



GRAND CHUTE

WISCONSIN

2015 BUDGET



Summer Park Program

TO: Town Board of Supervisors
FROM: James V. March, Town Administrator
DATE: October 3, 2014
RE: 2015 Proposed Budget

.....

Transmitted for your consideration is the first draft of the Town of Grand Chute's proposed 2015 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 2015 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. Any new personnel requests must be fully documented and justified. 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 three years and for 2015 the levy limit is 0% + net new construction. I am pleased to report the general levy in the draft 2015 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.

Assumptions Used in Creating the 2015 Budget

- 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 at an 85%-15% employer/employee split of the average cost of the P04 deductible plan for Outagamie County with the State Group Insurance Program for non-represented employees effective January 1, 2015.
- The overall salary matrix for all non-represented employee categories will increase by a maximum of 1%.
- 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 2015 projects would be authorized.
- Wholesale cost for fuel would be \$3.56/gallon for gas and \$3.75/gallon for diesel.
- Election expenses will decrease slightly next year due to less elections.
- Construction activity would be similar to or slightly ahead of this year.
- WRS – Contribution figures were updated to show the slight decrease (0.2%) for employer required contributions.
- 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 2014 ending fund balance is projected to be nearly \$5.7 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 43% for year-end 2014. We will propose to use a sizeable allocation towards the costs of fire station #2 and will strive to maintain 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
2015 BUDGET
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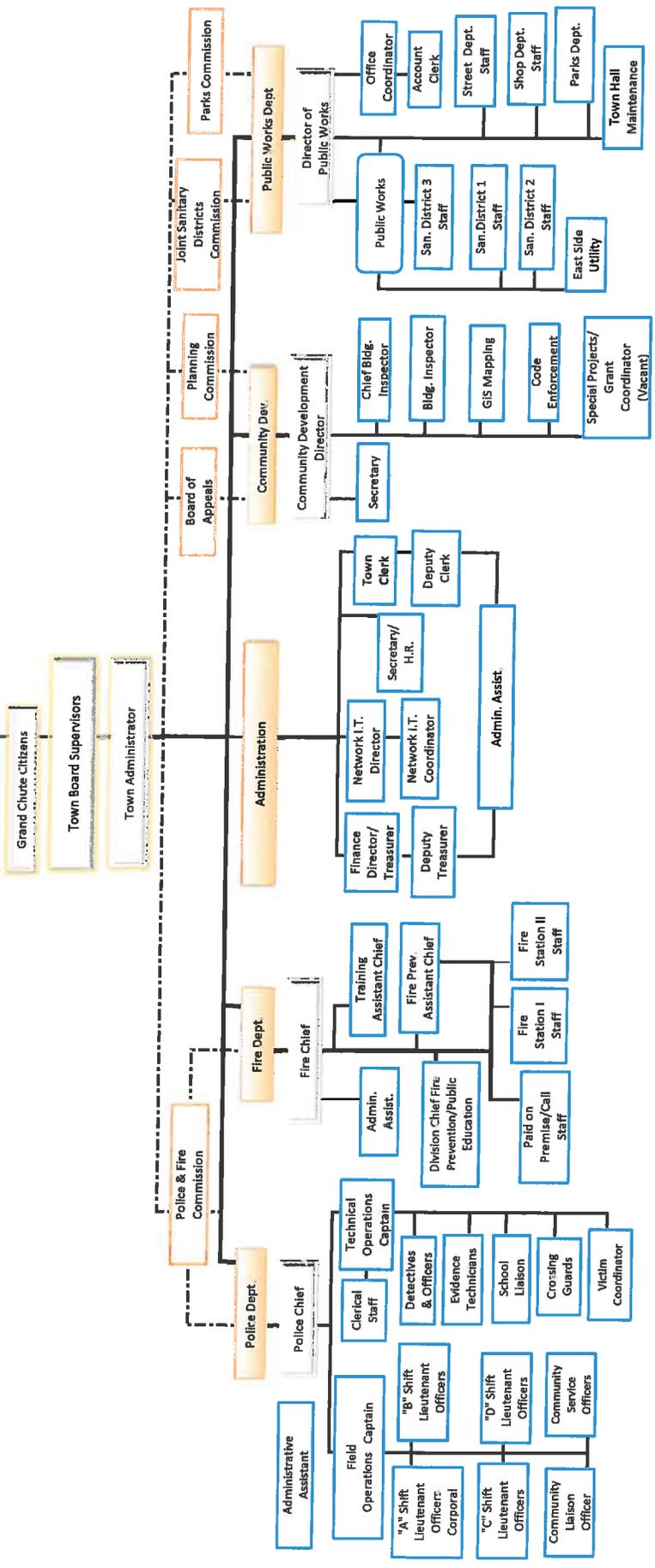
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Town of Grand Chute
Organizational Chart
2014



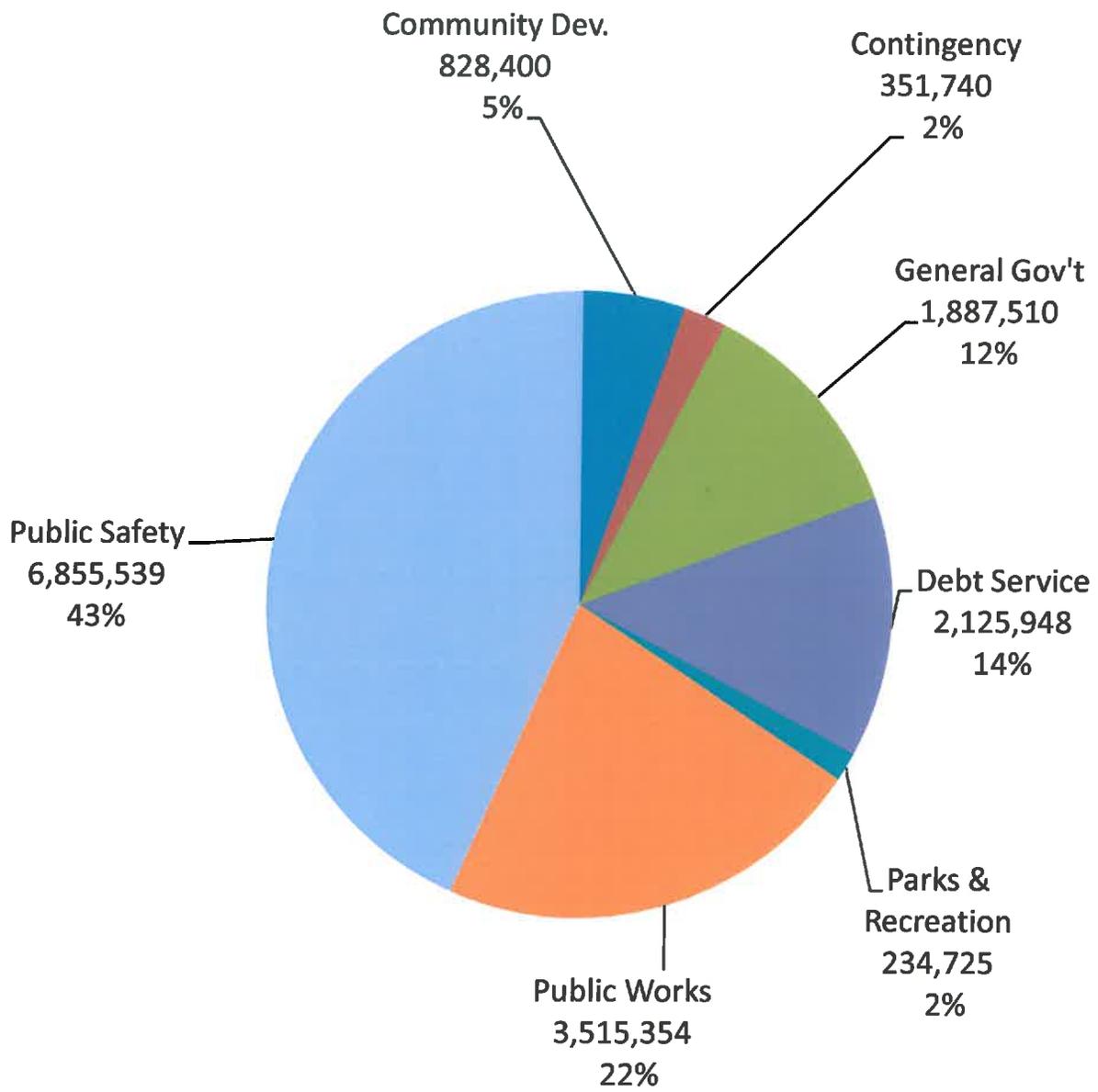
**TOWN OF GRAND CHUTE
SUMMARY OF ESTIMATED AND PROPOSED EXPENDITURES
GENERAL FUNDED DEPARTMENTS
FISCAL YEAR 2015**

DEPARTMENT	BUDGET 2014	YEAR END ESTIMATE 2014	PROPOSED BUDGET 2015	UNDER (OVER) BUDGET 2014	(INCREASE) DECREASE BUDGET 2014 TO 2015
General Government					
51100 Town Board	87,230	87,480	90,230	(250)	(3,000)
51200 Municipal Court	179,590	172,940	186,500	6,650	(6,910)
51300 Legal	70,000	70,000	70,000	-	-
51400 General Administration	606,860	613,110	599,830	(6,250)	7,030
51420 Town Clerk	154,320	151,320	137,390	3,000	16,930
51440 Elections	75,730	72,870	32,320	2,860	43,410
51501 Treasurer	21,930	18,545	200,480	3,385	(178,550)
51600 Municipal Complex	257,290	252,545	269,145	4,745	(11,855)
51910 Erroneous Taxes & Refunds	60,000	65,000	60,000	(5,000)	-
51938 Property & Liability Insurance	259,230	224,958	241,615	34,272	17,615
Subtotal - General Government	1,772,180	1,728,768	1,887,510	43,412	(115,330)
Public Safety					
52100 Police - Patrol	2,842,859	2,837,569	2,875,638	5,290	(32,779)
52110 Police - Administration	449,785	444,790	485,845	4,995	(36,060)
52120 Police - Investigations	646,204	645,242	678,421	962	(32,217)
54100 Animal Control	5,500	6,200	6,200	(700)	(700)
52200 Fire Department	2,767,110	2,749,617	2,809,435	17,493	(42,325)
Subtotal - Public Safety	6,711,458	6,683,418	6,855,539	28,040	(144,081)
Public Works					
53311 Highways	1,089,240	970,840	798,225	118,400	291,015
53312 Winter Maintenance	205,436	184,233	227,634	21,203	(22,198)
53313 Highway Shop	307,379	305,709	331,150	1,670	(23,771)
53420 Street Lights	292,500	312,000	317,700	(19,500)	(25,200)
53520 Bus Service	524,541	524,541	560,700	-	(36,159)
53620 Refuse & Landfill	739,300	731,014	755,400	8,286	(16,100)
53635 Recycling Charges	497,100	499,830	518,215	(2,730)	(21,115)
53640 Weed & Nuisance Control	4,100	2,555	4,610	1,545	(510)
54910 Cemetery	1,660	1,610	1,720	50	(60)
Subtotal - Public Works	3,661,256	3,532,332	3,515,354	128,924	145,902
Parks & Recreation					
55200 Parks Maintenance	137,870	148,690	204,070	(10,820)	(66,200)
55300 Recreation	14,000	13,775	16,690	225	(2,690)
55400 Trails Maintenance	44,985	52,860	13,965	(7,875)	31,020
Subtotal - Parks & Recreation	196,855	215,325	234,725	(18,470)	(37,870)

**TOWN OF GRAND CHUTE
SUMMARY OF ESTIMATED AND PROPOSED EXPENDITURES
GENERAL FUNDED DEPARTMENTS
FISCAL YEAR 2015**

DEPARTMENT	BUDGET 2014	YEAR END ESTIMATE 2014	PROPOSED BUDGET 2015	UNDER (OVER) BUDGET 2014	(INCREASE) DECREASE BUDGET 2014 TO 2015
Community Development					
51502 Assessment of Property	119,800	118,500	242,260	1,300	(122,460)
52400 Building Inspection & Code Enforcement	318,070	315,120	309,870	2,950	8,200
56900 Planning & Zoning	301,560	298,660	276,270	2,900	25,290
Subtotal - Community Development	739,430	732,280	828,400	7,150	(88,970)
Other Financing Uses					
59900 Contingency	169,640	-	351,740	169,640	(182,100)
Total - General Fund Operating	13,250,819	12,892,123	13,673,268	358,696	(422,449)
Capital Projects Fund					
GF Contribution to Capital Projects	-	-	-	-	-
GF Contribution to Equip. Replacement	-	-	-	-	-
Debt Service Fund					
58100 Debt Service	2,090,000	2,090,000	2,125,948	-	(35,948)
Total - Gen'l Fund Operating, Capital & Debt	15,340,819	14,982,123	15,799,216	358,696	(458,397)

**Town of Grand Chute - General Fund
2015 Proposed Expenditures
Total: \$15,799,216**



**ACCOUNT:
GENERAL FUND REVENUES**

**FUND:
GENERAL FUND (10)**

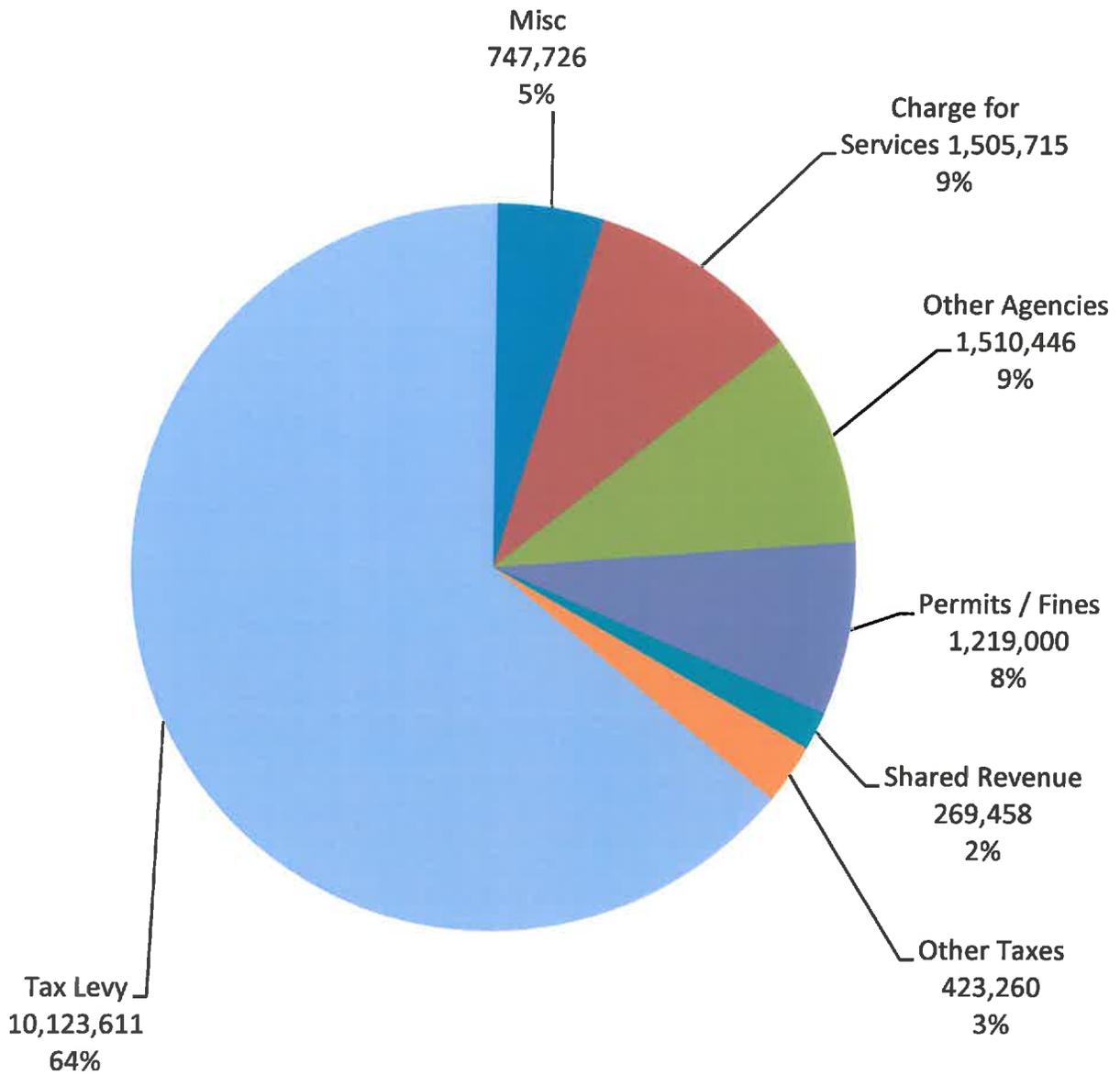
	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
41110 General Operations Tax Levy	7,712,813	7,876,763	7,863,169	7,863,169	7,997,663
41110 Debt Service Tax Levy	2,160,300	1,996,300	2,090,000	2,090,000	2,125,948
Subtotal - Property Tax Levy	9,873,113	9,873,063	9,953,169	9,953,169	10,123,611
Other Taxes					
41900 Rescinded Taxes	55,537	74,998	60,000	25,000	25,000
43430 Hold Harmless-Computer Exemption	64,112	65,935	65,000	67,544	75,060
41801 Use Value Penalty	4,609	-	-	-	-
41150 Woodland/Managed Forest	42	42	50	50	50
49221 Hotel/Motel Tax	304,509	319,776	295,000	318,160	316,900
41320 Lieu of Taxes	4,611	4,521	2,000	8,800	4,500
41800 Interest on Delinq P.P. Taxes	1,721	1,730	1,500	1,900	1,750
Subtotal - Taxes	435,141	467,002	423,550	421,454	423,260
Special Assessments					
42000 Special Assessments Street Lighting	119,618	120,598	60,370	60,364	60,000
Subtotal - Special Assessments	119,618	120,598	60,370	60,364	60,000
Intergovernmental Revenues					
43211 Federal Grant-Police	3,456	3,758	2,625	25,998	47,169
43529 Federal Grant-Fire	39,252	3,760	-	-	-
43300 Federal Grant-Gen Gov't	3,127	-	-	-	-
43410 Shared Revenue from State	270,150	271,347	269,939	269,939	269,458
43420 Fire Insurance from State	81,046	79,811	79,000	91,393	82,850
43521 State Aid - Police	6,785	41,248	6,000	5,500	4,300
47321 School Liason Reimbursement	18,101	18,825	19,578	19,578	20,361
43531 State Transportation Aids	845,117	760,605	756,056	756,056	785,984
43690 State Grant - General Gov't	5,053	-	-	-	-
43790 Recycling-Cty Reimbursement	235,662	238,413	131,000	134,332	125,600
43537 Mass Transit	518,583	354,767	402,860	402,860	439,182
Subtotal - Intergovernmental Revenues	2,026,332	1,772,533	1,667,056	1,705,656	1,774,964
Licenses & Permits					
44100 Business or Occupation License	41,621	54,805	18,500	31,000	29,000
44102 Business License-Franchise Fees	294,363	290,209	290,000	285,000	290,000
44101 Business License-Liquor	33,221	65,628	34,000	63,000	40,000
44201 Non-business License	7,023	6,511	3,000	3,250	3,500
44900 Burning Permits	450	500	425	500	500
44301 Occupancy Inspections	-	4,800	4,500	1,000	1,500
44300 Building Permits	244,145	298,206	250,000	245,000	250,000
44300 Building Permits - Lot Access	4,370	4,980	5,000	5,000	5,000
44301 Utility/Open Cut Permits	32,308	32,407	18,000	24,000	20,000
44400 Zoning Permits	39,294	42,415	40,000	40,000	40,000
44401 Erosion Control Plan Review Fee	6,386	7,300	7,000	7,000	7,000
44402 Drainage Inspection Fee	37,090	38,070	30,000	38,000	40,000
44403 Wetland Delineations	13,599	14,084	12,000	14,000	14,000
44404 Building Plan Review Fee	42,550	53,060	40,000	44,000	47,000
44405 Erosion Control Inspection Fee	13,500	18,750	15,000	16,500	17,000
44406 Drainage Plan Review Fee	1,500	1,850	1,500	1,500	1,500
44410 Maps and Plans	-	-	-	-	500
Subtotal - Licenses & Permits	811,420	933,575	768,925	818,750	806,500
Fines, Forfeitures & Penalties					
45100 Court Penalties & Costs	412,951	397,205	380,000	385,000	390,000
45101 Parking Tickets	25,093	19,885	20,000	18,500	20,000
45221 Judgement & Damages	1,981	4,429	500	3,500	2,500
Subtotal - Fines, Forfeitures & Penalties	440,025	421,519	400,500	407,000	412,500

**ACCOUNT:
GENERAL FUND REVENUES**

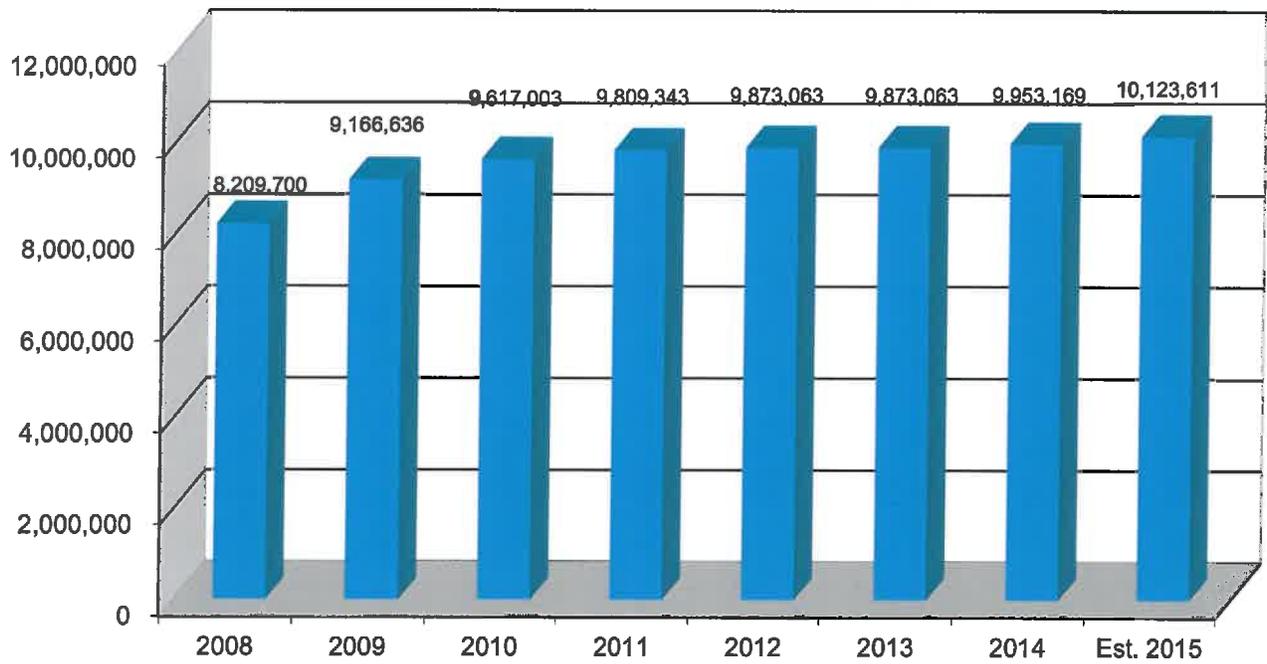
**FUND:
GENERAL FUND (10)**

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
Public Charges for Services					
46100 General Government	20,221	19,294	15,000	19,000	18,000
46210 Police Department Fees	7,128	9,861	9,500	7,150	8,000
46211 Police Department Fees/Fingerprinting	8,151	6,829	7,000	4,775	5,000
46212 Contract Police Services	11,106	13,115	11,000	15,000	13,000
46214 False Alarms	27,078	19,876	27,000	26,500	27,000
46221 Fire Protection Systems Fee	-	2,925	2,500	1,500	2,500
46222 Tank Installation Standby Fee	-	220	160	1,235	700
46223 Tent Inspection Fee	-	1,175	1,000	1,000	1,000
46224 Firework Permits	-	150	150	200	350
46225 Fire Department Fees	29,107	21,676	16,500	18,303	18,200
46310 Highway Material/Maintenance	13,276	11,387	13,000	10,600	12,000
46421 Sp Charge-Refuse Collection	750,071	721,327	722,650	719,958	747,415
46422 Sp Charge-Recycle Collection	186,800	188,900	229,100	228,250	315,500
46440 Weed Control	2,584	1,201	2,000	750	1,000
46540 Cemetery	53	73	100	-	50
46720 Parks Rental	9,262	8,571	9,000	10,800	11,000
46721 Recreation Fees	3,603	3,641	3,600	4,600	5,000
44901 Property Record Mgmt Fee	20,900	23,350	22,000	30,000	35,000
Subtotal - Public Charges for Services	1,089,340	1,053,571	1,091,260	1,099,621	1,220,715
Miscellaneous Revenue					
47222 Fire Insp Tanks (state)	4,638	5,020	4,400	4,320	4,000
46213 Abandon Vehicles	-	4,555	-	4,100	4,000
48110 Interest Earnings	253,613	72,868	250,000	250,000	225,000
46100 General Admin Fees	2,871	2,773	2,500	2,000	2,000
48130 Interest on Special Assessments	133	730	500	13	-
48200 Rent-Town Hall	1,334	1,643	600	900	300
48201 Rent-San Districts	-	134,280	134,280	134,280	134,280
48301 Sale of Police Equipment	29,222	21,542	24,000	22,000	24,000
48303 Sale of Highway Equipment	7,886	61,429	23,500	76,000	25,000
48420 Insurance Recoveries - Police	44	18,331	5,000	4,500	5,000
48430 Insurance Recoveries - Hwy	-	175,053	1,000	6,000	3,000
48441 Insurance Recoveries - Parks	-	3,651	-	-	-
48440 Insurance Recoveries - Admin	-	27,732	-	-	-
48440 Insurance Recoveries - Fire	1,368	3,960	-	-	-
48500 Donations-Recreation	1,200	1,187	1,200	1,290	1,200
48500 Donations-Park	-	1,000	-	1,000	1,500
48501 Donations-Crime Prevention	634	1,880	1,000	1,000	1,000
48500 Donations-Fire Dept	8,549	-	250	200	200
48900 Police Reimbursements	-	10,042	-	750	500
46722 Commission - Soda Machines	384	564	300	200	250
48900 Misc Revenues	11,599	85,473	8,000	11,000	10,000
48901 Credit Card Rebate	-	-	7,500	13,590	30,000
48902 Insurance Dividends	62,932	54,501	60,000	21,624	40,596
Subtotal - Miscellaneous Revenue	386,407	688,214	524,030	554,767	511,826
Other Financing Sources					
47400 Allocated Hwy Labor & Maint	201,344	227,550	191,300	220,000	225,000
49200 Transfer from Special Assessment	95,998	848,909	-	-	-
49263 Transfer from San Dist #3	40,194	22,126	25,000	8,000	5,000
Fund Balance Applied to Budget	-	-	83,490	83,490	125,000
Fund Balance Equip Replacement	100,000	185,000	195,000	195,000	110,900
Subtotal - Other Financing Sources	437,536	1,283,585	494,790	506,490	465,900
Total Revenues w/o Property Tax	5,745,819	6,740,597	5,430,483	5,574,102	5,675,685
TOTAL REVENUES	15,618,932	16,613,680	15,383,652	15,527,271	15,799,216

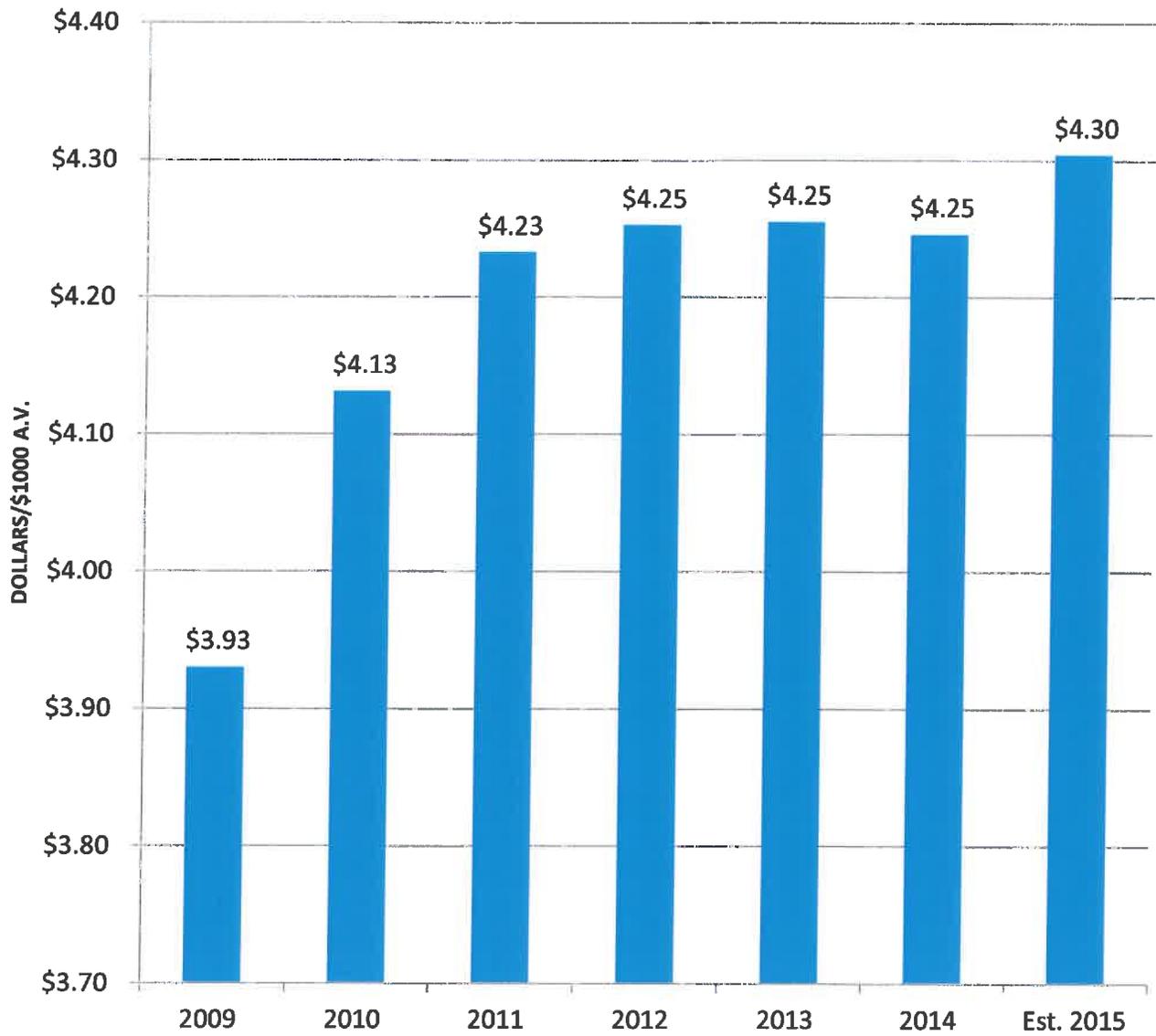
Town of Grand Chute - General Fund 2015 Proposed Revenues \$15,799,216



**Town of Grand Chute - General Fund
Tax Levy
2008-2015**



Town of Grand Chute - General Fund Rate per \$1000 A.V. 2009-2015



**TOWN OF GRAND CHUTE
FUND BALANCE PROJECTION
GENERAL FUND
FISCAL YEAR 2015**

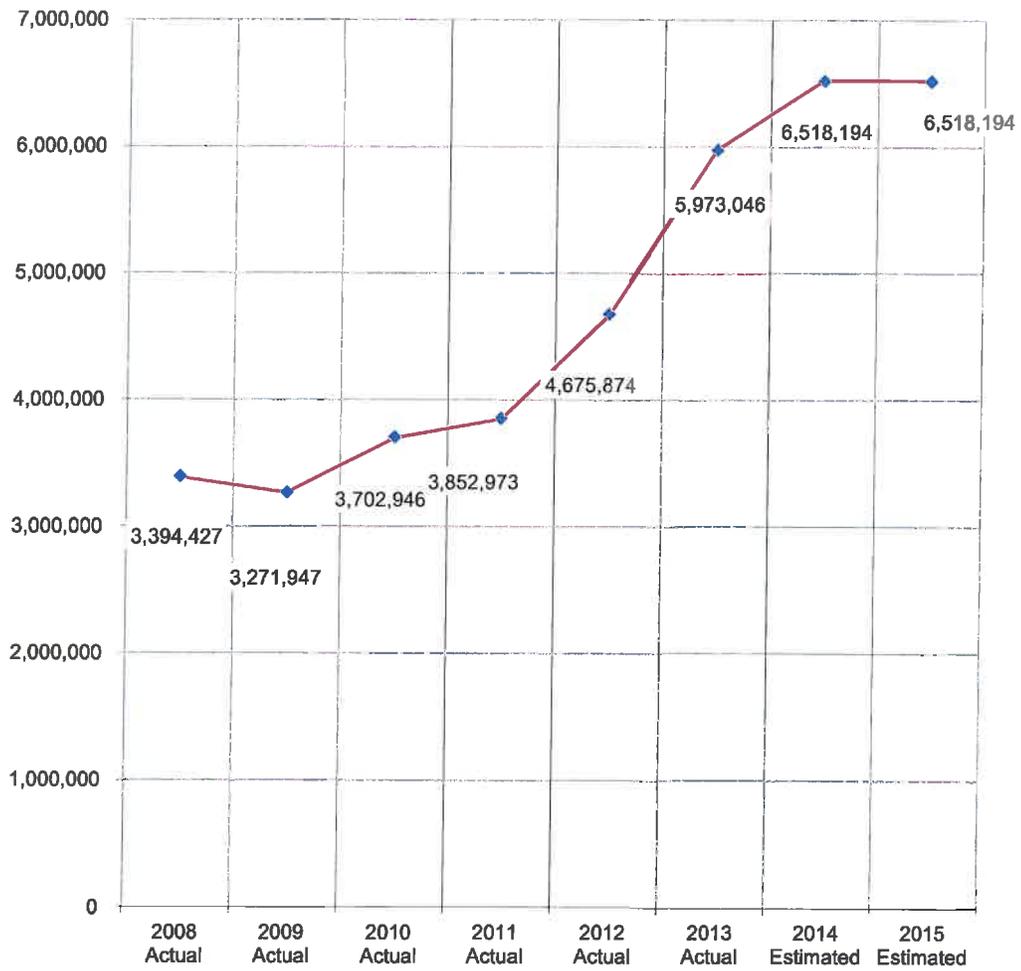
BEGINNING FUND BALANCE PER AUDIT, JAN 1, 2014	5,973,046
PLUS: ESTIMATED REVENUES - FY 2014	5,574,102
ESTIMATED TAX LEVY - FY 2014	9,953,169
TOTAL REVENUES - FY 2014	15,527,271
LESS: ESTIMATED EXPENDITURES - FY 2014	14,982,123
OPERATING SURPLUS (DEFICIT) - 2014	545,148

ESTIMATED BEGINNING FUND BALANCE, JAN 1, 2015	6,518,194
------------------------------------------------------	------------------

PLUS: ESTIMATED REVENUES - FY 2015	5,675,605
ESTIMATED TAX LEVY - FY 2015	10,123,611
TOTAL ESTIMATED REVENUES - FY 2015	15,799,216
LESS: ESTIMATED EXPENDITURES - FY 2015	15,799,216
OPERATING SURPLUS (DEFICIT) - 2015	0

ESTIMATED ENDING BALANCE, DEC 31, 2015	6,518,194
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**Town of Grand Chute - General Fund
Fund Balance
As of December 31
2008-2015**

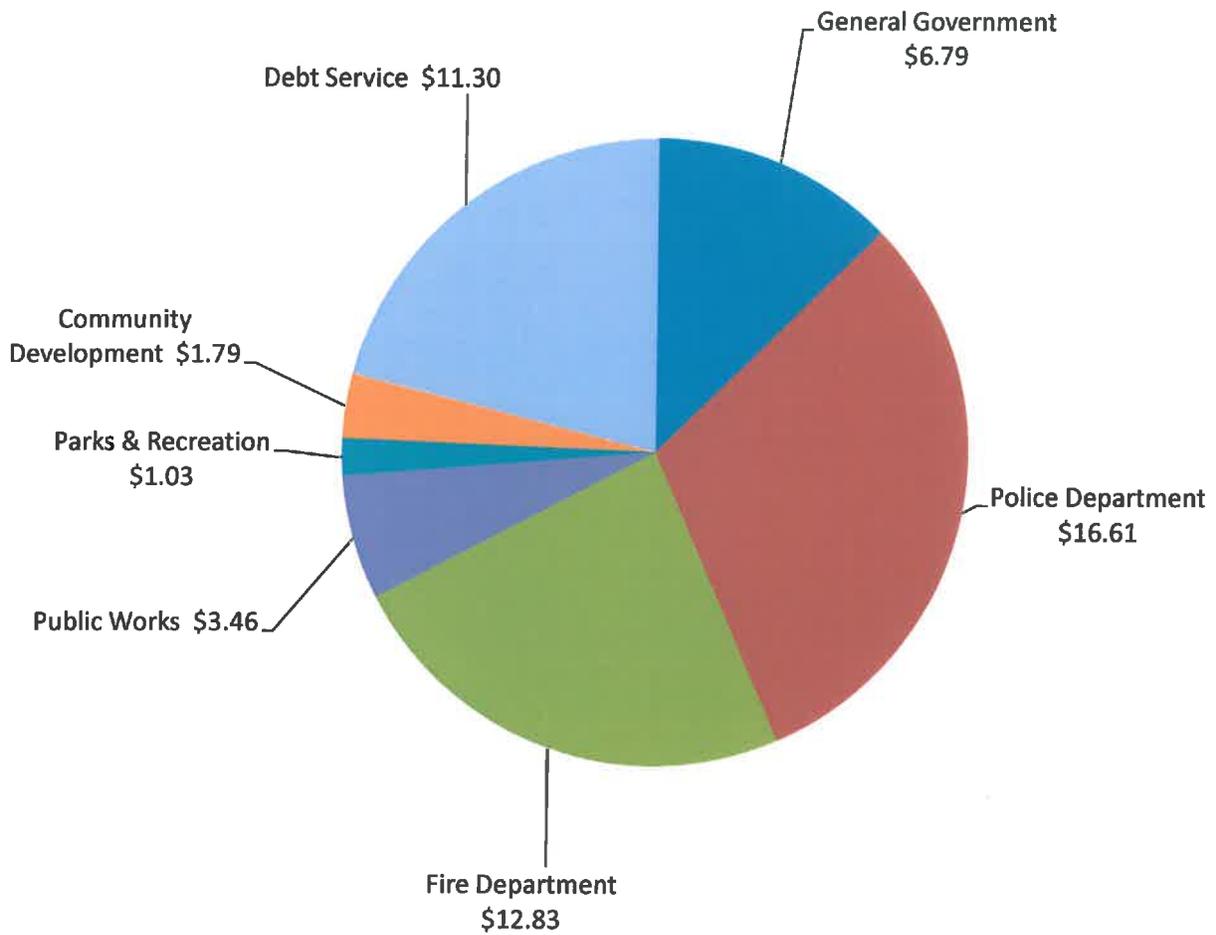


Town of Grand Chute Rate Per \$1000 A.V. 2006 - 2015



◆ Total Tax Rate
 ■ Tax Rate for Operations
 ▲ debt

**Monthly Cost For
Town Services - \$53.81
Based on a \$150,000 Home
And 2015 Town Tax of \$645.72**



DEPARTMENT/ACCOUNT:
GENERAL GOVERNMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
TOWN BOARD (51100)					
PERSONNEL	68,664	68,835	68,630	68,630	68,630
OPERATIONS & MAINTENANCE	19,304	33,759	18,600	18,850	21,600
TOTAL ACCOUNT	87,968	102,594	87,230	87,480	90,230
MUNICIPAL COURT (51200)					
PERSONNEL	92,608	90,881	87,690	87,690	91,000
OPERATIONS & MAINTENANCE	71,659	93,480	91,900	85,250	95,500
CAPITAL OUTLAY	9,754	-	-	-	-
TOTAL ACCOUNT	174,021	184,361	179,590	172,940	186,500
GENERAL ADMIN (51400)					
PERSONNEL	371,451	435,576	388,160	388,160	352,500
OPERATIONS & MAINTENANCE	113,632	132,878	131,800	138,050	132,050
CAPITAL OUTLAY	45,581	74,192	86,900	86,900	115,280
TOTAL ACCOUNT	530,664	642,646	606,860	613,110	599,830
CLERK (51420)					
PERSONNEL	120,917	122,819	128,350	128,350	111,190
OPERATIONS & MAINTENANCE	19,609	22,432	25,970	22,970	26,200
TOTAL ACCOUNT	140,526	145,251	154,320	151,320	137,390
ELECTION (51440)					
PERSONNEL	72,770	12,845	59,880	59,880	19,200
OPERATIONS & MAINTENANCE	13,419	6,600	15,850	12,990	13,120
TOTAL ACCOUNT	86,189	19,445	75,730	72,870	32,320
TREASURER (51501)					
PERSONNEL	4,498	5,856	8,030	7,230	182,330
OPERATIONS & MAINTENANCE	12,065	12,077	13,900	11,315	18,150
TOTAL ACCOUNT	16,563	17,934	21,930	18,545	200,480
MUNICIPAL COMPLEX (51600)					
PERSONNEL	24,317	40,021	24,040	24,540	24,670
OPERATIONS & MAINTENANCE	217,724	213,222	233,250	228,005	244,475
TOTAL ACCOUNT	242,041	253,243	257,290	252,545	269,145

DEPARTMENT/ACCOUNT:
GENERAL GOVERNMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
OTHER MISCELLANEOUS ACCOUNTS					
51300 Legal	44,986	91,232	70,000	70,000	70,000
51910 Erroneous Taxes & Refunds	66,343	77,543	60,000	65,000	60,000
51938 Property, Liability Ins.	218,307	247,004	259,230	224,958	241,615
TOTAL - MISC. ACCOUNTS	329,636	415,778	389,230	359,958	371,615
ALL ACCOUNTS - TOTAL					
PERSONNEL	755,225	776,834	764,780	764,480	849,520
OPERATIONS & MAINTENANCE	467,412	514,448	531,270	517,430	551,095
CAPITAL OUTLAY	55,335	74,192	86,900	86,900	115,280
MISCELLANEOUS ACCOUNTS	329,636	415,778	389,230	359,958	371,615
TOTAL - GEN'L GOV'T ACCOUNTS	1,607,608	1,781,253	1,772,180	1,728,768	1,887,510
REVENUES					
41900 Recinded or Refunded Taxes	55,537	74,998	60,000	25,000	25,000
41150 Woodland/Managed Forest	42	42	50	50	50
43300 Federal Grant	3,127	-	-	-	-
41800 Interest on Delinq P.P. Taxes	1,721	1,730	1,500	1,900	1,750
44100 Business or Occupation License	41,621	54,805	18,500	31,000	29,000
44102 Business - Cable TV	294,363	290,209	290,000	285,000	290,000
44101 Business -Liquor License	33,221	65,628	34,000	63,000	40,000
44201 Non-business License	7,023	6,511	3,000	3,250	3,500
46100 General Government	20,221	19,294	15,000	19,000	18,000
46100 General Admin Fees	2,871	2,773	2,500	2,000	2,000
48200 Rent-Town Hall	1,334	1,643	600	900	300
48440 Insurance Recoveries	-	175,053	1,000	-	-
48900 Misc Revenue	11,599	85,473	8,000	11,000	10,000
48902 Insurance Dividends	62,932	54,501	60,000	21,624	40,596
TOTAL REVENUES	574,864	832,661	494,150	463,724	460,196

DEPARTMENT/ACCOUNT:
TOWN BOARD (51100)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	63,837	64,274	63,750	63,750	63,750
130 Fringe Benefits	4,827	4,561	4,880	4,880	4,880
TOTAL PERSONNEL	68,664	68,835	68,630	68,630	68,630
OPERATIONS & MAINTENANCE					
221 Phone and Communications	236	1,036	1,800	1,800	-
290 Other Contractual Services	-	-	800	1,000	1,000
320 Publication/Printing Fees	16,454	10,336	12,000	12,000	16,000
321 Dues	1,845	21,268	2,500	2,550	3,000
330 Conferences and Training	344	369	500	500	600
390 Miscellaneous Expense	425	750	1,000	1,000	1,000
TOTAL OPERATIONS & MAINT	19,304	33,759	18,600	18,850	21,600
DEPARTMENT TOTAL	87,968	102,594	87,230	87,480	90,230

Department/Account: TOWN BOARD (51100)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries and Wages Annual Salaries for Town Chairman (20,500) and Town Supervisors (10,812).	63,750
130	Fringe Benefits No benefits provided to Town Board except those mandated by Federal law (FICA).	4,880
320	Publication and Printing Fees Cost for mailing three Town newsletters and mandated publications (budget, public hearings, annual meeting, resolutions, ordinances, public bids, register of deeds.)	16,000
321	Dues and Subscriptions Included in this account are dues to Wisconsin Towns Association (950); Fox Cities Chamber of Commerce (1,200); Appleton Post Crescent (400).	3,000

**MUNICIPAL COURT
ACCOUNT #51200**

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.

2015 OBJECTIVES

- Maintain education requirements for Municipal Clerk Certification.
- Rewrite the court manual.
- Continue to see out more ways of collecting unpaid forfeitures.
- Update Bond Book as needed.
- Overseeing the courtroom and increase efficiency.
- Keep updates and education on TIPSS Program.
- Issuing more writ of commitments to clean up old files.

PERFORMANCE MEASURES

<u>Measure</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Proposed 2015</u>
Total Number of Cases	3,989	3,550	4,000

PERSONNEL DETAIL

<u>Title</u>	<u># Full-Time Equivalent (FTEs)</u>		
	<u>Actual 2014</u>	<u>Proposed 2015</u>	<u>2015 Avg. Salary</u>
Municipal Judge	N/A	N/A	\$15,700
Clerk of Courts	.62	.62	29,200
Deputy Clerk of Courts	.60	.60	25,200
Court Officer			1,200
Total Personnel	1.22	1.22	

DEPARTMENT/ACCOUNT:
MUNICIPAL COURT (51200)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries & Wages	74,829	73,774	69,000	69,000	72,480
111 Overtime	46	-	-	-	-
130 Fringe Benefits	17,733	17,107	18,690	18,690	18,520
TOTAL PERSONNEL	92,608	90,881	87,690	87,690	91,000
OPERATIONS & MAINTENANCE					
210 Professional Services-Legal	63,022	82,949	65,400	68,000	69,000
215 Warrants	-	100	10,000	3,000	10,000
221 Phone and Communications	709	726	1,100	800	1,100
290 Other Contractual Services	1,833	1,153	5,600	5,200	5,600
310 Office Supplies	764	1,191	900	700	1,000
311 Postage	1,717	1,786	1,700	1,750	1,800
320 Publication/Printing Fees	533	1,272	1,500	1,200	1,300
321 Dues and Subscriptions	140	100	400	400	400
330 Conferences & Training	1,771	2,301	2,700	2,500	2,700
340 Operating Supplies	1,088	1,299	1,200	900	1,200
347 Office Equipment	82	435	1,200	600	1,200
390 Miscellaneous Expense	-	168	200	200	200
TOTAL OPERATIONS & MAINT	71,659	93,480	91,900	85,250	95,500
CAPITAL OUTLAY					
810 Capital Equipment	9,754	-	-	-	-
DEPARTMENT TOTAL	174,021	184,361	179,590	172,940	186,500

Department/Account: MUNICIPAL COURT (51200)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services - Legal This is the costs for prosecution services by the Town's legal counsel.	69,000
290	Other Contractual Services This is for TIPSS products and support fees. (4,600) Substitute judge. (1,000)	5,600
330	Conferences & Training State statutes mandate that Judges attend at least one conference per year to keep current on new laws. State statute mandates Clerks to attend one conference per year to keep current with new procedures/laws.	2,700

**GENERAL ADMINISTRATION
ACCOUNT # 51400**

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 area of technology and personnel.

2015 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

Title	# Full Time Equivalent (FTEs)		
	Actual 2014	Proposed 2015	2015 Avg. Salary
Town Administrator	1.0	1.0	\$121,400
IT Director	0.5	0.5	78,000
IT Network Coordinator	1.0	1.0	79,000
IT Staff	0.0	1.0	50,500
Exec. Sec./H.R. Specialist	1.0	1.0	56,100
Administrative Clerk	1.0	1.0	34,800
Totals	4.5	5.5	

DEPARTMENT/ACCOUNT:
GENERAL ADMIN (51400)
TOWN ADMINISTRATOR

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	272,827	326,316	274,100	274,100	258,260
111 Overtime	118	15	830	830	130
130 Fringe Benefits	98,506	109,245	113,230	113,230	94,110
TOTAL PERSONNEL	371,451	435,576	388,160	388,160	352,500
OPERATIONS & MAINTENANCE					
210 Professional Services	24,751	2,057	6,500	17,000	-
221 Phone and Communications	3,582	5,215	6,000	5,500	6,000
290 Other Contractual Services	51,705	60,759	89,400	89,400	96,100
310 Office Supplies	18,508	14,434	15,000	15,000	15,000
311 Postage	8,316	3,686	8,000	4,000	2,000
320 Publication/Printing Fees	363	-	200	-	-
321 Dues and Subscriptions	2,482	3,801	3,000	2,500	3,250
330 Conferences and Training	1,699	1,603	2,000	2,600	3,500
344 Gas, Oil and Other Supplies	360	228	400	200	300
351 Allocated Vehicle Maintenance	842	1,319	300	450	400
360 Repairs and Maintenance	-	-	-	1,000	3,000
390 Miscellaneous Expenses	1,024	1,121	1,000	400	2,500
600 Storm Expenses	-	38,656	-	-	-
TOTAL OPERATIONS & MAINT	113,632	132,878	131,800	138,050	132,050
CAPITAL OUTLAY					
810 Capital Equipment	45,581	74,192	86,900	86,900	115,280
TOTAL CAPITAL OUTLAY	45,581	74,192	86,900	86,900	115,280
DEPARTMENT TOTAL	530,664	642,646	606,860	613,110	599,830

Department/Account:
GENERAL ADMINISTRATION (51400)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	0
	With the new financial software we are not anticipating the need to have year end support.	
221	Phone and Communications	6,000
290	Other Contractual Services	96,100
	Town portion of software agreements and programs that the Town uses.	
360	Repairs and Maintenance	3,000
	Miscellaneous expenditures for copiers, computers etc.	
390	Miscellaneous Expenses	2,500
	This increased by \$1,500 this year for employee Recognition and wellness incentives	
810	Capital Outlay	115,280
	Per recommendations from IT Director/Coordinator:	
	Server Space – Rotation plan	7,000
	Storage Controller – Rotation plan	14,000
	Switches – Rotation plan	21,000
	Redundent Core Switches – Rotation plan	14,000
	A/V Upgrades	20,000
	UPS Server Room	980
	Computer replacement 33%	30,100
	FireHouse Upgrade	3,000
	Printer – Accounts Payable	1,000
	Server – Rotation plan	4,200

**TOWN CLERK
ACCOUNT # 51420**

**CLERK / ELECTIONS
ACCOUNT #51440**

GOALS

Maintain accurate and concise official Town records; administer and provide direction of policies adopted by the Town Board; maintain accurate election records, conduct and supervise two elections; maintain financial records, process accounts payables, administer procurement card process; aid and assist the general public; maintain licensing policies; Chair License Committee meetings and prepare meeting packets; provide assistance to Town staff and the Town Board; administer oaths; maintain the Municipal Code of the Town; assist Town Attorney with legal matters.

2015 OBJECTIVES

Conduct and supervise two elections and provide mandatory training
 Re-establish polling location (FS#2) and update all documentation
 Handle Special Assessment notifications
 Edit and publish three Town newsletters
 Assist Finance Director with implementation of financial software
 Continue educational requirements to maintain clerk certification
 Update Town ordinances and municipal code book
 Renew licenses annually

PERFORMANCE MEASURES

Measure	Actual 2013	Estimated 2014	Proposed 2015
Licenses /Permits	874	600	600
New/Updated Voter Registration	123	4500	200
Absentee Ballots Issued	972	4500	1000
Available Poll Workers	85	82	82
Trained Available Chief Inspectors	10	11	12

PERSONNEL DETAIL

Title	# Full Time Equivalent (FTEs)		
	Actual 2014	Proposed 2015	2015 Avg. Salary
Town Clerk	1.0	1.0	\$69,400
Deputy Clerk	1.0	1.0	\$45,400
Poll Workers (Pool of 66)	82	66	\$14,300
Election Set Up/Take Down		0.10	\$24.60/hr

DEPARTMENT/ACCOUNT:
TOWN CLERK (51420)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	81,904	86,209	87,960	87,960	77,490
130 Fringe Benefits	39,013	36,610	40,390	40,390	33,700
TOTAL PERSONNEL	120,917	122,819	128,350	128,350	111,190
OPERATIONS & MAINTENANCE					
221 Phones and Communications	1,017	495	1,000	1,000	1,000
270 Background checks	6,237	5,264	6,600	6,000	6,000
290 Other Contractual Services	6,463	7,123	9,400	7,000	9,400
310 Office Supplies	538	1,186	2,000	2,000	4,000
320 Publication/Printing Fees	1,184	1,257	1,500	1,500	1,500
321 Dues	410	490	770	770	800
330 Conferences & Training	448	911	4,400	4,400	3,200
346 Small Equipment	3,127	5,706	-	-	-
390 Miscellaneous Expense	186	-	300	300	300
TOTAL OPERATIONS & MAINT	19,609	22,432	25,970	22,970	26,200
DEPARTMENT TOTAL	140,526	145,251	154,320	151,320	137,390

Department/Account: CLERK (51420)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries and Wages Salaries to include Deputy Clerk and Admin Asst.	77,490
270	Background Checks Department of Justice charges.	6,000
290	Miscellaneous Contractual Services Annual maintenance fees for code recodification through General Code Corporation.	9,400
320	Publication Liquor license and miscellaneous.	1,500
321	Dues & Subscriptions Annual dues for WMCA and IIMC to include Deputy Clerk.	800
330	Conference & Training Municipal Clerk's conference; Wis-Line training; District meetings (3); certification classes.	3,200
346	Small Equipment	-

DEPARTMENT/ACCOUNT:
ELECTIONS (51440)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries & Wages	67,345	12,364	57,630	57,630	17,680
111 Overtime	3,331	249	910	910	370
130 Fringe Benefits	2,094	232	1,340	1,340	1,150
TOTAL PERSONNEL	72,770	12,845	59,880	59,880	19,200
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	990	1,437	4,250	4,250	4,920
310 Office Supplies	1,281	937	1,500	1,500	1,000
311 Postage	5,076	1,192	5,500	3,640	3,000
320 Publication/Printing Fees	5,205	2,826	4,100	3,100	3,000
346 Hand Tools/Small Equipment	260	-	-	-	700
351 Alloc. Vehicle Maintenance	-	25	-	-	-
390 Miscellaneous Expense	607	183	500	500	500
TOTAL OPERATIONS & MAINT	13,419	6,600	15,850	12,990	13,120
DEPARTMENT TOTAL	86,189	19,445	75,730	72,870	32,320

Department/Account: ELECTION (51440)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries & Wages	17,680
	Includes the following anticipated salaries: Mandatory training for Poll Workers; Chief Inspector recertification; Poll Workers for two elections in 2015; Special Voting Deputies for shut-ins; in office absentee voting assistance.	
290	Contractual Services	4,920
	Election machine maintenance agreements/battery replacement.	
310	Office Supplies	1,000
	Supplies used at polling locations.	
311	Postage	3,000
	Mailing of absentee ballots, voter notices.	
320	Printing & Publication	3,000
	Publications, ballots, machine coding.	
390	Miscellaneous	500

**TOWN TREASURER/FINANCE DEPARTMENT
ACCOUNT # 51501**

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.

2015 OBJECTIVES

- Continue working on implementation of new financial software. Help other Town personnel learn the new software.
- Work with Town personnel on finding ways to improve current procedures, find procedural changes to help with efficiency and proper segregation of duties.
- Review the investments of Town funds and meet with the investment committee on how to maximize the interest earnings.
- Supervise the collection of the tax roll.

PERSONNEL DETAIL

Title	<u># Full Time Equivalent (FTEs)</u>		
	Actual 2014	Proposed 2015	2015 Avg. Salary
Finance Director / Treasurer	1.0	1.0	78,800
Account Clerk II/Deputy Treasurer	1.0	1.0	50,200
Totals	2.0	2.0	

DEPARTMENT/ACCOUNT:
TREASURER/FINANCE DEPARTMENT (51501)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	3,513	4,839	7,300	6,500	126,440
111 Overtime	-	143	-	-	1,860
130 Fringe Benefits	985	875	730	730	54,030
TOTAL PERSONNEL	4,498	5,856	8,030	7,230	182,330
OPERATIONS & MAINTENANCE					
210 Professional Services	10,401	9,718	11,500	10,000	10,000
290 Other Contractual Services	500	650	500	500	500
310 Office Supplies	-	-	-	-	500
311 Postage	-	-	-	-	5,000
321 Dues and Subscriptions	105	200	200	165	450
330 Conferences and Training	656	1,031	1,300	600	1,500
390 Miscellaneous Expense	404	478	400	50	200
TOTAL OPERATIONS & MAINT	12,065	12,077	13,900	11,315	18,150
DEPARTMENT TOTAL	16,563	17,934	21,930	18,545	200,480

Department/Account: TREASURER/FINANCE (51501)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries	126,440
	This line item increased for 2015 due to changes in wage allocations. All finance related salaries are now included here, instead of General Admin.	
210	Professional Services	10,000
	This is based on the average cost of the audit for the past three years.	
290	Other Contractual Services	500
	Tax software update.	
310	Office Supplies	500
	To purchase new business cards, letterhead, envelopes etc. with new Town logo.	
311	Postage	5,000
	Move postage cost from General Admin to coincide with the finance salaries being moved.	
321	Dues and Subscriptions	450
	Dues for Finance Director to WGFOA and WICPA, as well as MTAW for Finance Director and Deputy Treasurer.	
330	Conferences / Training	1,500
	Clerks & Treasurers Institute \$500 MTAW – Spring & Fall workshops \$600 WGFOA Conference and workshops \$400	

DEPARTMENT/ACCOUNT:
MUNICIPAL COMPLEX (51600)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	19,391	34,127	18,000	18,500	18,500
111 Overtime	-	-	-	-	-
130 Fringe Benefits	4,926	5,894	6,040	6,040	6,170
TOTAL PERSONNEL	24,317	40,021	24,040	24,540	24,670
OPERATIONS & MAINTENANCE					
220 Utilities	131,793	134,764	141,250	141,000	152,450
290 Other Contractual Services	42,567	30,224	47,000	46,000	50,925
360 Building Maintenance	43,364	47,697	45,000	41,000	41,100
390 Miscellaneous	-	537	-	5	-
TOTAL OPERATIONS & MAINT	217,724	213,222	233,250	228,005	244,475
DEPARTMENT TOTAL	242,041	253,243	257,290	252,545	269,145

Department/Account: MUNICIPAL COMPLEX (51600)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries	18,500
	Cost associated with Public Works staff time maintaining the Town Hall, setting up for meetings and room rentals. Increase is based on actual costs over the past several years.	
220	Utilities	152,450
	Amount shown reflects an increase of 0.34% increase in electric cost and a 1.7% decrease in natural gas cost for 2015.	
	<ul style="list-style-type: none"> • We Energies Electric and Gas • Water, Sewer and Storm • Telephone 	<p>137,750</p> <p>13,500</p> <p>1,200</p>
290	Other Contractual Services	50,925
	<ul style="list-style-type: none"> • Janitorial services, floor maintenance and carpet cleaning at the Town Hall • Floor mat service • Fire alarm monitoring & testing • Lawn Fertilizer and herbicide for Town Hall and Grand Chute Boulevard • Landscape maintenance at Town Hall • Window Cleaning Town Hall (semi-annually) • Garage Door preventative maintenance • Generator preventative maintenance • Elevator maintenance • HVAC system maintenance • Fire extinguishers maintenance and testing 	<p>25,288</p> <p>3,935</p> <p>1,500</p> <p>1,857</p> <p>1,595</p> <p>1,150</p> <p>2,000</p> <p>1,000</p> <p>4,000</p> <p>8,000</p> <p>600</p>
360	Building Repair & Maintenance	41,100
	<ul style="list-style-type: none"> • Interior painting and wall repair • Plumbing and electrical repairs • Landscape repair and replacement • Parking lot lighting upgrade to LED • Add storage room door to Board Room 	<p>7,300</p> <p>5,000</p> <p>2,500</p> <p>25,000</p> <p>1,300</p>

DEPARTMENT/ACCOUNT:
LEGAL (51300)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
OPERATIONS & MAINTENANCE					
210 Professional Services	44,986	91,232	70,000	70,000	70,000
TOTAL OPERATIONS & MAINT	44,986	91,232	70,000	70,000	70,000
DEPARTMENT TOTAL	44,986	91,232	70,000	70,000	70,000

Department/Account: LEGAL (51300)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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:
ERRONEOUS TAXES & REFUNDS (51910)

FUND:
GENERAL FUND (10)

		ACTUAL	ACTUAL	BUDGET	YEAR-END ESTIMATE	PROPOSED BUDGET
		2012	2013	2014	2014	2015
OPERATIONS & MAINTENANCE						
51910	ERRONEOUS TAXES	66,343	77,543	60,000	65,000	60,000
TOTAL OPERATIONS & MAINT		66,343	77,543	60,000	65,000	60,000
DEPARTMENT TOTAL		66,343	77,543	60,000	65,000	60,000

DEPARTMENT/ACCOUNT:
INSURANCE (51938)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
OPERATIONS & MAINTENANCE					
002 Workers Comp	109,668	125,568	135,229	128,509	137,568
003 Gen Liability	81,224	88,679	86,894	69,322	74,896
004 Property Insurance	15,120	31,650	22,359	20,738	22,112
005 Employee Bond	12,296	1,107	14,748	6,389	7,039
TOTAL OPERATIONS & MAINT	218,307	247,004	259,230	224,958	241,615
DEPARTMENT TOTAL	218,307	247,004	259,230	224,958	241,615
REVENUES					
Miscellaneous Revenue					
48902 Insurance Dividends	62,932	54,501	60,000	21,624	40,596
TOTAL REVENUE	62,932	54,501	60,000	21,624	40,596

Department/Account: INSURANCE (51938)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
002-005	Insurance Premiums	\$241,615

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

**2015 POLICE DEPARTMENT BUDGET
FIELD OPERATIONS DIVISION ACCOUNT #52100
POLICE ADMINISTRATION ACCOUNT #52110
TECHNICAL OPERATIONS DIVISION ACCOUNT #52120**

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.

2015 GOALS/OBJECTIVES

- Assimilate the regional Victim Crisis Response (VCR) Program into the organization and seek ways to enhance our relationship with the program.
- Develop a patrol level program designed to increase officer awareness of various code enforcement opportunities that can be acted upon while performing routine patrol functions.
- Add additional officers to the test and evaluation of Dragon dictation software and reach a final conclusion on the impact of this technology on department operations prior to the development of the 2016 budget.
- Appoint an officer to a trial community police officer assignment utilizing a position created when a supervisory position was converted to a patrol officer position in 2013. This goal is carried over from 2014, as the inability to reach full staffing strength during 2014 prevented implementation of plan.
- Fully implement the officer career enhancement program introduced in 2014 as a byproduct of contract negotiations for 2013-2014.
- Implement organizational changes brought about by the conclusion of labor negotiations between the Town and the GCPA for 2015.

2015 PERFORMANCE MEASURES

<u>Description</u>	<u>2013 Actual</u>	<u>2014 Estimate</u>	<u>2015 Goal</u>
Monthly reports of department activity to the Town Board and Police & Fire Commission (PFC)	12	12	12
Part I Crime Clearance Rate by Arrests	62%	60%	62%
Number of Officer Initiated Activity (Citations, Summonses, Citizen Contacts, Parking Citations, Warrants)	7,848	6,650	7,500
Ordinance Compliance Checks; underage alcohol, escort, licensed premises inspections, etc.	6	4	6
Community outreach activities; e.g., neighborhood watch, school talks, safety days, career fairs, etc.	30	30	35

PERSONNEL DETAIL

Full Time Equivalent (FTEs)

<u>TITLE</u>	<u>ACTUAL 2014</u>	<u>PROPOSED 2015</u>	<u>2015 AVG. SALARY</u>
Police Chief	1.00	1.00	\$102,600
Captain	2.00	2.00	\$81,600
Lieutenant	4.00	4.00	\$77,700
Corporal	1.00	1.00	\$67,500
Police Officer	22.00	23.00	\$60,500
Police Officer – Part Time	0.00	0.00	N/A
Community Service Officers	3.00	3.00	\$11.62/hr
Crossing Guards	1.25	1.25	\$11.80/hr
Executive Secretary	1.00	1.00	\$47,300
Police Secretary	3.50	3.50	\$38,900
Evidence Technician	1.25	1.25	\$42,300
Victim Crisis Response Coordinator (Grant Funded)	1.00	1.00	\$33,100
TOTAL PERSONNEL	41.00	42.00	

DEPARTMENT/ACCOUNT:
POLICE SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
POLICE-FIELD OPERATIONS (52100)					
PERSONNEL	2,536,996	2,529,828	2,514,756	2,514,756	2,568,721
OPERATIONS & MAINTENANCE	186,592	218,645	188,150	185,150	192,786
CAPITAL OUTLAY	76,585	121,943	139,953	137,663	114,131
TOTAL ACCOUNT	2,800,173	2,870,416	2,842,859	2,837,569	2,875,638
POLICE-ADMINISTRATION (52110)					
PERSONNEL	390,659	388,185	387,960	388,060	403,870
OPERATIONS & MAINTENANCE	76,082	62,626	61,825	56,730	81,975
CAPITAL OUTLAY	21,348	-	-	-	-
TOTAL ACCOUNT	488,088	450,812	449,785	444,790	485,845
POLICE-TECHNICAL OPERATIONS (52120)					
PERSONNEL	559,257	534,483	591,564	591,564	609,020
OPERATIONS & MAINTENANCE	46,702	55,372	54,640	53,678	50,701
CAPITAL OUTLAY	21,348	18,725	-	-	18,700
TOTAL ACCOUNT	627,307	608,580	646,204	645,242	678,421
OTHER ACCOUNTS (54100)					
ANIMAL CONTROL	7,242	6,205	5,500	6,200	6,200
ALL ACCOUNTS - TOTAL					
PERSONNEL	3,486,912	3,452,496	3,494,280	3,494,380	3,581,611
OPERATIONS & MAINTENANCE	309,376	336,644	304,615	295,558	325,462
CAPITAL OUTLAY	119,281	140,668	139,953	137,663	132,831
OTHER ACCOUNT	7,242	6,205	5,500	6,200	6,200
TOTAL DEPARTMENT	3,922,811	3,936,013	3,944,348	3,933,801	4,046,104
REVENUES					
Intergovernmental Revenues					
43211 Federal Grant	3,456	3,758	2,625	25,998	47,169
43521 State Aid - Police	6,785	41,248	6,000	5,500	4,300
47321 School Liason Reimb	18,101	18,825	19,578	19,578	20,361
Fines, Forfeitures & Penalties					
45100 Court Penalties & Costs	412,951	397,205	380,000	385,000	390,000
45221 Judgement & Damages	1,981	4,429	500	3,500	2,500
Public Charges for Services					
46210 Fees - Copies	7,128	9,861	9,500	7,150	8,000
46211 Fees - Fingerprinting	8,151	6,829	7,000	4,775	5,000
46214 False Alarms	27,078	19,876	27,000	26,500	27,000
46212 Contracted Services	11,106	13,115	11,000	15,000	13,000
46213 Abandon Vehicles	-	4,555	-	4,100	4,000
Miscellaneous Revenue					
48301 Sale of Police Equipment	29,222	21,542	24,000	22,000	24,000
48420 Police - Insurance Recovery	44	18,331	5,000	4,500	5,000
48501 Donations-Crime Prevention	634	1,880	1,000	1,000	1,000
48900 Police Reimbursements	-	10,042	-	750	500
TOTAL REVENUES	526,637	571,496	493,203	525,351	551,830

DEPARTMENT/ACCOUNT:
POLICE-FIELD OPERATIONS (52100)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	1,471,596	1,499,240	1,612,130	1,612,130	1,691,580
111 Overtime/Call In	210,408	220,417	158,050	158,050	140,330
120 Career Development	-	-	6,196	6,196	7,841
130 Fringe Benefits	834,846	790,624	716,660	716,660	709,220
150 Education Premium	8,500	7,500	8,500	8,500	6,000
195 Clothing Allowance	11,646	12,047	13,220	13,220	13,750
TOTAL PERSONNEL	2,536,996	2,529,828	2,514,756	2,514,756	2,568,721
OPERATIONS & MAINTENANCE					
210 Professional Services	876	778	1,500	1,150	-
221 Phone and Communications	650	-	-	-	-
240 Repairs & Maintenance	5,943	-	-	-	-
290 Contractual Services	1,920	877	1,000	-	1,650
291 Uniforms	9,762	12,829	7,750	7,500	7,972
320 Publication/Printing Fees	318	335	650	650	650
321 Dues & Subscriptions	35	45	-	-	285
325 Crime Prevention Fund	3,619	5,001	2,100	2,000	2,100
330 Conference and Training	9,516	9,663	8,550	8,000	9,550
340 Operating Supplies	16,942	11,531	9,500	9,500	10,212
341 Drug and Alcohol Testing	8,467	6,656	7,200	6,500	6,000
344 Gas, Oil and Other Supplies	80,252	93,180	93,600	93,600	93,600
346 Operating Equipment	8,320	11,104	10,050	11,000	14,517
350 Vehicle Maintenance	600	17,060	2,500	1,800	2,500
351 Allocated Vehicle Maintenance	35,791	43,896	39,500	39,500	39,500
380 Equipment Maintenance	3,173	5,259	3,500	3,200	3,500
390 Miscellaneous Expenses	407	431	750	750	750
TOTAL OPERATIONS & MAINT	186,592	218,645	188,150	185,150	192,786
CAPITAL OUTLAY					
810 Capital Equipment	-	3,610	15,663	15,663	16,610
811 Capital Equipment-Vehicles	76,585	118,333	124,290	122,000	97,521
TOTAL CAPITAL OUTLAY	76,585	121,943	139,953	137,663	114,131
DEPARTMENT TOTAL	2,800,173	2,870,416	2,842,859	2,837,569	2,875,638

DEPARTMENT / ACCOUNT: FIELD OPERATIONS DIVISION (52100)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	0.00
	This account has previously covered the costs of translation services when officers encounter language barriers. The funds have been moved to the Police Administration budget.	
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	1,650.00
	This account is intended to cover the maintenance agreements for our patrol scheduling software and our Badger TraCS enforcement software.	
291	Uniforms	7,972.00
	The Collective Bargaining Agreement requires the town provide each officer with body armor. Based on the current replacement schedule, five vests are due for replacement in 2015 and two additional vests will be needed to equip newly hired officers.	
320	Publication and Printing	650.00
	This account covers printing costs associated with new business cards.	
321	Dues and Subscriptions	285.00
	This fund covers membership in various professional organizations for the Field Operations Commander and various other memberships for other members of the unit. Examples include the Wisconsin Chiefs of Police Association, the Wisconsin Association for Identification, and the North American Police Work Dog Association.	

325	Crime Prevention	2,100.00
	<p>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.</p>	
330	Conference & Training	9,550.00
	<p>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.</p>	
340	Operating Supplies	10,212.00
	<p>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. This account has increased due to supply costs associated with biennial Taser training scheduled for 2015.</p>	
341	Drug, Alcohol, and Other Testing	6,000.00
	<p>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 loss of a state alcohol traffic grant in 2015.</p>	
344	Gas, Oil, and Other Supplies	93,600.00
	<p>This account funds vehicle fuel and related supplies. The 2015 figure was calculated based upon a two-year fuel consumption average and a projected cost per gallon of \$3.56.</p>	
346	Operating Equipment	14,517.00
	<p>This account is primarily used to replace equipment utilized for day to day patrol operations; e.g., Tasers and AEDs. This account has increased for 2015, largely because of the need to replace a radar unit.</p>	

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** \$16,610.00

This request would outfit every patrol officer with a wearable carrier capable of carrying a ballistic plate rated to stop a rifle round, extra handgun and rifle magazines, and a medical trauma kit. It would also fund the purchase of one rifle rated ballistic plate for each patrol car, enabling an officer to insert the plate in his or her wearable carrier if it becomes necessary to respond to a call of an active shooter or other situations involving high powered weapons.

811 **Capital Outlay – Vehicles** 97,521.00

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

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

Squad (w/ up-fitting)	\$25,282 (State bid adjusted for inflation)
Light bar	\$2,000
Rifle/shotgun rack (w/locks)	\$200
Siren/switch box	\$700
Radio console	\$500

MDC mount	\$550
Partition	N/A
Transport seat	N/A
Traffic advisor lights	\$400
Graphics	\$500
In-car camera system	NA
Window bars	\$250
Vehicle setup	<u>\$2,125</u>
Total	\$32,507

2015 BUDGET ENHANCEMENT DECISION PACKAGE

DEPARTMENT/ACCOUNT:
POLICE PATROL 52100

FUND:
GENERAL FUND (10)

DESCRIPTION

See the attached report, *Grand Chute Police Department, 2014 Staffing Analysis*

PERSONNEL SUMMARY

Position Title	Type (FT/PT)	# FTEs	Salary	Fringe Benefits 61.86%	OT Hours w/ Fringes 17.96%	Total Cost
Sworn Police Officer	FT	1 FTE	\$50,773.00	\$31,408.00	\$6,047.00	\$88,228.00
TOTAL PERSONNEL						\$88,228.00

OTHER EXPENSES / OFFSETS

Description	Cost
Costs associated with hiring and equipping one full-time officer:	\$4,531.00
Savings associated with the salary/fringe benefit differential between the four officers separating in 2014 and four new hires:	(\$53,092.00)
Savings associated with the reduction in patrol overtime associated with introduction of the new patrol schedule (salary and fringe benefits):	(\$28,132.00)
Savings associated with the purchase of an unmarked vehicle in 2015 rather than a marked vehicle:	(\$8,082.00)
Savings associated with the elimination of one crossing guard position:	(\$8,244.00)
TOTAL OTHER	(\$93,019.00)

TOTAL AMOUNT OF DECISION PACKAGE	(\$4,791.00)
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2015 BUDGET ENHANCEMENT DECISION PACKAGE

DEPARTMENT/ACCOUNT:
POLICE PATROL 52100

FUND:
GENERAL FUND (10)

REVENUE SUMMARY

Description of Revenue	# of Months Revenue to be realized	Projected Revenue
Average annual enforcement revenue associated with a uniformed patrol officer position:		\$25,000.00
TOTAL REVENUE		N/A

NET COST (LEVY IMPACT) OF DECISION PACKAGE	(\$29,791.00)
ESTIMATED NET COST (IN MILLS)	

Grand Chute Police Department
2014 Staffing Analysis
August 27, 2014

Introduction:

Since 2008, the police department has been committed to a proactive style of policing that embraces the concepts of community policing. This commitment required a significant philosophical shift in the organization. Rather than merely reacting to radio calls, we began employing creative problem solving techniques, formed policing partnerships, enlisted community support for our initiatives, and increased our self-initiated policing activity. As a result, instead of limiting our response to resolving immediate problems, we began exploring the underlying causes of problems and sought solutions that reduced the likelihood problems would recur. Some of the results of these efforts include the dramatic reduction in underage alcohol sales, the reduction in calls for service to budget motels, and increased awareness of, and attention to, the crimes of prostitution and human trafficking.

In order to successfully implement such a policing strategy, officers require time during their workday to invest in problem solving activities. This is time, free from radio calls, when an officer can conduct research, analyze data, participate in community meetings, make phone calls, write reports, or perform other tasks requiring uninterrupted time. Without dedicated time to complete these tasks, accomplishments like those I've alluded to become very difficult to achieve. As such, any staffing plan adopted by the organization must accommodate these activities.

Prior Staffing Analysis:

In 2009, we conducted a comprehensive staffing analysis to determine the appropriate staffing level for the department. The study utilized 2006-2008 data, drawn from our electronic records management and computer aided dispatch systems. We based the analysis on formulas developed by the Traffic Institute of Northwestern University. These formulas have been compiled in the Police Personnel Allocation Manual, now distributed by the National Highway Traffic Safety Administration and widely used by municipal police departments to assess staffing levels, primarily in units whose mission includes patrol and traffic services.

The 2009 study concluded that a staffing level of 20 (19.27) officers would permit an average of one hour of proactive policing time per officer, per shift. Were 1.5 hours of proactive policing time desired, the required staffing level would increase to 22 (21.72) officers. At that time, our patrol staffing level was 17 officers, a staffing level that afforded us only 30 minutes of proactive policing time per officer, per shift.

These study results served as the impetus for our 2011 budget request to convert funds for 1.5 part-time officers to an additional fulltime officer. Since the department had not been successful maintaining a stable cadre of part-time officers, the proposal was designed to move us one officer closer to the target staffing level of 20 officers. This proposal was approved by the Board, and in 2011 our fulltime patrol staff increased to 18, still two officers below the staffing level recommended by the 2009 study.

Current Staffing Concerns:

Though we've undoubtedly achieved successes at this staffing level, a variety of factors have led us to conclude it is time to reevaluate our staffing situation. The first factor we considered is the impact vacancies have had on our staffing over the past three years.

Vacancies

Turnover is normal in a police agency and it's not uncommon to be working around vacancies. The formulas contained in the Police Personnel Allocation Manual acknowledge the impact on staffing caused by absences, as they incorporate standard loss factors impacting staffing; such as vacations, family medical leave, workers compensation, military leave, training time, compensatory time, etc. They don't, however, take into account absences created by the separation of an employee. We have examined this closely and determined that our effective staffing in patrol over the past three years has been 16.6 officers in 2011, 16.5 officers in 2012, and 15.4 officers in 2013. While the goal is to achieve and maintain our authorized strength to maximize our policing capabilities, the reality is vacancies have negatively impacted our ability to engage in proactive policing. With an authorized strength of 18, two below the targeted staffing level recommended by the 2009 staffing study, contending with vacancies makes the delivery of this type of service much more challenging.

When faced with a significant number of vacant shifts, we are often forced to turn to overtime to ensure adequate shift staffing. When we do so, we generally staff to meet minimum call for service needs, rather than to engage in proactive policing. The obvious reason is the increased cost of that discretionary service when conducted at an overtime rate of pay. In 2011, we were forced to cover 798 shifts with overtime. In 2012 that number was 693, and in 2013, 713 shifts were covered with overtime, as a result of vacancies and absences resulting from other causes. These figures represent a dramatic increase over the overtime shifts required to maintain staffing in 2008, when only 197 overtime shifts were needed to maintain adequate patrol coverage. If we convert these overtime shifts to a straight rate of pay, we find they represent the equivalent of 4.93 officers in 2011, 4.28 officers in 2012, and 4.4 officers in 2013. In other words, while authorized 18 sworn officers, and effectively staffed at 16.6, 16.5, and 15.4 officers respectively in 2011, 2012, and 2013, we paid for the equivalent of 21.53, 20.78, and 19.8 officers over the same period, due to the increased cost of covering shifts with overtime.

Reliance on Mutual Aid

We have also begun tracking emergency calls for service we are unable to respond to, necessitating response by another agency; generally either the Appleton Police Department or the

Outagamie County Sheriff's Department. The shift supervisors have been tracking these circumstances anecdotally since the end of 2013 and have reported several incidents, including fights, injury accidents, armed suicidal subjects, violent domestics, and weapons calls, where no Grand Chute officers were available. A search of our computer aided dispatch system (CAD) for 2013 revealed 109 assists provided by the Appleton Police Department and 305 assists provided by the Outagamie County Sheriff's Department for situations where we were unavailable to react to a call for service of a sufficiently critical nature that it couldn't be held for the next available Grand Chute officer.

This reliance on other agencies caused us to look for reasons that explain our lack of availability for such a large number of calls for service. Specifically, we examined our reactive time data. Reactive time is that time spent in handling on-demand services. This workload variable is largely beyond the control of officers and is dictated by citizen demand for immediate service, often of an emergency nature. Reactive time is also a key component of the staffing formula found in the Police Personnel Allocation Manual and, as such, it was thoroughly researched in 2009. In examining our reactive time over the past few years, we discovered that our reactive time commitment had increased by 13.94% over the data used in the 2009 PAM staffing analysis. We also noted a corresponding increase in citizen initiated calls for service over the first six months of 2014 of 9%. These data suggest one of the reasons we have been experiencing such a high incidence of other agency responses to Grand Chute calls for service is we have seen a significant increase in officer workload, but have made no commensurate adjustments to our staffing configuration to accommodate the increase.

Comparison with Other Departments

Part of the evaluation of our current staffing situation also included an examination of staffing conditions in other police departments. A typical component of most staffing studies is to draw a comparison between the agency evaluating its staffing situation and other similarly sized departments. We have done so, choosing to compare ourselves with 18 other communities in the state. These communities were selected for their size, having population figures within 5,000 residents, plus or minus, of our population. The list of comparison communities is attached to this document. The comparison includes two variables, population and crime data. Since 2012 was the most recent crime data available, we chose that year for our comparison.

The first staffing comparison examines officers per capita, or officers per 1000 population. In this comparison, Grand Chute ranks near the bottom, at 18 out of 19 communities, with a per capita staffing level of 1.32 officers per 1000 population. Only Caledonia is lower, at 1.17 officers per 1000 population. Marshfield has the highest per capita staffing level at 2.05 per 1000 population. The average of the 19 communities is 1.6 officers per 1000 population. A copy of the chart depicting this comparison, entitled *Comparison of Police Staffing in 19 Similarly Sized Municipalities, Ranked by Per Capita Staffing*, is attached to this document.

One of the problems of comparing per capita staffing is it says nothing about the volume of work the department is required to handle. For example, the 2012 State of Wisconsin average per capita staffing figure of 2.03 officers per 1000 population, as reported in the January 2014 edition of *The Wisconsin Taxpayer*, includes such agencies as Milwaukee (3.2 officers per capita), Madison (1.9 officers per capita), Green Bay (1.76 officers per capita), Kenosha (2.00

officers per capita), and Racine (2.51 officers per capita). Each of these is a large community with significantly more crime per capita (workload) than our comparison communities. As such, it would be inappropriate to draw conclusions about staffing needs from a comparison that includes these communities. Our comparison sought to address this issue by factoring crime as a measure of workload into our comparison of 19 similarly sized communities.

We examined 2012 crime figures for each of our comparison communities. Since violent crime results in a greater workload, we weighted violent crime more heavily than property crime. In other words, a community with fewer total crimes than another, but a disproportionately higher number of violent crimes, could be viewed as having a more demanding workload. The comparison of our communities by workload, as determined by crime activity, is depicted in a chart entitled, *Comparison of Police Staffing in 19 Similarly Sized Municipalities, Ranked by Crime Activity*, is attached to this document. It reveals that only one community has a more demanding workload than Grand Chute, that being Mount Pleasant, a community staffed at 1.64 officers per 1000 population.

Our next workload comparison factored in per capita staffing by examining the workload carried by each officer. This comparison sought to determine which agency's officers carried the heaviest individual workload based on an equal distribution of crime activity amongst the officers. This comparison, depicted in the chart entitled, *Comparison of Police Staffing in 19 Similarly Sized Municipalities, Ranked by Crimes per Officer*, revealed that Grand Chute officers carry a higher individual workload than those in any of the other comparison departments at 31.27 crime calls per officer, a byproduct of the second highest total of crime activity, coupled with the second lowest per capita staffing level. The two agencies with the closest individual officer workload figures were Wisconsin Rapids, at 23.89 crimes per officer, and Mount Pleasant, at 21.16 crimes per officer. Though Mount Pleasant had experienced more crime activity than Grand Chute, its greater per capita staffing distributed that workload among a larger staff, resulting in an individual workload that was 32.33% lower than an average Grand Chute officer.

PAM Analysis:

Our numerous staffing concerns led us to the conclusion that another comprehensive staffing analysis was necessary. As we did in 2009, we elected to use the staffing formulas in the Police Personnel Allocation Manual (PAM) for this purpose.

One of the fundamental purposes of the PAM staffing methodology is to determine the number of officers needed on a daily basis to meet the basic policing needs of the community, while still delivering a prescribed level of proactive policing. Basic policing services are largely accounted for in the data sets of reactive time, uncommitted patrol time, and administrative time, as defined below. Proactive time, on the other hand, is a determination to be made by decision makers in the community. For the purposes of this study, we have analyzed the staffing levels necessary to afford uniformed patrol officers the time to engage in one hour and one and one-half hours of proactive policing per 10-hour patrol shift.

The PAM methodology is a time-based model that divides all officer time, both on and off-duty, into two categories; patrol and non-patrol. Non-patrol time includes all off-duty time and on-duty non-patrol assignments, such as training. On-duty patrol time is divided into four categories:

1. Reactive time – refers to an activity described in the PAM methodology as “service on demand.” This may be a citizen call for service or a field activity initiated by an officer. In all cases, the time associated with this activity is tracked in the Computer Aided Dispatch (CAD) system on a service screen created by a police telecommunicator.
2. Uncommitted patrol time – refers to time devoted to moving patrol intended to provide visibility for general deterrence of criminal activity, as well as the detection of criminal behavior and traffic violations. Uncommitted patrol time is often referred to as preventive patrol. While performing this task, officers remain ready to respond to a citizen call for service or initiate a field activity.
3. Administrative time – refers to time devoted to tasks such as daily shift briefing; patrol car maintenance; report writing; reviewing/responding to e-mail/voicemail; supervisor conferences; personal time; e.g., meal breaks; etc.
4. Proactive time – refers to time devoted to officer initiated or assigned patrol duties that are not directly related to on-demand service needs. Proactive policing generally involves focused efforts intended to reduce crime and behaviors that constitute violations of municipal ordinances or state traffic statutes. Attention is given to addressing community conditions known to foster criminal conduct.

Once the aforementioned time variables have been calculated, the PAM methodology uses the following formula to determine the average number of on-duty officers that will be required during a 24-hour period.

$$\text{Average Number of Officers Needed per Day} = \frac{\text{RT} + \text{UT}}{1 - \text{AT}/60 - \text{PT}/60}$$

RT – (reactive time) the average number of on-duty officers required per day to handle all on-demand service requirements that comprise the reactive time category.

UT – (uncommitted time) the average number of on-duty officers required per day to provide a specified level of uncommitted or preventive patrol in the service area.

AT – (administrative time) the average number of minutes per hour spent on administrative activities by each on-duty officer.

PT – (proactive time) the average number of minutes per hour spent on proactive policing activities.

Upon determining the daily staffing requirement for an agency, the PAM methodology allows for a calculation of the total number of patrol officers necessary to ensure daily staffing levels can be routinely met. This is achieved by multiplying the average number of officers required per day by the “shift relief factor.” The Police Personnel Allocation Manual defines the shift relief factor as, “the average number of personnel needed to provide one on-duty officer for one shift every day.” It is calculated by dividing the total number of hours an officer is available per year by the actual number of available hours after deducting all of the various loss factors that reduce an officer’s available time. The shift relief factor is the number by which the daily number of required personnel is multiplied to arrive at a total patrol staff size.

Data Collection:

Data for this PAM analysis was collected from a variety of sources. These include computer programs designed to track officer time, officer work schedules, personnel records that track officer time and benefits, and state and municipal databases that contain information on the type of roadways and the number of roadway miles in the community.

Reactive Time

Reactive time was exclusively drawn from the computer aided dispatch (CAD) software program operated by the Outagamie County Communication Center. The CAD software captures all time spent in delivering on-demand police services. A report entitled “Officer Time on Incident by Incident Type” was run for the years 2011-2013. The research yielded a three year total of 42,681.07 hours of reactive time, or an average of 14,227.02 hours per year.

To utilize reactive time in the PAM methodology, it must be converted to the average number of on-duty officers required per day to handle all on-demand service requirements. That number is determined by dividing the number of reactive time hours in a year (14,227.02) by the number of days in a year (365), then dividing the result by the length of a patrol shift (10 hours). That formula yielded an average reactive time staffing requirement per day of 3.9 officers.

Uncommitted Patrol Time

Establishing a figure for uncommitted patrol time requires data on the number and type of roadway miles in the community. Once that data is obtained, it is used to calculate the number of officers needed to provide preventive patrol over a 24-hour period by applying an estimated patrol speed for each type of roadway and an average interval between trips down each roadway in a 24-hour period.

Roadway data for the Town of Grand Chute was obtained from the Wisconsin Department of Transportation and the Department of Public Works. The estimated patrol speed for each roadway type is based on average values from the Police Allocation Manual User's Guide. The patrol intervals chosen for the study have an officer traveling each arterial roadway once every two hours, each collector roadway once every four hours, and each residential roadway once in a 24-hour period.

The results of the uncommitted patrol time analysis are depicted in the charts below. The results suggest 2.71 officers are needed in a 24-hour period to provide the stated level of preventive patrol.

Analysis of Uncommitted Patrol Time				
Road Category	Miles	Estimated Patrol Speed	Average Patrol Interval	Average Staffing Requirement per Day
Arterial	28.00	24 mph	2.00	1.40
Collector	25.00	18 mph	5.00	0.67
Residential	96.00	15 mph	24.00	0.64
Totals				2.71

Notes regarding uncommitted patrol time:

1. Formula for determining staffing need is:

$$\frac{24 \text{ Hours} \times \text{Number of Roadway Miles}}{\text{Average Patrol Speed} \times \text{Patrol Shift Length} \times \text{Patrol Interval}}$$
2. Arterial Roadway - A major through roadway that is typically used to travel longer distances within a community.
3. Collector Roadway - A intermediate roadway used by motorists as a bridge between residential and arterial roadways.
4. Residential Roadway - A roadway not generally used by through traffic, usually located in areas of low-density, residential housing.
5. Estimated Patrol Speed is based on average values from the Police Allocation Manual User's Guide.
6. Average Staffing Required per Day is the number of officers needed to drive the total number of miles at the average speed and patrol interval.

Administrative Time

Administrative Time was calculated by identifying the typical administrative tasks an officer generally performs on a daily basis and assigning a time estimate for each task. The various tasks and their associated times include:

1. Daily shift briefing – 15 minutes
2. Review of e-mails, voicemails, or electronic policy documents – 15 minutes
3. Supervisor consultation – 10 minutes
4. Vehicle maintenance – 5 minutes
5. Meal breaks – 30 minutes (it isn't uncommon for call volume to preclude meal breaks, but the staffing plan must allow for this)

6. Fatigue break – 10 minutes
7. Report writing – 60 minutes (research on police report writing has suggested officers spend approximately 20% of their time engaged in report writing. We chose to use a figure of 10%.)

The tasks we've used to create an administrative time model for the PAM analysis consume, on average, approximately 145 minutes per 10-hour shift, or 14.5 minutes per hour. This figure fits within administrative time parameters established during field testing of the PAM methodology, which identified a range of administrative times from 6.79 minutes per hour to 19.5 minutes per hour.

Proactive Time

Proactive policing time is essentially the time remaining for officers to engage in self-initiated policing activities after they have satisfied all on-demand service requests, fulfilled all administrative duties, and provided a prescribed amount of preventive patrol. Proactive time is critical for such tasks as hotel/motel compliance, alcohol education, prostitution/human trafficking investigations, community outreach efforts, and addressing neighborhood problems, such as deer management and traffic/speed studies.

For the purpose of projecting staffing needs, the PAM methodology requires decision makers to consider the amount of time they desire officers to be engaged in this style of policing. As such, there is no data collection, per se. Once the desired amount of proactive time is agreed upon, a formula is used to determine the number of staff necessary to achieve the proactive policing goal. In our 2009 PAM analysis, our recommendations were based on delivering, on average, one hour of proactive policing per shift. For the purpose of this study, we have chosen to examine the staffing level required for both one hour and one and one-half hours of proactive time per shift.

Daily Patrol Staffing Requirements:

Having collected all of the necessary data, we can calculate a numerical result for each of the four patrol time components required for the PAM methodology formula to be applied. Those results are as follows:

Proactive Time per Patrol Shift	Administrative Time (minutes per hour)	Reactive Time (officers required per day)	Uncommitted Time (officers required per day)
1 hour (6 min./hr.)	14.50	3.90	2.71
1.5 hours (9 min./hr.)	14.50	3.90	2.71

The numerical results for each of the four patrol time components can then be applied to the formula to determine the average number of officers required per day. The formula and results appear below. The results reveal a need of 10.05 officers per day, on average, to ensure one hour

of proactive patrol time and 10.87 officers per day to ensure one and one-half hours of proactive patrol time.

$$\text{Average Number of Officers Needed per Day} = \frac{\text{RT} + \text{UT}}{1 - \text{AT}/60 - \text{PT}/60}$$

Estimated Patrol Staffing

(Daily staff required to accomplish proactive policing)

Proactive Time per Patrol Shift	Administrative Time (minutes per hour)	Reactive Time (officers required per day)	Uncommitted Time (officers required per day)	Average Staffing Requirement per Day
1 hour (6 min./hr.)	14.50	3.90	2.71	10.05
1.5 hours (9 min./hr.)	14.50	3.90	2.71	10.87

Shift Relief Factor:

Before the PAM analysis can be completed, the shift relief factor must be calculated. The shift relief factor, again, is the average number of personnel needed to ensure one on-duty officer is available for every shift that must be filled. It is calculated by dividing the total number of hours an officer is available per year by the actual number of available hours after deducting all of the various loss factors, such as vacation and sick leave, which reduce an officer's available time.

As depicted in the following chart, the shift relief factor for the Grand Chute Police Department is 2.09.

Shift Relief Factor	
Total Officer Hour per Year for a Single officer (10-hour patrol shift x 365 days)	3650.00 hours
Loss Factors:	
Regular days off (157 x 10)	1570.00 hours
Vacation (average eligibility per officer in 2014)	88.89 hours
Sick Leave (average per officer in 2013)	34.20 hours
Training (average per officer in 2012/2013 fiscal year)	92.08 hours
Compensatory Time (average per officer in 2013)	58.44 hours
Floating Holiday	16.00 hours
Military Leave	17.77 hours
Family Medical Leave	29.93 hours
Total officer hours lost per year	1907.31

Actual Officer Availability (Total officer hours per year - Total officer hours lost)	1742.69
Shift Relief Factor (Total officer hours per year / Actual officer availability)	2.09

Overall Patrol Staffing Requirement:

The final step in the PAM analysis involves multiplying the shift relief factor by the average number of officers needed per day. This calculation provides a result that represents the total number of officers necessary to ensure the department can achieve the required daily staffing level. We have previously concluded that the average number of officers needed per day to deliver all basic police services, as well as one hour of proactive policing, is 10.05. The average number of officers needed per day to deliver all basic police services and one and one-half hours of proactive policing is 10.87. Multiplying these figures by the shift relief factor gives us a total patrol staffing requirement of 21 officers, if the desire is to achieve one hour of proactive patrol time per shift, and 23 (22.72) officers, if the desire is to achieve one and one-half hours of proactive patrol time per shift. Today, however, we are staffed at only 18 officers. The results are further depicted in the following charts.

Total Patrol Staffing Required to Deliver One Hour of Proactive Policing per Shift	
Number of officers needed per day.	10.05 officers
Shift Relief Factor	2.09
Total patrol staffing necessary to meet daily staffing need (daily staffing need x shift relief factor)	21 officers
Current patrol staffing level	18 officers

Total Patrol Staffing Required to Deliver One and One-Half Hours of Proactive Policing per Shift	
Number of officers needed per day.	10.87 officers
Shift Relief Factor	2.09
Total patrol staffing necessary to meet daily staffing need (daily staffing need x shift relief factor)	23 officers
Current patrol staffing level	18 officers

Conclusions:

For some time, we have been evaluating our staffing situation for the purpose of determining whether our current staffing level is adequate to deliver the proactive, problem-oriented style of policing that serves as the foundation of our policing philosophy. We examined the issue from a variety of angles, including department workload, comparison with other agencies, reliance on mutual aid, and overtime costs associated with covering vacancies. We also utilized a proven industry formula for calculating a recommended staffing level. As a result of these efforts, we have concluded the department is inadequately staffed to consistently deliver high quality, proactive policing services in a cost effective manner.

Additionally, various indicators suggest we are struggling to fulfill our fundamental reactive policing obligations, as evidenced by our heavy reliance on mutual aid for emergency response when Grand Chute officers are unavailable. Furthermore, our monthly statistical reports reveal self-initiated policing activities; i.e., traffic and ordinance warnings and citations, are in decline, as citizen initiated calls for service are increasing. Our fragile staffing situation does not afford us the option of simultaneously engaging in high quality, proactive policing and aggressive, self-initiated law enforcement practices.

Agencies we have compared ourselves to, are doing less with more, while we have maximized our potential to do more with less. I believe, however, that we have reached the point at which service degradation is inevitable. To ensure that we continue to deliver the same quality service and achieve the same success as we have in the past, we must begin the process of increasing our staffing levels commensurate with the demand for service in the Town. We propose to begin that process in 2015 with the addition of one police officer dedicated to uniform patrol duties. While this addition will leave us short of the staffing level recommendation resulting from the PAM analysis, it is a request that will move us in the right direction in a fiscally responsible manner, while affording us an opportunity to evaluate the impact of this modest increase before considering further growth in subsequent budget years.

DEPARTMENT/ACCOUNT:
POLICE-ADMINISTRATION (52110)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	272,263	276,483	281,040	281,040	286,070
111 Overtime	56	250	710	710	730
121 Commissioners	1,620	2,666	3,600	3,700	3,600
130 Fringe Benefits	116,720	108,787	102,610	102,610	113,470
TOTAL PERSONNEL	390,659	388,185	387,960	388,060	403,870
OPERATIONS & MAINTENANCE					
210 Professional Services	9,156	8,952	5,750	5,700	6,750
221 Phone and Communications	33,976	28,367	32,500	28,845	30,000
290 Other Contractual Services	8,994	8,533	1,500	1,700	22,300
310 Office Supplies	8,544	8,437	7,500	7,500	7,500
311 Postage	3,092	3,571	3,300	3,300	3,300
320 Publication/Printing Fees	2,105	1,061	2,000	2,000	2,000
321 Dues and Subscriptions	1,125	1,063	1,200	1,585	1,200
330 Conferences and Training	4,962	905	3,500	2,250	4,500
340 Operating Supplies	952	119	225	150	225
341 Drug and Alcohol Testing	433	308	500	900	500
344 Gas, Oil, and Other Supplies	1,170	694	1,350	1,300	1,350
347 Office Equipment	431	589	750	200	750
351 Allocated Vehicle Maintenance	404	363	500	400	450
380 Equipment Maintenance	40	(1,158)	500	200	400
390 Miscellaneous Expense	698	823	750	700	750
TOTAL OPERATIONS & MAINT	76,082	62,626	61,825	56,730	81,975
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
811 Capital Equipment - Vehicles	21,348	-	-	-	-
TOTAL CAPITAL OUTLAY	21,348	-	-	-	-
DEPARTMENT TOTAL	488,088	450,812	449,785	444,790	485,845

DEPARTMENT / ACCOUNT: POLICE ADMINISTRATION (52110)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	6,750.00

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. In addition, funds have been added to this account and deleted from the corresponding Field Operations account, for translation services, since use of these services is not limited to Field Operations. Translation services are required when officers encounter language barriers.

221	Phone & Communications	30,000.00
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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.

290	Other Contractual Services	22,300.00
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This account covers the annual service fee for various internet based subscriptions, such as our policy distribution and employee early warning programs, and numerous software maintenance agreements. It also includes our contract for confidential document shredding. This account has increased substantially, as we have consolidated the majority of our subscriptions and maintenance agreements under this account.

Items covered by this account include:

- | | |
|-----------------------------------------------------------------------------------|------------|
| • Deer Creek Policy Distribution and Employee Early Warning System subscription | \$1,200.00 |
| • Tip 411 (crime tip software – 2-year agreement) | \$1,800.00 |
| • Arbitrator (in-car video system) maintenance agreement | \$3,000.00 |
| • Genetec video system maintenance agreement | \$1,300.00 |
| • “Beast” electronic property and evidence database program maintenance agreement | \$1,550.00 |

- Cellebrite cell phone forensic software maintenance agreement (one-half of the full amount is funded by the Fox Valley Metro PD) \$1,550.00
- Veripic digital evidence management system maintenance agreement \$1,500.00
- Speech Exec dictation software and Dragon dictation software maintenance agreement \$3,500.00
- dTective (by OceanSystems) forensic video analysis software maintenance agreement \$1,300.00
- Leads Online national stolen property recovery database \$2,150.00
- Two user licenses for Dragon dictation software \$800.00
- One mobile data computer software license \$1,640.00

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.

321 **Dues and Subscriptions** 1,200.00

This account is largely used to fund membership dues in various professional organizations. These include the Wisconsin Chiefs of Police Association, the International Association of Chiefs of Police, the Police Executive Research Forum, the Wisconsin Police Executive Group, and the FBI National Academy Associates.

330 **Conference & Training** 4,500.00

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 2015 figure remains unchanged as the fuel cost projection for 2015 has decreased by only \$0.04 per gallon (from \$3.60 to \$3.56), while 2014 expenditures in this fund are trending slightly higher.

DEPARTMENT/ACCOUNT:
POLICE-TECHNICAL OPERATIONS (52120)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	344,988	334,438	373,390	373,390	388,870
111 Overtime/Call In	30,163	31,343	37,540	37,540	36,800
120 Career Development	-	-	1,304	1,304	4,070
130 Fringe Benefits	178,713	163,072	173,170	173,170	172,620
150 Education Premium	2,500	3,000	3,000	3,000	3,500
195 Clothing Allowance	2,893	2,630	3,160	3,160	3,160
TOTAL PERSONNEL	559,257	534,483	591,564	591,564	609,020
OPERATIONS & MAINTENANCE					
210 Professional Services	-	-	-	-	1,060
290 Other Contractual Services	9,883	11,010	11,910	16,244	1,800
291 Uniforms	-	-	100	50	100
321 Dues and Subscriptions	275	255	400	400	1,170
327 Evidence	8,920	12,909	12,800	12,800	9,700
330 Conferences and Training	6,798	4,118	10,255	10,319	11,286
340 Operating Supplies	6,144	3,786	1,300	1,190	4,250
344 Gas, Oil, and Other Supplies	6,806	4,905	8,100	3,693	8,010
346 Operating Equipment	2,898	12,039	4,100	4,100	5,775
350 Vehicle Maintenance	5	139	1,000	100	1,000
351 Allocated Vehicle Maintenance	2,840	4,617	2,875	3,182	3,900
380 Equipment Maintenance	281	90	300	100	150
390 Miscellaneous Expense	1,852	1,505	1,500	1,500	2,500
TOTAL OPERATIONS & MAINT	46,702	55,372	54,640	53,678	50,701
CAPITAL OUTLAY					
810 Capital Equipment	-	-	-	-	-
811 Capital Equipment-Vehicles	21,348	18,725	-	-	18,700
TOTAL CAPITAL OUTLAY	21,348	18,725	-	-	18,700
DEPARTMENT TOTAL	627,307	608,580	646,204	645,242	678,421

DEPARTMENT / ACCOUNT: TECHNICAL OPERATIONS DIVISION (52120)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	1,060.00
	This account funds services used for conducting personnel background investigations, criminal investigations, and intelligence collection.	
290	Other Contractual Services	1,800.00
	This account funds towing expenses for abandoned and seized vehicles. Revenue from the sale of abandoned vehicles and reimbursement from restitution offset this account to some extent. The amount budgeted has been substantially reduced, as the account used to fund various software maintenance agreements, which are now funded in the Police Administration budget.	
291	Uniforms	100.00
	This account covers incidental uniform items and uniform maintenance for members of the unit.	
321	Dues and Subscriptions	1,170.00
	This account funds memberships in various organizations, such as the Wisconsin Law Enforcement Accreditation Group, 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	9,700.00
	This account includes equipment and supplies for collecting, packaging, processing, photographing, and storage of evidence, as well as a four-year replacement schedule for camera equipment. This account also covers fees associated with subpoenaing of records in criminal investigations. The reduction in this budgeted amount is due to completion of the storage area remodeling project budgeted in 2014.	

DEPARTMENT/ACCOUNT:
ANIMAL CONTROL (51400)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
OPERATIONS & MAINTENANCE					
390 Animal Control Expense	7,242	6,205	5,500	6,200	6,200
TOTAL OPERATIONS & MAINT	7,242	6,205	5,500	6,200	6,200
DEPARTMENT TOTAL	7,242	6,205	5,500	6,200	6,200

FIRE DEPARTMENT – OPERATIONS & MAINTENANCE ACCOUNT #52200

2015 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 efficient and effective utilization of public education, inspection, code enforcement, and investigation programs while continuously evaluating new and existing practices to ensure the delivery of the highest level of service to our customers.
- **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.

2015 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.
- Evaluate the implementation of alternative staffing and response models to enhance the efficiency and capability of emergency service delivery.
- Increase the marketing visibility of all existing fire prevention and public education programs and services offered through the use of both traditional and non-traditional communication mediums to include but not be limited to print, brochures, the Town website, social media, and public presentations.
- Ensure the information and data being gathered during fire inspection activities is being shared amongst the various records management and software programs in the most efficient manner possible.

- Determine the feasibility of incorporating an online or text-message driven survey tool to enhance the accessibility of the existing customer satisfaction information collection system utilized following fire department contacts.
- Explore the development and implementation of a public education campaign focused on hands-only CPR and Public Access Defibrillation aimed at increasing cardiac arrest survival rates within the community.
- Gain additional and alternate funding through the successful application and receipt of available grants to support the implementation and expansion of new and existing programs.
- 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.
- 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.
 - Continue with annual task book program for all personnel.
- Provide additional training aids to enhance firefighter training and maintenance of basic skills.
 - Continue to seek out acquired structures for live fire training.
 - Work with FVTC & the new Public Safety Training Center for additional opportunities.
 - Continue to work with other agencies with regards to training opportunities.
- Continue Special Operations training for all career staff in the area of confined space rescue.
 - Purchase additional equipment as requested in AFG grant request which was denied.
 - Continue to build and enhance public/private relationships with regards to confined space rescue.
- Maintain a safe and comfortable work environment for all employees and visitors.
 - Maintain facilities and systems.
 - Continue to promote a safe working environment through education, reporting and prevention.

DEPARTMENT/ACCOUNT:
FIRE SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
FIRE (52200)					
PERSONNEL	2,339,717	2,370,142	2,380,630	2,380,630	2,417,580
OPERATIONS & MAINTENANCE	286,699	305,663	313,780	297,156	316,455
CAPITAL OUTLAY	31,702	91,262	72,700	71,831	75,400
TOTAL ACCOUNT	2,658,118	2,767,067	2,767,110	2,749,617	2,809,435

REVENUES

Intergovernmental Revenues					
43420 Fire Insurance from State	81,046	79,811	79,000	91,393	82,850
43529 Federal Grant-Fire	39,252	3,760	-	-	-
Public Charges for Services					
44900 Burning Permit	450	500	425	500	500
46225 Fire Department Fees	29,107	21,676	16,500	18,303	18,200
44301 Occupancy Inspection Fees	-	4,800	4,500	1,000	1,500
46221 Fire Protection Systems Fee	-	2,925	2,500	1,500	2,500
46222 Tank Install Standby Fee	-	220	160	1,235	700
46223 Tent Inspection Fees	-	1,175	1,000	1,000	1,000
46224 Fireworks Permits	-	150	150	200	350
Miscellaneous Revenue					
47222 Fire Insp Tanks - State	4,638	5,020	4,400	4,320	4,000
48500 Donations	8,549	-	250	200	200
48440 Insurance Recovery	1,368	3,960	-	-	-
TOTAL REVENUES	164,410	123,996	108,885	119,664	111,800

DEPARTMENT/ACCOUNT:
FIRE (52200)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Full Time Salaries	1,224,846	1,286,011	1,336,150	1,336,150	1,389,650
111 Overtime	88,504	66,947	70,800	70,800	68,650
130 Fringe Benefits	717,708	712,620	653,210	653,210	632,420
133 Length of Service Program	14,811	15,560	16,000	16,000	16,500
190 POC Incident Pay	3,933	2,885	15,710	15,710	16,030
191 POC Training	11,485	21,107	22,220	22,220	24,850
192 Duty Crew Salary	247,347	226,636	233,500	233,500	238,170
193 Officer Stipends Pay	-	6,461	-	-	-
194 Duty Chief Salary	20,633	21,463	22,590	22,590	23,060
195 Clothing Allowance	10,450	10,450	10,450	10,450	8,250
TOTAL PERSONNEL	2,339,717	2,370,142	2,380,630	2,380,630	2,417,580
OPERATIONS & MAINTENANCE					
210 Professional Services	10,114	14,834	16,500	17,500	16,500
220 Municipal Building Utilities	66,079	76,782	73,500	71,250	73,500
221 Phone and Communications	7,463	9,818	11,400	11,280	11,400
290 Other Contractual Services	16,221	22,442	15,700	16,258	18,575
301 Hazardous Waste	2,978	2,913	3,000	2,980	3,000
310 Office Supplies	4,145	2,182	3,500	3,000	3,500
311 Postage	1,051	778	900	850	900
320 Publication/Printing Fees	596	1,643	1,500	1,250	1,500
321 Dues and Subscriptions	2,660	3,069	2,800	3,050	3,100
322 Meeting Expense	4,961	2,977	3,000	3,000	3,000
323 Fire Prevention	9,691	5,240	5,000	5,000	5,000
330 Conferences & Training	23,590	22,692	22,000	22,000	23,500
340 Operating Supplies	7,436	8,494	8,800	8,800	8,800
344 Gas, Oil, and Other Supplies	23,737	28,430	28,680	28,200	28,680
346 Hand Tools & Small Equipment	2,378	842	3,000	2,850	3,000
347 Office Equipment	481	-	1,000	1,000	1,000
350 Vehicle Maintenance	15,783	14,132	21,000	17,500	21,000
351 Allocated Vehicle Maintenance	21,801	20,455	20,000	22,950	22,000
360 Mun Bldg Repair & Maint	27,060	33,118	28,000	25,600	24,000
380 Equipment Maintenance	7,652	6,995	12,500	8,038	12,500
390 Miscellaneous Expenses	1,049	300	1,000	800	1,000
391 Uniforms	24,979	23,990	28,000	21,000	29,000
393 Hose Replacement	4,793	3,538	3,000	3,000	2,000
TOTAL OPERATIONS & MAINT	286,699	305,663	313,780	297,156	316,455
CAPITAL OUTLAY					
810 Capital Equipment	31,702	91,262	72,700	71,831	75,400
TOTAL CAPITAL OUTLAY	31,702	91,262	72,700	71,831	75,400
DEPARTMENT TOTAL	2,658,118	2,767,067	2,767,110	2,749,617	2,809,435

CODE	DESCRIPTION	Budget Amount
210	Professional Services This line item reflects no change from 2014.	16,500
220	Fire Station Utilities This line item reflects no change from 2014. Electric cost is expected to increase up to 5% per WE Energies While natural gas cost expect to decrease up 2%. We expect cost savings from the new substation but will still have old station two for at least six months of 2015.	73,500
221	Phone and Communications This line item reflects no change from 2014.	11,400
290	Other Contractual Services This line item reflects an increase of \$2,317 additional maintenance contracts with the new fire substation.	18,575
301	Hazardous Waste This line item reflects no change from 2014.	3,000
310	Offices Supplies This line item reflects no change from 2014.	3,500
311	Postage This line item reflects no change from 2014.	900

320	Publication/Printing Fees	1,500
	This line item reflects no change from 2014.	
321	Dues and subscriptions	3,100
	This line item reflects an increase of \$300 from 2014 due to increased dues cost.	
322	Meeting Expense	3,000
	This line reflects no change from 2014.	
323	Fire Prevention	5,000
	This line reflects no change from 2014.	
330	Conferences & Training	23,500
	This line item reflects an increase of \$1,500 from 2014 due to increased training cost.	
340	Operating Supplies	8,800
	This line item reflects no change from 2014.	
344	Gas, Oil, and Other Supplies	28,680
	This line item reflects no increase and 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 2014.	

347	Office Equipment	1,000
	This line item reflects no change from 2014.	
350	Vehicle Maintenance	21,000
	This line item reflects no change from 2014.	
351	Allocated Vehicle Maintenance	22,000
	This line item reflects an increase of \$2,000 due to our vehicle fleets age.	
360	Municipal Building Repair & Maintenance	24,000
	This line item reflects a decrease of \$4,000 due to the impact of the new Fire Substation.	
380	Equipment Maintenance	12,500
	This line item reflects no change from 2014.	
390	Miscellaneous Expenses	1,000
	This line item reflects no change from 2014.	
391	Uniforms / Personnel Protective Equipment	29,000
	This line item reflects a increase of \$1,000 due to removing the Chief Officers from the clothing allowance and adding them to the Uniform depot program. Cost savings overall is \$1,200 to the budget.	
393	Hose Replacement	2,000
	This line item reflects a decrease of \$1,000 from 2014.	

Grand Chute Fire Department
2015 Capital Outlay Request

Training/Safety/Health

- \$5,800 Purchase of training mannequins to replace existing mannequins which are no longer serviceable or useable. Existing mannequins are missing parts and limbs which render the use of mannequins for training no longer valuable. This purchase will include one fire training mannequin, one EMS training mannequin, one water rescue mannequin and an EMS moulage kit for the EMS mannequin.
- \$18,000 Purchase of confined space rescue equipment that was requested in 2014 under the Assistance to Firefighters Grant Program (AFG). The AFG grant was denied. The equipment would maintain our ability to participate and respond with Appleton FD under our joint confined space rescue team concept. The equipment includes a rescue tripod, ventilation fan system and confined space radio communications system. We have found out that the existing tripod that was provided by DPW is not rated for confined space rescue and should not be used for rescue purposes.

Apparatus / Equipment

- \$36,500 Replacement of (2601) the Fire Chief's vehicle 2005 Ford Expedition with a Chevrolet Tahoe. By the end of 2014, the Ford will have over 80,000 miles on it. Maintenance costs for this vehicle are rising, including \$4,792 spent so far in 2014. We are switching to Chevrolet in an effort to standardize our fleet. We will utilize the state bid process.

Buildings and Grounds

- \$13,500 Patching and seal coating of the parking lot at Fire Station #1. This is a preventive maintenance item for the parking lot in order to maintain the asphalt surface.
- \$ 1,600 Replacement of two hand-me-down snow blowers. We have a snow blower at each station that were given to us by DPW. However DPW has advised us that both units are no longer serviceable and in poor condition.

PUBLIC WORKS
HIGHWAY DEPARTMENT ACCOUNT #53311
HIGHWAY SHOP ACCOUNT #53313
WINTER MAINTENANCE ACCOUNT #53312
WEED CONTROL ACCOUNT #53640
CEMETERY ACCOUNT #54910

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.

2015 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. Investigate mobile apps for internal and external use.
- Provide contact and initial response to service requests within one working day.
- Update CIP for infrastructure expansion due to new development projects, 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.
- Work with neighboring communities on joint purchasing opportunities.
- Promote cross training to improve the ability of all Public Works Department employees to perform duties in all areas of streets, utilities and parks.
- Update Winter Maintenance Policy with new/replace equipment and additional roads and trails.

PERFORMANCE MEASURES

	Actual 2013	Estimated 2014	Proposed 2015
Lane-Miles of road to maintain	293	295	295
Miles of Town road to maintain	124	124	125
No. of ditch enclosures permits issued	0	0	0
Public Works reports to Town Board	12	12	12
Right of Way/Utility permits processed	130	150	155

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

	Actual 2014	Proposed 2015	2015 Avg. Salary
Director of Public Works	0.4	0.4	\$41,000
Public Works Superintendent	0.33	0.33	\$27,800
Office Coordinator	0.5	0.5	\$24,750
Shop Foreman	1.0	1.0	\$71,100
Parks Foreman	0.3	1.0	\$52,600
Mechanic	1.0	1.0	\$51,200
Equipment Operator	3.7	3.0	\$46,200
Operator - Part-time	1.5	1.5	\$17.22/hr
Laborer - Part-time	0.5	1.0	\$14.74/hr
Seasonal Help	0.7	0.7	\$9.00-10.00/hr
Total Personnel	9.93	10.43	

DEPARTMENT/ACCOUNT:
PUBLIC WORKS SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PUBLIC WORKS-HIGHWAY DEPT (53311)					
PERSONNEL	384,413	355,257	346,390	346,390	339,410
OPERATIONS & MAINTENANCE	429,240	470,464	436,100	326,850	450,315
CAPITAL OUTLAY	258,923	278,823	306,750	297,600	8,500
TOTAL ACCOUNT	1,072,575	1,104,544	1,089,240	970,840	798,225
PUBLIC WORKS-WINTER MAINT (53312)					
PERSONNEL	82,983	106,618	80,876	70,850	78,934
OPERATIONS & MAINTENANCE	103,101	133,471	124,560	113,383	148,700
TOTAL ACCOUNT	186,084	240,089	205,436	184,233	227,634
PUBLIC WORKS-HIGHWAY SHOP (53313)					
PERSONNEL	170,761	162,219	163,009	163,009	168,700
OPERATIONS & MAINTENANCE	139,153	231,555	144,370	142,700	144,400
CAPITAL OUTLAY	-	15,798	-	-	18,050
TOTAL ACCOUNT	309,914	409,572	307,379	305,709	331,150
PUBLIC WORKS-STREET LIGHTS (53420)					
OPERATIONS & MAINTENANCE	287,012	296,911	292,500	312,000	317,700
TOTAL ACCOUNT	287,012	296,911	292,500	312,000	317,700
PUBLIC WORKS-BUS (53520)					
OPERATIONS & MAINTENANCE	527,241	503,556	524,541	524,541	560,700
TOTAL ACCOUNT	527,241	503,556	524,541	524,541	560,700
PUBLIC WORKS-REFUSE (53620)					
OPERATIONS & MAINTENANCE	692,714	713,758	739,300	731,014	755,400
TOTAL ACCOUNT	692,714	713,758	739,300	731,014	755,400
PUBLIC WORKS-RECYCLING (53635)					
OPERATIONS & MAINTENANCE	466,066	486,055	497,100	499,830	518,215
TOTAL ACCOUNT	466,066	486,055	497,100	499,830	518,215
PUBLIC WORKS-WEED CONTROL (53640)					
PERSONNEL	586	(13)	500	500	510
OPERATIONS & MAINTENANCE	4,652	1,157	3,600	2,055	4,100
TOTAL ACCOUNT	5,238	1,145	4,100	2,555	4,610
PUBLIC WORKS-CEMETERY (54910)					
PERSONNEL	394	159	1,560	1,560	1,620
OPERATIONS & MAINTENANCE	-	-	100	50	100
TOTAL ACCOUNT	394	159	1,660	1,610	1,720

DEPARTMENT/ACCOUNT:
PUBLIC WORKS SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
ALL ACCOUNTS - TOTAL					
PERSONNEL	639,136	624,240	592,335	582,309	589,174
OPERATIONS & MAINTENANCE	2,649,177	2,836,929	2,762,171	2,652,423	2,899,630
CAPITAL OUTLAY	258,923	294,621	306,750	297,600	26,550
TOTAL DEPARTMENT	3,547,236	3,755,790	3,661,256	3,532,332	3,515,354
REVENUES					
Intergovernmental Revenues					
43531 State Transportation Aids	845,117	760,605	756,056	756,056	785,984
43790 Recycling	235,662	238,413	131,000	134,332	125,600
43537 Mass Transit	518,583	354,767	402,860	402,860	439,182
Licenses & Permits					
44301 Utility/Open Cut Permits	32,308	32,407	18,000	24,000	20,000
44300 BP Access Permits	4,370	4,980	5,000	5,000	5,000
Public Charges for Services					
42000 Special Charges Street Lights	119,618	120,598	60,370	60,364	60,000
46310 Highway Material/Maintenance	13,276	11,387	13,000	10,600	12,000
46440 Weed Control	2,584	1,201	2,000	750	1,000
46421 Sp Charge-Refuse	750,071	721,327	722,650	719,958	747,415
46422 Sp Charge-Recycling	186,800	188,900	229,100	228,250	315,500
46540 Cemetery	53	73	100	-	50
Other Financing Sources					
47400 Allocated Hwy Labor & Maint	201,344	227,550	191,300	220,000	225,000
48130 Interest on Special Assessments	133	730	500	13	-
48430 Insurance Recoveries	-	175,053	1,000	6,000	3,000
48303 Sale of Equipment	7,886	61,429	23,500	76,000	25,000
49263 Transfer from San Dist #3	40,194	22,126	25,000	8,000	5,000
TOTAL REVENUES	2,958,000	2,921,546	2,581,436	2,670,486	2,787,931

DEPARTMENT/ACCOUNT:
PUBLIC WORKS - HIGHWAYS (53311)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	269,059	240,709	248,000	248,000	244,630
111 Overtime	10,292	10,532	8,140	8,140	7,770
130 Fringe Benefits	105,062	104,017	90,250	90,250	87,010
TOTAL PERSONNEL	384,413	355,257	346,390	346,390	339,410
OPERATIONS & MAINTENANCE					
210 Professional Services	5,366	3,564	3,500	3,500	3,500
220 Utilities	4,334	5,253	5,500	5,500	5,700
221 Phone and Communications	4,555	3,206	4,100	4,100	4,100
290 Other Contractual Services	195,607	111,140	157,150	70,000	138,450
310 Office Supplies	2,118	924	1,800	1,800	650
311 Postage	635	3,139	900	800	2,175
320 Publication/Printing Fees	322	4,509	1,000	1,000	1,200
321 Dues and Subscriptions	840	1,090	1,100	1,100	1,100
330 Conferences & Training	2,380	1,261	2,300	2,300	2,300
340 Operating Supplies	25,112	25,417	29,100	29,100	54,900
341 Drug and Alcohol Testing	1,064	1,501	1,200	1,000	1,200
344 Gas, Oil, and Other Supplies	43,816	93,907	65,800	65,800	72,040
346 Hand Tools & Small Equipment	3,722	599	600	500	600
348 Signal Maintenance	35,903	24,439	42,050	41,750	41,900
350 Vehicle Maintenance	-	9,784	-	4,500	5,000
351 Allocated Vehicle Maintenance	93,793	107,594	111,000	85,000	106,000
360 Building Repairs and Maintenance	3,098	21,600	4,000	4,000	4,000
390 Miscellaneous Expenses	923	1,004	1,500	1,500	1,500
391 Uniforms	5,650	4,828	3,500	3,600	4,000
600 Storm Expenses	-	45,707	-	-	-
TOTAL OPERATIONS & MAINT	429,240	470,464	436,100	326,850	450,315
CAPITAL OUTLAY					
810 Capital Equipment	139,407	86,820	111,750	107,900	8,500
811 Capital Equipment - Vehicles	119,516	192,003	195,000	189,700	-
TOTAL CAPITAL OUTLAY	258,923	278,823	306,750	297,600	8,500
DEPARTMENT TOTAL	1,072,575	1,104,544	1,089,240	970,840	798,225

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (53311)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	Professional Services	3,500
	Engineering services not involving capital projects.	
220	Utilities	5,700
	This represents the highway department's half of the water, sewer, electric and natural gas for the DPW storage garage. We are projecting the 2015 usage based on the actual usage of 2013 and 2014 plus a 0.34% increase in electric rates, a 1.7% decrease in natural gas rates and a 2.0% increase in sewer rates.	
290	Other Contractual Services	138,450
	<ul style="list-style-type: none"> • Paver Patching 20,000 • Landfill disposal charges 500 • Seal coat and microsurface 92,050 • Signing and Pavement Marking <ul style="list-style-type: none"> ○ Center Lining/Edge Striping Program 24,750 (Based on 164,984 estimated feet of striping x \$0.15 per foot.) • Simple Sign Software 400 • PubWorks Software 750 	
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 – Phoenix, Arizona (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.	

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (53311)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
340	Operating Supplies	54,900
	<ul style="list-style-type: none"> • Road Patch Material (hot & cold mix) 6,500 • Crack Seal Material 5,000 • General Highway Materials (paint, lath) 9,000 • Aggregate base course 6,000 • Landscaping (topsoil, seed, mulch, matting) 2,500 • Shoulder maintenance 4,500 • Signing and Pavement Marking <ul style="list-style-type: none"> ○ Signs & posts 8,000 ○ Replacement traffic control equipment 1,900 ○ Sign materials 3,000 ○ Intersection marking paint 2,500 ○ Intersection thermoplastic pavement markings 6,000 	
344	Gas, Oil & Other Supplies	72,040
	<ul style="list-style-type: none"> • Kerosene, oil and misc. fuel supplies 1,550 • Gasoline (est. \$3.56/gal.) 4,000 gal. 14,240 • Diesel fuel (est. \$3.75/gal.) 15,000 gal. 56,250 	
346	Hand Tools and Small Equipment	600
	Miscellaneous tools, shovels, rakes and other items necessary for roadway maintenance (600).	
348	Signal Maintenance	41,900
	Repair and maintenance of traffic signals and WE Energies costs.	
	<ul style="list-style-type: none"> • City of Appleton Electrical Department 20,000 • We Energies electricity 9,100 • Traffic Signal Maintenance/Upgrade 12,800 	
	Energy costs and signal maintenance for (9) signals. A reallocation of We Energy accounts and a 0.34% increase of electric costs have resulted in an increase over the 2014 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. The upgrades	

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (53311)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	scheduled for 2015 will include: PM on all signal cabinet equipment LED replacements – 2 nd year of 5 year program Replace crosswalk signals at Westhill/Woodman intersection Replace controller at Casaloma/CTH GV intersection Replace painted poles with aluminum poles at Casaloma/Integrity and Casaloma/Michaels	

350	Vehicle Maintenance Vehicle maintenances and repairs that are outsourced.	5,000
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351	Allocated Vehicle Maintenance Vehicle and equipment parts and labor charged back to Highway Expenses.	106,000
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810	Capital Equipment	8,500
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- Front End Loader with Two Way Plow & Wing - Replacement (\$232,000)

This unit would be a replacement for the 1995 John Deere Loader #310 (7,500 hours). The estimated replacement time schedule for this type of heavy duty equipment is set at 20 years which it will be in 2015.

Equipment of this type are subjected to severe duty during their service life with snow plowing operations and salt shed duties being some of the worst. Although the mechanical/operating condition of this machine remains fairly sound corrosion of many of the cab structural components are becoming severe in nature and will require extensive body work and repainting to keep this unit in safe operating condition for front line duty. Staff recommends that when a replacement loader is purchased, the current loader #310 remain in the fleet for use in salt shed operations. The new loader would be assigned a cul de sac plow route, as it is much more efficient and less time consuming than using pick-up plows. The loader is also used extensively by the sanitary districts for repairs and construction. The loader would be jointly purchased by Sanitary Districts No. 1, 2 & 3 and Streets. (San 1 - \$58,000, San 2 - \$58,000, San 3 - \$23,200, **Streets – \$92,800 Included in Capital Projects budget**)

(Estimated Auction Resale Price \$30,000)

DEPARTMENT/ACCOUNT: PUBLIC WORKS - HIGHWAYS (53311)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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- 72-Inch Finish Cut Mower - Replacement. (28,000 Included in Capital Projects budget)

This unit would be a replacement for the 2007 John Deere Mower #723 (1,350 hours). The estimated replacement time schedule for this type of equipment is set at 8 years which it will be in 2015. Although the mechanical/operating condition of the tractor portion of this machine remains fairly sound, the mower has and is experiencing several stress related cracks and fatigue that will require extensive repairs over the winter months should this unit remain in daily use during the summer months. It is Staff's recommendation to replace this unit at its scheduled time of 8 years but retain it for use at Fire Station No. 2. Currently, Fire Station No. 2 has a 1990 JD 72-inch mower #22 that must be retired.

(Estimated Auction Resale Prices #723 \$3,500, #22 \$300)

- Walk Behind Pavement Painter/Striper - Replacement (8,500)

This unit would be a replacement for the current 1994 Graco Line Lazer #951. (20 years old, No hour meter) The estimated replacement time schedule for a unit of this type is 15 years with the unit's condition evaluated on an annual basis after the 15 years to achieve a maximum lifespan. Staff recommends that this unit be replaced with a new updated modern machine that will perform the painting/stripping tasks more efficiently using today's modern products.

(Estimated Auction Resale Price \$500)

811	Capital Equipment – Vehicles	57,000
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- 1-Ton Field Operations Truck with Plow & Lift Gate – Replacement. (57,000 Included in Capital Projects budget)

This unit would be a replacement for our current 1999 Chevrolet 1-Ton truck #306 (90,000 Miles). After reviewing the equipment replacement schedule and scoring model, maintenance records, vehicle condition and future projected repair costs, staff recommends that this unit be replaced. At the present time this vehicle is used on an almost daily basis by Public Works personnel for multiple operations and tasks. A lift gate is proposed to be added to the new truck for lifting/transporting all of our oversized power equipment to and from jobsites. This truck will also be used to plow cul de sacs.

(Complete maintenance history records, replacement scoring model and projected repair costs available on request).

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-WINTER MAINT (53312)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	22,886	52,639	27,776	31,000	28,164
111 Overtime	23,841	32,836	30,250	17,000	29,360
130 Fringe Benefits	36,255	21,143	22,850	22,850	21,410
TOTAL PERSONNEL	82,983	106,618	80,876	70,850	78,934
OPERATIONS & MAINTENANCE					
340 Operating Supplies	84,798	109,553	103,560	103,370	128,700
351 Allocated Vehicle Maintenance	17,463	23,838	20,000	10,000	20,000
390 Miscellaneous Expenses	840	80	1,000	13	-
TOTAL OPERATIONS & MAINT	103,101	133,471	124,560	113,383	148,700
DEPARTMENT TOTAL	186,084	240,089	205,436	184,233	227,634

DEPARTMENT/ACCOUNT: PUBLIC WORKS – Winter Maintenance (53312)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
340	Operating Supplies	128,700
	<ul style="list-style-type: none">• Road Salt, an estimated 1,850 tons at \$61.09/ton (113,000). Salt is purchased under the State contract and quantities were committed to in March of 2014. Salt price is up 15% per ton from 2014.• Salt brine is purchased from Outagamie County at \$0.19/gal. and used to pre-wet the salt as it is applied to the roads (2,500).• Geomelt is mixed with salt brine for lower temperature melting and with a direct application to the roads in the anti-icing operations (4,100).• Cold Mix Asphalt is used to repair winter pot holes (800).• Wear blade replacement for snowplows and wings (5,300).• Mailbox repairs/replacement per revised policy (3,000).	
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 (53313)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	116,320	115,833	114,800	114,800	121,450
111 Overtime	847	2,461	500	500	510
130 Fringe Benefits	53,594	43,926	47,709	47,709	46,740
TOTAL PERSONNEL	170,761	162,219	163,009	163,009	168,700
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	3,636	3,193	5,870	5,000	5,900
310 Office Supplies	67	322	200	200	200
340 Operating Supplies	9,014	7,257	6,500	6,500	6,500
346 Hand Tools & Small Equipment	3,268	1,875	1,800	1,000	1,800
350 Vehicle Maintenance	123,168	131,817	130,000	130,000	130,000
600 Storm Expenses	-	87,091	-	-	-
TOTAL OPERATIONS & MAINT	139,153	231,555	144,370	142,700	144,400
CAPITAL OUTLAY					
810 Capital Equipment	-	15,798	-	-	18,050
TOTAL CAPITAL OUTLAY	-	15,798	-	-	18,050
DEPARTMENT TOTAL	309,914	409,572	307,379	305,709	331,150
REVENUES					
Interdepartment Revenues					
Allocated Hwy Maint/Labor	201,344	227,550	191,300	220,000	225,000
TOTAL REVENUES	201,344	227,550	191,300	220,000	225,000

DEPARTMENT/ACCOUNT: PUBLIC WORKS-SHOP (10-14-53313)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
290	<p>Other Contractual Services</p> <ul style="list-style-type: none"> • License and support for shop maintenance software (1,900) • All Data OEM service & repair data access (1,900) • Snap-On diagnostic vehicle ECM scanner updates (1,000) • Oxygen & Acetylene tank leases (250) • Used oil credit & oil filter disposal (250) • Photocopy machine lease and maintenance (500) • First Aid kit supplies (100) <p>A \$30 increase in the license and support for the shop maintenance All Data software. 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.</p>	5,900
310	<p>Office Supplies</p> <ul style="list-style-type: none"> • Replacement & new office supplies as needed 	200
340	<p>Operating Supplies</p> <ul style="list-style-type: none"> • Miscellaneous shop operating supplies: Nuts, bolts & hardware Aerosol cleaners, degreasers & paint products Disposable rags, hand-soap & cleaning products Vehicle wash supplies Safety glasses & hearing protection Welding, cutting & grinding consumables, etc. 	6,500
346	<p>Hand Tools and Small Equipment</p> <ul style="list-style-type: none"> • Replacement and new hand tools for shop as needed 	1,800

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-STREET LIGHTS (53420)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
OPERATIONS & MAINTENANCE					
220 Utilities	283,786	295,419	290,500	310,000	315,700
340 Operating Supplies	3,226	1,492	2,000	2,000	2,000
TOTAL OPERATIONS & MAINT	287,012	296,911	292,500	312,000	317,700
DEPARTMENT TOTAL	287,012	296,911	292,500	312,000	317,700

DEPARTMENT/ACCOUNT: PUBLIC WORKS – Street Lights (53420)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
220	Utilities	315,700

Charges from We Energies for lease and power costs associated with street lights. We are projecting the 2015 usage based on actual 2013 & 2014 costs plus a 0.34% increase for 2015 as well as additional costs for new street lights that have been added in the past year.

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-BUS (53520)

FUND:
GENERAL FUND (10)

		ACTUAL	ACTUAL	BUDGET	YEAR-END ESTIMATE	PROPOSED BUDGET
		2012	2013	2014	2014	2015
OPERATIONS & MAINTENANCE						
290	Other Contractual Services	527,241	503,556	524,541	524,541	560,700
TOTAL OPERATIONS & MAINT		527,241	503,556	524,541	524,541	560,700
DEPARTMENT TOTAL		527,241	503,556	524,541	524,541	560,700

REVENUES

Intergovernmental Revenues						
	43537 Mass Transit	518,583	354,767	402,860	402,860	439,182
TOTAL REVENUES		518,583	354,767	402,860	402,860	439,182

DEPARTMENT/ACCOUNT: PUBLIC WORKS – Bus (53520)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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290	Other Contractual Services	560,700
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The Town's share of costs for Valley Transit. This amount is offset by State and Federal Aid.

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-REFUSE & LANDFILL
(53620) & (53631)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
OPERATIONS & MAINTENANCE					
000 Refuse Collection Expense	687,328	709,852	735,300	727,014	751,000
290 Landfill Contractual Services	5,386	3,906	4,000	4,000	4,400
TOTAL OPERATIONS & MAINT	692,714	713,758	739,300	731,014	755,400
DEPARTMENT TOTAL	692,714	713,758	739,300	731,014	755,400

REVENUES

Public Charges for Services					
46421 Sp Charge-Refuse Collect	186,800	188,900	229,100	228,250	315,500
TOTAL REVENUE	186,800	188,900	229,100	228,250	315,500

DEPARTMENT/ACCOUNT: PUBLIC WORKS –Refuse (53620 & 53631)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
000	Refuse Collection Expense 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 of 2016. The Town is expecting the number of customers to continue to increase modestly in 2015. Outagamie County has not increased their tipping fees for 2015. The fuel surcharge will add an estimated 7.58% to the costs.	751,000
290	Other Contractual Services This amount includes the costs associated with the Town's contracted ground water testing of the Art Lecker Park landfill area. (4,400) The testing will continue on a quarterly basis.	4,400

A special charge of \$87.70 will be added onto the property tax bills for refuse collection and landfill services.

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-RECYCLING (53635)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	466,066	486,055	497,100	499,830	518,215
TOTAL OPERATIONS & MAINT	466,066	486,055	497,100	499,830	518,215
DEPARTMENT TOTAL	466,066	486,055	497,100	499,830	518,215

REVENUES

Intergovernmental Revenues					
43790 Recycling	235,662	238,413	131,000	134,332	125,600
46422 Sp Charge-Recycling	186,800	188,900	229,100	228,250	315,500
Other Financing Sources					
Fund Balance Applied to Budget	-	-	83,490	83,490	-
TOTAL REVENUE	422,462	427,313	443,590	446,072	441,100

DEPARTMENT/ACCOUNT: PUBLIC WORKS –Recycling (53635)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
290	Other Contractual Services	518,215

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 2015. Outagamie County will not have a recycling tipping fee increase in 2015. The County has further modified their State Recycling Grant reimbursement for recycling collection expenses. The County has informed the Town that from 2015 forward, they will only reimburse Town recycling expenses to an amount equal to their annual contract cost (\$1.69/HH in 2015) plus our 2% administration fee. They also will not reimburse the Town for any recycling expenses related to multi-family units over four-plexes. The fuel surcharge will add an estimated 7.58% to the recycling costs, also non-reimbursable.

\$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 on Mondays, Fridays, Saturdays and Sundays.

A special charge of \$38.93 will be added onto the property tax bills for recycling collection.

DEPARTMENT/ACCOUNT:
PUBLIC WORKS-WEED CONTROL (53640)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	94	-	440	440	450
130 Fringe Benefits	493	(13)	60	60	60
TOTAL PERSONNEL	586	(13)	500	500	510
OPERATIONS & MAINTENANCE					
290 Contractual Services	1,257	728	2,000	800	2,000
311 Postage	12	46	100	50	100
340 Operating Supplies	-	-	500	1,005	1,000
351 Allocated Vehicle Maintenance	3,383	384	1,000	200	1,000
TOTAL OPERATIONS & MAINT	4,652	1,157	3,600	2,055	4,100
DEPARTMENT TOTAL	5,238	1,145	4,100	2,555	4,610

REVENUES

Public Charges for Services					
46440 Weed Control	2,584	1,201	2,000	750	1,000
TOTAL REVENUES	2,584	1,201	2,000	750	1,000

DEPARTMENT/ACCOUNT: PUBLIC WORKS-WEED CONTROL
(10-14-53640)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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	1,000
	Safety glasses & hearing protection	
	Mowing supplies and consumables	
	Herbicides	

DEPARTMENT/ACCOUNT:
CEMETERY (54910)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	-	-	1,290	1,290	1,340
130 Fringe Benefits	394	159	270	270	280
TOTAL PERSONNEL	394	159	1,560	1,560	1,620
OPERATIONS & MAINTENANCE					
390 Miscellaneous Expense	-	-	100	50	100
TOTAL OPERATIONS & MAINT	-	-	100	50	100
DEPARTMENT TOTAL	394	159	1,660	1,610	1,720

DEPARTMENT/ACCOUNT: PUBLIC WORKS-CEMETERY
(10-14-54910)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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.

DEPARTMENT/ACCOUNT:
PARKS & RECREATION SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PARKS (55200)					
PERSONNEL	86,953	85,763	73,200	83,570	109,950
OPERATIONS & MAINTENANCE	72,481	57,612	60,170	60,620	88,820
CAPITAL OUTLAY	5,563	26,807	4,500	4,500	5,300
TOTAL ACCOUNT	164,997	170,182	137,870	148,690	204,070
RECREATION (55300)					
PERSONNEL	10,213	10,152	9,950	10,525	10,940
OPERATIONS & MAINTENANCE	2,921	3,352	4,050	3,250	5,750
TOTAL ACCOUNT	13,135	13,505	14,000	13,775	16,690
TRAILS MAINTENANCE (55400)					
PERSONNEL	2,412	743	4,760	4,760	5,040
OPERATIONS & MAINTENANCE	3,044	(852)	40,225	48,100	8,925
TOTAL ACCOUNT	5,457	(109)	44,985	52,860	13,965
ALL ACCOUNTS - TOTAL					
PERSONNEL	99,578	96,659	87,910	98,855	125,930
OPERATIONS & MAINTENANCE	78,447	60,112	104,445	111,970	103,495
CAPITAL OUTLAY	5,563	26,807	4,500	4,500	5,300
TOTAL DEPARTMENT	183,588	183,578	196,855	215,325	234,725
REVENUES					
Public Charges for Services					
46720 Parks Rental	9,262	8,571	9,000	10,800	11,000
46721 Recreation Fees	3,603	3,641	3,600	4,600	5,000
46722 Commissions - Soda Machines	384	564	300	200	250
48501 Donations-Recreation	1,200	1,187	1,200	1,290	1,200
48500 Donations-Park	-	1,000	-	1,000	1,500
48441 Insurance Recoveries	-	3,651	-	-	-
TOTAL REVENUES	14,449	18,614	14,100	17,890	18,950

DEPARTMENT/ACCOUNT:
PARKS (55200)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	59,138	61,419	50,220	58,500	81,480
111 Overtime	1,780	3,162	910	3,000	950
121 Commissioners	3,080	2,990	3,480	3,480	3,480
130 Fringe Benefits	22,955	18,192	18,590	18,590	24,040
TOTAL PERSONNEL	86,953	85,763	73,200	83,570	109,950
OPERATIONS & MAINTENANCE					
220 Utilities	25,907	29,557	22,600	27,500	29,400
221 Phone and Communications	120	120	120	120	120
290 Other Contractual Services	28,747	7,230	11,000	11,500	27,450
321 Dues and Subscriptions	-	260	1,550	1,550	-
330 Conferences and Training	138	524	450	450	1,350
340 Operating Supplies	11,661	12,291	9,700	7,500	13,600
344 Gas, Oil etc	1,394	1,175	2,000	2,000	2,100
351 Allocated Vehicle Maintenance	4,514	4,832	7,000	3,500	5,000
360 Building Repairs	-	1,622	5,750	6,500	9,800
TOTAL OPERATIONS & MAINT	72,481	57,612	60,170	60,620	88,820
CAPITAL OUTLAY					
810 Capital Equipment	5,563	26,807	4,500	4,500	5,300
TOTAL CAPITAL OUTLAY	5,563	26,807	4,500	4,500	5,300
DEPARTMENT TOTAL	164,997	170,182	137,870	148,690	204,070

Department/Account: PARKS (55200)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries and Wages	81,480
	Costs associated with full and part 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	27,450
	<ul style="list-style-type: none"> • Fertilizer and weed control service 2,500 • Prairie maintenance at Prairie Hill Park 500 • 2 Concrete dumpster approach pads 8,500 • Roller rink striping 1,700 • Lions Park tennis court evaluation 1,000 • Electrical work for lighting and hand driers 1,500 • Sealcoat parking lot at Prairie Hill Park 6,700 • Concrete bleacher pads at Carter Woods Park 3,500 • Software for scheduling park facilities and programs 1,550 	
330	Conferences and Training	1,350
	<ul style="list-style-type: none"> • Landscape Maintenance Technician program at the FVTC for the Parks Foreman. Six courses with an estimated total cost of \$2,400. Two courses budgeted for 2015. 800 • Park and Recreation training through the Wisconsin Park and Recreation Association and APWA 550 	
340	Operating Supplies	13,600
	<ul style="list-style-type: none"> • 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 1,500 • Replenish ground-up rubber playground surface 1,000 • Replacement ice rink liner 900 • Arbor Day trees 3,000 	

360	Building Repairs	9,800
	<ul style="list-style-type: none"> • Paint Patriot Park Pavilion 2,500 • Replace lighting with LED fixtures 1,300 <i>1.96 year payback.</i> • Replace Patriot Park water heater 1,000 • Baseball field fence repairs 1,500 • Replace paper towel dispensers with blow dryers 1,500 at Prairie Hill Park <i>\$9/year vs. \$366/year</i> • Miscellaneous facility repairs 2,000 	
810	Capital Equipment	5,300
	<ul style="list-style-type: none"> • Sand Diggers at Lions and Carter Woods Parks 2,500 • Fence enclosure for bleachers 2,800 <i>\$700 Each</i> 	

DEPARTMENT/ACCOUNT:
RECREATION (55300)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	9,361	9,498	9,240	9,815	10,160
111 Overtime	163	-	-	-	-
130 Fringe Benefits	690	654	710	710	780
TOTAL PERSONNEL	10,213	10,152	9,950	10,525	10,940
OPERATIONS & MAINTENANCE					
290 Other Contractual Services	-	1,255	1,600	800	3,300
311 Postage	41	35	50	50	50
330 Conferences and Training	-	-	200	200	200
340 Operating Supplies	2,881	2,062	2,200	2,200	2,200
TOTAL OPERATIONS & MAINT	2,921	3,352	4,050	3,250	5,750
DEPARTMENT TOTAL	13,135	13,505	14,000	13,775	16,690

REVENUES

Public Charges for Services					
46721 Recreation Fees	3,603	3,641	3,600	4,600	5,000
Miscellaneous Revenue					
48501 Donations	1,200	1,187	1,200	1,290	1,200
TOTAL REVENUE	4,803	4,828	4,800	5,890	6,200

DEPARTMENT/ACCOUNT: Recreation (55300)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
220	Salaries & Wages	10,160
	Wages for one Recreation Supervisor and three Recreation Leaders/Helpers over the 8 week program.	
290	Contractual Services	3,300
	<ul style="list-style-type: none">• Instructor for summer tennis program (1,000). <i>offset by fee revenue</i>• Undetermined recreations programs (1,100). <i>offset by fee revenue</i>• Summer playground program field trips (1,000). <i>offset by fee revenue</i>• 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 and participant T-shirts for Summer Playground Program. Staff T-shirt uniforms are included for Recreational Supervisor and Leaders. Donations from sponsors and fund raising will offset this expenditure.	

DEPARTMENT/ACCOUNT:
TRAILS MAINTENANCE (55400)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	2,314	-	3,820	3,820	3,950
130 Fringe Benefits	98	743	940	940	1,090
TOTAL PERSONNEL	2,412	743	4,760	4,760	5,040
OPERATIONS & MAINTENANCE					
220 Utilities	386	443	475	300	475
290 Contractual Services	200	200	35,250	43,800	4,250
340 Operating Supplies	2,459	(1,495)	4,500	4,000	4,200
344 Gas, Oil etc	-	-	-	-	-
TOTAL OPERATIONS & MAINT	3,044	(852)	40,225	48,100	8,925
DEPARTMENT TOTAL	5,457	(109)	44,985	52,860	13,965

Department/Account: TRAILS MAINTENANCE (55400)

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110	Salaries and Wages	3,950
	Wages parks maintenance employee and summer help to maintain and repair recreational trails.	
290	Contractual Services	4,250
	<ul style="list-style-type: none">▪ Herbicide application along trail near Fox Cities Stadium. (250)▪ Grooming cross country ski trails. (4,000)	
340	Operating Supplies	4,200
	<ul style="list-style-type: none">▪ Supplies to maintain/repair trail surfaces. (1,400)▪ Curbing material for Arrowhead boardwalk to meet ADA requirements. (1,400)▪ Boardwalk deck boards replacements. (1,400)	

COMMUNITY DEVELOPMENT DEPARTMENT
ACCOUNT #56900 PLANNING/ZONING
ACCOUNT #52400 BUILDING INSPECTION
ACCOUNT #51502 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.

2015 OBJECTIVES

Planning/Zoning/GIS

- Project reviews of commercial, industrial and residential developments.
- Review and update land development codes and policies, with emphasis on signs, dimensional standards, 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.
- 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.
- Staff professional development efforts, with emphasis on training new Town Planner.

PLANNING/ZONING/GIS PERFORMANCE MEASURES

	<u>Actual</u> <u>2013</u>	<u>Estimated</u> <u>2014</u>	<u>Projected</u> <u>2015</u>
Public Involvement Hearings	72	60	65
Development Projects reviewed	124	130	145
Rezoning Applications	4	7	5
Site Plans	58	65	70
Variance Applications	16	10	10
Special Exceptions	28	25	25
Business Retention/Outreach Visits	10	10	10
Plats/CSM's	15	20	20
Wetland Delineations	4	8	6
Erosion/Stormwater Plan Reviews	138	110	125
Street/Utility Plan Reviews	4	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

	<u>Actual</u> <u>2013</u>	<u>Estimated</u> <u>2014</u>	<u>Projected</u> <u>2015</u>
Building Plan Reviews	72	55	60
Ave. # Days for Plan Reviews	6	5	5
Building Permits	1,508	1,400	1,450
New Comm/Ind Buildings	14	15	20
New Single Family Homes	71	65	70
New Multi-Family Units	32	8	80
Drainage Facilities Inspections	95	80	95
Erosion Control Permits	138	110	125
Erosion Control Observation Inspections	810	770	925
Special Event/Temp Sign Permits	75	45	55
Illegal R-O-W Signs removed	131	130	130
Citizen-Initiated Complaints	160	170	170
Staff-Initiated Complaints	177	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.
- Town-wide revaluation in 2015.

PERFORMANCE MEASURES

	<u>2013</u>	<u>2014</u>
Total Parcels	7,771	7,816
Parcels with Improvements	6,450	6,539
Personal Property Accounts	1,592	1,609

PERSONNEL DETAIL

Title	<u># FULL-TIME EQUIVALENTS (FTE'S)</u>		
	Actual 2014	Proposed 2015	Average 2015 Salary
Community Development Director	1.0	1.0	\$94,000
Town Planner	1.0	1.0	\$56,600
Building Inspectors	3.0	3.0	\$69,300
Executive Secretary	1.0	1.0	\$39,600
GIS Specialist	1.0	1.0	\$64,300
Totals	7.0	7.0	

COMMUNITY DEVELOPMENT SUMMARY

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
ASSESSOR (51502)					
PERSONNEL	5,661	6,721	7,100	7,100	7,260
OPERATIONS & MAINTENANCE	102,757	125,951	112,700	111,400	235,000
TOTAL ACCOUNT	108,418	132,672	119,800	118,500	242,260
BUILDING INSPECTION (52400)					
PERSONNEL	239,420	237,711	252,170	252,170	243,820
OPERATIONS & MAINTENANCE	68,700	92,735	65,900	62,950	66,050
TOTAL ACCOUNT	308,120	330,446	318,070	315,120	309,870
PLANNING & ZONING (56900)					
PERSONNEL	196,262	194,705	251,760	251,760	236,570
OPERATIONS & MAINTENANCE	17,323	33,299	49,800	46,900	39,700
TOTAL ACCOUNT	213,584	228,004	301,560	298,660	276,270
ALL ACCOUNTS - TOTAL					
PERSONNEL	441,342	439,137	511,030	511,030	487,650
OPERATIONS & MAINTENANCE	188,779	251,985	228,400	221,250	340,750
TOTAL DEPARTMENT	630,122	691,122	739,430	732,280	828,400

REVENUES

Licenses & Permits

44300 Building Permits	244,145	298,206	250,000	245,000	250,000
44400 Zoning Permits	39,294	42,415	40,000	40,000	40,000
44401 Erosion Control Plan Review Fee	6,386	7,300	7,000	7,000	7,000
44402 Drainage Inspection Fee	37,090	38,070	30,000	38,000	40,000
44403 Wetland Delineations	13,599	14,084	12,000	14,000	14,000
44404 Building Plan Review Fee	42,550	53,060	40,000	44,000	47,000
44405 Erosion Control Inspection Fee	13,500	18,750	15,000	16,500	17,000
44406 Drainage Plan Review Fee	1,500	1,850	1,500	1,500	1,500
44410 Maps and Plans	-	-	-	-	500
44901 Property Record Mgmt Fee	20,900	23,350	22,000	30,000	35,000
TOTAL REVENUES	418,964	497,085	417,500	436,000	452,000

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110/130	Salaries, Fringe Benefits Pro-rata assignment of GIS Specialist's salary for services rendered to support assessment database and mapping.	7,260
290	Other Contractual Services Includes annual contracted price with CLT/Tyler Technologies for Town Assessor and Deputy Assessor duties, software program updates, and technical support (104,900) plus contract for services to complete Town-wide revaluation in 2015 (115,000).	219,900
310	Office Supplies Includes annual budgeted amount (300) plus one-time amount (300) to support costs of 2015 Town-wide revaluation	600
311	Postage Includes annual budgeted amount (1,900) plus one-time amount (3,500) to support costs of 2015 Town-wide revaluation.	5,400
320	Publication/Printing Fees Includes annual budgeted amount (200) plus one-time amount (1,000) to support costs of 2015 Town-wide revaluation.	1,200
390	Miscellaneous Expense Manufacturing assessment fee payable to WI Dept. of Revenue.	7,500

DEPARTMENT/ACCOUNT:
BUILDING INSPECTION (52400)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries	169,898	173,834	180,760	180,760	177,000
111 Overtime	264	257	1,610	1,610	1,640
130 Fringe Benefits	69,259	63,620	69,800	69,800	65,180
TOTAL PERSONNEL	239,420	237,711	252,170	252,170	243,820
OPERATIONS & MAINTENANCE					
210 Professional Services	48,373	77,555	45,000	45,000	45,000
221 Phone and Communications	2,391	2,003	2,000	2,000	2,000
310 Office Supplies	849	363	1,200	500	1,000
311 Postage	225	347	400	600	600
320 Publication/Printing Fees	988	732	1,500	700	1,500
321 Dues and Subscriptions	265	734	600	600	600
330 Conferences & Training	2,190	1,754	3,000	2,000	3,000
344 Gas, Oil, and Other Supplies	2,492	1,701	3,000	2,500	3,000
346 Hand Tool / Small Equipment	-	110	-	-	-
347 Office Equipment	383	-	500	200	500
351 Allocated Vehicle Maintenance	3,158	1,348	2,900	2,900	2,900
390 Miscellaneous Expenses	6,414	5,131	5,500	5,000	5,000
391 Uniforms	971	958	300	950	950
TOTAL OPERATIONS & MAINT	68,700	92,735	65,900	62,950	66,050
DEPARTMENT TOTAL	308,120	330,446	318,070	315,120	309,870

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110/111/130	Salaries, Overtime, Fringe Benefits Budgeted amount reflects pro-rata assignment of salaries to utility districts for services rendered.	243,820
210	Professional Services <u>Drainage Plan Reviews and Facility Checks (25,000)</u> Contracted service with Town Engineer to perform commercial drainage plan reviews, drainage and pond inspections, and lot grade checks at construction sites. <u>Erosion Control Plan Reviews/Field Observation (15,000)</u> Contracted service with Town Engineer to perform State mandated erosion control plan reviews and field observations. <u>Building Plan Reviews (5,000)</u> Contracted service with consulting architect, as needed, for review of large commercial building plans. **NOTE: Contracted service costs offset by permit fees and direct billing to builders/developers.	45,000
330	Conferences and Training Building, Electrical, Plumbing and HVAC code update courses, as required to maintain State mandated professional certifications.	3,000

DEPARTMENT/ACCOUNT:
PLANNING & ZONING (56900)

FUND:
GENERAL FUND (10)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	141,019	142,850	186,190	186,190	156,950
111 Overtime	276	525	2,220	2,220	930
121 Commissioners	4,230	4,645	4,900	4,900	4,900
130 Fringe Benefits	50,737	46,685	58,450	58,450	73,790
TOTAL PERSONNEL	196,262	194,705	251,760	251,760	236,570
OPERATIONS & MAINTENANCE					
210 Professional Services	150	84	-	-	-
211 Wetland Delineation	-	21,525	10,000	12,000	10,000
221 Phone and Communications	1,938	1,592	1,500	1,500	1,500
290 Other Contractual Services	9,197	4,713	5,000	4,000	5,000
310 Office Supplies	2,360	734	3,000	2,000	3,000
311 Postage	742	778	1,200	800	1,200
320 Publication/Printing Fees	(212)	96	2,000	700	1,500
321 Dues	404	1,359	22,400	22,000	12,400
330 Conferences and Training	664	769	3,000	2,000	3,000
344 Gas, Oil, and Other Supplies	584	1,023	600	1,000	1,000
347 Office Equipment	1,496	30	500	300	500
351 Allocated Vehicle Maintenance	-	596	600	600	600
TOTAL OPERATIONS & MAINT	17,323	33,299	49,800	46,900	39,700
DEPARTMENT TOTAL	213,584	228,004	301,560	298,660	276,270

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
110/111/130	Salaries, Overtime, Fringe Benefits Budgeted amount reflects pro-rata assignment of salaries to utility districts and Assessor for services rendered.	236,570
211	Wetland Delineations Contracted service with a professional soil scientist. Costs offset by direct billing to property owner/developer.	10,000
290	Other Contractual Services 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).	5,000
321	Dues 2015 budget reduced from 2014 (-10,000) to reflect an amount that will support economic development, marketing and business recruitment initiatives which provide the greatest benefit to the region and to Grand Chute.	12,400
330	Conference and Training 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).	3,000

DEPARTMENT/ACCOUNT:
EQUIPMENT REPLACEMENT FUND

FUND:
FUND EQUIPMENT REPLACEMENT (12)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
BEGINNING FUND BALANCE	590,900	490,900	305,900	305,900	110,900
REVENUES					
Designated Fund Balance	-	-	-	-	-
Transfer from General Fund	-	-	-	-	-
Insurance Proceeds	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-
TOTAL RESOURCES	590,900	490,900	305,900	305,900	110,900
EXPENDITURES-TRANSFER TO OTHER FUNDS:					
Replacement Vehicles	100,000	-	-	-	-
Replace Public Works Truck	-	185,000	195,000	195,000	110,900
TOTAL EXPENDITURES	100,000	185,000	195,000	195,000	110,900
ENDING FUND BALANCE	490,900	305,900	110,900	110,900	-

DEPARTMENT/ACCOUNT:
ROOM TAX FUND

FUND:
ROOM TAX FUND (21)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
BEGINNING FUND BALANCE	68,165	75,245	75,489	75,489	75,489
REVENUES					
Public Accomodation-Town Gen	74,058	77,040	72,000	76,000	75,800
Public Accomodation-Town Dev	230,451	242,980	223,000	242,160	241,100
Public Accomodation-Convention	698,432	728,207	669,000	726,500	723,200
TOTAL REVENUES	1,002,941	1,048,227	964,000	1,044,660	1,040,100
TOTAL RESOURCES	1,071,105	1,123,472	1,039,489	1,120,149	1,115,589
EXPENDITURES					
Convention Bureau	691,352	728,207	669,000	726,500	723,200
TOTAL EXPENDITURES	691,352	728,207	669,000	726,500	723,200
Minus-To General Fund	304,509	319,776	295,000	318,160	316,900
ENDING FUND BALANCE	75,245	75,489	75,489	75,489	75,489

DEPARTMENT/ACCOUNT:
PARK DEVELOPMENT FUND

FUND:
PARK FUND (22)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
BEGINNING FUND BALANCE	95,366	165,263	163,723	163,723	191,223
REVENUES					
Park Development Fees	58,950	33,738	36,000	26,000	46,000
Donations	9,509	-	-	-	-
Interest	1,438	721	200	1,500	1,500
TOTAL REVENUES	69,897	34,459	36,200	27,500	47,500
TOTAL RESOURCES	165,263	199,723	199,923	191,223	238,723
Park Fund Expense	-	36,000	-	-	225,000
Minus-To Debt Service Fund	-	-	-	-	-
ENDING FUND BALANCE	165,263	163,723	199,923	191,223	13,723

DEPARTMENT/ACCOUNT:
IMPACT FEE FUND
 Fire Station Development

FUND:
IMPACT FEE (23)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
BEGINNING FUND BALANCE	59,424	95,746	124,488	124,488	161,738
REVENUES					
Impact Fees	35,514	28,206	31,000	36,000	58,000
Interest	808	536	125	1,250	125
TOTAL REVENUES	36,322	28,742	31,125	37,250	58,125
TOTAL RESOURCES	95,746	124,488	155,613	161,738	219,863
Transfer to Capital Projects Fund	-	-	-	-	200,000
ENDING FUND BALANCE	95,746	124,488	155,613	161,738	19,863

DEPARTMENT/ACCOUNT:
SPECIAL ASSESSMENTS

FUND:
ASSESSMENT FUND (25)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
BEGINNING FUND BALANCE	5,635,666	5,512,042	3,880,772	3,880,772	2,601,372
REVENUES					
Special Assessments	1,835,405	1,414,482	1,400,000	1,300,000	1,350,000
Interest on Special Assessments	158,939	146,657	150,000	175,000	160,000
Interest from Investments	17,352	-	-	-	-
TOTAL REVENUES	2,011,696	1,561,139	1,550,000	1,475,000	1,510,000
TOTAL RESOURCES	7,647,362	7,073,181	5,430,772	5,355,772	4,111,372
EXPENDITURES					
Transfer Out	95,998	848,909	25,000	700,000	500,000
Transfer to Debt Service	2,039,322	2,343,500	2,054,400	2,054,400	2,000,000
TOTAL EXPENDITURES	2,135,320	3,192,409	2,079,400	2,754,400	2,500,000
ENDING FUND BALANCE	5,512,042	3,880,772	3,351,372	2,601,372	1,611,372

DEBT SERVICE FUND

FUND:
DEBT FUND (30)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
BEGINNING FUND BALANCE	178,188	296,204	183,177	183,177	183,228
REVENUES					
Mil Tax	2,160,300	1,996,300	2,090,000	2,090,000	2,125,948
Borrowing L/T Refunding Bonds	374,050	-	-	-	-
From Special Assessment Fund	2,039,322	2,343,500	2,054,400	2,054,400	2,000,000
From Park Development Fund	-	-	-	-	-
From Grand Chute Utilities-Lease	134,280	-	-	-	-
From San District #3	-	-	-	-	-
From Fire Impact Fee Fund	-	-	-	-	-
Premium on Debt Issue	-	-	-	-	-
TOTAL REVENUES	4,707,952	4,339,800	4,144,400	4,144,400	4,125,948
From Reserve-Sale of Town Hall	-	-	-	-	-
EXPENDITURES					
Debt Principal-'02	298,522	-	-	-	-
Debt Principal-'03 Refinancing	769,884	-	-	-	-
Debt Principal-'04	510,036	535,036	560,036	560,036	-
Debt Principal-'05	775,000	815,000	845,000	845,000	855,000
Debt Principal-'06	120,000	120,000	115,000	115,000	115,000
Debt Principal-'08	585,000	590,000	590,000	590,000	585,000
Debt Principal-'09	360,000	360,000	365,000	365,000	380,000
Debt Principal-'10	585,000	585,000	590,000	590,000	595,000
Debt Principal-'12	-	924,050	650,000	650,000	705,000
Debt Principal-'14	-	-	-	-	650,000
Debt Interest-'02	5,970	-	-	-	-
Debt Interest-'03 Refinancing	9,174	654	-	-	-
Debt Interest-'04	55,949	38,608	19,882	19,882	-
Debt Interest-'05	101,588	73,763	44,713	44,713	14,962
Debt Interest-'06	22,669	19,419	13,369	13,369	8,913
Debt Interest-'08	155,388	134,913	114,263	114,263	92,138
Debt Interest-'09	81,938	74,738	66,637	66,637	57,513
Debt Interest-'10	116,425	107,650	98,876	98,876	88,551
Debt Interest-'12	32,626	73,998	71,573	71,573	68,171
Debt Interest-'14	-	-	-	-	50,000
Payment to refund bond escrow	4,767	-	4,500	-	5,000
TOTAL EXPENDITURES	4,589,936	4,452,827	4,148,849	4,144,349	4,270,248
ENDING FUND BALANCE	296,205	183,177	178,728	183,228	38,928

**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.

2015 OBJECTIVES - SANITARY DISTRICT NO. 1

- Mail the Consumer Confidence Reports to all customers by July 2015.
- Exercise water main valves on a bi-annual basis.
- Continue replacing water main – where needed.
- Maintain all fire hydrants on an annual basis
- Install 1,500 AMI replacement water meters.

2015 OBJECTIVES - SANITARY DISTRICT NO. 2

- Continue Inflow & Infiltration Program throughout the Town.
- Continue sewer line maintenance program - clean all lines once every three years.
- Mail the Wastewater Treatment Works Compliance Maintenance Report (eCMAR) by June 2015.

PERFORMANCE MEASURES

Measure	Actual 2013	Estimated 2014	Proposed 2015
Diggers' Hotline Locates	3,127	2,700	2,900
Water Permits/Inspections	85	60	70
Sewer Permits/Inspections	81	60	70
Storm Permits/Inspections	72	55	65
New Meter Installations	78	70	80
Water Main Valves Exercised	200	100	350
(Industry standard is to exercise valves every 2 years)			
Sewer Main Cleaned (ft.)	97,921	80,000	95,000
(Industry standard is to clean sewer mains every 3 years)			

PERSONNEL DETAIL

Title	# Full Time Equivalent (FTEs)		
	Actual 2014	Proposed 2015	2015 Avg. Salary
Director of Public Works	0.6	0.6	\$61,600
Public Works Superintendent	0.67	0.67	56,400
Office Coordinator	0.5	0.5	24,750
Skilled Labor II	3.0	3.0	51,200
Laborer I	1.0	1.0	36,500
Account Clerk II	1.0	1.0	47,200
Laborer/Part-time	0.6	0.6	14.74/hr.
LTE Meter Install Technician	0.0	0.57	16.67/hr.
Summer Help	0.6	0.6	9.50/hr.
Totals	7.97	8.54	

DEPARTMENT/ACCOUNT:
WATER SUMMARY

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR END ESTIMATE 2014	PROPOSED BUDGET 2015
SANITARY DISTRICT #1					
PERSONNEL	519,803	432,476	453,580	430,200	492,260
OPERATIONS & MAINTENANCE	4,812,468	4,740,329	5,074,157	5,126,804	5,270,145
Subtotal-Operating Expenses	5,332,272	5,172,805	5,527,737	5,557,004	5,762,405
DEBT SERVICE	789,490	706,440	677,122	677,122	575,000
CAPITAL IMPROVEMENTS	383,304	860,298	379,370	337,544	797,560
Subtotal-Capital Expenses	1,172,794	1,566,738	1,056,492	1,014,666	1,372,560
TOTAL EXPENSES	6,505,065	6,739,543	6,584,229	6,571,670	7,134,965
REVENUES					
Public Charges for Services					
41500 Merchanding & Jobbing	707	923	1,000	1,000	1,000
41900 Interest Income	(15,330)	(26,898)	-	(20,000)	(15,000)
41901 Interest Income-Assessments	7,212	11,308	7,000	10,000	10,000
41902 Interest-Funded Depreciation	5,268	2,219	6,000	5,500	5,000
46301 Mil Tax-Appleton (Hydrant)	11,255	11,318	11,500	13,430	13,450
46302 State Aid (Exempt Computer)	315	3,320	300	-	-
46110 Meter Sales-Residential	1,966,884	2,010,468	2,472,400	2,500,000	2,500,000
46120 Meter Sales-Commercial	1,832,265	1,701,831	2,573,100	2,200,000	2,400,000
46130 Meter Sales-Industrial	360,228	393,121	402,800	400,000	400,000
46100 Other metered Sales	8,995	7,597	5,000	6,000	6,000
46150 Meter Sales-Multi-Family	-	177,926	-	315,000	300,000
46200 Private Fire Protection	89,618	90,436	90,000	90,000	91,000
46303 Public Fire Protect (Tax Levy)	446,100	446,100	567,876	567,876	567,876
46440 Sales to Public Authorities	93,763	89,355	95,500	93,000	95,000
47000 Penalties	63,794	38,181	40,000	40,000	40,000
47400 Miscellaneous Revenues	2,783	4,144	3,200	5,700	4,000
47401 Inspection Fees	7,600	5,210	5,000	5,000	5,000
47403 Water Impact Fees	54,845	44,928	55,000	50,000	55,000
47200 Water Revenue-Tower Rent	127,709	144,628	115,000	115,000	100,000
47405 Water Admin Fee	63	365	200	200	200
Subtotal-Operating Revenues	5,064,074	5,156,480	6,450,876	6,397,706	6,578,526
Other Revenues					
47404 Sale of Property	39,650	722	-	-	7,500
20000 Capital Revenue	189,153	107,948	-	-	-
22300 Debt Proceeds-Borrowing	429,318	-	1,145,920	-	750,000
42100 Insurance Recovery	5,788	-	-	-	-
42100 Credit Card Rebate	-	-	1,500	1,500	5,000
Subtotal-Capital Revenues	663,909	108,670	1,147,420	1,500	762,500
TOTAL REVENUES	5,727,983	5,265,150	7,598,296	6,399,206	7,341,026
Net Operating Income (Loss) for Year	(268,198)	(16,325)	923,139	840,702	816,121

DEPARTMENT/ACCOUNT:
SANITARY DIST #1-WATER

		ACTUAL	ACTUAL	BUDGET	YEAR-END ESTIMATE	PROPOSED BUDGET
		2012	2013	2014	2014	2015
PERSONNEL						
110	Salaries and Wages	382,156	326,473	323,580	300,500	355,760
121	Commissioners	-	-	800	500	800
130	Fringe Benefits	137,648	106,003	129,200	129,200	135,700
TOTAL PERSONNEL		519,803	432,476	453,580	430,200	492,260
OPERATIONS & MAINTENANCE						
210	Professional Services	9,230	9,334	14,500	2,487	9,500
220	Utilities	61,650	64,053	65,540	65,100	65,805
221	Phone and Communications	1,494	1,372	2,250	1,900	2,250
290	Contractual Services	12,261	5,756	6,500	8,650	32,500
291	Uniforms	2,188	2,657	2,400	1,000	1,500
310	Office Supplies	1,875	3,657	7,000	1,500	4,000
311	Postage	5,581	7,179	8,000	7,200	10,300
320	Publication & Printing	-	-	-	-	650
321	Dues & Subscriptions	400	187	500	400	500
330	Conferences & Training	2,496	1,599	3,000	3,000	3,000
390	Operating Supplies	4,099	2,535	6,500	5,200	6,500
344	Vehicle Gas, Oil, Etc	11,247	16,310	10,600	14,000	12,000
350	Vehicle Maintenance	-	3,843	500	-	3,000
351	Allocated Vehicle Maintenance	10,713	7,313	11,500	11,500	11,500
390	Equipment Maintenance	143,885	65,315	104,000	117,400	134,500
390	Miscellaneous Expenses/Incl Diggers	8,448	15,516	9,700	6,500	9,800
395	Purchased Water	3,910,420	3,924,002	4,200,000	4,200,000	4,300,000
510	Insurance Premiums	36,689	32,258	42,200	51,500	43,100
530	Rent/Lease Payments	44,760	44,760	44,740	44,740	44,740
540	Depreciation	474,659	516,970	465,000	515,000	510,000
620	Uncollected Taxes	1,073	324	-	-	-
620	Debt Service-Interest	123,958	79,973	69,727	69,727	65,000
933	Transportation Cost Allocation	(54,658)	(64,587)	-	-	-
TOTAL OPERATIONS & MAINT		4,812,468	4,740,329	5,074,157	5,126,804	5,270,145
DEBT SERVICE						
610	Debt Service-Principal	789,490	706,440	677,122	677,122	575,000
TOTAL DEBT SERVICE		789,490	706,440	677,122	677,122	575,000
CAPITAL IMPROVEMENTS						
810	Capital Equipment - Meters	15,479	422,978	300,000	300,000	300,000
810	Capital Equipment - Booster Pump	-	81,723	20,000	20,000	25,400
811	Capital Equipment - Vehicles/Equip	45,436	21,108	12,250	12,250	58,000
831	Capital Equipment - Dist Mains	38,546	231,334	-	-	-
	Capital Equipment - Services	-	65,055	-	-	-
	Capital Equipment - IT Hardware	-	-	-	-	13,040
840	Capital Improvement - Construction	283,843	38,100	47,120	5,294	401,120
TOTAL CAPITAL IMPROVE		383,304	860,298	379,370	337,544	797,560
DEPARTMENT TOTAL		6,505,065	6,739,543	6,584,229	6,571,670	7,134,965

DEPARTMENT/ACCOUNT: SANITARY DISTRICT NO. 1

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	PROFESSIONAL SERVICES	9,500
	Includes the cost for professional engineering, audit and legal expense.	
220	UTILITIES	65,805
	Includes cost for electric and gas service for booster stations and tower. The majority is for the pumping station expenses. Increase is due to 0.34% We Energies electric rate increase for 2015.	
290	CONTRACTUAL SERVICES	32,500
	Includes Sanitary District No. 1 portion of GIS software licenses, as well as their portion of the IT departments general licenses and contracts that service the whole Town. This also includes the Civic Utility annual fee, Pubworks, and Conect software agreements. This account has increased from previous years, due to a portion of the IT expenses being allocated to the Sanitary Districts.	
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	134,500
	This amount is allocated for the maintenance of meters, booster stations, pumping equipment, water mains, services, hydrants and telemetry.	
395	PURCHASED WATER	4,300,000
	Cost of water purchased from the City of Appleton.	
810	CAPITAL EQUIPMENT	324,500
	<ul style="list-style-type: none"> Water meter replacement program with new advanced meter reading system (300,000). <p>Grand Chute, City of Appleton and the Central Brown County Water Authority have jointly requested proposals from vendors of Advanced Metering Infrastructure Systems to replace the drive-by systems</p>	

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 and 2 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. Water meter readings are used to calculate water and sewer charges.

- **Booster Pump Replacement (24,500)**

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. One pump at each station was replaced in 2014 and remaining two pumps will be replaced in 2015.

811 CAPITAL EQUIPMENT - VEHICLES 58,000

- **Front End Loader with Two Way Plow & Wing - Replacement (232,000)**

This unit would be a replacement of the 1995 John Deere Loader #310 (7,500 hours). The estimated replacement time schedule for this type of heavy duty equipment is set at 20 years which it will be in 2015. Equipment of this type are subjected to severe duty during their service life with snow plowing operations and salt shed duties being some of the worst. Although the mechanical/operating condition of this machine remains fairly sound corrosion of many of the cab structural components are becoming severe in nature and will require extensive body work and repainting to keep this unit in safe operating condition for front line duty. Staff recommends that when a replacement loader is purchased, the current loader #310 remain in the fleet for use in salt shed operations. The new loader would be assigned a cul de sac plow route, as it is much more efficient and less time consuming than using pick-up plows. The loader is also used extensively by the sanitary districts for repairs and construction. The loader would be jointly purchased by Sanitary Districts No. 1, 2 & 3 and Streets. **(San 1 - \$58,000, San 2 - \$58,000, San 3 - \$23,200, Streets - \$92,800)**
(Estimated Auction Resale Price \$30,000)

811 CAPITAL EQUIPMENT – IT HARDWARE 13,040

For 2015, the Town is starting to allocate the IT costs to the Sanitary Districts. This amount reflects, Sanitary District No. 2's portion of the server and computer replacement rotation that is scheduled for 2015.

DEPARTMENT/ACCOUNT:
SANITARY SEWER SUMMARY

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
SANITARY DIST #2					
PERSONNEL	353,141	329,800	289,512	324,800	343,123
OPERATIONS & MAINTENANCE	2,602,526	2,348,343	2,430,367	2,397,787	2,504,410
Subtotal-Operating Expense	2,955,667	2,678,143	2,719,879	2,722,587	2,847,533
DEBT SERVICE	327,068	237,586	227,842	227,842	415,000
CAPITAL IMPROVEMENTS	530,510	361,310	625,750	591,900	660,390
Subtotal-Capital Expenses	857,578	598,896	853,592	819,742	1,075,390
TOTAL EXPENSES	3,813,245	3,277,039	3,573,471	3,542,329	3,922,923
REVENUES					
Public Charges for Services					
62130 Industrial Surcharge	109,126	130,173	121,500	120,000	125,000
63506 Sewer Admin Fees	17	-	-	-	-
62210 Metered Service-Residential	1,337,716	1,373,011	1,350,000	1,360,000	1,360,000
62120 Metered Service-Commercial	1,075,245	1,059,471	1,100,000	1,050,000	1,100,000
62130 Metered Service-Industrial	142,866	163,628	141,500	141,000	142,000
62140 Public Authorities	59,429	57,346	59,500	60,000	59,900
62500 Other Sewer Service	5,354	6,718	6,000	6,200	6,000
62501 Service Avail Charge-SAC	106,272	89,205	77,000	78,000	80,000
63100 Penalties	36,449	22,142	20,000	20,000	20,000
63200 Inspection Fees	4,530	3,960	5,000	4,500	4,800
63201 Connection Fees	24,500	26,950	22,000	24,000	23,000
63500 Misc Operating Income	2,290	2,236	2,000	21,000	2,000
63501 Interest Income	88,391	38,755	100,000	80,000	70,000
63502 Interest Income-Assess	4,309	8,599	4,200	7,000	6,500
63503 Interest-Funded Depreciation	4,754	2,002	5,000	4,200	4,500
63504 Interest Income-SAC	10,231	4,901	9,000	9,000	9,000
Subtotal-Operating Revenues	3,011,479	2,989,097	3,022,700	2,984,900	3,012,700
Other Revenues					
67500 Capital Contributions	122,892	(94,342)	-	(14,829)	-
63505 Sale of Property	-	-	35,000	-	7,500
22300 Debt Proceeds-Borrowing	-	-	972,000	-	550,000
63507 Insurance Recoveries	7,659	-	-	-	-
63508 Credit Card Rebate	-	-	500	625	4,000
Subtotal-Capital Revenues	130,551	(94,342)	1,007,500	(14,204)	561,500
TOTAL REVENUES	3,142,030	2,894,755	4,030,200	2,970,696	3,574,200
Net Operating Income (Loss) for Year	55,812	310,954	302,821	262,313	165,167

DEPARTMENT/ACCOUNT:
SANITARY DIST #2-SEWER

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	249,377	242,077	207,160	240,000	250,160
121 Commissioners	-	-	840	800	840
130 Fringe Benefits	103,764	87,723	81,512	84,000	92,123
TOTAL PERSONNEL	353,141	329,800	289,512	324,800	343,123
OPERATIONS & MAINTENANCE					
210 Professional Services	4,427	4,333	15,200	9,500	15,000
220 Utilities	24,068	28,619	35,900	30,000	31,000
221 Phone and Communications	1,500	1,395	2,500	1,600	2,500
290 Other Contractual Services	15,338	5,532	7,000	7,000	17,750
291 Uniforms	3,166	1,903	2,400	800	1,500
310 Office Supplies	1,478	1,975	2,500	2,000	1,000
311 Postage	5,583	7,179	6,000	7,500	10,300
320 Publication/Printing Fees	109	232	1,000	100	1,650
321 Dues and Subscriptions	113	-	200	200	200
330 Conferences & Training	2,048	7,048	3,000	3,000	3,000
340 Operating Supplies	8,362	5,159	6,200	6,800	6,400
344 Vehicle Gas, Oil, Etc	7,498	12,270	8,000	5,500	8,000
390 Repairs & Maintenance	49,680	52,805	119,000	102,300	127,000
350 Vehicle Maintenance	8,495	444	4,000	1,000	2,000
351 Allocated Vehicle Maintenance	5,766	4,647	5,000	4,900	7,000
390 Miscellaneous Expenses	1,358	54	-	-	-
396 Treatment Costs	1,026,660	929,001	827,739	827,739	857,952
510 Insurance Premiums	36,689	32,258	42,200	40,300	43,100
530 Rent	44,760	44,760	44,740	44,760	44,760
540 Depreciation	487,894	506,798	485,000	490,000	500,000
540 Reg Depreciation	-	-	126,825	126,825	125,000
550 Reg Equipment Replacement	135,446	125,986	125,116	125,116	123,575
610 Reg Debt Service	691,501	551,101	542,224	542,224	555,723
620 Debt Service-Interest	34,384	26,249	18,623	18,623	20,000
691 Debt Expense-Amortized	6,203	(1,405)	-	-	-
TOTAL OPERATIONS & MAINT	2,602,526	2,348,343	2,430,367	2,397,787	2,504,410
DEBT SERVICE					
610 Debt Service-Principal	327,068	237,586	227,842	227,842	415,000
TOTAL DEBT SERVICE	327,068	237,586	227,842	227,842	415,000
CAPITAL IMPROVEMENTS					
810 Capital Equipment	-	299,790	300,000	300,000	300,000
811 Capital Equipment - Vehicles	45,436	21,108	289,750	289,750	58,000
811 Capital Equipment - IT Hardware	-	-	-	-	13,040
840 Capital Improve-Construction	485,074	40,412	36,000	2,150	289,350
TOTAL CAPITAL IMPROVE	530,510	361,310	625,750	591,900	660,390
DEPARTMENT TOTAL	3,813,245	3,277,039	3,573,471	3,542,329	3,922,923

DEPARTMENT/ACCOUNT: SANITARY DISTRICT NO. 2

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
210	PROFESSIONAL SERVICES	15,000
	Includes the cost for professional engineering, audit and legal expense. Also includes Infiltration & Inflow (I&I) investigation.	
220	UTILITIES	31,000
	Includes cost for electric and gas service for 11 lift stations. Change is due to We Energies' 0.34% electric rate increase and a 1.7% decrease in gas rate and utilizing actual cost data for estimation.	
290	CONTRACTUAL SERVICES	17,750
	Includes Sanitary District No. 2 portion of GIS software licenses, as well as their portion of the IT departments general licenses and contracts that service the whole Town. This also includes the Civic Utility annual fee, Pubworks, and Conect software agreements. This account has increased from previous years, due to a portion of the IT expenses being allocated to the Sanitary Districts.	
351	ALLOCATED VEHICLE MAINTENANCE	7,000
	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.	
390	EQUIPMENT MAINTENANCE	127,000
	\$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 liftstations and telemetry.	
396	TREATMENT COSTS	857,952
	Cost of wastewater treatment from Grand Chute Menasha West and the City of Appleton.	

SANITARY DISTRICT NO. 3

GOALS

- Protect the surface water resources of the Town of Grand Chute.
- Maintain and repair all municipal storm water facilities.
- Continue to work toward compliance with the DNR rules and regulations for TMDL and TSS removal from the Town's storm water runoff in the urbanized area.
- Monitor discharge points into the waterways within the Town for illicit discharges.

2015 OBJECTIVES - SANITARY DISTRICT NO. 3

- Complete revision of the Town Storm Water Management Plan.
- Sweep all streets in the urbanized area every two weeks.
- Begin the evaluation of existing storm water ponds to determine if they are functioning properly, including inlet and outlet piping.
- Compile and submit the MS4 Annual Report to the WDNR.
- Submit grant applications for Mud Creek dredging and future storm water ponds.

PERFORMANCE MEASURES

<u>Measure</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Proposed 2015</u>
Urbanized Area times streets swept	15	15	15
Erosion Control Permits	30	20	26
Ditch cleaned (feet)		700	850
Residential Equivalent Units (REU)	28,635	29,998	30,150
Storm water ponds constructed	1	1	4

DEPARTMENT/ACCOUNT:
STORM WATER SUMMARY

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR END ESTIMATE 2014	PROPOSED BUDGET 2015
SANITARY DISTRICT #3					
PERSONNEL	243,696	176,709	211,159	227,000	270,233
OPERATIONS & MAINTENANCE	547,712	625,632	604,280	614,050	661,625
Subtotal-Operating Expenses	791,408	802,341	815,439	841,050	931,858
DEBT SERVICE	1,527,464	1,461,084	1,339,293	1,339,293	1,320,000
CAPITAL IMPROVEMENTS	697,715	406,343	940,450	517,500	3,007,040
Subtotal-Capital Expenses	2,225,179	1,867,427	2,279,743	1,856,793	4,327,040
TOTAL EXPENSES	3,016,587	2,669,768	3,095,182	2,697,843	5,258,898
REVENUES					
Public Charges for Services					
63200 Inspection / Application	2,850	3,450	3,000	3,000	3,200
63100 Penalties	25,574	10,540	2,000	8,500	8,000
62200 Storm Water Fees	2,834,620	2,858,933	2,864,400	2,880,000	2,908,000
63502 Special Assessment Interest	22,460	56,392	24,500	56,800	57,000
63501 Interest Income	52,110	27,088	55,000	55,000	55,000
69280 Other Agencies	26,796	-	-	-	-
Subtotal-Operating Revenues	2,964,410	2,956,403	2,948,900	3,003,300	3,031,200
Other Revenues					
68000 Grants	-	-	240,000	50,000	185,000
67500 Capital Revenue	1,525,125	175,484	325,500	325,000	250,000
63508 Credit Card Rebate	-	-	500	25	500
22300 L/T Borrowing	1,071,888	-	1,711,800	-	2,500,000
Subtotal-Capital Revenues	2,597,013	175,484	2,277,800	375,025	2,935,500
TOTAL REVENUES	5,561,423	3,131,887	5,226,700	3,378,325	5,966,700
Net Operating Income (Loss) for Year	2,173,002	2,154,062	2,133,461	2,162,250	2,099,342

DEPARTMENT/ACCOUNT:
SANITARY DIST #3-STORM WATER

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
PERSONNEL					
110 Salaries and Wages	158,746	110,466	143,373	162,000	184,576
110 Transfer in from General Fund	40,194	22,126	15,000	7,000	15,000
130 Fringe Benefits	44,756	44,117	52,786	58,000	70,657
TOTAL PERSONNEL	243,696	176,709	211,159	227,000	270,233
OPERATIONS & MAINTENANCE					
000 Illicit Discharge Expense	14,245	12,735	15,260	12,260	16,960
210 Professional Services	19,739	47,418	32,000	16,500	22,000
220 Utilities	5,050	5,562	12,180	8,000	9,000
240 Repairs & Maint	4,355	6,725	6,500	6,500	8,000
290 Contractual Services	41,355	85,932	100,500	100,500	113,950
310 Office Supplies	1,501	331	2,000	500	500
311 Postage	646	825	3,900	800	3,850
320 Publications & Printing	-	-	500	250	625
321 Dues & Subscriptions	2,000	2,000	2,300	2,300	2,300
330 Conferences & Training	190	63	500	500	500
340 Operating Supplies	6,146	990	5,000	5,000	5,000
344 Vehicle Gas, Oil, Etc	-	-	-	-	-
350 Vehicle Maintenance	-	-	-	-	-
380 Equipment Maintenance	-	-	-	-	2,000
390 Rent / Lease Payments	44,760	44,760	44,740	44,740	44,740
390 Miscellaneous Expenses	258	393	2,000	-	-
510 Insurance Premiums	15,303	9,052	16,900	16,200	17,200
540 Depreciation	392,164	408,846	360,000	400,000	415,000
740 Disposal of Capital Assests	-	-	-	-	-
TOTAL OPERATIONS & MAINT	547,712	625,632	604,280	614,050	661,625
DEBT SERVICE					
610 Debt Service-Principal & Interest	1,527,464	1,461,084	1,339,293	1,339,293	1,320,000
TOTAL DEBT SERVICE	1,527,464	1,461,084	1,339,293	1,339,293	1,320,000
CAPITAL IMPROVEMENTS					
810 Capital Equipment - IT Hardware	-	-	-	-	13,040
811 Capital Equipment - Vehicles	-	-	104,750	92,500	23,200
840 Capital Improve-Construction	697,715	406,343	835,700	425,000	2,970,800
TOTAL CAPITAL IMPROVE	697,715	406,343	940,450	517,500	3,007,040
DEPARTMENT TOTAL	3,016,587	2,669,768	3,095,182	2,697,843	5,258,898

DEPARTMENT/ACCOUNT: SANITARY DISTRICT #3

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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000	ILLICIT DISCHARGE EXPENSE	16,960
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Proposal from Omni Associates to continue the illicit discharge monitoring for 2015 (13,960) and a contingency if an illicit discharge is detected (3,000).

220	UTILITIES	9,000
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Includes cost for electric use for the pumps at the FVTC detention pond. 2015 usage is based on actual 2013 and 2014 usage plus a projected 2.36% electric cost increase.

290	CONTRACTUAL SERVICES	113,950
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- Street Sweeping (93,150)

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.

- Storm water billing software, copier leasing, contracted storm water facility repairs. (7,000)

Civic billing software	2,740
Copy machine lease	1,000
PSN Credit Card service	200
Diggers Hotline	1,000
Contracted storm water facility repairs	2,060

- Includes Sanitary District No. 3's portion of GIS software licenses, as well as their portion of the IT departments general licenses and contracts that service the whole Town. This also includes the Pubworks annual fee. This account has increased from previous years, due to a portion of the IT expenses being allocated to the Sanitary Districts.

810

CAPITAL EQUIPMENT

23,200

- Front End Loader with Two Way Plow & Wing - Replacement (232,000)

This unit would be a replacement of the 1995 John Deere Loader #310 (7,500 hours). The estimated replacement time schedule for this type of heavy duty equipment is set at 20 years which it will be in 2015.

Equipment of this type are subjected to severe duty during their service life with snow plowing operations and salt shed duties being some of the worst. Although the mechanical/operating condition of this machine remains fairly sound corrosion of many of the cab structural components are becoming severe in nature and will require extensive body work and repainting to keep this unit in safe operating condition for front line duty. Staff recommends that when a replacement loader is purchased, the current loader #310 remain in the fleet for use in salt shed operations. The new loader would be assigned a cul de sac plow route, as it is much more efficient and less time consuming than using pick-up plows. The loader is also used extensively by the sanitary districts for repairs and construction. The loader would be jointly purchased by Sanitary Districts No. 1, 2 & 3 and Streets. (San 1 - \$58,000, San 2 - \$58,000, **San 3 - \$23,200**, Streets – \$92,800)

(Estimated Auction Resale Price \$30,000)

811

CAPITAL EQUIPMENT – IT HARDWARE

13,040

For 2015, the Town is starting to allocate the IT costs to the Sanitary Districts. This amount reflects, Sanitary District No. 3's portion of the server and computer replacement rotation that is scheduled for 2015.

DEPARTMENT/ACCOUNT:
EASTSIDE UTILITY DISTRICT SUMMARY

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
EASTSIDE UTILITY DISTRICT					
PERSONNEL	8,033	8,896	7,250	8,000	8,500
OPERATIONS & MAINTENANCE	34,586	32,874	39,605	36,050	38,650
Subtotal-Operating Expense	42,619	41,770	46,855	44,050	47,150
CAPITAL IMPROVEMENTS	-	-	7,200	7,200	-
TOTAL EXPENSES	42,619	41,770	54,055	51,250	47,150
REVENUES					
Public Charges for Services					
62210 Metered Sales	21,016	21,082	23,900	22,000	22,500
63100 Forfeited Discount	102	233	130	175	150
41110 Mil Tax	19,550	19,550	19,696	19,696	20,035
63501 Interest Income	2,976	1,372	4,500	2,500	2,000
Subtotal-Operating Revenues	43,644	42,237	48,226	44,371	44,685
TOTAL REVENUES	43,644	42,237	48,226	44,371	44,685
Net Income (loss) for Year	1,025	467	(5,829)	(6,879)	(2,465)

DEPARTMENT/ACCOUNT:
EASTSIDE UTILITY DISTRICT

	ACTUAL	ACTUAL	BUDGET	YEAR-END ESTIMATE	PROPOSED BUDGET
	2012	2013	2014	2014	2015
PERSONNEL					
110 Salaries / Wages / Fringes	8,033	8,896	7,250	8,000	8,500
TOTAL PERSONNEL	8,033	8,896	7,250	8,000	8,500
OPERATIONS & MAINTENANCE					
210 Audit	912	931	750	600	600
220 Utilities	51	54	55	50	-
290 Other Contractual Services	1,029	-	1,000	1,000	1,500
310 Office Supplies	1,000	600	1,500	1,500	1,000
340 Maintenance of Meters	-	-	500	200	500
349 Maintenance of Mains	-	-	1,000	200	1,000
390 Miscellaneous Expenses	-	-	500	-	-
396 Treatment Costs	12,352	12,112	14,800	13,500	14,800
540 Depreciation	19,242	19,177	19,500	19,000	19,250
390 Rebate for Customers					
TOTAL OPERATIONS & MAINT	34,586	32,874	39,605	36,050	38,650
CAPITAL IMPROVEMENTS					
810 Capital Equipment	-	-	7,200	7,200	-
DEPARTMENT TOTAL	42,619	41,770	54,055	51,250	47,150

DEPARTMENT/ACCOUNT: EASTSIDE SANITARY DISTRICT

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
290	OTHER CONTRACTUAL SERVICES Caselle Clarity billing software and PubWorks asset management software.	1,500
396	TREATMENT COSTS Cost of wastewater treatment from the City of Appleton.	14,800

DEPARTMENT/ACCOUNT:
CAPITAL PROJECTS (NON SANITARY DISTRICT)

FUND:
CAPITAL PROJECTS FUND (55)

	ACTUAL 2012	ACTUAL 2013	BUDGET 2014	YEAR-END ESTIMATE 2014	PROPOSED BUDGET 2015
BEGINNING FUND BALANCE	4,136,535	7,349,061	4,396,332	4,396,332	1,105,332
REVENUES					
Borrowing-Long Term	7,010,000	-	10,000,000	-	8,700,000
Premium on Debt Issuance	-	-	-	-	-
General Fund/Mill Tax	-	-	-	-	-
Grant Funds	-	-	-	-	-
Developer Contributions	9,684	-	-	27,000	-
Interest	-	-	-	-	-
Other Agencies	-	-	-	-	-
Sale of Land	-	-	-	-	-
Transfer From Other Funds	-	-	-	-	425,000
TOTAL REVENUES	7,019,684	-	10,000,000	27,000	9,125,000
TOTAL RESOURCES	11,156,219	7,349,061	14,396,332	4,423,332	10,230,332
EXPENDITURES					
Recreation-Park/Trails	145,550	5,141	205,000	1,000	522,000
Street Construction	3,449,741	2,438,398	1,106,950	800,000	5,420,380
Hwy Covermats	-	-	-	-	-
Vehicle/Equipment Replacement	-	-	-	-	177,800
Public Facilities	44,912	-	200,000	150,000	20,000
Signage & Communication Equip	68,402	509,191	-	22,000	-
Accounting Software	-	-	275,000	95,000	-
Fire Station	-	-	950,000	250,000	2,900,000
Economic Development	-	-	-	2,000,000	-
Issuance Fees & Interest	98,553	-	100,000	-	100,000
TOTAL EXPENDITURES	3,807,158	2,952,729	2,836,950	3,318,000	9,140,180
ENDING FUND BALANCE	7,349,061	4,396,332	11,559,382	1,105,332	1,090,152

Town of Grand Chute, Wisconsin
Capital Improvement Plan
 2015 thru 2019

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Administration								
Video Cameras	ADM-15-01	1	20,000					20,000
Administration Total			20,000					20,000
Fire								
New Fire Station #2	F-15-001	3	2,900,000					2,900,000
New Fire Engine	F-16-01	2		550,000				550,000
New Heavy Rescue Unit	F-17-01	n/a			500,000			500,000
Fire Total			2,900,000	550,000	500,000			3,950,000
Parks and Recreation								
Casaloma Neighborhood Park	PR-05-001	1	327,000					327,000
Edgewood Acres Trail Construction	PR-13-001	2			25,000			25,000
Prairie Hill Mountain Bike Trail	PR-13-003	2	25,000					25,000
CB Trail and Connection	PR-14-002	2	135,000					135,000
Patriot Park Trail 2	PR-14-003	3		45,000				45,000
Tri-park Trail	PR-14-005	3			45,000			45,000
Brewster Village Trail	PR-14-006	3				60,000		60,000
Whispering Groves-Century Farms Trail	PR-14-007	3		65,000				65,000
College-Bluemound Trail	PR-14-008	3	35,000					35,000
Parks and Recreation Total			522,000	110,000	70,000	60,000		762,000
San 1 Equipment								
Booster Pump Replacement	PWS1-14-400	1	20,000					20,000
San 1 Equipment Total			20,000					20,000
Sanitary District 1 - Water								
Northridge Lane/Capitol Drive water main extension	PWS1-13-003	2	15,000	200,000				215,000
Perkins Street Water Main Replacement	PWS1-13-004	2		25,000	285,000			310,000
Water Meter Replacement Program	PWS1-13-102	1	300,000	300,000				600,000
College Ave N Frontage Rd - Water	PWS1-13-412	1	6,120					6,120
Water Main extension from Victory Ln - Capitol	PWS1-14-001	2		335,000				335,000
Casaloma Dr. Water - Converters to Prairie Song	PWS1-14-204	1		5,000	52,500			57,500
Westhill Water Main Replacement	PWS1-15-001	2	118,600					118,600
Bluemound Drive Water	PWS1-15-201	1	71,500					71,500
Woodman Drive Water	PWS1-15-202	2				20,000		20,000
Casaloma Dr Water - Prospect to Waterstone	PWS1-15-203	2	154,900					154,900
Spencer Glenridge Water	PWS1-15-205	1	11,000					11,000
Integrity-Micheals Water Loop	PWS1-16-002	2		335,000				335,000
Grand Meadows Water Main Replacement	PWS1-16-003	2	12,000	150,000				162,000
Capitol Drive Water - Capitol Ct to Casaloma	PWS1-16-205	1	4,000	38,300				42,300
Spencer St. Water - Casaloma to Mayflower	PWS1-16-206	2	8,000	75,100				83,100
Glenwood Park Subdivision Water	PWS1-16-207	2				4,000	43,100	47,100

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Gillett Street Water	PWS1-16-210	1		72,000				72,000
Lynndale-Wren Loop	PWS1-17-001	2		35,000	300,000			335,000
Elsner Road Water	PWS1-17-111	1			55,500			55,500
Casaloma Dr. Water - Waterstone to Spencer	PWS1-17-204	2					8,000	8,000
McCarthy Road Water 15 to Capitol	PWS1-17-211	2			4,000	38,300		42,300
Sanitary District 1 - Water Total			701,120	1,570,400	697,000	62,300	51,100	3,081,920

Sanitary District 2 - Sewer

Water Meter Replacement Program	PWS2-13-202	1	300,000	300,000				600,000
College Ave N Frontage Rd - Sewer	PWS2-13-212	1	5,000					5,000
San Sewer ext from Victory La to Thornwood	PWS2-14-004	2	35,000	300,000				335,000
Casaloma Dr. Sewer - Converters to Prairie Song	PWS2-14-204	1		1,000	9,000			10,000
Bluemound Drive Sewer	PWS2-15-201	1	9,000					9,000
Woodman Drive Sewer	PWS2-15-202	2			1,000	9,000		10,000
Casaloma Dr Sewer - Prospect to Waterstone	PWS2-15-203	2	179,350					179,350
Capelle Subdivision 4th Sewer	PWS2-15-205	1					1,000	1,000
San Sewer Ext from Integrity Way to Mayflower	PWS2-16-001	2	35,000	300,000				335,000
Capitol Drive Sewer - Capitol Ct to Casaloma	PWS2-16-205	1	25,000	300,000				325,000
Spencer Street Sewer - Casaloma to Mayflower	PWS2-16-206	2	1,000	9,000				10,000
Glenwood Park Subdivision Sewer	PWS2-16-207	2				1,000	9,000	10,000
Gillett Street Sewer	PWS2-16-210	1		10,000				10,000
Elsner Road Sewer	PWS2-17-111	1			10,000			10,000
Casaloma Dr. Sewer - Waterstone to Spencer	PWS2-17-204	2					1,000	1,000
McCarthy Road Sewer 15 to Capitol	PWS2-17-211	2			1,000	9,000		10,000
Sanitary District 2 - Sewer Total			589,350	1,220,000	21,000	19,000	11,000	1,860,350

Sanitary District 3 - Storm

Gillett Street - Capitol to Elsner Storm	PWS3-13-310	1		581,700				581,700
Elsner Road - Gillett to 47 Storm	PWS3-13-311	1			443,400			443,400
Highview Firestation Pond	PWS3-14-002	3	142,890					142,890
Carter Woods Pond	PWS3-14-003	3			110,360			110,360
Spencer Street Casaloma to Mayflower S	PWS3-14-006	1	75,000	725,800				800,800
Glenwood Park Subdivision Storm	PWS3-14-007	2				40,500	404,950	445,450
Bluemound Dr Stormwater Management - BB-Spencer	PWS3-14-301	1	405,700					405,700
College Ave N Frontage Storm Sewer - Bluemound	PWS3-14-302	2	32,650					32,650
Casaloma Dr Urbanization - Waterstone to Spencer	PWS3-15-003	2					70,000	70,000
Cloudview Drive Pond	PWS3-15-004	3					10,000	10,000
Prospect-Casaloma Pond	PWS3-15-006	3	1,267,850					1,267,850
Hickory Farm Lane Storm	PWS3-15-007	1	129,900					129,900
Lancer Court Culvert Replacement	PWS3-15-008	2	25,000					25,000
Broadway Drive Culvert Replacement	PWS3-15-009	2	25,000					25,000
Sanitary District 3 - Storm Total			2,103,990	1,307,500	553,760	40,500	484,950	4,490,700

Street Equipment

Replace John Deere Mower 723	PWSTR-15-501	2	28,000					28,000
Replace Front End Loader 310	PWSTR-15-502	2	232,000					232,000
Replace 1-Ton Truck/Boss Plow 306	PWSTR-15-503	2	57,000					57,000
Replace Pickup 150	PWSTR-17-501	3			25,000			25,000
Replace Tandem Axle Dump Truck 224	PWSTR-17-502	2			198,000			198,000
Replace Jeep Patriot 151 - Directors Vehicle	PWSTR-19-501	3					25,000	25,000
Street Equipment Total			317,000	223,000	25,000	25,000	565,000	

Streets

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
College Avenue North Service Road Reclamation	PWSTR-12-003	2	433,900					433,900
Long Court - Mayflower to Spencer Reclaim	PWSTR-13-003	3					225,000	225,000
Morrison St. 2-inch Overlay	PWSTR-13-005	3		48,700				48,700
Gillett Street Reconstruction - Capitol to Elsner	PWSTR-13-010	2		1,166,500				1,166,500
Elsner Road - Gillett to CTH 47	PWSTR-13-011	2			889,100			889,100
McCarthy Road Urbanization - 15 to Capitol	PWSTR-13-012	2			48,300	66,500		114,800
Bluemound Drive Urbanization - Prospect to Spencer	PWSTR-14-001	1	2,429,700					2,429,700
Woodman Drive Urbanization	PWSTR-14-002	3			22,000	255,300		277,300
Casaloma Dr Urbanize - Converters to Prairie Song	PWSTR-14-004	1		88,000	1,020,900			1,108,900
Spencer Street - Casaloma to Mayflower	PWSTR-14-006	1	353,250				2,400,850	2,754,100
Glenwood Park Subdivision Urbanization	PWSTR-14-007	2				44,100	536,600	580,700
CTH JJ Shoulder Widening and Resurface-A to 47	PWSTR-15-001	1				30,000		30,000
Gillett Street - Elsner to JJ	PWSTR-15-002	2	198,150					198,150
Casaloma Dr Urbanization - Waterstone to Spencer	PWSTR-15-003	2					85,000	85,000
McCarthy Road Reclamation - 3,900 ft S of Edgewood	PWSTR-15-006	2			240,900			240,900
Casaloma Dr. Urbanization - Prospect to Waterstone	PWSTR-15-008	1	879,000					879,000
Westhill Drive Reclaim - College to Franklin	PWSTR-15-009	2	116,860					116,860
Lilas Drive - Concrete with Appleton	PWSTR-15-010	1	88,000					88,000
Whitehawk-Kohl Sidewalk	PWSTR-15-011	2	106,020					106,020
Spencer-Glenridge Urbanization	PWSTR-15-012	1	266,100					266,100
North Boundary Run Curb Replacement	PWSTR-15-013	1	25,000					25,000
Lynndale-Northand Intersection improvements	PWSTR-15-014	1	46,800					46,800
Integrity Street Extension	PWSTR-15-015	1	382,600					382,600
Nordale Drive Urbanization	PWSTR-16-001	2			45,000	696,800		741,800
Pershing Street Urbanization	PWSTR-16-002	2			44,000	667,700		711,700
Tyler Drive Urbanization	PWSTR-16-003	2			17,000	258,100		275,100
Capitol Drive - Capitol Ct to Casaloma	PWSTR-16-005	1	30,000	279,100				309,100
Casaloma-15 Intersection & Trail	PWSTR-16-006	2		30,000				30,000
College Av. S Frontage Rd. Lilas to RR	PWSTR-16-008	2	65,000	575,000				640,000
Westhill Drive Recycle	PWSTR-17-002	2		327,000				327,000
Streets Total			5,420,380	2,514,300	2,327,200	2,018,500	3,247,450	15,527,830
GRAND TOTAL			12,593,840	7,272,200	4,391,960	2,200,300	3,819,500	30,277,800