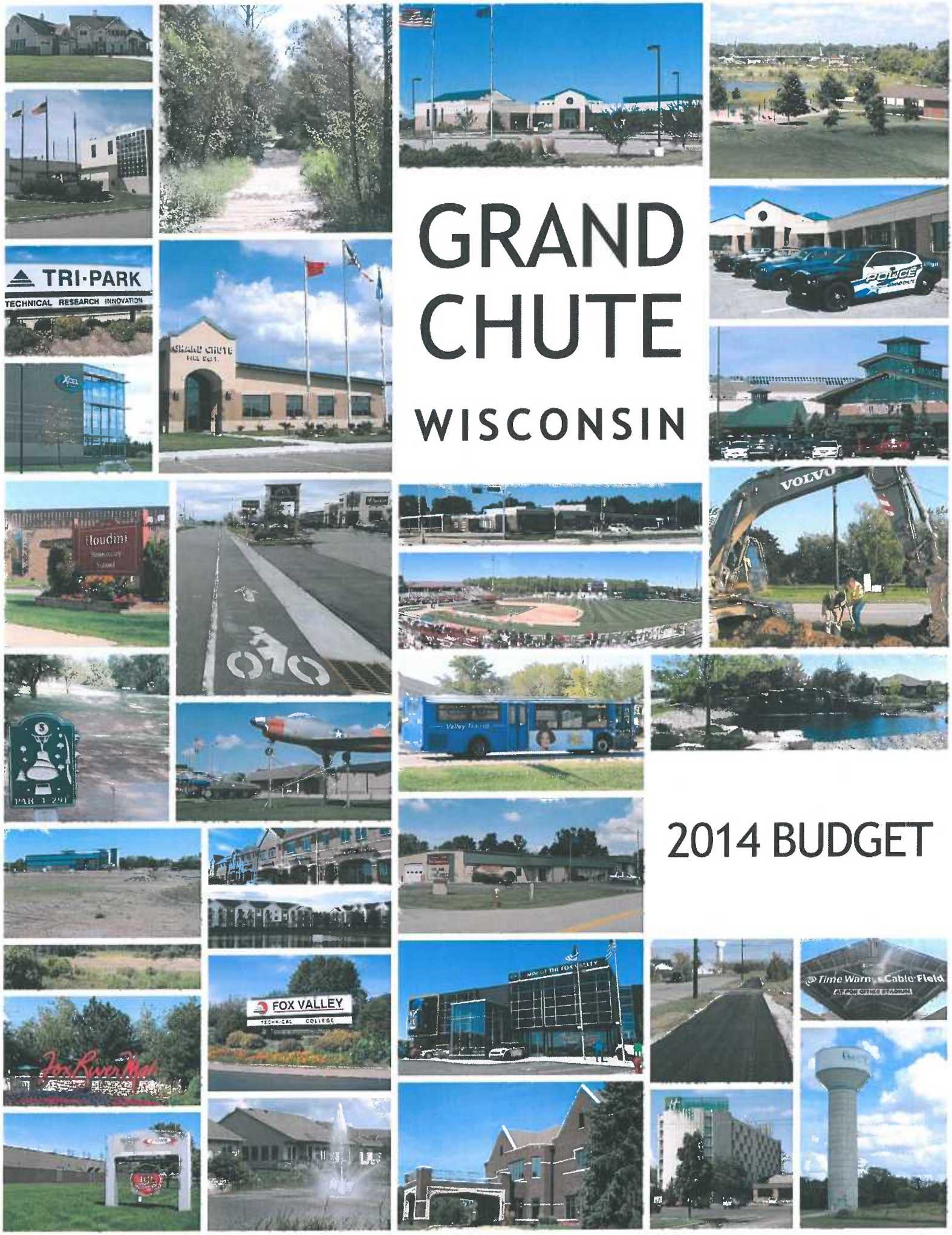

GRAND CHUTE

WISCONSIN

2014 BUDGET

GRAND CHUTE
la grande chute

TO: Town Board of Supervisors

FROM: James V. March, Town Administrator

DATE: September 28, 2013

RE: 2014 Proposed Budget

Transmitted for your consideration is the first draft of the Town of Grand Chute's proposed 2014 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 Wahlen 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 2014 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.

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 the previous two years and for 2014 the levy limit is 0% + net new construction. I am pleased to report the general levy in the draft 2014 budget takes advantage of the minimal allowed levy increase but does not exceed the imposed levy limit. 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.

1900 GRAND CHUTE BLVD. ◆ GRAND CHUTE, WI 54913-9613 ◆ PHONE 920-832-1573 ◆ FAX 920-832-1660

Assumptions Used in Creating the 2014 Budget

- No new net full-time positions would be approved in the budget.
- $195,000 from the Equipment Replacement Fund would be allocated for 2014.
- 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, 2014. Rates are for the P04 deductible plan with the State Group Insurance Program.
- Interest Income would increase by $50,000.
- The overall pay plan for all non-represented employee categories was frozen in 2013. This year I am proposing a base one percent increase with some other possible options that we will discuss at the budget meetings.
- 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 borrow money next year and the 2014 projects would be authorized.
- Wholesale cost for fuel would be $3.60/gallon for gas and $3.77/gallon for diesel.
- Election expenses will increase next year due to additional elections.
- 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 fire is complete and near completion with the police.

- 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 2013 ending fund balance is projected to exceed $5.2 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 32% for year-end 2013. 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 Wahlen's efforts in preparing and assembling this budget document.

Respectfully Submitted,

James V. March
Town Administrator

TOWN OF GRAND CHUTE

2014 BUDGET

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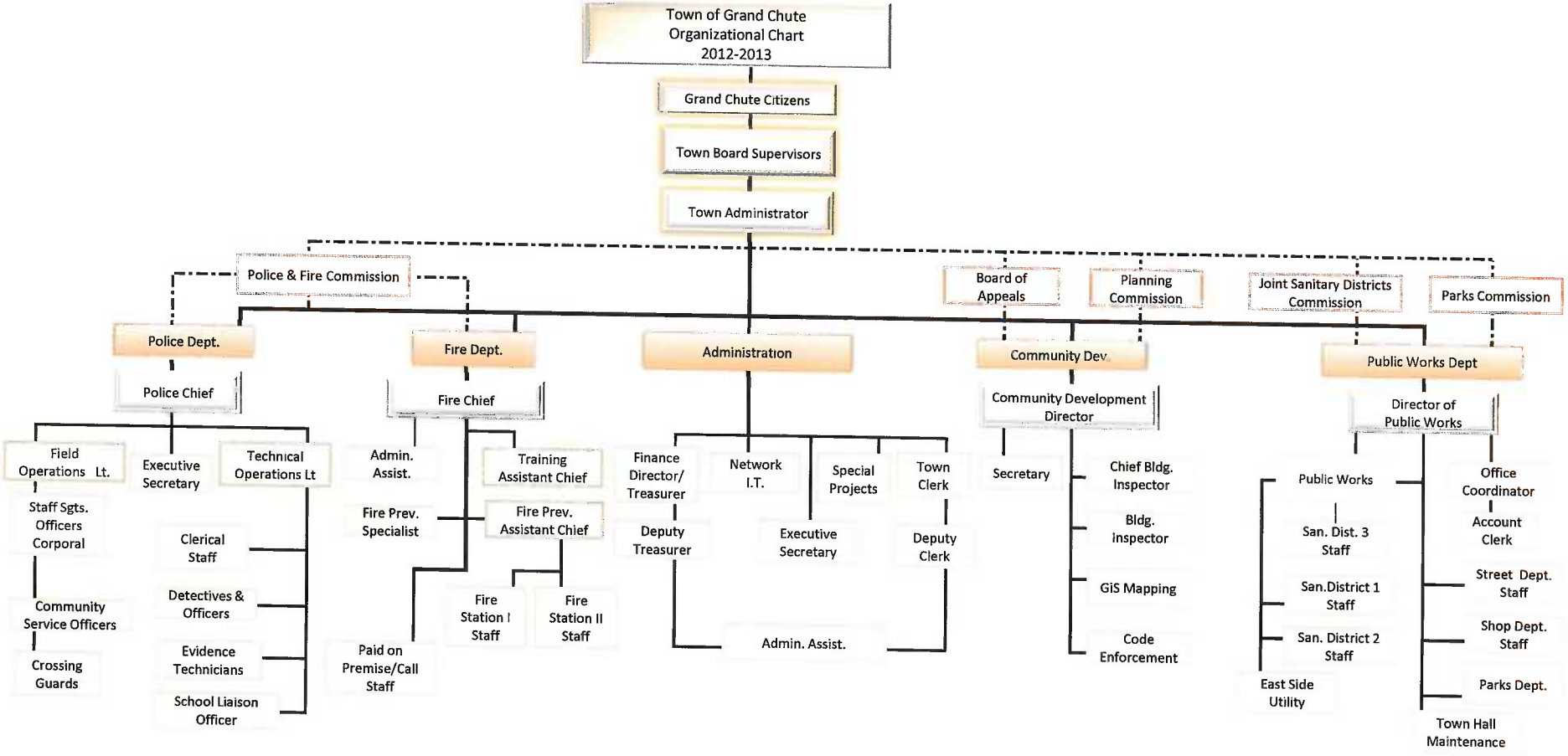

Town of Grand Chute Organizational Chart 2012-2013
Grand Chute Citizens
Town Board Supervisors
Town Administrator
Police & Fire Commission
Board of Appeals
Planning Commission
Joint Sanitary Districts Commission
Parks Commission
Police Dept.
Fire Dept.
Administration
Community Dev.
Public Works Dept
Police Chief
Field Operations Lt.
Executive Secretary
Technical Operations Lt
Staff Sgts. Officers Corporal
Community Service Officers
Crossing Guards
Clerical Staff
Detectives & Officers
Evidence Technicians
School Liaison Officer
Fire Chief
Admin. Assist.
Training Assistant Chief
Fire Prev. Specialist
Fire Prev. Assistant Chief
Fire Station I Staff
Fire Station II Staff
Paid on Premise/Call Staff
Finance Director/ Treasurer
Network I.T.
Special Projects
Town Clerk
Deputy Treasurer
Executive Secretary
Deputy Clerk
Admin. Assist.
Community Development Director
Secretary
Chief Bldg. Inspector
Bldg. Inspector
GIS Mapping
Code Enforcement
Director of Public Works
Public Works
San. Dist. 3 Staff
San.District 1 Staff
San. District 2 Staff
East Side Utility
Office Coordinator
Account Clerk
Street Dept. Staff
Shop Dept. Staff
Parks Dept.
Town Hall Maintenance

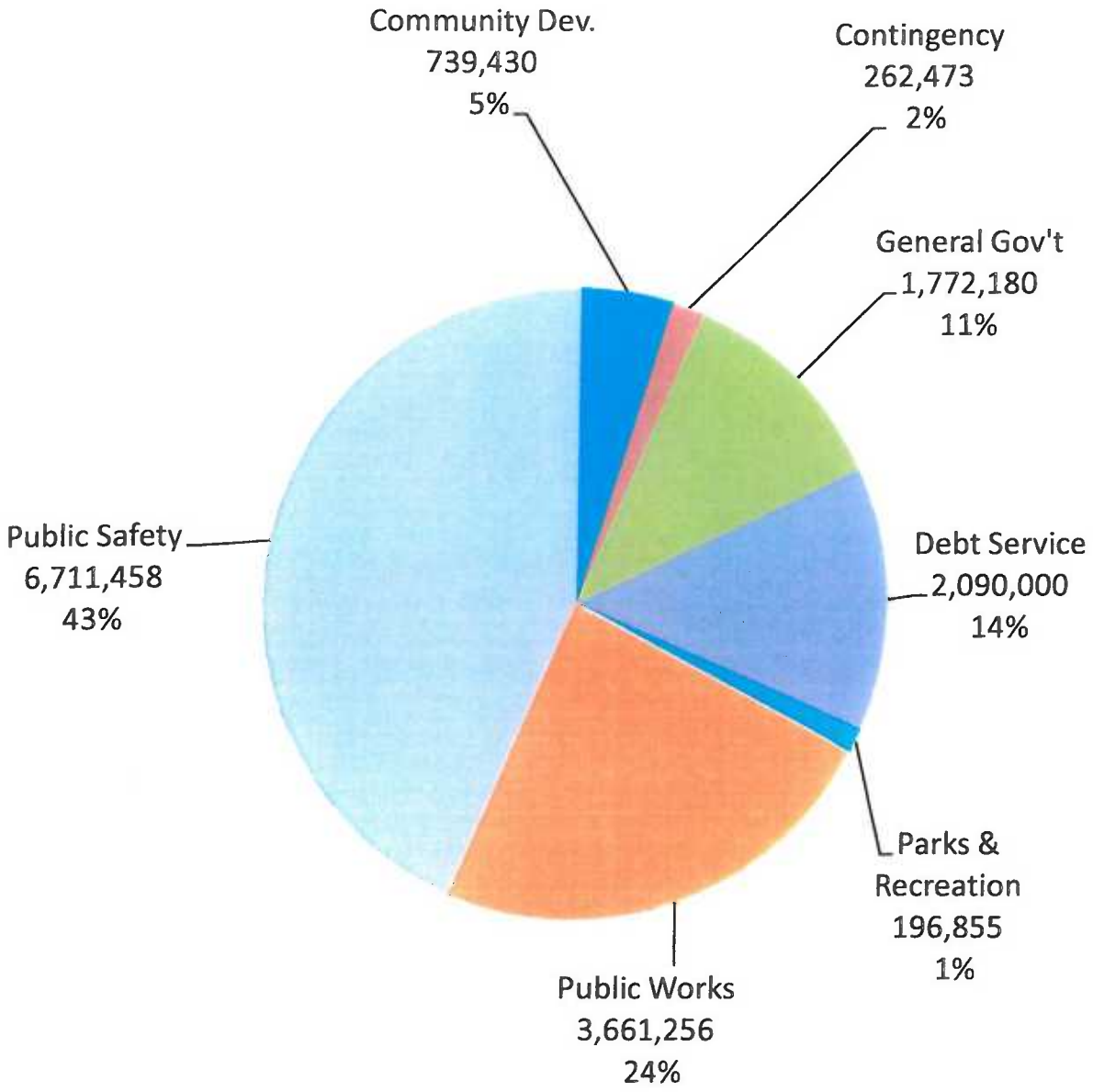
TOWN OF GRAND CHUTE
SUMMARY OF ESTIMATED AND PROPOSED EXPENDITURES
GENERAL FUNDED DEPARTMENTS
FISCAL YEAR 2014

	DEPARTMENT	BUDGET 2013	YEAR END ESTIMATE 2013	PROPOSED BUDGET 2014	UNDER (OVER) BUDGET 2013	(INCREASE) DECREASE BUDGET 2013 TO 2014
General Government						
511000	Town Board	107,320	107,770	87,230	(450)	20,090
512000	Municipal Court	176,650	176,080	179,590	570	(2,940)
513000	Legal	60,000	58,000	70,000	2,000	(10,000)
514000	General Administration	578,030	565,510	606,860	12,520	(28,830)
514200	Town Clerk	151,620	149,420	154,320	2,200	(2,700)
514400	Elections	36,860	25,000	75,730	11,860	(38,870)
515200	Treasurer	10,170	6,640	10,430	3,530	(260)
515100	Independent Auditing	11,000	10,000	11,500	1,000	(500)
516001	Municipal Complex	266,720	246,220	257,290	20,500	9,430
519100	Erroneous Taxes & Refunds	5,000	77,000	60,000	(72,000)	(55,000)
519300	Property & Liability Insurance	268,664	233,638	259,230	35,026	9,434
	Subtotal - General Government	**1,672,034**	**1,655,278**	**1,772,180**	**16,756**	**(100,146)**
Public Safety						
521000	Police - Patrol	2,925,493	2,792,848	2,842,859	132,645	82,634
521100	Police - Administration	461,010	457,845	449,785	3,165	11,225
521200	Police - Investigations	626,189	617,200	646,204	8,989	(20,015)
541000	Animal Control	5,500	5,300	5,500	200	-
522000	Fire Department	2,942,970	2,786,443	2,767,110	156,527	175,860
	Subtotal - Public Safety	**6,961,162**	**6,659,636**	**6,711,458**	**301,526**	**249,704**
Public Works						
533000	Highways	1,161,635	1,135,737	1,089,240	25,898	72,395
533001	Winter Maintenance	205,053	212,855	205,436	(7,802)	(383)
533002	Highway Shop	319,860	320,110	307,379	(250)	12,481
534200	Street Lights	286,600	276,500	292,500	10,100	(5,900)
535200	Bus Service	606,134	503,555	524,541	102,579	81,593
536200	Refuse & Landfill	730,900	713,900	739,300	17,000	(8,400)
536350	Recycling Charges	479,450	481,863	497,100	(2,413)	(17,650)
536400	Weed & Nuisance Control	4,876	2,062	4,100	2,814	776
549100	Cemetery	1,586	985	1,660	601	(74)
	Subtotal - Public Works	**3,796,094**	**3,647,567**	**3,661,256**	**148,527**	**134,838**
Parks & Recreation						
552000	Parks Maintenance	162,455	157,050	137,870	5,405	24,585
553000	Recreation	14,150	13,455	14,000	695	150
554000	Trails Maintenance	8,550	8,350	44,985	200	(36,435)
	Subtotal - Parks & Recreation	**185,155**	**178,855**	**196,855**	**6,300**	**(11,700)**

TOWN OF GRAND CHUTE
SUMMARY OF ESTIMATED AND PROPOSED EXPENDITURES
GENERAL FUNDED DEPARTMENTS
FISCAL YEAR 2014

	DEPARTMENT	BUDGET 2013	YEAR END ESTIMATE 2013	PROPOSED BUDGET 2014	UNDER (OVER) BUDGET 2013	(INCREASE) DECREASE BUDGET 2013 TO 2014
Community Development						
515301	Assessment of Property	118,290	116,940	119,800	1,350	(1,510)
524000	Building Inspection & Code Enforcemen	307,140	307,440	318,070	(300)	(10,930)
564000	Planning & Zoning	224,530	221,530	301,560	3,000	(77,030)
	Subtotal - Community Development	**649,960**	**645,910**	**739,430**	**4,050**	**(89,470)**
Other Financing Uses						
592000	Contingency	169,640	-	262,473	169,640	(92,833)
	Total - General Fund Operating	**13,434,045**	**12,787,246**	**13,343,652**	**646,799**	**90,393**
Capital Projects Fund						
571400	GF Contribution to Capital Projects	-	-	-	-	-
	GF Contribution to Equip. Replacement	-	-	-	-	-
Debt Service Fund						
581000	Debt Service	1,996,300	1,996,300	2,090,000	-	(93,700)
	Total - Gen'l Fund Operating, Capital & Debt	**15,430,345**	**14,783,546**	**15,433,652**	**646,799**	**(3,307)**

Town of Grand Chute - General Fund
2014 Proposed Expenditures
Total: $15,433,652



ACCOUNT:
GENERAL FUND REVENUES

FUND:
GENERAL FUND (10)

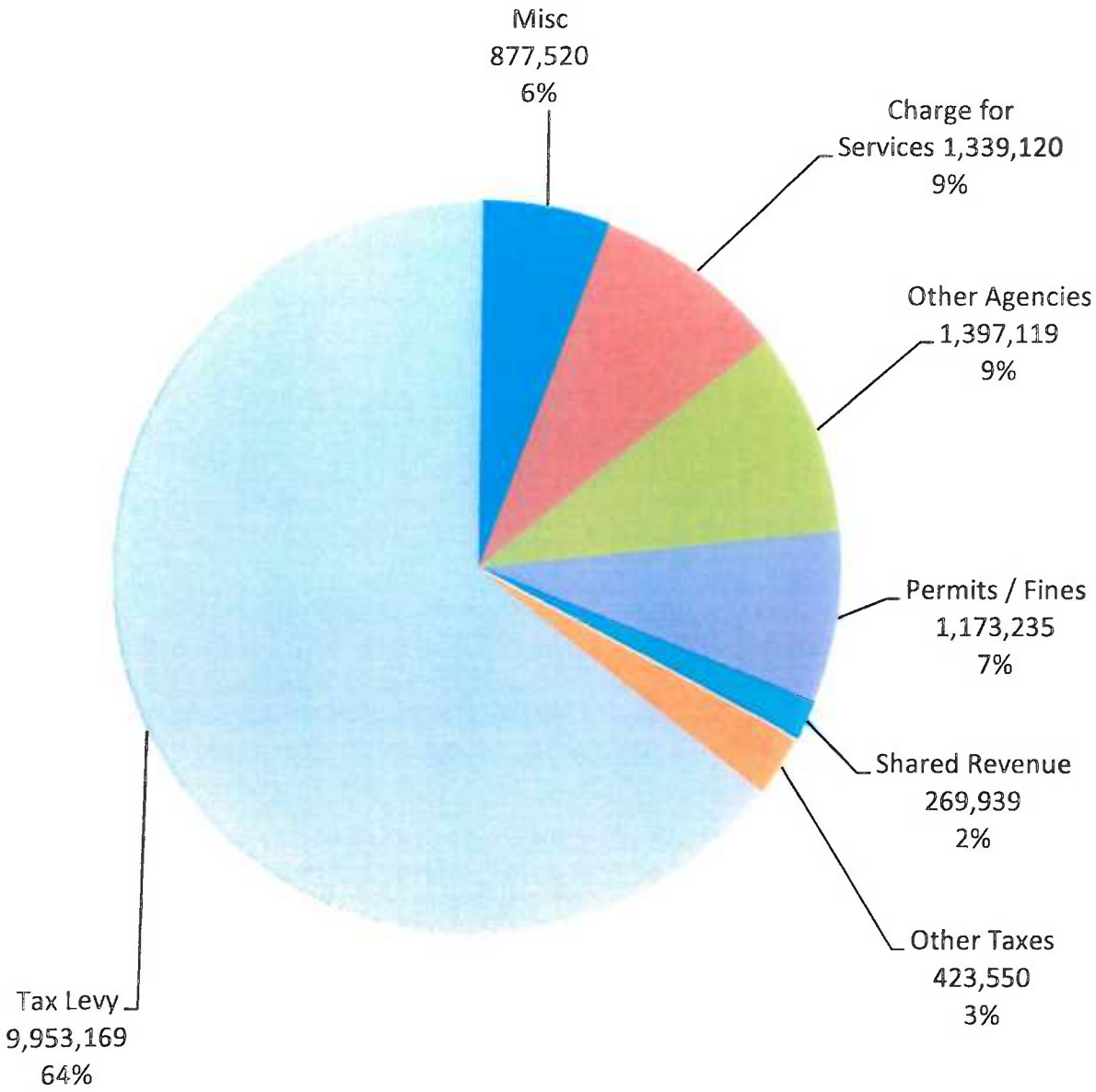
	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
411100 General Operations Tax Levy	7,409,307	7,712,813	7,876,763	7,876,763	7,863,169
411101 Debt Service Tax Levy	2,400,000	2,160,300	1,996,300	1,996,300	2,090,000
Subtotal - Property Tax Levy	**9,809,307**	**9,873,113**	**9,873,063**	**9,873,063**	**9,953,169**
Other Taxes					
411101 Rescinded Taxes	7,841	55,537	-	62,000	60,000
411102 Hold Harmless-Computer Exemption	64,692	64,112	64,000	65,935	65,000
411103 Use Value Penalty	1,180	4,609	1,000	-	-
411500 Woodland/Managed Forest	42	42	100	53	50
412100 Hotel/Motel Tax	291,324	304,509	289,500	297,500	295,000
413200 Lieu of Taxes	5,286	4,611	4,600	2,020	2,000
419100 Omitted Taxes	2,945	-	-	-	-
418001 Interest on Delinq P.P. Taxes	1,822	1,721	1,000	1,750	1,500
Subtotal - Taxes	**375,132**	**435,141**	**360,200**	**429,258**	**423,550**
Special Assessments					
420000 Special Assessments Street Lighting	107,536	119,618	120,700	120,700	60,370
Subtotal - Special Assessments	**107,536**	**119,618**	**120,700**	**120,700**	**60,370**
Intergovernmental Revenues					
432110 Federal Grant-Police	10,631	3,456	10	4,250	2,625
433000 Federal Grant-Fire (Safer Grant)	91,240	39,252	-	8,738	-
433001 Federal Grant-Gen Gov't	-	3,127	-	-	-
433100 Federal Grant-Fire (AFG Safety)	-	-	49,050	-	-
434100 Shared Revenue from State	349,547	270,150	268,790	271,345	269,939
434200 Fire Insurance from State	76,140	81,046	76,450	79,810	79,000
435210 State Aid - Police	5,220	6,785	52,500	32,000	6,000
435211 Homeland Security Grant	-	-	-	-	-
462901 School Liason Reimbursement	17,405	18,101	18,825	18,825	19,578
435310 State Transportation Aids	939,019	845,117	760,605	706,605	756,056
435290 State Grant - General Gov't	-	5,053	-	-	-
435290 State Grant - Hwy	10,800	-	-	-	-
437900 Recycling-Cty Reimbursement	227,146	235,662	240,600	238,388	131,000
437901 Mass Transit	469,258	518,583	456,597	381,790	402,860
Subtotal - Intergovernmental Revenues	**2,196,405**	**2,026,332**	**1,923,427**	**1,741,751**	**1,667,058**
Licenses & Permits					
441000 Business or Occupation License	42,037	41,621	37,000	45,500	18,500
441002 Business License-Franchise Fees	280,068	294,363	275,000	290,000	290,000
441001 Business License-Liquor	66,251	33,221	31,000	63,300	34,000
442000 Non-business License	7,073	7,023	5,000	2,000	3,000
442002 Burning Permits	350	450	425	400	425
442010 Occupancy Inspections	-	-	4,500	4,050	4,500
442015 Fire Protection Systems Fee	-	-	2,625	2,200	2,500
442020 Tank Installation Standby Fee	-	-	160	160	160
442025 Tent Inspection Permit	-	-	1,200	800	1,000
442030 Firework Permits	-	-	200	150	150
443000 Building Permits	198,789	244,145	230,000	270,000	250,000
443000 Building Permits - Lot Access	6,040	4,370	4,000	5,000	5,000
443001 Utility/Open Cut Permits	13,349	32,308	18,000	25,000	18,000
444000 Zoning Permits	39,450	39,294	40,000	40,000	40,000
444001 Erosion Control Plan Review Fee	3,729	6,386	6,000	7,000	7,000
444002 Drainage Inspection Fee	23,900	37,090	28,000	32,000	30,000
444003 Wetland Delineations	3,074	13,599	10,000	14,000	12,000
444004 Building Plan Review Fee	54,435	42,550	45,000	43,000	40,000
444005 Erosion Control Inspection Fee	8,624	13,500	12,000	17,500	15,000
444006 Drainage Plan Review Fee	-	1,500	1,200	1,800	1,500
ubtotal - Licenses & Permits	**747,168**	**811,420**	**751,310**	**863,860**	**772,735**

ACCOUNT:
GENERAL FUND REVENUES

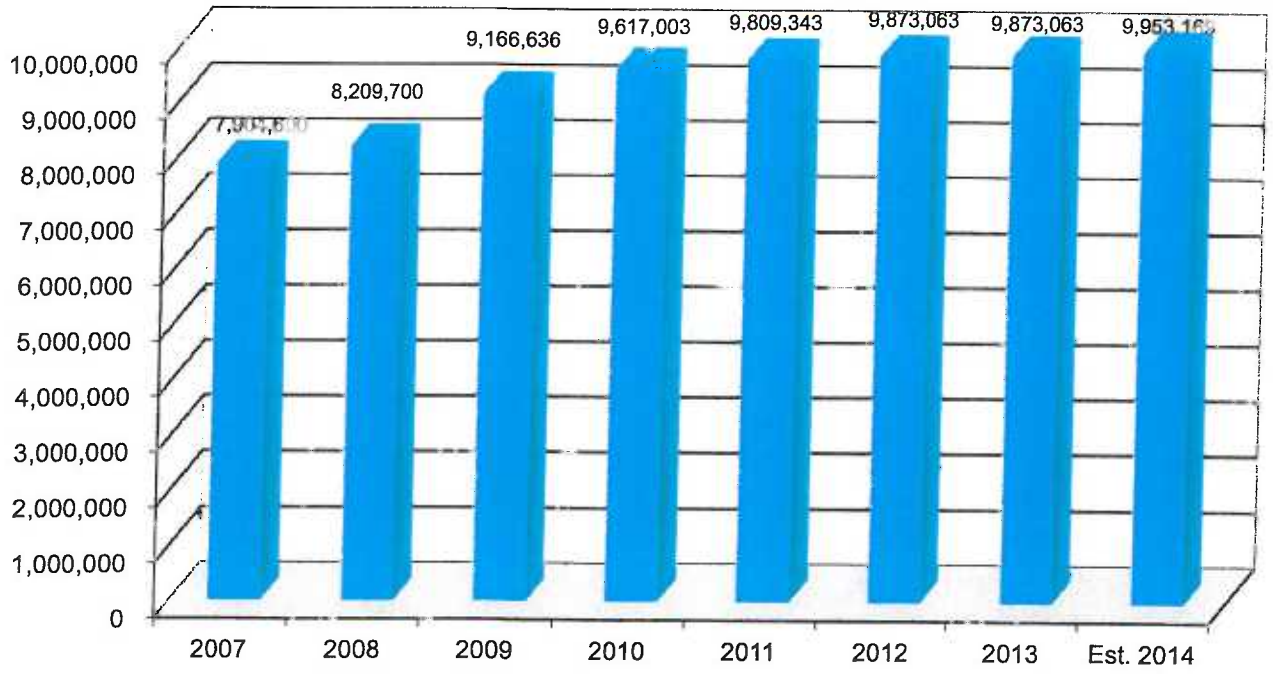
FUND:
GENERAL FUND (10)

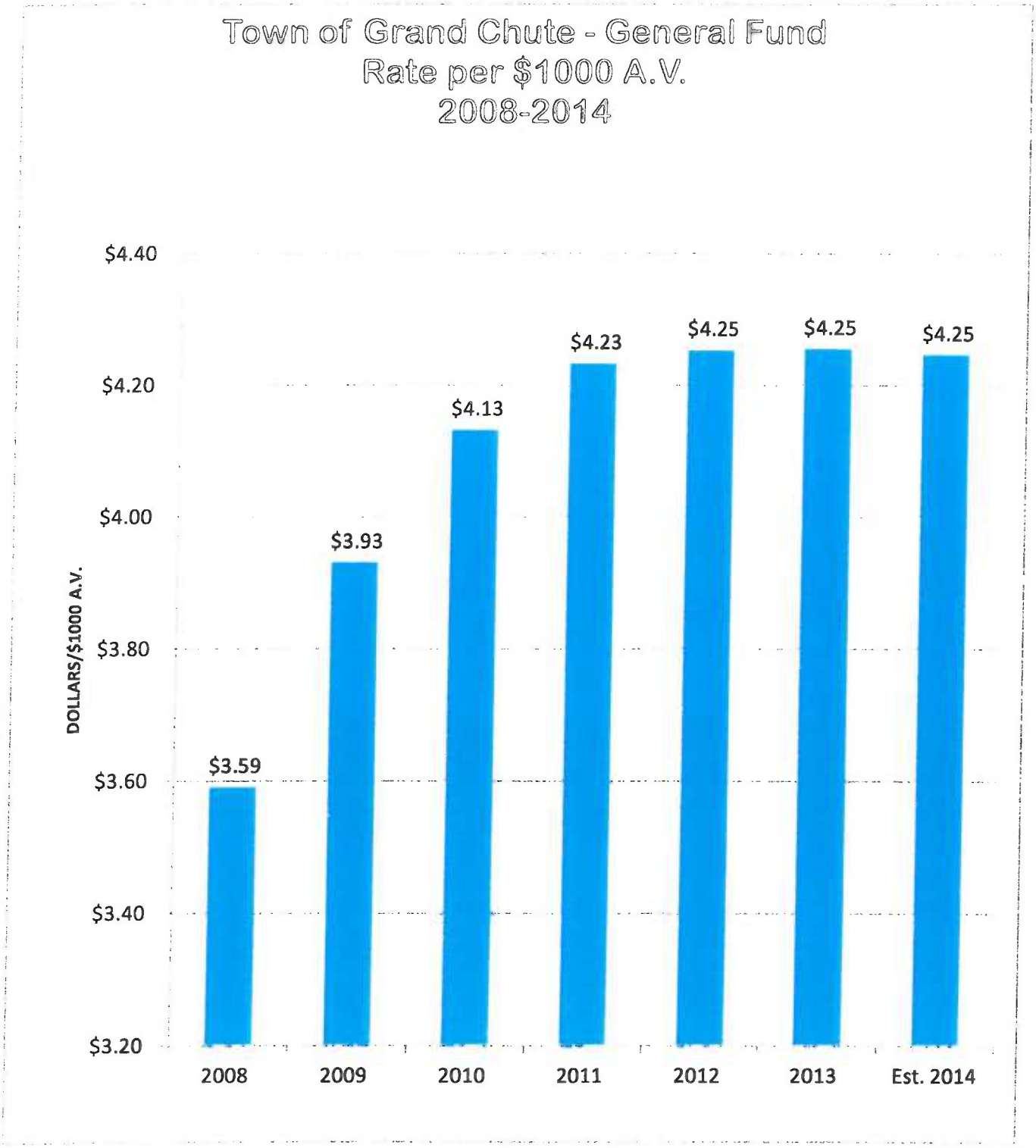
	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
Fines, Forfeitures & Penalties					
451000 Court Penalties & Costs	343,046	438,044	385,000	410,000	400,000
452210 Judgement & Damages	1,081	1,981	500	2,800	500
Subtotal - Fines, Forfeitures & Penalties	**344,128**	**440,025**	**385,500**	**412,800**	**400,500**
Public Charges for Services					
461000 General Government	11,018	20,221	10,000	17,000	15,000
462100 Police Department Fees	4,300	7,128	6,000	9,800	9,500
462101 Police Department Fees/Fingerprinting	14,478	8,151	7,000	6,500	7,000
462102 Contract Police Services	3,088	11,106	11,000	11,000	11,000
451100 False Alarms	19,050	27,078	30,000	26,250	27,000
462200 Fire Department Fees	26,953	29,107	22,500	15,810	16,500
463100 Highway Material/Maintenance	9,753	13,276	8,000	10,500	13,000
464200 Refuse/Yard Waste Fee	(332)	-	-	-	-
464201 Sp Charge-Refuse Collection	638,892	750,071	731,185	723,182	722,650
464201 Sp Charge-Recycle Collection	170,000	186,800	188,900	186,777	229,100
464400 Weed Control	2,492	2,584	3,000	1,400	2,000
465400 Cemetery	93	53	100	53	100
467200 Parks Rental	8,891	9,262	11,200	8,600	9,000
467201 Recreation Fees	2,690	3,603	2,700	3,640	3,600
449001 Property Record Mgmt Fee	16,500	20,900	22,000	22,000	22,000
Subtotal - Public Charges for Services	**927,866**	**1,089,340**	**1,053,585**	**1,042,512**	**1,087,450**
Miscellaneous Revenue					
472900 Fire Insp Tanks (state)	4,896	4,638	4,480	4,426	4,400
481100 Interest Earnings	113,364	253,613	200,000	100,000	250,000
481110 General Admin Fees	5,020	2,871	4,000	2,600	2,500
481300 Interest on Special Assessments	735	133	-	800	500
482000 Rent-Town Hall	4,426	1,334	1,000	700	600
482001 Rent-Fire Station	9,708	809	-	-	-
482002 Rent-San Districts	-	-	134,200	134,280	134,280
483000 Sale of Town Property	-	-	-	-	-
483010 Sale of Police Equipment	15,771	29,222	29,500	29,500	24,000
483020 Sale of Fire Equipment	11,687	-	-	-	-
483030 Sale of Highway Equipment	6,418	7,886	15,000	15,000	23,500
484200 Insurance Recoveries - Police	24,620	44	5,000	5,000	5,000
484300 Insurance Recoveries - Hwy	-	-	-	6,500	1,000
484300 Insurance Recoveries - Parks	-	-	-	-	-
484600 Insurance Recoveries - Fire	5,564	1,368	-	3,900	-
485000 Donations-Recreation	1,155	1,200	1,500	1,190	1,200
485001 Donations-Park	1,000	-	-	1,000	-
485001 Donations-Crime Prevention	1,719	634	1,000	2,500	1,000
485002 Donations-Fire Dept	2,000	7,740	500	250	250
485002 Donations-Arbor Day	-	-	-	-	-
467210 Commission - Soda Machines	-	384	-	300	300
489000 Misc Revenues	13,069	11,599	3,000	80,000	8,000
489300 Credit Card Rebate	-	-	-	-	7,500
484400 Insurance Dividends	-	62,932	60,000	60,000	60,000
Subtotal - Miscellaneous Revenue	**221,152**	**386,407**	**459,180**	**447,946**	**524,030**
Other Financing Sources					
474000 Allocated Hwy Labor & Maint	205,063	201,344	230,300	181,435	191,300
492000 Transfer from Special Assessment	-	95,998	25,000	25,000	25,000
492000 Transfer from San Dist #3	15,338	40,194	-	30,000	-
Fund Balance Applied to Budget	-	-	-	-	133,490
Fund Balance Equip Replacement	-	100,000	200,000	185,000	195,000
ubtotal - Other Financing Sources	**220,401**	**437,536**	**455,300**	**421,435**	**544,790**
Total Revenues w/o Property Tax	**5,139,788**	**5,745,819**	**5,509,202**	**5,480,262**	**5,480,483**
TOTAL REVENUES	**14,949,095**	**15,618,932**	**15,382,265**	**15,353,325**	**15,433,652**

Town of Grand Chute - General Fund
2014 Proposed Revenues
$15,433,652



Town of Grand Chute - General Fund
Tax Levy
2007-2014

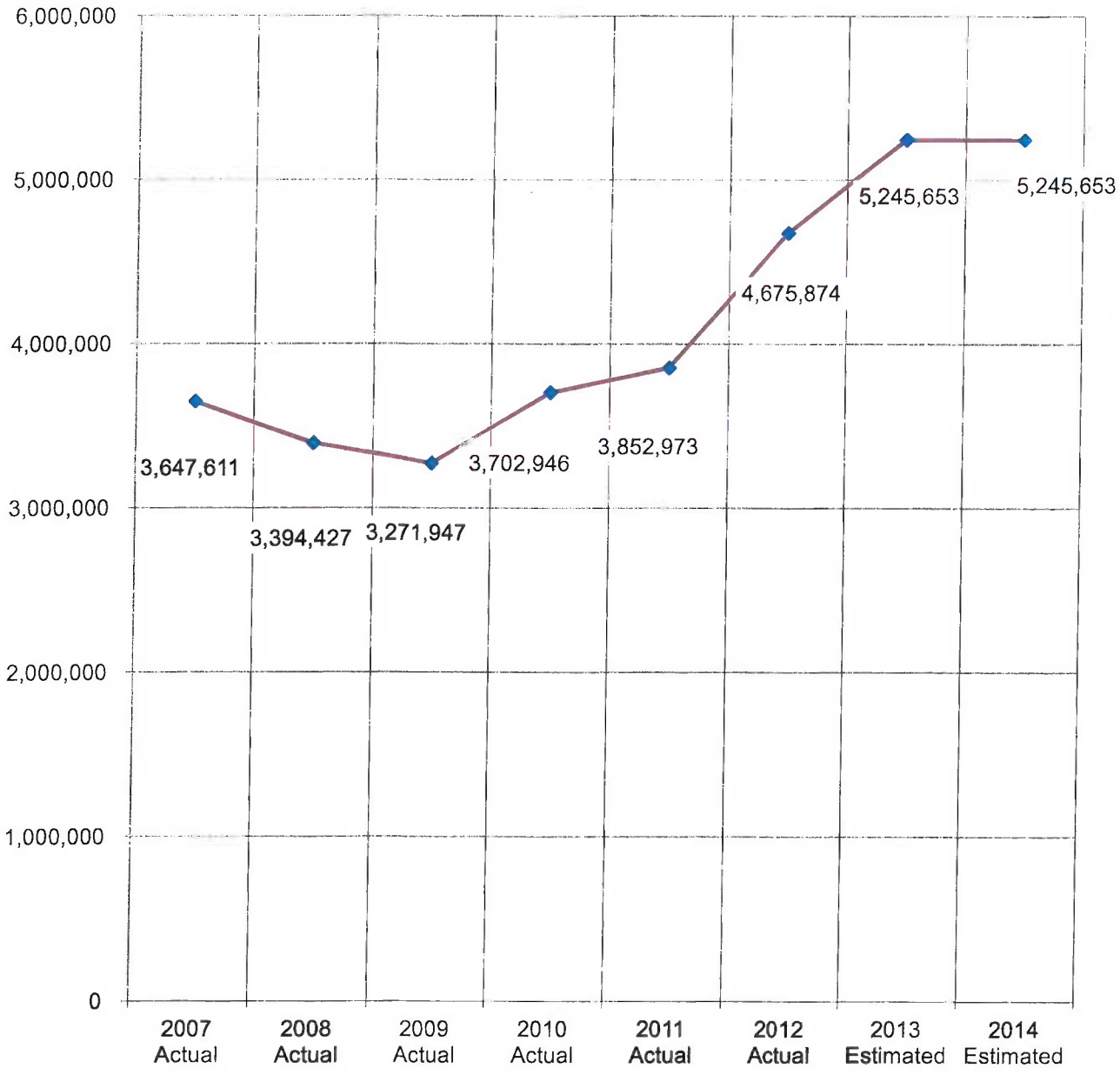



Town of Grand Chute - General Fund
Rate per $1000 A.V.
2008-2014
DOLLARS/$1000 A.V.
$4.40
$4.20
$4.00
$3.80
$3.60
$3.40
$3.20
$3.59
$3.93
$4.13
$4.23
$4.25
$4.25
$4.25
2008
2009
2010
2011
2012
2013
Est. 2014

TOWN OF GRAND CHUTE
FUND BALANCE PROJECTION
GENERAL FUND
FISCAL YEAR 2014

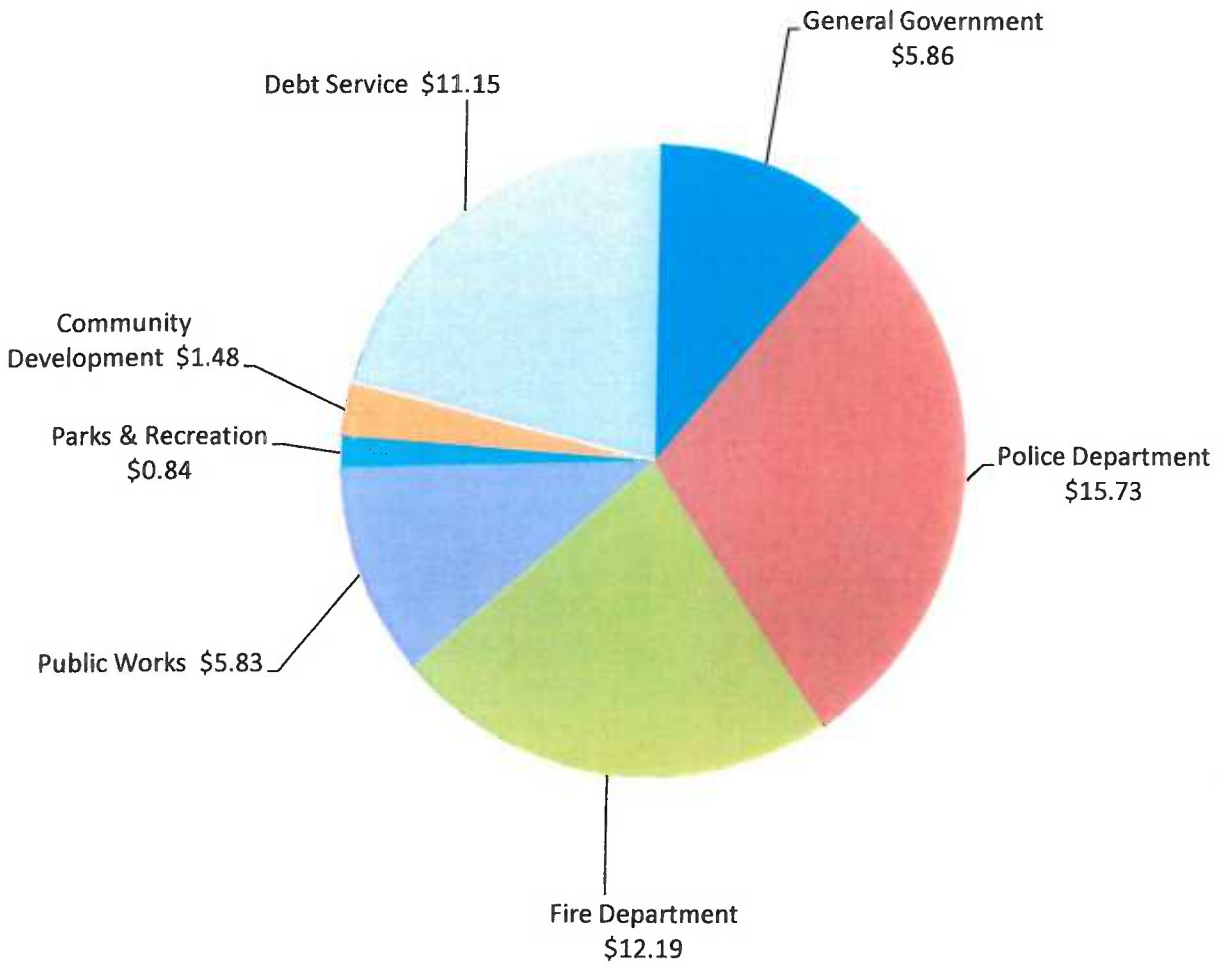
BEGINNING FUND BALANCE PER AUDIT, JAN 1, 2013		4,675,874
PLUS:	ESTIMATED REVENUES - FY 2013	5,480,262
	ESTIMATED TAX LEVY - FY 2013	9,873,063
	TOTAL REVENUES - FY 2013	15,353,325
LESS:	ESTIMATED EXPENDITURES - FY 2013	14,783,546
OPERATING SURPLUS (DEFICIT) - 2013		569,779
ESTIMATED BEGINNING FUND BALANCE, JAN 1, 2014		**5,245,653**
PLUS:	ESTIMATED REVENUES - FY 2014	5,480,483
	ESTIMATED TAX LEVY - FY 2014	9,953,169
	TOTAL ESTIMATED REVENUES - FY 2014	15,433,652
LESS:	ESTIMATED EXPENDITURES - FY 2014	15,433,652
OPERATING SURPLUS (DEFICIT) - 2014		0
ESTIMATED ENDING BALANCE, DEC 31, 2014		**5,245,653**

Town of Grand Chute - General Fund
Fund Balance
As of December 31
2007-2014



Town of Grand Chute
Rate Per $1000 A.V.
2005 - 2014

Monthly Cost For Town Services - $53.08 Based on a $150,000 Home And 2014 Town Tax of $636.96



DEPARTMENT/ACCOUNT:
CAPITAL PROJECTS (NON SANITARY DISTRICT)

FUND:
CAPITAL PROJECTS FUND (55)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
BEGINNING FUND BALANCE	6,833,756	4,136,535	7,349,061	7,349,061	4,015,061
REVENUES					
Borrowing-Long Term	-	7,010,000	-	-	10,000,000
Premium on Debt Issuance	-	-	-	-	-
General Fund/Mill Tax	-	-	-	-	-
Grant Funds	-	-	-	-	-
Developer Contributions	-	9,684	-	-	-
Interest	16,052	-	-	-	-
Other Agencies	-	-	166,600	-	-
Sale of Land	-	-	-	-	-
Transfer From Other Funds	-	-	-	-	-
TOTAL REVENUES	16,052	7,019,684	166,600	-	10,000,000
TOTAL RESOURCES	6,849,808	11,156,219	7,515,661	7,349,061	14,015,061
EXPENDITURES					
Recreation-Park/Trails	49,107	145,550	90,000	64,000	205,000
Street Construction	2,631,503	3,449,741	4,374,200	2,800,000	1,106,950
Hwy Covermats	32,635		-	-	-
Vehicle Replacement	28		-	-	-
Public Facilities	-	44,912	-	-	200,000
Signage & Communication Equip	-	68,402	276,000	470,000	-
Economic Development	-		-	-	-
Accounting Software	-	-	-	-	275,000
Fire Station	-	-	-	-	950,000
Issuance Fees & Interest	-	98,553	-	-	100,000
TOTAL EXPENDITURES	2,713,273	3,807,158	4,740,200	3,334,000	2,836,950
ENDING FUND BALANCE	4,136,535	7,349,061	2,775,461	4,015,061	11,178,111

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.

2014 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 storm water requirements of mapped storm sewers, detention ponds, outfalls, wetlands.
- Coordinate integration of new County-sponsored aerial photography into the Town database.
- Continue and enhance economic development efforts that promote the Town for business development.
- Make retention/outreach calls to local businesses.
- Update Town website with relevant community and economic development information.
- Participate in areawide inter-municipal planning efforts.

PLANNING/ZONING/GIS PERFORMANCE MEASURES

	Actual 2012	Estimated 2013	Projected 2014
Public Involvement Hearings	60	60	60
Development Projects reviewed	116	130	125
Rezoning Applications	5	5	5
Site Plans	69	50	50
Variance Applications	9	10	10
Special Exceptions	19	20	20
Business Retention/Outreach Visits	16	10	20
Plats/CSM's	24	20	20
Wetland Delineations	4	4	4
Erosion/Stormwater Plan Reviews	129	125	125
Street/Utility Plan Reviews	2	4	4
Code and Policy updates	2	2	4

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

	Actual 2012	Estimated 2013	Projected 2014
Building Plan Reviews	57	60	60
Ave. # Days for Plan Reviews	4	5	5
Building Permits	1,186	1,300	1,300
New Comm/Ind Buildings	17	5	10
New Single Family Homes	53	70	65
New Multi-Family Units	160	32	50
Drainage Facilities Inspections	68	75	80
Erosion Control Permits	126	100	110
Erosion Control Observation Inspections	630	750	1200
Special Event/Temp Sign Permits	66	60	65
Illegal R-O-W Signs removed	174	150	150
Citizen-Initiated Complaints	147	150	150
Staff-Initiated Complaints	96	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 Town revaluation in 2015.

PERFORMANCE MEASURES

	2012	2013
Total Parcels	7,771	7,712
Parcels with Improvements	6,390	6,401
Personal Property Accounts	1,671	1,592

PERSONNEL DETAIL

	# FULL-TIME EQUIVALENTS (FTE'S)		
Title	**Actual 2013**	**Proposed 2014**	**Average 2014 Salary**
Community Development Director	1.0	1.0	$92,175
Town Planner/Econ. Dev. Director	0.0	1.0	$69,280
Building Inspectors	3.0	3.0	$67,374
Executive Secretary	1.0	1.0	$37,919
GIS Specialist	1.0	1.0	$61,578
Totals	**6.0**	**7.0**	

COMMUNITY DEVELOPMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
ASSESSOR (515301)					
PERSONNEL	89,091	5,660	6,890	6,890	7,100
OPERATIONS & MAINTENANCE	63,630	102,757	111,400	110,050	112,700
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	152,721	108,417	118,290	116,940	119,800
BUILDING INSPECTION (524000) / CODE ENFORCEMENT					
PERSONNEL	240,796	239,421	243,340	243,340	252,170
OPERATIONS & MAINTENANCE	81,551	68,699	63,800	64,100	65,900
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	322,347	308,120	307,140	307,440	318,070
PLANNING & ZONING (564000)					
PERSONNEL	196,258	196,262	193,230	192,230	251,760
OPERATIONS & MAINTENANCE	27,223	17,323	31,300	29,300	49,800
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	223,481	213,585	224,530	221,530	301,560
ALL ACCOUNTS - TOTAL					
PERSONNEL	526,145	441,343	443,460	442,460	511,030
OPERATIONS & MAINTENANCE	172,404	188,779	206,500	203,450	228,400
CAPITAL OUTLAY	-	-	-	-	-
TOTAL DEPARTMENT	698,549	630,122	649,960	645,910	739,430
REVENUES					
Licenses & Permits					
443000 Building Permits	198,789	244,145	230,000	270,000	250,000
444000 Zoning Permits	39,450	39,294	40,000	40,000	40,000
444001 Erosion Control Plan Review Fee	3,729	6,386	6,000	7,000	7,000
444002 Drainage Inspection Fee	23,900	37,090	28,000	32,000	30,000
444003 Wetland Delineations	3,074	13,599	10,000	14,000	12,000
444004 Building Plan Review Fee	54,435	42,550	45,000	43,000	40,000
444005 Erosion Control Inspection Fee	8,624	13,500	12,000	17,500	15,000
444006 Drainage Plan Review Fee	-	1,500	1,200	1,800	1,500
468300 Property Record Mgmt Fee	16,500	20,900	22,000	22,000	22,000
TOTAL REVENUES	348,501	418,964	394,200	447,300	417,500

DEPARTMENT/ACCOUNT:
ASSESSOR (515301)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	56,398	3,690	4,570	4,570	4,740
111	Overtime	2,400	-	-	-	-
130	Fringe Benefits	30,294	1,970	2,320	2,320	2,360
	TOTAL PERSONNEL	89,091	5,660	6,890	6,890	7,100
	OPERATIONS & MAINTENANCE					
221	Phone and Communications	435	236	400	350	400
290	Other Contractual Services	53,210	93,450	100,900	100,900	102,400
310	Office Supplies	179	121	300	300	300
311	Postage	1,904	2,163	1,900	1,900	1,900
320	Publication/Printing Fees	-	120	200	200	200
321	Dues and Subscriptions	225	-	-	-	-
330	Conferences & Training	766	22	-	-	-
347	Office Equipment	-	-	-	-	-
390	Miscellaneous Expenses	6,912	6,645	7,700	6,400	7,500
	TOTAL OPERATIONS & MAINT	63,630	102,757	111,400	110,050	112,700
	CAPITAL OUTLAY					
810	Capital Equipment		-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	DEPARTMENT TOTAL	152,721	108,417	118,290	116,940	119,800

Department/Account: COMMUNITY DEVELOPMENT/ASSESSOR (515301)

CODE	DESCRIPTION	AMOUNT
110/130	**Salaries, Fringe Benefits**	7,100
	Pro-rata assignment of GIS Specialist's salary for services rendered to support assessment database and mapping.	
290	**Other Contractual Services**	102,400
	Contracted price for 3rd year of a 3-year service agreement with CLT/Tyler Technologies for Town Assessor and Deputy Assessor duties, software program updates, and technical support.	
390	**Miscellaneous Expense**	7,500
	Manufacturing assessment fee payable to WI Dept. of Revenue.	

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

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	160,693	169,898	173,590	173,590	180,760
111	Overtime	1,520	264	1,550	1,550	1,610
130	Fringe Benefits	78,584	69,259	68,200	68,200	69,800
	TOTAL PERSONNEL	240,796	239,421	243,340	243,340	252,170
	OPERATIONS & MAINTENANCE					
210	Professional Services	61,065	48,373	42,000	45,000	45,000
221	Phone and Communications	2,382	2,391	2,000	2,000	2,000
310	Office Supplies	726	849	1,500	1,000	1,200
311	Postage	210	225	400	400	400
320	Publication/Printing Fees	1,081	988	1,500	1,000	1,500
321	Dues and Subscriptions	594	265	600	600	600
330	Conferences & Training	1,965	2,190	3,000	2,500	3,000
344	Gas, Oil, and Other Supplies	2,758	2,492	3,000	3,000	3,000
347	Office Equipment	-	383	500	300	500
351	Allocated Vehicle Maintenance	5,145	3,158	2,900	2,900	2,900
390	Miscellaneous Expenses	4,654	6,414	5,500	4,500	5,500
391	Uniforms	972	971	900	900	300
	TOTAL OPERATIONS & MAINT	81,551	68,699	63,800	64,100	65,900
	CAPITAL OUTLAY					
810	Capital Equipment	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	DEPARTMENT TOTAL	322,347	308,120	307,140	307,440	318,070

Department/Account: COMMUNITY DEVELOPMENT/BUILDING INSPECTION (524000)
CODE ENFORCEMENT (569000)

CODE	DESCRIPTION	AMOUNT
110/111/130	**Salaries, Overtime, Fringe Benefits**	252,170
	Budgeted amount reflects pro-rata assignment of salaries to utility districts for services rendered.	
210	**Professional Services**	45,000
	Drainage Plan Reviews and Facility Checks (25,000) Contracted service with Town Engineer to perform commercial drainage plan reviews, drainage and pond inspections, and lot grade checks at construction sites.	
	Erosion Control Plan Reviews/Field Observation (15,000) Contracted service with Town Engineer to perform State mandated erosion control plan reviews and field observations.	
	Building Plan Reviews (5,000) 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 builders/developers.	
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 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	145,018	141,019	136,150	135,150	186,190
111	Overtime	345	276	2,140	2,140	2,220
130	Fringe Benefits	46,290	50,737	50,040	50,040	58,450
131	Commissioners	4,605	4,230	4,900	4,900	4,900
	TOTAL PERSONNEL	196,258	196,262	193,230	192,230	251,760
	OPERATIONS & MAINTENANCE					
210	Professional Services	550	150	-	100	-
211	Wetland Delineation	5,164	-	10,000	12,000	10,000
221	Phone and Communications	1,776	1,938	1,500	1,500	1,500
290	Other Contractual Services	12,555	9,197	5,000	5,000	5,000
310	Office Supplies	1,983	2,360	3,500	2,500	3,000
311	Postage	926	742	1,700	1,000	1,200
320	Publication/Printing Fees	2,080	(212)	2,000	1,500	2,000
321	Dues	1,197	404	2,400	2,000	22,400
330	Conferences and Training	454	664	3,500	2,000	3,000
344	Gas, Oil, and Other Supplies	536	584	600	600	600
347	Office Equipment	-	1,496	500	500	500
351	Allocated Vehicle Maintenance	-	-	600	600	600
390	Miscellaneous Expenses	2	-	-	-	-
	TOTAL OPERATIONS & MAINT	27,223	17,323	31,300	29,300	49,800
	CAPITAL OUTLAY					
810	Capital Equipment	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	DEPARTMENT TOTAL	223,481	213,585	224,530	221,530	301,560

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

CODE	DESCRIPTION	AMOUNT
110/111/130	**Salaries, Overtime, Fringe Benefits**	251,760
	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 property owner/developer.	
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).	
321	**Dues**	22,400
	Included in this account are dues to Fox Cities Regional Partnership (20,000).	
330	**Conference and Training**	3,000
	Advanced level training for GIS Specialist in maintaining and upgrading GIS and GPS systems capabilities (2,500), and professional development training for Comm. Dev Director (500).	

FIRE DEPARTMENT – OPERATIONS & MAINTENANCE
ACCOUNT #522000

2014 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.

2014 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
  - 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.

- Maintain existing safety programs.
  - Complete annual SCBA Fit Testing, SCBA Flow Testing, hose testing, pump testing and ladder certification (ground & aerial ladders).
  - Continue Safety & Health Committee program (meetings are held quarterly).
  - Continue to evaluate the department's EAP program and identify other sources of assistance as needed.

- Provide additional training aids to enhance firefighter training and maintenance of basic skills.
  - Construct or purchase a ground ladder training prop.
  - Construct or purchase a saw cutting prop.
  - Continue to seek out acquired structures for live fire training.

- Continue Special Operations training for all career staff in the areas of hazardous materials and confined space.

- Maintain a safe and comfortable work environment for all employees and visitors.
  - Maintain Fire Station #1 through the continued semi-annual preventive maintenance service.
  - Maintain all systems currently in place such as the fire alarm and door access systems.
  - Maintain asphalt surfaces at Fire Station #1 through seal-coating and striping.
  - Refurbish Fire Station #2 to address current list of building and system issues.
  - Plan for and implement the construction of Fire Station #3

- 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.

PERFORMANCE MEASURES

	Actual 2012	Estimated 2013	Proposed 2014
Fire Inspections Completed	3875	3500	3300
Public Education Events	93	80	90
Fire Calls	535	540	550
EMS Calls	1158	1193	1210
Training Hours	6231	7100	7000
NFPA 1710 compliance for Structure Fire Response	72%	80%	80%

PERSONNEL DETAIL

	# Full Time Equivalents (FTEs)		
	ACTUAL 2013	PROPOSED 2014	2014 AVG. Salary
Regular Positions (FT / PT / POC)			
Fire Chief	1.00	1.00	$90,291
Assistant Chief – Fire Prevention	1.00	1.00	84,765
Assistant Chief - Training Officer	1.00	1.00	74,385
Captain	1.00	1.00	70,919
Lieutenant	4.00	4.00	66,588
Fire Prevention Specialist	1.00	1.00	60,800
Driver/Operators	5.00	5.00	61,838
Firefighter/Inspector	5.00	5.00	57,603
Administrative Assistant	1.00	1.00	43,726
Part Time Firefighter (5)	1.00	1.00	46,813
POC Assistant Chief	0.24	0.00	0.00
POC Captain (1)	1.88	0.00	0.00
POC Lieutenant (7)	1.88	1.88	12.01 hr
POC Driver/ Operator (7)	3.00	3.00	11.42 hr
POC Firefighter Duty Shift	6.00	6.00	10.71 hr
POC Firefighter Incident Pay	2.27	2.27	10.71 hr
POC Training Pay	1.50	1.50	10.71 hr
Duty Chief Program	N/A*	N/A*	3.39 hr
TOTAL FTEs	**37.77**	**35.65**	

DEPARTMENT/ACCOUNT:
FIRE SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
FIRE (522000)					
PERSONNEL	2,273,713	2,339,717	2,429,270	2,343,873	2,380,630
OPERATIONS & MAINTENANCE	280,983	286,698	311,700	292,100	313,780
CAPITAL OUTLAY	58,082	31,702	202,000	150,470	72,700
TOTAL ACCOUNT	2,612,778	2,658,117	2,942,970	2,786,443	2,767,110
REVENUES					
Intergovernmental Revenues					
434200 Fire Insurance from State	76,140	81,046	76,450	79,810	79,000
433000 Federal Grant-Fire (Safer)	91,240	39,252	-	8,738	-
Public Charges for Services					
442002 Burning Permit	350	450	425	400	425
462200 Fire Department Fees	26,953	29,107	22,500	15,810	16,500
442010 Occupancy Inspection Fees	-	-	4,500	4,050	4,500
442015 Fire Protection Systems Fee	-	-	2,625	2,200	2,500
442020 Tank Install Standby Fee	-	-	160	160	160
442025 Tent Inspection Fees	-	-	1,200	800	1,000
442030 Fireworks Permits	-	-	200	150	150
Miscellaneous Revenue					
472900 Fire Insp Tanks	4,896	4,638	4,480	4,426	4,400
482001 Misc Rent	9,708	809	-	-	-
485002 Donations	2,000	7,740	500	250	250
483020 Sale of Fire Equipment	11,687	-	-	-	-
TOTAL REVENUES	222,974	163,042	113,040	116,794	108,885

DEPARTMENT/ACCOUNT:
FIRE (522000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Full Time Salaries	1,171,262	1,224,846	1,230,560	1,230,560	1,336,150
111	Overtime	83,887	88,504	110,860	53,600	70,800
130	Fringe Benefits	744,946	717,708	760,080	760,080	653,210
133	Length of Service Program	15,345	14,811	16,000	15,560	16,000
190	POC Incident Pay	2,937	3,933	18,110	4,938	15,710
191	POC Training	9,639	11,485	19,450	25,120	22,220
192	Duty Crew Salary	217,143	247,347	229,320	214,963	233,500
193	Officer Stipends Pay	-	-	12,300	6,462	-
194	Duty Chief Salary	18,005	20,633	22,140	22,140	22,590
195	Clothing Allowance	10,550	10,450	10,450	10,450	10,450
	TOTAL PERSONNEL	2,273,713	2,339,717	2,429,270	2,343,873	2,380,630
	OPERATIONS & MAINTENANCE					
210	Professional Services	14,625	10,114	15,000	15,000	16,500
220	Municipal Building Utilities	76,094	66,079	72,000	71,800	73,500
221	Phone and Communications	6,669	7,463	11,400	9,450	11,400
290	Other Contractual Services	11,203	16,221	15,700	14,700	15,700
293	Mun Bldg Contractual Service	1,621	-	-	-	-
301	Hazardous Waste	2,114	2,978	3,000	2,600	3,000
310	Office Supplies	2,644	4,145	3,500	3,300	3,500
311	Postage	795	1,051	900	850	900
320	Publication/Printing Fees	285	596	1,500	1,500	1,500
321	Dues and Subscriptions	2,633	2,660	2,800	2,800	2,800
322	Meeting Expense	4,440	4,961	5,000	2,550	3,000
323	Fire Prevention	5,810	9,691	4,500	4,500	5,000
330	Conferences & Training	23,712	23,590	22,000	22,000	22,000
340	Operating Supplies	8,200	7,436	8,800	8,800	8,800
344	Gas, Oil, and Other Supplies	25,512	23,737	27,100	27,050	28,680
346	Hand Tools & Small Equipment	413	2,378	3,000	2,850	3,000
347	Office Equipment	180	481	1,000	900	1,000
350	Vehicle Maintenance	15,699	15,783	21,000	16,000	21,000
351	Allocated Vehicle Maintenance	14,219	21,801	20,000	18,500	20,000
360	Mun Bldg Repair & Maint	26,303	27,060	27,500	27,000	28,000
380	Equipment Maintenance	11,388	7,652	12,500	9,500	12,500
390	Miscellaneous Expenses	1,537	1,049	1,000	950	1,000
391	Uniforms	24,887	24,979	29,500	26,500	28,000
393	Hose Replacement	-	4,793	3,000	3,000	3,000
	TOTAL OPERATIONS & MAINT	280,983	286,698	311,700	292,100	313,780
	CAPITAL OUTLAY					
810	Capital Equipment	58,082	31,702	202,000	150,470	72,700
	TOTAL CAPITAL OUTLAY	58,082	31,702	202,000	150,470	72,700
	DEPARTMENT TOTAL	2,612,778	2,658,117	2,942,970	2,786,443	2,767,110

CODE	DESCRIPTION	Budget Amount
210	**Professional Services**	16,500
	This line item reflects increase of $1,500 due to increase in medical cost associated with physicals.	
220	**Fire Station Utilities**	73,500
	This line item reflects an increase of $1,500 due to expected gas and electric cost increases from We Energies of 2.36%.	
221	**Phone and Communications**	11,400
	This line item reflects no change from 2013.	
290	**Other Contractual Services**	15,700
	This line item reflects no change from 2013.	
292	**Collection Services**	0
293	**Fire Station Contractual Services**	0
301	**Hazardous Waste**	3,000
	This line item reflects no change from 2013.	
310	**Offices Supplies**	3,500
	This line item reflects no change from 2013.	
311	**Postage**	900
	This line item reflects no change from 2013.	

320	**Publication/Printing Fees**	1,500
	This line item reflects no change from 2013.	
321	**Dues and subscriptions**	2,800
	This line item reflects no change from 2013.	
322	**Meeting Expense**	3,000
	This line item reflects a decrease of $2,000 from 2013.	
323	**Fire Prevention**	5,000
	This line item reflects an increase of $500 from 2013 due to increased cost from vendors on fire prevention supplies.	
330	**Conferences & Training**	22,000
	This line reflects no change from 2013.	
340	**Operating Supplies**	8,800
	This line Item reflects no change from 2013.	
344	**Gas, Oil, and Other Supplies**	28,680
	This line item reflects an increase of $1,580 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 no change from 2013.	
347	**Office Equipment**	1,000
	This line item reflects no change from 2013.	

350	**Vehicle Maintenance**	21,000
	This line item reflects no change from 2013.	
351	**Allocated Vehicle Maintenance**	20,000
	This line item reflects no change from 2013.	
360	**Municipal Building Repair & Maintenance**	28,000
	This line item reflects an increase of $500 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 2013.	
390	**Miscellaneous Expenses**	1,000
	This line item reflects no change from 2013.	
391	**Uniforms / Personnel Protective Equipment.**	28,000
	This line item reflects a decrease of $1,500 from 2013.	
393	**Hose Replacement**	3,000
	This line item reflects no change from 2013.	

Grand Chute Fire Department

2014 Capital Outlay Request

Training/Safety/Health

$ 15,000 PPE Replacement: Continue PPE replacement program with the purchase of nine (9) sets of PPE and nine (9) 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.

$ 15,000 Training Fire and Ladder Prop

This purchase to include a small shipping container and related building materials to construct a multi-purpose training prop for department staff. This prop will include a container for SCBA training and a roof simulator on the exterior for ladder and rescue training.

Apparatus / Equipment

$ 27,000 Replacement of department staff vehicle: This new Dodge Caravan staff vehicle would replace 2631 which is a 2004 Ford Explorer with 65,200 miles. This vehicle is used daily by our Fire Prevention Specialist.

$ 4,000 Replace on 4 engines our current 35' three section extension ladders and 14' roof ladders with 28' two section Duo Safety extension ladders and 16' roof ladders. 35' ladders are unmanageable with limited staffing, and 14' roof ladders are not long enough for the new trending rooflines (NOTE: two sets our current NFPA tested ladders can be sold to re-coup some of the costs).

$ 6,000 Purchase fourteen (14) MSA Self Contained Breathing Apparatus Face piece voice amplifiers for our current face piece units for Company Officers.

Buildings and Grounds

$5,700 Purchase a Boss Steel Power – V Plow for the 2013 Chevrolet Pick-up truck that was purchased by the Fire Department earlier this year. This would allow Fire Department staff to plow the apparatus bays aprons and public parking lots at the two fire stations.

$7,000 Seal-Coating & Striping of Fire Station #1 Parking Lots

Administrator removed

Asphalt maintenance conducted on a regular basis will prolong the useful life of the paved surface and will help prevent premature failure. Seal coating seals the surface to reduce cracking, water penetration and wear. Two vendors were contacted and provided 2014 pricing based on the total square footage of asphalt paved surface. Pricing includes striping of parking stalls. Seal-coating is recommended every two to three years to maintain the life of the paved surface.

Building & Grounds Summary Report

Fire Station #1:

Fire Station #1 located at 2250 Grand Chute Blvd. was constructed in 2008. Other than routine maintenance, no major system replacement is needed at this time.

Routine maintenance items include regular annual maintenance as needed or required. The asphalt parking lot surface is again being requested for seal coating to prolong its useful life as well as properly maintain the surface of the material as recommended.

Fire Station #2:

Fire Station #2 located at 2920 West Highview Drive was constructed around 1970 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 which allowed for fire administration to utilize the vacant space until October 2007 when fire 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 effectively service 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.

HVAC

The Heating/Ventilation/Air Conditioning (HVAC) systems within the building are original to time of construction and are no longer efficient in today's standards. Routine maintenance of these systems increases each year due to availability of parts and calls for after-hours service due to system breakdowns. Due to the layout of the building and the layout of the ductwork, unused portions of the building are heated and cooled resulting in high utilities. A state grant to replace these systems was applied for in 2010 and was denied because the scope of the project was too small to meet the grant requirements.

Major HVAC Failures/Issues:

- Two A/C units are currently down. Due to the age and the type of refrigerate used, both systems need to be replaced.

- One HVAC unit that serves the meeting room needs new sheet metal work and drain pan installed. The drain pan carries condensate water to the exterior. Currently the condensate water drips down in the apparatus bay.
- Electrical service to one A/C unit has required extensive repair due to the supply box shorting out and starting on fire.
- The overall effective efficiency of the HVAC system is estimated to be about 60%.

Lighting

The lighting systems within the building are original to time of construction and are not efficient to meet today's standards. New construction utilizes low energy ballast combined with T-8 or T-32 style bulbs to reduce overall electrical usage. The current lighting systems use the old style (oil filled) ballast with T-12 bulbs which are currently being phased out due to the lack of energy efficiency associated with this equipment. The replacement of the lighting systems was also included in the state grant applied for in 2010.

The department is currently spending on average $1,800.00 per year to replace ballast and repair existing light fixtures. Due to the amount of fixtures present, replacing the entire fixture when it fails has not been an option at this time. This would need to be a standalone project in order to realize savings on installation and overall efficiency. It is estimated that by replacing the existing lighting with new technology, an average savings of 10%-15% per year on electricity could be realized.

Plumbing

The plumbing system is original to time of construction and over the last three years has become a major repair issue at the station. Two water heaters required replacement, plumbing to one of two shower stalls required replacement due to corrosion and a water supply line under the apparatus bay floor was required to be shut down due to a leak under the concrete slab which resulted in damage to the bay floor.

Of bigger concern is the lack of adequate facilities for women firefighters. There are currently no shower facilities dedicated to women. The men's shower facility must be shared and this presents a significant risk issue with potential sexual harassment complaints.

Roof System

The roof system is original to time of construction and has been a continuous repair item for the last three years. Two separate roofing contractors have been on site numerous times to locate and repair roofing leaks and to this day roof leaks continue to show up in new locations. The roof leaks have resulted in interior damage to the insulation and ceiling tiles within the building. An Indoor Air Quality/Mold survey was conducted three years ago and yielded no positive findings. However, with continued roof leaks, mold will continue to have the opportunity to take hold and create a much bigger problem for the building.

On average, the department spends $2,000 per year on roof repairs. The latest repairs occurred in the fall of 2012 at which point, the roofing contractor stated nothing more could be done. Small leaks in several areas still occur during heavy rains and in the spring when winter thaw occurs. This results in buckets and make shift catch ponds to be placed above the ceiling under the roof to catch water.

Parking Lot

The parking lot is oversized to match the current use of the facility and was not designed for today's heavy fire apparatus. This has resulted in the asphalt parking lot to heave and crack and create multiple trip hazards. In some areas, the surface of the parking lot has eroded down to the base or gravel course and grows in severity with time.

Sidewalks around the building have also failed and present significant trip hazards. On the West side of the building, the sidewalk has actually dropped almost six inches next to the building.

Interior Finishes

The interior of the building is out of date and presents a dull and dark space for our personnel. Most of the interior walls are covered with dark wood paneling. Service doors are rusting out requiring maintenance in order to keep the exits compliant with code. The interior of the apparatus bay is dark with the floor cracking in several areas.

More troubling is the presence of asbestos in the vinyl floor tile throughout the building.

Significant Safety Concerns

On top of all the infrastructure items noted, there are several safety concerns that exist within the building:

- No drive-through apparatus bays require personnel to back apparatus into the bay.
- Years of roof leaks have resulted in replacement of ceiling tiles, however, water damage in structural areas not visible or accessible is a concern.
- Interior layout of the building and it's affect on response time to the apparatus.
- Presence of asbestos in floor tile.
- Outdated electrical and plumbing systems.
- No automatic fire sprinkler system.
- No automatic fire alarm system.

Financial Impact

The estimated useful service life of the facility was originally constructed at 30 years. The facility has now been in use close to 40 years. In order to continue operations at 2920 West Highview Drive, a significant investment to the existing facility must be in order to continue operations from this location.

2014

$ 950,000

Renovation of Fire Station Two

Renovation of Fire Station 2 located at 2920 West Highview Drive. (Does not include the west side of the building) Renovations would include the following:

- New Roof
- New Plumbing
- New Electrical
- New HVAC
- Concrete/Asphalt Repair or Replacement
- Interior remodel with purchase of new FFE

(Without a formal contract to engineer this project is an estimate only).

2015

$2,900,000

New Construction Fire Station #3

This would be a two stall drive through bay substation located near the intersection of Michaels Dr. and Casaloma Dr.

(This price does not include Land Purchase and without a formal contract to engineer this project this is an estimate only)

2016

$550,000

Purchase of Fire Engine

This would be a replacement for 1995 Pierce Saber engine

If Fire Station #3 is built we may consider an alternate replacement model to a Mini – Pumper cost estimates would be $250,000

2017

$ 500,000

Purchase of Heavy Rescue Unit

This would be for replacement of 1995 Marion Heavy Rescue Unit.

DEPARTMENT/ACCOUNT:
GENERAL GOVERNMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
TOWN BOARD (511000)					
PERSONNEL	68,979	68,664	68,580	68,630	68,630
OPERATIONS & MAINTENANCE	12,486	19,304	38,740	39,140	18,600
TOTAL ACCOUNT	81,465	87,968	107,320	107,770	87,230
MUNICIPAL COURT (512000)					
PERSONNEL	92,786	92,608	85,550	86,680	87,690
OPERATIONS & MAINTENANCE	67,808	71,659	91,100	89,400	91,900
CAPITAL OUTLAY	9,073	9,754	-	-	-
TOTAL ACCOUNT	169,667	174,021	176,650	176,080	179,590
GENERAL ADMIN (514000 & 514100)					
PERSONNEL	325,381	371,451	425,830	431,260	388,160
OPERATIONS & MAINTENANCE	193,610	113,632	89,100	71,150	131,800
CAPITAL OUTLAY	89,732	45,581	63,100	63,100	86,900
TOTAL ACCOUNT	608,723	530,664	578,030	565,510	606,860
CLERK (514200)					
PERSONNEL	121,109	120,917	123,620	123,620	128,350
OPERATIONS & MAINTENANCE	13,707	19,610	28,000	25,800	25,970
TOTAL ACCOUNT	134,816	140,527	151,620	149,420	154,320
ELECTION (514400)					
PERSONNEL	15,732	72,770	24,560	13,700	59,880
OPERATIONS & MAINTENANCE	7,516	13,419	9,300	8,300	15,850
CAPITAL OUTLAY	2,250	-	3,000	3,000	-
TOTAL ACCOUNT	25,498	86,189	36,860	25,000	75,730
TREASURER (515200)					
PERSONNEL	5,794	4,498	7,540	4,540	8,030
OPERATIONS & MAINTENANCE	2,043	1,665	2,630	2,100	2,400
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	7,837	6,163	10,170	6,640	10,430
MUNICIPAL COMPLEX (516100)					
PERSONNEL	22,751	24,317	24,220	24,220	24,040
OPERATIONS & MAINTENANCE	233,726	217,724	242,500	222,000	233,250
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	256,477	242,041	266,720	246,220	257,290

DEPARTMENT/ACCOUNT:
GENERAL GOVERNMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
OTHER MISCELLANEOUS ACCOUNTS					
513000 Legal	30,600	44,986	60,000	58,000	70,000
515100 Auditing	10,355	10,401	11,000	10,000	11,500
519100 Erroneous Taxes & Refunds	78,083	66,343	5,000	77,000	60,000
519300 Property, Liability Ins.	252,095	218,308	268,664	233,638	259,230
TOTAL - MISC. ACCOUNTS	371,134	340,038	344,664	378,638	400,730
ALL ACCOUNTS - TOTAL					
PERSONNEL	652,532	755,225	759,900	752,650	764,780
OPERATIONS & MAINTENANCE	530,896	457,013	501,370	457,890	519,770
CAPITAL OUTLAY	101,055	55,335	66,100	66,100	86,900
MISCELLANEOUS ACCOUNTS	371,134	340,038	344,664	378,638	400,730
TOTAL - GEN'L GOV'T ACCOUNTS	1,655,617	1,607,611	1,672,034	1,655,278	1,772,180
REVENUES					
411101 Recinded or Refunded Taxes	7,841	55,537	-	62,000	60,000
411500 Woodland/Managed Forest	42	42	100	53	50
435285 Federal Grant	-	3,127	-	-	-
418001 Interest on Delinq P.P. Taxes	1,822	1,721	1,000	1,750	1,500
441000 Business or Occupation License	42,037	41,621	37,000	45,500	18,500
441002 Business - Cable TV	280,068	294,363	275,000	290,000	290,000
441001 Business -Liquor License	66,251	33,221	31,000	63,300	34,000
442000 Non-business License	7,073	7,023	5,000	2,000	3,000
461000 General Government	11,018	20,221	10,000	17,000	15,000
481110 General Admin Fees	5,020	2,871	4,000	2,600	2,500
482000 Rent-Town Hall	4,426	1,334	1,000	700	600
483000 Sale of Town Property	-	-	-	-	-
484300 Insurance Recoveries	-	-	-	-	-
485002 Donations-Arbor Day	-	-	-	-	-
489000 Misc Revenue	13,069	11,599	3,000	80,000	8,000
489001 Insurance Dividends	-	62,932	60,000	60,000	60,000
TOTAL REVENUES	438,666	535,612	427,100	624,903	493,150

DEPARTMENT/ACCOUNT:
TOWN BOARD (511000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	64,080	63,837	63,700	63,750	63,750
130	Fringe Benefits	4,899	4,827	4,880	4,880	4,880
	TOTAL PERSONNEL	68,979	68,664	68,580	68,630	68,630
	OPERATIONS & MAINTENANCE					
210	Professional Services	2,000	-	-	-	-
221	Phone and Communications	289	236	2,100	2,100	1,800
290	Other Contractual Services	-	-	-	400	800
320	Publication/Printing Fees	4,302	16,454	12,000	12,000	12,000
321	Dues	4,374	1,845	23,140	23,140	2,500
330	Conferences and Training	576	344	500	500	500
390	Miscellaneous Expense	944	425	1,000	1,000	1,000
	TOTAL OPERATIONS & MAINT	12,486	19,304	38,740	39,140	18,600
	DEPARTMENT TOTAL	81,465	87,968	107,320	107,770	87,230

Department/Account: TOWN BOARD (511000)

CODE	DESCRIPTION	AMOUNT
110	**Salaries and Wages**	63,750
	Annual Salaries for Town Chairman (20,500) and Town Supervisors (10,812).	
130	**Fringe Benefits**	4,880
	No benefits provided to Town Board except those mandated by Federal law (FICA).	
320	**Publication and Printing Fees**	12,000
	Cost to publish January Town newsletter and mandated publications (budget, public hearings, annual meeting, resolutions, ordinances, public bids, register of deeds.)	
321	**Dues and Subscriptions**	2,500
	Included in this account are dues to Wisconsin Towns Association (895); Local Towns Association (100); membership in the Fox Cities Chamber of Commerce and Industry (1,000); and Appleton Post Crescent (300).	

MUNICIPAL COURT
ACCOUNT #512000

GOALS

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

2014 OBJECTIVES

- Maintain efficient records.
- Develop new forms to increase office efficiency.
- Maintain a current court manual.
- Keep updates and education on TIPSS Program.
- Develop community service program options for indigent defendants.

PERFORMANCE MEASURES

Measure	Actual 2012	Estimated 2013	Proposed 2014
Total Number of Cases	3,912	4,200	4,400

PERSONNEL DETAIL

	# Full-Time Equivalent (FTEs)		
Title	Actual 2013	Proposed 2014	2014 Avg. Salary
Municipal Judge	N/A	N/A	$15,700
Clerk of Courts	.62	.62	28,345
Deputy Clerk of Courts	.60	.60	23,926
Court Officer			1,000
Total Personnel	1.22	1.22	

DEPARTMENT/ACCOUNT:
MUNICIPAL COURT (512000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries & Wages	72,190	74,875	67,270	68,400	69,000
130	Fringe Benefits	20,596	17,733	18,280	18,280	18,690
	TOTAL PERSONNEL	92,786	92,608	85,550	86,680	87,690
	OPERATIONS & MAINTENANCE					
210	Professional Services-Legal	60,132	63,022	69,500	69,500	65,400
215	Warrants	-	-	10,000	10,000	10,000
221	Phone and Communications	766	709	1,100	750	1,100
290	Other Contractual Services	1,624	1,833	1,000	800	5,600
310	Office Supplies	1,379	764	900	750	900
311	Postage	1,356	1,717	1,600	1,800	1,700
320	Publication/Printing Fees	75	533	1,500	1,500	1,500
321	Dues and Subscriptions	140	140	400	100	400
330	Conferences & Training	2,254	1,771	2,500	2,500	2,700
340	Operating Supplies	82	1,088	1,200	1,200	1,200
347	Office Equipment	-	82	1,200	500	1,200
390	Miscellaneous Expense	-	-	200	-	200
	TOTAL OPERATIONS & MAINT	67,808	71,659	91,100	89,400	91,900
	CAPITAL OUTLAY					
810	Capital Equipment	9,073	9,754	-	-	-
	DEPARTMENT TOTAL	169,667	174,021	176,650	176,080	179,590

Department/Account: MUNICIPAL COURT (512000)

CODE	DESCRIPTION	AMOUNT
210	**Professional Services - Legal**	65,400
	This is the costs for prosecution services by the Town's legal counsel.	
290	**Other Contractual Services** This is for TIPSS products and support fees. (4,600) Substitute judge. (1,000)	5,600
330	**Conferences & Training**	2,700
	State statutes mandate that Judges attend at least one conference per year to keep current on new laws. State statue mandates Clerks to attend one conference per year to keep current with new procedures/laws.	

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.

2014 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

PERSONNEL DETAIL

	# Full Time Equivalent (FTEs)		
Title	**Actual 2013**	**Proposed 2014**	**2014 Avg. Salary**
Town Administrator	1.0	1.0	$116,821
IT Network Coordinator	0.8	1.0	77,499
Finance Director / Treasurer	1.0	1.0	75,536
Special Projects Coordinator	1.0	0.0	-
Exec. Secretary to Town Admin.	1.0	1.0	51,226
Administrative Assistant	1.0	1.0	33,251
Account Clerk II/Deputy Treasurer	1.0	1.0	48,086
Totals	6.8	6.0	

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

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	223,179	272,827	308,440	315,000	274,100
111	Overtime	-	118	1,130	-	830
130	Fringe Benefits	102,201	98,506	116,260	116,260	113,230
	TOTAL PERSONNEL	325,381	371,451	425,830	431,260	388,160
	OPERATIONS & MAINTENANCE					
210	Professional Services	77,222	24,751	5,000	3,000	6,500
221	Phone and Communications	3,448	3,582	4,000	6,000	6,000
290	Other Contractual Services	79,267	51,705	48,600	35,000	89,400
310	Office Supplies	14,750	18,508	15,000	13,000	15,000
311	Postage	8,559	8,316	7,500	7,500	8,000
320	Publication/Printing Fees	-	363	400	200	200
321	Dues and Subscriptions	1,601	2,482	2,400	3,500	3,000
330	Conferences and Training	2,234	1,699	2,500	1,500	2,000
344	Gas, Oil and Other Supplies	488	360	400	400	400
351	Allocated Vehicle Maintenance	175	842	300	300	300
390	Miscellaneous Expenses	866	1,024	3,000	750	1,000
391	Westfest Sponsor Fee	5,000	-	-	-	-
	TOTAL OPERATIONS & MAINT	193,610	113,632	89,100	71,150	131,800
	CAPITAL OUTLAY					
810	Capital Equipment	89,732	45,581	63,100	63,100	86,900
	TOTAL CAPITAL OUTLAY	89,732	45,581	63,100	63,100	86,900
	DEPARTMENT TOTAL	608,723	530,664	578,030	565,510	606,860

Department/Account: GENERAL
ADMINISTRATION (514000)

CODE	DESCRIPTION		AMOUNT
210	**Professional Services**		6,500
	Year-end payroll processing (1,500) Accounting support (5,000)		
221	**Phone and Communications**		6,000
290	**Other Contractual Services**		89,400
	Barracuda	1,200	
	Cisco Pix	500	
	Microsoft	13,300	
	Backup Maintenance	2,500	
	Mail	1,200	
	Archive	1,500	
	AV	1,200	
	SAN Maintenance	7,000	
	Copier Maintenance	27,000	
	AAMFON	5,000	
	Plan-it	1,000	
	Infinity (website)	3,000	
	Backup IT Time	25,000	
810	**Capital Outlay**		86,900
	Per recommendations from IT Coordinator:		
	Server Space	10,000	
	UPS Server Room	1,400	
	Computer replacement 25%	38,000	
	Cell Equipment	6,000	
	FireHouse Upgrade	10,000	
	ASA Firewall	5,000	
	Server – Rotation plan	6,000	
	Website – refresh design	3,000	
	Comm. Dev. I-pads	1,500	
	Fire Department I-pads	1,000	
	Disaster Assessment Software	5,000	

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 four elections; maintain financial records and process accounts payables; aid and assist the general public; administer licensing policies; Chair License Committee meetings and prepare meeting packets; provide assistance to Town staff and the Town Board; administer oaths; and maintain the Municipal Code of the Town.

2014 OBJECTIVES

Conduct and supervise four elections and provide mandatory training
Maintain State Certification to provide baseline chief inspector training
Continue educational requirements to maintain clerk certification
Assist with the implementation of financial software
Update Town ordinances and municipal code book as needed
Renew licenses annually
Implement credit card policy

PERFORMANCE MEASURES

Measure	Actual 2012	Estimated 2013	Proposed 2014
Licenses /Permits	1024	1000	1100
Voters registered	4120	83	4500
Absentee Ballots Issued	8299	972	8000
Available Poll Workers	65	90	90
Trained Available Chief Inspectors	12	10	10

PERSONNEL DETAIL

	# Full Time Equivalent (FTEs)		
Title	Actual 2013	Proposed 2014	2014 Avg. Salary
Town Clerk	1.0	1.0	$66,647
Deputy Clerk	1.0	1.0	$43,393
Poll Workers (Pool of 90)	90	90	$55,090
Election Set Up/Take Down		0.10	$24.20/hr

DEPARTMENT/ACCOUNT:
TOWN CLERK (514200)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	78,218	81,904	84,430	84,430	87,960
130	Fringe Benefits	42,891	39,013	39,190	39,190	40,390
	TOTAL PERSONNEL	121,109	120,917	123,620	123,620	128,350
	OPERATIONS & MAINTENANCE					
221	Phones and Communications	719	1,017	1,000	600	1,000
270	Background checks	105	6,237	8,400	6,600	6,600
290	Other Contractual Services	7,337	6,463	9,000	9,000	9,400
310	Office Supplies	1,741	538	3,000	3,000	2,000
320	Publication/Printing Fees	1,192	1,184	1,500	1,500	1,500
321	Dues	701	410	500	500	770
330	Conferences & Training	1,913	448	2,500	2,500	4,400
346	Small Equipment	-	3,127	1,800	1,800	-
390	Miscellaneous Expense	-	186	300	300	300
	TOTAL OPERATIONS & MAINT	13,707	19,610	28,000	25,800	25,970
	DEPARTMENT TOTAL	134,816	140,527	151,620	149,420	154,320

Department/Account: CLERK (514200)

CODE	DESCRIPTION	AMOUNT
110	**Salaries and Wages**	87,960
	Salaries to include Clerk and Deputy Clerk	
270	**Background Checks**	6,600
	Department of Justice charges	
290	**Miscellaneous Contractual Services**	9,400
	Annual maintenance fees for code recodification and minute archiving through General Code Corporation.	
320	**Publication**	1,500
	Liquor license and miscellaneous.	
321	**Dues & Subscriptions**	770
	Annual dues for WMCA and IIMC to include Deputy Clerk.	
330	**Conference & Training**	4,400
	Municipal Clerk's conference, Wis-Line training, District meetings (3), certification classes	
346	**Small Equipment**	-

DEPARTMENT/ACCOUNT:
ELECTIONS (514400)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries & Wages	14,948	67,345	23,340	13,000	57,630
111	Overtime	661	3,331	890	400	910
130	Fringe Benefits	124	2,094	330	300	1,340
	TOTAL PERSONNEL	15,732	72,770	24,560	13,700	59,880
	OPERATIONS & MAINTENANCE					
290	Other Contractual Services	-	990	1,800	1,800	4,250
310	Office Supplies	2,252	1,281	1,500	1,500	1,500
311	Postage	797	5,076	2,500	1,500	5,500
320	Publication/Printing Fees	4,263	5,205	3,100	3,100	4,100
346	Hand Tools/Small Equipment	-	260	-	-	-
390	Miscellaneous Expense	204	607	400	400	500
	TOTAL OPERATIONS & MAINT	7,516	13,419	9,300	8,300	15,850
	CAPITAL OUTLAY					
810	Capital Equipment	2,250	-	3,000	3,000	-
	TOTAL CAPITAL OUTLAY	2,250	-	3,000	3,000	-
	DEPARTMENT TOTAL	25,498	86,189	36,860	25,000	75,730

Department/Account: ELECTION (514400)

CODE	DESCRIPTION	AMOUNT
110	**Salaries & Wages**	57,630
	Includes the following anticipated salaries: Mandatory training for Poll Workers; Chief Inspector recertification; Poll Workers for four elections in 2014; Special Voting Deputies for shut-ins; in office absentee voting assistance.	
290	**Contractual Services**	4,250
	Election machine maintenance agreements.	
310	**Office Supplies**	1,500
	Supplies used at polling locations.	
311	**Postage**	5,500
	Mailing of absentee ballots, voter notices.	
320	**Printing & Publication**	4,100
	Publications, ballots, machine coding.	
390	**Miscellaneous**	500

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.

2014 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.
- Work with other Town personnel in implementation of new financial software.

DEPARTMENT/ACCOUNT:
TREASURER (515200)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	4,388	3,513	6,600	3,600	7,300
130	Fringe Benefits	1,406	985	940	940	730
	TOTAL PERSONNEL	5,794	4,498	7,540	4,540	8,030
	OPERATIONS & MAINTENANCE					
290	Other Contractual Services	500	500	500	500	500
311	Postage	7	-	-	-	-
320	Publication/Printing Fees	-	-	165	-	-
321	Dues and Subcriptions	105	105	165	200	200
330	Conferences and Training	1,264	656	1,300	1,100	1,300
390	Miscellaneous Expense	167	404	500	300	400
	TOTAL OPERATIONS & MAINT	2,043	1,665	2,630	2,100	2,400
	CAPITAL OUTLAY					
810	Capital Equipment	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	DEPARTMENT TOTAL	7,837	6,163	10,170	6,640	10,430

Department/Account: TREASURER (515200)

CODE	DESCRIPTION	AMOUNT
110	**Salaries**	7,300
	Tax collections and data entry by seasonal employees and full-time employees and overtime as needed.	
290	**Other Contractual Services**	500
	Tax software update.	
330	**Conferences / Training**	1,300
	Clerks & Treasurers Institute $500 MTAW – Spring & Fall workshops $800	

DEPARTMENT/ACCOUNT:
MUNICIPAL COMPLEX (516000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	17,652	19,391	18,000	18,000	18,000
111	Overtime	-	-	-	-	-
130	Fringe Benefits	5,099	4,926	6,220	6,220	6,040
	TOTAL PERSONNEL	22,751	24,317	24,220	24,220	24,040
	OPERATIONS & MAINTENANCE					
220	Utilities	133,598	131,793	144,500	138,000	141,250
290	Other Contractual Services	50,182	42,567	52,000	44,000	47,000
360	Building Maintenance	49,946	43,364	46,000	40,000	45,000
390	Miscellaneous	-	-	-	-	-
	TOTAL OPERATIONS & MAINT	233,726	217,724	242,500	222,000	233,250
	CAPITAL OUTLAY					
810	Capital Equipment	-	-	-	-	-
	DEPARTMENT TOTAL	256,477	242,041	266,720	246,220	257,290

Department/Account: MUNICIPAL COMPLEX (516000)

CODE	DESCRIPTION	AMOUNT
110	**Salaries**	18,000
	Cost associated with Public Works staff time maintaining the Town Hall, setting up for meetings and room rentals.	
220	**Utilities**	141,250
	Amount shown reflects an increase of 2.36% increase in electric cost for 2014.	
290	**Other Contractual Services**	47,000
	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**	45,000
	Maintenance services for building include system testing, elevator servicing, maintenance of the HVAC system and fire extinguishers (45,000).	

DEPARTMENT/ACCOUNT:
LEGAL (513000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	OPERATIONS & MAINTENANCE					
210	Professional Services	30,600	44,986	60,000	58,000	70,000
	TOTAL OPERATIONS & MAINT	30,600	44,986	60,000	58,000	70,000
	DEPARTMENT TOTAL	30,600	44,986	60,000	58,000	70,000

Department/Account: LEGAL (513000)

CODE	DESCRIPTION	AMOUNT
210	**Professional Services**	70,000

This is the cost 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 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	OPERATIONS & MAINTENANCE					
210	Professional Services	10,355	10,401	11,000	10,000	11,500
	TOTAL OPERATIONS & MAINT	10,355	10,401	11,000	10,000	11,500
	DEPARTMENT TOTAL	10,355	10,401	11,000	10,000	11,500

Department/Account: AUDITING (515100)

CODE	DESCRIPTION	AMOUNT
210	**Professional Services**	11,500
	The amount budgeted is based on a one year extension to the contract with Schenck SC to prepare the Town's 2014 audit.	

DEPARTMENT/ACCOUNT:
ERRONEOUS TAXES & REFUNDS (519100)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	OPERATIONS & MAINTENANCE					
519100	ERRONEOUS TAXES	78,083	66,343	5,000	77,000	60,000
	TOTAL OPERATIONS & MAINT	78,083	66,343	5,000	77,000	60,000
	DEPARTMENT TOTAL	78,083	66,343	5,000	77,000	60,000

DEPARTMENT/ACCOUNT:
INSURANCE (519300)

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
OPERATIONS & MAINTENANCE					
519310 Workers Comp	125,441	109,668	152,545	122,972	135,229
519320 Gen Liability	44,450	81,224	81,513	77,527	86,894
519380 Property Insurance	66,276	15,120	20,000	19,935	22,359
210 Employee Bond	15,928	12,296	14,606	13,204	14,748
TOTAL OPERATIONS & MAINT	252,095	218,308	268,664	233,638	259,230
DEPARTMENT TOTAL	252,095	218,308	268,664	233,638	259,230
REVENUES					
Miscellaneous Revenue					
484400 Insurance Dividends	13,069	62,932	60,000	60,000	60,000
TOTAL REVENUE	13,069	62,932	60,000	60,000	60,000

Department/Account: INSURANCE (519300)

CODE	DESCRIPTION	AMOUNT
510	**Insurance Premiums**	$259,230
	Workers Compensation, General Liability, Police Liability, and Vehicle/Property Insurance for all departments are covered in this account.	

DEPARTMENT/ACCOUNT:
EQUIPMENT REPLACEMENT FUND

FUND:
FUND EQUIPMENT REPLACEMENT (12)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
BEGINNING FUND BALANCE	590,900	590,900	490,900	490,900	305,900
REVENUES					
Designated Fund Balance	-	-	-	-	-
Transfer from General Fund	-	-	-	-	-
Insurance Proceeds	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-
TOTAL RESOURCES	590,900	590,900	490,900	490,900	305,900
EXPENDITURES-TRANSFER TO OTHER FUNDS:					
Replacement Vehicles	-	100,000	-	-	-
Replace Public Works Truck	-	-	200,000	185,000	195,000
TOTAL EXPENDITURES	-	100,000	200,000	185,000	195,000
ENDING FUND BALANCE	590,900	490,900	290,900	305,900	110,900

DEPARTMENT/ACCOUNT:
ROOM TAX FUND

FUND:
ROOM TAX FUND (21)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
BEGINNING FUND BALANCE	81,432	68,165	75,245	75,245	75,245
REVENUES					
Public Accomodation-Town Gen	70,614	74,058	71,000	72,400	72,000
Public Accomodation-Town Dev	220,710	230,451	218,500	225,100	223,000
Public Accomodation-Convention	654,332	698,432	655,500	675,300	669,000
TOTAL REVENUES	945,656	1,002,941	945,000	972,800	964,000
TOTAL RESOURCES	1,027,088	1,071,106	1,020,245	1,048,045	1,039,245
EXPENDITURES					
Convention Bureau	667,599	691,352	655,500	675,300	669,000
TOTAL EXPENDITURES	667,599	691,352	655,500	675,300	669,000
Minus-To General Fund	291,324	304,509	289,500	297,500	295,000
ENDING FUND BALANCE	68,165	75,245	75,245	75,245	75,245

DEPARTMENT/ACCOUNT:
PARK DEVELOPMENT FUND

FUND:
PARK FUND (22)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
BEGINNING FUND BALANCE	47,908	95,366	165,263	165,263	199,463
REVENUES					
Park Development Fees	46,800	58,950	48,000	34,000	36,000
Donations	-	9,509	-	-	-
Interest	658	1,438	450	200	200
TOTAL REVENUES	47,458	69,897	48,450	34,200	36,200
TOTAL RESOURCES	95,366	165,263	213,713	199,463	235,663
Park Fund Expense	-	-	35,000	36,000	-
Minus-To Debt Service Fund	-	-	-	-	-
ENDING FUND BALANCE	95,366	165,263	213,713	199,463	235,663

DEPARTMENT/ACCOUNT:
IMPACT FEE FUND
Fire Station Development

FUND:
IMPACT FEE (23)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
BEGINNING FUND BALANCE	35,094	59,424	95,746	95,746	123,871
REVENUES					
Impact Fees	23,874	35,514	42,900	28,000	31,000
Interest	456	808	300	125	125
TOTAL REVENUES	24,330	36,322	43,200	28,125	31,125
TOTAL RESOURCES	59,424	95,746	138,946	123,871	154,996
Minus-To Debt Service Fund	-	-	-	-	-
ENDING FUND BALANCE	59,424	95,746	138,946	123,871	154,996

DEPARTMENT/ACCOUNT:
SPECIAL ASSESSMENTS

FUND:
ASSESSMENT FUND (25)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
BEGINNING FUND BALANCE	7,330,489	5,635,666	5,512,042	5,512,042	4,693,542
REVENUES					
Special Assessments	1,639,995	1,835,405	734,950	1,400,000	1,400,000
Interest on Special Assessments	174,145	158,939	154,350	150,000	150,000
Interest from Investments	48,203	17,352	-	-	-
TOTAL REVENUES	1,862,343	2,011,696	889,300	1,550,000	1,550,000
TOTAL RESOURCES	9,192,832	7,647,362	6,401,342	7,062,042	6,243,542
EXPENDITURES					
Transfer to General Fund / Admin Fees	-	95,998	25,000	25,000	25,000
Transfer to Debt Service	3,557,166	2,039,322	2,343,500	2,343,500	2,054,400
TOTAL EXPENDITURES	3,557,166	2,135,320	2,368,500	2,368,500	2,079,400
ENDING FUND BALANCE	5,635,666	5,512,042	4,032,842	4,693,542	4,164,142

DEBT SERVICE FUND

FUND:
DEBT FUND (30)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
BEGINNING FUND BALANCE	149,446	178,189	296,205	296,205	184,576
REVENUES					
Mil Tax	2,400,000	2,160,300	1,996,300	1,996,300	2,090,000
Borrowing L/T Refunding Bonds	-	374,050	-	-	-
From Special Assessment Fund	3,557,166	2,039,322	2,343,500	2,343,500	2,054,400
From Park Development Fund	-	-	-	-	-
From Grand Chute Utilities-Lease	134,184	134,280	-	-	-
From San District #3	-	-	-	-	-
From Fire Impact Fee Fund	-	-	-	-	-
Premium on Debt Issue	-	-	-	-	-
TOTAL REVENUES	6,091,350	4,707,952	4,339,800	4,339,800	4,144,400
From Reserve-Sale of Town Hall	-	-	-	-	-
EXPENDITURES					
Debt Principal-'01	1,811,960	-	-	-	-
Debt Principal-'02	293,522	298,522	-	-	-
Debt Principal-'03 Refinancing	384,944	769,884	374,050	374,050	-
Debt Principal-'04	410,036	510,036	535,036	535,036	560,036
Debt Principal-'05	770,000	775,000	815,000	815,000	845,000
Debt Principal-'06	120,000	120,000	120,000	120,000	115,000
Debt Principal-08	585,000	585,000	590,000	590,000	590,000
Debt Principal-09	360,000	360,000	360,000	360,000	365,000
Debt Principal-10	590,000	585,000	585,000	585,000	590,000
Debt Principal-12	-	-	550,000	550,000	650,000
Debt Interest-'01	72,478	-	-	-	-
Debt Interest-'02	17,444	5,970	-	-	-
Debt Interest-'03 Refinancing	37,917	9,174	654	654	-
Debt Interest-'04	69,890	55,949	38,608	38,608	19,882
Debt Interest-'05	128,625	101,588	73,762	73,762	44,713
Debt Interest-'06	27,319	22,669	18,019	18,019	13,369
Debt Interest-08	175,863	155,388	134,913	134,913	114,263
Debt Interest-09	89,138	81,938	74,738	74,738	66,637
Debt Interest-10	117,271	116,425	107,651	107,651	98,876
Debt Interest-12	-	32,626	73,998	73,998	71,573
Payment to refund bond escrow	-	4,767	-	-	4,500
Contractual Services	1,200		-	-	-
TOTAL EXPENDITURES	6,062,607	4,589,936	4,451,429	4,451,429	4,148,849
ENDING FUND BALANCE	178,190	296,205	184,576	184,576	180,127

DEPARTMENT/ACCOUNT:
PARKS & RECREATION SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
PARKS (552000)					
PERSONNEL	62,120	86,953	74,240	75,280	73,200
OPERATIONS & MAINTENANCE	77,811	72,481	59,920	54,770	60,170
CAPITAL OUTLAY	3,130	5,563	28,295	27,000	4,500
TOTAL ACCOUNT	143,062	164,997	162,455	157,050	137,870
RECREATION (553000)					
PERSONNEL	10,260	10,214	10,300	9,920	9,950
OPERATIONS & MAINTENANCE	1,682	2,922	3,850	3,535	4,050
TOTAL ACCOUNT	11,942	13,136	14,150	13,455	14,000
TRAILS MAINTENANCE (554000)					
PERSONNEL	100	2,412	3,250	3,250	4,760
OPERATIONS & MAINTENANCE	1,098	3,045	5,300	5,100	40,225
CAPITAL OUTLAY	-	-	-	-	-
TOTAL ACCOUNT	1,198	5,457	8,550	8,350	44,985
ALL ACCOUNTS - TOTAL					
PERSONNEL	72,480	99,579	87,790	88,450	87,910
OPERATIONS & MAINTENANCE	80,591	78,448	69,070	63,405	104,445
CAPITAL OUTLAY	3,130	5,563	28,295	27,000	4,500
TOTAL DEPARTMENT	156,202	183,590	185,155	178,855	196,855
REVENUES					
Public Charges for Services					
467200 Parks Rental	8,891	9,262	11,200	8,600	9,000
467201 Recreation Fees	2,690	3,603	2,700	3,640	3,600
485000 Donations-Recreation	1,155	1,200	1,500	1,190	1,200
485001 Donations-Park	1,000	-	-	1,000	-
TOTAL REVENUES	13,737	14,065	15,400	14,430	13,800

DEPARTMENT/ACCOUNT:
PARKS (552000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	33,518	59,138	50,210	50,210	50,220
111	Overtime	602	1,780	960	2,000	910
121	Commissioners	2,705	3,080	3,360	3,360	3,480
130	Fringe Benefits	25,295	22,955	19,710	19,710	18,590
	TOTAL PERSONNEL	62,120	86,953	74,240	75,280	73,200
	OPERATIONS & MAINTENANCE					
220	Utilities	24,773	25,907	22,800	22,000	22,600
221	Phone and Communications	120	120	120	120	120
290	Other Contractual Services	38,824	28,747	11,000	11,000	11,000
321	Dues and Subscriptions	-	-	1,400	1,400	1,550
330	Conferences and Training	60	138	450	450	450
340	Operating Supplies	8,515	11,661	11,850	11,000	9,700
344	Gas, Oil etc	547	1,394	1,900	1,900	2,000
351	Allocated Vehicle Maintenance	4,971	4,514	7,000	4,000	7,000
360	Building Repairs	-	-	3,400	2,900	5,750
	TOTAL OPERATIONS & MAINT	77,811	72,481	59,920	54,770	60,170
	CAPITAL OUTLAY					
810	Capital Equipment	3,130	5,563	28,295	27,000	4,500
	TOTAL CAPITAL OUTLAY	3,130	5,563	28,295	27,000	4,500
	DEPARTMENT TOTAL	143,062	164,997	162,455	157,050	137,870

Department/Account: PARKS (552000)

CODE	DESCRIPTION	AMOUNT
110	**Salaries and Wages**	51,130
	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
	• Fertilizer and weed control service (2,500) • Prairie maintenance at Prairie Hill Park (500) • Concrete dumbster approach pads (5,000) • Replace pole lights at Carter Woods (3,000)	
321	**Dues and Subscriptions**	1,550
	Software for scheduling park facilities and programs.	
340	**Operating Supplies**	9,700
	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 (1,500).	
360	Building Repairs	5,750
	• Paint Loins Park Pavilion (2,500) • Replace water heater at Carter Woods (750) • Fence repairs (500) • Miscellaneous facility repairs (2,000)	
810	**Capital Equipment** Arbor Day trees (3,000) Tennis Practice Wall (1,500)	4,500

DEPARTMENT/ACCOUNT:
RECREATION (553000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	9,460	9,524	9,600	9,500	9,240
130	Fringe Benefits	800	690	700	420	710
	TOTAL PERSONNEL	10,260	10,214	10,300	9,920	9,950
	OPERATIONS & MAINTENANCE					
290	Other Contractual Services	134	-	1,600	1,300	1,600
311	Postage	22	41	50	35	50
330	Conferences and Training	-	-	-	200	200
340	Operating Supplies	1,526	2,881	2,200	2,000	2,200
	TOTAL OPERATIONS & MAINT	1,682	2,922	3,850	3,535	4,050
	DEPARTMENT TOTAL	11,942	13,136	14,150	13,455	14,000

REVENUES

Public Charges for Services					
467201 Recreation Fees	2,690	3,603	2,700	3,640	3,600
Miscellaneous Revenue					
485000 Donations	1,155	1,200	1,500	1,190	1,200
TOTAL REVENUE	3,846	4,803	4,200	4,830	4,800

DEPARTMENT/ACCOUNT: Recreation (553000)

CODE	DESCRIPTION	AMOUNT
220	**Salaries & Wages**	9,240
	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).	
330	**Conferences and Training**	200
	Wisconsin Park and Recreation Association training for Summer Program leaders (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.	

PARTMENT/ACCOUNT:
RAILS MAINTENANCE (554000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	-	2,314	2,500	2,500	3,820
130	Fringe Benefits	100	98	750	750	940
	TOTAL PERSONNEL	100	2,412	3,250	3,250	4,760
	OPERATIONS & MAINTENANCE					
220	Utilities	398	386	450	400	475
290	Contractual Services	200	200	200	200	35,250
340	Operating Supplies	500	2,459	4,500	4,500	4,500
344	Gas, Oil etc	-		150	-	-
	TOTAL OPERATIONS & MAINT	1,098	3,045	5,300	5,100	40,225
	CAPITAL OUTLAY					
810	Capital Equipment	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	DEPARTMENT TOTAL	1,198	5,457	8,550	8,350	44,985

Department/Account: TRAILS MAINTENANCE (554000)

CODE	DESCRIPTION	AMOUNT
110	**Salaries and Wages**	3,770
	Wages parks maintenance employee and summer help to maintain and repair recreational trails.	
290	**Contractual Services**	35,250
	Herbicide application along trail near Fox Cities Stadium. (250) Contracted repair of Arrowhead boardwalk. (35,000)	
340	**Operating Supplies**	4,500
	Supplies to maintain/repair trail surface, i.e. replace concrete slabs, boardwalk planks or patch asphalt path.	

2014 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.

2014 GOALS/OBJECTIVES

- Develop an emergency response plan that is specific to the needs of the town and coordinate with town staff to prepare a response for a potential disaster.

- Restructure the Property and Evidence Section of the department by converting two part-time positions to a fulltime position with an additional .25 FTE position for support.

- Evaluate staff sergeant workload and staffing requirements by comparing the historical five-sergeant staffing configuration with the four-sergeant configuration created during the period in which the fifth staff sergeant position was intentionally left vacant.

- Implement a trial community policing officer position, utilizing the aforementioned vacant staff sergeant position.

- Evaluate the current department rank structure as compared with other police agencies in the area for the purpose of determining the organizational impact on hiring and promotion associated with maintaining a structure comprised of titles/positions that vary from neighboring agencies.

- Implement organizational changes brought about by the conclusion of the 2013-2014 labor negotiations between the Town and the GCPPA. Said changes may include the development of a career development program and the introduction of a new work schedule.

- Conduct a comprehensive workload analysis to evaluate patrol staffing and deployment.

2014 PERFORMANCE MEASURES

Description	2012 Actual	2013 Estimate	2014 Goal
Monthly reports of department activity to the Town Board and Police & Fire Commission (PFC)	12	12	12
Part I Crime Clearance Rate by Arrests	61%	64%	62%
Number of Officer Initiated Activity (Citations, Summonses, Citizen Contacts, Parking Citations, Warrants)	8,714	8,450	8,700
Ordinance Compliance Checks; underage alcohol, escort, licensed premises inspections, etc.	6	6	7

PERSONNEL DETAIL

 # Full Time Equivalents (FTEs)

TITLE	ACTUAL 2013	PROPOSED 2014	2014 AVG. SALARY
Police Chief	1.0	1.0	$100,556
Lieutenant	2.0	2.0	$78,009
Staff Sergeant	5.0	4.0	$73,570
Corporal	2.0	1.0	$65,460
Police Officer	20.0	22.0	$59,896
Police Officer – Part Time	0	0	N/A
Community Service Officers	3	3	$11.39/Hr
Crossing Guards	1.5	1.5	$11.57/Hr
Executive Secretary	1.0	1.0	$45,360
Police Secretary	3.5	3.5	$38,605
Evidence Technician	.9	1.25	$40,567
TOTAL PERSONNEL	**39.9**	**40.25**	

DEPARTMENT/ACCOUNT:
POLICE SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
POLICE-FIELD OPERATIONS (521000)					
PERSONNEL	2,510,634	2,536,996	2,600,880	2,481,455	2,514,756
OPERATIONS & MAINTENANCE	210,638	186,591	193,770	188,250	188,150
CAPITAL OUTLAY	145,813	76,585	130,843	123,143	139,953
TOTAL ACCOUNT	2,867,085	2,800,172	2,925,493	2,792,848	2,842,859
POLICE-ADMINISTRATION (521100)					
PERSONNEL	401,062	390,659	395,235	394,745	387,960
OPERATIONS & MAINTENANCE	67,080	76,082	65,775	63,100	61,825
CAPITAL OUTLAY	-	21,348	-	-	-
TOTAL ACCOUNT	468,142	488,089	461,010	457,845	449,785
POLICE-TECHNICAL OPERATIONS (521200)					
PERSONNEL	523,775	559,257	554,980	549,910	591,564
OPERATIONS & MAINTENANCE	49,538	46,702	50,275	47,660	54,640
CAPITAL OUTLAY	33,287	21,348	20,934	19,630	-
TOTAL ACCOUNT	606,600	627,307	626,189	617,200	646,204
OTHER ACCOUNTS (541000)					
ANIMAL CONTROL	10,279	7,242	5,500	5,300	5,500
ALL ACCOUNTS - TOTAL					
PERSONNEL	3,435,470	3,486,912	3,551,095	3,426,110	3,494,280
OPERATIONS & MAINTENANCE	327,256	309,375	309,820	299,010	304,615
CAPITAL OUTLAY	179,100	119,281	151,777	142,773	139,953
OTHER ACCOUNT	10,279	7,242	5,500	5,300	5,500
TOTAL DEPARTMENT	3,952,105	3,922,810	4,018,192	3,873,193	3,944,348
REVENUES					
Intergovernmental Revenues					
432110 Federal Grant	10,631	3,456	10	4,250	2,625
435210 State Aid - Police	5,220	6,785	52,500	32,000	6,000
435220 School Liason Reimb	17,405	18,101	18,825	18,825	19,578
Fines, Forfeitures & Penalties					
451000 Court Penalties & Costs	343,046	438,044	385,000	410,000	400,000
452210 Judgement & Damages	1,081	1,981	500	2,800	500
Public Charges for Services					
462100 Fees - Copies	4,300	7,128	6,000	9,800	9,500
462101 Fees - Fingerprinting	4,300	7,128	6,000	6,500	7,000
451100 False Alarms	3,088	11,106	11,000	26,250	27,000
462102 Contracted Services	14,478	8,151	7,000	11,000	11,000
Miscellaneous Revenue					
483010 Sale of Police Equipment	15,771	29,222	29,500	29,500	24,000
484200 Police - Insurance Recovery	24,620	44	5,000	5,000	5,000
485001 Donations-Crime Prevention	1,719	634	1,000	2,500	1,000
TOTAL REVENUES	445,661	531,780	522,335	558,425	513,203

DEPARTMENT/ACCOUNT:
POLICE-FIELD OPERATIONS (521000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	1,481,844	1,471,596	1,551,700	1,420,000	1,612,130
111	Overtime/Call In	197,218	210,408	181,630	194,875	158,050
120	Career Development	-	-	-	-	6,196
130	Fringe Benefits	812,432	834,846	845,830	845,830	716,660
150	Education Premium	6,500	8,500	8,500	8,000	8,500
195	Clothing Allowance	12,640	11,646	13,220	12,750	13,220
	TOTAL PERSONNEL	2,510,634	2,536,996	2,600,880	2,481,455	2,514,756
	OPERATIONS & MAINTENANCE					
210	Professional Services	2,203	876	1,500	1,000	1,500
221	Phone and Communications	285	650	650	-	-
240	Repairs & Maintenance	1,105	5,943	-	-	-
290	Contractual Services	-	1,920	1,000	1,000	1,000
291	Uniforms	7,157	9,762	7,200	7,750	7,750
320	Publication/Printing Fees	817	318	650	650	650
321	Dues & Subscriptions	-	35	100	-	-
325	Crime Prevention Fund	3,219	3,619	2,600	2,000	2,100
330	Conference and Training	10,219	9,516	8,550	8,550	8,550
340	Operating Supplies	13,139	16,942	9,720	9,500	9,500
341	Drug and Alcohol Testing	8,353	8,467	9,000	6,500	7,200
344	Gas, Oil and Other Supplies	85,150	80,252	97,500	96,000	93,600
346	Hand Tools & Small Equipment	9,502	8,320	10,050	10,050	10,050
350	Vehicle Maintenance	27,428	600	2,500	2,500	2,500
351	Allocated Vehicle Maintenance	37,993	35,791	39,500	39,500	39,500
380	Equipment Maintenance	3,523	3,173	2,500	2,500	3,500
390	Miscellaneous Expenses	547	407	750	750	750
	TOTAL OPERATIONS & MAINT	210,638	186,591	193,770	188,250	188,150
	CAPITAL OUTLAY					
810	Capital Equipment	24,283	-	10,000	5,000	15,663
811	Capital Equipment-Vehicles	121,531	76,585	120,843	118,143	124,290
	TOTAL CAPITAL OUTLAY	145,813	76,585	130,843	123,143	139,953
	DEPARTMENT TOTAL	2,867,085	2,800,172	2,925,493	2,792,848	2,842,859

DEPARTMENT / ACCOUNT: FIELD OPERATIONS DIVISION (521000)

CODE	DESCRIPTION	AMOUNT
210	**Professional Services**	1,500.00

This account covers the cost of translation services when officers encounter language barriers. These services are difficult to predict from year to year, therefore no changes to this account are being requested.

240	**Repairs and Maintenance** (Vehicle Transition)	0.00

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.

290	**Other Contractual Services**	1,000.00

This account is primarily designated for expenses related to the service agreement and software maintenance costs for the department scheduling program.

291	**Uniforms**	7,750.00

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 2014. In addition, this account was increased slightly to cover the start-up clothing allowance for newly hired officers anticipated in 2014.

320	**Publication and Printing**	650.00

This account covers printing costs associated with printing neighborhood watch pamphlets and National Night Out brochure.

325	**Crime Prevention**	2,100.00

This account funds various items/programs, such as baseball/football cards to distribute to youth, traffic safety and public education materials, Neighborhood Watch materials, and items for our volunteer program. We also purchase child identification DNA kits to utilize during safety events.

330 **Conference & Training** 8,550.00

Each officer is required to attend 24 hours of in-service training annually. GCPD conducts a significant amount of this training internally, but a portion of the budgeted amount is to compensate outside/independent instructors who have an expertise in a certain area that internal instructors do not. The account is also used for recertification training for our Unified Tactics Instructors, specialized training needs of individual officers, continuing training for supervisors or other specialized training identified by the department as necessary to meet operational needs.

340 **Operating Supplies** 9,500.00

This account is primarily used to replace supplies we use throughout the year. The account covers the cost of ammunition, firearms training supplies and miscellaneous items used by officers to effectively operate in the field.

341 **Drug, Alcohol, and Other Testing** 7,200.00

This account is used for hospital blood draws to show evidence of persons operating a motor vehicle with a prohibited alcohol concentration. This account was reduced due to the uncertainty of receiving an alcohol traffic grant in 2014.

344 **Gas, Oil, and Other Supplies** 93,600.00

This account funds vehicle fuel and related supplies. The 2014 figure was calculated based upon a two-year fuel consumption average and a projected cost per gallon of $3.60.

346 **Operating Equipment** 10,050.00

This account is primarily used to replace equipment utilized for day to day patrol operations; e.g., Tasers, and AEDs. In 2014, items to be purchased will also include a portable fingerprint reader and a ballistic shield for our patrol command vehicle.

350 **Vehicle Maintenance (External)** 2,500.00

This account is primarily utilized for outsourced vehicle maintenance not covered under warranty.

351 **Allocated Vehicle Maintenance (Internal)** 39,500.00

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.

380 **Equipment Maintenance** 3,500.00

This account is utilized for costs associated with routine maintenance of our patrol equipment. Because service issues are difficult to predict, an average is calculated over the last several years to identify our budget numbers.

390 **Miscellaneous Expenses** 750.00

This account is used for unanticipated operational expenses that arise during the year.

810 **Capital Outlay** $15,663.00

There are three components to this capital request:

1. We are seeking to convert our current Springfield Armory .45 caliber handguns to Glock 22 handguns and create a reality based firearms training program. The net cost of this proposal is $7,054.40. Please see the attached proposal documents.

2. We are planning to acquire reality-based firearms training equipment to utilize with the aforementioned new firearms for the purpose of developing and conducting this type of training regimen. The net cost of this proposal is $4,215.00. Please see the attached proposal documents.

3. We are planning to acquire one new patrol rifle for our unmarked patrol vehicle and replace four old patrol rifles with a basic version of the AR-15 weapon that was purchased for routine patrol two years ago. The four replacement rifles would be carried in investigator and administrator vehicles and would enable those officers to respond with essentially the same equipment as a patrol officer to critical incidents such as an active shooter. The net cost of this proposal is $4,393.96.

811 **Capital Outlay – Vehicles** 124,290.00

This request includes the replacement of three marked police vehicles and a CSO van, consistent with our vehicle replacement schedule.

The overall cost of a regular patrol vehicle is broken down as follows:

Squad (w/ up-fitting)	$24,933 (State bid adjusted for inflation)
Light bar	$2,000
Rifle/shotgun rack (w/locks)	N/A
Siren/switch box	$700
Radio console	$500
MDC mount	$350
Partition	N/A
Transport seat	N/A
Traffic advisor lights	$400
Graphics	$500
In-car camera system	NA
Window bars	$250
Vehicle setup	$2,125
Total	**$31,758**

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

Van	$21,841 (State bid adjusted for inflation)
Light bar	$2,000
Rifle/shotgun rack (w/locks)	N/A
Siren/switch box	$600
Radio console	$500
MDC mount	$350
Partition	$700
Transport seat	N/A
Traffic advisor lights	$400
Graphics	$500
In-car camera system	N/A
Window bars	N/A
Vehicle setup	$2,125
Total	**$29,016**

Grand Chute Police Department

Firearms Conversion & Reality-Based Training Program

August 22nd, 2013

Chief Greg Peterson
1900 W. Grand Chute Blvd.
Grand Chute, WI 54913

Dear Chief Peterson,

In this proposal, I am recommending a conversion from our Springfield XD 45's to the Glock 22 (.40cal). I will also provide information as to why the conversion will allow our department to begin a reality-based training program and the immense benefits of having such a program in our agency. It is my objective to provide you with the necessary information for you to make an informed decision about making this conversion.

WEAPON COMPARISON

1. The Springfield XD 45 has no capabilities for reality-based training firearm.
2. The Springfield XD 45 is not compatible with surrounding agencies such as Fox Valley Metro Police Department, Outagamie County Sherriff's Department, Appleton Police Department, Kaukauna Police Department, Neenah Police Department, Town of Menasha Police Department, and City of Menasha Police Department.
3. The Springfield XD 45 only has a one size grip, which does not fit every officer's hand.

COMPATIBILITY COMPARISONS

We are the only agency in the Fox Valley area utilizing the Springfield XD 45. Several agencies use the Glock platform and some agencies specifically use the Glock 22. Based on the proximity of local agencies, the probability of the Town of Grand Chute Police Department working with another agency on a call is likely. If an incident were to occur, it would be more beneficial for our officers to have a weapon system that is consistent with other agencies. This is because it may allow for the exchange of magazines, if needed during a critical incident.

GRIP COMPARISONS

The Springfield XD 45 is a large weapon system that only comes in a one size grip. This has been a safety issue with several of our officers because the grip on the Springfield is too large for their hand, which does not allow them to have a proper grip. The Glock 22 provides grip options to accommodate any officer's grip to allow the officer to choose which one fits his or her hand the best.

CONVERSION OPPORTUNITY

Terry from TMK arms has offered to buy our Springfield XD's for $325.00 to $350.00 each. We could then purchase the Glock 22's directly from Glock for $410.00 each.

ADDITIONAL COST

With the conversion there will be some additional cost for equipment. We will need to purchase new holsters, magazine holders, and spare magazines.

REALITY-BASED TRAINING PROGRAM

The Town of Grand Chute's sworn law enforcement officers have the lawful authority to arrest, detain, and control a suspect or specific situation. Research has identified that the combative skills a new police officer is taught in the recruit academy provides only a basic foundation of combative skills needed to perform the duties of a police officer (McElvain, 2006). The Town of Grand Chute Police Department recognizes that basic level training does not advance combative skills and proficiencies of our officers. Our agency is dependent on training that keeps its officers current and proficient with knowledge and skills during these incidents to ensure the officer has a desired outcome. Critical incident skills are perishable, and it is impossible to go into a stressful situation and expect to function at one hundred percent when that officer has not trained for a while. The use of a well-structured reality-based training program will provide officers with experiences that are necessary to improve their situational awareness, which is essential to prevailing during critical incidents.

When I discuss reality-based training and the ability to utilize a conversion kit or dedicated weapon, I am talking about the opportunity to operate a real handgun in a training environment where two or more individuals can engage each other in a fire-fight as would happen in real life. The ammunition used from these fully functional, real handguns is marking cartridges, paint round, that with the proper safety protection does not harm or injure officers. With these conversion kits only marking cartridges can be fired through them eliminating the chance of a real bullet being fired.

A reality-based training program instituted by the Town of Grand Chute Police Department would allow our officers to gain valuable experience in a training environment by providing crucial conditioning and stress inoculations needed by officer to psychologically equip them to respond to any situation with the proper amount of force necessary to achieve the most desire outcome; where an unprepared officer would otherwise face catastrophic consequences. This type of training also allows our department instructors the ability to identify how each individual officer reacts to stressful situations like never before. It is impossible to know how an officer will react to stress without observing them in a stressful environment. This will then allow our department instructors the capability to positively identify deficiencies and can work to correct these issues.

Our current firearm, the Springfield XD 45, does not have a marking cartridge conversion kit of any form for reality-based training. The Glock 22 has an available conversion kit and a dedicated weapon, the Glock 17T, which would allow us the opportunity to conduct this type of training.

CLOSING

Based on my research I believe the Glock 22 is a superior handgun option compared to the Springfield XD 45 for law enforcement purposes. I feel by converting to the Glock 22 our agency will eliminate the officer safety issues that we currently have with officers being able to properly grip and control their handguns. Other benefits that come with the conversion are that the Glock 22 is approximately ½ pound lighter than the Springfield XD 45; which is a benefit to plain clothes officers as well as reducing the weight stressors that our patrol officers have carrying their duty belts. The ammunition for .40 Cal is also cheaper than .45 Cal which will reduce the ammunition costs each year by at least $257.00 per 1000 rounds ordered. That is why I am recommending a conversion from the Springfield XD 45 to the Glock 22.

I also believe based on my training and experience conducting reality-based training that starting a program at the Grand Chute Police Department is imperative. The benefits of having an officer in a controlled training environment that makes them use critical thinking skills in stressful situations quickly is the best, most realistic training an officer can have. I feel purchasing these items would be the first step toward making the program come about. Thank you for your time.

Sincerely,

Michael Renkas #7718

Grand Chute Police Department
2014 Budget (Glock Conversion Proposal)

FIREAR M

32	Glock 22	All Department & Spares	$410.00 / Each	$13,120.00

EQUIPMENT

10	Glock 22 Magazines	Spares	$30.00 / Each	$300.00
30	Holsters #6280 W/ Light	Glock 17/22 Holster	$94.99 / Each	$2,849.70
30	Double Magazine Holder	.40 Cal	$24.99 / Each	$749.70

AMMUNITION

10,000	.40 Cal	Handgun Training	$276.00 / Per 1000	$2,760.00

Total	$19,779.40
TMK 34 Spring Credit Firearms	$10,725.00
Sale of Current 45 Ammunition	$2,000.00
Net Project Cost	$7,054.40

FIREARM

5	Glock 17T	Simunition	$459.00/Each	$2,295.00
3	5.56 Bolt Carrier Group	Force on Force	$240.00/Each	$720.00

AMMUNITION

500	9mm	Handgun Marking Cartridges	$40.00/Box of 50	$400.00
500	.223	Rifle Marking Cartridges	$80.00/Box of 50	$800.00
			Total	$4,215.00

Grand Chute Police Department
2014 Budget (Rifle Proposal)

FIREARM

1	Rock River AR15	PSL Vehicle	$1,035.00	$1,035.00
4	Bushmaster #90689	Detectives & Adminstration	$844.74 / Each	$3,378.96

RIFLE ACCESSORIES

2	EOTech Sights	PSL, Detective, & Admin	$500.00 / Each	$1,000.00
1	Fenix TK15 Tactical Rifle Light	PSL	$80.00 / Each	$80.00

Total	$5,493.96
Trade in value for 10 Remington shotguns begin removed from service:	$500.00
Trade in value for 4 Ruger Mini-14 .223 caliber rifles:	$600.00
Net Project Cost:	$4,393.96

DEPARTMENT/ACCOUNT:
POLICE-ADMINISTRATION (521100)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	260,056	272,263	274,440	274,440	281,040
111	Overtime	315	56	690	200	710
121	Commissioners	1,520	1,620	3,600	3,600	3,600
130	Fringe Benefits	139,171	116,720	116,505	116,505	102,610
	TOTAL PERSONNEL	401,062	390,659	395,235	394,745	387,960
	OPERATIONS & MAINTENANCE					
210	Professional Services	720	9,156	5,000	5,750	5,750
221	Phone and Communications	37,555	33,976	33,500	31,150	32,500
290	Other Contractual Services	9,038	8,994	6,000	7,800	1,500
310	Office Supplies	7,547	8,544	7,000	7,000	7,500
311	Postage	2,819	3,092	3,000	3,800	3,300
320	Publication/Printing Fees	(14)	2,105	2,000	1,300	2,000
321	Dues and Subscriptions	498	1,125	1,050	1,200	1,200
330	Conferences and Training	3,744	4,962	3,500	1,800	3,500
340	Operating Supplies	-	952	225	225	225
341	Drug and Alcohol Testing	-	433	500	-	500
344	Gas, Oil, and Other Supplies	1,424	1,170	1,500	1,325	1,350
347	Office Equipment	1,433	431	750	600	750
351	Allocated Vehicle Maintenance	1,822	404	500	500	500
380	Equipment Maintenance	280	40	500	250	500
390	Miscellaneous Expense	215	698	750	400	750
	TOTAL OPERATIONS & MAINT	67,080	76,082	65,775	63,100	61,825
	CAPITAL OUTLAY					
810	Capital Equipment	-		-	-	-
811	Capital Equipment - Vehicles	-	21,348	-	-	-
	TOTAL CAPITAL OUTLAY	-	21,348	-	-	-
	DEPARTMENT TOTAL	468,142	488,089	461,010	457,845	449,785

DEPARTMENT / ACCOUNT: POLICE ADMINISTRATION (521100)

CODE	DESCRIPTION	AMOUNT
210	**Professional Services**	5,750.00

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. This account would also fund any fitness for duty examinations or consultation regarding any personnel matters.

221	**Phone & Communications**	32,500.00

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.

240	**Repairs and Maintenance** (Vehicle Transition)	0.00

This account had previously been designated for expenses related to transferring equipment from old police vehicles into new vehicles and for any additional new vehicle setup costs. In 2013 we began transferring these costs into the overall cost of the vehicle.

290	**Other Contractual Services**	1,500.00

This account has been significantly decreased, as the funds for the lease/maintenance agreement for the department's two copy machines have been transferred to the IT budget. The account still covers the annual service fee for our policy distribution and training software, our personnel early warning software, and the contract for confidential document shredding. It will also cover our Tip411 crime tip program, though no expenses for this program are anticipated, nor have they been budgeted for, in 2014, as we paid for two years of service at a reduced rate when we first purchased this service in 2013.

320	**Publication and Printing**	2,000.00

This account is used for the professional printing of department forms and documents. It would also cover any professionally created advertising, such as recruitment brochures or event announcements, such as National Night Out.

330 **Conference & Training** 3,500.00

This account funds specialized training for members of the administrative team, as well as professional training and conferences for the Chief of Police, to include the Wisconsin Chiefs of Police Association Conferences, the Police Executive Group meetings, and either the International Association of Chiefs of Police Conference or the Police Executive Research Forum Conference.

344 **Gas, Oil, and Other Supplies** 1,350.00

This account funds vehicle fuel and related supplies. The 2014 figure was calculated based upon a two-year fuel consumption average and a projected cost per gallon of $3.60.

347 **Office Equipment** 750.00

There is no planned replacement of major office equipment in 2014. The amount budgeted in this account is intended to cover unanticipated equipment needs. For example, in 2012 an office chair required replacement and in 2013, we replaced the headsets used by office staff to transcribe reports.

351 **Allocated Vehicle Maintenance** (Internal) 500.00

This account funds the maintenance performed on the chief's vehicle. This vehicle was replaced in 2012 and will be under warranty in 2014. As such, the budgeted amount remains unchanged from 2013.

810 **Capital Outlay** 0.00

No general capital expenses are anticipated in 2014.

811 **Capital Outlay** – Vehicles 0.00

The chief's vehicle was replaced in 2012. No additional administrative vehicles will be purchased in 2014.

DEPARTMENT/ACCOUNT:
POLICE-TECHNICAL OPERATIONS (521200)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	310,183	344,988	341,060	334,240	373,390
111	Overtime/Call In	35,298	30,163	33,900	35,650	37,540
120	Career Development	-	-	-	-	1,304
130	Fringe Benefits	173,164	178,713	174,890	174,890	173,170
150	Education Premium	2,500	2,500	2,500	2,500	3,000
195	Clothing Allowance	2,630	2,893	2,630	2,630	3,160
	TOTAL PERSONNEL	523,775	559,257	554,980	549,910	591,564
	OPERATIONS & MAINTENANCE					
240	Repairs & Maintenance	975	-	-	-	-
290	Other Contractual Services	9,889	9,883	10,365	10,475	11,910
291	Uniforms	-	-	100	-	100
321	Dues and Subscriptions	-	275	255	255	400
327	Evidence	8,236	8,920	13,055	13,000	12,800
330	Conferences and Training	6,941	6,798	6,450	5,580	10,255
340	Operating Supplies	4,264	6,144	2,300	1,575	1,300
344	Gas, Oil, and Other Supplies	8,953	6,806	8,650	8,650	8,100
346	Hand Tools & Small Equipment	4,248	2,898	4,000	4,000	4,100
350	Vehicle Maintenance	708	5	1,000	250	1,000
351	Allocated Vehicle Maintenance	3,888	2,840	2,500	2,500	2,875
380	Equipment Maintenance	632	281	600	175	300
390	Miscellaneous Expense	804	1,852	1,000	1,200	1,500
	TOTAL OPERATIONS & MAINT	49,538	46,702	50,275	47,660	54,640
	CAPITAL OUTLAY					
810	Capital Equipment	14,969	-	-	-	-
811	Capital Equipment-Vehicles	18,318	21,348	20,934	19,630	-
	TOTAL CAPITAL OUTLAY	33,287	21,348	20,934	19,630	-
	DEPARTMENT TOTAL	606,600	627,307	626,189	617,200	646,204

DEPARTMENT / ACCOUNT: TECHNICAL OPERATIONS DIVISION (521200)

CODE	DESCRIPTION	AMOUNT
240	**Repairs and Maintenance** (Vehicle Transition)	0.00

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.

290	**Other Contractual Services**	11,910.00

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.

291	**Uniforms**	100.00

This account covers incidental uniform items and uniform maintenance for members of the unit.

321	**Dues and Subscriptions**	400.00

This account funds memberships in various organizations, such as the Midwest Organized Crime Information Center, The Wisconsin Association on Identification, Wisconsin Chiefs of Police Association, Wisconsin Association of Women Police, and the Law Enforcement Video Association.

327	**Evidence**	12,800.00

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. We were able to reduce this account this year by changing the camera replacement schedule from a three-year rotation to a four-year rotation. Additionally, several storage space needs are being addressed in 2013, reducing needs for funding in 2014.

330 **Conference & Training** 10,255.00

This account covers specialized training that ensures investigators remain at the technical level necessary to handle complex investigations and remain current on instructor certifications. Training/Conferences have also been added this year for clerical staff (CIB conference) and the full-time Property and Evidence Technician/Clerk. Additionally, all three detectives will receive Cellabrite training, which is a one-time expense of $3,600, certifying them to use the equipment properly. Other training sought in 2014 includes SPEAR instructor, Glock Armorer, Human Trafficking, Advanced SWAT/Hostage Rescue, and Hostage Negotiations.

340 **Operating Supplies** 1,300.00

This account includes such items as recordable CD/DVD/VHS media, replacement hard drives for computer forensic investigations, digital camera memory cards, cell phones and minutes for escort compliance checks, and batteries.

344 **Gas, Oil, and Other Supplies** 8,100.00

This account funds vehicle fuel and related supplies. The 2014 figure was calculated based upon a two-year fuel consumption average and a projected cost per gallon of $3.60.

346 **Operating Equipment** 4,100.00

This account funds basic equipment necessary for conducting criminal investigations. Projected purchases for 2014 include hidden cameras, a computer/monitor/printer for the Cellabrite unit, and replacement camera equipment such as lenses, flashes, chargers, cords, batteries, etc.

350 **Vehicle Maintenance (External)** 1,000.00

This account is primarily utilized for outsourced vehicle maintenance not covered under warranty. Since two of our five vehicles fall under manufacturer warranty, this figure accounts for two times the insurance deductible for unforeseen expenses.

351 **Allocated Vehicle Maintenance (Internal)** 2,875.00

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. Based on an approximate 15% increase estimated in 2013, funds in this account were increased.

380 **Equipment Maintenance** 300.00

This account is utilized for costs associated with routine maintenance of investigative equipment. Because service issues are difficult to predict, an average is calculated over the last several years to identify our budget numbers. Maintenance agreements cover a majority of costs, so we have been able to reduce this account.

390 **Miscellaneous Expenses** 1,500.00

This account is used for unanticipated investigative expenses that arise during the year.

810 **Capital Outlay** 0.00

No general capital expenses are anticipated in 2014.

811 **Capital Outlay** – Vehicles 0.00

No vehicles are scheduled for replacement in 2014.

BUDGET ENHANCEMENT DECISION PACKAGE

DEPARTMENT/ACCOUNT:

POLICE INVESTIGATION 521200

FUND:
GENERAL FUND (10)

DESCRIPTION

The Property/Evidence Section of the police department has historically been staffed by one or two part-time employees. Typically, they have been able to keep up with the demands of receiving, shelving, and returning items to owners. However, over the last year, while organizing and disposing of property, it became very apparent that a giant backlog was created. Our part-time technicians have been making every attempt to catch up, but a work study revealed the day-to-day operations of the Property/Evidence Section require more than their available time. Therefore, their efforts have resulted in something similar to "one step forward, two steps back." I have attached a copy of the Property and Evidence Technician/Clerk job description, but a summary of daily duties includes:

- Emptying evidence and property lockers of items needing to be retained by the department, then creating a more permanent storage location.
- Preserving digital media (videos and photos) after officers upload those needing to be retained. This requires "flagging" of videos in the software programs.
- Responding to requests for copies of digital evidence (court ordered requests from attorneys representing cases and/or public records requests).
- Preparing, receiving, and reviewing property/evidence disposition sheets and evaluating requests from officers prior to release, destruction, or sale of property/evidence.

One of the day-to-day operations pieces I mentioned is the labeling and storage of digital evidence. This task alone can often take an entire four-hour shift due to the quantity of digital evidence being created in the field. We currently have mobile video recorders in the car, our officers activate wearable video recorders on each call, and our interview rooms and booking areas have video recording devices. On any given day, several hours of evidentiary videos can be created and each video must be properly labeled and retained by our evidence technician(s). Additionally, digital photographs have always been managed by a detective, which is not an efficient use of his time. That task should be completed by the Evidence Technician/Clerk. Management of digital evidence is an area I envision will only increase in the coming years.

Aside from digital evidence, the evidence technicians also empty temporary lockers, respond to citizens' requests for property to be returned, solicit disposition information from officers whose case-related property may no longer need to be retained, and process evidence for DNA, fingerprints, etc.

Over the last year, we have been fortunate enough to have interns from the Fox Valley Technical College's Forensics program assist with some tasks. However, we cannot rely on them to complete

anything directly related to the evidence because they cannot enter the chain of custody without risking the need to testify in court regarding what they did with the item(s). Rather than having direct contact with evidence, the interns have mainly assisted with organizing storage areas and converting property and evidence information from our old property and evidence management database to the updated database we implemented in mid-2011.

We have previously budgeted for 36 hours per week, for two people for this position. They have consistently worked much less than the 36 hours. Typically, they are here less than 30 hours per week, combined. This is not uncommon for part-time employees due to other obligations such as school, family, other part-time jobs, and, in our case, one of our part-time employees is retired. The weekly average for both our technicians in May and June, for instance, was 20.22 hours. At this rate, we will never catch up on the digital evidence backlog alone.

We are interested in converting our two part-time positions into one full-time, non-sworn position. This person would work a traditional 40-hour week and would have increased, consistent, and predictable hours. We would recruit applicants with a background in property and evidence procedures, including training and expertise in collection and processing of evidence at crime scenes.

There are several advantages to having someone here on a daily and consistent basis. Having consistent office hours will be beneficial to our officers and citizens when questions and needs arise. Property can be transferred in a timely manner and we would not be impacted by such limited availability. Additionally, in time, we will be able to dig out of the backlog. With persistence, we will then keep up on final dispositions of property and evidence. In other words, we will stay current with retaining only that property and evidence which we *need* to. Property that is no longer necessary to retain can be destroyed, returned, or sold, resulting in storage areas not becoming filled to capacity. Spending more on staffing costs now will hopefully allow us to save on expansion/addition of secure storage space in the future.

The fiscal impact of this change would be minimal. As previously mentioned, we have currently budgeted for 36 total work hours per week for two part-time employees. We recently learned the benefits package was not included in our budget figures, as previously believed. A full-time employee would increase the total work hours to 40 hours per week, resulting in a budgeted wage increase of $3954.08 to $5349.76, based on the current Grade 6 wage scale ($19.01 to $25.72 per hour). That is a small price to pay considering the importance of the service this person would provide to the department.

We also propose retaining Dan Feucht and allow him 10 hours per week to catch up on the evidence processing and in-house training needs of the department. These are the areas in which Mr. Feucht excels and would be extremely valuable to the department. We would also count on him to train and prepare the new employee to take over full responsibility of the property and evidence section.

Total estimated 2014 wage increase would be $13,136.24 when using entry-level wage figures in Grade 6 pay scale ($19.01 per hour) for the full time position, plus Mr. Feucht's 2014 rate for the part-time (.25 FTE) position. More specifically, retaining .9 FTE would cost about $36,560.16, plus benefits. Adding .325 FTE equates to a total wage estimate of $49,696.40. Total benefits package

adds $18,463.00.

Overtime would potentially be available, if necessary, for the full-time employee, similar to all other full-time employees. I estimate a generous 50 hours per year, based on potential for the need for response to major crime scenes a couple times per year. This amount could be absorbed in the existing personnel costs budget line item in Technical Operations Division. Fifty hours at time-and-one-half equals $1426.00 (at $19.01 per hour rate).

PERSONNEL SUMMARY

Position Title	Type (FT/PT)	# FTEs	OT Hours	Total Cost incl. Fringes
Property and Evidence Technician/Clerk	Change from .9 FTE to 1.25 FTE	1.25 FTE	50 hrs/yr @28.52/hr = $1426.00	$14,562.24 + $18,463.00 =
TOTAL PERSONNEL		-	-	$33,025.24

OTHER EXPENSES

Description	Cost
Continued Education/Training/Conferences (can be absorbed in Technical Operations budget)	$625
TOTAL OTHER	**$625**

TOTAL AMOUNT OF DECISION PACKAGE **$33,650.24**

REVENUE SUMMARY

Description of Revenue	# of Months Rev.to be realized	Projected Revenue
TOTAL REVENUE		-

NET COST (LEVY IMPACT) OF DECISION PACKAGE	**$33,650.24**
ESTIMATED NET COST (IN MILLS)	

DEPARTMENT/ACCOUNT:
ANIMAL CONTROL (514000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	OPERATIONS & MAINTENANCE					
390	Animal Control Expense	10,279	7,242	5,500	5,300	5,500
	TOTAL OPERATIONS & MAINT	10,279	7,242	5,500	5,300	5,500
	DEPARTMENT TOTAL	10,279	7,242	5,500	5,300	5,500

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

GOALS

- To provide high quality and responsive service to the residents of Grand Chute.
- To maintain and improve public infrastructure and facilities within the Town in a cost effective manner.
- To maintain and repair all vehicles and equipment in the Town's fleet to insure it reaches its intended life span.
- 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.

2014 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.
- 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.
- Update Winter Maintenance Policy with new/replaced equipment and additional roads and trails.

PERFORMANCE MEASURES

	Actual 2012	Estimated 2013	Proposed 2014
Lane-Miles of road to maintain	293	295	295
Miles of Town road to maintain	123	124	124
No. of ditch enclosures permits issued	0	2	0
Public Works reports to Town Board	12	12	12
Utility permits processed	138	140	145

PERSONNEL DETAIL

	#Full Time Equivalent (FTEs)		
	Actual 2013	Proposed 2014	2014 Avg. Salary
Director of Public Works	1.0	1.0	$100,403
Road Superintendent	1.0	0.0	-
Public Works Superintendent	0.0	0.3	26,962
Shop Foreman	1.0	1.0	69,737
Mechanic	1.0	1.0	50,346
Equipment Operator	4.0	4.0	46,355
Operator - Part-time	1.5	1.5	16.69/hr.
Laborer - Part-time	0.5	0.5	14.31/hr
Summer Help	0.7	0.7	9.00–10.25/hr
Total Personnel	10.7	10.0	

DEPARTMENT/ACCOUNT:
PUBLIC WORKS SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
PUBLIC WORKS-HIGHWAY DEPT(533000)					
PERSONNEL	372,243	384,413	414,370	417,500	346,390
OPERATIONS & MAINTENANCE	398,773	429,238	435,265	429,975	436,100
CAPITAL OUTLAY	30,979	258,923	312,000	288,262	306,750
TOTAL ACCOUNT	801,995	1,072,574	1,161,635	1,135,737	1,089,240
PUBLIC WORKS-WINTER MAINT (533001)					
PERSONNEL	114,354	82,982	84,738	95,540	80,876
OPERATIONS & MAINTENANCE	111,788	103,101	120,315	117,315	124,560
TOTAL ACCOUNT	226,142	186,083	205,053	212,855	205,436
PUBLIC WORKS-HIGHWAY SHOP (533002)					
PERSONNEL	165,679	170,761	161,110	163,410	163,009
OPERATIONS & MAINTENANCE	144,941	139,153	143,050	140,900	144,370
CAPITAL OUTLAY	-	-	15,700	15,800	-
TOTAL ACCOUNT	310,620	309,914	319,860	320,110	307,379
PUBLIC WORKS-STREET LIGHTS (534200)					
OPERATIONS & MAINTENANCE	275,686	287,012	286,600	276,500	292,500
TOTAL ACCOUNT	275,686	287,012	286,600	276,500	292,500
PUBLIC WORKS-BUS (535200)					
OPERATIONS & MAINTENANCE	603,162	527,241	606,134	503,555	524,541
TOTAL ACCOUNT	603,162	527,241	606,134	503,555	524,541
PUBLIC WORKS-REFUSE (536200)					
OPERATIONS & MAINTENANCE	696,738	692,714	730,900	713,900	739,300
TOTAL ACCOUNT	696,738	692,714	730,900	713,900	739,300
PUBLIC WORKS-RECYCLING (536350)					
OPERATIONS & MAINTENANCE	411,671	466,066	479,450	481,863	497,100
TOTAL ACCOUNT	411,671	466,066	479,450	481,863	497,100
PUBLIC WORKS-WEED CONTROL (536400)					
PERSONNEL	500	587	276	120	500
OPERATIONS & MAINTENANCE	3,423	4,652	4,600	1,942	3,600
TOTAL ACCOUNT	3,922	5,239	4,876	2,062	4,100
PUBLIC WORKS-CEMETERY (549100)					
PERSONNEL	520	394	1,486	885	1,560
OPERATIONS & MAINTENANCE	-	-	100	100	100
TOTAL ACCOUNT	520	394	1,586	985	1,660

DEPARTMENT/ACCOUNT:
PUBLIC WORKS SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
ALL ACCOUNTS - TOTAL					
PERSONNEL	653,296	639,137	661,980	677,455	592,335
OPERATIONS & MAINTENANCE	2,646,182	2,649,177	2,806,414	2,666,050	2,762,171
CAPITAL OUTLAY	30,979	258,923	327,700	304,062	306,750
TOTAL DEPARTMENT	3,330,457	3,547,237	3,796,094	3,647,567	3,661,256
REVENUES					
Intergovernmental Revenues					
433001 Federal Grant	10,800	-	-	-	-
435310 State Transportation Aids	939,019	845,117	760,605	706,605	756,056
437000 Recycling	227,146	235,662	240,600	238,388	131,000
437901 Mass Transit	469,258	518,583	456,597	381,790	402,860
Licenses & Permits					
443001 Utility/Open Cut Permits	13,349	32,308	18,000	25,000	18,000
443000 BP Access Permits	6,040	4,370	4,000	5,000	5,000
Public Charges for Services					
420000 Special Charges Street Lights	107,536	119,618	120,700	120,700	60,370
463100 Highway Material/Maintenance	9,753	13,276	8,000	10,500	13,000
464200 Refuse/Yard Waste Fee	(332)	-	-	-	-
464400 Weed Control	2,492	2,584	3,000	1,400	2,000
464201 Sp Charge-Refuse	638,892	750,071	731,185	723,182	722,650
464201 Sp Charge-Recycling	170,000	186,800	188,900	186,777	229,100
465400 Cemetery	93	53	100	53	100
Other Financing Sources					
473310 Services to Local Governments	-	-	-	-	-
474000 Allocated Hwy Labor & Maint	205,063	201,344	230,300	-	-
481300 Interest on Special Assessments	735	133	-	800	500
483030 Sale of Equipment	6,418	7,886	15,000	15,000	23,500
492000 Transfer from San Dist #3	15,338	40,194	-	25,000	25,000
TOTAL REVENUES	2,821,599	2,957,999	2,776,987	2,440,195	2,389,136

DEPARTMENT/ACCOUNT:
PUBLIC WORKS - HIGHWAYS (533000)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	253,474	269,059	297,500	297,500	248,000
111	Overtime	6,567	10,292	6,980	10,000	8,140
130	Fringe Benefits	112,202	105,062	109,890	110,000	90,250
	TOTAL PERSONNEL	372,243	384,413	414,370	417,500	346,390
	OPERATIONS & MAINTENANCE					
210	Professional Services	3,067	5,366	2,000	2,900	3,500
220	Utilities	4,724	4,334	6,000	5,500	5,500
221	Phone and Communications	6,267	4,555	4,100	3,500	4,100
290	Other Contractual Services	177,359	195,607	174,800	174,800	157,150
310	Office Supplies	1,449	2,118	1,800	1,500	1,800
311	Postage	434	635	900	700	900
320	Publication/Printing Fees	141	322	600	800	1,000
321	Dues and Subscriptions	252	840	750	1,090	1,100
330	Conferences & Training	2,234	2,380	2,300	2,300	2,300
340	Operating Supplies	20,588	25,112	29,100	29,100	29,100
341	Drug and Alcohol Testing	786	1,064	750	1,100	1,200
344	Gas, Oil, and Other Supplies	65,636	43,816	64,125	60,000	65,800
346	Hand Tools & Small Equipment	839	3,722	1,300	1,000	600
348	Signal Maintenance	12,839	35,903	23,640	26,400	42,050
351	Allocated Vehicle Maintenance	89,377	93,793	111,500	111,385	111,000
360	Building Repairs and Maintenance	6,171	3,098	5,000	2,500	4,000
390	Miscellaneous Expenses	368	923	1,500	900	1,500
391	Uniforms	6,243	5,650	5,100	4,500	3,500
	TOTAL OPERATIONS & MAINT	398,773	429,238	435,265	429,975	436,100
	CAPITAL OUTLAY					
810	Capital Equipment	30,979	139,407	108,000	98,000	111,750
811	Capital Equipment - Vehicles	-	119,516	204,000	190,262	195,000
	TOTAL CAPITAL OUTLAY	30,979	258,923	312,000	288,262	306,750
	DEPARTMENT TOTAL	801,995	1,072,574	1,161,635	1,135,737	1,089,240

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (533000)

CODE	DESCRIPTION	AMOUNT
210	**Professional Services**	3,500
	Engineering services not involving capital projects.	
220	**Utilities**	5,500
	This represents the highway department's half of the water, sewer, electric and natural gas for the DPW storage garage.	
290	**Other Contractual Services**	157,150
	• Center Lining/Edge Striping Program (Based on 164,984 estimated feet of striping x $0.14 per foot.)	23,100
	• Paver Patching	10,000
	• Road Patch Material	6,500
	• General Highway Materials	9,000
	• Landfill disposal changes	500
	• Seal coating and Crack filling	102,050
	• Intersection Theroplastic Pavement Markings	6,000
330	**Conferences and Training**	2,300
	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 – Toronto, Ontario (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.	
340	**Operating Supplies**	29,100
	Hardware (700); stone (6,000); landscaping (2,500); signs & posts (10,000); replacement traffic control equipment (900); traffic sign replacements (2,000); intersection marking paint (2,500) and shoulder maintenance (4,500).	
344	**Gas, Oil & Other Supplies**	65,800
	Kerosene, oil and misc. fuel supplies (1,550); 3,500 gallons of gasoline estimated at $3.60 per gallon (12,600); 13,700 gallons of diesel fuel estimated $3.77 per gallon (51,650).	

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (533000)

CODE	DESCRIPTION	AMOUNT
346	**Hand Tools and Small Equipment**	600

Miscellaneous tools, shovels, rakes and other items necessary for roadway maintenance (600).

348	**Signal Maintenance**	42,050

Repair and maintenance of traffic signals and WE Energies costs.

- City of Appleton Electrical Department 20,000
- WE Energies electricity 3,300
- Traffic Signal Maintenance/Upgrade 18,750

Energy costs and signal maintenance for (10) signals. Budget 2.36% increase over estimated 2013 electricity expenses. As a result of our signal maintenance agreement with Appleton, we are paying a premium for stand-by service. A five-year signal maintenance and upgrade schedule has been developed to change out fading LED signal faces, upgrade controllers and sensing systems.

351	**Allocated Vehicle Maintenance**	111,000

Vehicle and equipment parts and labor charged back to Highway expenses.

810	**Capital Equipment**	111,750

- Replacement Construction Street Sweeper (49,000)

This piece of equipment would replace the current 1989 Waldon Sweepmaster #432. At the present time, parts availability has become a major issue to keep the sweeper in a safe operating condition. Many replacement parts are no longer made and have to be manufactured at the time of order, fabricated in-house or machined at a local fabrication shop. The lack of readily available parts has created long periods of down time over the past 12 months. This machine is used weekly for roadway clean up after the completion of construction or utility projects.

It is also used to pre-sweep the roads in the spring, prior to the start of our contracted street sweeping. The center of the roads are swept to the gutters so the contracted sweeping is limited to one pass along the curb. The cost of this sweeper will be divided between the Sanitary Districts and Highways (**Highways $12,250**, San 1 $12,250, San 2 $12,250, San 3 $12,250)
Estimated resale value: $3,500

- Wide Area Mower (71,000)

This piece of equipment would be a replacement for the current 2002 John Deere Wide Area Mower. The equipment replacement schedule and scoring model, maintenance records, overall vehicle condition and projected future repair costs indicates that this vehicle should be considered for replacement. The unit's hydraulics are becoming weak due to wear and will require dealer service. The bearings and bushings of many of the deck wheels will require replacement before next season. This unit is used on a daily basis by the Highway and Parks Departments through the summer months.

- Excavator Grappler (28,500)

This piece of equipment would be an additional attachment for the current Volvo excavator. In the aftermath of the recent storms, a grapple of this type was rented to assist with brush/tree removal. Without this type of attachment, the volume of storm debris would have overwhelmed our limited personnel. The addition of this attachment provides another use for our excavator in debris clean-up, with forestry operations and clearing fallen trees from drainage ways.

811 **Capital Equipment – Vehicles** 195,000

- Replacement Tandem Axle Dump Truck with plow, wing, material spreader and pre-wet system. (195,000)

This unit would be a replacement for our 1998 Sterling tandem axle truck #216. The estimated replacement time schedule for this type of truck is set at 15 years which would be in 2014. 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. This has been the outcome of two previously owned plow trucks we were forced to take out of service and replace. Corrosion of the structural components is also a factor to consider when the unit's life expectancy has been met. Truck #216 is starting to show signs of corrosion of the structural members. Parts availability for some items is also becoming an issue, given the unit's current age. It is recommended that this plow truck be replaced on its 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.
Estimated resale value: $20,000

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

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	42,310	22,886	26,538	45,000	27,776
111	Overtime	36,951	23,841	34,660	27,000	30,250
130	Fringe Benefits	35,093	36,255	23,540	23,540	22,850
	TOTAL PERSONNEL	114,354	82,982	84,738	95,540	80,876
	OPERATIONS & MAINTENANCE					
340	Operating Supplies	80,579	84,798	99,315	99,315	103,560
351	Allocated Vehicle Maintenance	29,924	17,463	20,000	17,000	20,000
390	Miscellaneous Expenses	1,285	840	1,000	1,000	1,000
	TOTAL OPERATIONS & MAINT	111,788	103,101	120,315	117,315	124,560
	DEPARTMENT TOTAL	226,142	186,083	205,053	212,855	205,436

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

CODE	DESCRIPTION	AMOUNT
340	**Operating Supplies**	103,560

An estimated 1,750 tons of road salt at $53.12/ton (92,960). Salt is purchased under the State contract and quantities were committed to in March of 2013. Salt brine, purchased from Outagamie County, is used to pre-wet the salt as it is applied to the roads. The cost of the brined is $0.18/gallon (1,200). A mixture of salt brine and Geomelt (agricultural derivative) (4,100) is used in a direct application to the roads in the anti-icing operations. These are bulk rates delivered to the 5,000-gallon storage tanks. Replacement wear blades for snowplows and wings (5,300).

351	**Allocated Vehicle Maintenance**	20,000

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.

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

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	108,508	116,320	113,440	113,440	114,800
111	Overtime	83	847	200	2,500	500
130	Fringe Benefits	57,088	53,594	47,470	47,470	47,709
	TOTAL PERSONNEL	165,679	170,761	161,110	163,410	163,009
	OPERATIONS & MAINTENANCE					
290	Other Contractual Services	3,698	3,636	4,350	4,200	5,870
310	Office Supplies	189	67	200	200	200
340	Operating Supplies	7,100	9,014	6,500	6,500	6,500
346	Hand Tools & Small Equipment	5,364	3,268	2,000	2,000	1,800
350	Vehicle Maintenance	128,590	123,168	130,000	128,000	130,000
	TOTAL OPERATIONS & MAINT	144,941	139,153	143,050	140,900	144,370
	CAPITAL OUTLAY					
810	Capital Equipment	-	-	15,700	15,800	-
	TOTAL CAPITAL OUTLAY	-	-	15,700	15,800	-
	DEPARTMENT TOTAL	310,620	309,914	319,860	320,110	307,379

REVENUES

Interdepartment Revenues					
Allocated Hwy Maint/Labor	205,063	201,344	230,300	181,435	191,300
TOTAL REVENUES	205,063	201,344	230,300	181,435	191,300

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

CODE	DESCRIPTION	AMOUNT
290	**Other Contractual Services**	5,870

- License and support for shop maintenance software (1,870)
- All Data OEM service and repair data access (1,900)
- Snap-On diagnostic vehicle ECM scanner updates (1,000)
- Oxygen & Acetylene tank leases (250)
- Used oil credit and oil filter disposal (250)
- Photocopy machine lease and maintenance (500)
- First Aid kit supplies (100)

The addition of $1,900 to this account would cover the annual subscription cost to an on-line service called "All Data". All Data is a service that provides repair facilities with current and up to date OEM (Original Equipment Manufacturer) service and repair manuals, electrical schematics and technical service bulletins which aid in repairs on many of our current vehicles. A service of this type has become a necessity since many of the OEM manufacturers no longer make hard cover service/repair manuals available for purchase. At the present time, no service/repair manuals are available for our fleet of Dodge Charger patrol squads.

310	**Office Supplies**	200

- Replacement and new office supplies as needed

340	**Operating Supplies**	6,500

- Miscellaneous shop operating supplies:
  Nuts, bolts and hardware
  Aerosol cleaners, degreasers and paint products
  Disposable rags, hand-soap and cleaning products
  Vehicle wash supplies
  Safety glasses and hearing protection
  Welding, cutting and grinding consumables, etc.

346	**Hand Tools and Small Equipment**	1,800

- Replacement and new hand tools for shop as needed

350	**Vehicle Maintenance**	130,000

- Vehicle and equipment parts and material costs of the maintenance shop (113,000).
- Oil, supplies and grease (9,000).
- Sub labor to outside vendors (8,000).

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	-

Administrator removed

- Two additional truck column lifts (15,500)

This would be an addition of two columns for our current heavy duty truck lift system. The added two columns would increase our current lifting capacity from 72,000 pounds to 108,000 pounds making the lifting of our largest pieces of equipment with tandem rear wheels more safe and efficient. Since the purchase of the original four post column lift system, shop personnel have experienced a substantial time/labor savings during routine service and repairs. A wider range of repairs can be performed in-house and a reduction of minor injuries/fatigue while performing the required tasks.

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

FUND:
GENERAL FUND (10)

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
OPERATIONS & MAINTENANCE					
220 Utilities	275,686	283,786	286,600	275,000	290,500
340 Operating Supplies	-	3,226	-	1,500	2,000
TOTAL OPERATIONS & MAINT	275,686	287,012	286,600	276,500	292,500
DEPARTMENT TOTAL	275,686	287,012	286,600	276,500	292,500

DEPARTMENT/ACCOUNT: PUBLIC WORKS – Streetlights (534200)

CODE	DESCRIPTION	AMOUNT
220	**Utilities**	290,500

Charges from We Energies for lease and power costs associated with streetlights. We are projecting the 2014 usage based on actual 2012 and 2013 costs plus a 2.36% increase for 2014 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 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	OPERATIONS & MAINTENANCE					
290	Other Contractual Services	603,162	527,241	606,134	503,555	524,541
	TOTAL OPERATIONS & MAINT	603,162	527,241	606,134	503,555	524,541
	DEPARTMENT TOTAL	603,162	527,241	606,134	503,555	524,541

REVENUES

Intergovernmental Revenues					
437901 Mass Transit	469,258	518,583	456,597	381,790	402,860
TOTAL REVENUES	469,258	518,583	456,597	381,790	402,860

DEPARTMENT/ACCOUNT: PUBLIC WORKS – Bus (535200)

CODE	DESCRIPTION	AMOUNT
290	**Other Contractual Services**	524,541

The Town's share of costs for Valley Transit. This amount is offset by State and Federal Aid.

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

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	OPERATIONS & MAINTENANCE					
000	Refuse Collection Expense	692,690	687,328	727,000	710,000	735,300
290	Landfill Contractual Services	4,048	5,386	3,900	3,900	4,000
	TOTAL OPERATIONS & MAINT	696,738	692,714	730,900	713,900	739,300
	DEPARTMENT TOTAL	696,738	692,714	730,900	713,900	739,300
	REVENUES					
	Public Charges for Services					
	464201 Sp Charge-Refuse Collect	638,892	750,071	731,185	723,182	722,650
	TOTAL REVENUE	638,892	750,071	731,185	723,182	722,650

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

CODE	DESCRIPTION	AMOUNT
000	**Refuse Collection Expense**	735,300

This amount includes the costs associated with the Town's contracted refuse hauler (Advanced Disposal). The original five-year contract started with Veolia and transferred to Advanced Disposal will be in effect until April 2016. The Town is expecting the number of customers to continue to increase modestly in 2014. Outagamie County has not increased their tipping fees for 2014. The fuel surcharge will add an estimated 7.67% to the costs.

290	**Other Contractual Services**	4,000

This amount includes the costs associated with the Town's contracted ground water testing of the Art Lecker Park landfill area. (4,000) The testing will continue on a quarterly basis.

A special charge of $84.66 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 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	OPERATIONS & MAINTENANCE					
290	Other Contractual Services	411,671	466,066	479,450	481,863	497,100
	TOTAL OPERATIONS & MAINT	411,671	466,066	479,450	481,863	497,100
	DEPARTMENT TOTAL	411,671	466,066	479,450	481,863	497,100
REVENUES						
Intergovernmental Revenues						
	437900 Recycling	227,146	235,662	240,600	238,388	131,000
	464201 Sp Charge-Recycling	638,892	750,071	731,185	186,777	229,100
Other Financing Sources						
	Fund Balance Applied to Budget	-	-	-	-	-
	TOTAL REVENUE	866,038	985,733	971,785	425,165	360,100

DEPARTMENT/ACCOUNT: PUBLIC WORKS –Recycling (536350)

CODE	DESCRIPTION	AMOUNT
290	**Other Contractual Services**	497,100

This amount includes the costs associated with the Town's contracted recycling hauler (Advanced Disposal) and funds for the green waste recycling program. The original five-year contract that started with Veolia and transferred to Advanced Disposal will be in effect until April 2016. We are expecting the number of customers to increase modestly in 2014. Outagamie County will not have a recycling tipping fee increase in 2014. The County has modified their reimbursement for recycling collection expenses. The County has reduced the Recycling Grant reimbursement by $1.10 per household per month in 2014. This reduced revenue will have a significant impact on recycling charges on the 2014 property tax roll. Due to the reduced revenue, a onetime general fund contribution ($133,490) to this fund is required. The remainder will be included as a special charge on the property tax bills. The fuel surcharge will add an estimated 7.67% 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 operates both disposal facilities Mondays, Fridays, Saturdays and Sundays.

A special charge of $26.84 will be added onto the property tax bills for recycling collection.

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

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries	-	94	256	100	440
130	Fringe Benefits	500	493	20	20	60
	TOTAL PERSONNEL	500	587	276	120	500
	OPERATIONS & MAINTENANCE					
290	Contractual Services	1,825	1,257	3,000	900	2,000
311	Postage	58	12	100	42	100
340	Operating Supplies	149	-	500	-	500
351	Allocated Vehicle Maintenance	1,390	3,383	1,000	1,000	1,000
	TOTAL OPERATIONS & MAINT	3,423	4,652	4,600	1,942	3,600
	DEPARTMENT TOTAL	3,922	5,239	4,876	2,062	4,100

REVENUES

Public Charges for Services					
464400 Weed Control	2,492	2,584	3,000	1,400	2,000
TOTAL REVENUES	2,492	2,584	3,000	1,400	2,000

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

CODE	DESCRIPTION	AMOUNT
290	**Contractual Services**	2,000
	The Town contracts with several mowing services to address reported rank growth and noxious weed issues on private property.	
311	**Postage**	100
	Mailing of rank growth and noxious weed notices.	
340	**Operating Supplies**	500
	Safety glasses & hearing protection. Mowing supplies and consumables. Herbicides.	

DEPARTMENT/ACCOUNT:
CEMETERY (549100)

FUND:
GENERAL FUND (10)

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	120	-	1,301	700	1,290
130	Fringe Benefits	400	394	185	185	270
	TOTAL PERSONNEL	520	394	1,486	885	1,560
	OPERATIONS & MAINTENANCE					
210	Professional Services	-	-	-	-	-
390	Miscellaneous Expense	-	-	100	100	100
	TOTAL OPERATIONS & MAINT	-	-	100	100	100
	DEPARTMENT TOTAL	520	394	1,586	985	1,660

DEPARTMENT/ACCOUNT: PUBLIC WORKS-CEMETERY
(10-14-549100)

CODE	DESCRIPTION	AMOUNT
390	**Miscellaneous Expense**	100

The Town personnel provide mowing and property maintenance to the cemetery. This expense is for any lawn care or herbicide products required to maintain the turf.

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.

2014 OBJECTIVES- SANITARY DISTRICT NO. 1

- Mail the Consumer Confidence Reports to all customers by July 2014.
- Exercise water main valves on a bi-annual basis.
- Continue replacing water main – where needed.
- Maintain all fire hydrants on an annual basis.

2014 OBJECTIVES- SANITARY DISTRICT NO. 2

- Continue Inflow and 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 2014.

PERFORMANCE MEASURES

Measure	Actual 2012	Estimated 2013	Proposed 2014
Diggers' Hotline Locates	2,285	2,749	2,700
Water Permits/Inspections	81	70	60
Sewer Permits/Inspections	80	70	60
Storm Permits/Inspections	58	65	55
New Meter Installations	84	90	70
Water Main Valves Exercised	200	100	450
(Industry standard is to exercise valves every 2 years)			
Sewer Main Cleaned (ft.)	68,897	95,000	80,000
(Industry standard is to clean sewer mains every 3 years)			

PERSONNEL DETAIL

	# Full Time Equivalent (FTEs)		
Title	Actual 2013	Proposed 2014	2014 Avg. Salary
Public Works Superintendent	0.0	0.7	$53,925
Utility Superintendent	1.0	0.0	-
Office Coordinator	1.0	1.0	48,533
Skilled Labor II	4.0	3.0	50,346
Laborer I	0.0	1.0	34,542
Account Clerk II	1.0	1.0	46,463
Laborer/Part-time	0.6	0.6	14.25/hr.
Summer Help	0.6	0.6	9.00/hr.
Totals	8.2	7.9	

DEPARTMENT/ACCOUNT:
WATER SUMMARY

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR END ESTIMATE 2013	PROPOSED BUDGET 2014
SANITARY DISTRICT #1					
PERSONNEL	468,477	519,807	477,600	452,100	453,580
OPERATIONS & MAINTENANCE	4,759,094	4,867,125	5,043,976	4,900,160	5,074,157
Subtotal-Operating Expenses	5,227,571	5,386,932	5,521,576	5,352,260	5,527,737
DEBT SERVICE	765,980	789,490	92,289	706,440	677,122
CAPITAL IMPROVEMENTS	207,839	383,304	601,720	568,600	379,370
Subtotal-Capital Expenses	973,819	1,172,794	694,009	1,275,040	1,056,492
TOTAL EXPENSES	6,201,390	6,559,726	6,215,585	6,627,300	6,584,229
REVENUES					
Public Charges for Services					
415000 Merchanding & Jobbing	238	707	1,500	500	1,000
419000 Interest Income	(5,063)	(15,330)	5,000	(13,000)	-
419001 Interest Income-Assessments	11,956	7,212	10,000	7,000	7,000
419002 Interest-Funded Depreciation	4,411	5,268	4,500	3,000	6,000
421000 Mil Tax-Appleton (Hydrant)	13,555	11,255	12,000	11,317	11,500
439001 State Aid (Exempt Computer)	403	315	300	3,320	300
460000 Unmetered Sales	-	-	1,000	-	-
461000 Meter Sales-Residential	1,921,962	1,966,884	2,115,000	2,050,000	2,472,400
461001 Meter Sales-Commercial	1,820,237	1,832,265	2,215,000	2,190,000	2,573,100
461002 Meter Sales-Industrial	349,774	360,228	360,000	361,000	402,800
461003 Other metered Sales	2,156	8,995	5,000	5,500	5,000
462000 Private Fire Protection	88,231	89,618	89,900	89,900	90,000
439000 Public Fire Protect (Tax Levy)	444,655	446,100	446,100	446,100	567,876
464000 Sales to Public Authorities	90,849	93,763	95,000	95,000	95,500
470000 Penalties	45,255	63,794	40,000	38,000	40,000
471000 Miscellaneous Revenues	4,151	2,783	3,000	3,000	3,200
471001 Inspection Fees	8,996	7,600	4,000	4,485	5,000
471003 Water Impact Fees	51,726	54,845	50,000	51,000	55,000
474000 Water Revenue-Tower Rent	90,137	127,709	102,960	113,824	115,000
474000 Water Revenue-Other	-	-	2,200	-	-
481110 Water Admin Fee	911	63	150	260	200
Subtotal-Operating Revenues	4,944,540	5,064,074	5,562,610	5,460,206	6,450,876
Other Revenues					
124000 Sale of Property	250	39,650	-	-	-
124000 Capital Revenue	-	189,153	-	-	-
223000 Debt Proceeds-Borrowing	-	429,318	-	-	1,145,920
484350 Insurance Recovery	3,909	5,788	-	-	-
489300 Credit Card Rebate	-	-	-	-	1,500
Subtotal-Capital Revenues	4,159	663,909	-	-	1,147,420
TOTAL REVENUES	4,948,699	5,727,983	5,562,610	5,460,206	7,598,296
Net Operating Income (Loss) for Year	(283,031)	(322,858)	41,034	107,946	923,139

DEPARTMENT/ACCOUNT:
SANITARY DIST #1-WATER

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	338,420	382,158	341,400	320,800	323,580
121	Commissioners	-	-	800	800	800
130	Fringe Benefits	130,057	137,649	135,400	130,500	129,200
	TOTAL PERSONNEL	468,477	519,807	477,600	452,100	453,580
	OPERATIONS & MAINTENANCE					
210	Professional Services	9,788	9,230	16,000	6,500	14,500
220	Utilities	61,683	61,650	64,450	63,000	65,540
221	Phone and Communications	1,465	1,494	2,500	1,500	2,250
290	Contractual Services	6,456	12,261	5,000	6,000	6,500
291	Uniforms	2,424	2,188	2,400	2,000	2,400
310	Office Supplies	2,009	1,875	7,000	3,500	7,000
311	Postage	-	5,581	8,000	7,000	8,000
330	Conferences & Training	3,084	2,496	3,000	3,000	3,000
330	Dues & Subscriptions	473	400	500	500	500
340	Operating Supplies	3,126	4,099	6,500	5,000	6,500
344	Vehicle Gas, Oil, Etc	11,468	11,247	10,600	9,833	10,600
350	Vehicle Maintenance	29	-	3,000	-	500
351	Allocated Vehicle Maintenance	16,048	10,713	12,000	9,000	11,500
380	Equipment Maintenance	75,154	143,884	102,200	83,300	104,000
390	Miscellaneous Expenses/Incl Diggers	13,028	8,448	9,200	9,000	9,700
395	Purchased Water	3,842,618	3,910,420	4,150,000	4,050,000	4,200,000
510	Insurance Premiums	27,659	36,689	44,600	44,000	42,200
530	Rent/Lease Payments	80,508	44,760	44,740	44,740	44,740
540	Depreciation	470,086	474,659	460,000	460,000	465,000
620	Uncollected Taxes	1,199	1,073	-	-	-
620	Debt Service-Interest	130,789	123,958	92,287	92,287	69,727
740	Disposal of Capital Assests	-	-	-	-	-
	TOTAL OPERATIONS & MAINT	4,759,094	4,867,125	5,043,976	4,900,160	5,074,157
	DEBT SERVICE					
610	Debt Service-Principal	765,980	789,490	92,289	706,440	677,122
	TOTAL DEBT SERVICE	765,980	789,490	92,289	706,440	677,122
	CAPITAL IMPROVEMENTS					
810	Capital Equipment - Meters	10,756	15,479	300,000	300,000	300,000
810	Capital Equipment - Booster Pump	-	45,436	-	-	20,000
811	Capital Equipment - Vehicles/Equip	-	-	20,000	-	12,250
831	Capital Equipment - Dist Mains	6,603	38,546	-	-	-
840	Capital Improve-Construction	190,480	283,843	281,720	268,600	47,120
	TOTAL CAPITAL IMPROVE	207,839	383,304	601,720	568,600	379,370
	DEPARTMENT TOTAL	6,201,390	6,559,726	6,215,585	6,627,300	6,584,229

DEPARTMENT/ACCOUNT: SANITARY DISTRICT NO. 1

CODE	DESCRIPTION	AMOUNT
210	**PROFESSIONAL SERVICES**	14,500

Includes the cost for professional engineering, audit and legal expense.

220	**UTILITIES**	65,540

Includes cost for electric and gas service for booster stations, and tower. The majority is for the pumping station expenses. Increase is due to 2.36% We Energies electric rate increase for 2014.

351	**ALLOCATED VEHICLE MAINTENANCE**	11,500

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.

380	**EQUIPMENT MAINTENANCE**	104,000

This amount is allocated for the maintenance of meters, booster stations, pumping equipment, water mains, services, hydrants and telemetry.

395	**PURCHASED WATER**	4,200,000

Cost of water purchased from the City of Appleton.

810	**CAPITAL EQUIPMENT**	320,000

- Water meter replacement program with new advanced meter reading system (300,000).

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.

- Booster Pump Replacement (20,000)

The booster pumps at Booster Station 1 and Booster Station 2 are nearly 40 years old. There are two pumps at each station. These pumps push water from Appleton's water system into Grand Chute's water towers. The pumps have reached useful life and must be replaced. It is proposed to replace one pump at each station in 2014 and the remaining two pumps in 2015.

811 **CAPITAL VEHICLES/EQUIPMENT** 12,250

- Replacement Construction Street Sweeper (49,000)

This piece of equipment would replace the current 1989 Waldon Sweepmaster #432. At the present time, parts availability has become a major issue to keep the sweeper in a safe operating condition. Many replacement parts are no longer made and have to be manufactured at the time of order, fabricated in-house or machined at a local fabrication shop. The lack of readily available parts has created long periods of down time over the past 12 months. This machine is used weekly for roadway clean up after the completion of construction or utility projects.

It is also used to pre-sweep the roads in the spring, prior to the start of our contracted street sweeping. The center of the roads are swept to the gutters so the contracted sweeping is limited to one pass along the curb. The cost of this sweeper will be divided between the Sanitary Districts and Highways (Highways $12,250, **San 1 $12,250**, San 2 $12,250, San 3 $12,250)
Estimated resale value: $3,500

DEPARTMENT/ACCOUNT:
SANITARY SEWER SUMMARY

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
SANITARY DIST #2					
PERSONNEL	315,546	353,141	298,338	280,800	289,513
OPERATIONS & MAINTENANCE	2,305,058	2,601,944	2,477,475	2,412,380	2,430,367
Subtotal-Operating Expense	2,620,604	2,955,085	2,775,813	2,693,180	2,719,880
DEBT SERVICE	313,558	327,068	237,586	237,586	227,842
CAPITAL IMPROVEMENTS	180,933	530,420	341,200	388,100	625,750
Subtotal-Capital Expenses	494,491	857,488	578,786	625,686	853,592
TOTAL EXPENSES	3,115,095	3,812,573	3,354,599	3,318,866	3,573,472
REVENUES					
Public Charges for Services					
460000 Industrial Surcharge	116,043	109,126	130,000	120,000	121,500
481110 Sewer Admin Fees	(168)	17	150	-	-
622000 Metered Service-Residential	1,314,804	1,337,716	1,300,000	1,340,800	1,350,000
622001 Metered Service-Commercial	1,021,524	1,075,245	1,045,100	1,050,000	1,100,000
622002 Metered Service-Industrial	143,367	142,866	125,000	140,000	141,500
623000 Public Authorities	58,101	59,429	57,950	59,000	59,500
625000 Other Sewer Service	4,145	5,354	6,000	5,500	6,000
625001 Service Avail Charge-SAC	103,732	106,272	75,000	76,300	77,000
631000 Penalties	27,504	36,449	18,000	18,000	20,000
632000 Inspection Fees	3,030	4,530	6,500	5,500	5,000
633000 Connection Fees	16,800	24,500	20,000	21,500	22,000
635000 Misc Operating Income	909	2,290	1,000	2,000	2,000
635001 Interest Income	76,178	88,391	60,000	50,000	100,000
635002 Interest Income-Assess	7,826	4,309	4,000	4,000	4,200
635003 Interest-Funded Depreciation	3,980	4,754	4,000	3,000	5,000
635004 Interest Income-SAC	7,538	10,231	7,000	5,500	9,000
Subtotal-Operating Revenues	2,905,313	3,011,479	2,859,700	2,901,100	3,022,700
Other Revenues					
Capital Contributions	35,227	122,892	-	-	-
Sale of Property	250	-	-	-	35,000
Debt Proceeds-Borrowing	-	9,744	-	-	972,000
Insurance Recoveries	-	7,659	-	-	-
Credit Card Rebate	-	-	-	-	500
Subtotal-Capital Revenues	35,477	140,295	-	-	1,007,500
TOTAL REVENUES	2,940,790	3,151,774	2,859,700	2,901,100	4,030,200
Net Operating Income (Loss) for Year	284,709	56,394	83,887	207,920	302,820

DEPARTMENT/ACCOUNT:
SANITARY DIST #2-SEWER

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	215,461	249,377	213,780	200,000	207,160
121	Commissioners	-	-	800	800	840
130	Fringe Benefits	100,085	103,764	83,758	80,000	81,513
	TOTAL PERSONNEL	315,546	353,141	298,338	280,800	289,513
	OPERATIONS & MAINTENANCE					
210	Professional Services	5,917	4,427	15,000	8,500	15,200
220	Utilities	30,178	24,068	38,850	30,000	35,900
221	Phone and Communications	1,465	1,500	3,000	2,500	2,500
290	Other Contractual Services	6,182	15,338	7,000	6,000	7,000
291	Uniforms	2,003	3,166	2,720	1,700	2,400
310	Office Supplies	2,081	1,478	2,000	2,300	2,500
311	Postage	6,335	5,583	6,000	5,000	6,000
320	Publication/Printing Fees	89	109	1,000	200	1,000
321	Dues and Subscriptions	-	113	200	200	200
330	Conferences & Training	613	2,048	12,400	12,400	3,000
340	Operating Supplies	5,318	8,362	7,000	5,500	6,200
340	Meter Expense	-	-	1,000	-	-
344	Vehicle Gas, Oil, Etc	8,059	7,498	7,900	7,800	8,000
349	Repairs & Maintenance	23,032	49,680	116,500	88,800	119,000
350	Vehicle Maintenance	1,181	8,495	4,000	2,000	4,000
351	Allocated Vehicle Maintenance	1,232	5,766	5,000	5,000	5,000
390	Miscellaneous Expenses	4,549	776	-	-	-
396	Treatment Costs	755,748	1,026,660	934,280	922,280	827,739
510	Insurance Premiums	27,659	36,689	44,600	44,000	42,200
530	Rent	53,676	44,760	44,740	44,740	44,740
540	Depreciation	481,568	487,894	480,000	480,000	485,000
540	Reg Depreciation	-	-	30,000	30,000	126,825
550	Reg Equipment Replacement	110,165	135,446	104,527	104,527	125,116
610	Reg Debt Service	730,470	691,501	581,831	581,831	542,224
620	Debt Service-Interest	46,712	34,384	27,102	27,102	18,623
691	Debt Expense-Amortized	826	6,203	825	-	-
	TOTAL OPERATIONS & MAINT	2,305,058	2,601,944	2,477,475	2,412,380	2,430,367
	DEBT SERVICE					
610	Debt Service-Principal	313,558	327,068	237,586	237,586	227,842
	TOTAL DEBT SERVICE	313,558	327,068	237,586	237,586	227,842
	CAPITAL IMPROVEMENTS					
810	Capital Equipment	-	-	300,000	300,000	300,000
811	Capital Equipment - Vehicles	-	45,436	20,000	20,000	289,750
840	Capital Improve-Construction	180,933	484,984	21,200	68,100	36,000
	TOTAL CAPITAL IMPROVE	180,933	530,420	341,200	388,100	625,750
	DEPARTMENT TOTAL	3,115,095	3,812,573	3,354,599	3,318,866	3,573,472

DEPARTMENT/ACCOUNT: SANITARY DISTRICT NO. 2

CODE	DESCRIPTION	AMOUNT
210	**PROFESSIONAL SERVICES**	15,200

Includes the cost for professional engineering, audit and legal expense. Also includes Infiltration and Inflow (I&I) investigation.

220	**UTILITIES**	35,900

Includes cost for electric and gas service for 11 lift stations. Increase is due to We Energies 2.36% 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**	119,000

$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**	827,739

Cost of wastewater treatment from Grand Chute Menasha West and the City of Appleton.

811	**CAPITAL EQUIPMENT - VEHICLES**	289,750

- Sewer Vacuum Truck

This unit would be a replacement for Truck No. 31, a 1995 Tandem Vactor. The current unit is showing minor corrosion and running issues. The debris box is showing significant corrosion and will require replacement in the near future. The vehicle would be jointly purchased by Sanitary District No. 2 for sanitary sewer cleaning and Sanitary District No. 3 for storm sewers and catch basins. (**San 2 Portion $277,500**, San 3 Portion $92,500)

- Replacement Construction Street Sweeper (49,000)

This piece of equipment would replace the current 1989 Waldon Sweepmaster #432. At the present time, parts availability has become a major issue to keep the sweeper in a safe operating condition. Many replacement parts are no longer made and have to be manufactured at the time of order, fabricated in-house or machined at a local fabrication shop. The lack of readily available parts has created long periods of down time over the past 12 months. This machine is used weekly for roadway clean up after the completion of construction or utility projects.

It is also used to pre-sweep the roads in the spring, prior to the start of our contracted street sweeping. The center of the roads are swept to the gutters so the contracted sweeping is limited to one pass along the curb. The cost of this sweeper will be divided between the Sanitary Districts and Highways (Highways $12,250, San 1 $12,250, **San 2 $12,250**, San 3 $12,250)
Estimated resale value: $3,500

DEPARTMENT/ACCOUNT:
STORM WATER SUMMARY

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR END ESTIMATE 2013	PROPOSED BUDGET 2014
SANITARY DISTRICT #3					
PERSONNEL	175,993	243,696	202,370	180,840	211,159
OPERATIONS & MAINTENANCE	510,683	547,712	560,640	567,105	604,280
Subtotal-Operating Expenses	686,676	791,408	763,010	747,945	815,439
DEBT SERVICE	1,596,024	1,527,464	1,475,574	1,475,574	1,339,293
CAPITAL IMPROVEMENTS	831,281	697,715	593,634	863,610	940,450
Subtotal-Capital Expenses	2,427,306	2,225,179	2,069,208	2,339,184	2,279,743
TOTAL EXPENSES	3,113,981	3,016,587	2,832,218	3,087,129	3,095,182
REVENUES					
Public Charges for Services					
463240 Inspection / Application	925	2,850	2,500	3,500	3,000
463241 Penalties	17,415	25,574	5,000	1,800	2,000
463243 Storm Water Fees	2,720,313	2,834,620	2,843,000	2,843,000	2,864,400
419001 Special Assessment Interest	24,457	22,460	24,500	22,000	24,500
481100 Interest Income	37,655	52,110	40,000	12,000	55,000
492800 Other Agencies	-	26,796	-	-	-
635000 Misc	788	-	-	-	-
Subtotal-Operating Revenues	2,801,553	2,964,410	2,915,000	2,882,300	2,948,900
Other Revenues					
492801 Grants	367,425	-	5,000	5,000	240,000
124000 Capital Revenue	221,919	1,525,125	150,000	6,000	280,000
484400 Insurance Recovery	-	-	-	-	-
489300 Credit Card Rebate	-	-	-	-	500
491200 L/T Borrowing	-	1,071,888	-	-	1,711,800
491300 Premium on Debt Issue	-	-	-	-	-
Subtotal-Capital Revenues	589,344	2,597,013	155,000	11,000	2,232,300
TOTAL REVENUES	3,390,897	5,561,423	3,070,000	2,893,300	5,181,200
Net Operating Income (Loss) for Year	2,114,877	2,173,002	2,151,990	2,134,355	2,133,461

DEPARTMENT/ACCOUNT:
SANITARY DIST #3-STORM WATER

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries and Wages	116,054	158,746	136,398	125,000	142,533
110	Transfer in from General Fund	15,338	40,194	15,000	10,000	15,000
121	Commissioners	-	-	-	840	840
130	Fringe Benefits	44,601	44,756	50,972	45,000	52,786
	TOTAL PERSONNEL	175,993	243,696	202,370	180,840	211,159
	OPERATIONS & MAINTENANCE					
	Illicit Discharge Expense	13,295	14,245	17,100	15,000	15,260
210	Professional Services	20,621	19,739	30,000	30,000	32,000
220	Utilities	8,178	5,050	11,900	6,000	12,180
240	Repairs & Maint	4,346	4,355	5,000	6,500	6,500
290	Contractual Services	97,285	41,355	73,750	90,000	100,500
310	Office Supplies	1,884	1,501	2,000	1,500	2,000
311	Postage	718	646	800	800	3,900
320	Publications & Printing	-	-	500	500	500
321	Dues & Subscriptions	-	2,000	2,300	2,000	2,300
330	Conferences & Training	110	190	-	65	500
340	Operating Supplies	10,834	6,146	7,000	2,500	5,000
344	Vehicle Gas, Oil, Etc	-	-	500	-	-
350	Vehicle Maintenance	-	-	-	-	-
380	Equipment Maintenance	-	-	-	-	-
390	Rent / Lease Payments	-	44,760	44,740	44,740	44,740
390	Miscellaneous Expenses	-	258	2,250	500	2,000
510	Insurance Premiums	8,907	15,303	17,800	17,000	16,900
540	Depreciation	344,505	392,164	345,000	350,000	360,000
740	Disposal of Capital Assests	-	-	-	-	-
	TOTAL OPERATIONS & MAINT	510,683	547,712	560,640	567,105	604,280
	DEBT SERVICE					
610	Debt Service-Principal & Interest	1,596,024	1,527,464	1,475,574	1,475,574	1,339,293
610	Debt Service Issuance Costs	-	-	-	-	-
	TOTAL DEBT SERVICE	1,596,024	1,527,464	1,475,574	1,475,574	1,339,293
	CAPITAL IMPROVEMENTS					
810	Capital Equipment	-	-	-	-	-
811	Capital Equipment - Vehicles	-	-	-	-	104,750
840	Capital Improve-Construction	831,281	697,715	593,634	863,610	835,700
	TOTAL CAPITAL IMPROVE	831,281	697,715	593,634	863,610	940,450
	DEPARTMENT TOTAL	3,113,981	3,016,587	2,832,218	3,087,129	3,095,182

DEPARTMENT/ACCOUNT: SANITARY DISTRICT #3

CODE	DESCRIPTION	AMOUNT
000	**ILLICIT DISCHARGE EXPENSE**	15,260

Proposal from Omnni Associates to continue the illicit discharge monitoring for 2014 and a $3,000 contingency if an illicit discharge is detected (15,260).

220	**UTILITIES**	12,180

Includes cost for electric use for the pumps at the FVTC detention pond. 2014 usage is based on actual 2012 and 2013 usage plus a projected 2.36% electric cost increase.

290	**CONTRACTUAL SERVICES**	100,500

- Street Sweeping (82,500)

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 1st thru November 15th). 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.

- WPDES General Permit (3,000)

The Town's annual storm water permit submittal to the WDNR.

- Community Forestry Strategy (10,000)

Implementation of the Town's Strategy with the removal/replacement of damaged and diseased trees and addition of new street trees. Application for a 50/50 Urban Forestry Grant will be applied for to offset half of the cost of new trees.

- Storm water billing software, copier leasing, contracted storm water facility repairs. (5,000)

811	**CAPITAL EQUIPMENT - VEHICLES**	104,750

- Sewer Vacuum Truck

This unit would be a replacement for Truck No. 31, a 1995 Tandem Vactor. The current unit is showing minor corrosion and running issues.

The debris box is showing significant corrosion and will require replacement in the near future. The vehicle would be jointly purchased by Sanitary District No. 2 for sanitary sewer cleaning and Sanitary District No. 3 for storm sewers and catch basins. (San 2 Portion $277,500, **San 3 Portion $92,500**)

- Replacement Construction Street Sweeper (49,000)

This piece of equipment would replace the current 1989 Waldon Sweepmaster #432. At the present time, parts availability has become a major issue to keep the sweeper in a safe operating condition. Many replacement parts are no longer made and have to be manufactured at the time of order, fabricated in-house or machined at a local fabrication shop. The lack of readily available parts has created long periods of down time over the past 12 months. This machine is used weekly for roadway clean up after the completion of construction or utility projects.

It is also used to pre-sweep the roads in the spring, prior to the start of our contracted street sweeping. The center of the roads are swept to the gutters so the contracted sweeping is limited to one pass along the curb. The cost of this sweeper will be divided between the Sanitary Districts and Highways (Highways $12,250, San 1 $12,250, San 2 $12,250, **San 3 $12,250**)
Estimated resale value: $3,500

DEPARTMENT/ACCOUNT:
EASTSIDE UTILITY DISTRICT SUMMARY

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
EASTSIDE UTILITY DISTRICT					
PERSONNEL	8,716	8,033	8,000	7,250	7,250
OPERATIONS & MAINTENANCE	33,699	34,586	38,005	35,455	39,605
Subtotal-Operating Expense	42,415	42,619	46,005	42,705	46,855
CAPITAL IMPROVEMENTS	-	-	-	-	7,200
TOTAL EXPENSES	42,415	42,619	46,005	42,705	54,055
REVENUES					
Public Charges for Services					
464100 Metered Sales	17,360	21,016	23,000	22,900	23,900
464101 Forfeited Discount	277	102	125	125	130
464102 Misc Revenue	626	-	-	-	-
411100 Mil Tax	19,400	19,550	19,550	19,550	19,696
481100 Interest Income	2,361	2,976	3,500	2,000	4,500
Subtotal-Operating Revenues	40,024	43,644	46,175	44,575	48,226
TOTAL REVENUES	40,024	43,644	46,175	44,575	48,226
Net Income (loss) for Year	(2,391)	1,025	170	1,870	(5,829)

DEPARTMENT/ACCOUNT:
EASTSIDE UTILITY DISTRICT

		ACTUAL 2011	ACTUAL 2012	BUDGET 2013	YEAR-END ESTIMATE 2013	PROPOSED BUDGET 2014
	PERSONNEL					
110	Salaries / Wages / Fringes	8,716	8,033	8,000	7,250	7,250
	TOTAL PERSONNEL	8,716	8,033	8,000	7,250	7,250
	OPERATIONS & MAINTENANCE					
210	Audit	1,024	912	750	600	750
220	Utilities	45	51	55	55	55
290	Other Contractual Services	-	1,029	1,500	300	1,000
310	Office Supplies	1,750	1,000	1,500	1,500	1,500
340	Maintenance of Meters	-	-	600	100	500
349	Maintenance of Mains	-	-	1,000	200	1,000
390	Miscellaneous Expenses	-	-	500	100	500
396	Treatment Costs	11,638	12,352	14,100	14,100	14,800
540	Depreciation	19,242	19,242	18,000	18,500	19,500
390	Rebate for Customers					
	TOTAL OPERATIONS & MAINT	33,699	34,586	38,005	35,455	39,605
	CAPITAL IMPROVEMENTS					
810	Capital Equipment	-	-	-	-	7,200
	DEPARTMENT TOTAL	42,415	42,619	46,005	42,705	54,055

DEPARTMENT/ACCOUNT: EASTSIDE SANITARY DISTRICT

CODE	DESCRIPTION	AMOUNT
290	**OTHER CONTRACTUAL SERVICES**	1,000
	Cassel Clarity billing software and PubWorks asset management software.	
396	**TREATMENT COSTS**	14,800
	Cost of wastewater treatment from the City of Appleton.	
810	**CAPITAL EQUIPMENT – WATER METERS**	7,200
	Cost to purchase new well meters.	