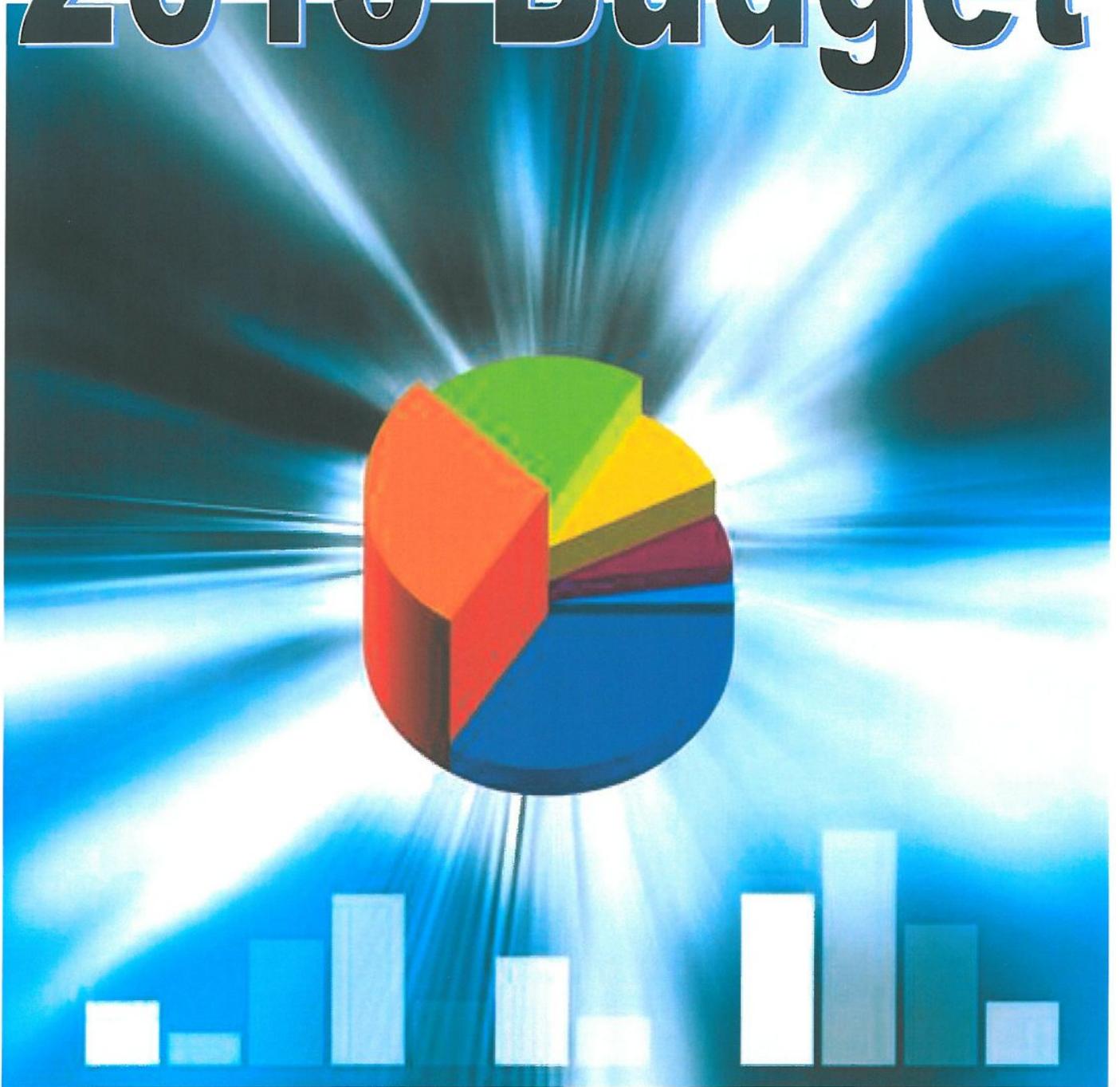


Town of Grand Chute
2013 Budget





TO: Town Board of Supervisors
FROM: James V. March, Town Administrator
DATE: September 28, 2012
RE: 2013 Proposed Budget

Transmitted for your consideration is the first draft of the Town of Grand Chute's proposed 2013 budget. The budget includes the General Fund, Capital Improvements, and other special funds of the Town. Separate budgets are also presented for Sanitary Districts 1 and 2, East Side Utility, and Sanitary District # 3. Treasurer Wallace and I have worked with each of the Department Heads in reviewing their submittals and fine tuning their sections prior to the insertion in the overall draft budget.

General Fund Expenditures

The increases in the 2013 budget are very minor, reflecting my direction to departments that they maintain or decrease if possible their existing staffing levels and only identify minimal increases in other operating expenses except for fuel and utilities. Capital equipment purchases were reviewed on an individual basis and were extremely limited in order to hold the line on expenses during this continued economic downturn. There are no new staffing requests.

Establishing Expectations and Prioritizing Expenditures

We have very limited opportunities to allocate additional resources in order to maintain service levels in a growing community such as Grand Chute, particularly under State imposed levy limits. With limited funding options, staff has discussed what information may be provided to the Board so that they may understand what level of service can be expected within our resources, be it staffing or otherwise.

General Fund Revenues

The levy limit for Wisconsin municipalities in 2011 was 3%. As each of you is aware, for 2013 the levy limit is 0% + net new construction. I am pleased to report the general levy in the draft 2013 budget does not exceed the imposed levy limit and is the exact dollar amount levied last year. I asked each Department Head to spend extra time and attention on reviewing charges for service and to maximize other revenue sources other than the general tax levy for supporting the operations of individual departments where possible.



Assumptions Used in Creating the 2013 Budget

- No new full-time or part-time positions would be approved in the budget.
- \$200,000 from the Equipment Replacement Fund would be allocated for 2013.
- No Town owned property would be sold in the next year, although we currently have some property posted for sale.
- Health insurance premiums would be a 88%-12% employer/employee split for non-represented employees effective January 1, 2013. Rates are for the P04 deductible plan with the State Group Insurance Program.
- Interest Income would decrease by \$50,000.
- The Safer Grant would be fully eliminated with a decrease of \$38,000.
- The overall pay plan for all non-represented employee categories is frozen.
- Patrol vehicles will be replaced according to our vehicle replacement plan for the Police Department.
- Utility funds would be budgeted under previously approved rate structures.
- The CIP would be adopted, we would not borrow money next year and the 2013 projects would be authorized.
- Wholesale cost for fuel would be \$3.75/gallon for gas and diesel.
- Election expenses will decrease by approximately \$63,000 next year.
- Construction activity would be similar to or slightly ahead of this year.
- WRS – Non-represented DPW employees will pay the full employee share of WRS contributions beginning on January 1, 2013. Other non-represented employees are already paying the full employee share. Collective bargaining with police and fire is on-going.
- A new Town Handbook would be adopted.

- A \$50,000 Police Enforcement grant would be accepted.
- The 5% General Admin Fees for street projects would be credited to the General Fund.
- Sanitary District Rent from the space that is occupied at Town Hall would be allocated to the General Fund now that the Town Hall bonds have been retired.

Fund Balance – General Fund

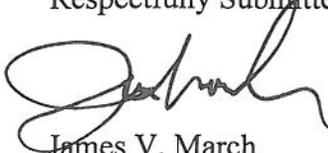
The 2012 ending fund balance is projected to exceed \$4.4 million. In 1999, the Town Board adopted a resolution establishing a policy that the General Fund Reserve must be at least 15% of operating revenues. Based on that definition, the proposed budget projects a General Fund Reserve of 28% for year-end 2012. This will aid us in maintaining our excellent bond rating.

Closing Remarks

My budget message is intended to serve as a point from which the Board may begin its budget deliberations. As always, staff will be available to expand upon any issue that the Board may wish to address during our discussions. I will have each Department Head make a brief presentation on what they have included in their proposed departmental budget at our special budget meeting.

I want to thank the departments for their cooperation in presenting a fiscally responsible budget to the Town Board. Their efforts will assist the Board in making informed decisions during this budget process. Special thanks are extended to the Department Heads in their work to submit conservative departmental budgets. In addition, special thanks are extended to Treasurer Wallace's efforts in preparing and assembling this budget document.

Respectfully Submitted,



James V. March
Town Administrator

**TOWN OF GRAND CHUTE
2013 BUDGET
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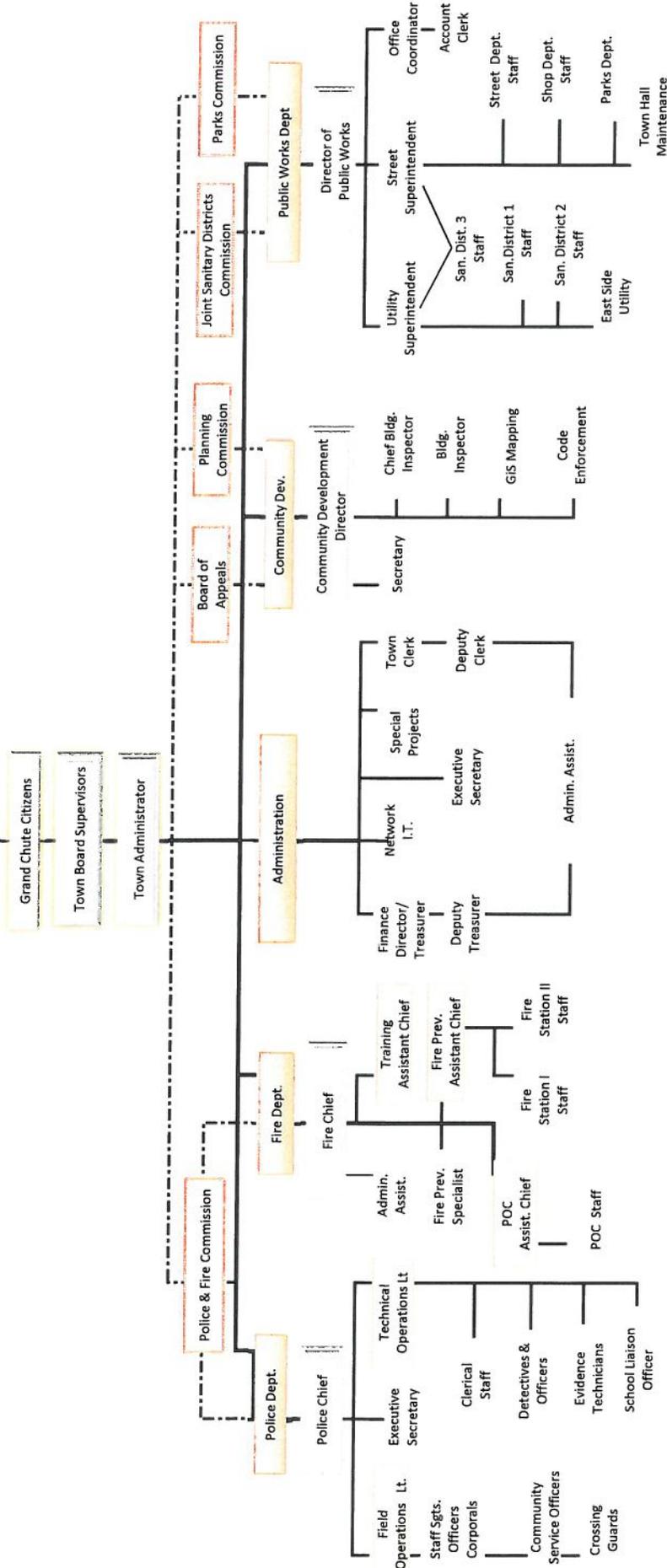
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Town of Grand Chute
Organizational Chart
2012-2013



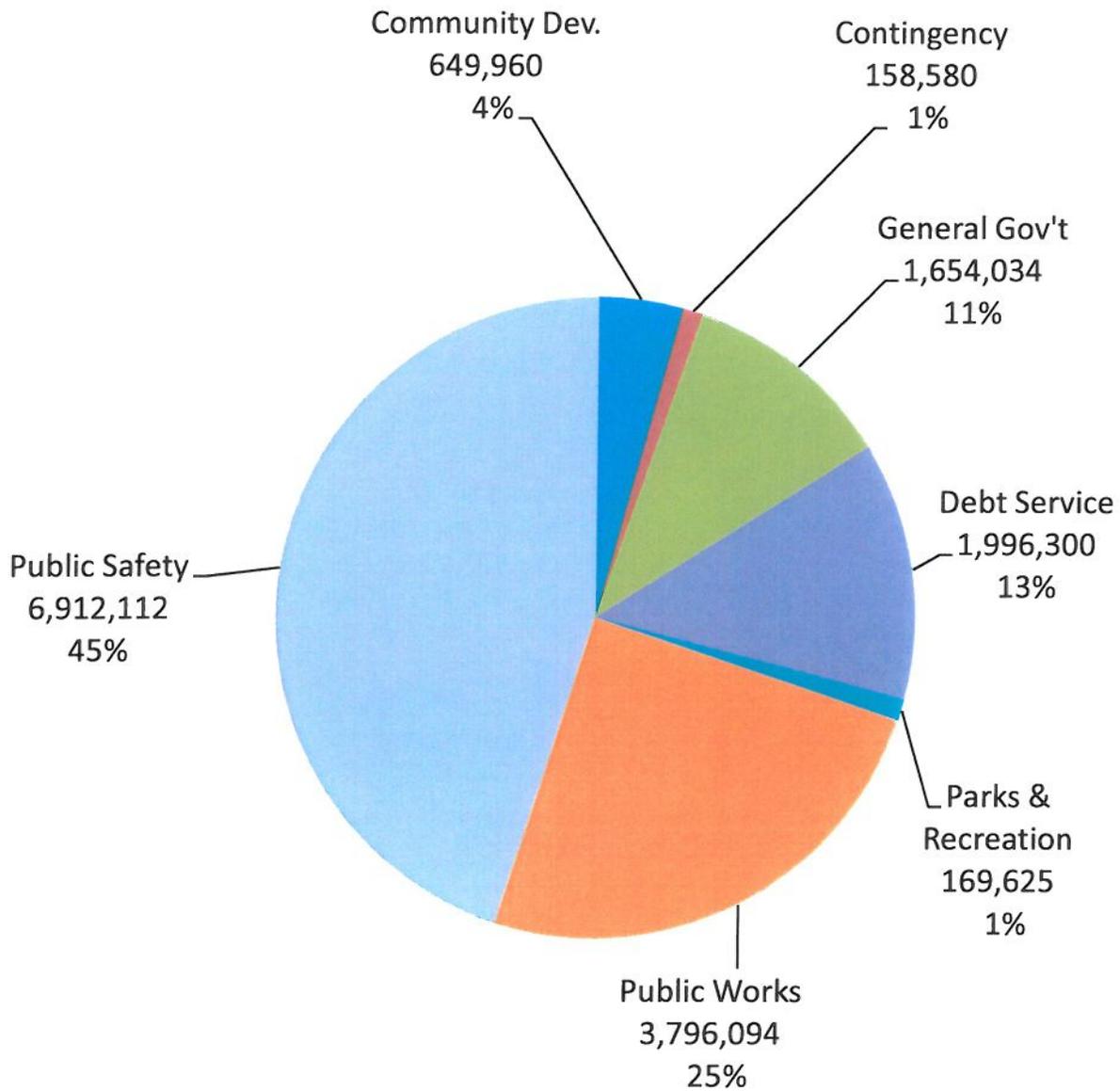
**TOWN OF GRAND CHUTE
SUMMARY OF ESTIMATED AND PROPOSED EXPENDITURES
GENERAL FUNDED DEPARTMENTS
FISCAL YEAR 2013**

DEPARTMENT	BUDGET 2012	YEAR END ESTIMATE 2012	PROPOSED BUDGET 2013	UNDER (OVER) BUDGET 2012	(INCREASE) DECREASE BUDGET 2012 TO 2013
General Government					
511000 Town Board	104,600	94,600	107,320	10,000	(2,720)
512000 Municipal Court	161,753	169,054	176,650	(7,301)	(14,897)
513000 Legal	60,000	60,000	60,000	-	-
514000 General Administration	548,400	538,662	563,030	9,738	(14,630)
514200 Town Clerk	143,577	142,537	148,620	1,040	(5,043)
514400 Elections	100,000	89,700	36,860	10,300	63,140
515200 Treasurer	10,710	8,955	10,170	1,755	540
515100 Independent Auditing	11,000	10,000	11,000	1,000	-
516001 Municipal Complex	262,500	262,000	266,720	500	(4,220)
519100 Illegal Taxes & Refunds	5,000	62,650	5,000	(57,650)	-
519300 Property & Liability Insurance	257,075	228,562	268,664	28,513	(11,589)
Subtotal - General Government	1,664,615	1,666,720	1,654,034	(2,105)	10,581
Public Safety					
521000 Police - Patrol	2,833,978	2,739,111	2,925,493	94,867	(91,515)
521100 Police - Administration	489,949	483,494	461,010	6,455	28,939
521200 Police - Investigations	630,414	603,391	626,189	27,023	4,225
541000 Animal Control	4,200	5,500	5,500	(1,300)	(1,300)
522000 Fire Department	2,684,600	2,628,160	2,893,920	56,440	(209,320)
Subtotal - Public Safety	6,643,141	6,459,656	6,912,112	183,485	(268,971)
Public Works					
533000 Highways	1,071,800	1,058,745	1,161,635	13,055	(89,835)
533001 Winter Maintenance	262,800	212,600	205,053	50,200	57,747
533002 Highway Shop	322,750	309,800	319,860	12,950	2,890
534200 Street Lights	276,500	276,000	286,600	500	(10,100)
535200 Bus Service	606,134	606,134	606,134	-	-
536200 Refuse & Landfill	741,900	706,600	730,900	35,300	11,000
536350 Recycling Charges	472,500	415,700	479,450	56,800	(6,950)
536400 Weed & Nuisance Control	6,400	4,700	4,876	1,700	1,524
549100 Cemetery	1,500	1,300	1,586	200	(86)
Subtotal - Public Works	3,762,284	3,591,579	3,796,094	170,705	(33,810)
Parks & Recreation					
552000 Parks Maintenance	151,080	149,513	146,925	1,567	4,155
553000 Recreation	12,825	12,030	14,150	795	(1,325)
554000 Trails Maintenance	4,900	4,800	8,550	100	(3,650)
Subtotal - Parks & Recreation	168,805	166,343	169,625	2,462	(820)

**TOWN OF GRAND CHUTE
SUMMARY OF ESTIMATED AND PROPOSED EXPENDITURES
GENERAL FUNDED DEPARTMENTS
FISCAL YEAR 2013**

DEPARTMENT	BUDGET 2012	YEAR END ESTIMATE 2012	PROPOSED BUDGET 2013	UNDER (OVER) BUDGET 2012	(INCREASE) DECREASE BUDGET 2012 TO 2013
Community Development					
515301 Assessment of Property	118,100	115,500	118,290	2,600	(190)
524000 Building Inspection & Code Enforcement	306,100	304,400	307,140	1,700	(1,040)
564000 Planning & Zoning	224,100	221,850	224,530	2,250	(430)
Subtotal - Community Development	648,300	641,750	649,960	6,550	(1,660)
Other Financing Uses					
592000 Contingency	169,640	-	158,580	169,640	11,060
Total - General Fund Operating	13,056,785	12,526,048	13,340,405	530,737	(283,620)
Capital Projects Fund					
571400 GF Contribution to Capital Projects	-	-	-	-	-
GF Contribution to Equip. Replacement	276,000	-	-	-	-
Debt Service Fund					
581000 Debt Service	2,160,300	2,160,300	1,996,300	-	164,000
Total - Gen'l Fund Operating, Capital & Debt	15,493,085	14,686,348	15,336,705	530,737	(119,620)

**Town of Grand Chute - General Fund
2013 Proposed Expenditures
Total: \$15,336,705**



**ACCOUNT:
GENERAL FUND REVENUES**

**FUND:
GENERAL FUND (10)**

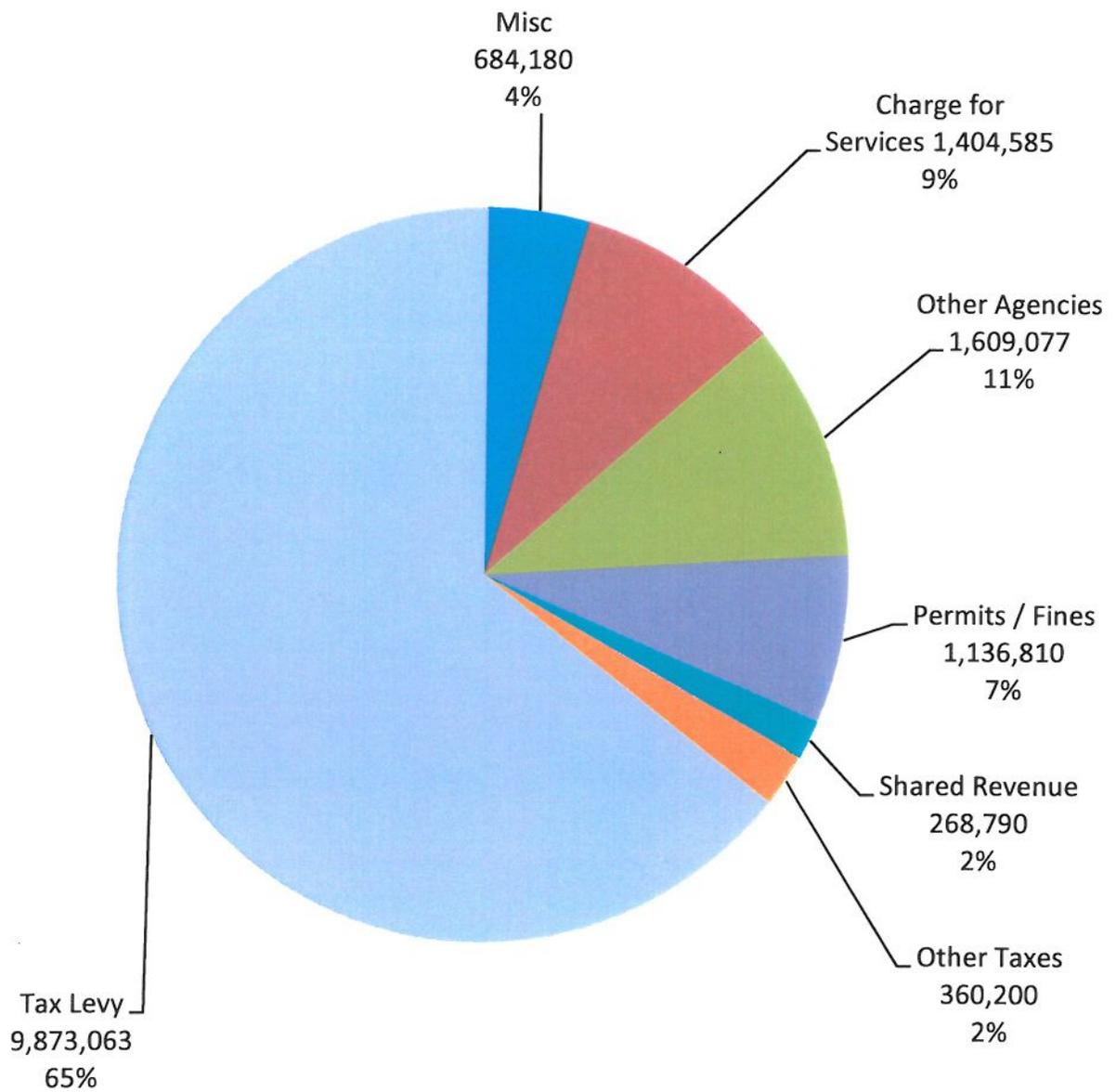
	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
411100 General Operations Tax Levy	7,017,003	7,409,307	7,712,763	7,712,763	7,876,763
411101 Debt Service Tax Levy	2,600,000	2,400,000	2,160,300	2,160,300	1,996,300
Subtotal - Property Tax Levy	9,617,003	9,809,307	9,873,063	9,873,063	9,873,063
Other Taxes					
411101 Rescinded Taxes	4,853	7,841	-	53,923	-
411102 Hold Harmless-Computer Exemption	64,018	64,692	64,000	64,112	64,000
411103 Use Value Penalty	1,006	1,180	1,000	4,609	1,000
411500 Woodland/Managed Forest	576	42	600	42	100
412100 Hotel/Motel Tax	257,906	291,324	272,250	286,595	289,500
413200 Lieu of Taxes	4,786	5,286	5,000	4,611	4,600
419100 Omitted Taxes	-	2,945	-	-	-
418001 Interest on Delinq P.P. Taxes	2,158	1,822	1,800	1,100	1,000
Subtotal - Taxes	335,303	375,132	344,650	414,992	360,200
Special Assessments					
420000 Special Assessments Street Lighting	105,433	107,536	113,000	119,720	120,700
Subtotal - Special Assessments	105,433	107,536	113,000	119,720	120,700
Intergovernmental Revenues					
432110 Federal Grant-Police	-	10,631	-	3,546	3,500
433000 Federal Grant-Fire (Safer Grant)	164,430	91,240	37,995	37,995	-
433001 Federal Grant-Gen Gov't	-	-	3,127	-	-
434100 Shared Revenue from State	347,202	349,547	269,435	270,149	268,790
434200 Fire Insurance from State	72,183	76,140	73,500	81,045	76,450
435210 State Aid - Police	4,604	5,220	4,650	17,600	52,500
435211 Homeland Security Grant	-	-	-	-	-
462901 School Liason Reimbursement	16,736	17,405	18,101	18,101	18,825
435310 State Transportation Aids	921,229	939,019	845,117	845,117	760,605
435290 State Grant - General Gov't	80,979	-	-	-	-
435290 State Grant - Hwy	-	10,800	-	-	-
436900 Arbor Day Grant	-	-	-	4,639	-
436901 State Aid-Fire Dept	-	-	-	-	-
437900 Recycling-Cty Reimbursement	208,101	227,146	239,200	234,400	240,600
437901 Mass Transit	442,490	469,258	456,597	456,597	456,597
Subtotal - Intergovernmental Revenues	2,257,954	2,196,405	1,947,722	1,969,189	1,877,867
Licenses & Permits					
441000 Business or Occupation License	34,351	42,037	33,000	35,000	37,000
441002 Business License-Franchise Fees	316,265	280,068	250,000	275,000	275,000
441001 Business License-Liquor	47,760	66,251	40,000	41,000	31,000
442000 Non-business License	5,335	7,073	3,000	5,680	5,000
442002 Burning Permits	875	350	425	452	425
442010 Occupancy Inspections	-	-	-	-	4,500
442015 Fire Protection Systems Fee	-	-	-	-	2,625
442020 Tank Installation Standby Fee	-	-	-	-	160
442025 Tent Inspection Permit	-	-	-	-	1,200
442030 Firework Permits	-	-	-	-	200
443000 Building Permits	197,338	198,789	220,000	225,000	230,000
443000 Building Permits - Lot Access	-	6,040	3,400	4,000	4,000
443001 Utility/Open Cut Permits	7,319	13,349	9,000	26,000	18,000
444000 Zoning Fees	24,810	39,450	35,000	40,000	40,000
444001 Erosion Control Plan Review Fee	4,476	3,729	5,000	6,000	6,000
444002 Drainage Inspection Fee	28,343	23,900	25,000	28,000	28,000
444003 Wetland Delineations	2,354	3,074	10,000	10,000	10,000
444004 Building Plan Review Fee	36,883	54,435	45,000	45,000	45,000
444005 Erosion Control Inspection Fee	11,773	8,624	10,000	11,000	12,000
444006 Drainage Plan Review Fee	600	-	1,000	1,200	1,200
Subtotal - Licenses & Permits	718,481	747,168	689,825	753,332	751,310

**ACCOUNT:
GENERAL FUND REVENUES**

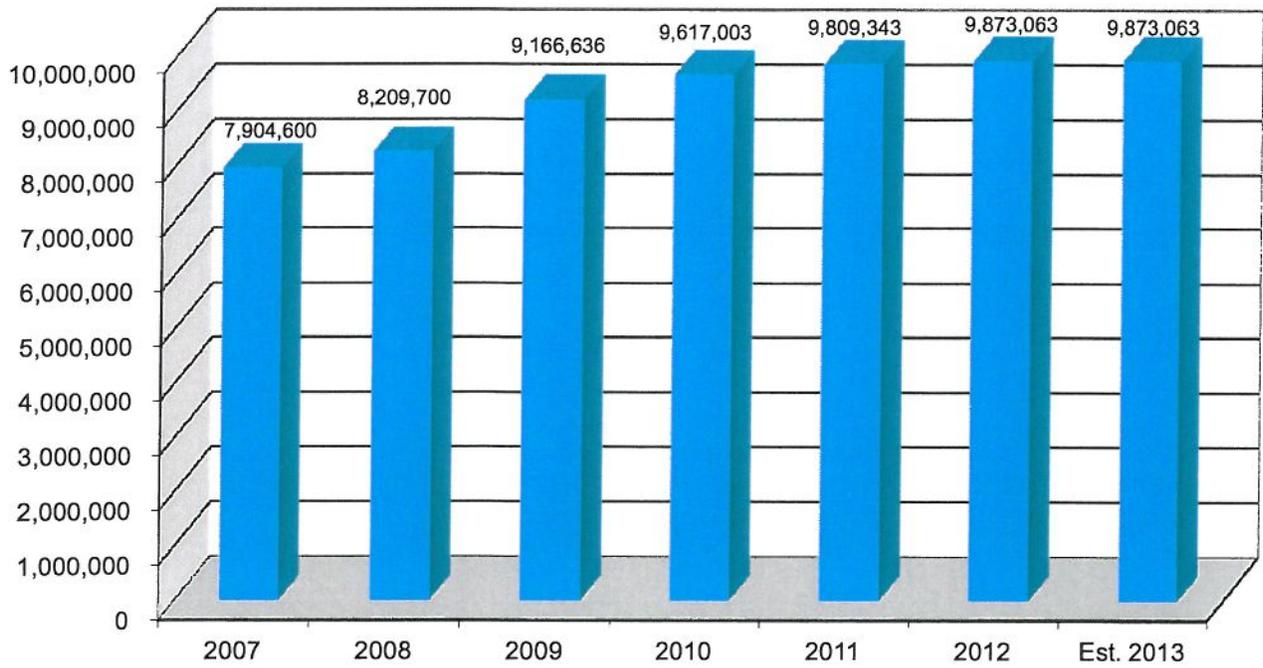
**FUND:
GENERAL FUND (10)**

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
Fines, Forfeitures & Penalties					
451000 Court Penalties & Costs	277,965	343,046	385,000	385,000	385,000
452210 Judgement & Damages	3,188	1,081	500	100	500
Subtotal - Fines, Forfeitures & Penalties	281,153	344,128	385,500	385,100	385,500
Public Charges for Services					
461000 General Government	10,928	11,018	10,000	14,800	10,000
462100 Police Department Fees	15,364	4,300	4,500	7,400	6,000
462101 Police Department Fees/Fingerprinting	-	14,478	7,000	8,500	7,000
462102 Contract Police Services	-	3,088	11,000	10,225	11,000
451100 False Alarms	375	19,050	30,000	29,000	30,000
462200 Fire Department Fees	17,967	26,953	17,527	25,645	22,500
463100 Highway Material/Maintenance	9,337	9,753	8,000	8,000	8,000
463101 Roadway Dev Fee	-	-	-	-	-
464200 Refuse/Yard Waste Fee	-	(332)	-	-	-
464201 Sp Charge-Refuse Collection	647,333	638,892	742,000	746,970	731,185
464201 Sp Charge-Recycle Collection	101,300	170,000	186,800	185,850	188,900
464400 Weed Control	4,534	2,492	4,500	2,500	3,000
465400 Cemetery	119	93	100	53	100
467200 Parks Rental	10,666	8,891	11,200	10,200	11,200
467201 Recreation Fees	1,821	2,690	2,650	4,203	2,700
449001 Property Record Mgmt Fee	17,779	16,500	23,500	22,000	22,000
Subtotal - Public Charges for Services	837,524	927,866	1,058,777	1,075,346	1,053,585
Miscellaneous Revenue					
472900 Fire Insp Tanks (state)	4,552	4,896	4,480	4,160	4,480
481100 Interest Earnings	211,006	113,364	250,000	180,000	200,000
481110 General Admin Fees	30,959	5,020	4,000	3,000	4,000
481300 Interest on Special Assessments	-	735	-	-	-
482000 Rent-Town Hall	5,539	4,426	5,000	1,050	1,000
482001 Rent-Fire Station	9,708	9,708	-	809	-
482002 Rent-San Districts	-	-	-	-	134,200
483000 Sale of Town Property	1,980	-	-	-	-
483010 Sale of Police Equipment	7,913	15,771	5,000	27,000	29,500
483020 Sale of Fire Equipment	-	11,687	-	-	-
483030 Sale of Highway Equipment	8,514	6,418	-	7,000	15,000
484200 Insurance Recoveries - Police	21,326	24,620	5,000	100	5,000
484300 Insurance Recoveries - Hwy	19,230	-	-	-	-
484300 Insurance Recoveries - Parks	2,700	-	-	-	-
484600 Insurance Recoveries - Fire	-	5,564	-	-	-
485000 Donations-Recreation	1,461	1,155	1,400	600	1,500
485001 Donations-Park	-	1,000	-	-	-
485001 Donations-Crime Prevention	873	1,719	1,000	1,000	1,000
485002 Donations-Fire Dept	1,000	2,000	2,750	3,650	500
485002 Donations-Arbor Day	175	-	-	-	-
489000 Misc Revenues	34,262	13,069	6,000	3,200	3,000
484400 Insurance Dividends	51,306	-	38,718	60,000	60,000
Subtotal - Miscellaneous Revenue	412,504	221,152	323,348	291,569	459,180
Other Financing Sources					
474000 Allocated Hwy Labor & Maint	191,987	205,063	205,200	199,520	230,300
492000 Transfer from Special Assessment	-	-	-	34,500	25,000
492000 Transfer from San Dist #3	22,866	15,338	-	15,000	-
Fund Balance Applied to Budget	-	-	-	-	-
Fund Balance Equip Relacement	100,000	-	276,000	100,000	200,000
Subtotal - Other Financing Sources	314,853	220,401	481,200	349,020	455,300
Total Revenues w/o Property Tax	5,263,205	5,139,788	5,344,022	5,358,269	5,463,642
TOTAL REVENUES	14,880,208	14,949,096	15,217,085	15,231,332	15,336,705

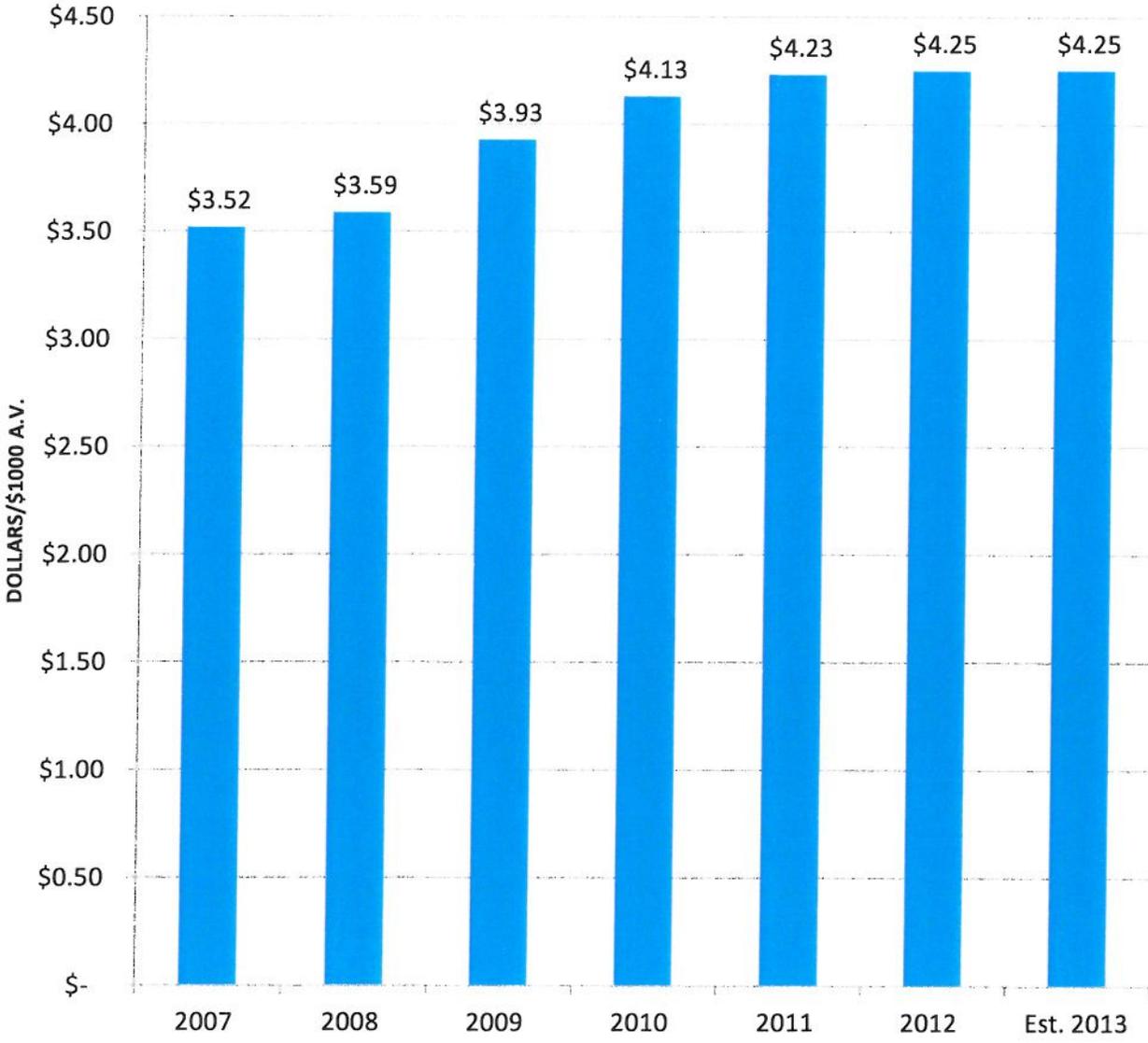
Town of Grand Chute - General Fund 2013 Proposed Revenues \$15,336,705



**Town of Grand Chute - General Fund
Tax Levy
2007-2013**



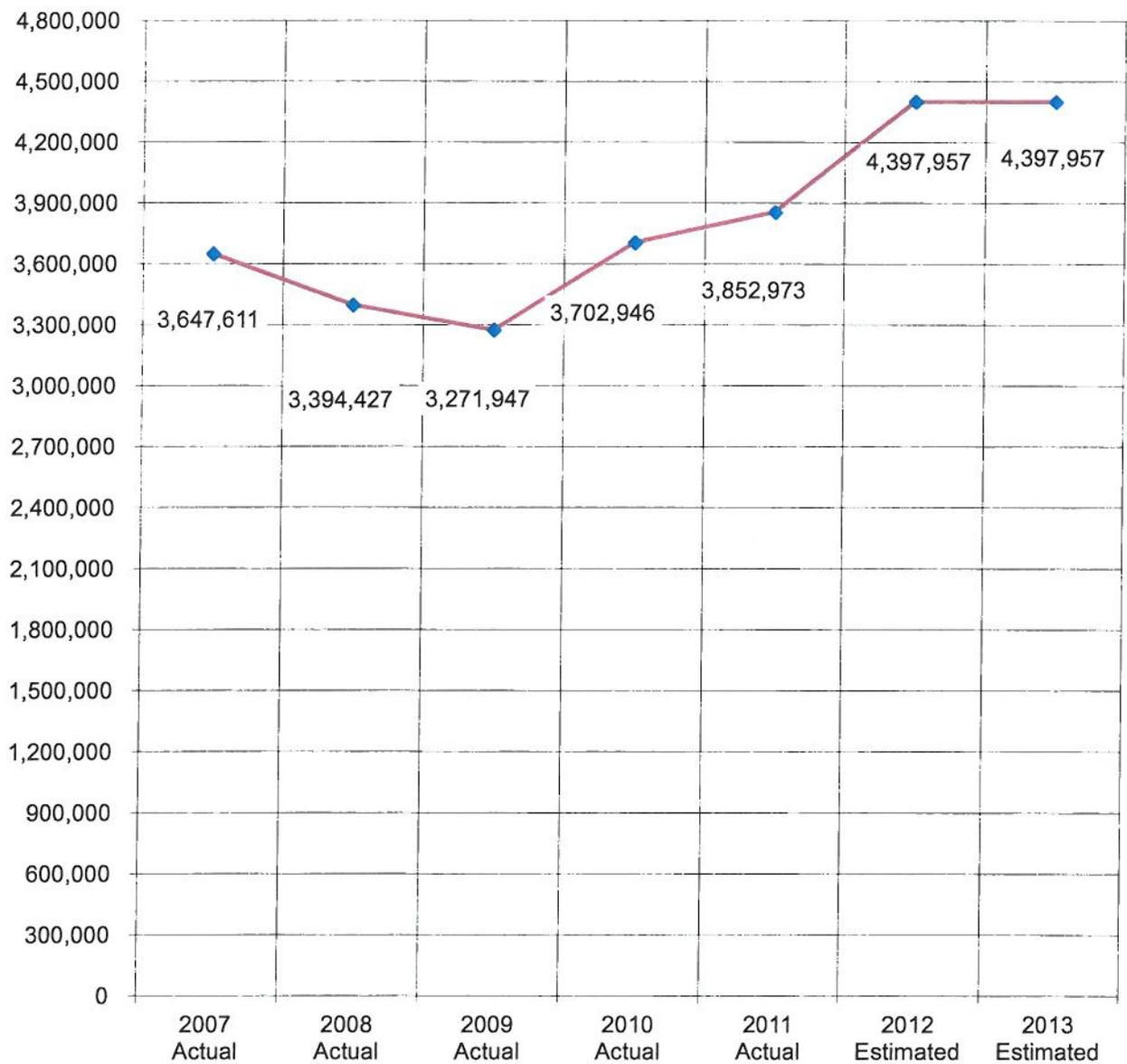
**Town of Grand Chute - General Fund
Rate per \$1000 A.V.
2007-2013**



**TOWN OF GRAND CHUTE
FUND BALANCE PROJECTION
GENERAL FUND
FISCAL YEAR 2013**

BEGINNING FUND BALANCE PER AUDIT, JAN 1, 2012	3,852,973
PLUS: ESTIMATED REVENUES - FY 2012	5,358,269
ESTIMATED TAX LEVY - FY 2012	9,873,063
TOTAL REVENUES - FY 2012	15,231,332
LESS: ESTIMATED EXPENDITURES - FY 2012	14,686,348
OPERATING SURPLUS (DEFICIT) - 2012	544,984
ESTIMATED BEGINNING FUND BALANCE, JAN 1, 2013	4,397,957
PLUS: ESTIMATED REVENUES - FY 2013	5,463,642
ESTIMATED TAX LEVY - FY 2013	9,873,063
TOTAL ESTIMATED REVENUES - FY 2013	15,336,705
LESS: ESTIMATED EXPENDITURES - FY 2013	15,336,705
OPERATING SURPLUS (DEFICIT) - 2013	0
ESTIMATED ENDING BALANCE, DEC 31, 2013	4,397,957

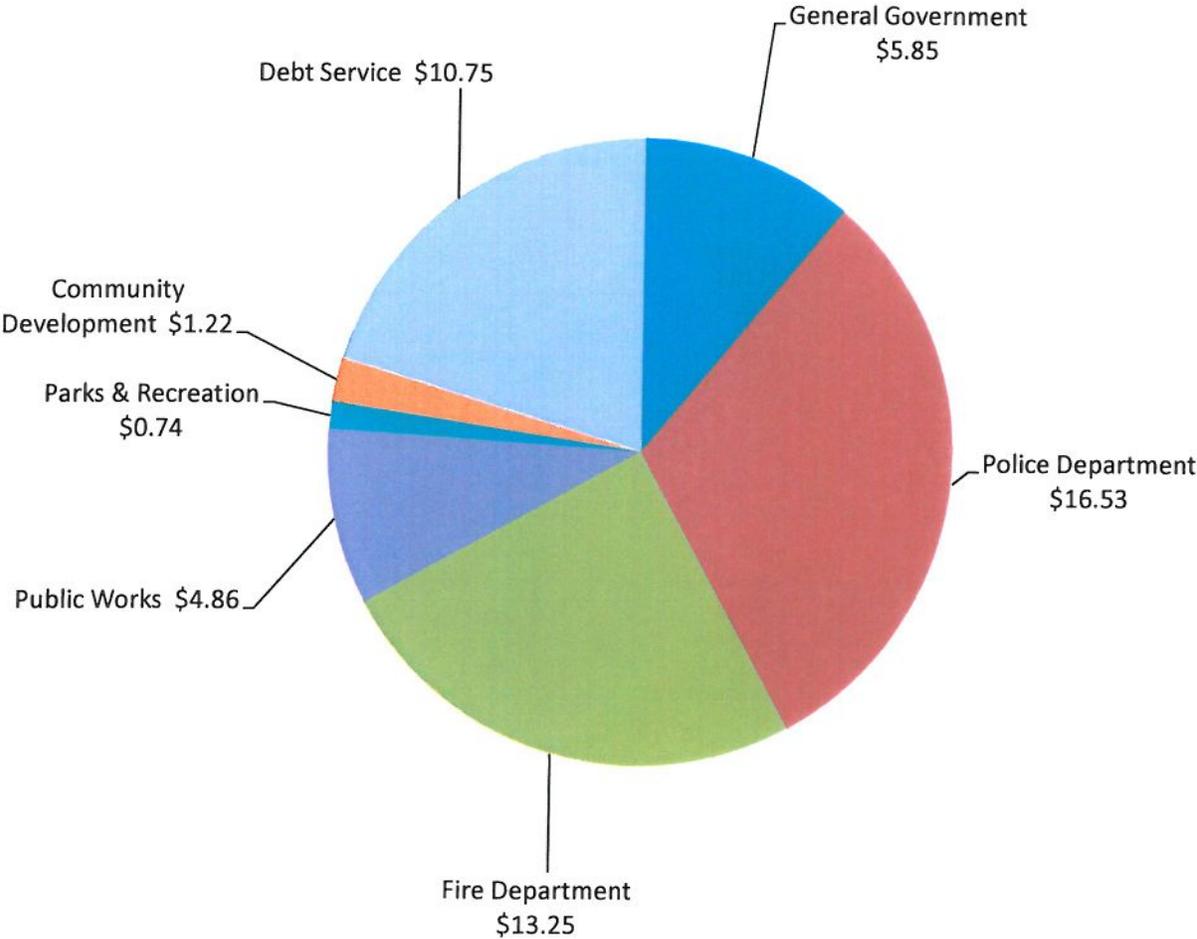
**Town of Grand Chute - General Fund
Fund Balance
As of December 31
2007-2013**



Town of Grand Chute Rate Per \$1000 A.V. 2004 - 2013



**Monthly Cost For
Town Services - \$53.20
Based on a \$150,000 Home
And 2012 Town Tax of \$638.24**



DEPARTMENT/ACCOUNT:
GENERAL GOVERNMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
TOWN BOARD (511000)					
PERSONNEL	68,096	68,979	68,600	68,600	68,580
OPERATIONS & MAINTENANCE	32,319	12,486	36,000	26,000	38,740
TOTAL ACCOUNT	100,414	81,465	104,600	94,600	107,320
MUNICIPAL COURT (512000)					
PERSONNEL	83,807	92,786	84,400	86,200	85,550
OPERATIONS & MAINTENANCE	63,955	67,808	67,600	73,100	91,100
CAPITAL OUTLAY	-	9,073	9,753	9,754	-
TOTAL ACCOUNT	147,762	169,667	161,753	169,054	176,650
GENERAL ADMIN (514000 & 514100)					
PERSONNEL	278,066	325,381	352,200	351,862	410,830
OPERATIONS & MAINTENANCE	169,992	193,610	143,800	134,400	89,100
CAPITAL OUTLAY	449	89,732	52,400	52,400	63,100
TOTAL ACCOUNT	448,506	608,723	548,400	538,662	563,030
CLERK (514200)					
PERSONNEL	109,549	121,109	119,700	119,700	120,620
OPERATIONS & MAINTENANCE	9,196	13,707	23,877	22,837	28,000
TOTAL ACCOUNT	118,745	134,816	143,577	142,537	148,620
ELECTION (514400)					
PERSONNEL	39,441	15,732	84,000	74,000	24,560
OPERATIONS & MAINTENANCE	5,139	7,516	16,000	15,700	9,300
CAPITAL OUTLAY	-	2,250	-	-	3,000
TOTAL ACCOUNT	44,580	25,498	100,000	89,700	36,860
TREASURER (515200)					
PERSONNEL	5,903	5,794	8,100	7,000	7,540
OPERATIONS & MAINTENANCE	1,748	2,043	2,610	1,955	2,630
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	7,650	7,837	10,710	8,955	10,170
MUNICIPAL COMPLEX (516100)					
PERSONNEL	30,269	22,751	18,000	19,000	24,220
OPERATIONS & MAINTENANCE	206,589	233,726	244,500	243,000	242,500
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	236,858	256,477	262,500	262,000	266,720

DEPARTMENT/ACCOUNT:
GENERAL GOVERNMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OTHER MISCELLANEOUS ACCOUNTS					
513000 Legal	54,525	30,600	60,000	60,000	60,000
515100 Auditing	14,220	10,355	11,000	10,000	11,000
519100 Erroneous Taxes & Refunds	52,951	78,083	5,000	62,650	5,000
519300 Property, Liability Ins.	202,255	252,095	257,075	228,562	268,664
TOTAL - MISC. ACCOUNTS	323,950	371,134	333,075	361,212	344,664
ALL ACCOUNTS - TOTAL					
PERSONNEL	615,131	652,532	735,000	726,362	741,900
OPERATIONS & MAINTENANCE	488,937	530,896	534,387	516,992	501,370
CAPITAL OUTLAY	449	101,055	62,153	62,154	66,100
MISCELLANEOUS ACCOUNTS	323,950	371,134	333,075	361,212	344,664
TOTAL - GEN'L GOV'T ACCOUNTS	1,428,467	1,655,618	1,664,615	1,666,720	1,654,034
REVENUES					
411101 Recinded or Refunded Taxes	4,853	7,841	-	53,923	-
411500 Woodland/Managed Forest	576	42	600	42	100
418001 Interest on Delinq P.P. Taxes	2,158	1,822	1,800	1,100	1,000
441000 Business or Occupation License	34,351	42,037	33,000	35,000	37,000
441001 Business - Cable TV	316,265	280,068	250,000	275,000	275,000
441002 Business -Liquor License	47,760	66,251	40,000	41,000	31,000
442000 Non-business License	5,335	7,073	3,000	5,680	5,000
461000 General Government	10,928	11,018	10,000	14,800	10,000
481110 General Admin Fees	30,959	5,020	4,000	3,000	4,000
482000 Rent-Town Hall	5,539	4,426	5,000	1,050	1,000
483000 Sale of Town Property	1,980	-	-	-	-
484300 Insurance Recoveries	19,230	-	-	-	-
485002 Donations-Arbor Day	175	-	-	-	-
489000 Misc Revenue	34,262	13,069	6,000	3,200	3,000
489001 Insurance Dividends	51,306	-	38,718	60,000	60,000
SUBTOTAL REVENUES	565,677	438,666	392,118	493,795	427,100
ALLOCATED REVENUES	153,227	190,492	110,934	57,775	141,704
TOTAL REVENUES	718,904	629,158	503,052	551,570	568,804
ALLOCATED TAX LEVY	715,073	926,169	1,105,004	1,115,149	1,085,230
% TAX LEVY SUPPORT	50.06%	55.94%	66.38%	66.91%	65.61%

DEPARTMENT/ACCOUNT:
TOWN BOARD (511000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	63,629	64,080	63,700	63,700	63,700
130 Fringe Benefits	4,467	4,899	4,900	4,900	4,880
TOTAL PERSONNEL	68,096	68,979	68,600	68,600	68,580
OPERATIONS & MAINTENANCE					
210 Professional Services	-	2,000	10,000	-	-
221 Phone and Communications	664	289	1,000	1,000	2,100
290 Other Contractual Services	-	-	-	-	-
320 Publication/Printing Fees	23,308	4,302	19,000	19,000	12,000
321 Dues	7,374	4,374	4,500	4,500	23,140
330 Conferences and Training	167	576	500	500	500
390 Miscellaneous Expense	806	944	1,000	1,000	1,000
TOTAL OPERATIONS & MAINT	32,319	12,486	36,000	26,000	38,740
DEPARTMENT TOTAL	100,414	81,465	104,600	94,600	107,320

Department/Account: TOWN BOARD (511000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries and Wages Annual Salaries for Town Chairman (20,500) and Town Supervisors (10,812).	63,700
130	Fringe Benefits No benefits provided to Town Board except those mandated by Federal law (FICA).	4,880
320	Publication and Printing Fees Cost to publish January Town newsletter and mandated publications.	12,000
321	Dues and Subscriptions Included in this account are dues to Wisconsin Towns Association (850); membership in the Fox Cities Chamber of Commerce and Industry (1,000); and Ignite Fox Cities (21,288).	23,140

**MUNICIPAL COURT
ACCOUNT #512000**

GOALS

Administer justice.
Maintain courtroom professionalism.
Staying current with requirements through education and seminars
Strive to collect a higher percentage of unpaid fines

2013 OBJECTIVES

- Maintain efficient records and office.
- Research how to become a paperless office
- Continue working on warrants for outstanding fines
- Maintain the quality of the office equipment
- Keep updates and education on TIPSS Program

PERFORMANCE MEASURES

<u>Measure</u>	<u>Actual 2011</u>	<u>Estimated 2012</u>	<u>Proposed 2013</u>
Total Number of Cases	3,660	3,900	4,200

PERSONNEL DETAIL

<u>Title</u>	<u># Full-Time Equivalent (FTEs)</u>		
	<u>Actual 2010</u>	<u>Proposed 2011</u>	<u>2012 Avg. Salary</u>
Municipal Judge	N/A	N/A	\$15,700
Clerk of Courts	.62	.62	26,343
Deputy Clerk of Courts	.60	.60	22,624
Court Officer			1,000

DEPARTMENT/ACCOUNT:
MUNICIPAL COURT (512000)

FUND:
GENERAL FUND (10)

		ACTUAL	ACTUAL	BUDGET	YEAR-END PROPOSED	PROPOSED
		2010	2011	2012	ESTIMATE	BUDGET
					2012	2013
PERSONNEL						
110	Salaries & Wages	65,302	72,190	66,400	65,200	67,270
130	Fringe Benefits	18,505	20,596	18,000	21,000	18,280
TOTAL PERSONNEL		83,807	92,786	84,400	86,200	85,550
OPERATIONS & MAINTENANCE						
210	Professional Services- Legal	53,946	60,132	56,000	62,000	69,500
221	Phone and Communications	967	766	1,100	1,100	1,100
290	Other Contractual Services	539	1,624	1,000	1,400	1,000
310	Office Supplies	2,153	1,379	900	900	900
311	Postage	1,808	1,356	1,600	1,500	1,600
320	Publication/Printing Fees	452	75	1,500	1,000	1,500
321	Dues and Subscriptions	300	140	400	300	400
330	Conferences & Training	1,301	2,254	2,500	2,300	2,500
340	Operating Supplies	33	82	1,200	1,200	1,200
347	Office Equipment	2,455	-	1,200	1,200	1,200
	Warrants	-	-	-	-	10,000
390	Miscellaneous Expense	-	-	200	200	200
TOTAL OPERATIONS & MAINT		63,955	67,808	67,600	73,100	91,100
CAPITAL OUTLAY						
810	Capital Equipment	-	9,073	9,753	9,754	-
DEPARTMENT TOTAL		147,762	169,667	161,753	169,054	176,650

Department/Account: MUNICIPAL COURT (512000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services - Legal This is the costs for prosecution services by the Town's legal counsel.	62,000
210	Professional Services TIPSS software maintenance program	4,500
330	Conferences & Training State statutes mandate that Judges attend at least one conference per year to keep current on new laws. State statute mandates Clerks to attend one conference per year to keep current with new procedures/laws.	2,500

**GENERAL ADMINISTRATION
ACCOUNT # 514000 & 514100**

GOALS

To provide general administrative direction and coordination of all policies adopted by the Town Board; to investigate and report to the Town Board those items requiring action; to assist in long range planning for all departments; and to provide general management assistance to all departments, particularly in the areas of personnel and finance.

2013 OBJECTIVES

- Update Town Board on status of outstanding issues on an ongoing basis.
- Oversee Town's financial, personnel, and operational systems.
- Evaluate areas for cost-savings and departmental efficiencies.
- Continue to seek alternatives to address limited financial resources due to levy limits.

PERFORMANCE MEASURES

Measure

Negotiate with Town's bargaining unions to facilitate new labor contracts

PERSONNEL DETAIL

Title	# Full Time Equivalent (FTEs)		
	Actual 2011	Proposed 2012	2012 Avg. Salary
Town Administrator	1.0	1.0	\$110,183
IT Network Coordinator	0.8	0.8	60,049
Finance Director / Treasurer	1.0	1.0	69,016
Special Projects Coordinator	1.0	1.0	58,076
Exec. Secretary to Town Admin.	1.0	1.0	48,670
Administrative Assistant	1.0	1.0	31,684
Account Clerk II/Deputy Treasurer	1.0	1.0	45,986
Totals	6.8	6.8	

DEPARTMENT/ACCOUNT:
GENERAL ADMIN (514000)
TOWN ADMINISTRATOR (514100)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	198,405	223,179	250,700	250,962	293,440
111 Overtime	-	-	1,100	500	1,130
130 Fringe Benefits	79,661	102,201	100,400	100,400	116,260
TOTAL PERSONNEL	278,066	325,381	352,200	351,862	410,830
OPERATIONS & MAINTENANCE					
210 Professional Services	17,316	77,222	50,000	45,000	5,000
221 Phone and Communications	2,997	3,448	4,100	4,000	4,000
290 Other Contractual Services	112,537	79,267	57,000	57,000	48,600
310 Office Supplies	15,362	14,750	15,000	15,000	15,000
311 Postage	7,933	8,559	7,500	7,500	7,500
320 Publication/Printing Fees	93	-	100	400	400
321 Dues and Subscriptions	1,578	1,601	1,700	2,400	2,400
330 Conferences and Training	1,244	2,234	2,500	2,000	2,500
344 Gas, Oil and Other Supplies	468	488	600	400	400
351 Allocated Vehicle Maintenance	161	175	300	700	300
390 Miscellaneous Expenses	10,303	866	5,000	-	3,000
391 Westfest Sponsor Fee	-	5,000	-	-	-
TOTAL OPERATIONS & MAINT	169,992	193,610	143,800	134,400	89,100
CAPITAL OUTLAY					
810 Capital Equipment	449	89,732	52,400	52,400	63,100
TOTAL CAPITAL OUTLAY	449	89,732	52,400	52,400	63,100
DEPARTMENT TOTAL	448,506	608,723	548,400	538,662	563,030

Department/Account:
ADMINISTRATION (514000)

GENERAL

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	5,000
	Website maintenance (3,000); year-end payroll processing (2,000)	
290	Other Contractual Services	48,600
	Annual maintenance of AAMFON Fiber Optic Network (5,000); maintenance and security programs for network (4,000); archiving software (2,100) rental of postage meter (3,000); copier lease agreements (14,600); and maintenance of general ledger and payroll software programs (5,600); document shredding (1,000) Microsoft Office License (13,300)	
810	Capital Outlay	63,100
	Per recommendations from IT Coordinator:	
	Server Space	\$5,000
	Wireless APs	\$1,500
	UPS Server Room	\$1,400
	Cell Equipment	\$6,000
	Planning Commission I-pads	\$2,200
	Fire Department I-pads	\$7,000
	Police Copier	\$6,000
	Switch	\$2,000
	Computer replacement 25%	\$32,000

**TOWN CLERK
ACCOUNT # 514200**

**CLERK / ELECTIONS
ACCOUNT #514400**

GOALS

Maintain accurate and concise official Town records; administer and provide direction of policies adopted by the Town Board; maintain accurate election records, conduct and supervise two elections held in the Town; maintain financial records of the Town; aid and assist the general public; administer the licensing policies of the Town; provide assistance to Town staff and the Town Board; administer oaths; and maintain the Municipal Code of the Town.

2013 OBJECTIVES

Conduct and supervise two elections and provide mandatory training
 Receive State Certification to provide baseline chief inspector training
 Continue educational requirements to maintain certification
 Implement new policies for special events
 Pursue new licensing opportunities
 Update Town ordinances and municipal code book as needed
 Renew operator's licenses, liquor licenses, dance, and tobacco licenses annually
 Dispose of old Town records subject to State Statute regulations

PERFORMANCE MEASURES

Measure	Actual 2011	Estimated 2012	Proposed 2013
Licenses /Permits	1024	1000	1100
Voters registered	234	4500	500
Absentee Ballots Issued	958	7500	1000
Available Poll Workers	65	90	90
Trained Available Chief Inspectors	12	10	10

PERSONNEL DETAIL

Title	# Full Time Equivalent (FTEs)		
	Actual 2012	Proposed 2013	2012 Avg. Salary
Town Clerk	1.0	1.0	\$62,876
Deputy Clerk	1.0	1.0	\$38,603
Poll Workers (Pool of 90)	65	90	\$21,920
Election Set Up/Take Down		0.10	\$23.74/hr

DEPARTMENT/ACCOUNT:
TOWN CLERK (514200)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	72,265	78,218	80,100	80,100	81,430
130 Fringe Benefits	37,284	42,891	39,600	39,600	39,190
TOTAL PERSONNEL	109,549	121,109	119,700	119,700	120,620
OPERATIONS & MAINTENANCE					
220 Phones and Communications	-	719	1,000	1,000	1,000
270 Background checks	-	105	8,400	8,400	8,400
290 Other Contractual Services	4,530	7,337	5,650	5,650	9,000
310 Office Supplies	1,185	1,741	1,000	1,000	3,000
320 Publication/Printing Fees	1,325	1,192	1,500	1,500	1,500
321 Dues	455	701	400	360	500
330 Conferences & Training	1,566	1,913	2,500	1,500	2,500
346 Small Equipment	-	-	3,127	3,127	1,800
390 Miscellaneous Expense	134	-	300	300	300
TOTAL OPERATIONS & MAINT	9,196	13,707	23,877	22,837	28,000
DEPARTMENT TOTAL	118,745	134,816	143,577	142,537	148,620

Department/Account: CLERK (514200)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries and Wages Salaries to include Clerk and Deputy Clerk	81,430
270	Background Checks Department of Justice charges	8,400
290	Miscellaneous Contractual Services Annual maintenance fees for code recodification and minute archiving through General Code Corporation.	9,000
320	Publication Liquor license and miscellaneous.	1,500
321	Dues & Subscriptions Annual dues for WMCA and IIMC to include Deputy Clerk.	500
330	Conference & Training Municipal Clerk's conference, Wis-Line training, District meetings (3), certification classes	2,500
346	Small Equipment Office furniture	1,800

DEPARTMENT/ACCOUNT:
 INSTRUCTIONS (514400)

FUND:
 GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries & Wages	36,690	14,948	80,600	70,600	23,340
111 Overtime	1,174	661	1,900	1,900	890
130 Fringe Benefits	1,577	124	1,500	1,500	330
TOTAL PERSONNEL	39,441	15,732	84,000	74,000	24,560
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	-	-	500	-	1,800
310 Office Supplies	70	2,252	500	500	1,500
311 Postage	1,878	797	9,100	9,100	2,500
320 Publication/Printing Fees	3,152	4,263	5,500	5,500	3,100
390 Miscellaneous Expense	39	204	400	600	400
TOTAL OPERATIONS & MAINT	5,139	7,516	16,000	15,700	9,300
CAPITAL OUTLAY					
810 Capital Equipment	-	2,250	-	-	3,000
TOTAL CAPITAL OUTLAY	-	2,250	-	-	3,000
DEPARTMENT TOTAL	44,580	25,498	100,000	89,700	36,860

Department/Account: ELECTION (514400)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries & Wages	24,230
	Includes the following anticipated salaries: Mandatory training for Poll Workers; Chief Inspector recertification; Poll Workers for two elections in 2013; Special Voting Deputies for shut-ins.	
290	Contractual Services	1,800
	Election machine maintenance agreements	
310	Office Supplies	1,500
	Supplies used at polling locations.	
311	Postage	2,500
	Mailing of absentee ballots, voter notices	
320	Printing & Publication	3,100
	Publications, ballots, machine coding	
390	Miscellaneous	400
810	Capital Equipment	3,000
	Posting boards, absentee voting booth	

**TOWN TREASURER
ACCOUNT # 515200**

GOALS

Receive and take charge of all money belonging to the Town, and disburse appropriately. Deposit as soon as practicable the funds of the Town in the public depositories designated by the Town Board. Keep an itemized account of all moneys received and disbursed. Invest Town funds in accordance with the Town's investment policy. Perform all of the duties relating to taxation required of the Town Treasurer.

2013 OBJECTIVES

- Continue the implementation of the automated collection process using the tax software at the window. Add one more bank that will use the tax software which will eliminate data entry by Town Staff.
- Supervise the collection of the tax roll.
- Review the investments of Town funds and meet with the investment committee on how to maximize the interest earnings.

DEPARTMENT/ACCOUNT:
TREASURER (515200)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	4,626	4,388	7,100	6,000	6,600
130 Fringe Benefits	1,276	1,406	1,000	1,000	940
TOTAL PERSONNEL	5,903	5,794	8,100	7,000	7,540
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	500	500	600	500	500
311 Postage	-	7	-	-	-
320 Publication/Printing Fees	74	-	100	-	165
321 Dues and Subscriptions	105	105	110	105	165
330 Conferences and Training	622	1,264	1,300	900	1,300
390 Miscellaneous Expense	447	167	500	450	500
TOTAL OPERATIONS & MAINT	1,748	2,043	2,610	1,955	2,630
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
DEPARTMENT TOTAL	7,650	7,837	10,710	8,955	10,170

Department/Account: TREASURER (515200)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries Tax collections and data entry by seasonal employees and full-time employees and overtime as needed.	6,600
290	Other Contractual Services Tax Roll program update.	500
320	Publication/Printing Fees Blank check stock, deposit stamps and tickets.	165
330	Conferences / Training Clerks & Treasurers Institute \$500 MTAW – Spring & Fall workshops \$800	1,300

DEPARTMENT/ACCOUNT:
MUNICIPAL COMPLEX (516000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	25,803	17,652	12,400	14,000	18,000
111 Overtime	-	-	600	-	-
130 Fringe Benefits	4,467	5,099	5,000	5,000	6,220
TOTAL PERSONNEL	30,269	22,751	18,000	19,000	24,220
OPERATIONS & MAINTENANCE					
220 Utilities	112,147	133,598	141,500	140,000	144,500
290 Other Contractual Services	46,806	50,182	52,000	52,000	52,000
360 Building Maintenance	47,636	49,946	51,000	51,000	46,000
390 Miscellaneous	-	-	-	-	-
TOTAL OPERATIONS & MAINT	206,589	233,726	244,500	243,000	242,500
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
DEPARTMENT TOTAL	236,858	256,477	262,500	262,000	266,720

Department/Account: MUNICIPAL COMPLEX (516000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries	18,000
	Cost associated with Public Works staff time maintaining the Town Hall, setting up for meetings and room rentals. Increase is based on actual costs over the past several years.	
220	Utilities	144,500
	Amount shown reflects an increase of 3.6% increase in electric cost for 2013.	
290	Other Contractual Services	52,000
	Janitorial services, floor maintenance and carpet cleaning at the Town Hall. Other services include semi-annual window washing, fire alarm monitoring & testing and lawn care.	
360	Building Repair & Maintenance	46,000
	Maintenance services for building include system testing, elevator servicing, maintenance of the HVAC system and fire extinguishers.(46,000).	

DEPARTMENT/ACCOUNT:
LEGAL (513000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OPERATIONS & MAINTENANCE					
210 Professional Services	54,525	30,600	60,000	60,000	60,000
TOTAL OPERATIONS & MAINT	54,525	30,600	60,000	60,000	60,000
DEPARTMENT TOTAL	54,525	30,600	60,000	60,000	60,000

Department/Account: LEGAL (513000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	60,000

Costs for legal services other than prosecution. This amount does not include costs for large lawsuits that could result in this account exceeding its budget.

DEPARTMENT/ACCOUNT:
AUDITING (515100)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OPERATIONS & MAINTENANCE					
210 Professional Services	14,220	10,355	11,000	10,000	11,000
TOTAL OPERATIONS & MAINT	14,220	10,355	11,000	10,000	11,000
DEPARTMENT TOTAL	14,220	10,355	11,000	10,000	11,000

Department/Account: AUDITING (515100)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	11,000

The amount budgeted is based on a one year extension to the contract with Schenck & Associates to prepare the Town's 2012 audit.

DEPARTMENT/ACCOUNT:
ERRONEOUS TAXES & REFUNDS (519100)

FUND:
GENERAL FUND (10)

		ACTUAL	ACTUAL	BUDGET	YEAR-END ESTIMATE	PROPOSED BUDGET
		2010	2011	2012	2012	2013
OPERATIONS & MAINTENANCE						
519100	ERRONEOUS TAXES	52,951	78,083	5,000	62,650	5,000
TOTAL OPERATIONS & MAINT		52,951	78,083	5,000	62,650	5,000
DEPARTMENT TOTAL		52,951	78,083	5,000	62,650	5,000

DEPARTMENT/ACCOUNT:
INSURANCE (519300)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OPERATIONS & MAINTENANCE					
519300 Property Ins - Professional Service	22,005	15,728	15,390	-	-
519310 Workers Comp	91,226	125,441	140,159	129,215	152,545
519320 Gen Liability	35,861	44,450	80,935	69,976	81,513
519380 Property Insurance	52,963	66,276	20,591	17,038	20,000
210 Employee Bond	200	200	-	12,333	14,606
TOTAL OPERATIONS & MAINT	202,255	252,095	257,075	228,562	268,664
DEPARTMENT TOTAL	202,255	252,095	257,075	228,562	268,664
REVENUES					
Miscellaneous Revenue					
484400 Insurance Dividends	51,306	-	38,718	60,000	60,000
TOTAL REVENUE	51,306	-	38,718	60,000	60,000

Department/Account: INSURANCE (519300)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
510	Insurance Premiums	\$268,664

Workers Compensation, General Liability, Police Liability, and Vehicle/Property Insurance for all departments are covered in this account.

**2013 POLICE DEPARTMENT BUDGET
FIELD OPERATIONS DIVISION ACCOUNT #521000
POLICE ADMINISTRATION ACCOUNT #521100
TECHNICAL OPERATIONS DIVISION ACCOUNT #521200**

MISSION STATEMENT

The mission of the Grand Chute Police Department is to enhance the overall quality of life, reduce the fear of crime, and ensure a peaceful, safe environment for all members of our community.

We will fulfill this mission by collaborating with community members to identify and creatively solve problems, seeking voluntary compliance with the law through education and enforcement efforts, and thoroughly investigating criminal acts to hold perpetrators accountable and provide relief for victims.

2013 GOALS/OBJECTIVES

- Perform traffic and other safety related enforcement within the Town, through utilization of grant funds obtained from the Department of Transportation, Bureau of Traffic Safety
- Rejuvenate the Neighborhood Watch program and our commitment to partnering with local neighborhoods to reduce crime and increase awareness.
- Fully implement the Hotel/Motel Crime Prevention Program through education and partnership with our hotel managers and owners.
- Implement core team for sex offender compliance checks and improve response strategies. Create written directive to guide team members.
- Develop plan for expansion of evidence/property storage facilities and security. Implement first phase of the plan, to include relocation and reorganization of current evidence/property.
- Implement three-year replacement schedule for dSLR cameras to keep up with technology and crime-lab minimum requirements for quality.
- Complete the process of updating the department policy manual with a goal of compliance with Wisconsin Law Enforcement Accreditation Group standards and prepare the department for a 2014 on-site assessment.
- Evaluate delivery of services for the purpose of enhancing efficiency and cost effectiveness.

2013 PERFORMANCE MEASURES

<u>Description</u>	<u>2011 Actual</u>	<u>2012 Estimate</u>	<u>2013 Goal</u>
Monthly reports of department activity to the Town Board and Police & Fire Commission (PFC)	12	12	12
Part I Crime Clearance Rate by Arrests	54%	64%	62%
Number of Officer Initiated Activity (Citations, Summonses, Citizen Contacts, Parking Citations, Warrants)	7,229	7,506	7,800
Ordinance Compliance Checks; underage alcohol, escort, licensed premises inspections, etc.	6	6	7

PERSONNEL DETAIL

Full Time Equivalentents (FTEs)

<u>TITLE</u>	<u>ACTUAL 2012</u>	<u>PROPOSED 2013</u>	<u>2012 AVG. SALARY</u>
Police Chief	1.0	1.0	\$99,077
Lieutenant	2.0	2.0	\$75,369
Staff Sergeant	5.0	5.0	\$68,869
Corporal	2.0	2.0	\$60,684
Police Officer	19.0	19.0	\$54,563
Police Officer – Part Time	0	0	N/A
Community Service Officers	3.0	3.0	\$11.17/Hr
Crossing Guards	1.5	1.5	\$11.34/Hr
Executive Secretary	1.0	1.0	\$43,910
Police Secretary	3.5	3.5	\$38,133
Evidence Technician	.9	.9	\$35,586
TOTAL PERSONNEL	38.9	38.9	

DEPARTMENT/ACCOUNT:
POLICE SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
POLICE-FIELD OPERATIONS (521000)					
PERSONNEL	2,341,014	2,510,634	2,546,200	2,465,366	2,600,880
OPERATIONS & MAINTENANCE	220,825	210,638	209,850	197,245	193,770
CAPITAL OUTLAY	187,688	145,813	77,928	76,500	130,843
TOTAL ACCOUNT	2,749,526	2,867,085	2,833,978	2,739,111	2,925,493
POLICE-ADMINISTRATION (521100)					
PERSONNEL	324,161	401,062	396,675	386,095	395,235
OPERATIONS & MAINTENANCE	93,029	67,080	72,300	76,425	65,775
CAPITAL OUTLAY	9,305	-	20,974	20,974	-
TOTAL ACCOUNT	426,495	468,142	489,949	483,494	461,010
POLICE-TECHNICAL OPERATIONS (521200)					
PERSONNEL	470,523	523,775	559,670	538,059	554,980
OPERATIONS & MAINTENANCE	41,118	49,538	49,770	44,800	50,275
CAPITAL OUTLAY	25,278	33,287	20,974	20,532	20,934
TOTAL ACCOUNT	536,919	606,600	630,414	603,391	626,189
OTHER ACCOUNTS (541000)					
ANIMAL CONTROL	5,801	10,279	4,200	5,500	5,500
ALL ACCOUNTS - TOTAL					
PERSONNEL	3,135,697	3,435,470	3,502,545	3,389,520	3,551,095
OPERATIONS & MAINTENANCE	354,972	327,256	331,920	318,470	309,820
CAPITAL OUTLAY	222,271	179,100	119,876	118,006	151,777
OTHER ACCOUNT	5,801	10,279	4,200	5,500	5,500
TOTAL DEPARTMENT	3,718,742	3,952,105	3,958,541	3,831,496	4,018,192
REVENUES					
Intergovernmental Revenues					
432110 Federal Grant	-	10,631	-	3,546	3,500
435210 State Aid - Police	4,604	5,220	4,650	17,600	52,500
435220 School Liason Reimb	16,736	17,405	18,101	18,101	18,825
Fines, Forfeitures & Penalties					
451000 Court Penalties & Costs	277,965	343,046	385,000	385,000	385,000
452210 Judgement & Damages	3,188	1,081	500	100	500
Public Charges for Services					
462100 Fees - Copies	15,364	4,300	4,500	7,400	6,000
462101 Fees - Fingerprinting	-	14,478	7,000	8,500	7,000
451100 False Alarms	375	19,050	30,000	29,000	30,000
462102 Contracted Services	-	3,088	11,000	10,225	11,000
Miscellaneous Revenue					
483010 Sale of Police Equipment	7,913	15,771	5,000	27,000	29,500
484200 Police - Insurance Recovery	21,326	24,620	5,000	100	5,000
485001 Donations-Crime Prevention	873	1,719	1,000	1,000	1,000
SUBTOTAL REVENUES	348,344	460,410	471,751	507,572	549,825
ALLOCATED REVENUES	612,320	575,353	314,695	163,727	400,577
TOTAL REVENUES	960,664	1,035,763	786,446	671,300	950,402
ALLOCATED TAX LEVY	2,668,780	2,797,360	3,134,642	3,160,196	3,067,790
% TAX LEVY SUPPORT	71.77%	70.78%	79.19%	82.48%	76.35%

DEPARTMENT/ACCOUNT:
POLICE-FIELD OPERATIONS (521000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	1,450,316	1,481,844	1,514,000	1,438,999	1,551,700
111 Overtime/Call In	164,472	197,218	162,100	156,267	181,630
115 Dept Meetings Officers	750	-	-	-	-
130 Fringe Benefits	706,580	812,432	847,400	847,400	845,830
150 Education Premium	6,000	6,500	9,500	9,500	8,500
195 Clothing Allowance	12,896	12,640	13,200	13,200	13,220
TOTAL PERSONNEL	2,341,014	2,510,634	2,546,200	2,465,366	2,600,880
OPERATIONS & MAINTENANCE					
210 Professional Services	-	2,203	1,500	500	1,500
221 Phone and Communications	5,001	285	1,550	1,550	650
240 Repairs & Maintenance	1,607	1,105	7,500	6,000	-
290 Contractual Services	-	-	1,000	650	1,000
291 Uniforms	3,424	7,157	7,200	6,800	7,200
320 Publication/Printing Fees	504	817	450	450	650
321 Dues & Subscriptions	-	-	100	100	100
325 Crime Prevention Fund	3,793	3,219	2,600	2,300	2,600
330 Conference and Training	9,611	10,219	8,550	7,500	8,550
340 Operating Supplies	15,750	13,139	15,425	15,425	9,720
341 Drug and Alcohol Testing	9,362	8,353	10,800	7,200	9,000
344 Gas, Oil and Other Supplies	69,856	85,150	94,770	94,770	97,500
346 Hand Tools & Small Equipment	9,311	9,502	8,855	8,000	10,050
350 Vehicle Maintenance	11,063	27,428	4,800	2,000	2,500
351 Allocated Vehicle Maintenance	77,538	37,993	39,500	39,500	39,500
380 Equipment Maintenance	1,693	3,523	4,500	4,000	2,500
390 Miscellaneous Expenses	2,312	547	750	500	750
TOTAL OPERATIONS & MAINT	220,825	210,638	209,850	197,245	193,770
CAPITAL OUTLAY					
810 Capital Equipment	40,940	24,283	-	-	10,000
811 Capital Equipment-Vehicles	146,748	121,531	77,928	76,500	120,843
TOTAL CAPITAL OUTLAY	187,688	145,813	77,928	76,500	130,843
DEPARTMENT TOTAL	2,749,526	2,867,085	2,833,978	2,739,111	2,925,493

DEPARTMENT / ACCOUNT: FIELD OPERATIONS DIVISION (521000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	1,500
	<p>This account covers the cost of translation services when officers encounter language barriers. Our use of interpreters was inexplicably low in 2012, but we have no reason to expect the same outcome in 2013, hence we will budget the same amount as 2012.</p>	
221	Phone & Communications	650
	<p>This account will fund renewal of all mobile data computer licenses. It has decreased from last year as we also had to purchase one new license in 2012.</p>	
240	Repairs and Maintenance (Vehicle Transition)	0
	<p>This account is designated for expenses related to transferring equipment from old patrol vehicles into new vehicles and for any additional new vehicle setup costs. We have transferred these costs into the overall cost of the vehicle.</p>	
290	Other Contractual Services	1,000
	<p>This account is primarily designated for expenses related to the service agreement and software maintenance costs for the department scheduling program.</p>	
291	Uniforms	7,200
	<p>The Collective Bargaining Agreement requires the town provide each officer with body armor. Based on the current replacement schedule, 7 vests are due for replacement in 2013. There are also officers eligible for retirement in 2013 so additional vests are a possibility, as is the startup clothing allowance for new officers.</p>	
320	Publication and Printing	650
	<p>The increase in printing costs is to develop and print booklets for the Neighborhood Watch program.</p>	

Rear lights	\$547
Graphics	\$500
In-car camera system	NA
Window bars	\$250
Vehicle setup	<u>\$2125</u>
Total	\$37,449

The overall cost of the CSO van is broken down as follows:

Van	\$21,205 (State bid adjusted for inflation)
Light bar	N/A
Rifle/shotgun rack (w/locks)	N/A
Siren/switch box	\$600
Radio console	\$500
MDC mount	N/A
Partition	\$700
Transport seat	N/A
Traffic advisor lights	\$400
Graphics	\$500
In-car camera system	N/A
Window bars	N/A
Vehicle setup	<u>\$2125</u>
Total	\$26,030

DEPARTMENT/ACCOUNT:
POLICE-ADMINISTRATION (521100)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	223,932	260,056	271,900	264,770	274,440
111 Overtime	371	315	2,700	350	690
115 Dept Meetings	-	-	-	-	-
121 Commissioners	1,720	1,520	3,600	2,500	3,600
130 Fringe Benefits	98,138	139,171	118,475	118,475	116,505
195 Clothing Allowance	-	-	-	-	-
TOTAL PERSONNEL	324,161	401,062	396,675	386,095	395,235
OPERATIONS & MAINTENANCE					
210 Professional Services	10,146	720	5,000	11,500	5,000
221 Phone and Communications	26,799	37,555	36,500	36,000	33,500
240 Repairs & Maintenance	482	-	200	-	-
290 Other Contractual Services	39,412	9,038	8,600	8,400	6,000
310 Office Supplies	6,430	7,547	6,800	7,200	7,000
311 Postage	2,918	2,819	3,000	3,000	3,000
320 Publication/Printing Fees	1,838	(14)	2,000	1,500	2,000
321 Dues and Subscriptions	1,197	498	1,050	1,000	1,050
330 Conferences and Training	595	3,744	3,500	4,200	3,500
340 Operating Supplies	(22)	-	250	225	225
341 Drug and Alcohol Testing	75	-	750	400	500
344 Gas, Oil, and Other Supplies	1,154	1,424	1,650	1,350	1,500
347 Office Equipment	106	1,433	750	350	750
350 Vehicle Maintenance	-	-	-	-	-
351 Allocated Vehicle Maintenance	1,574	1,822	1,000	350	500
380 Equipment Maintenance	135	280	500	200	500
390 Miscellaneous Expense	191	215	750	750	750
TOTAL OPERATIONS & MAINT	93,029	67,080	72,300	76,425	65,775
CAPITAL OUTLAY					
810 Capital Equipment	9,305	-	-	-	-
811 Capital Equipment - Vehicles	-	-	20,974	20,974	-
TOTAL CAPITAL OUTLAY	9,305	-	20,974	20,974	-
DEPARTMENT TOTAL	426,495	468,142	489,949	483,494	461,010

DEPARTMENT / ACCOUNT: POLICE ADMINISTRATION (521100)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	5,000
	<p>This account has largely been used to fund various elements of hiring and promotional processes, such as entry level testing, psychological evaluations, polygraph examinations, leadership profiles for supervisory candidates, and medical and drug screens. There was an unexpected increase in expenditures in this account for 2012 caused by unforeseen personnel activities; however, there is no reason to anticipate similar activities in 2013. Hence, the budgeted amount remains the same.</p>	
221	Phone & Communications	33,000
	<p>This account funds all department communication charges. Anticipated expenses include Teletype (TTY) equipment charges; Crime Information Bureau (CIB) record checks, telephone expenses; cellular phone expenses; the user authentication system required by the FBI to access crime data via the mobile data computers; and other communication related expenses.</p>	
240	Repairs and Maintenance (Vehicle Transition)	0
	<p>This account is designated for expenses related to transferring equipment from an outgoing squad into the replacement vehicle. No administrative vehicles are scheduled for replacement in 2013.</p>	
290	Other Contractual Services	6,000
	<p>This account previously included funds for the lease/maintenance agreement for the department's two copy machines, however, funding for one of the copiers is shifting to the IT budget. The account also covers the annual service fee for our policy distribution and training software, and the contract for confidential document shredding. It has also funded the We-Tip program for the past several years. The cost for We-Tip last year was \$1,100.00. We are seeking to increase this account slightly as we are moving to a different crime tip program, which includes crime mapping that can be viewed by the public. This program is actually less expensive than We-Tip, at \$900.00 per year, but requires a two-year agreement.</p>	
320	Publication and Printing	2,000
	<p>This account was significantly underutilized in 2012, however, we are in the process of updating many of our department forms and some of those forms will need to be professionally printed. As such, the amount budgeted for 2013 has not been changed.</p>	

DEPARTMENT/ACCOUNT:
POLICE-TECHNICAL OPERATIONS (521200)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	295,748	310,183	337,670	322,493	341,060
111 Overtime/Call In	50,070	35,298	35,500	29,066	33,900
115 Dept Meetings Officers	200	-	-	-	-
130 Fringe Benefits	119,875	173,164	181,400	181,400	174,890
150 Education Premium	2,000	2,500	2,500	2,500	2,500
195 Clothing Allowance	2,630	2,630	2,600	2,600	2,630
TOTAL PERSONNEL	470,523	523,775	559,670	538,059	554,980
OPERATIONS & MAINTENANCE					
240 Repairs & Maintenance	15	975	200	-	-
290 Other Contractual Services	9,550	9,889	9,695	9,855	10,365
291 Uniforms	42	-	100	-	100
321 Dues and Subscriptions	-	-	400	275	255
327 Evidence	5,700	8,236	9,400	9,375	13,055
330 Conferences and Training	6,927	6,941	6,300	6,300	6,450
340 Operating Supplies	3,216	4,264	3,500	3,500	2,300
344 Gas, Oil, and Other Supplies	5,712	8,953	8,775	8,100	8,650
346 Hand Tools & Small Equipment	1,898	4,248	4,000	4,000	4,000
350 Vehicle Maintenance	774	708	1,000	-	1,000
351 Allocated Vehicle Maintenance	6,283	3,888	4,200	2,570	2,500
380 Equipment Maintenance	510	632	1,200	225	600
390 Miscellaneous Expense	491	804	1,000	600	1,000
TOTAL OPERATIONS & MAINT	41,118	49,538	49,770	44,800	50,275
CAPITAL OUTLAY					
810 Capital Equipment	3,195	14,969	-	-	-
811 Capital Equipment-Vehicles	22,083	18,318	20,974	20,532	20,934
TOTAL CAPITAL OUTLAY	25,278	33,287	20,974	20,532	20,934
DEPARTMENT TOTAL	536,919	606,600	630,414	603,391	626,189

DEPARTMENT / ACCOUNT: TECHNICAL OPERATIONS DIVISION (521200)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
240	Repairs and Maintenance (Vehicle Transition) This account has been designated for expenses related to transferring equipment from an outgoing squad into the replacement vehicle. We have folded those costs into the total cost of the vehicle and, as such, have eliminated the funds from this account.	0
290	Other Contractual Services This account is largely comprised of funds for towing/impounding vehicles; access to various national databases, including Leads Online and Accurint; and maintenance agreements for software programs, including our video forensic software, VeriPic digital photography software, and our digital interview recording software.	10,365
291	Uniforms This account covers incidental uniform items and uniform maintenance for members of the unit.	100
321	Dues and Subscriptions This account funds memberships in various organizations, such as the Midwest Organized Crime Information Center and the Law Enforcement Video Association.	225
327	Evidence This account includes equipment and supplies for collecting, packaging, processing, photographing, and storage of evidence. This account also covers fees associated with subpoenaing of records in criminal investigations. The increase in this account is attributed to the need to implement a rotation plan for digital SLR cameras and to begin the process of addressing the storage space needs in the property and evidence section.	13,055

330	Conference & Training	6,450
	<p>This account covers specialized training that ensures investigators remain at the technical level necessary to handle complex investigations and remain current on instructor certifications. Some of the training to be sought in 2013 includes tactical rifle and close combat training, video resolution, PSL update, risk management, combating gangs, and child maltreatment training courses.</p>	
340	Operating Supplies	2,300
	<p>This account includes such items as recordable CD/DVD/VHS media, replacement hard drives for computer forensic investigations, digital camera memory cards, and batteries.</p>	
344	Gas, Oil, and Other Supplies	8,650
	<p>This account funds vehicle fuel and related supplies. The 2013 figure was calculated based upon a two-year fuel consumption average and a projected cost per gallon of \$3.75. Improved fuel efficiency was considered when calculating this section.</p>	
346	Operating Equipment	4,000
	<p>This account funds basic equipment necessary for conducting criminal investigations. Projected purchases for 2013 include hidden cameras, body wire, and replacement camera equipment.</p>	
350	Vehicle Maintenance (External)	1,000
	<p>This account is primarily utilized for outsourced vehicle maintenance not covered under warranty. Since three of our five vehicles fall under manufacturer warranty, this figure accounts for two times the insurance deductible for unforeseen expenses.</p>	
351	Allocated Vehicle Maintenance (Internal)	2,500
	<p>This account is primarily utilized for maintenance and service provided by Grand Chute mechanics. This account covers oil changes, tire replacement and any other service not covered under a vehicle warranty agreement.</p>	

DEPARTMENT/ACCOUNT:
ANIMAL CONTROL (514000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OPERATIONS & MAINTENANCE					
390 Animal Control Expense	5,801	10,279	4,200	5,500	5,500
TOTAL OPERATIONS & MAINT	5,801	10,279	4,200	5,500	5,500
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
811 Capital Equipment-Vehicles	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
DEPARTMENT TOTAL	5,801	10,279	4,200	5,500	5,500

FIRE DEPARTMENT – OPERATIONS & MAINTENANCE ACCOUNT #522000

2013 GOALS

- **FIRE DEPARTMENT ADMINISTRATION:** Provide effective/efficient utilization and management of various resources and programs to provide excellent customer service, effective recruitment and retention of employees, professional development, training and continuing education, safety, and other necessary administrative support functions to carry out the mission of the fire department.
- **FIRE PREVENTION:** To provide proactive community risk reduction activities through effective/efficient utilization and management of various resources and programs, the reduction of loss of life, property, and environment through public education, code enforcement, fire investigation, and inspection activities necessary to support the mission of the fire department.
- **FIRE DEPARTMENT OPERATIONS:** To provide through the most effective utilization of department resources and personnel an immediate response to all suppression, rescue, emergency medical, and other response operations.
- **FIRE DEPARTMENT TRAINING /SAFETY/ HEALTH:** To provide efficient and effective services to all members by providing effective health programs and medical surveillance, ensuring personnel safety through awareness and training, and ensuring governmental compliance with all department programs and efforts.

2013 OBJECTIVES

- Provide executive oversight to manage training, employee development, safety, and governmental compliance.
- Respond to requests for emergency service in a safe, timely, efficient, and customer service oriented manner. Measure the effectiveness of arriving on the scene of emergency incidents NFPA 1710: The fire department's fire suppression resources shall be deployed to provide for arrival of an engine company within a 4- minute response time and/or the initial full alarm assignment for a Suburban community. Ten firefighters on scene within ten minutes, eighty percent (80%) of the time. This standard applies to Structure Fire Responses only.
- To provide and maintain the most efficient and cost effective level of emergency medical services to the community, the department will work with Gold Cross Ambulance Service to try and improve pulse- less, non- breathing patient survival rates for the Town of Grand Chute.

- Prevent fires and loss of life by incorporating a community risk reduction concept and increase the effectiveness of the department in our effort to prevent fires and injury to citizens in the community.
 - Encourage education and training to community groups on fire safety and emergency response.
 - Provide feedback after the emergency event or inspection to the homeowner or person receiving the services.
 - Provide fire extinguisher training for all town employees.
 - Continue efforts to expand the public education program to incorporate programs that will be conducted in schools.

- Maintain existing training programs to meet the department's mission and meet current state and federal statutes and laws.
 - Continue training with our automatic aid partners to ensure on scene effectiveness and safety.
 - Continue training with annual required programs such as SCBA, exposure control, basic fire skills and emergency medical services.
 - Continue annual testing of equipment including SCBA fit testing, SCBA flow testing, SCBA hydrostatic bottle testing, pump testing, hose testing and ladder testing.

- Provide additional training props to allow for increased training in forcible entry and tactical decision making.
 - Purchase of forcible entry simulator to be housed at fire station #1 and accessible to all personnel.
 - Purchase of computer based simulator to create mock incidents to be used for company officer development.

- Initiate formal training for career staff on hazardous materials and confined space rescue in order to partner with the City of Appleton on special operations involving hazardous materials and confined space rescue. This would allow for the department to have a shared response capability with the City of Appleton.

- Continue with the personal protective equipment (PPE) replacement project by purchasing additional sets of bunker gear. This project kicked off in 2012 and expected completion is 2014.

- Enhance our firefighter rehabilitation program by purchasing an ice machine to be placed at fire station #1. This would permit the ability to provide bulk ice for personnel operating on scene and day to day operations. Currently, bulk ice must be purchased at a local gas station.

- Provide a safe, comfortable and efficient work environment for department personnel and visitors. Maintain fire department facilities with proactive preventative maintenance.
 - Maintain the parking lot at fire station #1 in order to avoid the current issues with the parking lot occurring at fire station #2.
 - Replace the breathing air compressor system used to refill SCBA bottles.
 - Replace the roof at fire station #2 and upgrade/remodel the building in order to continue operations from the current facility.

PERFORMANCE MEASURES

	Actual 2011	Estimated 2012	Proposed 2013
Fire Inspections Completed	3774	3643	2800
Public Education Events	89	85	90
Fire Calls	455	525	550
EMS Calls	1064	1112	1150
Training Hours	6425	6435	6480
NFPA 1710 compliance for Structure Fire Response	72%	72%	73%

PERSONNEL DETAIL**# Full Time Equivalents (FTEs)**

	ACTUAL 2012	PROPOSED 2013	2012 AVG. Salary
Regular Positions (FT / PT / POC)			
Fire Chief	1.00	1.00	\$85,155
Assistant Chief – Fire Prevention	1.00	1.00	81,786
Training Officer	1.00	1.00	68,203
Captain	1.00	1.00	63,744
Lieutenant	4.00	4.00	59,844
Fire Prevention Specialist	1.00	1.00	48,568
Driver/Operators	5.00	5.00	53,367
Firefighter/Inspector	5.00	5.00	47,615
Administrative Assistant	1.00	1.00	42,432
Part Time Firefighter	1.00	1.00	30,164
POC Assistant Chief	0.24	0.24	12,300
POC Captain (1)	1.88	1.88	12.33 hr
POC Lieutenant (6)	1.88	1.88	11.77 hr
POC Driver/ Operator (7)	3.00	3.00	11.20 hr
POC Firefighter Duty Shifts	6.00	6.00	10.50 hr
POC Firefighter Incident Pay	2.27	2.27	Flat Rate
POC Training Pay	1.50	1.50	Flat Rate
Duty Chief Program	N/A*	N/A*	
TOTAL FTEs	37.77	37.77	

DEPARTMENT/ACCOUNT:
FIRE SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
FIRE (522000)					
PERSONNEL	2,110,333	2,273,713	2,337,700	2,309,128	2,429,270
OPERATIONS & MAINTENANCE	272,689	280,983	315,700	289,295	311,700
CAPITAL OUTLAY	76,467	58,082	31,200	29,737	152,950
TOTAL ACCOUNT	2,459,489	2,612,778	2,684,600	2,628,160	2,893,920

REVENUES

Intergovernmental Revenues					
434200 Fire Insurance from State	72,183	76,140	73,500	81,045	76,450
436900 State Aid-Fire Department	-	-	-	-	-
433000 Federal Grant-Fire (Safer)	164,430	91,240	37,995	37,995	-
Public Charges for Services					
442002 Burning Permit	875	350	425	452	425
462200 Fire Department Fees	17,967	26,953	17,527	25,645	22,500
442010 Occupancy Inspection Fees	-	-	-	-	4,500
442015 Fire Protection Systems Fee	-	-	-	-	2,625
442020 Tank Install Standby Fee	-	-	-	-	160
442025 Tent Inspection Fees	-	-	-	-	1,200
442030 Fireworks Permits	-	-	-	-	200
Miscellaneous Revenue					
472900 Fire Insp Tanks	4,552	4,896	4,480	4,160	4,480
482001 Misc Rent	9,708	9,708	-	809	-
485002 Donations	1,000	2,000	2,750	3,650	500
483020 Sale of Fire Equipment	-	11,687	-	-	-
SUBTOTAL REVENUES	270,715	222,974	136,677	153,756	113,040
ALLOCATED REVENUES	303,961	278,519	224,120	121,882	321,176
TOTAL REVENUES	574,676	501,493	360,797	275,638	434,216
ALLOCATED TAX LEVY	1,749,183	2,010,426	2,232,441	2,352,522	2,459,704
% TAX LEVY SUPPORT	71.12%	76.95%	83.16%	89.51%	85.00%

DEPARTMENT/ACCOUNT:
FIRE (522000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Full Time Salaries	1,137,973	1,171,262	1,191,200	1,191,200	1,230,560
111 Overtime	71,298	83,887	90,600	85,745	110,860
130 Fringe Benefits	620,160	744,946	728,500	728,500	760,080
133 Length of Service Program	21,613	15,345	17,500	14,811	16,000
190 POC Incident Pay	5,238	2,937	18,000	7,645	18,110
191 POC Training	10,599	9,639	19,300	12,579	19,450
192 Duty Crew Salary	215,241	217,143	227,800	223,848	229,320
193 Officer Stipends Pay	-	-	12,300	12,300	12,300
194 Duty Chief Salary	17,760	18,005	22,000	22,000	22,140
195 Clothing Allowance	10,450	10,550	10,500	10,500	10,450
TOTAL PERSONNEL	2,110,333	2,273,713	2,337,700	2,309,128	2,429,270
OPERATIONS & MAINTENANCE					
210 Professional Services	10,509	14,625	15,000	14,600	15,000
220 Mun Bldg Utilities	66,705	76,094	82,000	68,500	72,000
221 Phone and Communications	9,750	6,669	11,400	7,200	11,400
290 Other Contractual Services	10,842	11,203	15,700	15,700	15,700
293 Mun Bldg Contractual Service	1,788	1,621	-	-	-
301 Hazardous Waste	2,227	2,114	3,000	2,890	3,000
310 Office Supplies	4,182	2,644	3,500	3,400	3,500
311 Postage	492	795	900	875	900
320 Publication/Printing Fees	2,427	285	1,500	1,400	1,500
321 Dues and Subscriptions	2,738	2,633	2,500	2,600	2,800
322 Meeting Expense	5,515	4,440	5,000	4,750	5,000
323 Fire Prevention	3,632	5,810	3,800	3,800	4,500
330 Conferences & Training	20,144	23,712	22,000	21,880	22,000
340 Operating Supplies	7,686	8,200	8,800	8,800	8,800
344 Gas, Oil, and Other Supplies	19,194	25,512	26,100	26,000	27,100
346 Hand Tools & Small Equipment	1,631	413	5,000	2,500	3,000
347 Office Equipment	1,949	180	1,000	900	1,000
350 Vehicle Maintenance	14,432	15,699	20,000	18,900	21,000
351 Allocated Vehicle Maintenance	13,587	14,219	18,000	16,500	20,000
360 Mun Bldg Repair & Maint	24,786	26,303	24,500	25,500	27,500
380 Equipment Maintenance	10,386	11,388	12,500	12,000	12,500
390 Miscellaneous Expenses	3,012	1,537	1,000	1,000	1,000
391 Uniforms	35,075	24,887	29,500	27,000	29,500
392 Hose Replacement	-	-	3,000	2,600	3,000
TOTAL OPERATIONS & MAINT	272,689	280,983	315,700	289,295	311,700
CAPITAL OUTLAY					
810 Capital Equipment	76,467	58,082	31,200	29,737	152,950
TOTAL CAPITAL OUTLAY	76,467	58,082	31,200	29,737	152,950
DEPARTMENT TOTAL	2,459,489	2,612,778	2,684,600	2,628,160	2,893,920

CODE	DESCRIPTION	Budget Amount
210	Professional Services This line item reflects no change from 2012	15,000
220	Fire Station Utilities This line item reflects a decrease of \$10,000 from 2012 budget.	72,000
221	Phone and Communications This line item reflects no change from 2012.	11,400
290	Other Contractual Services This line item reflects no change from 2012	15,700
292	Collection Services	0
293	Fire Station Contractual Services	0
301	Hazardous Waste This line item reflects no change from 2012.	3,000
310	Offices Supplies This line item reflects no change from 2012	3,500

311	Postage	900
	This line item reflects no change from 2012.	
320	Publication/Printing Fees	1,500
	This line item reflects no change from 2012.	
321	Dues and subscriptions	2,800
	This line item reflects a \$300 increase from 2012	
322	Meeting Expense	5,000
	This line item reflects no change from 2012.	
323	Fire Prevention	4,500
	This line item reflects an increase of \$700 from 2012	
330	Conferences & Training	22,000
	This line reflects no change from 2012	
340	Operating Supplies	8,800
	This line Item reflects no change from 2012	
344	Gas, Oil, and Other Supplies	27,100
	This line item reflects an increase of \$1,000 barring any more major spikes in fuel prices we feel we will be able to maintain this budget amount.	

346	Hand Tools & Small Equipment	3,000
	This line item reflects an increase of \$500 from 2012 due to price increases of small equipment from vendors.	
347	Office Equipment	1,000
	This line item reflects no change from 2012.	
350	Vehicle Maintenance	21,000
	This line item reflects an increase of \$1,000 this is due to increase in mileage and age of our fleet.	
351	Allocated Vehicle Maintenance	20,000
	This line item reflects an increase of \$1,000 this is due to increase in mileage and age of our fleet	
360	Municipal Building Repair & Maintenance	27,500
	This line item reflects an increase of \$3,000 due to building and systems repair cost for station #2 consistent with the age and condition of the building and systems.	
380	Equipment Maintenance	12,500
	This line item reflects no change from 2012	
390	Miscellaneous Expenses	1,000
	This line item reflects no change from 2012.	
391	Uniforms / Personnel Protective Equipment.	29,500
	This line item reflects no change from 2012	
393	Hose Replacement	3,000
	This line item reflects no change from 2012	

Grand Chute Fire Department

2013 Capital Outlay Request

Training/Safety/Health

\$15,000 PPE Replacement: Continue PPE replacement program with the purchase of fourteen (14) sets of PPE and ten (10) sets of boots. NFPA 1851-2008 Edition: "Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting" requires gear be removed from service after a maximum of ten years, Chapter 10, sub. 10.1.2, and or if the annual inspection of the PPE warrants replacement of the PPE in order to ensure personnel safety.

\$ 8,000
Administrator removed

Forcible Entry Simulator: This would be a new training prop for our training grounds. We do not currently have a working forcible entry prop that permits personnel to train on gaining entry through several different types of doors. This training prop provides different scenarios for gaining entry and provides personnel with an accessible training tool.

\$ 7,500
Administrator removed

Purchase of replacement physical fitness workout equipment for Fire Station 2.

\$ 2,500 Purchase/upgrade a computer based fire program simulator to provide on-going officer development for making initial company arrival decisions to achieve positive and safe outcomes for structural firefighting.

\$ 25,000 Confined space training for eighteen (18) personnel to be compliant with OSHA 29 CFR 1910.146 and with NFPA 1006 and NFPA 1670 Chapters 4 & 7. This training will permit the full time members of the department to be certified in confined space rescue and will permit active participation with the confined space team from the City of Appleton. Class is forty (40) hours. Cost includes overtime for off-duty personnel.

- This would be a split cost capital budget item. We are working with Appleton Fire Department on an agreement that would allow career GCFD firefighters to become members of the Northeast Regional Hazmat and Technical Rescue Team. The proposed agreement would have Grand Chute cover the cost of training and overtime associated with the required training. Appleton would then allow hazmat and technical rescue team equipment to be shared at no cost to Grand Chute. I am proposing that the Fire Department budget cover the

overtime costs of \$15,000 associated with the training and the Sanitary District cover the actual cost of the training which is \$10,000.

Apparatus / Equipment

\$ 52,000 Breathing Air Compressor: We have tried on three separate occasions via AFG grants to obtain a new breathing air compressor. We need a new station-based compressor/cascade/fill station to replace a trailer-based system that the Department purchased in 1992. Our current unit has lived past its functional life. Despite regular maintenance, we have spent thousands of dollars on repairs in recent years and needed to rely on other departments while the unit was out of service, often for several months at a time. The vendor serving our unit is surprised that it has lasted this long and strongly recommends replacement.

New equipment will better protect the health and safety of our members. The current equipment contains an intake valve that when operated indoors, draws air in the vicinity of gasoline and diesel engines. Although the Department takes quarterly air samples, the potential for contamination remains. The current equipment also lacks a containment system to capture or limit the fragments of a cylinder rupture.

- **We do currently have a 2012 AFG Grant request pending in on this Item**

\$ 36,000 Replacement of department staff vehicle: This new staff vehicle would replace 2632 which is a 1995 Ford Crown Victoria with 93,292 miles and was purchased for a former police chief. This vehicle is kept at Station 2 and was scheduled to be replaced in 2005. We would move 2602, a 1995 Chevy Suburban at Station 1 to Station 2 to take its place. The Chevy Suburban currently has 77,248 miles. This vehicle was scheduled to be replaced in 2008. Maintenance costs are increasing and conditions of both vehicles are deteriorating rapidly. At present, the Crown Vic can no longer respond in the emergent capacity due to safety concerns. The replacement vehicle would be specified to be either an SUV or a pickup truck having four- wheel drive and towing capabilities.

\$10,000 Rust removal and undercoating applications for apparatus: This is a continuation of our 2012 rust removal and undercoating applications for apparatus program. We are noticing an increase in rust production on the frames and bodies of all our apparatuses. The causes of this have been debated industry-wide; however, we need to take steps to protect our fleet. We will schedule our rust removal and undercoating in a step process over the next few years.

\$ 12,450

6 X 6 All Terrain Vehicle: The purchase of this ATV will provide the department the capability to access and provide services to limited access areas such as trails, fields and wooded areas in the town. The department currently has no capability to access an incident located along a trail that does not parallel a roadway. The ATV would not be limited to just emergency response; the department currently provides many standbys at public events held locally. The department currently uses a "borrowed" ATV unit from individuals several times throughout the year. This practice places unnecessary risk on the Town if the borrowed unit is damaged. Cost is shared with Parks Department.

Buildings and Grounds

\$10,000

Sealcoat and stripe parking lot of Fire Station 1 in order to maintain parking lot and useful life of the asphalt surface.

Administrator
removed

\$ 3,200

Purchase and install an ice machine at Station 1 in order to supplement our firefighter rehab program by providing the capability to provide bulk ice.

Administrator
removed

\$ 850,000

Renovation of Fire Station 2 located at 2920 West Highview Drive. Renovations would include the following:

Administrator
removed

- New Roof
- Plumbing
- Electrical
- HVAC
- Concrete/Asphalt Repair or Replacement
- Interior remodel

Station 2 would be renovated to a smaller size allowing for the unused section of the building to be leased / rented out to a small business.

Building & Grounds Summary Report

Fire Station 1 Situation Report:

The headquarters station is entering its fifth year of operation and repairs have been minor to date. Continued support will be needed to maintain the building and its related systems in working order for the years to come.

Heating, ventilation and air conditioning maintenance has been minor in nature and continued preventative maintenance is expected to keep expenses relatively low. A contractual preventive maintenance program should be considered in order to maintain equipment. Cost estimates for a contractual program have been obtained and range from \$3,000 to \$12,000 annually depending on what level of service is desired.

For 2013, it is proposed once again to sealcoat and re-stripe the parking lot in order to maintain the life expectancy of the asphalt surface.

Future items for budget consideration include upgrading the kitchen floor to a more durable material and an annual floor care maintenance program for the tile hallways and carpeted areas should be considered. Estimated cost of floor care maintenance is around \$2,000 per year.

Fire Station 2 Situation Report:

Fire Station 2 is located at 2920 West Highview Drive and was constructed around 1975 with two additions constructed later as services were added. The building was once shared by both the Fire Department and the Police Department. Upon construction of the Town Hall, the Police Department moved out in 2002 which allowed for fire administration to utilize the vacant space until October 2008 when Station 1 was completed.

Today, the building houses a single engine company consisting of four personnel. The existing space within the building is now too large to serve four personnel on duty. Although the number of personnel served by this facility is much smaller, the footprint of the building remains the same resulting in maintenance of the entire facility.

The roof system currently in place is no longer weather tight and has resulted in multiple service calls to at least three roofing contractors in an attempt to make permanent repairs. Although some of the roof leaks have been resolved for the short-term, other areas continue to leak and create potential mold issues within the building.

The parking lot has severe damage due to lack of maintenance and the continual practice of private trucking firms using the parking lot as a location to turn around. Since the relocation of headquarters, no interior remodel of the existing space has been budgeted and the interior finishes and fixtures are original to time of construction.

This situation creates a dark, musty outdated appearance for not only our employees, but for the visiting public as well.

Mechanical systems are also beyond their useful life and require replacement. This includes the air conditioning, heating and ventilation systems. Electrical components are also beyond their useful life and the light fixtures still utilize old T-12 technology which increases our electrical consumption.

The station's apparatus bay requires heavy fire apparatus to back in to the station creating potential risk for accident or injury. Newer stations, including the Grand Chute Blvd. station uses drive-through bays to reduce this risk. The apparatus bay is also original to time of construction and was not built for today's heavy fire apparatus. The floor is in need of saw-cut repair in several locations.

It is recommended that in order for this station to remain operational, the investment must be made to upgrade the facility for the safety and comfort of our employees and visitors. The 2013 capital outlay requests the funding required to upgrade the facility.

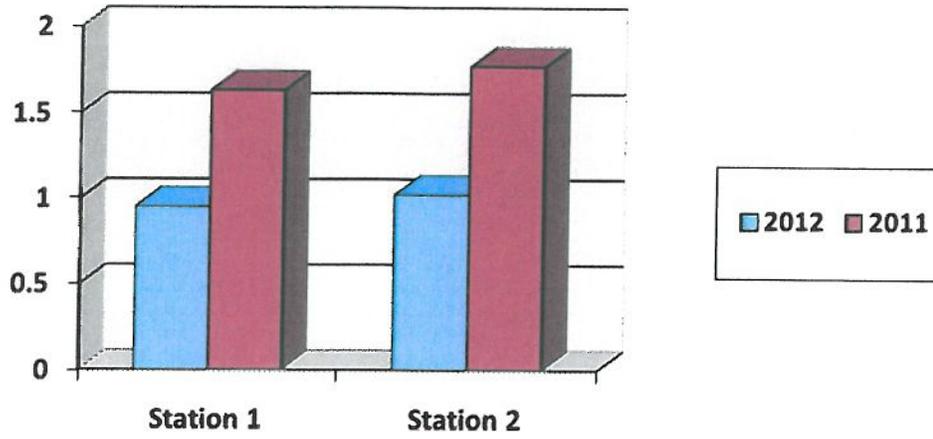
Fire Station Electric/Natural Gas Usage Report:

The information below represents an overview of the electric and natural gas utility cost for both fire stations. The costs represented below do not reflect taxes, fees or surcharges.

Fire Station #1		
Approx. Square Footage:	24,000 sq. ft.	
	<u>2011</u>	<u>2012 (Jan-Jul)</u>
Total Electric:	\$24,481.53	\$16,082.82
Total Nat. Gas:	\$14,676.41	\$ 6,726.83
Total Dollars:	\$39,157.94	\$22,809.65
Approx. Cost per Sq. Ft:	\$ 1.63	\$ 0.95

Fire Station #2		
Approx. Square Footage:	12,000 sq. ft.	
	<u>2011</u>	<u>2012 (Jan-Jul)</u>
Total Electric:	\$14,809.04	\$ 8,916.92
Total Nat. Gas:	\$ 6,429.59	\$ 3,378.40
Total Dollars:	\$21,238.63	\$12,295.32
Approx. Cost per Sq. Ft:	\$ 1.77	\$ 1.02

Cost Per Square Foot



**PUBLIC WORKS
HIGHWAY DEPARTMENT ACCOUNT #533000, HIGHWAY SHOP ACCOUNT
#533002, WINTER MAINTENANCE ACCOUNT #533001, WEED CONTROL
ACCOUNT #536400, CEMETERY ACCOUNT #549100**

GOALS

- To providing high quality and responsive service to the residents of Grand Chute.
- To maintain and improve public infrastructure and facilities within the Town.
- To maintain and repair all vehicles and equipment in the Town's fleet in a timely and cost effective manner.
- To provide winter maintenance services on the roads, trails and parking lots in accordance with the Town's Winter Maintenance Policy
- To respond to calls for service due to natural or man-made emergencies.
- To cut and maintain the grasses and weeds on the roadsides and medians of the Town roads from July 1 to approximately September 1 of each year.
- To cut noxious weeds on private lots when noted by the Weed Commissioner or his designee.
- To maintain the Town cemetery.

2013 OBJECTIVES

- Continue a proactive approach to the maintenance of the Town's roadways and shoulders including a search for new maintenance techniques.
- Continue Inventory of street signage in accordance with the FHWA retroreflectivity requirements.
- Expand the use of the Pubworks asset management software including new reports on the progress and closeout of service work orders
- Center lining, edge striping and arrow/word thermoplastic completed by June 30th.
- Provide contact and initial response to service requests within one working day.
- Update CIP for street reconstructions and urbanizations based on road condition ratings, storm water management needs and water main replacement program.
- Continue cooperative efforts with Appleton, Outagamie County and neighboring communities on expanding the availability of alternative modes of transportation.
- Promote training to improve the ability of all Public Works Department employees to perform their assigned duties and to have opportunities for growth within the Department.
- Finalize the Street and Trail Lighting Policy.
- Update Winter Maintenance Policy to include additional trail maintenance responsibilities on Lynndale Drive

PERFORMANCE MEASURES

	Actual 2011	Estimated 2012	Proposed 2013
Lane-Miles of road to maintain	293	293	295
Miles of Town road to maintain	123	123	124
No. of ditch enclosures permits issued	1	0	0
Public Works reports to Town Board	12	11	12
Utility permits processed	90	96	100

#Full Time Equivalent (FTEs)**PERSONNEL DETAIL**

	Actual 2012	Proposed 2013	2012 Avg. Salary
Director of Public Works	1.0	1.0	\$96,096
Road Superintendent	1.0	1.0	68,370
Shop Foreman	1.0	1.0	67,683
Mechanic	1.0	1.0	49,358
Equipment Operator	4.0	4.0	49,358
Operator - Part-time	1.5	1.5	16.89/hr.
Laborer - Part-time	0.5	0.5	13.97/hr
Summer Help	0.7	0.7	9.00-10.00/hr
Total Personnel	10.7	10.7	

DEPARTMENT/ACCOUNT:
PUBLIC WORKS SUMMARY

FUND:
GENERAL FUND (10)
YEAR-END ESTIMATE
PROPOSED BUDGET

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PUBLIC WORKS-HIGHWAY DEPT(533000)					
PERSONNEL	373,922	372,243	379,900	398,100	414,370
OPERATIONS & MAINTENANCE	368,368	398,773	415,900	400,645	435,265
CAPITAL OUTLAY	95,172	30,979	276,000	260,000	312,000
TOTAL ACCOUNT	837,461	801,995	1,071,800	1,058,745	1,161,635
PUBLIC WORKS-WINTER MAINT (533001)					
PERSONNEL	81,806	114,354	132,100	91,000	84,738
OPERATIONS & MAINTENANCE	123,600	111,788	130,700	121,600	120,315
TOTAL ACCOUNT	205,405	226,142	262,800	212,600	205,053
PUBLIC WORKS-HIGHWAY SHOP (533002)					
PERSONNEL	159,376	165,679	178,100	169,400	161,110
OPERATIONS & MAINTENANCE	129,668	144,941	144,650	140,400	143,050
CAPITAL OUTLAY	6,463	-	-	-	15,700
TOTAL ACCOUNT	295,508	310,620	322,750	309,800	319,860
PUBLIC WORKS-STREET LIGHTS (534200)					
OPERATIONS & MAINTENANCE	254,055	275,686	276,500	276,000	286,600
TOTAL ACCOUNT	254,055	275,686	276,500	276,000	286,600
PUBLIC WORKS-BUS (535200)					
OPERATIONS & MAINTENANCE	599,105	603,162	606,134	606,134	606,134
TOTAL ACCOUNT	599,105	603,162	606,134	606,134	606,134
PUBLIC WORKS-REFUSE (536200)					
OPERATIONS & MAINTENANCE	604,860	696,738	741,900	706,600	730,900
TOTAL ACCOUNT	604,860	696,738	741,900	706,600	730,900
PUBLIC WORKS-RECYCLING (536350)					
OPERATIONS & MAINTENANCE	334,608	411,671	472,500	415,700	479,450
TOTAL ACCOUNT	334,608	411,671	472,500	415,700	479,450
PUBLIC WORKS-WEED CONTROL (536400)					
PERSONNEL	849	500	1,800	900	276
OPERATIONS & MAINTENANCE	4,464	3,423	4,600	3,800	4,600
TOTAL ACCOUNT	5,313	3,922	6,400	4,700	4,876
PUBLIC WORKS-CEMETERY (549100)					
PERSONNEL	979	520	1,400	1,200	1,486
OPERATIONS & MAINTENANCE	-	-	100	100	100
TOTAL ACCOUNT	979	520	1,500	1,300	1,586

DEPARTMENT/ACCOUNT:
PUBLIC WORKS SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
ALL ACCOUNTS - TOTAL					
PERSONNEL	616,932	653,296	693,300	660,600	661,980
OPERATIONS & MAINTENANCE	2,418,728	2,646,182	2,792,984	2,670,979	2,806,414
CAPITAL OUTLAY	101,635	30,979	276,000	260,000	327,700
TOTAL DEPARTMENT	3,137,294	3,330,457	3,762,284	3,591,579	3,796,094
REVENUES					
Intergovernmental Revenues					
433001 Federal Grant	-	-	-	4,639	-
435310 State Transportation Aids	921,229	939,019	845,117	845,117	760,605
437000 Recycling	208,101	227,146	239,200	234,400	240,600
437901 Mass Transit	442,490	469,258	456,597	456,597	456,597
Licenses & Permits					
443001 Utility/Open Cut Permits	7,319	13,349	9,000	26,000	18,000
443000 BP Access Permits	-	6,040	3,400	4,000	4,000
Public Charges for Services					
420000 Special Charges Street Lights	105,433	107,536	113,000	119,720	120,700
463100 Highway Material/Maintenance	9,337	9,753	8,000	8,000	8,000
463101 Roadway Dev Fee	-	-	-	-	-
464200 Refuse/Yard Waste Fee	-	(332)	-	-	-
464400 Weed Control	4,534	2,492	4,500	2,500	3,000
464401 Sp Charge-Weeds	-	-	-	-	-
464201 Sp Charge-Refuse	647,333	638,560	742,000	746,970	731,185
464201 Sp Charge-Recycling	101,300	170,000	186,800	185,850	188,900
465400 Cemetery	119	93	100	53	100
Other Financing Sources					
473310 Services to Local Governments	-	-	-	-	-
474000 Allocated Hwy Labor & Maint	191,987	205,063	205,200	199,520	230,300
481300 Interest on Special Assessments	-	735	-	-	-
483030 Sale of Equipment	8,514	6,418	-	7,000	15,000
492000 Transfer from San Dist #3	22,866	15,338	-	15,000	-
SUBTOTAL REVENUES	2,670,562	2,810,467	2,812,914	2,855,366	2,776,987
ALLOCATED REVENUES	67,464	64,308	49,520	36,264	117,701
TOTAL REVENUES	2,738,026	2,874,775	2,862,434	2,891,630	2,894,688
ALLOCATED TAX LEVY	384,978	464,192	493,260	699,949	901,406
% TAX LEVY SUPPORT	12.27%	13.94%	13.11%	19.49%	23.75%

DEPARTMENT/ACCOUNT:
PUBLIC WORKS - HIGHWAYS (533000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	259,926	253,474	262,200	278,800	297,500
111 Overtime	10,147	6,567	12,200	12,100	6,980
130 Fringe Benefits	103,849	112,202	105,500	107,200	109,890
TOTAL PERSONNEL	373,922	372,243	379,900	398,100	414,370
OPERATIONS & MAINTENANCE					
210 Professional Services	4,217	3,067	2,000	2,000	2,000
220 Utilities	4,138	4,724	6,000	4,500	6,000
221 Phone and Communications	3,709	6,267	4,100	3,600	4,100
290 Other Contractual Services	160,705	177,359	174,800	175,200	174,800
310 Office Supplies	1,262	1,449	1,800	1,800	1,800
311 Postage	781	434	800	800	900
320 Publication/Printing Fees	328	141	600	400	600
321 Dues and Subscriptions	712	252	600	800	750
330 Conferences & Training	3,059	2,234	2,300	2,300	2,300
340 Operating Supplies	32,971	20,588	29,100	25,000	29,100
341 Drug and Alcohol Testing	587	786	500	1,000	750
344 Gas, Oil, and Other Supplies	40,790	65,636	61,500	50,000	64,125
346 Hand Tools & Small Equipment	1,360	839	3,300	3,400	1,300
348 Signal Maintenance	20,160	12,839	23,300	24,200	23,640
350 Vehicle Maintenance	20,296	-	-	345	-
351 Allocated Vehicle Maintenance	65,273	89,377	93,700	93,700	111,500
360 Building Repairs and Maintenance	2,317	6,171	5,000	5,000	5,000
390 Miscellaneous Expenses	905	368	1,500	1,500	1,500
391 Uniforms	4,799	6,243	5,000	5,100	5,100
TOTAL OPERATIONS & MAINT	388,368	398,773	415,900	400,645	435,265
CAPITAL OUTLAY					
810 Capital Equipment	21,746	30,979	140,000	140,000	108,000
811 Capital Equipment - Vehicles	73,425	-	136,000	120,000	204,000
TOTAL CAPITAL OUTLAY	95,172	30,979	276,000	260,000	312,000
DEPARTMENT TOTAL	837,461	801,995	1,071,800	1,058,745	1,161,635

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (533000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services Engineering services not involving capital projects.	2,000
220	Utilities This represents the highway department's half of the water, sewer and natural gas for the DPW storage garage.	6,000
290	Other Contractual Services	174,800
	<ul style="list-style-type: none"> • Center Lining/Edge Striping Program 22,000 (Based on 157,862 estimated feet of striping x \$0.14 per foot.) • Paver Patching 10,000 • Road Patch Material 6,500 • General Highway Materials 9,000 • Landfill disposal changes 500 • Seal coating and Crack filling 120,800 • Intersection Permanent Markings 6,000 	
330	Conferences and Training Competent person operator training, supervisor training, winter maintenance seminars, general road maintenance seminars, safety training and commercial drivers license renewals. Includes the following anticipated conferences and meeting expenses for Director of Public Works: American Public Works Association (APWA) annual conference – Chicago, IL (1,500); APWA-Wisconsin spring and fall conferences (200). All meetings/conferences consist of technical seminars relevant to current Town operations and State/Federal mandates.	2,300
340	Operating Supplies Hardware (700); stone (6,000); landscaping (2,500); signs & posts (10,000); replacement traffic cones (400); 48 signs replacements (2,000); intersection marking paint (2,500) and shoulder maintenance (4,500); Replacement barricades (500).	29,100

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (533000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
344	Gas, Oil & Other Supplies Kerosene, oil and misc. fuel supplies (1,550); 3,500 gallons of gasoline estimated at \$3.75 per gallon (13,825); 13,000 gallons of diesel fuel estimated \$3.75 per gallon (48,750).	64,125
346	Hand Tools and Small Equipment Replacement pole pruner for use along town roads and parks (500). Hydraulic pump for watering trees and Town owned landscaped areas. (400) Miscellaneous tools, shovels, rakes and other items necessary for roadway maintenance (400)	1,300
348	Signal Maintenance Repair and maintenance of traffic signals and WE Energies costs. <ul style="list-style-type: none"> • City of Appleton Electrical Department 20,000 • WE Energies electricity 3,640 Energy costs and signal maintenance for (10) signals. Budget 4.0% increase in electricity expense. As a result of our signal maintenance agreement with Appleton, we are paying a premium for stand-by service. The Town is paying at least \$7,500 more annually than actual maintenance costs.	23,640
351	Allocated Vehicle Maintenance Vehicle and equipment parts and labor charged back to Highway expenses. An additional \$7,500 should be added to recertify the forklift if it is not replaced. Add \$11,000 to repair (worn bearings, etc.) wood chipper if it is not replaced.	111,500
810	Capital Equipment <ul style="list-style-type: none"> • Boss Plow for Sanitary District pick-up truck replacement. 6,000 The Sanitary Districts are budgeting for a ½-ton 4x4 pick-up truck to replace Truck No. 32. This vehicle will be used by the Sanitary Districts during normally scheduled work and for cul de sac clearing during snow events. <ul style="list-style-type: none"> • Shouldering Machine Attachment 15,000 This attachment for the dump trucks would provide an efficient way to place shoulder along existing roadways. Current shoulder maintenance	108,000

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (533000)

requires a minimum of four personnel to place, grade and compact the shoulder gravel. The shouldering operation could be accomplished with two personnel due to the gavel being placed and leveled with the leveling box.

- Replacement Brush Chipper (64,000)

This unit would replace the 2001 Morbark Chipper #615. The estimated replacement schedule for this type of equipment is 10 year due to the extreme forces that this machine is subject to on a continuous basis. The current chipper unit will require the replacement \$10,000 - \$12,000 of internal wear parts to bring the unit to a safe operating condition. The chipper is used 1-2 days per week, March to November, to clear residential brush piles from the road right-of-ways. Estimated resale value: \$2,500

- Replacement Forklift (23,000)

This unit would replace the 1974 White Forklift #920. The current unit was purchased used when the Town moved to the new building. The forklift is used on a daily basis to load and unload job materials for all departments. Repairs required to recertify and make the current forklift safe to operate are estimate between \$6,500 to \$8,500. The proposed replacement unit would be a good quality, low hour, used forklift. Resale value: \$1,000

811 **Capital Equipment – Vehicles** 204,000

- Replacement Tandem Axle Dump Truck with plow, wing, material spreader and pre-wet system. (204,000)

This unit would be a replacement for our 2000 International tandem axle truck #220. Vehicle of this type are subjected to severe duty over their service life. Snow plowing operations are the most severe, putting extreme stress on many of the structural components causing fatigue, cracks and eventual failure. The two previous plow truck replacements were used until key structural elements failed and the truck had to be taken out of service. It is recommended that the plow trucks be replaced on a 15 year cycle to avoid high cost maintenance and retain a higher resale value. This vehicle would be set up with a plow, wing, material spreader and pre-wet system would be solely the responsibility of Highway. Estimated resale value: \$12,000

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-WINTER MAINT (533001)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	28,917	42,310	65,400	25,000	26,538
111 Overtime	24,777	36,951	29,900	30,000	34,660
130 Fringe Benefits	28,111	35,093	36,800	36,000	23,540
TOTAL PERSONNEL	81,806	114,354	132,100	91,000	84,738
OPERATIONS & MAINTENANCE					
340 Operating Supplies	111,149	80,579	109,700	109,000	99,315
351 Allocated Vehicle Maintenance	12,005	29,924	20,000	12,000	20,000
390 Miscellaneous Expenses	446	1,285	1,000	600	1,000
TOTAL OPERATIONS & MAINT	123,600	111,788	130,700	121,600	120,315
DEPARTMENT TOTAL	205,405	226,142	262,800	212,600	205,053

DEPARTMENT/ACCOUNT: PUBLIC WORKS – Winter Maintenance (533001)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
340	Operating Supplies An estimated 1,625 tons of road salt at \$51.64/ton (83,915). Salt is purchased under the State contract and quantities were committed to in March of 2012. An agricultural derivative (Geomelt) will be added to the road salt at a rate of 3 gallons per ton at \$1.87/gallon (9,100). Salt brine, purchased from Outagamie County, will also be used as a substitute for Geomelt in the trucks equipped with pre-wet systems (1,000). Cost of the brine is \$0.18/gallon. These are bulk rates delivered to the 5,000-gallon storage tanks. Replacement wear blades for snowplows and wings (5,300).	99,315
351	Allocated Vehicle Maintenance This amount covers costs to repair snowplows and material spreaders that are used only for winter plowing or salting operations. Includes painting of plows, wings and spreaders to protect from the effects of weather and salt.	20,000

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-HWY SHOP (533002)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	109,179	108,508	116,200	114,000	113,440
111 Overtime	1,700	83	7,500	1,000	200
130 Fringe Benefits	48,497	57,088	54,400	54,400	47,470
TOTAL PERSONNEL	159,376	165,679	178,100	169,400	161,110
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	3,115	3,698	4,950	4,700	4,350
310 Office Supplies	535	189	200	200	200
340 Operating Supplies	6,985	7,100	6,500	7,200	6,500
346 Hand Tools & Small Equipment	3,052	5,364	3,000	2,800	2,000
350 Vehicle Maintenance	115,981	128,590	130,000	125,500	130,000
TOTAL OPERATIONS & MAINT	129,668	144,941	144,650	140,400	143,050
CAPITAL OUTLAY					
810 Capital Equipment	6,463	-	-	-	15,700
TOTAL CAPITAL OUTLAY	6,463	-	-	-	15,700
DEPARTMENT TOTAL	295,508	310,620	322,750	309,800	319,860
REVENUES					
Interdepartment Revenues					
Allocated Hwy Maint/Labor	191,987	205,063	205,200	199,520	230,300
TOTAL REVENUES	191,987	205,063	205,200	199,520	230,300
GENERAL FUND SUBSIDY	103,521	105,557	117,550	110,280	89,560
% GENERAL FUND SUPPORT	35.0%	34.0%	36.4%	35.6%	28.0%

DEPARTMENT/ACCOUNT: PUBLIC WORKS-SHOP (10-14-533002)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
290	Other Contractual Services	4,350
	<ul style="list-style-type: none"> • License and support for shop maintenance software (1,750) • Snap-On diagnostic vehicle ECM scanner updates (1,500) • Oxygen & Acetylene tank leases (250) • Used oil credit & oil filter disposal (250) • Photocopy machine lease and maintenance (500) • First Aid kit supplies (100) 	
310	Office Supplies	200
	<ul style="list-style-type: none"> • Replacement & new office supplies as needed 	
340	Operating Supplies	6,500
	<ul style="list-style-type: none"> • Miscellaneous shop operating supplies: Nuts, bolts & hardware Aerosol cleaners, degreasers & paint products Disposable rags, hand-soap & cleaning products Vehicle wash supplies Safety glasses & hearing protection Welding, cutting & grinding consumables, etc. 	
346	Hand Tools and Small Equipment	2,000
	<ul style="list-style-type: none"> • Replacement and new hand tools for shop as needed (1800) 	
350	Vehicle Maintenance	130,000
	<ul style="list-style-type: none"> • Vehicle and equipment parts and material costs of the maintenance shop (113,000). • Oil, supplies and grease (9000). • Sub labor to outside vendors (8000). 	

These costs are charged back to the departments that receive equipment maintenance services. All parts and services are documented on the Town's fleet maintenance software for each vehicle in our fleet.

810

Capital Equipment

15,700

- Vehicle ECM Scanner upgrade (7,000)
- Automatic parts cleaning system (8,700)

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-STREET LIGHTS (534200)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OPERATIONS & MAINTENANCE					
220 Utilities	254,055	275,686	276,500	276,000	286,600
340 Operating Supplies	-	-	-	-	-
TOTAL OPERATIONS & MAINT	254,055	275,686	276,500	276,000	286,600
DEPARTMENT TOTAL	254,055	275,686	276,500	276,000	286,600

DEPARTMENT/ACCOUNT: PUBLIC WORKS – Streetlights (534200)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
220	Utilities	286,600

Charges from We Energies for lease and power costs associated with streetlights. We are projecting the 2013 usage based on actual 2012 costs plus a 3.6% increase for 2013 as well as additional costs for new streetlights that have been added in the past year.

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-BUS (535200)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	599,105	603,162	606,134	606,134	606,134
TOTAL OPERATIONS & MAINT	599,105	603,162	606,134	606,134	606,134
DEPARTMENT TOTAL	599,105	603,162	606,134	606,134	606,134

REVENUES

Intergovernmental Revenues					
437901 Mass Transit	442,490	469,258	456,597	456,597	456,597
TOTAL REVENUES	442,490	469,258	456,597	456,597	456,597
GENERAL FUND SUBSIDY	156,615	133,904	149,537	149,537	149,537
% GENERAL FUND SUPPORT	26.1%	22.2%	24.7%	24.7%	24.7%

DEPARTMENT/ACCOUNT: PUBLIC WORKS – Bus (535200)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
290	Other Contractual Services The Town's share of costs for Valley Transit. This amount is offset by State and Federal Aid.	606,134

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-REFUSE & LANDFILL
 (536200) & (536300)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OPERATIONS & MAINTENANCE					
000 Refuse Collection Expense	600,474	692,690	735,000	699,700	727,000
290 Landfill Contractual Services	4,386	4,048	6,900	6,900	3,900
TOTAL OPERATIONS & MAINT	604,860	696,738	741,900	706,600	730,900
DEPARTMENT TOTAL	604,860	696,738	741,900	706,600	730,900

REVENUES

Public Charges for Services					
464201 Sp Charge-Refuse Collect	647,333	638,892	742,000	746,970	731,185
TOTAL REVENUE	647,333	638,892	742,000	746,970	731,185
GENERAL FUND SUBSIDY	(42,473)	57,846	(100)	(40,370)	(285)
% GENERAL FUND SUPPORT	-7.0%	8.3%	0.0%	-5.7%	0.0%

DEPARTMENT/ACCOUNT: PUBLIC WORKS –Refuse (536200 & 536300)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
000	<p>Refuse Collection Expense</p> <p>This amount includes the costs associated with the Town's contracted refuse hauler (Veolia/Advanced Disposal). The original five-year contract has been extended by 3 years with the switch to automated collection. The sale of Veolia's waste management business to Highstar Capital with management by Advanced Disposal should have no effect on the services provided to the Town's residents. The Town is expecting the number of customers to continue to increase modestly in 2013. Outagamie County has not increased their tipping fees for 2013. The fuel surcharge will add an estimated 6.25% to the costs.</p>	727,000
290	<p>Other Contractual Services</p> <p>This amount includes the costs associated with the Town's contracted ground water testing of the Art Lecker Park landfill area. (3,900) The Town's ground water monitoring consultant is in the process of evaluating the current test results to prepare the documentation to request the reduction of the ground water testing frequency from quarterly to twice per year. If the results are favorable, the Town's contractual services cost should be reduced by 50%. The amount listed does not reflect the reduction.</p>	3,900

A special charge of \$86.41 will be added onto the property tax bills for refuse collection and landfill services.

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-RECYCLING (536350)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	334,608	411,671	472,500	415,700	479,450
TOTAL OPERATIONS & MAINT	334,608	411,671	472,500	415,700	479,450
DEPARTMENT TOTAL	334,608	411,671	472,500	415,700	479,450

REVENUES

Intergovernmental Revenues					
437900 Recycling	208,101	227,146	239,200	234,400	240,600
464201 Sp Charge-Recycling	-	3,088	11,000	10,225	11,000
TOTAL REVENUE	208,101	230,234	250,200	244,625	251,600
GENERAL FUND SUBSIDY	126,508	181,437	222,300	171,075	227,850
% GENERAL FUND SUPPORT	37.8%	44.1%	47.0%	41.2%	47.5%

DEPARTMENT/ACCOUNT: PUBLIC WORKS –Recycling (536350)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
290	Other Contractual Services	479,450

This amount includes the costs associated with the Town's contracted recycling hauler (Veolia/Advanced Disposal) and funds for the green waste recycling program. The original five-year contract has been extended by 3 years with the switch to automated collection. The sale of Veolia's waste management business to Highstar Capital with management by Advanced Disposal should have no effect on the services provided to the Town's residents. We are expecting the number of customers to increase modestly in 2013. Outagamie County will not have a recycling tipping fee increase in 2013. The County will only reimburse recycling collection expenses at approximately 55% of our manual collection cost. The remainder will be included as a special charge on the property tax bills. The fuel surcharge will add an estimated 6.25% to the recycling costs.

\$50,000 is paid to the City of Appleton for our share of the operating costs of two green waste disposal facilities. Appleton has reduced the hours of operation for both disposal facilities to Mondays, Fridays, Saturdays and Sundays.

A special charge of \$21.60 will be added onto the property tax bills for recycling collection.

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-WEED CONTROL (536400)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	484	-	1,300	400	256
130 Fringe Benefits	365	500	500	500	20
TOTAL PERSONNEL	849	500	1,800	900	276
OPERATIONS & MAINTENANCE					
290 Contractual Services	255	1,825	3,000	2,500	3,000
311 Postage	56	58	100	100	100
340 Operating Supplies	1,397	149	500	200	500
351 Allocated Vehicle Maintenance	2,756	1,390	1,000	1,000	1,000
TOTAL OPERATIONS & MAINT	4,464	3,423	4,600	3,800	4,600
DEPARTMENT TOTAL	5,313	3,922	6,400	4,700	4,876
REVENUES					
Public Charges for Services					
464400 Weed Control	4,534	2,492	4,500	2,500	3,000
464401 Sp Charge-Weeds	-	-	-	-	-
TOTAL REVENUES	4,534	2,492	4,500	2,500	3,000
GENERAL FUND SUBSIDY	779	1,430	1,900	2,200	1,876
% GENERAL FUND SUPPORT	14.7%	36.5%	29.7%	46.8%	38.5%

DEPARTMENT/ACCOUNT: PUBLIC WORKS-WEED CONTROL
(10-14-536400)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
290	Contractual Services The Town contracts with several mowing services to address reported rank growth and noxious weed issues on private property.	3,000
311	Postage Mailing of rank growth and noxious weed notices.	100
340	Operating Supplies Safety glasses & hearing protection Mowing supplies and consumables. Herbicides	500

DEPARTMENT/ACCOUNT:
CEMETERY (549100)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	588	120	1,000	800	1,301
130 Fringe Benefits	391	400	400	400	185
TOTAL PERSONNEL	979	520	1,400	1,200	1,486
OPERATIONS & MAINTENANCE					
210 Professional Services	-	-	-	-	-
390 Miscellaneous Expense	-	-	100	100	100
TOTAL OPERATIONS & MAINT	-	-	100	100	100
DEPARTMENT TOTAL	979	520	1,500	1,300	1,586

DEPARTMENT/ACCOUNT:
PARKS & RECREATION SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PARKS (552000)					
PERSONNEL	80,880	62,120	86,200	85,200	58,710
OPERATIONS & MAINTENANCE	65,420	77,811	60,880	59,313	59,920
CAPITAL OUTLAY	28,958	3,130	4,000	5,000	28,295
TOTAL ACCOUNT	175,258	143,062	151,080	149,513	146,925
RECREATION (553000)					
PERSONNEL	9,414	10,260	9,700	9,769	10,300
OPERATIONS & MAINTENANCE	2,169	1,682	3,125	2,261	3,850
TOTAL ACCOUNT	11,583	11,942	12,825	12,030	14,150
TRAILS MAINTENANCE (554000)					
PERSONNEL	1,199	100	1,100	1,100	3,250
OPERATIONS & MAINTENANCE	2,379	1,098	3,800	3,700	5,300
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	3,578	1,198	4,900	4,800	8,550
ALL ACCOUNTS - TOTAL					
PERSONNEL	91,493	72,480	97,000	96,069	72,260
OPERATIONS & MAINTENANCE	69,968	80,591	67,805	65,274	69,070
CAPITAL OUTLAY	28,958	3,130	4,000	5,000	28,295
TOTAL DEPARTMENT	190,419	156,202	168,805	166,343	169,625
REVENUES					
Public Charges for Services					
467200 Parks Rental	10,666	8,891	11,200	10,200	11,200
467201 Recreation Fees	1,821	2,690	2,650	4,203	2,700
485000 Donations-Recreation	1,461	1,155	1,400	600	1,500
484300 Insurance Recoveries	2,700	-	-	-	-
SUBTOTAL REVENUES	16,649	12,737	15,250	15,003	15,400
ALLOCATED REVENUES	17,466	18,571	16,547	7,455	17,812
TOTAL REVENUES	34,115	31,308	31,797	22,458	33,212
ALLOCATED TAX LEVY	96,058	134,049	164,823	143,885	136,413
% TAX LEVY SUPPORT	50.45%	85.82%	97.64%	86.50%	80.42%

DEPARTMENT/ACCOUNT:
PARKS (552000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	54,705	33,518	57,200	57,200	50,210
111 Overtime	3,223	602	2,500	1,600	960
121 Commissioners	1,985	2,705	3,200	3,100	3,360
130 Fringe Benefits	20,967	25,295	23,300	23,300	4,180
TOTAL PERSONNEL	80,880	62,120	86,200	85,200	58,710
OPERATIONS & MAINTENANCE					
210 Professional Services	-	-	-	-	-
220 Utilities	22,473	24,773	22,200	23,000	22,800
221 Phone and Communications	-	120	120	120	120
290 Other Contractual Services	20,754	38,824	20,000	20,000	11,000
321 Dues and Subscriptions	-	-	-	-	1,400
330 Conferences and Training	-	60	450	100	450
340 Operating Supplies	8,258	8,515	8,950	8,900	11,850
344 Gas, Oil etc	1,312	547	2,160	1,693	1,900
351 Allocated Vehicle Maintenance	9,423	4,971	7,000	5,500	7,000
360 Building Repairs	3,200	-	-	-	3,400
TOTAL OPERATIONS & MAINT	65,420	77,811	60,880	59,313	59,920
CAPITAL OUTLAY					
810 Capital Equipment	28,958	3,130	4,000	5,000	28,295
TOTAL CAPITAL OUTLAY	28,958	3,130	4,000	5,000	28,295
DEPARTMENT TOTAL	175,258	143,062	151,080	149,513	146,925

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries and Wages	50,210
	Costs associated with full time parks maintenance employee and summer help.	
221	Phones & Communication	120
	Full time employees allocated to parks maintenance will be compensated for use of their personal cellular phones at a rate of \$10 per month. No Town owned cell phones are provided	
290	Other Contractual Services	11,000
	<ul style="list-style-type: none"> • Fertilizer and weed control service (2,500). • Prairie maintenance at Prairie Hill Park (500). • Seal coat and crack fill at Arrowhead parking lot (5250) • Fill and level tennis court cracks at Carter Woods (1,120) • Fill and level tennis court cracks at Lions (1,050) • Stripe Pickle Ball court at Arrowhead (580) 	
321	Dues and Subscriptions	1,400
	Software for scheduling park facilities and programs.	
340	Operating Supplies	11,850
	Supplies to maintain athletic fields, playground sand, lawn maintenance, cleaning of buildings and bathroom supplies (7,200); materials for replacement of picnic tables as required (1,000); Roller hockey rink repairs and prepare for use as ice hockey rink. (2,900) Hockey Goals and Tennis Court Nets (750).	
360	Building Repairs	3,400
	<ul style="list-style-type: none"> • Paint Loins Park Pavilion (500) • Install vandal-proof faucets at Carter Woods and Patriot (1500) • Electrical and fence repairs (1,400) 	
810	Capital Equipment	28,295
	Arbor Day trees (3,000)	
	Tennis Practice Wall (1,000)	
	Sand-pro In-Field Maintainer (11,500)	
	Water Tank Application System for landscape (2,845)	
	ATV Utility Vehicle – costs shared with fire department (8,450)	
	Arrowhead park video surveillance equipment (1,500)	

DEPARTMENT/ACCOUNT:
RECREATION (553000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	8,958	9,460	9,000	9,361	9,600
130 Fringe Benefits	456	800	700	408	700
TOTAL PERSONNEL	9,414	10,260	9,700	9,769	10,300
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	952	134	1,600	-	1,600
311 Postage	-	22	50	35	50
340 Operating Supplies	1,217	1,526	1,475	2,226	2,200
TOTAL OPERATIONS & MAINT	2,169	1,682	3,125	2,261	3,850
DEPARTMENT TOTAL	11,583	11,942	12,825	12,030	14,150

REVENUES

Public Charges for Services					
467201 Recreation Fees	1,821	2,690	2,650	4,203	2,700
Miscellaneous Revenue					
485000 Donations	1,461	1,155	1,400	600	1,500
TOTAL REVENUE	3,283	3,846	4,050	4,803	4,200

DEPARTMENT/ACCOUNT: Recreation (553000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
220	Salaries & Wages	9,600
	Wages for one Recreation Supervisor and three Recreation Leaders/Helpers over the 8 week program. .	
290	Contractual Services	1,600
	Instructors for summer Kids Bike Club program (300). Undetermined park programs (1,100). Miscellaneous expense (200).	
340	Operating Supplies	2,200
	Playground supplies for Summer Playground Program. The Program Supervisor recommends items that would be helpful for the program. Donations from sponsors and fund raising will offset this expenditure. Staff T-shirt uniforms are included for Recreational Supervisor and Leaders.	

DEPARTMENT/ACCOUNT:
RAILS MAINTENANCE (554000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	1,108	-	1,000	1,000	2,500
130 Fringe Benefits	91	100	100	100	750
TOTAL PERSONNEL	1,199	100	1,100	1,100	3,250
OPERATIONS & MAINTENANCE					
220 Utilities	141	398	500	400	450
290 Contractual Services	-	200	200	200	200
340 Operating Supplies	2,238	500	3,000	3,000	4,500
344 Gas, Oil etc	-	-	100	100	150
TOTAL OPERATIONS & MAINT	2,379	1,098	3,800	3,700	5,300
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
DEPARTMENT TOTAL	3,578	1,198	4,900	4,800	8,550

Department/Account: TRAILS MAINTENANCE (554000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries and Wages Wages parks maintenance employee and summer help to maintain and repair recreational trails.	2,500
290	Contractual Services Herbicide application along trail near Fox Cities Stadium	200
340	Operating Supplies Supplies to maintain/repair trail surface, i.e. replace concrete slabs, boardwalk planks or patch asphalt path.	4,500

COMMUNITY DEVELOPMENT DEPARTMENT
ACCOUNT #564000 PLANNING/ZONING
ACCOUNT #524000/#569000 BUILDING INSPECTION
ACCOUNT #515301 ASSESSOR

GOAL

Provide planning and zoning services, building inspection and permit services, Town Assessor functions, GIS services, and community development programs.

The Department achieves its goal through collaboration with property and business owners, builders, developers, engineers, and architects; education and enforcement of codes and regulations; efficient management of outsourced professional services; coordinated efforts and resource sharing with other Town departments; staff support to Town Board, Plan Commission, Park Commission, and Zoning Board of Appeals; and, professional staff development and cross-training.

2013 OBJECTIVES

Planning/Zoning/GIS

- Project reviews of commercial, industrial and residential developments.
- Review and update land development codes and policies, with emphasis on signs, billboards, lot grading, and site drainage.
- Continued implementation of the 2030 Comprehensive Plan.
- Coordinate real estate acquisition for street right-of-way and easements for trails, drainageways and utilities.
- Coordinate Town Engineer's services in review and approval of plans for drainage, stormwater management, erosion control, street design, and plats.
- Continue implementation of natural resource regulations within the Town (wetlands delineations, floodplains, stormwater management).
- Continue to work with the Town Board to develop appropriate cost-recovery systems.
- Provide GIS and mapping services to maintain updated Town data and to meet DNR stormwater requirements of mapped storm sewers, detention ponds, outfalls, wetlands.
- Continue and enhance economic development efforts that better promote the Town for business development.
- Update Town website with relevant community and economic development information.
- Participate in areawide inter-municipal planning efforts.

PLANNING/ZONING/GIS PERFORMANCE MEASURES

	<u>Actual</u> <u>2011</u>	<u>Estimated</u> <u>2012</u>	<u>Proposed</u> <u>2013</u>
Public Involvement Hearings	66	55	60
Development Projects reviewed	106	125	135
Rezoning Applications	10	5	5
Site Plans	46	65	65
Variance Applications	14	5	5
Special Exceptions	21	20	20
Plats/CSM's	18	25	25
Wetland Delineations	2	5	5
Erosion/Stormwater Plan Reviews	38	30	30
Street/Utility Plan Reviews	8	5	5
Code and Policy updates	10	5	5

Building Inspection

- Administer State 1- & 2-Family Building Code and State Commercial Building Code.
- Plan reviews for new construction, alterations and remodeling.
- Issue permits for and inspect building, plumbing, HVAC and electrical projects.
- Expand permit and inspection coverage to include re-roofing permits, and plumbing permits for water, sanitary sewer, and storm sewer laterals.
- Expand use of building permit software-tracking and reporting systems.
- Erosion Control and Stormwater Management plan reviews and inspections.
- Continue water and stormwater cross-connection control programs.
- Continue illicit stormwater discharge monitoring/detection program.
- Issue special event and temporary sign permits and perform inspections.
- Continue the Citizen Responsive Code Enforcement Program for resolution of complaints regarding debris, junk vehicles, and other code violations.
- Monitor and remove illegal signs in the public right-of-way.
- Maintain annual code enforcement clearance rate of 100%.

BUILDING INSPECTION PERFORMANCE MEASURES

	<u>Actual</u> <u>2011</u>	<u>Estimated</u> <u>2012</u>	<u>Proposed</u> <u>2013</u>
Building Plan Reviews	61	65	70
Ave. # Days for Plan Reviews	4	5	5
Building Permits	1,011	1,100	1,150
New Comm/Ind Buildings	13	15	15
New Single Family Homes	33	45	45
New Multi-Family Units	124	265	150
Drainage Facilities Inspections	45	70	75
Erosion Control Permits	80	85	90
Erosion Control Observation Inspections	474	510	540
Special Event/Temp Sign Permits	62	50	45
Illegal R-O-W Signs removed	201	210	200
Citizen-Initiated Complaints	150	150	150
Staff-Initiated Complaints	192	150	150

Assessor

- Maintain and update records for all properties in the Town.
- Update personal property accounts.
- Continue quality control initiatives to assure accuracy of data.
- Conduct Open Book and Board of Review hearings.
- Manage the work of contracted Town Assessor, CLT/Tyler Technologies.
- Track and evaluate market trends/forecasts in planning for a future Town revaluation.

PERFORMANCE MEASURES

	<u>2011</u>	<u>2012</u>
Total Parcels	7,728	7,842
Parcels with Improvements	6,355	6,338
Personal Property Accounts	1,751	1,671

PERSONNEL DETAIL

<u>Title</u>	<u># FULL-TIME EQUIVALENTS (FTE'S)</u>		
	<u>Actual</u> <u>2012</u>	<u>Proposed</u> <u>2013</u>	<u>Average</u> <u>2012 Salary</u>
Community Development Director	1.0	1.0	\$90,813
Building Inspectors	3.0	3.0	\$64,113
Executive Secretary	1.0	1.0	\$35,984
GIS Specialist	1.0	1.0	\$57,512
Totals	6.0	6.0	

COMMUNITY DEVELOPMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
ASSESSOR (515301)					
PERSONNEL	80,607	89,091	6,800	6,600	6,890
OPERATIONS & MAINTENANCE	55,154	63,630	111,300	108,900	111,400
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	135,762	152,721	118,100	115,500	118,290
BUILDING INSPECTION (524000) / CODE ENFORCEMENT					
PERSONNEL	232,847	240,796	242,800	242,800	243,340
OPERATIONS & MAINTENANCE	64,086	81,551	63,300	61,600	63,800
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	296,932	322,347	306,100	304,400	307,140
PLANNING & ZONING (564000)					
PERSONNEL	197,324	196,258	192,800	192,700	193,230
OPERATIONS & MAINTENANCE	19,888	27,223	31,300	29,150	31,300
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	217,212	223,481	224,100	221,850	224,530
ALL ACCOUNTS - TOTAL					
PERSONNEL	510,778	526,145	442,400	442,100	443,460
OPERATIONS & MAINTENANCE	139,128	172,404	205,900	199,650	206,500
CAPITAL OUTLAY	-	-	-	-	-
TOTAL DEPARTMENT	649,906	698,549	648,300	641,750	649,960
REVENUES					
Licenses & Permits					
443000 Building Permits	197,338	198,789	220,000	225,000	230,000
444000 Zoning Permits	24,810	39,450	35,000	40,000	40,000
444001 Erosion Control Plan Review Fee	4,476	3,729	5,000	6,000	6,000
444002 Drainage Inspection Fee	28,343	23,900	25,000	28,000	28,000
444003 Wetland Delineations	2,354	3,074	10,000	10,000	10,000
444004 Building Plan Review Fee	36,883	54,435	45,000	45,000	45,000
444005 Erosion Control Inspection Fee	-	6,040	3,400	11,000	12,000
444006 Drainage Plan Review Fee	7,319	13,349	9,000	1,200	1,200
468300 Property Record Mgmt Fee	17,779	16,500	23,500	22,000	22,000
SUBTOTAL REVENUES	319,302	359,266	375,900	388,200	394,200
ALLOCATED REVENUES	51,518	40,276	28,027	12,489	29,539
TOTAL REVENUES	370,820	399,542	403,927	400,689	423,739
ALLOCATED TAX LEVY	250,482	290,724	279,173	241,061	226,221
% TAX LEVY SUPPORT	38.54%	41.62%	43.06%	37.56%	34.81%

DEPARTMENT/ACCOUNT:
ASSESSOR (515301)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	55,908	56,398	4,800	4,600	4,570
111 Overtime	542	2,400	-	-	-
130 Fringe Benefits	24,157	30,294	2,000	2,000	2,320
TOTAL PERSONNEL	80,607	89,091	6,800	6,600	6,890
OPERATIONS & MAINTENANCE					
221 Phone and Communications	233	435	400	400	400
290 Other Contractual Services	42,380	53,210	99,400	99,400	100,900
310 Office Supplies	169	179	500	300	300
311 Postage	1,818	1,904	1,900	1,900	1,900
320 Publication/Printing Fees	248	-	200	200	200
321 Dues and Subscriptions	50	225	200	-	-
330 Conferences & Training	793	766	700	-	-
347 Office Equipment	1,550	-	-	-	-
390 Miscellaneous Expenses	7,913	6,912	8,000	6,700	7,700
TOTAL OPERATIONS & MAINT	55,154	63,630	111,300	108,900	111,400
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
DEPARTMENT TOTAL	135,762	152,721	118,100	115,500	118,290

Department/Account: COMMUNITY DEVELOPMENT/ASSESSOR (515301)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110/130	Salaries, Fringe Benefits Pro-rata assignment of GIS Specialist's salary for services rendered to support assessment database and mapping.	6,890
290	Other Contractual Services Contracted price for 2 nd year of a 3-year service agreement with CLT/Tyler Technologies for Town Assessor and Deputy Assessor duties, software program updates, and technical support.	100,900
321	Dues and Subscriptions Elimination of line item due to savings from outsourced Assessor Services (prior budget = \$200)	-0-
330	Conferences and Training Elimination of line item due to savings from outsourced Assessor Services (prior budget = \$700)	-0-
390	Miscellaneous Expense Manufacturing assessment fee payable to WI Dept. of Revenue.	7,700

DEPARTMENT/ACCOUNT:
BUILDING INSPECTION (524000)
CODE ENFORCEMENT (569000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries	159,654	160,693	171,000	171,000	173,590
110 Salaries Part-Time	-	-	-	-	-
111 Overtime	1,086	1,520	1,500	1,500	1,550
130 Fringe Benefits	72,107	78,584	70,300	70,300	68,200
TOTAL PERSONNEL	232,847	240,796	242,800	242,800	243,340
OPERATIONS & MAINTENANCE					
210 Professional Services	51,077	61,065	42,000	42,000	42,000
221 Phone and Communications	1,599	2,382	2,000	2,000	2,000
310 Office Supplies	89	726	1,500	1,000	1,500
311 Postage	266	210	400	400	400
320 Publication/Printing Fees	188	1,081	1,000	1,000	1,500
321 Dues and Subscriptions	1,020	594	600	600	600
330 Conferences & Training	2,517	1,965	3,000	3,000	3,000
344 Gas, Oil, and Other Supplies	2,413	2,758	3,000	2,800	3,000
347 Office Equipment	-	-	500	500	500
351 Allocated Vehicle Maintenance	2,456	5,145	2,900	2,900	2,900
390 Miscellaneous Expenses	1,509	4,654	5,500	4,500	5,500
391 Uniforms	951	972	900	900	900
TOTAL OPERATIONS & MAINT	64,086	81,551	63,300	61,600	63,800
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
DEPARTMENT TOTAL	296,932	322,347	306,100	304,400	307,140

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110/111/130	Salaries, Overtime, Fringe Benefits	243,340
	Budgeted amount reflects pro-rata assignment of salaries to utility districts for services rendered.	
210	Professional Services	42,000
	<u>Drainage Plan Reviews and Facility Checks (22,000)</u> Contracted service with Town Engineer to perform commercial drainage plan reviews and the following stormwater quality inspections:	
	<ul style="list-style-type: none"> • Drainage/Detention pond inspections for commercial sites • Lot grade checks for 1 & 2 family homes 	
	<u>Erosion Control Plan Reviews/Field Observation (15,000)</u> Contracted service with Town Engineer to perform State mandated erosion control plan reviews and field observations.	
	<u>Building Plan Reviews (5,000)</u> Contracted service with consulting architect, as needed, for review of large commercial building plans.	
	**NOTE: Contracted service costs offset by permit fees and direct billing to project applicants.	
330	Conferences and Training	3,000
	Building, Electrical, Plumbing and HVAC code update courses, as required to maintain State mandated professional certifications.	

DEPARTMENT/ACCOUNT:
PLANNING & ZONING (564000)

FUND:
GENERAL FUND (10)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	149,081	145,018	134,100	134,100	136,150
111 Overtime	36	345	2,300	2,200	2,140
130 Fringe Benefits	44,577	46,290	51,500	51,500	50,040
131 Commissioners	3,630	4,605	4,900	4,900	4,900
TOTAL PERSONNEL	197,324	196,258	192,800	192,700	193,230
OPERATIONS & MAINTENANCE					
210 Professional Services	-	550	-	100	-
211 Wetland Delineation	3,129	5,164	10,000	10,000	10,000
221 Phone and Communications	1,061	1,776	1,500	1,500	1,500
290 Other Contractual Services	4,828	12,555	5,000	5,000	5,000
310 Office Supplies	3,220	1,983	3,500	3,000	3,500
311 Postage	913	926	1,700	1,500	1,700
320 Publication/Printing Fees	2,760	2,080	2,000	1,500	2,000
321 Dues	780	1,197	2,400	2,000	2,400
330 Conferences and Training	2,399	454	3,500	3,000	3,500
344 Gas, Oil, and Other Supplies	218	536	600	600	600
347 Office Equipment	422	-	500	650	500
351 Allocated Vehicle Maintenance	118	-	600	300	600
390 Miscellaneous Expenses	40	2	-	-	-
TOTAL OPERATIONS & MAINT	19,888	27,223	31,300	29,150	31,300
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
DEPARTMENT TOTAL	217,212	223,481	224,100	221,850	224,530

Department/Account: COMMUNITY DEVELOPMENT/PLANNING & ZONING (564000)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110/111/130	Salaries, Overtime, Fringe Benefits	193,230
	Budgeted amount reflects pro-rata assignment of salaries to utility districts and Assessor for services rendered.	
211	Wetland Delineations	10,000
	Contracted service with a professional soil scientist. Costs offset by direct billing to project applicants.	
290	Other Contractual Services	5,000
	Annual operating contractual services for Planners Advisory Service (800), General Fund share of GPS, GIS and Mapping Software updates and technical support (3,000), and miscellaneous engineering/architectural services (1,200).	
330	Conference and Training	3,500
	Advanced level training for GIS Specialist in maintaining and upgrading GIS and GPS systems capabilities (3,000), and professional development training for Comm. Dev Director (500).	

DEPARTMENT/ACCOUNT:
EQUIPMENT REPLACEMENT FUND

FUND:
FUND EQUIPMENT REPLACEMENT (12)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
BEGINNING FUND BALANCE	690,900	590,900	590,900	590,900	490,900
REVENUES					
Designated Fund Balance	-	-	-	-	-
Transfer from General Fund	-	-	-	-	-
Insurance Proceeds	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-
TOTAL RESOURCES	690,900	590,900	590,900	590,900	490,900
EXPENDITURES-TRANSFER TO OTHER FUNDS:					
Replacement Vehicles	100,000	-	-	-	-
Replace Public Works Truck	-	-	276,000	100,000	200,000
TOTAL EXPENDITURES	100,000	-	276,000	100,000	200,000
ENDING FUND BALANCE	590,900	590,900	314,900	490,900	290,900

DEPARTMENT/ACCOUNT:
ROOM TAX FUND

FUND:
ROOM TAX FUND (21)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
BEGINNING FUND BALANCE	51,352	81,432	68,165	68,165	68,165
REVENUES					
Public Accomodation-Town Gen	61,209	70,614	68,000	70,495	71,000
Public Accomodation-Town Dev	213,187	220,710	204,250	216,100	218,500
Public Accomodation-Convention	653,151	654,332	612,750	648,300	655,500
TOTAL REVENUES	927,547	945,656	885,000	934,895	945,000
TOTAL RESOURCES	978,899	1,027,088	953,165	1,003,060	1,013,165
EXPENDITURES					
Convention Bureau	639,561	667,599	612,750	648,300	655,500
TOTAL EXPENDITURES	639,561	667,599	612,750	648,300	655,500
Minus-To General Fund	257,906	291,324	272,250	286,595	289,500
ENDING FUND BALANCE	81,431.87	68,165	68,165	68,165	68,165

DEPARTMENT/ACCOUNT:
PARK DEVELOPMENT FUND

FUND:
PARK FUND (22)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
BEGINNING FUND BALANCE	18,034	47,908	95,366	95,366	177,716
REVENUES					
Park Development Fees	29,698	46,800	40,000	71,600	48,000
Donations	-	-	-	10,000	-
Interest	176	658	450	750	450
TOTAL REVENUES	29,874	47,458	40,450	82,350	48,450
TOTAL RESOURCES	47,908	95,366	135,816	177,716	226,166
Park Fund Expense	-	-	-	-	35,000
Minus-To Debt Service Fund	-	-	-	-	-
ENDING FUND BALANCE	47,908	95,366	135,816	177,716	226,166

191,166

DEPARTMENT/ACCOUNT:
IMPACT FEE FUND
 Fire Station Development

FUND:
IMPACT FEE (23)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
BEGINNING FUND BALANCE	16,158	35,094	59,424	59,424	133,874
REVENUES					
Impact Fees	18,775	23,874	36,100	74,000	42,900
Interest	161	456	300	450	300
TOTAL REVENUES	18,936	24,330	36,400	74,450	43,200
TOTAL RESOURCES	35,094	59,424	95,824	133,874	177,074
Minus-To Debt Service Fund	-	-	-	-	-
ENDING FUND BALANCE	35,094	59,424	95,824	133,874	177,074

DEPARTMENT/ACCOUNT:
SPECIAL ASSESSMENTS

FUND:
ASSESSMENT FUND (25)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
BEGINNING FUND BALANCE	7,103,624	7,330,489	5,635,666	5,635,666	5,179,938
REVENUES					
Special Assessments	1,506,331	1,639,995	1,235,700	1,442,250	734,950
Interest on Special Assessments	162,639	174,145	161,000	158,492	154,350
Interest from Investments	57,895	48,203	60,000	17,352	-
TOTAL REVENUES	1,726,865	1,862,343	1,456,700	1,618,094	889,300
TOTAL RESOURCES	8,830,489	9,192,832	7,092,366	7,253,760	6,069,238
EXPENDITURES					
Transfer to General Fund / Admin Fees	-	-	-	34,500	25,000
Transfer to Debt Service	1,500,000	3,557,166	2,039,322	2,039,322	2,343,500
TOTAL EXPENDITURES	1,500,000	3,557,166	2,039,322	2,073,822	2,368,500
ENDING FUND BALANCE	7,330,489	5,635,666	5,053,044	5,179,938	3,700,738

DEBT SERVICE FUND

FUND:
DEBT FUND (30)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
BEGINNING FUND BALANCE	100,914	149,445	178,188	249,176	387,375
REVENUES					
Mil Tax	2,600,000	2,400,000	2,160,300	2,160,300	1,996,300
From Special Assessment Fund	1,500,000	3,557,166	2,039,322	2,059,603	2,343,500
From Park Development Fund	-	-	-	-	-
From Grand Chute Utilities-Lease	134,184	134,184	134,200	134,200	-
From San District #3	-	-	-	-	-
From Fire Impact Fee Fund	-	-	-	-	-
Premium on Debt Issue	73,748	-	-	-	-
TOTAL REVENUES	4,307,932	6,091,350	4,333,822	4,354,103	4,339,800
From Reserve-Sale of Town Hall	-	-	-	-	-
EXPENDITURES					
Debt Principal-'99	-	-	-	-	-
Debt Principal-'01	536,960	1,811,960	-	-	-
Debt Principal-'02	258,522	293,522	298,522	298,522	-
Debt Principal-'03 Refinancing	384,944	384,944	384,944	384,945	374,050
Debt Principal-'04	390,036	410,036	510,036	510,036	535,036
Debt Principal-'05	740,000	770,000	775,000	775,000	815,000
Debt Principal-'06	120,000	120,000	120,000	120,000	120,000
Debt Principal-08	610,320	585,000	585,000	585,000	590,000
Debt Principal-09	325,000	360,000	360,000	360,000	360,000
Debt Principal-10	-	590,000	585,000	585,000	585,000
Debt Principal-12	-	-	-	-	550,000
Trust Fund Loan	155,149	-	-	-	-
Debt Interest-'99	-	-	-	-	-
Debt Interest-'01	93,957	72,478	-	-	-
Debt Interest-'02	27,472	17,444	5,970	5,971	-
Debt Interest-'03 Refinancing	49,465	37,917	25,406	25,407	654
Debt Interest-'04	83,151	69,890	55,949	55,949	38,608
Debt Interest-'05	155,050	128,625	101,587	101,588	73,762
Debt Interest-'06	31,969	27,319	22,669	22,669	18,019
Debt Interest-08	196,338	175,863	155,388	155,388	134,913
Debt Interest-09	95,638	89,138	81,938	81,937	74,738
Debt Interest-10	-	117,271	116,425	116,426	107,651
Debt Interest-12	-	-	79,000	32,066	73,998
Trust Fund Loan Interest	5,430	-	-	-	-
Contractual Services	-	1,200	-	-	-
TOTAL EXPENDITURES	4,259,401	6,062,607	4,262,834	4,215,904	4,451,429
ENDING FUND BALANCE	149,446	178,188	249,176	387,375	275,746

**SANITARY DISTRICT NO. 1 & 2
& EAST SIDE UTILITY**

GOALS

- Provide safe drinking water and maintain a good working water distribution system.
- Maintain and repair all sanitary sewer lines.
- Comply with all DNR rules and regulations for our distribution and collection systems.

2013 OBJECTIVES- SANITARY DISTRICT NO. 1

- Mail the Consumer Confidence Reports to all customers by July 2013.
- Exercise water main valves on a bi-annual basis.
- Continue replacing water main – where needed.
- Maintain all fire hydrants on a bi-annual basis.

2013 OBJECTIVES- SANITARY DISTRICT NO. 2

- Continue Inflow & Infiltration Program throughout the Town.
- Continue sewer line maintenance program - clean all lines once every three years.
- Mail the Wastewater Treatment Works Compliance Maintenance Report (eCMAR) by June 2013.

PERFORMANCE MEASURES

Measure	Actual 2011	Estimated 2012	Proposed 2013
Diggers' Hotline Locates	2599	2600	2630
Water Permits/Inspections	59	50	50
Sewer Permits/Inspections	55	48	50
Storm Permits/Inspections	37	39	40
New Meter Installations	59	45	50
Water Main Valves Exercised	200	275	450
(Industry standard is to exercise valves every 2 years)			
Sewer Main Cleaned (ft.)	128,064	40,000	80,000
(Industry standard is to clean sewer mains every 3 years)			

PERSONNEL DETAIL

Title	# Full Time Equivalent (FTEs)		
	Actual 2012	Proposed 2013	2012 Avg. Salary
Utility Superintendent	1.0	1.0	\$75,400
Office Manager	1.0	1.0	46,530
Skilled Labor II	4.0	4.0	49,358
Laborer I	0.0	0.0	0
Account Clerk II	1.0	1.0	45,552
Office Clerk/Customer Rep.	0.3	0.0	0
Laborer/Part-time	0.6	0.6	16.89/hr.
Summer Help	0.6	0.6	9.50/hr.
Totals	8.5	8.2	

DEPARTMENT/ACCOUNT:
WATER SUMMARY

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR END ESTIMATE 2012	PROPOSED BUDGET 2013
SANITARY DISTRICT #1					
PERSONNEL	478,912	468,477	439,399	435,162	477,600
OPERATIONS & MAINTENANCE	4,489,418	4,759,094	4,934,778	4,934,864	5,044,297
Subtotal-Operating Expenses	4,968,331	5,227,571	5,374,177	5,370,026	5,521,897
DEBT SERVICE	761,535	765,980	764,460	789,490	92,289
CAPITAL IMPROVEMENTS	406,344	207,839	401,800	201,800	601,720
Subtotal-Capital Expenses	1,167,879	973,819	1,166,260	991,290	694,009
TOTAL EXPENSES	6,136,210	6,201,390	6,540,437	6,361,316	6,215,906

REVENUES

Public Charges for Services

415000 Merchandising & Jobbing	1,213	238	2,500	1,500	1,500
419000 Interest Income	(5,371)	(5,063)	5,000	(8,000)	5,000
419001 Interest Income-Assessments	18,604	11,956	10,000	7,237	10,000
38420 Interest-Funded Depreciation	3,284	4,411	5,000	4,500	4,500
421000 Mil Tax-Appleton (Hydrant)	12,550	13,555	12,100	11,255	12,000
439001 State Aid (Exempt Computer)	441	403	500	315	300
460000 Unmetered Sales	-	-	1,000	500	1,000
461000 Meter Sales-Residential	1,882,835	1,921,962	2,090,000	2,048,263	2,115,000
461001 Meter Sales-Commercial	1,848,844	1,820,237	2,089,200	2,032,208	2,215,000
461002 Meter Sales-Industrial	347,833	349,774	356,800	348,025	360,000
461003 Other metered Sales	5,172	2,156	5,500	4,500	5,000
462000 Private Fire Protection	87,128	88,231	88,900	89,811	89,900
463000 Public Fire Protect (Tax Levy)	446,061	444,655	446,100	446,100	446,100
464000 Sales to Public Authorities	96,439	90,849	92,800	102,783	95,000
470000 Penalties	25,101	45,255	51,300	40,000	40,000
471000 Miscellaneous Revenues	1,454	4,151	1,900	4,100	3,000
471001 Inspection Fees	2,640	8,996	2,700	8,000	4,000
471003 Water Impact Fees	43,774	51,726	42,200	57,408	50,000
474000 Water Revenue-Tower Rent	66,806	90,137	62,900	90,000	102,960
474000 Water Revenue-Other	30,792	-	2,100	2,200	2,200
481110 Water Admin Fee	157	911	150	150	150
Subtotal-Operating Revenues	4,915,758	4,944,540	5,368,650	5,290,855	5,562,610

Other Revenues

115001 Tower Painting Money	-	-	-	-	-
124000 Sale of Property	-	250	-	40,000	-
124000 Capital Revenue	308,121	-	-	144,500	-
223000 Debt Proceeds-Borrowing	-	-	78,900	429,318	-
484350 Insurance Recovery	3,015	3,909	-	5,500	-
Reallocation of Debt	-	-	-	-	-
Subtotal-Capital Revenues	311,136	4,159	78,900	619,318	-
TOTAL REVENUES	5,226,894	4,948,699	5,447,550	5,910,173	5,562,610

Net Operating Income (Loss) for Year (52,573) (283,031) (5,527) (79,171) 40,713

DEPARTMENT/ACCOUNT:
SANITARY DIST #1-WATER

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	349,487	338,420	307,699	305,162	341,400
121 Commissioners	-	-	400	-	800
130 Fringe Benefits	129,425	130,057	131,300	130,000	135,400
TOTAL PERSONNEL	478,912	468,477	439,399	435,162	477,600
OPERATIONS & MAINTENANCE					
210 Professional Services	6,573	9,788	19,000	19,000	16,000
220 Utilities	55,787	61,683	61,475	60,650	64,450
221 Phone and Communications	1,297	1,465	3,000	1,500	2,500
290 Contractual Services	4,242	6,456	4,000	4,000	5,000
291 Uniforms	2,142	2,424	2,400	2,720	2,720
310 Office Supplies	1,387	2,009	7,000	3,000	7,000
311 Postage	10,393	-	8,000	6,000	8,000
330 Conferences & Training	835	3,084	2,400	2,400	3,000
330 Dues & Subscriptions	320	473	500	500	500
340 Operating Supplies	3,059	3,126	6,500	4,900	6,500
344 Vehicle Gas, Oil, Etc	9,729	11,468	10,600	10,600	10,600
350 Vehicle Maintenance	26	29	3,000	3,000	3,000
351 Allocated Vehicle Maintenance	10,311	16,048	12,000	11,000	12,000
380 Equipment Maintenance	70,672	75,154	96,200	86,190	102,200
390 Miscellaneous Expenses/Incl Diggers	6,741	13,028	11,900	13,000	9,200
395 Purchased Water	3,570,731	3,842,618	3,950,000	4,050,000	4,150,000
510 Insurance Premiums	29,237	27,659	82,380	37,400	44,600
530 Rent/Lease Payments	80,508	80,508	80,500	44,740	44,740
540 Depreciation	467,298	470,086	460,000	460,000	460,000
620 Uncollected Taxes	-	1,199	-	340	-
620 Debt Service-Interest	158,130	130,789	113,924	113,924	92,287
740 Disposal of Capital Assests	-	-	-	-	-
TOTAL OPERATIONS & MAINT	4,489,418	4,759,094	4,934,778	4,934,864	5,044,297
DEBT SERVICE					
610 Debt Service-Principal	761,535	765,980	764,460	789,490	92,289
TOTAL DEBT SERVICE	761,535	765,980	764,460	789,490	92,289
CAPITAL IMPROVEMENTS					
810 Capital Equipment-Meters	12,234	10,756	20,000	20,000	300,000
810 Capital Equipment -	-	-	-	-	-
811 Capital Equipment - Vehicles	20,268	-	46,000	46,000	20,000
831 Capital Improve-Tower Painting	-	6,603	-	-	-
840 Capital Improve-Construction	373,842	190,480	335,800	135,800	281,720
TOTAL CAPITAL IMPROVE	406,344	207,839	401,800	201,800	601,720
DEPARTMENT TOTAL	6,136,210	6,201,390	6,540,437	6,361,316	6,215,906

DEPARTMENT/ACCOUNT: SANITARY DISTRICT NO. 1

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	PROFESSIONAL SERVICES Includes the cost for professional engineering, audit and legal expense.	16,000
220	UTILITIES Includes cost for electric and gas service for booster stations, and tower. The majority is for the pumping station expenses. Increase is due to 3.6% We Energies electric rate increase for 2013.	64,450
351	ALLOCATED VEHICLE MAINTENANCE Includes the cost for all maintenance done on Sanitary District 1 vehicles and equipment by the Highway Shop. An increasing amount of maintenance is being done in our shop.	12,000
380	EQUIPMENT MAINTENANCE This amount is allocated for the maintenance of meters, booster stations, pumping equipment, water mains, services, hydrants and telemetry.	102,200
395	PURCHASED WATER Cost of water purchased from the City of Appleton. Increase over year-end estimate is attributed to Appleton 2012 rate case for a rate increase 5%. Overall decrease in water purchased due to effective leak detection and repair program	4,150,000
810	CAPITAL EQUIPMENT <ul style="list-style-type: none"> Water meter replacement program with new advanced meter reading system (600,000). <p>Grand Chute, City of Appleton and the Central Brown County Water Authority have jointly requested proposals from vendors of Advanced Metering Infrastructure Systems to replace the drive-by systems currently in use by the participating municipalities. This replacement system would be implemented over a 3-4 year period with a total cost for Sanitary District No. 1 of \$2 million to \$2.4 million. The current systems are no longer manufactured or supported. The proposed replacement system would read meters from the office and provide a higher level of accuracy in measuring water use.</p>	600,000
811	CAPITAL EQUIPMENT – VEHICLES	20,000

- ¾ Ton Pick-up with utility body and plow.

This unit would be a replacement for Truck No. 32, a 1995 Chev ½ Ton 2x4 Pick-up. The current unit has approximately 90,000 miles, minor corrosion and running issues. The replacement truck would be a ¾ Ton pick-up with a utility body to store water and sewer parts and tools. The plow would be purchased by the Street Department and the truck used as a cul de sac truck during snow removal operations. \$46,000 (San 1 Portion \$20,000, San 2 Portion \$20,000, Street Portion \$6,000)

DEPARTMENT/ACCOUNT:
SANITARY SEWER SUMMARY

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
SANITARY DIST #2					
PERSONNEL	337,099	315,546	378,680	286,772	298,338
OPERATIONS & MAINTENANCE	2,449,708	2,305,058	2,364,733	2,218,503	2,477,475
Subtotal-Operating Expense	2,786,807	2,620,604	2,743,413	2,505,275	2,775,813
DEBT SERVICE	308,558	313,558	317,038	327,068	237,586
CAPITAL IMPROVEMENTS	273,640	180,933	266,000	246,000	341,200
Subtotal-Capital Expenses	582,198	494,491	583,038	573,068	578,786
TOTAL EXPENSES	3,369,005	3,115,095	3,326,451	3,078,343	3,354,599
REVENUES					
Public Charges for Services					
460000 Industrial Surcharge	120,705	116,043	130,000	135,572	130,000
481110 Sewer Admin Fees	194	(168)	150	100	150
622000 Metered Service-Residential	1,266,683	1,314,804	1,289,800	1,357,661	1,300,000
622001 Metered Service-Commercial	1,051,525	1,021,524	1,040,100	1,086,418	1,045,100
622002 Metered Service-Industrial	126,289	143,367	122,300	126,439	125,000
623000 Public Authorities	58,668	58,101	57,600	62,974	57,950
625000 Other Sewer Service	11,501	4,145	11,000	5,774	6,000
625001 Service Avail Charge-SAC	51,848	103,732	50,000	111,354	75,000
631000 Penalties	15,735	27,504	15,000	36,619	18,000
632000 Inspection Fees	2,130	3,030	2,000	7,064	6,500
633000 Connection Fees	16,998	16,800	16,000	25,088	20,000
635000 Misc Operating Income	1,157	909	1,000	1,794	1,000
635001 Interest Income	56,782	76,178	75,000	60,000	60,000
635002 Interest Income-Assess	15,312	7,826	7,100	4,330	4,000
635003 Interest-Funded Depreciation	2,963	3,980	4,000	3,991	4,000
635004 Interest Income-SAC	5,073	7,538	7,000	8,560	7,000
Subtotal-Operating Revenues	2,803,565	2,905,313	2,828,050	3,033,738	2,859,700
Other Revenues					
Capital Contributions	-	35,227	-	123,000	-
Sale of Property	-	250	-	-	-
Debt Proceeds-Borrowing	-	-	150,000	9,744	-
Subtotal-Capital Revenues	-	35,477	150,000	132,744	-
TOTAL REVENUES	2,803,565	2,940,790	2,978,050	3,166,482	2,859,700
Net Operating Income (Loss) for Year	16,759	284,709	84,637	528,463	83,887

DEPARTMENT/ACCOUNT:
SANITARY DIST #2-SEWER

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	250,286	215,461	262,980	181,522	213,780
121 Commissioners	-	-	300	-	800
130 Fringe Benefits	86,813	100,085	115,400	105,250	83,758
TOTAL PERSONNEL	337,099	315,546	378,680	286,772	298,338
OPERATIONS & MAINTENANCE					
210 Professional Services	5,697	5,917	17,500	7,000	15,000
220 Utilities	33,601	30,178	35,550	28,500	38,850
221 Phone and Communications	1,297	1,465	3,000	1,900	3,000
290 Other Contractual Services	4,242	6,182	3,500	6,000	7,000
291 Uniforms	2,297	2,003	2,720	2,720	2,720
310 Office Supplies	151	2,081	2,000	2,000	2,000
311 Postage	5,486	6,335	5,500	5,400	6,000
320 Publication/Printing Fees	-	89	1,000	200	1,000
321 Dues and Subscriptions	-	-	200	200	200
330 Conferences & Training	418	613	2,400	2,400	12,400
340 Operating Supplies	5,501	5,318	6,200	6,900	7,000
340 Meter Expense	-	-	1,000	50	1,000
344 Vehicle Gas, Oil, Etc	6,495	8,059	7,800	7,900	7,900
349 Repairs & Maintenance	91,996	23,032	126,500	66,600	116,500
350 Vehicle Maintenance	1,153	1,181	4,000	6,000	4,000
351 Allocated Vehicle Maintenance	851	1,232	5,000	4,500	5,000
390 Miscellaneous Expenses	3,687	4,549	-	-	-
396 Treatment Costs	784,347	755,748	760,817	747,500	934,280
510 Insurance Premiums	29,237	27,659	82,380	37,400	44,600
530 Rent	53,676	53,676	53,700	44,740	44,740
540 Depreciation	477,075	481,568	480,000	480,000	480,000
540 Reg Depreciation	29,180	-	30,000	30,000	30,000
550 Reg Equipment Replacement	105,364	110,165	113,098	110,200	104,527
610 Reg Debt Service	748,536	730,470	581,848	581,848	581,831
620 Debt Service-Interest	58,124	46,712	37,720	37,720	27,102
691 Debt Expense-Amortized	1,296	826	1,300	825	825
TOTAL OPERATIONS & MAINT	2,449,708	2,305,058	2,364,733	2,218,503	2,477,475
DEBT SERVICE					
610 Debt Service-Principal	308,558	313,558	317,038	327,068	237,586
TOTAL DEBT SERVICE	308,558	313,558	317,038	327,068	237,586
CAPITAL IMPROVEMENTS					
810 Capital Equipment	87,850	-	200,000	200,000	300,000
811 Capital Equipment - Vehicles	26,493	-	46,000	46,000	20,000
840 Capital Improve-Construction	159,297	180,933	20,000	-	21,200
TOTAL CAPITAL IMPROVE	273,640	180,933	266,000	246,000	341,200
DEPARTMENT TOTAL	3,369,005	3,115,095	3,326,451	3,078,343	3,354,599

DEPARTMENT/ACCOUNT: SANITARY DISTRICT NO. 2

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	PROFESSIONAL SERVICES	15,000
	Includes the cost for professional engineering, audit and legal expense. Also includes Infiltration & Inflow (I&I) investigation.	
220	UTILITIES	38,850
	Includes cost for electric and gas service for 11 lift stations. Increase is due to We Energies 3.6% electric rate increase.	
351	ALLOCATED VEHICLE MAINTENANCE	5,000
	Includes the cost for all maintenance done on Sanitary District 2 vehicles and equipment by the Highway Shop. Increase is shown to reflect actual maintenance performed on vehicles and equipment.	
349	EQUIPMENT MAINTENANCE	116,500
	\$100,000 has been budgeted to repair sewer main and manholes as part of the I & I remediation program. These funds may include manhole rehabilitation due to erosion caused by gases in the closed system. The remainder has been allocated for maintenance to lift stations and telemetry.	
396	TREATMENT COSTS	934,280
	Cost of wastewater treatment from Grand Chute Menasha West and the City of Appleton.	
811	CAPITAL EQUIPMENT - VEHICLES	20,000
	<ul style="list-style-type: none"> • ¾ Ton Pick-up with utility body and plow. <p>This unit would be a replacement for Truck No. 32, a 1995 Chev ½ Ton 2x4 Pick-up. The current unit has approximately 90,000 miles, minor corrosion and running issues. The replacement truck would be a ¾ Ton pick-up with a utility body to store water and sewer parts and tools. The plow would be purchased by the Street Department and the truck used as a cul de sac truck during snow removal operations. \$46,000 (San 1 Portion \$20,000, San 2 Portion \$20,000, Street Portion \$6,000)</p>	

DEPARTMENT/ACCOUNT:
STORM WATER SUMMARY

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR END ESTIMATE 2012	PROPOSED BUDGET 2013
SANITARY DISTRICT #3					
PERSONNEL	81,310	175,993	160,586	200,732	202,370
OPERATIONS & MAINTENANCE	433,110	510,573	466,318	503,840	560,640
Subtotal-Operating Expenses	514,420	686,566	626,904	704,572	763,010
DEBT SERVICE	1,455,778	1,451,024	1,424,248	1,335,000	1,475,574
CAPITAL IMPROVEMENTS	13,526	831,281	361,080	446,110	593,634
Subtotal-Capital Expenses	1,469,304	2,282,306	1,785,328	1,781,110	2,069,208
TOTAL EXPENSES	1,983,724	2,968,871	2,412,232	2,485,682	2,832,218
REVENUES					
Public Charges for Services					
463240 Inspection / Application	1,050	925	1,000	3,000	2,500
463241 Penalties	20,781	17,415	5,000	12,000	5,000
463243 Storm Water Fees	2,705,817	2,720,313	2,815,500	2,612,948	2,843,000
419001 Special Assessment Interest	34,498	24,457	24,500	22,508	24,500
481100 Interest Income	14,044	37,655	40,000	40,000	40,000
492800 Other Agencies	-	-	-	-	-
635000 Misc	-	788	-	-	-
Subtotal-Operating Revenues	2,776,190	2,801,553	2,886,000	2,690,456	2,915,000
Other Revenues					
492801 Grants	8,066	367,425	-	-	5,000
124000 Capital Revenue	290,470	221,919	150,000	1,295,122	150,000
484400 Insurance Recovery	2,504	-	-	-	-
491200 L/T Borrowing	-	-	361,080	106,888	-
491300 Premium on Debt Issue	24,541	-	-	-	-
Subtotal-Capital Revenues	325,580	589,344	511,080	1,402,010	155,000
TOTAL REVENUES	3,101,770	3,390,897	3,397,080	4,092,466	3,070,000
Net Operating Income (Loss) for Year	2,261,770	2,114,987	2,259,096	1,985,884	2,151,990

DEPARTMENT/ACCOUNT:
SANITARY DIST #3-STORM WATER

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries and Wages	50,267	116,054	117,389	137,885	136,398
110 Transfer in from General Fund	22,866	15,338	-	15,000	15,000
121 Commissioners	-	-	-	-	-
130 Fringe Benefits	8,177	44,601	43,197	47,847	50,972
TOTAL PERSONNEL	81,310	175,993	160,586	200,732	202,370
OPERATIONS & MAINTENANCE					
Illicit Discharge Expense	6,470	13,295	18,115	16,500	17,100
210 Professional Services	22,330	20,621	30,000	30,000	30,000
220 Utilities	11,471	8,178	14,000	6,000	11,900
240 Repairs & Maint	33,717	4,346	5,000	4,900	5,000
290 Contractual Services	38,664	97,285	41,000	30,000	73,750
310 Office Supplies	300	1,884	2,000	2,000	2,000
311 Postage	514	718	700	700	800
320 Publications & Printing	-	-	500	500	500
330 Dues & Subscriptions	2,000	-	2,300	2,300	2,300
340 Operating Supplies	1,398	10,834	7,000	5,000	7,000
344 Vehicle Gas, Oil, Etc	-	-	500	200	500
350 Vehicle Maintenance	-	-	-	-	-
380 Equipment Maintenance	-	-	-	-	-
390 Rent / Lease Payments	-	-	-	44,740	44,740
390 Miscellaneous Expenses	3,000	-	2,250	1,000	2,250
510 Insurance Premiums	-	8,907	32,953	15,000	17,800
540 Depreciation	313,246	344,505	310,000	345,000	345,000
740 Disposal of Capital Assests	-	-	-	-	-
TOTAL OPERATIONS & MAINT	433,110	510,573	466,318	503,840	560,640
DEBT SERVICE					
610 Debt Service-Principal & Interest	1,444,479	1,451,024	1,424,248	1,335,000	1,475,574
610 Debt Service Issuance Costs	11,299	-	-	-	-
TOTAL DEBT SERVICE	1,455,778	1,451,024	1,424,248	1,335,000	1,475,574
CAPITAL IMPROVEMENTS					
810 Capital Equipment	-	-	-	-	-
811 Capital Equipment - Vehicles	-	-	-	-	-
840 Capital Improve-Construction	13,526	831,281	361,080	446,110	593,634
TOTAL CAPITAL IMPROVE	13,526	831,281	361,080	446,110	593,634
DEPARTMENT TOTAL	1,983,724	2,968,871	2,412,232	2,485,682	2,832,218

DEPARTMENT/ACCOUNT: SANITARY DISTRICT #3

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
000	ILLCIT DISCHARGE EXPENSE	17,100
	Proposal from Omni Associates to continue the illicit discharge monitoring for 2013 and a \$3,000 contingency if an illicit discharge is detected (17,100).	
220	UTILITIES	11,900
	Includes cost for electric use for the pumps at the FVTC detention pond. Historical usage was reviewed to decrease the amount budgeted for this item.	
290	CONTRACTUAL SERVICES	73,750
	Street Sweeping: In 2012, a private contractor was hired to sweep the Phase 2 urbanized areas of Grand Chute once every 2 months. The Town's Storm Water Management Plan for the WPDES General Permit states that to meet our 40% reduction in suspended solids it will be necessary for the Town to sweep every two weeks (April 1 st thru November 15 th) commencing in 2013. The cost for 15 sweepings and associated landfill costs are included in this item. The entire urbanized area of the Town is swept twice a year. (55,750)	
	The Town's annual submittal for the WPDES General Permit includes an annual fee paid to the WDNR. (3,000)	
	Creation of a GIS database of trees on Town-owned parcels as part of the Town's Community Forestry Strategy. Database would assist in identifying the benefits that trees are providing in reducing flooding by promoting precipitation absorption reducing runoff thereby potentially reducing the required size of detention and retention ponds. A 50/50 Urban Forestry Grant has been applied for to offset half of the cost. (10,000)	
	Storm water billing software, copier leasing, contracted storm water facility repairs. (5,000)	

DEPARTMENT/ACCOUNT:
EASTSIDE UTILITY DISTRICT SUMMARY

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
EASTSIDE UTILITY DISTRICT					
PERSONNEL	8,667	8,716	8,000	8,000	8,000
OPERATIONS & MAINTENANCE	33,446	33,699	40,100	33,350	38,005
Subtotal-Operating Expense	42,112	42,415	48,100	41,350	46,005
CAPITAL IMPROVEMENTS	-	-	-	-	-
TOTAL EXPENSES	42,112	42,415	48,100	41,350	46,005
REVENUES					
Public Charges for Services					
464100 Metered Sales	23,551	17,360	24,500	22,450	23,000
464101 Forfeited Discount	127	277	100	100	125
464102 Mis Revenue	20	626	-	-	-
411100 Mil Tax	19,400	19,400	19,550	19,550	19,550
481100 Interest Income	1,782	2,361	3,500	2,223	3,500
Subtotal-Operating Revenues	44,880	40,024	47,650	44,323	46,175
TOTAL REVENUES	44,880	40,024	47,650	44,323	46,175
Net Income (loss) for Year	2,768	(2,391)	(450)	2,973	170

DEPARTMENT/ACCOUNT:
EASTSIDE UTILITY DISTRICT

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
PERSONNEL					
110 Salaries / Wages / Fringes	8,667	8,716	8,000	8,000	8,000
TOTAL PERSONNEL	8,667	8,716	8,000	8,000	8,000
OPERATIONS & MAINTENANCE					
210 Audit	732	1,024	750	650	750
220 Utilities	52	45	50	50	55
290 Other Contractual Services	-	-	1,500	1,400	1,500
310 Office Supplies	1,000	1,750	2,000	1,000	1,500
340 Maintenance of Meters	49	-	600	50	600
349 Maintenance of Mains	-	-	1,500	100	1,000
390 Miscellaneous Expenses	-	-	500	-	500
396 Treatment Costs	12,370	11,638	14,000	12,100	14,100
540 Depreciation	19,242	19,242	19,200	18,000	18,000
390 Rebate for Customers	-	-	-	-	-
TOTAL OPERATIONS & MAINT	33,446	33,699	40,100	33,350	38,005
CAPITAL IMPROVEMENTS					
810 Capital Equipment	-	-	-	-	-
DEPARTMENT TOTAL	42,112	42,415	48,100	41,350	46,005

DEPARTMENT/ACCOUNT: EASTSIDE SANITARY DISTRICT

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
290	OTHER CONTRACTUAL SERVICES Cassel Clarity billing software and PubWorks asset management software.	1,500
396	TREATMENT COSTS Cost of wastewater treatment from the City of Appleton.	14,100

DEPARTMENT/ACCOUNT:
CAPITAL PROJECTS (NON SANITARY DISTRICT)

FUND:
CAPITAL PROJECTS FUND (55)

	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	YEAR-END ESTIMATE 2012	PROPOSED BUDGET 2013
BEGINNING FUND BALANCE	3,174,375	4,885,191	2,463,685	2,463,685	5,637,178
REVENUES					
Borrowing-Long Term	5,950,000	-	4,920,000	7,384,050	-
Premium on Debt Issuance	-	-	-	-	-
General Fund/Mill Tax	-	-	-	-	-
Grant Funds	-	-	-	-	-
Developer Contributions	3,000	-	-	-	-
Interest	25,139	16,052	-	-	-
Other Agencies	-	-	-	-	166,600
Sale of Land	-	-	-	-	-
Transfer From Other Funds	-	-	-	-	-
TOTAL REVENUES	5,978,139	16,052	4,920,000	7,384,050	166,600
TOTAL RESOURCES	9,152,514	4,901,243	7,383,685	9,847,735	5,803,778
EXPENDITURES					
Recreation-Park/Trails	151,558	49,107	192,250	187,271	90,000
Street Construction	3,422,074	2,355,788	3,930,920	3,423,500	4,374,200
Hwy Covermats	218,456	32,635	-	-	-
Vehicle Replacement	423,570	28	-	-	-
Public Facilities	9,927	-	-	-	-
Signage & Communication Equip	-	-	800,000	496,467	276,000
Economic Development	-	-	-	-	-
Issuance Fees & Interest	41,738	-	50,000	103,319	-
TOTAL EXPENDITURES	4,267,323	2,437,558	4,973,170	4,210,557	4,740,200
ENDING FUND BALANCE	4,885,191	2,463,685	2,410,515	5,637,178	1,063,578