4,287		2,296					
611-5300-480.10-03	GRANTS			33,454					
611-5300-491.03-01	TRANSFER FROM DEBT SERV FUND	8,822	8,045		0				
611-5300-492.01-00	TRANSFER FROM DEPR								
611-5300-492.09-00	TRANSFER FROM FUND BALANCE				27,375				(100.00%)
611-5300-492.04-00	PRIOR YEAR CARRYOVER							732,950	
611-5300-493.01-00	PROCEEDS FROM DEBT				819,000			0	(100.00%)
	TOTAL REVENUE	**5,454,559**	**5,315,874**	**5,192,639**	**6,117,036**	**2,956,131**	**5,212,584**	**5,963,526**	**(2.51%)**

CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Water

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 110 000	SALARIED	94,827	93,251	100,973	156,419	88,189	131,384	142,894	(8.65%)
xxxx 120 000	HOURLY/NON-REPRESENTED	385,586	388,368	409,371	480,261	309,801	445,930	494,054	2.87%
xxxx 121 000	HOURLY OVERTIME/NON-REPR	38,188	37,960	45,250	46,828	31,141	45,303	45,105	(3.68%)
xxxx 122 000	HOURLY NON-REP P.T.	1,923	1,422	1,018	8,129	1,015	1,460	2,656	(67.33%)
xxxx 124 000	HOURLY/GENERAL UNION	53,959	54,931	0	0	0	0	0	
xxxx 125 000	HRLY. OVERTIME/GEN UNION	207	162	0	0	0	0	0	
xxxx 140 000	PER DIEM	0	0	0	0	686	800	0	
	Salary/Wages/Per Diem Subtotal	574,690	576,094	556,612	691,637	430,832	624,877	684,709	(1.00%)
xxxx 151 000	MEDICAL INSURANCE	124,103	133,569	152,193	155,894	104,622	161,213	162,461	4.21%
xxxx 152 000	DENTAL INSURANCE	5,657	5,649	5,677	7,376	4,404	6,298	8,316	12.74%
xxxx 153 000	GROUP LIFE/DISAB INS	4,584	4,551	4,264	5,218	3,270	4,335	5,500	5.40%
xxxx 131 000	FICA	41,979	43,286	43,206	50,750	31,200	44,727	50,086	(1.31%)
xxxx 132 000	WI RETIREMENT	33,484	37,853	39,140	46,652	29,115	41,825	45,085	(3.36%)
xxxx 197 000	UNEMPLOYMENT COMP	708	0	0	0	0	0	0	
	Benefit Subtotal	210,515	224,908	244,480	265,890	172,611	258,398	271,448	2.09%
xxxx 210 000	PROF SERVICE/CONTRACTED	305,473	143,527	175,768	207,973	133,111	180,768	210,069	1.01%
xxxx 211 000	COMPUTER LICENSE & MAINT	18,363	19,479	18,855	21,199	19,270	20,232	22,261	5.01%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	0	0	0	336	326	326	336	0.00%
xxxx 214 000	ENGINEERING	17,105	28,268	14,948	12,000	416	10,000	10,000	(16.67%)
xxxx 215 000	LEGAL COUNSEL - General	2,086	2,740	1,911	2,200	1,563	2,000	2,200	0.00%
xxxx 217 000	EQUIP RENTAL/CONTRACTED	604	629	590	516	387	516	516	0.00%
	Contracted Services Subtotal	343,631	194,643	212,072	244,224	155,073	213,842	245,382	0.47%
xxxx 221 000	ELECTRICITY	201,148	204,484	214,353	210,421	139,036	215,325	216,938	3.10%
xxxx 222 000	NATURAL GAS	5,804	8,758	12,637	11,165	6,312	11,118	11,165	0.00%
xxxx 223 000	SEWER/WATER/STORM	843,173	830,367	844,192	827,065	596,200	856,435	819,481	(0.92%)
xxxx 224 000	TELEPHONE	6,259	7,092	6,582	7,202	4,392	7,196	7,330	1.78%
xxxx 226 000	GARBAGE COLLECTION	0	0	0	0	0	0	0	
	Utilities Subtotal	1,056,384	1,050,701	1,077,764	1,055,853	745,940	1,090,074	1,054,914	(0.09%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 234 000	SITE MAINTENANCE	33,312	19,749	19,003	24,470	12,899	23,870	24,470	0.00%
xxxx 240 000	REPAIR/MAINT SERV/OTHER	731	850	252	3,679	126	3,580	3,623	(1.52%)
xxxx 241 000	BUILDING REPAIR & MAINT	112,296	1,437	5,556	2,091	593	1,500	2,091	0.00%
xxxx 246 000	UNIFORM RENTAL	3,022	3,451	3,928	3,120	2,998	3,970	4,095	31.25%
	Subtotal	149,361	25,487	28,739	33,360	16,616	32,920	34,279	2.75%
xxxx 309 000	CREDIT CARD FEES	5,350	4,940	7,535	6,100	6,099	10,000	10,000	63.93%
xxxx 310 000	OFFICE SUPPLIES	1,696	1,335	1,204	2,319	387	1,520	2,219	(4.31%)
xxxx 313 000	PRINTING	2,423	715	872	2,910	1,018	1,725	2,710	(6.87%)
xxxx 320 000	SUBSCRIPTION & DUES	2,293	2,333	2,460	2,361	2,000	2,480	2,533	7.29%
xxxx 325 000	LEGAL & DISPLAY ADS	15	8	15	0	0	0	0	
xxxx 330 000	MILEAGE/MEALS/LODGING	728	920	1,054	1,970	731	1,100	1,970	0.00%
xxxx 331 000	GASOLINE/FUEL	0	0	0	24,000	13,076	17,500	19,000	(20.83%)
xxxx 335 000	TRAINING	1,553	349	759	3,683	1,114	1,440	3,683	0.00%
xxxx 340 000	OPERATING SUPPLIES	230,625	102,534	188,968	145,379	141,680	148,147	156,135	7.40%
xxxx 341 000	POSTAGE/SHIPPING	7,254	7,563	7,954	7,609	5,123	8,300	8,395	10.33%
xxxx 346 000	CLOTHING/UNIFORM ALLOW	750	935	900	1,050	389	1,050	1,050	0.00%
xxxx 348 000	CLAIMS/DAMAGES	0	0	0	0	0	0	0	
	Operating Supplies Subtotal	252,687	121,632	211,721	197,381	171,617	193,262	207,695	5.23%
xxxx 353 000	EQUIPMENT MAINTENANCE	25,965	36,459	33,508	41,199	61,049	59,888	41,934	1.78%
xxxx 355 000	VEHICLE MAINTENANCE	0	0	0	10,494	8,610	10,480	10,806	2.97%
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP	0	0	0	0	0	0	0	
	Asset Maint. Supplies Subtotal	25,965	36,459	33,508	51,693	69,659	70,368	52,740	2.03%
xxxx 390 000	OTHER SUPPLIES & EXPENSE	80	347	17	400	20	150	200	(50.00%)
xxxx 391 000	PUBLIC SERVICE & EDUCATION	0	0	324	500	0	0	500	0.00%
xxxx 393 000	MEDICAL EXAMS	1,038	1,176	1,893	1,620	1,182	1,620	1,620	0.00%
xxxx 394 000	SALT	397,539	353,804	330,830	383,125	264,064	373,569	351,000	(8.38%)
xxxx 395 000	CHLORINE	13,742	9,808	9,105	13,774	8,270	13,750	13,885	0.81%
xxxx 396 000	SODIUM SILICATE	14,435	13,215	18,448	15,393	10,886	15,200	15,854	2.99%
xxxx 397 000	RISK MANAGEMENT	125	3,488	3,110	3,800	3,110	3,110	3,600	(5.26%)
xxxx 399 000	CONTINGENCY FUND	0	0	0	25,000	0	0	25,000	0.00%
xxxx 399 000	NON-REP WAGE ADJUSTMENTS	0	0	0	12,019	0	0	20,000	66.40%
xxxx 510 000	INSURANCE	36,023	34,799	34,198	47,000	41,142	43,304	49,000	4.26%
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	536,635	548,791	569,546	86,207	0	560,000	64,902	(24.71%)
xxxx 541 000	DEPRECIATION - CIAC	205,234	206,261	206,595	0	0	206,000	0	
xxxx 542 000	LOSS ON RETIREMENTS	0	0	0	0	0	0	0	
xxxx 590 000	OTHER FIXED CHARGES	479,989	531,191	544,573	525,000	0	540,000	535,000	1.90%
	Subtotal	1,684,840	1,702,880	1,718,639	1,113,838	328,674	1,756,703	1,080,561	(2.99%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 610 000	PRINCIPAL	0	0	0	885,810	0	885,810	946,076	6.80%
xxxx 620 000	INTEREST	530,528	479,560	437,298	398,962	137,636	398,962	351,479	(11.90%)
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	0	1,769	33,461	1,153,083	802,862	1,153,083	1,012,033	(12.23%)
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	1,880	3,640	14,393	12,678	1,396	12,678	8,678	(31.55%)
xxxx 819 000	CAP IMPR BUILDING & LAND	0	0	0	0	0	0	0	
	Capital Investments Subtotal	532,408	484,969	485,152	2,450,533	941,894	2,450,533	2,318,266	(5.40%)
xxxx 880 000	DEBT ISSUANCE COSTS	10,889	(5,208)	28,607	507	49,417	104,402	507	0.00%
xxxx 890 000	DEBT DISCOUNT	0	0	0	0	0	0	0	
xxxx 910 000	TRANSFER TO GENERAL FUND	10,673	18,645	16,319	12,120	0	12,120	13,025	7.47%
xxxx 961 000	REALLOCATIONS	21,127	25,492	27,107	0	0	0	0	
	Debt Service/Reallocations Subtotal	42,689	38,929	72,033	12,627	49,417	116,522	13,532	7.17%
	TOTAL EXPENDITURES	4,873,170	4,456,702	4,640,720	6,117,036	3,082,333	6,807,499	5,963,526	(2.51%)

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 Utility Superintendent 80% Water, 20% Wastewater
3 Maintenance Worker-Public Works, 75% Wastewater, 25% Water - This position is for reorganization of the Utility with the Wastewater Superintendent retirement. This position will also be required to plow snow.
4 Administrator 30% UD - 55% Town - 15% Storm Water
5 Human Resource Coordinator/Asst to the Town Administrator 10% UD - 85% Town - 5% Storm Water
6 Finance Director 35% UD - 50% Town - 15% Storm Water
7 Finance Clerk 50% UD - 25% Town - 25% Storm Water
8 Accounts Manager 35% UD - 50% Town - 15% Storm Water
9 Account Technicians 20% UD - 70% Town - 10% Storm Water
10 Billing Specialist 67% UD - 33% Storm Water
11 Seasonal Clerk 50% UD - 25% Town - 25% Storm Water
12 Director of Community Development 10% UD - 60% Town - 30% Storm Water
13 Associate Planner 5% UD - 65% Town - 30% Storm Water
14 Building Inspector 5% UD - 90% Town - 5% Storm Water
15 Building Inspection Assistant 15% UD - 73% Town - 12% Storm Water
16 Clerk 20% UD - 70% Town - 10% Storm Water
17 Deputy Clerk/Confidential Administrative Assistant 10% UD - 85% Town - 5% Storm Water
18 Director of Information Technology 20% UD - 70% Town - 10% Storm
19 PC/Network Technician 20% UD - 70% Town - 10% Storm

NOTES: (cont.)

20 Laborers are budgeted for 1,122 hours of overtime and 178 hours call time , which is the same as the 2015 level.

21 Seasonal Laborer has not been budgeted in 2016

22 **611-0100-814.02-10 Maint. Of Wells** - $48,600 for high-pressure injection & solution cleaning on Well No. 5

23 **611-0100-800.02-23 Purchased Water** - This is the cost of purchasing water from Menasha Utilities

24 **611-0200-833.03-53 Maint. of Pumping Equipment** - Wells and Plants

25 **611-0300-840.02-10 Professional Services** - Increase due to number of Safe Drinking Water Act testing requirements

26 **611-0300-840.03-94 Salt** - The salt is for water softeners. Even with the $6/ton increase to $92/ton, the account is decreasing due to replacing the zeolite media in the softeners and needing less salt. The zeolite filtering becomes less effective over time.

27 **611-0300-853.03-40 Maint. of Treatment Equipment** - Zeolite resin for the softeners

28 **611-0300-853.03-53 Maint. of Treatment Equipment** - Water softeners, brine pumps, salt tanks, chlorine equipment, sodium silicate equipment

29 **611-0300-874.02-10 Professional Service** - Increase of $30,000 due to DNR required cross-connection inspections for Commerical, Industrial, and Public Authority buildings. These buildings need to be inspected every 2 years.

30 **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

31 **611-0500-930.08-01** - Capital Reserve:
New water meters - $56,000
Replace Folding/Inserter Machine - $8,333
#Well No. 7 Rehab $200,000
Replace Salt Tank Covers at Plant #2 - $12,500
Replace filter media in Plant 4 softeners $64,000
Replace Tractor/Backhoe $90,000, offset with $52,000 trade-in value
Replace two MetroTech line locators $6,500
Replace carpet at Utility Office $8,000

DOT Projects:
Giesen Rd Abandonment - $16,250 (90/10)
Racine Rd Relocates - $7,500 (90/10)
441 Relocates General Engineering - $10,000 (90/10)

#Water Main Replacements: Total - $532,950
Reconstruction on Lakeshore Dr, and Pages Point

Funded with Borrowed Funds

DETAIL OF EXPENDITURES - Water

EXPENDITURES:

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
SOURCE OF SUPPLY OPERATIONS									
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	839,785	826,932	840,757	823,584	593,884	853,000	816,000	(0.92%)
611-0100-800.03-40	OPERATING SUPPLIES	243	292	337	280	262	270	280	0.00%
611-0100-800.03-97	RISK MANAGEMENT	125	3,488	3,110	3,800	3,110	3,110	3,600	(5.26%)
	Subtotal:	840,153	830,712	844,204	827,664	597,256	856,380	819,880	(0.94%)
MAINTENANCE OF WELLS									
611-0100-814.01-20	HOURLY/NON-REPRESENTED		1,493	221					
611-0100-814.01-21	HOURLY OVERTIME/NON-REPR								
611-0100-814.01-31	FICA								
611-0100-814.01-32	WI RETIREMENT								
611-0100-814.01-51	MEDICAL INSURANCE								
611-0100-814.01-52	DENTAL INSURANCE								
611-0100-814.01-53	GROUP LIFE/DISAB INS								
611-0100-814.02-10	PROF SERVICE/CONTRACTED	167,578		64,383	48,600	48,600	48,600	48,600	0.00%
611-0100-814.03-40	OPERATING SUPPLIES								
611-0100-814.09-61	REALLOCATIONS		139	22					
	Subtotal:	167,578	1,632	64,626	48,600	48,600	48,600	48,600	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MAINTENANCE OF SUPPLY MAINS									
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	
	TOTAL SOURCE OF SUPPLY	*1,007,731*	*832,344*	*908,830*	*876,264*	*645,856*	*904,980*	*868,480*	*(0.89%)*
PUMPING									
PUMPING OPERATIONS									
611-0200-820.01-20	HOURLY/NON-REPRESENTED	55,061	52,572	37,801	30,193	19,243	27,709	30,191	(0.01%)
611-0200-820.01-21	HOURLY OVERTIME/NON-REPR	8,441	8,399	8,846		6,136	8,844		
611-0200-820.01-31	FICA				2,195	1,800	2,580	2,191	(0.18%)
611-0200-820.01-32	WI RETIREMENT				2,053	1,726	2,485	1,993	(2.92%)
611-0200-820.01-51	MEDICAL INSURANCE				8,530	5,323	7,620	8,609	0.93%
611-0200-820.01-52	DENTAL INSURANCE				429	258	370	467	8.86%
611-0200-820.01-53	GROUP LIFE/DISAB INS				259	159	211	259	0.00%
611-0200-820.02-21	ELECTRICITY	200,072	203,178	213,033	209,096	138,061	214,000	215,574	3.10%
611-0200-820.02-22	NATURAL GAS	106	120	116	120	70	118	120	0.00%
611-0200-820.02-24	TELEPHONE / ALARM SYSTEMS	443	485	445	463	365	448	463	0.00%
611-0200-820.03-40	OPERATING SUPPLIES								
611-0100-820.09-61	REALLOCATIONS	5,152	5,685	4,561					
	Subtotal:	269,275	270,439	264,802	253,338	173,141	264,385	259,867	2.58%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MAINTENANCE OF PUMPING STRUCTURES AND IMPROVEMENTS									
611-0200-831.01-20	HOURLY/NON-REPRESENTED	(2)	113	1,550					
611-0200-831.01-21	HOURLY OVERTIME/NON-REPR		264	64					
611-0200-831.01-31	FICA								
611-0200-831.01-32	WI RETIREMENT								
611-0200-831.01-51	MEDICAL INSURANCE								
611-0200-831.01-52	DENTAL INSURANCE								
611-0200-831.01-53	GROUP LIFE/DISAB INS								
611-0200-831.02-10	PROF SERVICE/CONTRACTED	2,253							
611-0200-831.02-41	BUILDING REPAIR & MAINT	112,269		452	500		0	500	0.00%
611-0200-831.03-40	OPERATING SUPPLIES								
611-0100-831.09-61	REALLOCATIONS		35	158					
	Subtotal:	114,520	412	2,224	500	0	0	500	0.00%
MAINTENANCE OF PUMPING EQUIPMENT									
611-0200-833.01-20	HOURLY/NON-REPRESENTED	843	1,628	464		236	171		
611-0200-833.01-21	HOURLY OVERTIME/NON-REPR	225	151			177	201		
611-0200-833.01-31	FICA					30	26		
611-0200-833.01-32	WI RETIREMENT					28	26		
611-0200-833.01-51	MEDICAL INSURANCE					78	94		
611-0200-833.01-52	DENTAL INSURANCE					4	5		
611-0200-833.01-53	GROUP LIFE/DISAB INS					2	4		
611-0200-833.02-10	PROF SERVICE/CONTRACTED	1,566	3,698	2,382	7,090	4,682	6,500	4,650	(34.41%)
611-0200-833.02-14	GENERAL ENGINEERING								
611-0200-833.03-53	EQUIPMENT MAINTENANCE	9,884	15,261	1,991	15,193	14,628	15,100	15,648	2.99%
611-0200-833.09-61	REALLOCATIONS	87	166	45					
	Subtotal:	12,605	20,904	4,882	22,283	19,865	22,127	20,298	(8.91%)
	TOTAL PUMPING	*396,400*	*291,755*	*271,908*	*276,121*	*193,006*	*286,512*	*280,665*	*1.65%*

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MAINTENANCE OF TREATMENT STRUCTURES & IMPROVEMENTS									
TREATMENT									
TREATMENT OPERATIONS									
611-0300-840.01-20	HOURLY/NON-REPRESENTED	56,377	57,104	48,314	92,484	20,413	29,978	75,150	(18.74%)
611-0300-840.01-21	HOURLY OVERTIME/NON-REPR	8,521	8,471	8,747		6,077	8,818		
611-0300-840.01-31	FICA				6,729	1,890	2,760	5,393	(19.85%)
611-0300-840.01-32	WI RETIREMENT				6,289	1,807	2,648	4,960	(21.13%)
611-0300-840.01-51	MEDICAL INSURANCE				25,589	5,644	8,234	25,826	0.93%
611-0300-840.01-52	DENTAL INSURANCE				1,286	273	400	1,401	8.94%
611-0300-840.01-53	GROUP LIFE/DISAB INS				742	159	212	730	(1.62%)
611-0300-840.02-10	PROF SERVICE/CONTRACTED	2,409	2,840	5,046	3,020	1,944	4,250	4,500	49.01%
611-0300-840.02-21	ELECTRICITY								
611-0300-840.02-22	NATURAL GAS	5,698	8,638	12,521	11,045	6,242	11,000	11,045	0.00%
611-0300-840.02-23	WATER/SEWER/STORM	3,388	3,435	3,435	3,481	2,316	3,435	3,481	0.00%
611-0300-840.02-24	TELEPHONE	507	575	518	542	425	560	575	6.09%
611-0300-840.02-34	SITE MAINTENANCE								
611-0300-840.02-46	UNIFORM RENTAL	741	877	865	738	648	880	895	21.27%
611-0300-840.03-20	SUBSCRIPTION & DUES								
611-0300-840.03-35	TRAINING	180	45	90	850	789	820	850	0.00%
611-0300-840.03-40	OPERATING SUPPLIES	2,694	4,000	2,887	3,423	1,814	3,100	3,525	2.98%
611-0300-840.03-46	UNIFORM ALLOWANCE		185		300	89	300	300	0.00%
611-0300-840.03-94	SALT	397,539	353,804	330,830	383,125	264,064	373,569	351,000	(8.38%)
611-0300-840.03-95	CHLORINE	13,742	9,808	9,105	13,774	8,270	13,750	13,885	0.81%
611-0300-840.03-96	SODIUM SILICATE	14,435	13,215	18,448	15,393	10,886	15,200	15,854	2.99%
611-0300-840.08-19	CAP IMPR BUILDING & LAND								
611-0300-840.09-61	REALLOCATIONS	5,265	6,115	5,579					
	Subtotal:	511,496	469,112	446,385	568,810	333,750	479,914	519,370	(8.69%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MAINTENANCE OF TREATMENT STRUCTURES & IMPROVEMENTS									
611-0300-851.01-20	HOURLY/NON-REPRESENTED	10,807	9,558	6,102		4,763	7,557		
611-0300-851.01-21	HOURLY OVERTIME/NON-REPR	460	76	42		276	152		
611-0300-851.01-31	FICA					354	542		
611-0300-851.01-32	WI RETIREMENT					343	524		
611-0300-851.01-51	MEDICAL INSURANCE					1,230	1,822		
611-0300-851.01-52	DENTAL INSURANCE					61	88		
611-0300-851.01-53	GROUP LIFE/DISAB INS					46	67		
611-0300-851.02-10	PROF SERVICE/CONTRACTED	259	229	552	500	560	560	515	3.00%
611-0300-851.02-41	BUILDING REPAIR & MAINT	27	1,437	5,104	1,591	593	1,500	1,591	0.00%
611-0300-851.03-40	OPERATING SUPPLIES	350	513	535	669	426	650	669	0.00%
611-0300-851.03-53	EQUIPMENT MAINTENANCE	2,820	4,311	5,783	3,097	97	3,020	3,189	2.97%
611-0300-851.09-61	REALLOCATIONS	914	898	601					
	Subtotal:	15,637	17,022	18,719	5,857	8,749	16,482	5,964	1.83%
MAINTENANCE OF TREATMENT EQUIPMENT									
611-0300-853.01-20	HOURLY/NON-REPRESENTED	14,284	9,353	11,177		5,032	5,635		
611-0300-853.01-21	HOURLY OVERTIME/NON-REPR	926	57	431		147	150		
611-0300-853.01-31	FICA					378	423		
611-0300-853.01-32	WI RETIREMENT					352	394		
611-0300-853.01-51	MEDICAL INSURANCE					826	837		
611-0300-853.01-52	DENTAL INSURANCE					40	41		
611-0300-853.01-53	GROUP LIFE/DISAB INS					26	9		
611-0300-853.02-10	PROF SERVICE/CONTRACTED		557	171	5,650	7,098	6,950	2,850	(49.56%)
611-0300-853.02-14	GENERAL ENGINEERING								
611-0300-853.03-40	OPERATING SUPPLIES	117,693	130	90,567	8,300	6,788	8,300	8,300	0.00%
611-0300-853.03-53	EQUIPMENT MAINTENANCE	12,029	11,994	21,431	18,300	28,181	27,787	18,300	0.00%
611-0300-853.09-61	REALLOCATIONS	1,234	877	1,135					
	Subtotal:	146,166	22,968	124,912	32,250	48,868	50,526	29,450	(8.68%)
	TOTAL TREATMENT:	*673,299*	*509,102*	*590,016*	*606,917*	*391,367*	*546,922*	*554,784*	*(8.59%)*

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
TRANSMISSION & DISTRIBUTION EXPENSE									
T & D OPERATIONS / STORAGE FACILITIES									
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	1,076	1,306	1,320	1,325	975	1,325	1,364	2.94%
611-0400-861.03-40	OPERATING SUPPLIES					102	320	400	
611-0400-861.03-53	EQUIPMENT MAINTENANCE			1,264	412	406	481	500	21.36%
611-0400-861.09-61	REALLOCATIONS	10	18						
	Subtotal:	1,211	1,513	2,584	1,737	1,483	2,126	2,264	30.34%
T & D OPERATIONS / LINES EXPENSE									
611-0400-862.01-20	HOURLY/NON-REPRESENTED	57,000	68,990	67,052	239,626	50,010	65,819	271,200	13.18%
611-0400-862.01-21	HOURLY OVERTIME/NON-REPR	797	1,191	1,516	46,161	1,745	1,818	44,443	(3.72%)
611-0400-862.01-22	HOURLY NON-REP P.T.								
611-0400-862.01-31	FICA				21,078	3,769	4,920	23,162	9.89%
611-0400-862.01-32	WI RETIREMENT				19,433	3,520	4,600	20,832	7.20%
611-0400-862.01-51	MEDICAL INSURANCE				58,081	12,703	17,415	71,510	23.12%
611-0400-862.01-52	DENTAL INSURANCE				2,865	573	800	3,823	33.44%
611-0400-862.01-53	GROUP LIFE/DISAB INS				2,064	457	557	2,453	18.85%
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	6,705					
	Subtotal:	62,486	76,725	75,273	389,308	72,777	95,929	437,423	12.36%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
T & D OPERATIONS / METER EXPENSE									
611-0400-863.01-20	HOURLY/NON-REPRESENTED	48,046	50,860	46,911	54,457	59,147	86,080	54,453	(0.01%)
611-0400-863.01-21	HOURLY OVERTIME/NON-REPR	2,497	3,016	3,684		4,345	6,788		
611-0400-863.01-22	HOURLY NON-REP P.T.				5,391				(100.00%)
611-0400-863.01-31	FICA				4,352	4,605	6,725	3,934	(9.60%)
611-0400-863.01-32	WI RETIREMENT				3,703	4,330	6,338	3,594	(2.94%)
611-0400-863.01-51	MEDICAL INSURANCE				17,059	14,829	21,040	17,217	0.93%
611-0400-863.01-52	DENTAL INSURANCE				294	599	851	320	8.84%
611-0400-863.01-53	GROUP LIFE/DISAB INS				510	574	768	510	0.00%
611-0400-863.02-10	PROF SERVICE/CONTRACTED	185			500	304	135	500	0.00%
611-0400-863.02-24	TELEPHONE								
611-0400-863.03-40	OPERATING SUPPLIES	604	533	135	1,100	1,197	1,197	1,133	3.00%
611-0400-863.03-48	CLAIMS/DAMAGES								
611-0400-863.09-61	REALLOCATIONS	(5,626)	(5,697)	(4,004)					
	Subtotal:	45,706	48,712	46,726	87,366	89,930	129,922	81,661	(6.53%)
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	

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MISCELLANEOUS T & D EXPENSE									
611-0400-865.01-20	HOURLY/NON-REPRESENTED	4,881	6,079	8,870		6,451	9,772		
611-0400-865.01-21	HOURLY OVERTIME/NON-REPR	460	558	686		315	403		
611-0400-865.01-22	HOURLY NON-REP P.T.								
611-0400-865.01-31	FICA					530	800		
611-0400-865.01-32	WI RETIREMENT					465	696		
611-0400-865.01-51	MEDICAL INSURANCE					1,921	3,174		
611-0400-865.01-52	DENTAL INSURANCE					94	156		
611-0400-865.01-53	GROUP LIFE/DISAB INS					55	92		
611-0400-865.02-10	PROF SERVICE/CONTRACTED	1,946	2,840	3,008	1,415	2,394		1,415	0.00%
611-0400-865.02-14	GENERAL ENGINEERING	17,105	28,268	14,948	12,000	416	10,000	10,000	(16.67%)
611-0400-865.02-21	ELECTRICITY								
611-0400-865.02-22	NATURAL GAS								
611-0400-865.02-24	TELEPHONE	2,925	3,479	3,198	3,189	2,088	3,180	3,284	2.98%
611-0400-865.02-26	GARBAGE COLLECTION								
611-0400-865.02-46	UNIFORM RENTAL	2,281	2,574	3,063	2,382	2,350	3,090	3,200	34.34%
611-0400-865.03-30	MILEAGE/MEALS/LODGING	727	907	1,054	1,520	730	1,100	1,520	0.00%
611-0400-865.03-35	TRAINING	248	240	480	1,158	325	620	1,158	0.00%
611-0400-865.03-40	OPERATING SUPPLIES	6,176	8,729	8,406	8,935	5,498	7,800	8,935	0.00%
611-0400-865.03-46	UNIFORM ALLOWANCE	750	750	900	750	300	750	750	0.00%
611-0400-865.03-53	EQUIPMENT MAINTENANCE	1,232	4,893	3,039	3,347	17,737	13,500	3,447	2.99%
611-0400-865.03-55	VEHICLE MAINTENANCE								
611-0400-865.03-93	MEDICAL EXAMS								
611-0400-865.09-61	REALLOCATIONS	433	619	934					
	Subtotal:	39,164	59,936	48,586	34,696	41,669	55,133	33,709	(2.84%)
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	

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
T & D MAINTENANCE OF RESERVOIRS & TANKS									
611-0400-872.01-20	HOURLY/NON-REPRESENTED	12,513	11,339	6,272		3,284	5,131		
611-0400-872.01-21	HOURLY OVERTIME/NON-REPR	738	873	452		145	269		
611-0400-872.01-22	HOURLY NON-REP P.T.								
611-0400-872.01-31	FICA					241	379		
611-0400-872.01-32	WI RETIREMENT					233	368		
611-0400-872.01-51	MEDICAL INSURANCE					785	1,196		
611-0400-872.01-52	DENTAL INSURANCE					38	58		
611-0400-872.01-53	GROUP LIFE/DISAB INS					28	37		
611-0400-872.02-10	PROF SERVICE/CONTRACTED	15,221	14,584	12,681	15,500	3,269	8,000	12,500	(19.35%)
611-0400-872.02-14	GENERAL ENGINEERING								
611-0400-872.02-40	REPAIR/MAINT SERV/OTHER	311	456	177	3,156		3,100	3,100	(1.77%)
611-0400-872.09-61	REALLOCATIONS	1,075	1,139	657					
	Subtotal:	29,858	28,391	20,239	18,656	8,023	18,538	15,600	(16.38%)
MAINTENANCE OF MAINS									
611-0400-873.01-20	HOURLY/NON-REPRESENTED	47,168	40,337	37,189		22,868	36,448		
611-0400-873.01-21	HOURLY OVERTIME/NON-REPR	13,532	12,623	17,705		6,260	9,297		
611-0400-873.01-22	HOURLY NON-REP P.T.								
611-0400-873.01-25	OVERTIME-UNION								
611-0400-873.01-31	FICA					2,108	3,308		
611-0400-873.01-32	WI RETIREMENT					1,980	3,111		
611-0400-873.01-51	MEDICAL INSURANCE					6,425	9,763		
611-0400-873.01-52	DENTAL INSURANCE					277	425		
611-0400-873.01-53	GROUP LIFE/DISAB INS					136	189		
611-0400-873.02-10	PROF SERVICE/CONTRACTED	68,401	46,285	44,175	47,210	29,004	47,200	48,626	3.00%
611-0400-873.02-14	GENERAL ENGINEERING								
611-0400-873.02-34	SITE MAINTENANCE	33,252	19,749	18,898	23,270	12,899	23,270	23,270	0.00%
611-0400-873.03-40	OPERATING SUPPLIES	20,702	21,918	26,370	21,600	35,722	29,300	22,248	3.00%
611-0400-873.09-61	REALLOCATIONS	4,924	4,938	5,368					
	Subtotal:	187,979	145,850	149,705	92,080	117,679	162,311	94,144	2.24%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MAINTENANCE OF SERVICES									
611-0400-874.01-20	HOURLY/NON-REPRESENTED	25,480	19,824	26,046		14,128	19,721		
611-0400-874.01-21	HOURLY OVERTIME/NON-REPR	1,010	1,498	2,698		1,915	2,754		
611-0400-874.01-22	HOURLY NON-REP P.T.								
611-0400-874.01-31	FICA					1,163	1,623		
611-0400-874.01-32	WI RETIREMENT					1,091	1,528		
611-0400-874.01-51	MEDICAL INSURANCE					3,329	4,669		
611-0400-874.01-52	DENTAL INSURANCE					149	212		
611-0400-874.01-53	GROUP LIFE/DISAB INS					141	179		
611-0400-874.02-10	PROF SERVICE/CONTRACTED	7,139	13,723	15,946	16,895	1,402	12,900	46,895	177.57%
611-0400-874.02-34	SITE MAINTENANCE	60		105	1,200		600	1,200	0.00%
611-0400-874.03-40	OPERATING SUPPLIES	7,150	5,468	7,731	6,470	2,593	4,200	6,470	0.00%
611-0400-874.09-61	REALLOCATIONS	2,149	1,988	2,811					
	Subtotal:	42,988	42,501	55,337	24,565	25,911	48,386	54,565	122.12%
MAINTENANCE OF METERS									
611-0400-875.01-20	HOURLY/NON-REPRESENTED	992	140	1,159		958	663		
611-0400-875.01-21	HOURLY OVERTIME/NON-REPR			10		412	121		
611-0400-875.01-31	FICA					99	56		
611-0400-875.01-32	WI RETIREMENT					93	54		
611-0400-875.01-51	MEDICAL INSURANCE					293	165		
611-0400-875.01-52	DENTAL INSURANCE					13	9		
611-0400-875.01-53	GROUP LIFE/DISAB INS					7	4		
611-0400-875.02-10	PROF SERVICE/CONTRACTED				500	580	580	1,000	100.00%
611-0400-875.03-40	OPERATING SUPPLIES	68,555	61,162	49,251	86,487	84,799	86,000	96,000	11.00%
611-0400-875.09-61	REALLOCATIONS	(110)	(15)	(93)					
	Subtotal:	69,437	61,287	50,327	86,987	87,254	87,652	97,000	11.51%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MAINTENANCE OF HYDRANTS									
611-0400-876.01-20	HOURLY/NON-REPRESENTED	24,070	30,650	26,814		10,694	17,225		
611-0400-876.01-21	HOURLY OVERTIME/NON-REPR	229	475	20		502	932		
611-0400-876.01-22	HOURLY NON-REP P.T.								
611-0400-876.01-31	FICA					809	1,311		
611-0400-876.01-32	WI RETIREMENT					761	1,235		
611-0400-876.01-51	MEDICAL INSURANCE					2,751	4,290		
611-0400-876.01-52	DENTAL INSURANCE					127	198		
611-0400-876.01-53	GROUP LIFE/DISAB INS					108	147		
611-0400-876.02-10	PROF SERVICE/CONTRACTED	14,190	31,416	3,650	26,500	25,740	26,500	16,500	(37.74%)
611-0400-876.02-34	SITE MAINTENANCE								
611-0400-876.03-40	OPERATING SUPPLIES	6,458	(211)	2,749	5,685	982	5,000	5,685	0.00%
611-0400-876.09-61	REALLOCATIONS	1,971	2,902	2,624					
	Subtotal:	46,918	65,232	35,857	32,185	42,474	56,838	22,185	(31.07%)
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	
	TOTAL T&D EXPENSE:	*525,747*	*530,147*	*484,634*	*767,580*	*487,200*	*656,835*	*838,551*	*9.25%*

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
CUSTOMER ACCOUNTS & COLLECTIONS									
METER READING									
611-0500-902.01-20	HOURLY/NON-REPRESENTED	15,493	15,411	11,883		7,763	8,775		
611-0500-902.01-21	HOURLY OVERTIME/NON-REPR	46	57	10		137	217		
611-0500-902.01-31	FICA					573	652		
611-0500-902.01-32	WI RETIREMENT					537	613		
611-0500-902.01-51	MEDICAL INSURANCE					1,568	1,757		
611-0500-902.01-52	DENTAL INSURANCE					72	78		
611-0500-902.01-53	GROUP LIFE/DISAB INS					40	37		
611-0500-902.02-11	COMPUTER LICENSE & MAINT	112	361	235	967	242		974	0.72%
611-0500-902.03-40	OPERATING SUPPLIES				400			400	0.00%
611-0500-902.03-53	EQUIPMENT MAINTENANCE				850			850	0.00%
611-0500-902.09-61	REALLOCATIONS	(1,730)	(1,636)	(941)					
	Subtotal:	13,921	14,193	11,187	2,217	10,932	12,129	2,224	0.32%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
CUSTOMER COLLECTIONS									
611-0500-903.01-20	HOURLY/NON-REPRESENTED	155		33,846	34,780	23,416	33,906	34,842	0.18%
611-0500-903.01-21	HOURLY OVERTIME/NON-REPR	55	126	124	444	18	19	444	0.00%
611-0500-903.01-22	HOURLY NON-REP P.T.	528			1,260			1,110	(11.90%)
611-0500-903.01-24	HOURLY / GENERAL UNION	34,330	33,177		0				
611-0500-903.01-25	HOURLY OVERTIME/GEN UNION	75	96		0				
611-0500-903.01-31	FICA				2,612	1,686	2,435	2,656	1.68%
611-0500-903.01-32	WI RETIREMENT				2,395	1,594	2,307	2,329	(2.76%)
611-0500-903.01-51	MEDICAL INSURANCE				8,974	5,557	8,068	4,744	(47.14%)
611-0500-903.01-52	DENTAL INSURANCE				616	377	547	438	(28.90%)
611-0500-903.01-53	GROUP LIFE/DISAB INS				368	241	324	375	1.90%
611-0500-903.02-11	COMPUTER LICENSE & MAINT	6,241	6,069	5,784	6,450	6,418	6,450	6,952	7.78%
611-0500-903.02-15	LEGAL SERVICES		256			50			
611-0500-903.02-40	REPAIR/MAINT SERV/OTHER	317	317		400		400	400	0.00%
611-0500-903.03-09	CREDIT CARD FEES	5,350	4,940	7,535	6,100	6,099	10,000	10,000	63.93%
611-0500-903.03-10	OFFICE SUPPLIES	306	360	35	950	10	500	850	(10.53%)
611-0500-903.03-13	COPY/PRINTING CHARGES	1,581	537	872	1,925	1,018	1,725	1,725	(10.39%)
611-0500-903.03-20	SUBSCRIPTION & DUES								
611-0500-903.03-30	MILEAGE/MEALS/LODGING				100			100	0.00%
611-0500-903.03-35	TRAINING	520			250			250	0.00%
611-0500-903.03-41	POSTAGE/SHIPPING	5,723	5,942	6,324	6,135	4,069	6,700	6,775	10.43%
611-0500-903.03-90	OTHER SUPPLIES & EXPENSE	80	347	17	400	20	150	200	(50.00%)
611-0500-903.08-15	COMPUTER EQUIP								
611-0500-903.09-10	TRANSFER TO GENERAL FUND	10,673	18,645	16,319	12,120		12,120	13,025	7.47%
611-0500-903.09-61	REALLOCATION								
	Subtotal:	65,934	70,812	70,856	86,279	50,573	85,651	87,215	1.08%
	TOTAL CUSTOMER ACCTS & COLLECT	*79,855*	*85,005*	*82,043*	*88,496*	*61,505*	*97,780*	*89,439*	*1.07%*

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
ADMINISTRATIVE & GENERAL EXPENSE									
ADMINISTRATIVE EXPENSE									
611-0500-920.01-10	SALARIED	94,827	93,251	100,973	156,419	88,189	131,384	142,894	(8.65%)
611-0500-920.01-20	HOURLY/NON-REPRESENTED	3,953	4,393	28,033	28,721	19,823	29,529	28,218	(1.75%)
611-0500-920.01-21	HOURLY OVERTIME/NON-REPR	87	125	215	223	280	334	218	(2.24%)
611-0500-920.01-22	HOURLY NON-REP P.T.	1,395	1,422	1,018	1,478	1,015	1,460	1,546	4.60%
611-0500-920.01-24	HOURLY/GENERAL UNION	19,629	21,754						
611-0500-920.01-25	HRLY. OVERTIME/GEN UNION	132	66						
611-0500-920.01-31	FICA				13,784	8,013	11,444	12,750	(7.50%)
611-0500-920.01-32	WI RETIREMENT				12,779	7,274	10,411	11,377	(10.97%)
611-0500-920.01-40	PER DIEM					686	800		
611-0500-920.01-51	MEDICAL INSURANCE				37,661	19,792	36,148	34,555	(8.25%)
611-0500-920.01-52	DENTAL INSURANCE				1,886	1,022	1,449	1,867	(1.01%)
611-0500-920.01-53	GROUP LIFE/DISAB INS				1,275	712	934	1,173	(8.00%)
611-0500-920.01-97	UNEMPLOYMENT	708							
611-0500-920.02-10	PROF SERVICE/CONTRACTED	20,215	21,505	18,949	27,500	6,873	13,000	14,425	(47.55%)
611-0500-920.02-11	COMPUTER LICENSE & MAINT	12,010	13,049	12,836	13,782	12,610	13,782	14,335	4.01%
611-0500-920.02-14	GENERAL ENGINEERING								
611-0500-920.02-15	LEGAL COUNCIL	2,086	2,484	1,911	2,200	1,513	2,000	2,200	0.00%
611-0500-920.02-17	EQUIP RENTAL/CONTRACTED	604	629	590	516	387	516	516	0.00%
611-0500-920.02-24	TELEPHONE	2,384	2,553	2,421	3,008	1,514	3,008	3,008	0.00%
611-0500-920.02-40	REPAIR/MAINT SERV/OTHER	103	77	75	123	126	80	123	0.00%
611-0500-920.03-10	OFFICE SUPPLIES	1,390	975	1,169	1,369	377	1,020	1,369	0.00%
611-0500-920.03-13	COPY/PRINTING CHARGES	842	178		985			985	0.00%
611-0500-920.03-20	SUBSCRIPTIONS & DUES	2,293	2,333	2,460	2,361	2,000	2,480	2,533	7.29%
611-0500-920.03-25	LEGAL & DISPLAY ADS	15	8	15					
611-0500-920.03-30	MILEAGE/MEALS/LODGING	1	13		350	1		350	0.00%
611-0500-920.03-35	TRAINING	605	64	189	1,425			1,425	0.00%
611-0500-920.03-41	POSTAGE/SHIPPING	1,531	1,621	1,630	1,474	1,054	1,600	1,620	9.91%
611-0500-920.03-57	CUSTODIAL/MAINTENANCE SUPPLIES								
611-0500-920.03-90	OTHER SUPPLIES & EXPENSE								
611-0500-920.03-93	MEDICAL EXAMS	1,038	1,176	1,893	1,620	1,182	1,620	1,620	0.00%
611-0500-920.03-99	CONTINGENCY FUND				25,000			25,000	0.00%
611-0500-920.03-99	NON-REP WAGE ADJUSTMENTS				12,019			20,000	66.40%
611-0500-920.08-15	COMPUTER EQUIP/SOFTWARE (CAP	1,880	3,640	14,393	12,678	1,396	12,678	8,678	(31.55%)
611-0500-920.09-61	REALLOCATION								
	Subtotal:	167,728	171,316	188,770	360,636	175,839	275,677	332,785	(7.72%)
INSURANCE									
611-0500-924.05-10	INSURANCE (PROPERTY)	12,689	5,832	9,907	14,000	11,826	11,826	14,000	0.00%
611-0500-925.05-10	INSURANCE (GEN LIAB., W/C, ETC)	23,334	28,967	24,291	28,000	22,521	24,581	28,000	0.00%
	Subtotal:	36,023	34,799	34,198	42,000	34,347	36,407	42,000	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
EMPLOYEE BENEFITS									
611-0500-926.01-10	SALARIED								
611-0500-926.01-20	HOURLY/NON-REPRESENTED					29,751	42,070		
611-0500-926.01-31	FICA	41,979	43,286	43,206		2,124	2,997		
611-0500-926.01-32	WI RETIREMENT	33,484	37,853	39,140		2,024	2,860		
611-0500-926.01-51	MEDICAL INSURANCE	124,103	133,569	152,193		18,448	29,698		
611-0500-926.01-52	DENTAL INSURANCE	5,657	5,649	5,677		350	487		
611-0500-926.01-53	GROUP LIFE/DISAB INS	4,584	4,551	4,264		275	398		
611-0500-926.02-10	PROF SERVICE/CONTRACTED				1,093	661	1,093	1,093	0.00%
611-0500-926.02-12	EMPLOYEE ASSISTANCE PROGRAM				336	326	326	336	0.00%
	Subtotal:	209,807	224,908	244,480	1,429	53,959	79,929	1,429	0.00%
REGULATORY COMMISSION EXPENSE									
611-0500-928.02-10	PROF SERVICE/CONTRACTED	4,111	5,850	4,825	6,000		4,500	6,000	0.00%
	Subtotal:	4,111	5,850	4,825	6,000	0	4,500	6,000	0.00%
MISCELLANEOUS & GENERAL OTHER EXPENSE									
611-0500-930.01-20	HOURLY/NON-REPRESENTED	8,413	8,335	9,667		11,821	19,741		
611-0500-930.01-21	HOURLY OVERTIME/NON-REPR	91				2,254	4,186		
611-0500-930.01-31	FICA					1,028	1,746		
611-0500-930.01-32	WI RETIREMENT					957	1,627		
611-0500-930.01-51	MEDICAL INSURANCE					3,120	5,223		
611-0500-930.01-52	DENTAL INSURANCE					77	124		
611-0500-930.01-53	GROUP LIFE/DISAB INS					104	166		
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								
611-0500-930.03-91	PUBLIC SERVICE & EDUCATION			324	500			500	0.00%
611-0500-930.05-40	DEPRECIATION/AMORTIZED EXP	535,497	547,653	568,408	86,207		560,000	64,902	(24.71%)
611-0500-930.05-41	DEPRECIATION - CIAC	205,234	206,261	206,595			206,000		
611-0500-930.06-10	PRINCIPAL				885,810		885,810	946,076	6.80%
611-0500-930.06-20	INTEREST	530,528	479,560	437,298	398,962	137,636	398,962	351,479	(11.90%)
611-0500-930.06-30	CAPITALIZED INTEREST								
611-0500-930.08-01	CAPITAL RESERVE		1,769	33,461	1,153,083	802,862	1,153,083	1,012,033	(12.23%)
611-0500-930.08-80	DEBT COSTS	(553)	390	36,975	507	49,417	104,402	507	0.00%
611-0500-930.09-61	REALLOCATION	690	777	945					
	Subtotal:	1,279,900	1,244,745	1,293,673	2,525,069	1,009,276	3,341,070	2,375,497	(5.92%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
MAINTENANCE OF GENERAL PLANT									
611-0500-932.02-10	PROF SERVICE/CONTRACTED								
611-0500-932.03-40	OPERATING SUPPLIES								
611-0500-932.03-53	EQUIPMENT MAINTENANCE								
611-0500-932.08-19	CAP IMPR BUILDING & LAND								
	Subtotal:	0	0	0	0	0	0	0	
TRANSPORTATION EXPENSE									
611-0500-933.01-20	HOURLY/NON-REPRESENTED								
611-0500-933.01-21	HOURLY OVERTIME/NON-REPR								
611-0500-933.01-31	FICA								
611-0500-933.01-32	WI RETIREMENT								
611-0500-933.01-51	MEDICAL INSURANCE								
611-0500-933.01-52	DENTAL INSURANCE								
611-0500-933.01-53	GROUP LIFE/DISAB INS								
611-0500-933.03-30	MILEAGE/MEALS/LODGING								
611-0500-933.03-31	GASOLINE/FUEL				24,000	13,076	17,500	19,000	(20.83%)
611-0500-933.03-40	OPERATING SUPPLIES				2,030	1,497	2,010	2,090	2.96%
611-0500-933.03-55	VEHICLE MAINTENANCE				10,494	8,610	10,480	10,806	2.97%
611-0500-933.05-10	INSURANCE				5,000	6,795	6,897	7,000	40.00%
	Subtotal:	0	0	0	41,524	29,978	36,887	38,896	(6.33%)
TAXES / DEPRECIATION / AMORTIZED EXPENSES									
611-0500-934.01-31	FICA								
611-0500-934.05-90	OTHER FIXED CHARGES	479,989	531,191	544,573	525,000		540,000	535,000	1.90%
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	11,442	(5,598)	(8,368)					
	Subtotal:	492,569	526,731	537,343	525,000	0	540,000	535,000	1.90%
	TOTAL ADMIN & GENERAL EXPENSES:	*2,190,138*	*2,208,349*	*2,303,289*	*3,501,658*	*1,303,399*	*4,314,470*	*3,331,607*	*(4.86%)*
GRAND TOTAL WATER UTILITY EXP:		**4,873,170**	**4,456,702**	**4,640,720**	**6,117,036**	**3,082,333**	**6,807,499**	**5,963,526**	**(2.51%)**
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE, & DEBT SERVICE ACCTS		3,601,911	3,221,459	3,394,958	3,592,974	2,141,835	3,603,644	3,589,036	(0.11%)

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 Utility Superintendent works with the Utility Commission, Administrator, and engineers to evaluate annual construction projects to extend, repair, and replace sanitary sewer mains and laterals. The department personnel routinely schedules sewer main cleanings, evaluates and directs system repairs, and works with commercial and industrial clients to reduce excessive loadings to the wastewater treatment plants, through the Industrial Surcharge Program.

2015 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 Grouted sanitary sewer mains and laterals to eliminate I & I into the sanitary sewer
5 Installed 64 chimney seals (Flex-Seal)
6 Excavated and repaired 2 sanitary laterals to eliminate leaks
7 Repaired 28 manholes
8 Inspected 25% of the 2,364 manholes on the collection system
9 Established an A rating on our DNR CMAR (Compliance Maintenance Annual Report)
10 Sewer reconstruction: American Drive from Outlook Graphics to south of Jameson Street
11 Sewer reconstruction: Lakeshore Drive north & south of Lift Station #2, 800 feet
12 Sewer reconstruction: Tayco Street from Lakeshore Drive to Ninth Street
13 Sewer reconstruction: Appleton Road from Midway Road to Hwy 441
14 Sewer reconstruction: Alcan Drive
15 Continued pilot program for lateral replacements during sewer reconstruction project
16 Cleaned 20% of sanitary sewer system

2016 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 to 25 chimney seals per year (Flex Seal)

2016 Program Goals & Objectives: (cont.)

5 Continue map updating on East & West Sides with GPS units, forwarding information to McMahon Engineering for entry into GIS mapping system
6 Continue sewer cleaning program
7 Continue to inspect 20% of 2,364 manholes per year
8 Continue grouting program to eliminate I & I
9 Continue manhole repairs
10 Sewer Projects:
Gardners Row Sump Pump & Drain Tile Inspection
DOT: Giesen Rd Abandonment
DOT: 441 Relocates General Engineering
DOT: Racine Road Relocates
Foster Street Lift Station upgrade
Install Lift Station Wet Well Mixers

REVENUES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
612-5300-420.01-00	SPECIAL ASSESSMENT REVENUE	92,307	300,421	2,796		2,200			
612-5300-431.09-00	MISC FEDERAL GRANTS								
612-5300-432.09-00	MISC STATE GRANTS								
612-5300-440.03-14	PERMITS	1,420	1,760	1,995	1,470	1,295	1,645	1,600	8.84%
612-5300-464.04-00	INTERCEPTOR IMPACT FEE			1,515		16,692			
612-5300-464.05-01	E. SAC CONNECTION FEE	13,996	713	1,792	5,000	6,406	8,541	5,000	0.00%
612-5300-464.05-02	W. SAC CONNECTION FEE	10,752	16,577	64,438	50,000	19,065	20,068	50,000	0.00%
612-5300-465.01-00	MEASURED SERVICE REVENUE	3,169,528	3,292,830	3,207,676	3,250,000	1,778,213	3,207,090	3,306,300	1.73%
612-5300-465.02-00	INDUSTRIAL SURCHARGES	77,194	108,107	154,274	85,000	70,686	114,500	85,000	0.00%
612-5300-465.03-00	PENALTIES/FEES	24,696	25,658	26,185	26,000	11,805	26,942	26,200	0.77%
612-5300-480.01-00	INTEREST	60,625	23,855	35,146	35,000	17,860	38,000	35,000	0.00%
612-5300-480.01-01	CAPITALIZED INTEREST								
612-5300-480.02-01	SALE OF EQUIP & VEHICLES	60,000	3,350	8,397		2,700	2,700		
612-5300-480.05-01	DEFERRAL FEE (SHADY - CB)	505	589	589	589		589	589	0.00%
612-5300-480.05-01	DEFERRAL FEE (CB - IRISH)	4,117							
612-5300-480.09-00	MISC OPERATING REVENUE	284,684	48,605	82,481	2,000	5,303	8,000	3,500	75.00%
612-5300-480.09-05	NON-OPERATING MISC. REVENUES				27,000			27,000	0.00%
612-5300-480.10-01	DEVELOPER CONTRIBUTIONS REV.								
612-5300-480.10-03	GRANTS			12,204					
612-5300-491.03-01	TRANSFER FROM DEBT SERV FUND	14,730	13,688		0				
612-5300-492.01-00	TRANSFER FROM DEPRECIATION				1,251,925				(100.00%)
612-5300-492.09-00	TRANSFER FROM FUND BALANCE								
612-5300-492.04-00	PRIOR YEAR CARRYOVER							269,500	
612-5300-493.01-00	PROCEEDS FROM DEBT								
	TOTAL REVENUES	**3,814,554**	**3,836,153**	**3,599,488**	**4,733,984**	**1,932,225**	**3,428,075**	**3,809,689**	**(19.52%)**

CROSS-SECTIONAL ANALYSIS OF EXPENDITURES - Sewer

EXPENDITURES:

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 110 000	SALARIED	128,272	135,960	136,611	149,778	60,716	91,044	87,129	(41.83%)
xxxx 120 000	HOURLY/NON-REPRESENTED	172,009	179,441	250,310	238,964	167,936	239,895	251,578	5.28%
xxxx 121 000	HOURLY OVERTIME/NON-REPR	1,629	1,662	1,810	8,561	900	1,419	8,640	0.92%
xxxx 122 000	HOURLY/NON-REPR/PT	5,554	5,553	1,018	8,129	1,015	1,460	8,198	0.85%
xxxx 124 000	HOURLY/GENERAL UNION	53,959	54,816	0	0	0	0	0	
xxxx 125 000	HRLY. OVERTIME/GEN UNION	207	217	0	0	0	0	0	
xxxx 140 000	PER DIEM	317	0	0	0	0	0	0	
	Salary/Wages/Per Diem Subtotal	361,947	377,649	389,749	405,432	230,567	333,818	355,545	(12.30%)
xxxx 131 000	FICA	26,659	27,146	27,486	29,880	16,726	24,046	26,120	(12.58%)
xxxx 132 000	WI RETIREMENT	20,915	24,208	25,606	27,209	14,589	21,015	23,044	(15.31%)
xxxx 151 000	MEDICAL INSURANCE	70,543	76,504	75,821	76,649	86,430	112,844	73,792	(3.73%)
xxxx 152 000	DENTAL INSURANCE	3,950	3,837	3,489	4,468	2,292	3,281	4,121	(7.77%)
xxxx 153 000	GROUP LIFE/DISAB INS	2,995	2,999	2,962	3,163	1,717	2,259	2,895	(8.47%)
xxxx 197 000	UNEMPLOYMENT COMP	708	0	0	0	0	0	0	
	Benefit Subtotal	125,770	134,694	135,364	141,369	121,754	163,445	129,972	(8.06%)
xxxx 210 000	PROF SERVICE/CONTRACTED	41,091	116,550	64,179	131,150	68,412	102,005	94,027	(28.31%)
xxxx 211 000	COMPUTER LICENSE & MAINT	13,791	15,063	13,934	17,164	14,200	17,164	18,080	5.34%
xxxx 212 000	EMPLOYEE ASSISTANCE PROG	295	192	202	250	202	202	250	0.00%
xxxx 214 000	ENGINEERING	19,122	24,678	16,123	20,000	282	16,000	17,000	(15.00%)
xxxx 215 000	LEGAL COUNSEL	400	2,065	196	1,500	939	1,500	1,500	0.00%
xxxx 217 000	EQUIP RENTAL/CONTRACTED	604	629	530	516	387	516	516	0.00%
xxxx 218 000	NON-OPERATING LATERAL EXP		73,146	54,219	30,000	0	26,000	5,000	(83.33%)
	Contracted Services Subtotal	75,303	232,323	149,383	200,580	84,422	163,387	136,373	(32.01%)
xxxx 221 000	ELECTRICITY	30,846	39,315	40,552	37,000	23,568	39,800	41,772	12.90%
xxxx 222 000	NATURAL GAS	2,788	3,504	5,140	5,825	2,716	5,210	5,625	(3.43%)
xxxx 223 000	SEWER & WATER	676	700	705	750	514	680	750	0.00%
xxxx 224 000	TELEPHONE	6,797	7,267	6,643	9,326	5,106	8,500	9,106	(2.36%)
xxxx 226 000	GARBAGE COLLECTION	0	0	0	0	0	0	0	
xxxx 229 000	ALARM SYSTEMS	0	0	0	0	0	0	0	
	Utilities Subtotal	41,107	50,786	53,040	52,901	31,904	54,190	57,253	8.23%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 234 000	SITE MAINTENANCE	0	0	0	0	0	0	0	
xxxx 240 000	REPAIR/MAINT SERV/OTHER	4,090	6,664	9,007	20,523	8,441	16,525	16,523	(19.49%)
xxxx 241 000	BUILDING REPAIR & MAINT	635	143	0	10,000	11,834	11,856	1,500	(85.00%)
xxxx 246 000	UNIFORM RENTAL	1,813	2,016	1,966	1,800	1,521	2,020	2,050	13.89%
	Subtotal	6,538	8,823	10,973	32,323	21,796	30,401	20,073	(37.90%)
xxxx 309 000	CREDIT CARD FEES	5,342	4,937	7,535	6,100	6,099	10,000	10,000	63.93%
xxxx 310 000	OFFICE SUPPLIES	1,138	1,291	1,046	1,850	378	1,200	1,550	(16.22%)
xxxx 313 000	PRINTING	1,002	537	690	1,925	1,153	1,900	1,925	0.00%
xxxx 320 000	SUBSCRIPTIONS & DUES	299	348	178	450	162	380	500	11.11%
xxxx 325 000	LEGAL & DISPLAY ADS	15	8	15	20	0	15	20	0.00%
xxxx 330 000	MILEAGE/MEALS/LODGING	1	9	0	1,590	53	120	1,290	(18.87%)
xxxx 331 000	GASOLINE/FUEL	10,491	10,538	9,596	10,000	4,537	6,200	7,000	(30.00%)
xxxx 335 000	TRAINING	303	151	507	3,975	524	1,210	3,075	(22.64%)
xxxx 340 000	OPERATING SUPPLIES	994,232	978,591	1,014,197	1,077,545	646,162	1,134,115	1,101,907	2.26%
xxxx 341 000	POSTAGE/SHIPPING	5,778	6,031	7,815	6,135	4,159	6,100	7,950	29.58%
xxxx 346 000	CLOTHING/UNIFORM ALLOW	445	436	405	450	0	450	450	0.00%
	Operating Supplies Subtotal	1,019,046	1,002,877	1,041,984	1,110,040	663,227	1,161,690	1,135,667	2.31%
xxxx 353 000	EQUIPMENT MAINTENANCE	0	0	0	0	0	0	0	
xxxx 355 000	VEHICLE MAINTENANCE	5,916	2,779	6,586	8,000	2,733	6,300	7,500	(6.25%)
xxxx 357 000	CUSTODIAL/MAINTENANCE SUP								
	Asset Maint. Supplies Subtotal	5,916	2,779	6,586	8,000	2,733	6,300	7,500	(6.25%)
xxxx 390 000	OTHER SUPPLIES & EXPENSE	0	0	0	150	0	0	0	(100.00%)
xxxx 393 000	MEDICAL EXAMS	1,169	825	1,000	935	864	910	935	0.00%
xxxx 399 000	CONTINGENCY FUND	0	0	0	20,000	0	0	20,000	0.00%
xxxx 399 000	NON-REP WAGE ADJUSTMENTS	0	0	0	11,755	0	0	15,000	27.61%
xxxx 510 000	INSURANCE	25,226	24,707	27,776	28,500	27,311	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	163,461	157,403	139,923	180,000	0	175,000	180,000	0.00%
xxxx 540 000	DEPRECIATION/AMORTIZED EXP	398,205	431,430	443,050	57,423	0	0	168,061	192.67%
xxxx 541 000	DEPRECIATION-CIAC	27,902	27,742	26,619	0	0	0	0	
xxxx 542 000	LOSS ON RETIREMENTS	0	0	0	0	0	0	0	
xxxx 590 000	OTHER FIXED CHARGES	10,749	12,039	11,516	0	0	0	0	
	Subtotal	641,472	668,906	664,644	313,523	28,175	219,170	427,256	36.28%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	ACCOUNT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
xxxx 610 000	PRINCIPAL	0	0	0	364,886	0	364,886	418,282	14.63%
xxxx 620 000	INTEREST	197,067	170,954	149,220	130,282	53,960	130,282	82,373	(36.77%)
xxxx 630 000	CAPITALIZED INTEREST	0	0	0	0	0	0	0	
xxxx 690 000	OTHER DEBT EXPENDITURES	574,543	526,103	618,199	618,392	378,341	648,630	669,859	8.32%
xxxx 801 000	CAPITAL RESERVE	0	685	12,030	1,335,258	877,244	0	347,833	(73.95%)
xxxx 815 000	COMPUTER EQUIP/SOFTWARE	2,066	3,789	8,546	8,878	1,376	8,878	8,678	(2.25%)
	Capital Investments Subtotal	773,676	701,531	787,995	2,457,696	1,310,921	1,152,676	1,527,025	(37.87%)
xxxx 880 000	DEBT ISSUANCE COSTS	3,956	(4,205)	12,609	0	34,926	45,291	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	10,673	18,645	16,319	12,120	0	12,120	13,025	7.47%
	Debt Service Subtotal	14,629	14,440	28,928	12,120	34,926	57,411	13,025	7.47%
	TOTAL EXPENDITURES	3,065,404	3,194,808	3,268,646	4,733,984	2,530,425	3,342,488	3,809,689	(19.52%)

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 3% sewer rate increase to base and variable rates

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 Utility Superintendent 20% Wastewater, 80% Water

6 Maintenance Worker-Public Works, 75% Wastewater, 25% Water - This position is for reorganization of the Utility with the Wastewater Superintendent retirement. This position will also be required to plow snow.

7 Finance Director 35% UD - 50% Town - 15% Storm Water

8 Director of Community Development 10% UD - 60% Town - 30% Storm Water

9 Building Inspector 5% UD - 90% Town - 5% Storm Water

10 Building Inspection Assistant 15% UD - 73% Town - 12% Storm Water

11 Associate Planner 5% UD - 65% Town - 30% Storm Water

12 Human Resource Coordinator/Asst to the Town Administrator 10% UD - 85% Town - 5% Storm Water

13 Clerk 20% UD - 70% Town - 10% Storm Water

14 Deputy Clerk/Confidential Administrative Assistant 10% UD - 85% Town - 5% Storm Water

15 Director of Information Technology 20% UD - 70% Town - 10% Storm

16 PC/Network Technician 20% UD - 70% Town - 10% Storm

NOTES: (cont.)

17 Information Technician 20% UD - 70% Town - 10% Storm Water
18 Finance Clerk/Seasonal Clerk 50% UD - 25% Town - 25% Storm Water
19 Accounts Manager 35% UD - 50% Town - 15% Storm Water
20 Account Technicians 20% UD - 70% Town - 10% Storm Water
21 Billing Specialist 67% UD - 33% Storm Water
22 200 hours OT (Laborers) 54 call-in hours
23 Seasonal laborer, 599 hours @ $9.25, per updated Seasonal Pay Plan
24 **612-5300-701.03-30 General Operations - Miles, Meals, Lodging**
WWOA Annual Conference
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.
27 **612-5300-701.08-01 Capital Reserve**
$8,333 to replace folding/inserter machine (33.33% of cost)
$139,500# Install lift station mixers
$130,000# Upgrade Foster St. Lift Station

$ 25,000 Gardners Row Sump Pump & Drain Tile Inspection
$ 15,000 Lakeshore Resurfacing - Final Pavement Layer
$ 20,000 DOT: Giesen Road Abandonment (90%/10%)
$ DOT: Racine Road Relocates (90%/10%)
$ 10,000 DOT: 441 Relocates - General Engineering (90%/10%)

NOTES: (cont.)

28 **612-5300-702.02-10 Prof. Service/Contracted**
Normal Lift Station Maintenance - $11,000
Valve Replacement at Hwy 150 and Lakeshore Lift Stations - $7,000

29 **612-5300-703.02-10 Prof. Service/Contracted**
This account includes backflow preventer valve installations and sewer main grouting & repairs, including flex seal manholes after sanitary sewer reconstruction

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 - $16,000

32 **612-5300-703.03-40 Maint. Coll. System – Operating Supplies**
Castings, riser rings, pipe fittings, 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	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
GENERAL OPERATIONS - 701									
612-5300-701.01-10	SALARIED								
612-5300-701.01-20	HOURLY/NON-REPRESENTED	55,967	62,476	70,015		50,053	74,100		
612-5300-701.01-21	HOURLY OVERTIME/NON-REPR	273	215			133	247		
612-5300-701.01-22	HOURLY PART-TIME	941	884		2,696			2,771	2.78%
612-5300-701.01-31	FICA	3,952	4,207	3,974	206	3,463	5,061	212	2.91%
612-5300-701.01-32	WI RETIREMENT	3,173	3,826	3,849		3,194	4,797		
612-5300-701.01-51	MEDICAL INSURANCE	13,113	13,913	15,017		11,318	16,898		
612-5300-701.01-52	DENTAL INSURANCE	761	738	681		551	823		
612-5300-701.01-53	GROUP LIFE/DISAB INS	544	562	477		407	573		
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	503	659	884	825	435	810	825	0.00%
612-5300-701.02-23	SEWER & WATER	676	700	705	750	514	680	750	0.00%
612-5300-701.02-24	TELEPHONE	4,879	5,325	4,575	6,840	3,740	6,250	6,620	(3.22%)
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		10,000	11,834	11,856	1,500	(85.00%)
612-5300-701.02-46	UNIFORM RENTAL	1,813	2,016	1,966	1,800	1,521	2,020	2,050	13.89%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
612-5300-701.03-20	SUBSCRIPTIONS & DUES	40		45		30	30	50	
612-5300-701.03-30	MILEAGE/MEALS/LODGING				1,150		0	850	(26.09%)
612-5300-701.03-31	GASOLINE/FUEL	10,491	10,538	9,596	10,000	4,537	6,200	7,000	(30.00%)
612-5300-701.03-35	TRAINING	303	87	318	3,000	115	360	2,100	(30.00%)
612-5300-701.03-40	OPERATING SUPPLIES	8,130	10,347	8,256	18,800	3,132	4,300	9,200	(51.06%)
612-5300-701.03-46	CLOTHING/UNIFORM ALLOW	445	436	405	450		450	450	0.00%
612-5300-701.03-53	EQUIPMENT MAINTENANCE								
612-5300-701.03-55	VEHICLE MAINTENANCE	5,916	2,779	6,586	8,000	2,733	6,300	7,500	(6.25%)
612-5300-701.03-90	OTHER SUPPLIES & EXPENSE				150				(100.00%)
612-5300-701.03-93	MEDICAL EXAMS	1,053	571	910	935	864	910	935	0.00%
612-5300-701.05-10	INSURANCE	25,226	24,707	27,776	28,500	27,311	28,500	28,500	0.00%
612-5300-701.05-31	METER EXPENSE	163,461	157,403	139,923	180,000		175,000	180,000	0.00%
612-5300-701.05-40	DEPRECIATION/AMORTIZED EXP	398,205	431,430	443,050	57,423			168,061	192.67%
612-5300-701.05-41	DEPRECIATION-CIAC	27,902	27,742	26,619					
612-5300-701.05-42	LOSS ON RETIREMENTS								
612-5300-701.05-90	OTHER FIXED CHARGES	10,749	12,039	11,516					
612-5300-701.06-10	PRINCIPAL				364,886		364,886	418,282	14.63%
612-5300-701.06-20	INTEREST	197,067	170,954	149,220	130,282	53,960	130,282	82,373	(36.77%)
612-5300-701.06-30	CAPITALIZED INTEREST								
612-5300-701.08-01	CAPITAL RESERVE		685	12,030	1,335,258	877,244		347,833	(73.95%)
612-5300-701.08-80	DEBT ISSUANCE COSTS	3,956	(4,205)	12,609		34,926	45,291		
612-5300-701.08-81	AMORTIZATION EXP ON LOSS								
612-5300-701.08-90	DEBT DISCOUNT								
	SUBTOTAL	*940,219*	*941,177*	*951,002*	*2,161,951*	*1,092,015*	*886,624*	*1,267,862*	(41.36%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
LIFT STATION PUMPING EQUIPMENT - 702									
612-5300-702.01-10	SALARIED								
612-5300-702.01-20	HOURLY/NON-REPRESENTED	54,331	53,754	51,619	59,771	26,879	42,488	61,779	3.36%
612-5300-702.01-21	HOURLY OVERTIME/NON-REPR	789	1,081	1,310	2,405	76	76	2,485	3.33%
612-5300-702.01-22	HOURLY PART TIME	858	680		1,671			1,718	2.81%
612-5300-702.01-31	FICA	4,110	4,062	4,120	4,653	1,948	3,079	4,810	3.37%
612-5300-702.01-32	WI RETIREMENT	3,264	3,654	3,640	4,228	1,718	2,760	4,241	0.31%
612-5300-702.01-51	MEDICAL INSURANCE	12,114	12,395	11,301	17,059	6,019	9,170	17,217	0.93%
612-5300-702.01-52	DENTAL INSURANCE	815	704	480	857	264	396	934	8.98%
612-5300-702.01-53	GROUP LIFE/DISAB INS	490	493	484	518	233	341	518	0.00%
612-5300-702.02-10	PROF SERVICE/CONTRACTED	7,128	19,524	7,455	45,500	32,399	44,900	18,000	(60.44%)
612-5300-702.02-14	GENERAL ENGINEERING								
612-5300-702.02-21	ELECTRICITY	30,846	39,315	40,552	37,000	23,568	39,800	41,772	12.90%
612-5300-702.02-22	NATURAL GAS	2,285	2,845	4,256	5,000	2,281	4,400	4,800	(4.00%)
612-5300-702.03-20	SUBSCRIPTIONS & DUES						0	0	
612-5300-702.03-40	OPERATING SUPPLIES	2,807	11,038	6,138	12,000	9,036	9,700	9,600	(20.00%)
	SUBTOTAL	*119,837*	*149,545*	*131,355*	*190,662*	*104,421*	*157,110*	*167,874*	(11.95%)
MAINTENANCE OF COLLECTION SYSTEM - 703									
612-5300-703.01-10	SALARIED								
612-5300-703.01-20	HOURLY/NON-REPRESENTED	57,755	59,219	65,738	115,693	47,766	59,872	126,739	9.55%
612-5300-703.01-21	HOURLY OVERTIME/NON-REPR	480	186	157	5,489	400	743	5,493	0.07%
612-5300-703.01-22	HOURLY PART TIME	2,360	2,567		1,024			1,053	2.83%
612-5300-703.01-31	FICA	4,424	4,453	4,697	9,021	3,504	4,388	9,805	8.69%
612-5300-703.01-32	WI RETIREMENT	3,446	3,955	4,415	8,240	3,156	4,026	8,727	5.91%
612-5300-703.01-51	MEDICAL INSURANCE	14,647	16,504	15,953	23,963	9,615	12,894	28,467	18.80%
612-5300-703.01-52	DENTAL INSURANCE	779	767	676	1,714	420	548	1,488	(13.19%)
612-5300-703.01-53	GROUP LIFE/DISAB INS	497	480	515	1,036	378	437	1,166	12.55%
612-5300-703.02-10	PROF SERVICE/CONTRACTED	23,540	81,337	43,703	70,000	29,783	46,000	62,000	(11.43%)
612-5300-703.02-14	GENERAL ENGINEERING	19,122	24,480	16,123	20,000	282	16,000	17,000	(15.00%)
612-5300-703.02-18	NON-OPERATING LATERAL EXP		73,146	54,219	30,000		26,000	5,000	(83.33%)
612-5300-703.02-34	SITE MAINTENANCE						0	0	
612-5300-703.02-40	REPAIR/MAINT SERV/OTHER (LATERAL	3,670	6,270	8,932	20,000	8,377	16,000	16,000	(20.00%)
612-5300-703.03-40	OPERATING SUPPLIES	1,726	5,338	8,883	16,000	7,525	14,000	15,000	(6.25%)
	SUBTOTAL	*132,446*	*278,702*	*224,011*	*322,180*	*111,206*	*200,908*	*297,938*	(7.52%)

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
REGIONAL TREATMENT EXPENSES - 704									
612-5300-704.03-40	OPERATING SUPPLIES	981,569	951,868	990,920	1,030,745	626,469	1,106,115	1,068,107	3.62%
612-5300-704.06-90	OTHER DEBT EXPENDITURES	574,543	526,103	618,199	618,392	378,341	648,630	669,859	8.32%
	SUBTOTAL	*1,556,112*	*1,477,971*	*1,609,119*	*1,649,137*	*1,004,810*	*1,754,745*	*1,737,966*	5.39%
OFFICE EXPENSES - 705									
612-5300-705.01-10	SALARIED	128,272	135,960	136,611	149,778	60,716	91,044	87,129	(41.83%)
612-5300-705.01-20	HOURLY/NON-REPRESENTED	3,956	3,992	62,938	63,500	43,238	63,435	63,060	(0.69%)
612-5300-705.01-21	HOURLY OVERTIME/NON-REPR	87	180	343	667	291	353	662	(0.75%)
612-5300-705.01-22	HOURLY/NON-REPR/PT	1,395	1,422	1,018	2,738	1,015	1,460	2,656	(2.99%)
612-5300-705.01-24	HOURLY/GENERAL UNION	53,959	54,816		0				
612-5300-705.01-25	HRLY. OVERTIME/GEN UNION	207	217		0				
612-5300-705.01-31	FICA	14,173	14,424	14,695	16,000	7,811	11,518	11,293	(29.42%)
612-5300-705.01-32	WI RETIREMENT	11,032	12,773	13,702	14,741	6,521	9,432	10,076	(31.65%)
612-5300-705.01-40	PER DIEM	317							
612-5300-705.01-51	MEDICAL INSURANCE	30,669	33,692	33,550	35,627	59,478	73,882	28,108	(21.10%)
612-5300-705.01-52	DENTAL INSURANCE	1,595	1,628	1,652	1,897	1,057	1,514	1,699	(10.44%)
612-5300-705.01-53	GROUP LIFE/DISAB INS	1,464	1,464	1,486	1,609	699	908	1,211	(24.74%)
612-5300-705.01-97	UNEMPLOYMENT	708							
612-5300-705.02-10	PROF SERVICE/CONTRACTED	10,378	15,689	13,021	15,650	6,230	11,105	14,027	(10.37%)
612-5300-705.02-11	COMPUTER LICENSE & MAINT	13,791	15,063	13,934	17,164	14,200	17,164	18,080	5.34%
612-5300-705.02-12	EMPLOYEE ASSISTANCE PROGR	295	192	202	250	202	202	250	0.00%
612-5300-705.02-14	GENERAL ENGINEERING		198				0	0	
612-5300-705.02-15	LEGAL COUNCIL	400	2,065	196	1,500	939	1,500	1,500	0.00%
612-5300-705.02-17	EQUIP RENTAL/CONTRACTED	604	629	530	516	387	516	516	0.00%
612-5300-705.02-24	TELEPHONE	1,918	1,942	2,068	2,486	1,366	2,250	2,486	0.00%
612-5300-705.02-40	REPAIR/MAINT SERV/OTHER	420	394	75	523	64	525	523	0.00%
612-5300-705.03-09	CREDIT CARD FEES	5,342	4,937	7,535	6,100	6,099	10,000	10,000	63.93%
612-5300-705.03-10	OFFICE SUPPLIES	1,138	1,291	1,046	1,850	378	1,200	1,550	(16.22%)
612-5300-705.03-13	COPY/PRINTING CHARGES	1,002	537	690	1,925	1,153	1,900	1,925	0.00%
612-5300-705.03-20	SUBSCRIPTIONS & DUES	259	348	133	450	132	350	450	0.00%
612-5300-705.03-25	LEGAL & DISPLAY ADS	15	8	15	20		15	20	0.00%
612-5300-705.03-30	MILEAGE/MEALS/LODGING	1	9		440	53	120	440	0.00%
612-5300-705.03-35	TRAINING		64	189	975	409	850	975	0.00%

EXPENDITURES: (cont.)

ACCOUNT NUMBER	OBJECT	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD 9/10/2015	2015 PROJ	2016 BUDGET	% Change 2015/2016
612-5300-705.**03-41**	POSTAGE/SHIPPING	5,778	6,031	7,815	6,135	4,159	6,100	7,950	29.58%
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	90					
612-5300-705.**03-99**	CONTINGENCY FUND				20,000			20,000	0.00%
612-5300-705.**03-99**	NON-REP WAGE ADJUSTMENTS				11,755			15,000	27.61%
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	2,066	3,789	8,546	8,878	1,376	8,878	8,678	(2.25%)
612-5300-705.**09-10**	TRANSFER TO GENERAL FUND	10,673	18,645	16,319	12,120		12,120	13,025	7.47%
	SUBTOTAL	*316,790*	*347,413*	*353,159*	*410,054*	*217,973*	*343,101*	*338,049*	(17.56%)
GRAND TOTAL WASTEWATER UTILITY EXP:		**3,065,404**	**3,194,808**	**3,268,646**	**4,733,984**	**2,530,425**	**3,342,488**	**3,809,689**	**(19.52%)**
TOTAL EXCLUDING DEPRECIATION, CAPITAL RESERVE,		2,442,230	2,563,997	2,637,727	2,846,135	1,599,221	2,847,320	2,793,140	**(1.86%)**

2016 TOWN OF MENASHA STAFFING REPORT

Full Time Equivalent Employees

(excludes elected officials)

ADMINISTRATION	
Administrator	1
HR Coordinator/Assistant to TA	1
Deputy Clerk	0.25
ASSESSING	
Town Assessor	0
Temporary Assessor Tech	0
CLERK/ELECTION	
Clerk	1
Deputy Clerk	0.511
Temporary Clerical	0.231
Maximum of 52 Poll workers	
COMMUNITY DEVELOPMENT	
Community Development Director	1
Associate Planner	1
Building Inspector	1
Building Inspector Assistant	1
Community Development Intern	0.192
FINANCE	
Finance Director	1
Account Manager	1
Account Technician I	1
Account Technician II	1
Billing Specialist	1
Finance Clerk	1
Seasonal Clerks	0.473

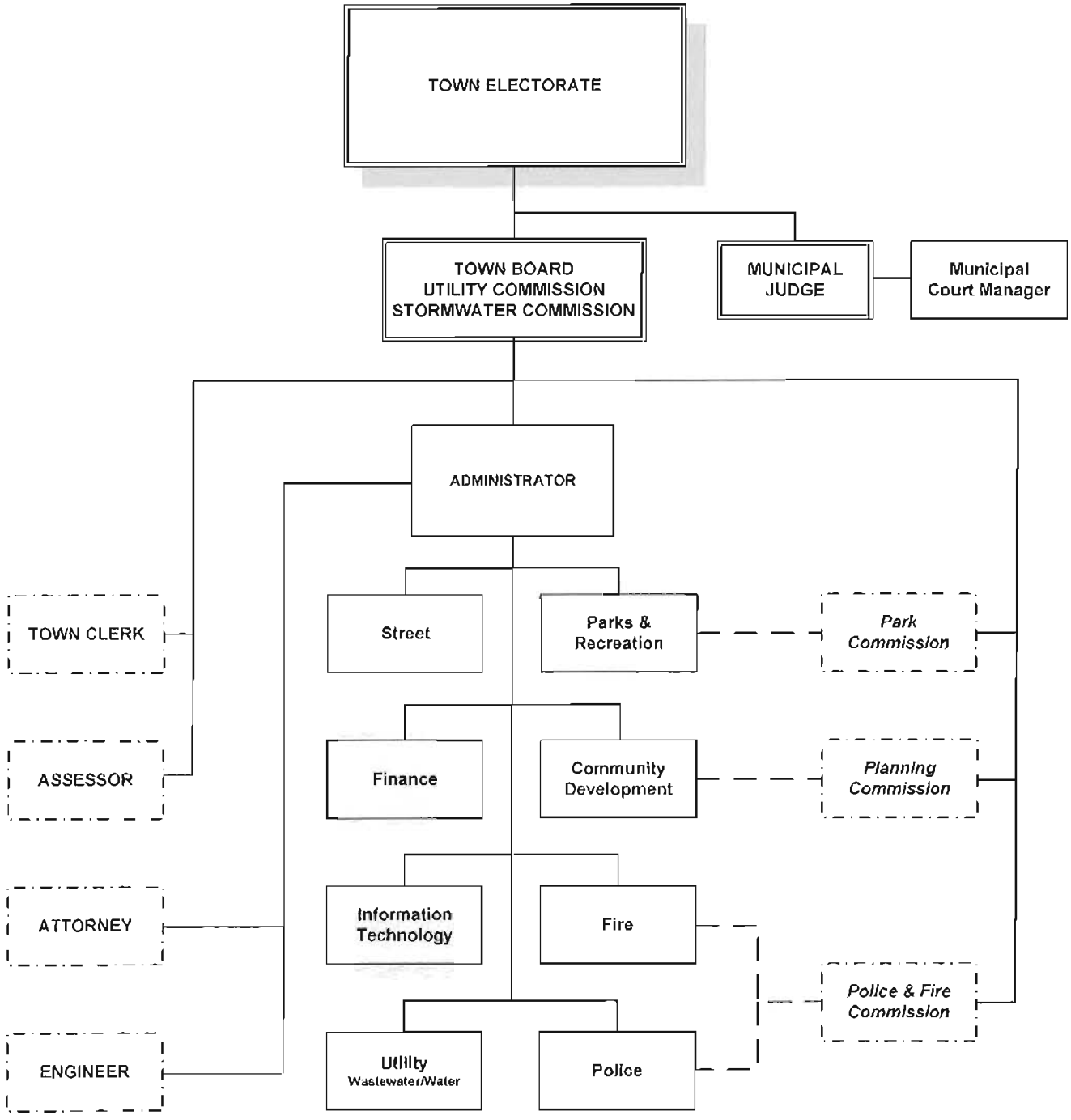
FIRE	
Fire Chief	1
Division Chief of Training	1
Assistant Fire Chief	1
Fire Prevention Educator	1
Fire Marshal	1
Administrative Assistant - Fire	0.600
Firefighters	10.622
MUNICIPAL COURT	
Municipal Court Manager	1
PARK & RECREATION	
Director of Parks & Recreation	1
Park Foreman	0
Maintenance Workers - Park	6.173
Administrative Assistant	0.658
Recreation Supervisor	1
Custodian	0.313
Seasonal Leaders & Instructors	0.657
Urban Forestry Intern	0
POLICE	
Police Chief	1
Lieutenants	6
Officers	19
Administrative Assistant	0.75
Communication Technicians	5.625
Code Enforcement Officer	0.4326
Crossing Guards	0.476

STREET DEPT	
Street Superintendent	1
Asst. Street Superintendent	1
Maintenance Workers - Street	6.673
Custodian	1
Administrative Assistant - Street	1
INFORMATION TECHNOLOGY	
Director of Information Technology	1
PC/Network Technician	1
UTILITY DEPARTMENT	
Water Superintendent	1
Water Foreman	1
Water Plant Operator	2
Maintenance Workers - Water	4.288
Maintenance Worker - Public Works	1
Administrative Assistant - Utility	1
Wastewater Superintendent	0
Wastewater Foreman	1
Maintenance Workers - Wastewater	2.288

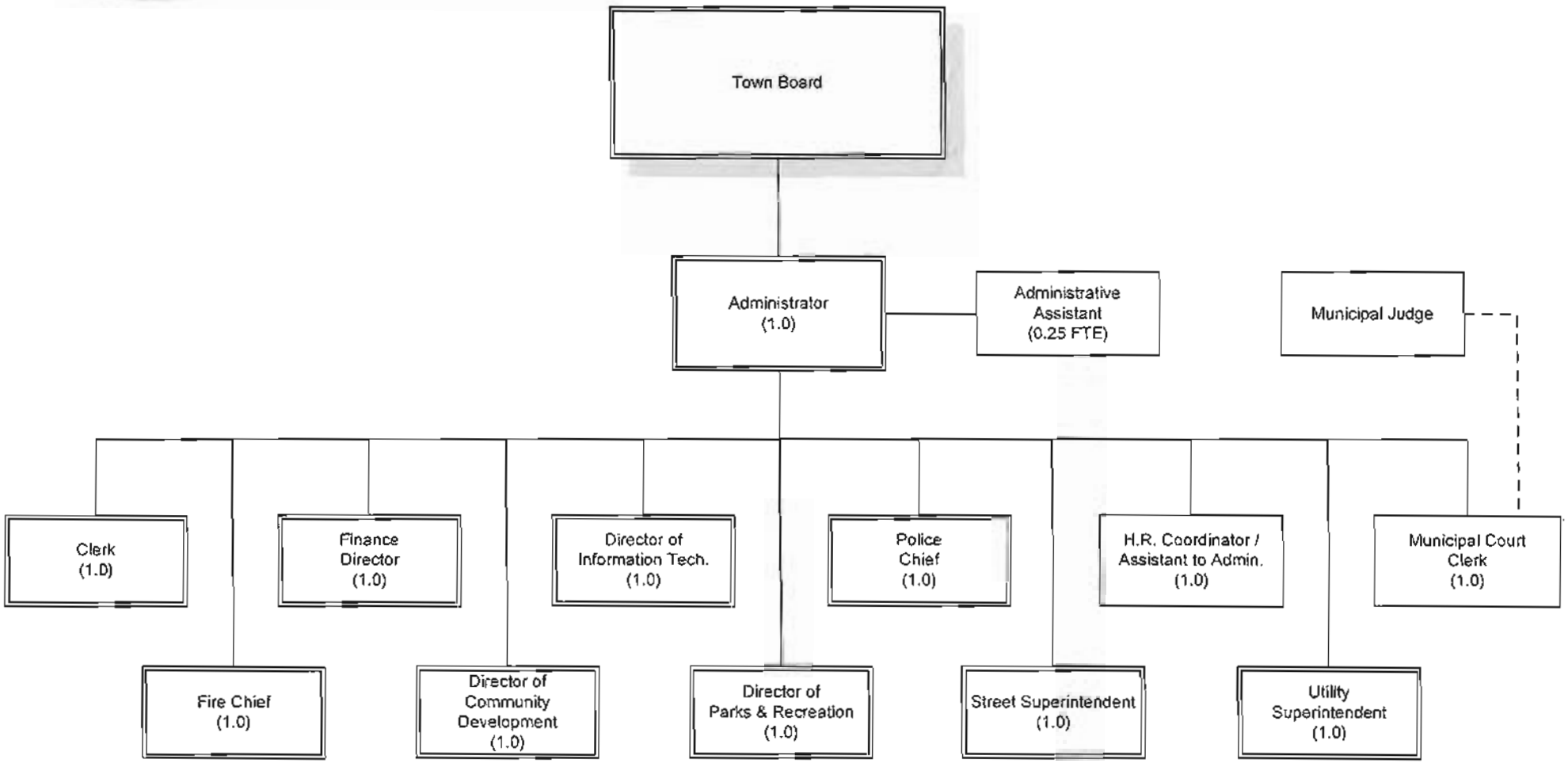
TOTAL: 101.2116969 FTEs

Bridging the Fox Cities

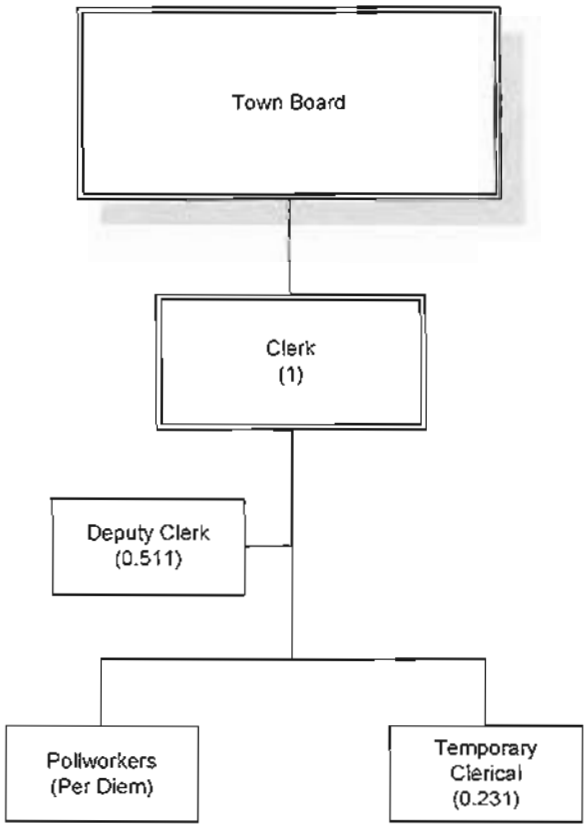
TOWN OF MENASHA



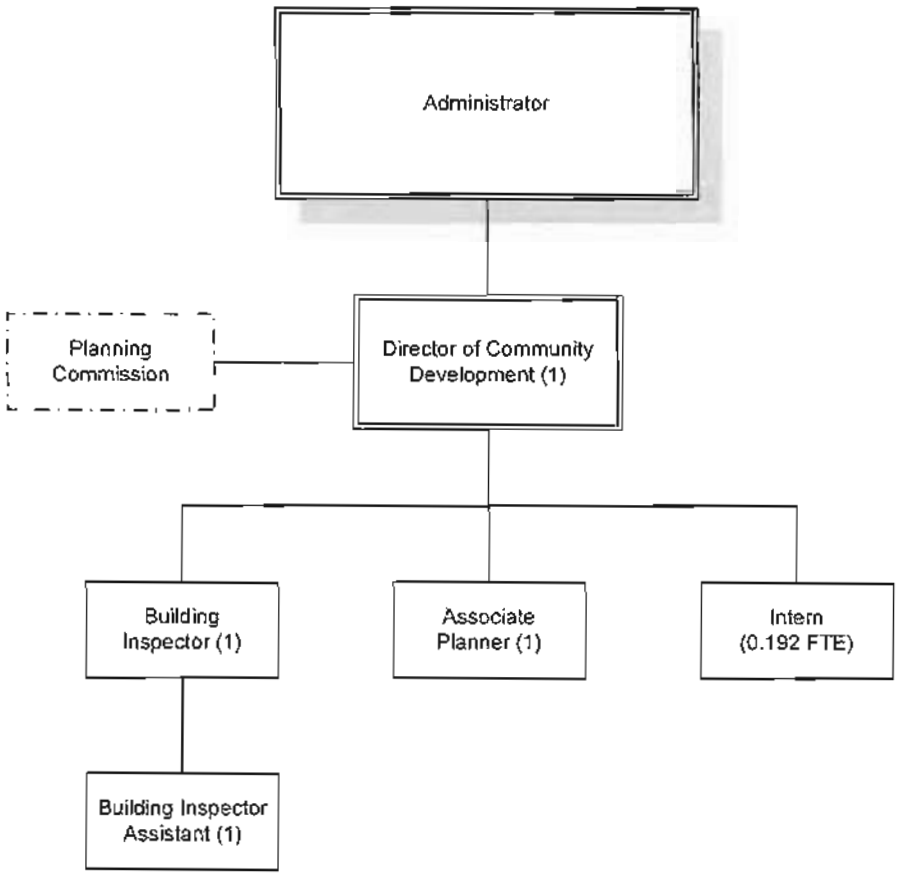
ADMINISTRATION



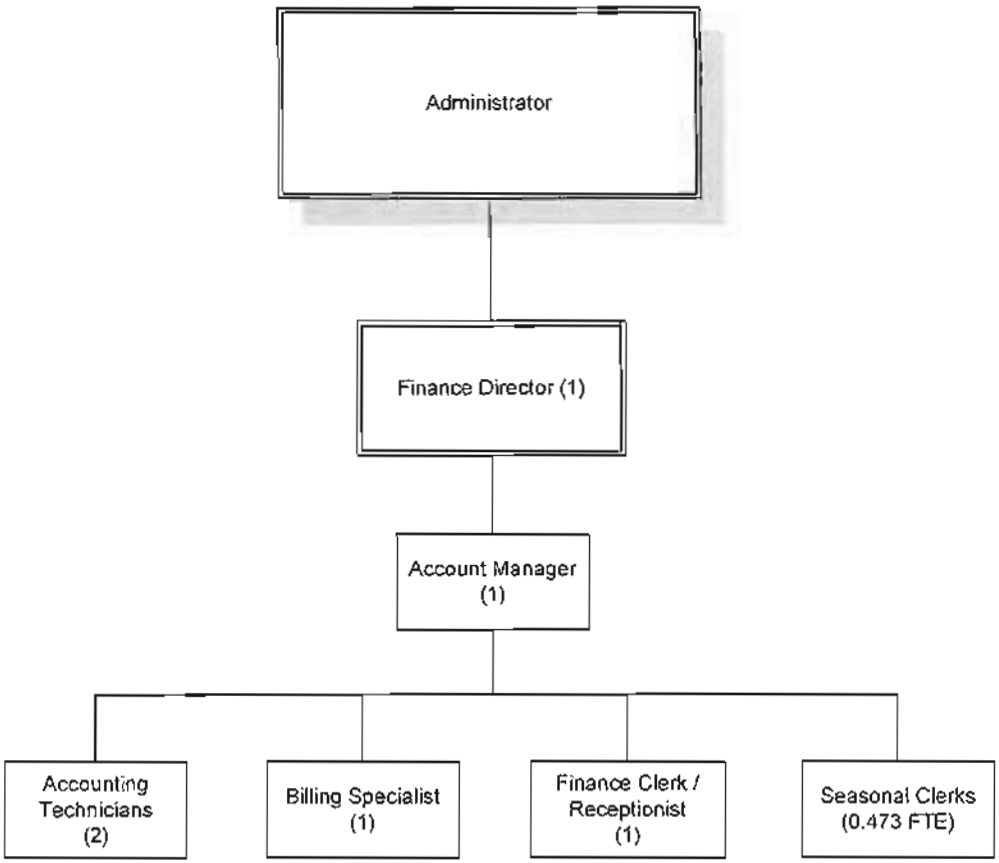
Clerk


Town Board
Clerk
(1)
Deputy Clerk
(0.511)
Pollworkers
(Per Diem)
Temporary
Clerical
(0.231)

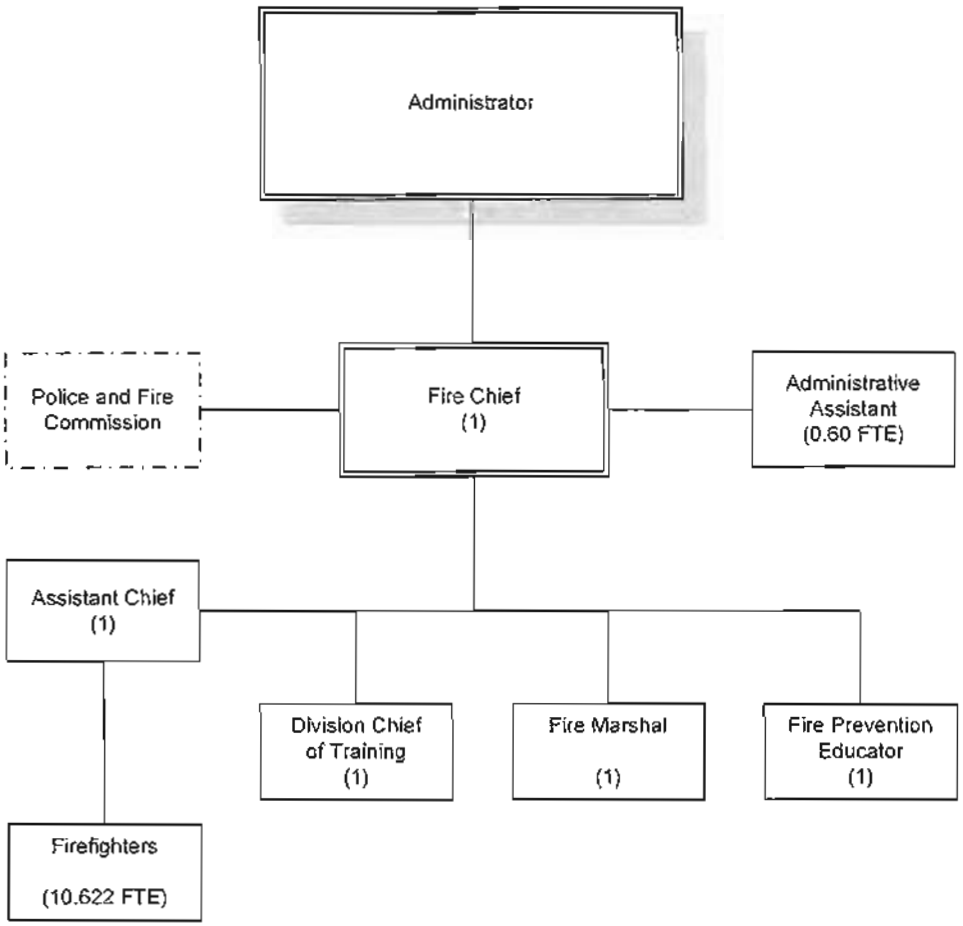
Community Development



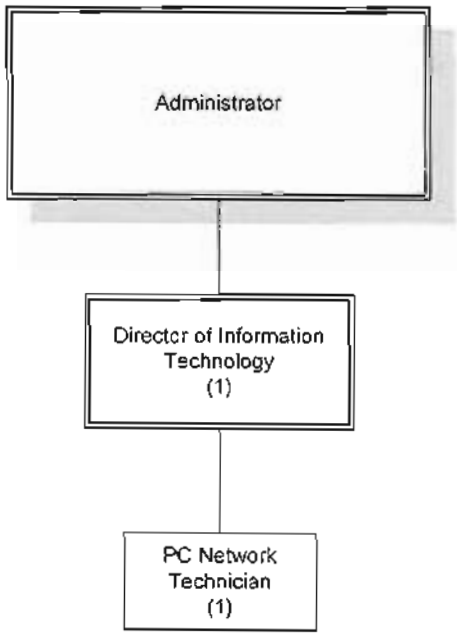
Finance


Administrator
Finance Director (1)
Account Manager (1)
Accounting Technicians (2)
Billing Specialist (1)
Finance Clerk / Receptionist (1)
Seasonal Clerks (0.473 FTE)

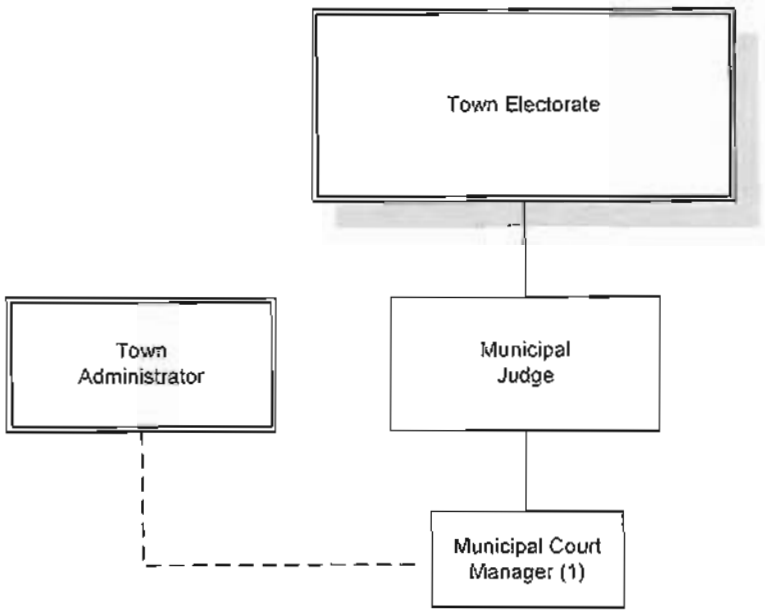
Fire Department



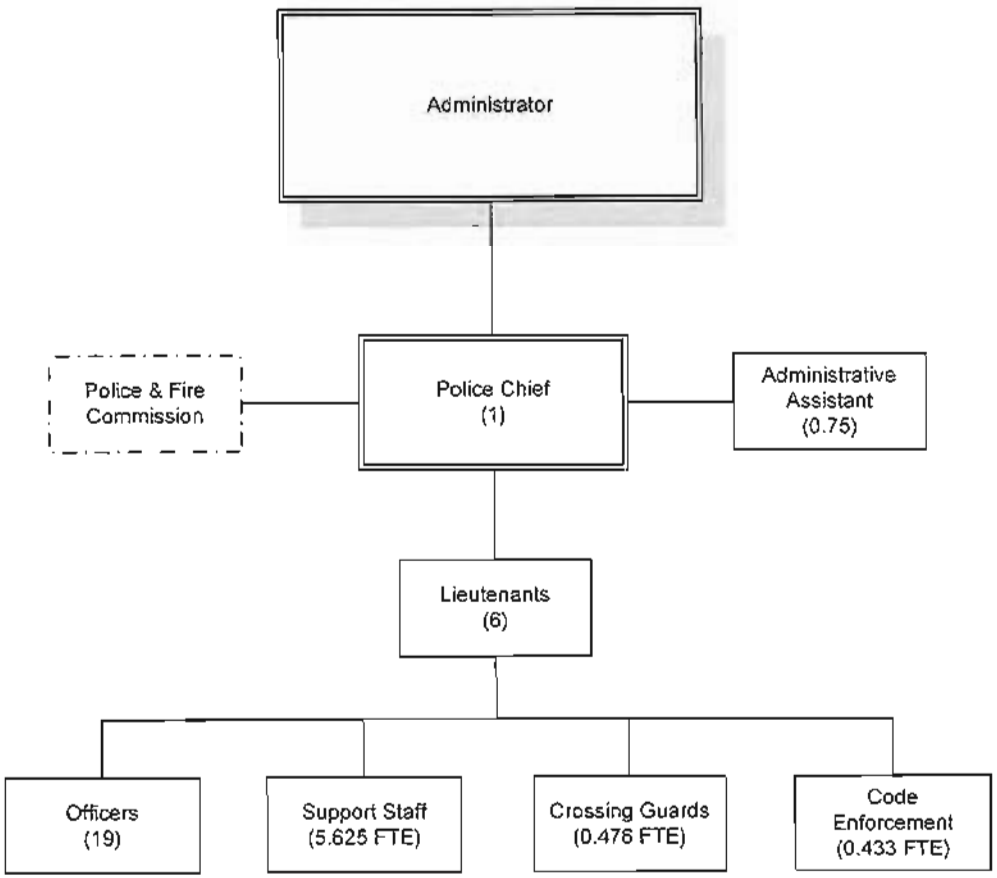
Information Technology



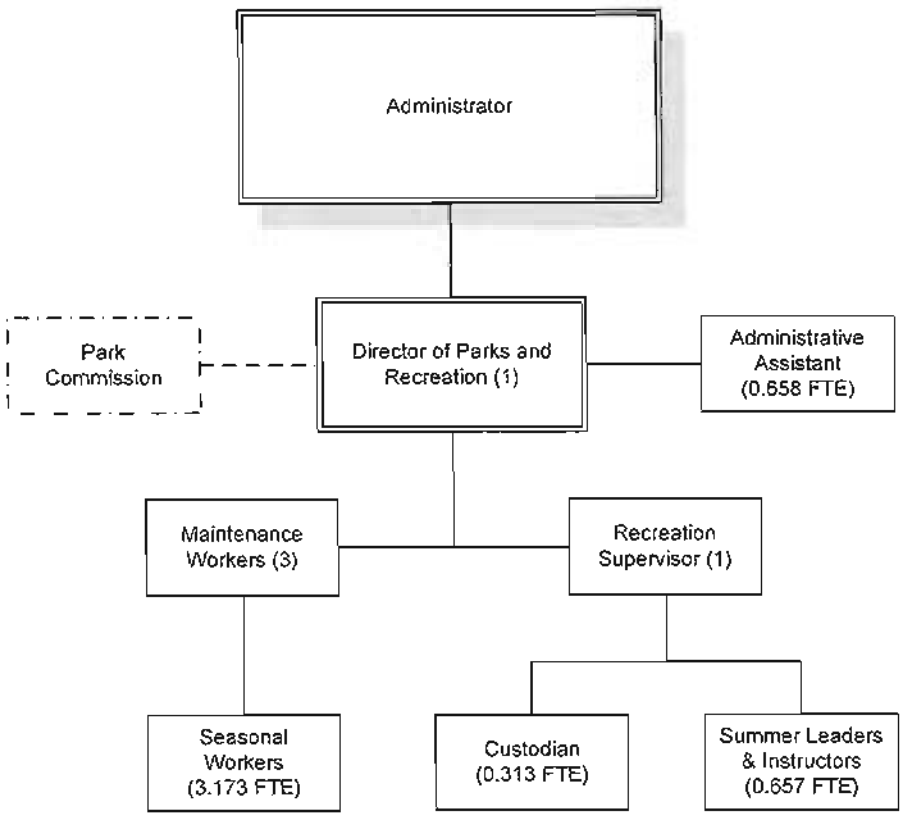
Judicial


Town Electorate
Town Administrator
Municipal Judge
Municipal Court Manager (1)

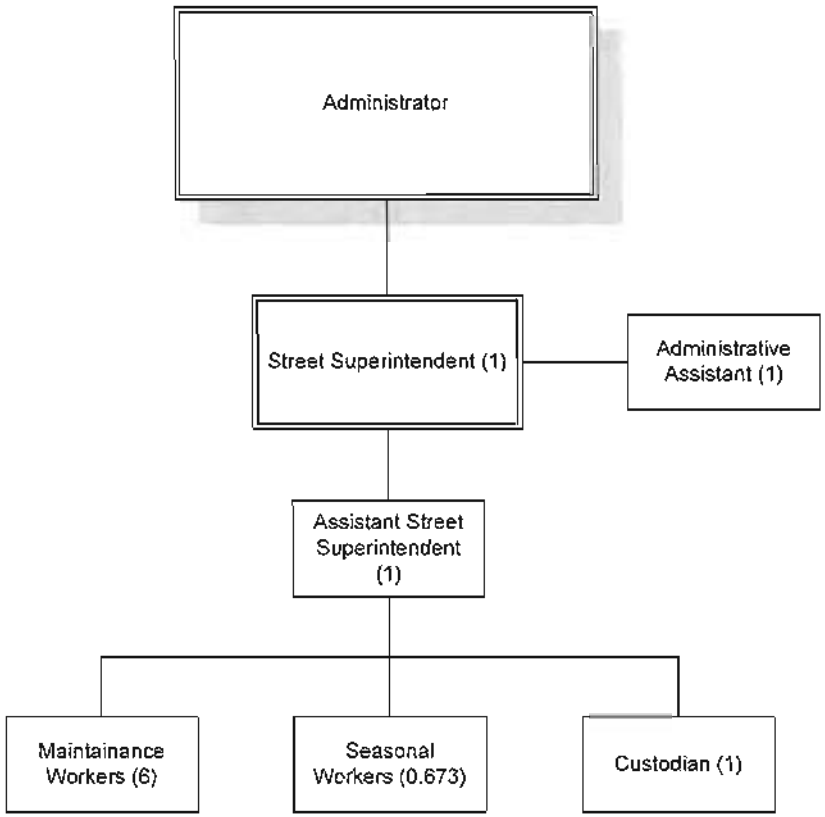
Police


Administrator
Police & Fire Commission
Police Chief (1)
Administrative Assistant (0.75)
Lieutenants (6)
Officers (19)
Support Staff (5.625 FTE)
Crossing Guards (0.476 FTE)
Code Enforcement (0.433 FTE)

Park and Recreation



Street


Administrator
Street Superintendent (1)
Administrative Assistant (1)
Assistant Street Superintendent (1)
Maintainance Workers (6)
Seasonal Workers (0.673)
Custodian (1)

Utility

Administrator
Superintendent (1)
Administrative Assistant (1)
Water Foreman (1)
Wastewater Foreman (1)
Plant Operator (2)
Maintenance Workers (4)
Seasonal Workers (0.288)
Maintenance Worker Public Works (1)
Maintenance Workers (2)
Seasonal Workers (0.288)

2016 Budget Splits

Position	2015 Percentage				2016 Percentage			
	Town	Storm	Water	Sewer	Town	Storm	Water	Sewer
Account Technician I	70%	10%	10%	10%	70%	10%	10%	10%
Account Technician II	70%	10%	10%	10%	70%	10%	10%	10%
Accounts Manager	50%	15%	17.5%	17.5%	50%	15%	17.5%	17.5%
Administrative Assistant-Street	75%	25%	0%	0%	75%	25%	0%	0%
Assistant Street Superintendent	50%	50%	0%	0%	50%	50%	0%	0%
Associate Planner	65%	30%	2.5%	2.5%	65%	30%	2.5%	2.5%
Billing Specialist	0%	33%	33.5%	33.5%	0%	33%	33.5%	33.5%
Building Inspection Assistant	73%	12%	7.5%	7.5%	73%	12%	7.5%	7.5%
Building Inspector	90%	5%	2.5%	2.5%	90%	5%	2.5%	2.5%
Community Development Director	60%	30%	5%	5%	60%	30%	5%	5%
Deputy Clerk/Confidential Administrative Assistant	85%	5%	5%	5%	85%	5%	5%	5%
Director of Information Technology	70%	10%	10%	10%	70%	10%	10%	10%
Finance Clerk	25%	25%	25%	25%	25%	25%	25%	25%
Finance Director	50%	15%	20%	15%	50%	15%	20%	15%
Human Resource Coordinator/Asst. to the Town Administrator	85%	5%	5%	5%	85%	5%	5%	5%
Maintenance Worker-Street	80%	20%	0%	0%	80%	20%	0%	0%
Maintenance Worker-Public Works					0%	0%	25%	75%
PC/Network Technician	70%	10%	10%	10%	70%	10%	10%	10%
Street Superintendent	50%	50%	0%	0%	50%	50%	0%	0%
Town Administrator	55%	15%	15%	15%	55%	15%	15%	15%
Town Clerk	70%	10%	10%	10%	70%	10%	10%	10%
Utility Superintendent			80%	20%			80%	20%

Position	2015 Percentage				2016 Percentage			
	CD	STR	PARK	REC	CD	STR	PARK	REC
Administrative Assistant Park & Rec	0%	10%	45%	45%	0%	10%	45%	45%
Director of Parks & Recreation	0%	0%	70%	30%	0%	0%	70%	30%
Administrative Assistant-Street	0%	50%	12.5%	12.5%	0%	50%	12.5%	12.5%